

Board Work Session at 6:15 pm, prior to the regular Board meeting.

Due to the COVID-19 pandemic the August 3, 2020 regular board meeting for Muskegon Charter Township will be conducted remotely as allowed under Executive Order 2020-129.

The meeting can be accessed via WEBEX

Meeting number (access code): 132 351 1868

Meeting password: 1990

To call in for this meeting dial 1-408-418-9388 and enter meeting number 132 351 1868

**Muskegon Charter Township (MCT)
Regular Board Meeting Minutes
August 3, 2020**

A. CALL TO ORDER: Supervisor Hodges called the meeting to order at 7:00 pm and led the pledge of allegiance.

B. INVOCATION: Given by Clerk Oakes

C. ATTENDANCE: Roll Call

Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges

Absent: None

Also present: Staff – Police Chief Thielbar, Fire Chief Glotzbach, Accounting Director Deputy Treasurer Joslyn, Rental Supervisor Fredericksen, Clerical Muskovin and 3 guests. (Commissioner Susie Hughes)

Meeting was recorded and labeled the August 3, 2020 regular Board meeting.

D. APPROVAL OF AGENDA: August 3, 2020

It was moved by Trustee Grabinski and second by Trustee Kemp to approve the agenda as presented. **Motion Carried**

E. AUDIT PRESENTATION:

Joe Verlin, CPA, CGFM and Principal in Auditing Services for Gabridge and Company presented the audit for fiscal year ending December 31, 2019. Each Board member received a hard copy of the audit. Mr. Verlin thanked the Board for the opportunity to be the Township's Auditors. It is a pleasure working with the Township staff. Erik is very accurate. He was prepared and provided us with all the information requested to complete the audit. The process went very smooth even in the midst of the pandemic. As I discuss the audit, please feel free to ask questions. I will not discuss each page, but will focus on certain pages and items of the audit.

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I. NEW BUSINESS:

1. Weekly Check Runs and Total of all Checks - \$438,048.96

It was moved by Trustee Hughes and second by Trustee Kemp to approve payment of the weekly and semi-weekly bills of, \$438,048.96 from the appropriate accounts.

7 - Yeas: Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges

0 - Nays: Absent: None **Motion Carried**

2. Consideration to Wave Late Penalty for Utility Bills

It was moved by Clerk Oakes and second by Trustee Grabinski to approve the request from the Treasurer with the change to wave one late penalty per utility.

7 - Yeas: Ream, Oakes, Theile, Kemp, Grabinski, Hughes, Hodges

0 - Nays: Absent: None **Motion Carried**

3. Consideration of Proposal to Restructure Clerical Work Week

After a brief discussion, it was moved by Clerk Oakes and second by Trustee Hughes to table this agenda item until the next Board meeting to obtain additional information.

7 - Yeas: Oakes, Theile, Kemp, Grabinski, Hughes, Ream, Hodges

0 - Nays: Absent: None **Motion Carried**

4. Consideration of Request to Purchase Thermal Imaging Cameras

It was moved by Trustee Kemp and second by Treasurer Theile to purchase four thermal imaging camera units. The total cost for four units is \$13,894.92 plus shipping as detailed in the Board packet. This is a budgeted item and a recommendation from the Fire Committee.

7 - Yeas: Theile, Kemp, Grabinski, Hughes, Ream, Oakes, Hodges

0 - Nays: Absent: None **Motion Carried**

5. Consideration of Approval to Hire Paid on Call Firefighters

It was moved by Trustee Grabinski and second by Treasurer Theile to hire the following Paid on Call Fire Fighters: Karen Tary, Alexander Burns and Richard Briggs contingent on successful completion of the hiring process, including the pre-employment medical physical. This is a recommendation from the Fire Committee.

7 - Yeas: Kemp, Grabinski, Hughes, Ream, Oakes, Theile, Hodges

0 - Nays: Absent: None **Motion Carried**

6. Consideration of Resolution No. 20-19 Senior Millage Funding Contribution

It was moved by Trustee Hughes and second by Treasurer Theile to adopt Resolution No. 20-19, with the language stated the priority use for this contribution is Muskegon Charter Township residents and Supervisor Hodges is to follow up on the Board's decision being carried out.

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6. Consideration of Resolution No. 20-19 Sen. Millage Funding Contribution cont.

7 – Yeas: Grabinski, Hughes, Ream, Oakes, Theile, Kemp, Hodges

0 – Nays Absent: None **Motion Carried**

7. Consideration of Approval of Fiscal Year 2020 Budget Amendments

It was moved by Trustee Grabinski and second by Clerk Oakes to approve the 2020 Fiscal year budget amendments as presented in the Board packet. Accounting Director Joslyn stated, revenue sharing had the greatest impact on the amendments.

7 – Yeas: Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges

0 – Nays Absent: None **Motion Carried**

J. PUBLIC COMMENTS:

1. Toby Fredericksen, 3511 Algonquin – Supports the change in clerical work hours. Total call received on Fridays can easily be tracked for each department.

2. Commissioner Susie Hughes, 2425 Safari Lane – a) Commissioner Hughes will be meeting with our State Representatives and State Senators this week. b) County meetings are scheduled on Tuesday, Wednesday and Thursday this week via Zoom. Please check county website for details. c) There continues to be discussion surrounding MATS.

3. Kip Smith, 3130 MacArthur – Election Day tomorrow. Reminder that the ballot has questions on both sides, front and back. If you voted absentee and missed this, it is not too late to spoil your ballot at your Clerk’s office and request a new ballot.

4. Carrie Westbrook, 1445 Reeths Court - Thanks to Clerk Oakes for taking time out of her busy schedule to talk with me about the responsibilities of the Clerk. Thanks to the Twp. Board for this opportunity to speak. Hopefully, I will be working with you in the near future.

K. ANNOUNCEMENTS:

1. Clerk Oakes – a) Workers needed, 2020 Census, Pay \$18/hour, Contact: www.census.gov/jobs

L. ADJOURNMENT: It was moved by Trustee Grabinski and second by Treasurer Theile to adjourn the meeting at 7:50 pm. **Motion Carried**

Reviewed by _____ Recorded by: _____
Jennifer Hodges, Supervisor Ann D. Oakes, CMC, MiPMC, Clerk