

**WEST TRAVERSE TOWNSHIP
BOARD MEETING
Tuesday March 26, 2024
6:00 p.m.**

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

Roll Call: Olson, Hollingsworth, Bartlett, Green

Absent: Mooradian

Visitors: Ed Murphy, Keith Hammond

The Pledge of Allegiance was recited by all.

Public Hearing on proposed budget and millages for FY April 1, 2024 to March 31, 2025 – **Hollingsworth made a motion to open a public hearing on the proposed budget and millage for the fiscal year, beginning April 1, 2024 and ending March 31, 2025. Green seconded. 4 aye, 1 absent.** With no comments from the floor, **Hollingsworth made a motion to close the public hearing and return to regular meeting. Green seconded. 4 aye, 1 absent.**

Approve agenda & additional items: One addition adding Steve Corlew's name as an appointee to the Recreation Committee along with Scott Carbeck.

Public comments: none

Approve minutes of regular meeting on February 13, 2024- Discussed corrections to minutes of last meeting: correct the capitalization of *Uhy* to *UHY, LLC* and change wording of "*Green made a motion to accept the proposal from Dan Smith*" to "*Green made a motion to approve the supervisor to make a contract with Dan Smith.*" All agreed. **Hollingsworth made a motion to approve the minutes with corrections. Green seconded. 4 Ayes, 1 absent**

Review correspondence not included below- Mooradian asked for information about Lakeview Cemetery from Bob Sandford. Current Trial Balance provided for board.

Action items:

- a. Thorne Swift Manager House Improvements – discussed improvements needed for the manager's house. Washer/Dryer, Stove, carpeting, etc. **Green made a motion to a budget not to exceed \$11,000.00 Hollingsworth seconded. Roll call vote: Green – yes, Hollingsworth – yes, Olson – yes, Bartlett – yes. 4 yes, 1 absent**
- b. Approval of the following for FY 2024-2025
 - i. Budget dated 3-20-24 – Bartlett made the following motion for resolution:
Therefore, be it resolved by the West Traverse Township board that the draft budget covering the General, Road, Thorne Swift Nature Preserve, Sewer and Water funds dated March 26, 2024 be adopted for the Fiscal Year beginning April 1, 2024 and ending March 31, 2025 with the

Proposed: March 26, 2024

Accepted: May 14, 2024

addition of \$11,000.00 for Thorne Swift Capital projects. **Green seconded. Roll call vote: Green – yes, Hollingsworth – yes, Olson – yes, Bartlett - yes. 4 yes, 1 absent. Bartlett declared the resolution adopted.** Hollingsworth made the following motion for resolution: Therefore, be it resolved by the West Traverse Township Board that the General Fund Budget dated March 26, 2024 be adopted for the Fiscal Year beginning April 1, 2024 and ending March 31, 2025 with no changes. **Olson seconded. Roll call vote: Green – yes, Hollingsworth – yes, Olson – yes, Bartlett – yes. 4 yes, 1 absent. Bartlett declared the resolution adopted.** Bartlett made the following motion for resolution: Therefore, be it resolved by the West Traverse Township Board that the Thorne Swift Nature Preserve Fund draft budget dated March 26, 2024 be adopted for the Fiscal Year beginning April, 1 2024 and ending March 31, 2025 with the following change: add \$11,000.00 for Capital Improvements. **Hollingsworth seconded. Roll call vote: Green – yes, Hollingsworth – yes, Olson – yes, Bartlett – yes. 4 yes, 1 absent. Bartlett declared the resolution adopted.** Hollingsworth made the following motion for resolution: Therefore, be it resolved by the West Traverse Township Board that the Road Fund draft Budget dated March 26, 2024 be adopted for the Fiscal Year beginning April 1, 2024 and ending March 31, 2025 with no changes. **Green seconded. Roll call vote: Green – yes, Hollingsworth – yes, Olson - yes, Bartlett – yes. 4 yes, 1 absent. Bartlett declared the resolution adopted.** Green made the following motion for resolution: Therefore, be it resolved by the West Traverse Township Board that the Water Fund draft budget dated March 26, 2024 be adopted for the Fiscal Year beginning April 1, 202 and ending March 31, 2025 with no changes. **Hollingsworth seconded. Roll call vote: Green – yes, Hollingsworth – yes, Olson – yes, Bartlett – yes. 4 yes, 1 absent. Bartlett declared the resolution adopted.** Hollingsworth made the following motion for resolution: Therefore, it be resolved by the West Traverse Township Board that the Sewer Fund draft budget dated March 26, 2024 be adopted for the Fiscal Year beginning April 1, 2024 and ending March 31, 2025 with no changes. **Green seconded. call vote: Green – yes, Hollingsworth -yes, Olson – yes, Bartlett – yes. 4 yes, 1 absent. Bartlett declared the resolution adopted. Roll**

