

**WEST TRAVERSE TOWNSHIP
BOARD MEETING
Tuesday, November 14, 2023
6:00 PM**

Supervisor Bartlett called the meeting to order at 6:00

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

Absent:

Visitors: Ed Murphy, John Riggs, Amy Peters, Joanne Murphy, Paul Marazzo

The Pledge of Allegiance was recited by all.

Approve agenda & additional items. None

Public comments. None

Approve minutes of regular meeting on October 10, 2023. Hollingsworth has a correction on page two, "*Bartlatt*" should be "*Bartlett*". Mooradian asks that the sentence on the bottom of the first page, "*we do not want this to go on their title, this SUP goes with the deed*", changed to, "*considering this goes with the land in perpetuity*". **Hollingsworth makes a motion to approve the minutes as presented with corrections. Olson seconds the motion. All yes.**

Review correspondence not included below.

Thorne Swift report – Riggs gave two monthly reports along with an annual report. The board thanked Riggs for years of service.

Action items:

- a. Consider 2023 Road Project Report. Bartlett commented on the early receipt of the report. Board reviewed costs and urgency for each of the projects recommended. Mooradian stated she attended the meeting and roads were give a 5 rating. Bartlett commented on new seal coating process. **Mooradian makes the motion for Supervisor Bartlett to authorize Lower Shore as presented, Quick Rd and Hughston Rd as presented per the Road Commission's recommendations. Green seconds the motion. Roll Call: Mooradian-yes, Green-yes, Hollingsworth-yes, Olson-yes, Bartlett-y. All yes.**
- b. Authorize Supervisor to sign Pond Hill Agreement – Bartlett referred to memo from the attorney addressing the weekends. SUP reflects the newer language by saying last two weeks of September and all of October. Mooradian mentions OGO and SUP agreement from Wurster's memo. Bartlett states that he will bring revisions to the board to remedy OGO. **Green makes a motion to authorize the supervisor to fully execute the Pond Hill SUP agreement as presented. Hollingsworth seconds the**

- motion. Roll call: Mooradian-no, Green-yes, Hollingsworth-yes, Olson-yes, Bartlett-yes. One no, four yes.**
- c. Consider PC Zoning request-brief discussion on the rezoning. All in agreement. **Hollingsworth made the motion to adopt ordinance #3-2023 which will amend the West Traverse zoning map to change the zoning designation of the properties at 5550 Lake Rd tax id # 2416-15-10-300-032 and 5518 Lake Rd, tax id #2416-15-10-300-043 from R-1A single family residence to S-1 public. Green seconds the motion. Roll call vote: Mooradian-yes, Green-y, Hollingsworth-yes, Olson-yes, Bartlett-yes. All yes.**
 - d. Otis Hotel MLCC information-intent of the Otis Hotel owners, old Birchwood Inn group, to transfer ownership from a class C liquor license from an existing business to their property. Mooradian questioned if permission was needed for them to go outside the grandfathered clause regarding dancing and entertainment. If they wished to go beyond the non-conforming use, they would need to go before the ZBA. Will support.
 - e. Consider Birchwood Land Split request- boundary line adjustment in Birchwood. Property owner wants an addition on home and needed more property to meet the setbacks, negotiated with HOA, Assessor has approved. **Mooradian made a motion to authorizing the supervisor to sign the approval of the lot division recorded plat as prepared by Wurster, 11-14-23. Hollingsworth seconds the motion. Roll Call; Mooradian-yes, Green- yes, Hollingsworth-yes, Olson- yes, Bartlett-yes**
 - f. **Birchwood EMS request for increased funding-** Bartlett discussed a meeting with Chief Mullins regarding what was thought to be asking for additional funding/operating expenses. Conversation was had regarding legality and concern for requested funding increasing yearly. Paul Marazzo stated that they aren't requesting funds but to ask if the township would consider FBR under their insurance umbrella and become part of the municipality. 68-70% of EMS calls are outside Birchwood and in West Traverse Township. He stated increasing insurance costs may affect their ability to service township residents. After discussion, the board is open to suggestions and recognize the value of it. It was agreed that Birchwood would develop a scenario and speak with insurance companies about it. Discussion tabled until Birchwood returns with a plan.
 - g. Clerk report of transcription software/equipment-different options were looked at and decided to go with Otter AI at \$240 a year for the business plan.

Reports & Updates:

- a. Clerk –Olson informed the board that direct deposit for payroll is in the works. Also working on procuring 3 more licenses for VPN's (remote access) for the treasurer, clerk and bookkeeper. Mooradian asked how Two Ravens is doing and wondered if we were within budget. Mooradian also inquired about obtaining email address specific to the trustees. It was brought up that an auditor is needed for the next audit. Olson also discussed changing the townships emails from ".com" to ".gov". and that it should be fairly easy.
- b. Treasurer – Hollingsworth noted we are still working on changing over signature cards with Chase. Obtained a CD at Huntington with a good rate. Sewer bills are paid, Winter 2023 tax roll will be loaded next week and tax bills will be mailed the 30th.

- c. Planning Commission – none
- d. Zoning Administrator – included in packet
- e. Recreation/Thorne Swift Committee – Mooradian said committee will submit a sidewalk/trail plan before the December meeting and that a brief discussion was had regarding the township '80.
- f. Supervisor – Water reservoir was inspected and is good condition. Supervisor stated that it will need about a \$30,000 update with two to three years based on recommendations from the manufacturer. Mentioned a hiring committee has been formed for new Thorne Swift manager. Three possible candidates.

Approve payables & payroll – **Green makes a motion to approve payables & payroll. Mooradian seconds the motion. All yes.**

Public comments – None

Board comments – None

Next Regular Meeting – **Tuesday, December 12, 2023, at 6:00 pm.**

Supervisor Bartlett adjourned the meeting at 7:10 p.m.

Respectfully Submitted by:

Jay Olson, Clerk

Transcribed by:
Amy Peters