

**WEST TRAVERSE TOWNSHIP
BOARD MEETING
Tuesday January 14, 2025
6:00 p.m.**

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

Roll Call: Olson, Hollingsworth, Murphy, Baker, Green

Absent: none

Visitors: Linda Hoisington, Jamie Buchanan, Scott Sergent, Kathy & Steve Erber, John Baker

The Pledge of Allegiance was recited by all.

Approve agenda & additional items: Additional items were added; H: Audit Engagement Letter, I: Curbside Recycling, J: Personnel Committee Update. **Hollingsworth made the motion to approve the agenda as amended. Olson seconded. Approved by consensus. All ayes.**

Public comments: none

Approve minutes of regular meeting on December 10, 2024: **Green made the motion to approve the minutes as presented. Hollingsworth seconded. All ayes.**

Review correspondence not included below: none.

Thorne Swift Manager Report: none

Action Items:

- a. Business Platform Upgrade Proposal – Olson introduced Jamie Buchanan, representative from Common Angle IT Support and Consulting Co. Buchanan gave a presentation on an upgrade in the Support Package that the Township currently has, as well, as addressing the updating of and installing new software, Windows 11, and Microsoft 365. The benefit of upgrading to the Gold Package from the current Silver Package for the Township would include unlimited support and scheduling priority for issues that require assistance, enhanced email filtering, unlimited remote support, enhanced security, updated virus protection, MFA (Multi-Factor Authentication), unlimited Cloud Storage and updating the Township software to Microsoft 365. M365 would give users access to Excel, the Outlook email program, an enhanced/updated Word program, Calendaring along with other updated security features. Olson noted that the current email program, Webmail, is now unsupported and will phase out. Hollingsworth asked about the transition from what the Township currently has to the new software. Buchanan noted that transactions such as moving addresses from the Webmail program to the Outlook mail system will be seamless with no interruptions. Baker asked about Cloud storage, what would be backed up along with the frequency, i.e. daily or weekly.

Proposed: January 14, 2025
Accepted: February 11, 2025

Buchanan stated items such as contacts, calendaring, email and various other items would be backed up daily. Baker asked about the difference between Windows Defender and the Vigilant Frontline Virus protection programs. The Board thanked Jamie Buchanan for his time and the answering all their questions. **Green made the motion that the West Traverse Township board authorize the Clerk to move forward with the proposed technology solution as noted above and fully outlined in the Common Angle Proposal dated December 19, 2024. Baker seconded. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes.**

- b. Parks & Recreation Report, Plan and Resolution Approval – The board was extremely impressed and pleased with the Recreation Plan and expressed their gratitude to the Recreation Committee for all their hard work. Green had questions about the number of responses from the survey. John Baker spoke to the flow and inclusion of items that will benefit the Township in the future. **Green made the motion to approve the Recreation Plan as presented. Olson seconded. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes.**
- c. Barn Property Tree Removal update – The board discussed and reviewed the three bids for removal of the trees and dead limbs on the Cook property. **Green made the motion to award the tree removal bid on the Cook Property to Al & Jim’s Tree Service at \$1900. Hollingsworth seconded. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes.**
- d. Continued Discussion of new Township Hall – Discussion continued building a new Township Hall or refurbishing the existing hall. Conversation followed on the cost, lack of storage, privacy, Handicap Accessibility, and basic functionality. Olson stated an interest in retaining the Township Hall as a Cultural or Historical Site. Green mentioned a Township Hall downstate that the board should consider visiting.
- e. Birchwood Tax Appeal - Murphy informed the Board on a meeting with the Township Attorney and the Township Assessor pertaining to Birchwood Tax Appeal. Due to a letter received about a perceived conflict of interest, Murphy recused himself from the meeting with the Attorney and Assessor and requested a board member to sit in his stead. Green and Hollingsworth volunteered to co-partner during the appeal process.
- f. 2025 Poverty Exemption Policy & Guidelines – **Hollingsworth made the motion to approve the 2025 Poverty Exemption Policy and Guidelines as presented. Green seconded. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes.**
- g. Millages – General (.9 mil), Road (.5 mil), Thorne Swift (.2 mil) – The board reviewed the millages and agreed no change was needed. **Green made a motion to approve the millages of General (.9 mil), Road (.5 mil), and Thorne Swift (.2 mil) as proposed. Hollingsworth seconded. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes.**
- h. Audit Engagement Letter Approval – **Green made the motion for approval of Dan Smith and Company PC., audit proposal of \$7800.00. Hollingsworth seconded. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes.**
- i. Curbside Recycling – Baker discussed the possibility of Curbside Recycling in West Traverse Township. There was discussion of whether Associations would accept it, how that

would affect seasonal residents and the cost. The board asked Baker to provide a proposal and the board agreed to discuss it further at the February meeting.

- j. Personnel Committee Update - Murphy informed the Board that the Personnel Committee met last week to discuss pay increases. There will be a formal resolution prepared for the February meeting.

Reports and Updates:

- a. Clerk – Olson informed that Harbor Light has increased their “by-line” costs from \$8.75 to \$9.75. Olson noted he will be attending a seminar later this month by the MTA about the new state law for Paid Time Off. There were questions about whether it would affect the budget.
- b. Treasurer – Hollingsworth noted that eighteen out of 25 Sewer bills have been received as well as 990 tax bills thus far. February 14 is the due date. Hollingsworth will be in the office all day on 2-14 as well as 2-28. Hollingsworth also informed the board that the annual 425 Agreement was received and disbursed appropriately.
- c. Planning Commission – Green informed the board that the PC held their annual elections. The Chair, Hollerith, Vice Chair, Forster and Secretary, Osetek were re-elected. The PC is reviewing chapters in the Master Plan. Green informed the Board that the PC would like to have a meeting with the Township Board, ZBA and BOR in the Fall. Hollingsworth suggested the Board pursue giving the Planning Commission members a raise for their continued commitment and hard work.
- d. Zoning Administrator – Included in packet.
- e. Recreation/Thorne Swift Committee – None
- f. Supervisor – Murphy expressed his appreciation to the board for all the help, patience during the learning curve, and their hard work and dedication.

Approve payables & payroll – **Hollingsworth made the motion to approve the payables and payroll as presented. Olson seconded. All ayes.**

Public comments – Scott Sergent introduced himself.

Board comments – none.

Next Regular Meeting – **Next meeting, February 11, 2025, at 6:00 p.m.**

Supervisor Murphy adjourned the meeting at 7:36 p.m.

Respectfully Submitted by:

Jay Olson, Clerk

Transcribed by: Amy Peters