ii. Township Millage – Bartlett made the following motion for resolution: Therefore, be it resolved by the West Traverse Township Board that the Township Millage for the Fiscal Year beginning April 1, 2024 and ending March 31, 2025 be set 1.40 mils with .90 mils designated for the General Fund and .50 mils designated for the Road Fund. **Hollingsworth seconded. Roll call vote: Green – yes, Hollingsworth – yes, Olson – yes, Bartlett – yes. 4 yes, 1 absent. Bartlett declared the resolution adopted.**

iii. Thorne Swift Nature Preserve Millage – Hollingsworth made the following motion for resolution: Therefore, be it resolved by the West Traverse Township Board that the Thorne Swift Nature Preserve millage

for the Fiscal Year beginning April 1, 2024 and ending March 31, 2025 be set at 0.20 mils. Roll call vote: Green – yes, Hollingsworth – yes, Olson, - yes, Bartlett – yes. 4 yes, 1 absent. Bartlett seconded and declared the resolution adopted.

- c. Approve Cross Connections contract with CCRA – Contract is self-renewing and covers required inspections for the water system. **Hollingsworth made the motion to approve CCRA as our Cross Connection Contract Provider. Green seconded. 4 ayes, 1 absent.**
- d. Recreation Committee Appointment – Board discussed appointing Steve Corlew and Scott Carbeck to the Recreation Committee effective immediately. **Hollingsworth made the motion to appoint both gentlemen to the Rec Committee. Green seconded. 4 Ayes, 1 absent**
- e. Planning Commission Appointment – Board discussed appointing Ed Murphy to the PC completing Uutinen’s term effective immediately. **Bartlett made the motion to approve Ed Murphy to the Planning Commission. Hollingsworth seconded. 4 Ayes, 1 absent**
- f. Approve Thorne Swift Ballot Language
 - i. Bartlett made the following motion: Therefore, it be resolved, that the West Traverse Township Board approves the placing of a proposal on the ballot for the August 6, 2024 Primary Election to renew the Thorne Swift Nature Preserve millage at the maximum rate of 0.25 mills for the years 2024-2027 inclusive, and authorizes the Township Clerk to forward the ballot wording below to the County Clerk by 4:00 p.m. on May 14, 2024. Roll call vote: Green – yes, Hollingsworth – yes, Olson, - yes, Bartlett – yes. 4 yes, 1 absent. Bartlett seconded and declared the resolution adopted.

Reports & Updates:

- a. Clerk – Olson discussed the Feb 27 election, the number of absentee ballots received vs. in person voting. Next election will be May 7 with one item for Char-Em. Discussed AED units for the hall and Thorne Swift. 4 Ayes, 1 absent.
- b. Treasurer – settlement packages were provided for review. A warrant was obtained to collect on past due taxes. Discussed the blight issue and it was suggested by Hollingsworth that the PC consider adding language to the Blight Ordinance for such instances.
- c. Planning Commission – Green recapped the meeting. New storage units for Franklin Park and State Rd were discussed and approved with conditions.
- d. Zoning Administrator – included in packet.
- e. Recreation/Thorne Swift Committee – John Baker gave Rec Committee update for Mooradian. Working on the Master Plan, a proposed survey for township residents and hope to have an open house June or July. Steve Corlew and Scott Carbeck are new members of the rec committee. Riggs last day as manager is March 31, Hammonds first day, April 1. Hammond informed board that he has a crew lined up and will be ready for April 15.

- f. Supervisor – Bartlett discussed the Lower Shore Dr detour; the sewer system permit application was filed and hope to obtain bids after permit issues are worked out. Touched on blight issue and its issues.

Approve payables & payroll – caught an error and was corrected – **Hollingsworth made a motion to approve payables & payroll. Green supported. 4 yes 1 absent.**

Public comments – none

Board comments – the Board thanked John Riggs for his time at Thorne Swift and offered well wishes for the future. A “good bye” cake was provided for all to enjoy.

Next Regular Meeting – Board decided to cancel the April 9, 2024 meeting. **Next meeting will be May 14, 2024**

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

Respectfully Submitted by:

Jay Olson, Clerk

Transcribed by:
Amy Peters