

**WEST TRAVERSE TOWNSHIP
BOARD MEETING
Tuesday February 13, 2024
6:00 p.m.**

Supervisor Bartlett called the meeting to order at 6:00 p.m.

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

Absent: none

Visitors: Ed Taylor, Paul Mooradian

The Pledge of Allegiance was recited by all.

Approve agenda & additional items: Bartlett included items “E”, Third Quarter Financial Report and “F”, Poverty Requirements added to the agenda.

Public comments: none

Approve minutes of regular meeting on January 9, 2024 and Special Meeting of January 11, 2024- Discussed corrections to minutes of last meetings: a few spelling errors were noted and “*local’s and residents*” needed to be changed to “*local residents*”. All agreed. **Hollingsworth made a motion to approve the minutes with corrections. Green seconded. All aye.**

Review correspondence not included below- Board accepted Uutinen’ s resignation letter and thanked him for his service. Correspondence from Christine Symchych regarding PC board meeting packets and their availability to the public. After discussion, PC mtg packets will be available on website.

Action items:

- a. Compensation Resolutions- bypassing full reading of resolutions, going with **“Therefore, be it resolved”** to save time. Supervisor: **Bartlett made the motion to approve that the salary of the West Traverse Township Supervisor shall be increased approximately 3.2% from \$21,894.00 to \$22,594.00 effective April 1, 2024. Hollingsworth supported. Roll call vote: Green-yes, Mooradian-no, Hollingsworth-yes, Olson-yes, Bartlett-yes. 4 yes, 1 no. Clerk: Hollingsworth made the motion to approve that the salary of the West Traverse Township Clerk shall be increased by approximately 3.2% from \$21,894.00 to \$22,594.00 effective April 1, 2024. Green supported. Roll call vote: Green-yes, Mooradian-no, Olson-yes, Hollingsworth-yes Bartlett-yes. 4 yes, 1 no. Treasurer: Green made the motion to approve that the salary of the West Traverse Township Treasurer shall be increased by approximately 3.2% from \$21,894.00 to \$22,594.00 effective April 1, 2024. Olson supported. Roll call vote: Green-yes, Mooradian-no, Olson-yes, Hollingsworth-yes, Bartlett-yes. 4 yes, 1 no. Trustees: Bartlett made the motion**

