

**WEST TRAVERSE TOWNSHIP
BOARD MEETING
Tuesday, June 13, 2023
6:00 PM**

The Supervisor called the meeting to order at 6:00.

Roll Call: Green, Mooradian, Hollingsworth, Baiardi, Bartlett

Absent: None

Visitors: John Riggs, Cynthia Shafer, Paul Mooradian, Amy Peters

The Pledge of Allegiance was recited by all.

Approve agenda & additional items. Hollingsworth added “Misc. Housekeeping” to the Agenda.
All yes by consensus.

Public Comment: Cynthia Shafer inquired about any West Traverse Township Ordinance governing the use of homes for vacation rental units and whether or not there is monitoring with regards to who is renting. Her concern is people purchasing homes to use as Vrbo or similar.

Approve Minutes of Regular Meeting on May 9, 2023. **Hollingsworth makes a motion to approve the Minutes as presented. Green seconds the motion. Four yes with Bartlett abstaining due to absence.**

Review correspondence not included below. **None**

Action items:

- a. Consider PC recommendation for Zoning Amendments: Baiardi offered corrections and suggestions with some discussion following. All the suggestions made did not change the Amendment meaning and were considered minor edits. **Baiardi made a motion to approve the Amendments with the edits agreed upon. Support by Mooradian. Roll Call Vote: Baiardi – yes, Hollingsworth – no, Green – yes, Mooradian – yes, Bartlett – yes.**
- b. Cleaning Service Increase: The Board agreed that the service we are using is doing a good job and despite the increase, they will continue to provide janitorial service to the Township.
- c. Budget Amendment: **Bartlett presented the Resolution, WHEREAS, amounts budgeted for certain items in the 2023/2024 budget approved by the Township Board on March 23, 2023 are no longer appropriate, and**

WHEREAS, prudent administration and Michigan Law require the Township Board to amend its budget to ensure that no expenditures exceed the budget amounts previously approved, and

WHEREAS, it is appropriate to amend the budget to reflect known revenue changes, now

THEREFORE BE IT RESOLVED, that the Township's 2023/2024 operating budget is hereby amended to increase the General Fund "Library Services" expenditure account (101-790-959.000) from \$5,000 to \$8,000 to cover the Township's increased cost in Library Services for FY 2023/2024.

Roll Call Vote: Hollingsworth – yes, Green – yes, Mooradian – yes, Baiardi – yes, Bartlett – yes.

- d. Zoom Meeting Discussion: Bartlett will continue to work on this.
- e. Misc. Housekeeping Items: The late checks and the issue of not signing checks because they were not on the preapproved list was discussed. Of special concern is the bills that were late and almost late because the Treasurer was out of town. The Clerk presented the Credit Card Policy that governs how the card is used and paid. This was in response to questions from the Treasurer about using the card. Hollingsworth would like two copies of the Red Book ordered, one to replace the copy she had that was damaged and one for her deputy. The last item was whether or not the Secretary should be paid for making up time that has been missed due to an appointment. There were differing opinions on this. The Clerk felt the Township taxpayers should not be burdened with paying this but the Supervisor said it was his call to make and he has no problem the Secretary making up time when it is for an appointment. Secretary will be paid when she takes time off if the Supervisor signs off on it. Treasurer wants to start transitioning duties of the Clerk. It will be discussed later.

Reports & Updates:

- a. Clerk – No report.
- b. Treasurer – Treasurer gave her report.
- c. Planning Commission – No report
- d. Zoning Administrator – ZA had submitted his written report.
- e. Recreation/Thorne Swift Committee – Mooradian gave her report.
- f. Supervisor – Septic Pump failure in Forest Beach – Been taken care of by HSASDA. Cemetery Rd. is moving along and should be done mid-July. Joe O'Neil is pleased with the company doing the work. They are doing a good job.

Consider approval of payables & payroll – Green moved to approve as presented. Support by Hollingsworth. All Yes.

Public Comments – Shafer commented that she is very pleased with the crews on Cemetery Rd. and the way the construction area is left each evening when they are done.

Board Comments – none

Proposed: June 13, 2023

Accepted: July 11, 2023 w/corrections

Next Regular Meeting – **Tuesday, July 11, 2023 at 6:00 pm.**

Clerk Baiardi adjourned the meeting at 7:04 p.m.

Respectfully Submitted by:

Cindy Baiardi, Clerk