

ESCANABA TOWNSHIP BOARD MEETING JUNE 13, 2022 MINUTES

4618 COUNTY RD 416 20<sup>TH</sup> GLADSTONE MI 49837 7:30 PM

ESCANABA TOWNSHIP HALL

The meeting was called to order by Supervisor Tom Rymkos at 7:30 pm followed by the recital of the Pledge of Allegiance. Clerk Knauf-Wycoff opened with a prayer.

Roll Call: Members present are Supervisor Tom Rymkos, Treasurer Kim Knauf-Wycoff, Clerk Theresa Chenier, Trustee Al Gareau and Trustee Norman Fleury. All members are present.

**Motion made by Trustee Gareau to accept Agenda with addition of item (j) Garbage cans for pavilion. Second by Clerk Knauf-Wycoff. All in favor. Motion passed.**

**Motion made by Clerk Knauf-Wycoff to accept May 9, 2022 minutes with spelling corrections and addition to note that it was approved to have Atty Genovich compose a letter to resident Williams. Second by Trustee Gareau. All in favor. Motion passed.**

**Motion was made by Clerk Chenier to accept the Financial Report. Second by Trustee Gareau. All in favor. Motion passed.**

COMMUNICATIONS: Supervisor Rymkos stated he had communications with Gladstone Library and he attended a meeting with the Delta County Township Assoc. There will be a picnic July 28, 2022 at Pioneer Trail Park. There are flyers with the details available.

PUBLIC COMMENTS: None

FIRE DEPT REPORT: Chief Matt Ryan reported there were 2 fire calls this past month. All air packs are in service. He attended a Fire Chief meeting. They will be at Camp 911 for kids held in June at the Fairgrounds, the airport to honor the Honor Flight veterans on their return from Washington, and Mish Water Sports event August 27, 2022 at the Terrace with the ladder truck proudly displaying the American flag. AED's are updated. The AED at the town hall needs to be replaced. Due to the age, it can no longer be certified. The Gladstone School donated desks that will be used at the Besse Hall. There are no new truck issues at this time. He requested a budget breakdown monthly that includes the supply funds. They have a new logo design. Clerk Chenier asked for a listing of annual events that the fire trucks will be at. Such as: parades, etc. **Treasurer Knauf-Wycoff made a motion to approve the fire truck participation in the Gladstone 4<sup>th</sup> of July parade. Trustee Fleury second. All in favor. Motion passed.**

Tri Media Representative, Ken Heisser gave a presentation depicting their services for digital cemetery mapping. They would be able to convert current documents in a digital format. All plots would be identified. They strive to have a user friendly website. He would like to meet with Sexton, Dan Marenger, to collaborate the information. He will put together a proposal to be presented to Board with their projected costs and fees. All records can be scanned for preservation. The Board would also like to see a land survey of the cemetery completed.

Bids will be accepted at the town hall office for removal of the shrubs between the town hall building and the sidewalk.

Supervisor Rymkos will meet with Mike Anderson regarding replacement of the carpet on the West side interior step entrance at the Township Hall.

Supervisor Rymkos met with Bradfield Contracting for repairs needed to the East side of the town hall building to eliminate water from coming into the basement. Concrete work, building a moat, running sump pump and installing gutters were recommended. Someone is needed to perform the concrete work.

The bleachers at the ballpark are in need of repair. Estimates need to be received for replacing. This issue was tabled until next meeting.

Clerk Chenier reminded the Board the ARPA (American Rescue Plan Act) monies must be spent by 2026 or they are forfeited. She would appreciate everyone to write down ideas. There are examples on the MTA website. There are stipulations on what qualifies.

Clerk Chenier informed the board their insurance company provides 90 minutes of covered attorney fees every quarter. She would like to apply this for the Land Division Ordinance, Boundary Line Ordinance and land split process that Delta County has requested to review.

Unable  
to do

The Payroll Policy of March 14, 2022 needs to be approved with signature. **Trustee Gareau made motion to accept payroll policy. Second by Treasurer Knauf-Wycoff. All in favor. Motion passed.**

A new printer is needed to handle the high volume and the card stock paper needed for election use. Clerk Chenier has received an estimate from Cooper Office Supply. There are delays on delivery. **Motion made by Treasurer Knauf-Wycoff to purchase a temporary printer for election use. Trustee Fleury Second. All in favor. Motion passed.**

The Sexton cemetery job description had been reviewed with Mr. Dan Marenger. **Clerk Knauf-Wycoff made motion to approve sexton job description/duties. Second by Trustee Gareau. All in favor. Motion passed.**

**Motion to approve Clerk Chenier and Treasurer Knauf-Wycoff to each become Notary Public was made by Trustee Gareau. Second by Trustee Fleury. All in favor. Motion passed.**

Bidding policy discussion was tabled.

Post audit policy to be able to issue payment for services that have a contract signed should be automatic which allows payment without extended waiting. **Treasurer Knauf-Wycoff made the motion to accept the post audit policy. Second by Trustee Gareau. All in favor. Motion passed.**

Clerk Chenier noted that replacing the AED at the Township Hall is eligible to be covered by the ARPA funds.

Treasurer Knauf-Wycoff stated they have received payment from a resident for charges from a barn fire approximately 2 years ago that required a backhoe to be brought on the scene. **Trustee Gareau made motion to pay the billing to JC Property Maint for backhoe services needed by the Fire Department. Second by Treasurer Knauf-Wycoff. All in favor. Motion passed.**

Clerk Chenier reported that email hacking has been occurring to Board and Planning Commission members. It is recommended to remove emails from the website for security purposes.

Clerk Chenier reported that she is preparing for elections. Voter application is up to date. There will be training for election workers July 19, 2022. Election workers do not need to be from the township.

Clerk Chenier informed that all township employees need to have updated employment forms completed.

**Motion to purchase new garbage cans for pavilion was made by Trustee Gareau. Second by Clerk Chenier. All in favor. Motion passed.**

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:** Treasurer Knauf-Wycoff reported on the difficult process she is experiencing with the SAMS#. She also requested permission to use trash vouchers for cleaning up around the pavilion and towards old electronic disposal.

Planning Commission report by Clerk Chenier: The June 6, 2022 Planning Commission meeting was cancelled due to lack of quorum.

Theresa Nelson assisted by giving the Delta County Commissioner report. Our elected commissioner was not present. Ms Nelson offered to assist with helping with the SAMS# issue. The county is holding a meeting June 14, 2022. Solar ordinance will be discussed.

The Board proceeded to pay bills from 9:29 to 10:02 pm

**Motion to adjourn was made by Trustee Gareau at 10:03 pm. Second by Treasurer Knauf-Wycoff. All in favor. Motion passed.**

The next scheduled meeting of the Escanaba Township Board will be July 11, 2022. 7:30 pm at the Escanaba Township Hall 4618 County 416 20<sup>th</sup> Rd Gladstone MI 49837.

Anyone needing assistance to attend a meeting can contact Cathy at 906-280-6182.

Minutes prepared by Recording Secretary Cathy Culliton

Approved July 11, 2022