

# **Special Meeting of the Pierson Township Board**

## **Meeting Minutes**

May 30, 2019

5:00 pm

I. Call to order: 5:01 pm

II. Roll call

Present: Gould, VanTil, Burkholder, Scheuermann

Absent: Hyrns

III. Approve the meeting agenda.

Motion: Burkholder

2<sup>nd</sup>: VanTil

Roll Call – Yes: Gould, VanTil, Burkholder, Scheuermann

IV. Second Amendment to the 2019-20 budget with updated anticipated funds for the Road Fund: Landfill Host Impact Fee 202-000-565.000 to \$64,971.00, Metro Act 202-000-579.000 to \$13,299.07, Road Material and Labor 202-446-819.00 to \$48,381.23 and Roads – Chloride Treatments 202-446-819.006 to \$27,672.98.

This will allow the approved bids from the Road Committee being: spray brush/roadsides of \$2,000, gravel resurface limestone Cannonsville Road from Bass Lake Rd West (.5 mile) of \$19,280, machine wedge & seal Rice Lane from Amy School Rd East to end (.45 mile) \$11,224, Seal Coat Ashley Ct West County LN Rd east to end (.28 mile) \$5,416, 50 hours of ditching local roads determined by the township and Montcalm County Road Committee as needed not to exceed \$6,250 with Road Committee minute approval.

Motion: Burkholder

2<sup>nd</sup>: Scheuermann

Roll Call – Yes: Gould, VanTil, Burkholder, Scheuermann

Future Funds current balance of \$59,958.47 to be placed into an interest bearing account or CD to be determined by the Treasurer for the best option.

Motion: Scheuermann

2<sup>nd</sup>: Burkholder

Roll Call – Yes: Gould, VanTil, Burkholder, Scheuermann

V. Approve Road Contract for Woodlake Homeowner's Association to Seal coat with fog seal Lindy Sue Lane from Cannonsville Road to end (.065 mile) in the amount of \$21,670. Funds to be paid in advance by Woodlake Homeowner's Association for the work to be completed, and proof of approval from the Road Committee and the Woodlake Homeowner's Association Board.

Motion: Burkholder

2<sup>nd</sup>: Scheuermann

Roll Call: Yes: Gould, VanTil, Burkholder, Scheuermann

VI. Review current Policies and Procedures Manual.

Compile and scan current resolutions and store for the Board on the share server for easy reference.

Motion: Scheuermann

2<sup>nd</sup>: Burkholder      Roll Call: Gould, VantTil, Burkholder, Scheuermann

VII. Additions to Policies and Procedures Manual.

- a. Agenda's will be prepared and sent by Clerk in one email to all board members a week before the meeting. Once the Agenda is out it will not be changed, but items may be added at the meeting (unless a Special Meeting). Hard copies will be placed in binders for use at meetings.
- b. Emails amongst Board members will be acknowledged by return email.
- c. Treasurer's office and Clerk's office will review current policies will be reformatted by position for ease of use and resubmitted for approval (goal for end of July). Board to review the Planning Commission by-laws and procedures to possibly adopt portions to the Township polices. New employees will be given manual and sign an acknowledgement for personnel file.
- d. Board & Committee responsibilities will be compiled; where Agenda and Meeting Minutes will be provided to the Clerk/Board and posted on the Township website.
- e. Update and post the FOIA fee structure with the updated wage for services.
- f. Trustee Scheuermann to look into the warranty for the Deputy Clerk phone which is not working properly.

VIII. Public Comments

IX. Board Comments: Special Meeting on Friday, June 7, 2019 at 4:00 pm with Sandy Raines, Montcalm County Drain Commissioner, Tom Porter and Pat Carr, Montcalm County Commissioners to discuss and get a better understanding of the Little Whitefish and Big Whitefish REU's, finances and capacity of the systems.

X. Adjournment: 6:39 pm