

Clarendon Township Board Meeting

Monday, December 13, 2021
Regular Meeting Minutes

- I. **Opening:** Present were Steve Schrock, Ericka Tryon, Rose Mary Berry, Tim Anderson and Jim Russell. Also present were 5 members of the public.
 - A. Meeting called to order at 7:30 PM by Supervisor Schrock followed by the pledge of allegiance to the flag.
- II. **Additions to and Approval of Agenda:** Added Covid Funds and New Furniture to Meeting Agenda under new business; Motion to approve by Tim Anderson; second by Rose Mary Berry; carried.
- III. **Public Voice:**
 - A. Don Burgett – Pine Trees should be planted around the pavilion
 - B. Gary Thompkins – Discussed Bed Bug Interventions in Calhoun County, Roads, and Domestic Violence Prevention initiatives
- IV. **Minutes:** Motion to approve by Tim Anderson; second by Rose Mary Berry; carried.
- V. **Correspondence:**
 - A. 2022 STATE TAX COMMISSION AUDIT – Robyn Kulikowski sent Clarendon Township a list of items that need to be addressed for the Township to be in compliance for the 2022 Tax Commission Audit. ***Please See New Business***
 - B. Township Election equipment has been successfully calibrated by Dominion Voting Systems. Calibration Completed December 1st @ Marshall Town Hall.
- VI. **Treasurer's Report:** Ericka Tryon moved to approve Treasurer's report; Tim Anderson supported; motion carried
- VII. **Accounts Payable:** Total Bills: \$16,090.83; Motion to approve by Rose Mary Berry; second by Tim Anderson; carried.
- VIII. **Committee Reports:**
 - A. **Ambulance Report** (Steve Schrock): Discussed Handicap Bathroom being in a restricted area. The level of noise from community room at the new building is significant. There was a decrease in mutual aid runs. The majority of mutual aid runs were for life care in Battle Creek.
 - B. **Homer Lake Board** (Tim Anderson): No Meeting
 - C. **Homer Fire Board** (Rose Mary Berry or Tim Anderson): Discussed how to pay for medical fire runs. Consensus to return to the old way of billing for fire runs places approx. cost of each run at 100.00. Steve to follow up regarding informal meeting he was mentioned as taking part in.
 - D. **Tekonsha Fire Board** (Terry Petersen or Steve Schrock): No Meeting
 - E. **Zoning Administrator Report** (Randy Shank): Safebuilt – tickets issued for property on 18 ½ Mile Rd. No response currently. Final Notice issued on 11/2 for 20 Mile Rd property.
 - F. **Sexton** (Tyler Butters): **Theresa Woodliff SJ-56-2:** Relative contacted the township concerned that a marker was not in place for SJ-56-2. Clerk went to St. Joseph's to follow up. Took Pictures. It appears that there is no marker for SJ-56-2; however, there is a marker on the right side of SJ-56-5. The Computer Software has SJ-56-6 listed as open with no resident currently. Is it possible that Theresa Woodliff is residing in SJ-56-6 and our records are incorrect? Steve was able to confirm that our reports in the Attic Show Theresa being buried in SJ-56-2 which match the computer records on file. Clerk to follow up with relative for next steps.
 - G. **Planning Commission Report** (Terry Petersen): Steve to submit new verbiage for Alternate Dwellings to Attorney for additional review; Attendees included Richard Maples, Mac, and Kim Griffiths
 - H. **County Road Department Report** (Steve Schrock): Steve to reach out concerning having next steps in writing from the county road department concerning options for P Drive
- IX. **Old Business:**
 - A. **Dump Day:** Tabled Until Spring
 - B. **Parks Millage:** New figures received for parks and Rec funds for 2022. Clarendon Township should receive approx. 3400.00 which is an increase in the amount of 800.00 due to increase in population based on census data.

- C. **Tree Removal Update:** Complete. Jim to Haul away stump grindings.
- D. **Powder Post Beetles Update:** The Borax Treatment seems to be working. Steve completing additional treatment as needed.
- E. **P-Drive Update:** Road Commission representative spoke to turning P Drive back to gravel. The work could be placed on the roster as early as next spring if the Township Board approves the work. Tim expressed concerns regarding drainage and will be following up with the Water Resources Commission to discuss options for fixing the drainage issues with P Drive prior to the board approving turning the road back to gravel. Drainage District utilized is Anders Drain. When P Drive project completed, road width will be 20 ft. The Road Commission is willing to mix a few loads of gravel at no cost to the township in with the mixture to add stability to the road.

X. New Business:

- A. **Review / Approve POLICY FOR REASONABLE ACCESS TO ASSESSOR'S OFFICE:** Needs to be Accessible through the Clarendon Township Webpage. Clerk needs to send a signed copy to Robyn. Motion to approve by Rose Mary Berry; second by Tim Anderson; carried. Don to Make available on WebPage
- B. **BSA Website:** The Township Website needs to direct taxpayers to the BSA website in (Unless we already have a link to BSA on your website). <https://bsaonline.com/Home/WelcomePage> Motion to approve by Rose Mary Berry; second by Tim Anderson; carried. Don to Make available on WebPage
- C. **Board of Review Training Document: Training Available in February. Clerk to follow-up**
 - Carl is the Support Staff: He will be attaching form 5730 to every Assessment Roll printed
 - We do not have any uncertified support staff
 - Board of Review members MUST complete training once every two years to PASS THE AUDIT They also must provide form 5731 to be attached to the Assessment Roll.
 - a. The State will offer free training in the beginning of 2022, probably February, All Board of Review members MUST attend this meeting. They will be offering it online also.
- D. **Review / Approve Policy for Conducting Annual Personal Property Canvas:** Clerk needs to send a signed copy to Robyn. Motion to approve by Rose Mary Berry; second by Tim Anderson; carried
- E. **Review / Approve CLARENDON TOWNSHIP POVERTY EXEMPTION APPLICATION POLICY AND GUIDELINES 2021 TAX YEAR:** Needs to be Accessible through the Clarendon Township Webpage. Clerk needs to send a signed copy to Robyn. Motion to approve by Rose Mary Berry; second by Tim Anderson; carried. Don to Make available on WebPage.
- F. **Review / Approve SUPERVISING PREP OF THE ASSESSMENT ROLL:** Clerk needs to send a signed copy to Robyn. Motion to approve by Rose Mary Berry; second by Tim Anderson; carried
- G. **Review / Approve Audit Procedures:** Clerk needs to send a signed copy to Robyn. Motion to approve by Rose Mary Berry; second by Tim Anderson; carried
- H. **Pay Board of Review Early:** Motion to approve by Tim Anderson; second by Rose Mary Berry; carried
- I. **Covid Funds:** Clarendon received approx. 60,000.00 in funds. Rose Mary is depositing funds into separate account. We may be able to utilize funds for election expenses due to covid. Steve to follow up on what we can and cannot utilize funds for.
- J. **New Furniture:** Steve to bring new chair quotes to next meeting.

XI. Land Use Permits: No Land Use Permits

XII. Adjournment: Meeting was adjourned at 8:54 PM.

Respectfully submitted,
Ericka Tryon, Clerk

Steve Schrock, Supervisor

Ericka Tryon, Clerk