Proposed: February 13, 2024

Accepted: March 26, 2024

- to approve that the salary of the West Traverse Township Trustees shall be increased by approximately 3.2.% from \$6,229.00 to \$6,427.00 effective April 1, 2024.*
- Hollingsworth supported. Roll call vote: Mooradian-no, Olson-yes, Green-yes, Hollingsworth-yes, Bartlett-yes. 4 yes 1 no. Thorne Swift Manager:**
- Hollingsworth made the motion to establish that Keith Hammond's salary shall be \$40,000.00 for the fiscal year of April 1, 2024 to March 31 2025. Green supported. Roll call vote: Mooradian-yes, Green-yes, Olson-yes, Hollingsworth-yes, Bartlett-yes. All yes. Secretary: Mooradian made the motion that as of April 1, 2024, Amy Peters hourly rate shall be increased by 11% from \$16.96 to \$20.00 per hour. Bartlett supported. Roll call vote: Green-yes, Mooradian-yes, Olson-yes, Hollingsworth-yes, Bartlett-yes. All yes. Appointed Positions; Board of Review, Planning Commission, Zoning Board of Appeal, Water Committee: Hollingsworth made the motion that the compensation for these positions be increased approximately 3.2% for the fiscal year of April 1, 2024 to March 31,2025. Mooradian supported. Roll call vote: Hollingsworth-yes, Mooradian-yes, Green-yes, Olson-yes, Bartlett-yes. All yes.**
- Election Inspector: Hollingsworth made the motion that as of April 1, 2024, compensation for all elections inspectors (chair and members) shall be increased from \$170.00 per shift (7.5-8 hrs.) to \$175 per shift. Olson supported. Roll call vote: Mooradian-yes, Green-yes, Olson-yes, Hollingsworth-yes, Bartlett-yes. All yes.**
- b. Resolution to use 2024/25 Preliminary Budget for 3/26/24 Public Hearing- **Green made the motion that the Preliminary Budget presented at the 2/13/24 Township board meeting be presented at the March 26, 2024 Public Hearing. Hollingsworth supported. Roll call vote: Green-yes, Mooradian-yes, Olson-yes, Hollingsworth-yes, Bartlett-yes. The Supervisor therefore declared this resolution approved.**
 - c. ZA/Planner Contract -All agreed to the contract. **Bartlett made the motion to approve the contract as submitted. Green supported. All yes.**
 - d. Auditor update – Mooradian had questions regarding past auditor, Mahlmeister, and his cost for auditing services. Different amounts were charged for different years due to a F-65 vs. a full audit. Discussed two candidates; UHY, LLP out of Cadillac/Traverse City and Dan Smith out of Gaylord. Both candidates 'are strong firms, differences in costs were noted. Decided to go with Dan Smith. **Green made a motion to approve the supervisor to make a contract with Dan Smith. Mooradian supported. Roll call vote: Mooradian-yes, Green- yes, Hollingsworth -yes, Olson- yes, Bartlett – yes. All yes.**
 - e. Meeting Dates – With a correction to the August meeting date, schedule was approved. **Green made the motion to accepted the meeting dates as corrected. Mooradian supported. All yes.**
 - f. Insurance Proposal – Burnham and Flowers submitted their annual quote. Sizeable jump in fees, coverages remain the same. **Bartlett made the motion to accept the proposal from Burnham and Flowers to bind West Traverse Township for the upcoming year and authorize the supervisor to sign the invoice and request paperwork. Hollingsworth supported. Roll call vote: Mooradian – yes, Green-yes, Hollingsworth-yes, Olson- yes, Bartlett- yes. All yes.**

Reports & Updates:

- a. Clerk – Olson mentioned the front door not closing tight and for people to be cognizant of this fact. Discussed early voting with the county, Absentee ballot numbers and accuracy testing. Discussion on obtaining an AED for the Township Hall and/or Thorne Swift. Amy will look into costs of a unit.
- b. Treasurer – discussed taxes, 1925 in, out of 2451. Three outstanding sewer bills and the transition from Chase Bank to FCB has been seamless. Leaving money in Chase for revenue savings.
- c. Planning Commission – Green informed board of PC mtg Wednesday the 14th where Harbor Point PUD was going to be discussed. Bartlett mentioned the opening on the PC board. Will be looking for a person to fill it.
- d. Zoning Administrator – included in packet. Lane provided year-end report in the packet.
- e. Recreation/Thorne Swift Committee – Mooradian notified board of a meeting next Wednesday.
- f. Supervisor – Bartlett discussed the court hearing regarding the blight in Forest Ridge subdivision. Judge found in favor of township. Homeowner ordered to clean up property and fined. Lower Shore paving bid came in under the \$40k budgeted. Lower Shore Dr construction where 5 Mile Creek goes under as county replaces the culvert. Tribe to cover costs. Approved Hammond's salary. Background check started. Hammond getting quotes to improve the house. Hammond hired Abby Hackman as Assistant Manager. Sewer system issues continue. Benchmark found DNA permit number and date of issue. FOIA request came back negative. State unable to locate it. Letter will go out with rate increase to sewer customers. State of Michigan is requiring that 20% of our water customers be inspected between the water main and street (exterior of the house) for lead pipe inventory, if any. Will contract with the city. A letter will go out to those homeowners alerting them. Board of Review notice in papers, date is in second week of March.

Approve payables & payroll – **Hollingsworth made a motion to approve payables & payroll. Green supported. All yes.**

Public comments – none

Board comments – none

Next Regular Meeting – **March 26, at 6:00 p.m.**

Supervisor Bartlett adjourned the meeting at 7:00 p.m.

Respectfully Submitted by:

Proposed: February 13, 2024

Accepted: March 26, 2024

Jay Olson, Clerk

Transcribed by:
Amy Peters