

Casco Township
Regular Meeting Minutes
Tuesday, July 11, 2023

Attendance: J. Andersen, D. Goulston, J. Stevens, C. Stover, Building Clerk – B. Loper, W. Messing – King & King CPA, 2 Residents.

Absent: G. Kaszynski

Call to Order at 7:00 pm

Pledge to the Flag of the United States

Consent Agenda:

- A. Agenda for July 11, 2023
- B. Special Meeting Minutes June 8, 2023
- C. Financial Report
- D. Payment of Bills

Motion by C. Stover to approve Consent Agenda with 2 additions: I. c. - Invoice PM Blough MDNR Spark Grant Assistance \$500.00; Q. – Preliminary Plans for Twp Addition from CR Design. Supported by D. Goulston.

Roll Call Vote: J. Andersen – yes, D. Goulston – yes, J. Stevens – yes, C. Stover – yes.

Motion Carried.

Citizen Comments: None

1. Unfinished Business
 - A. Overhead Streetlights – J. Stevens briefed the board on the status of payment from communities sharing overhead streetlights with Casco Twp. J. Stevens to follow up with Columbus Twp.
2. New Business
 - A. Audit Report – King & King CPA LLC – W. Messing from King & King CPA gave a brief audit report. Audit went smoothly and Twp is in great financial health.

Motion by D. Goulston to accept the 2022-2023 audit. Supported by C. Stover.

Roll Call Vote: J. Andersen – yes, D. Goulston – yes, J. Stevens – yes, C. Stover – yes. Motion Carried.

- B. Quarterly Budget Update – J. Andersen explained that there were a few accounts that are getting close to budgeted amount. These will need to have amendments before they become over budget. J. Stevens will make the amendments.
- C. Matt Liebetreu – Zoning

Motion by C. Stover to approve M. Liebetreu for a wage rate increase to \$20 per hour. Supported by D. Goulston.

Roll Call Vote: J. Andersen – yes, D. Goulston – yes, J. Stevens – yes, C. Stover – yes. Motion Carried.

- D. The Council for Aging, Inc. – Board decided not to take any action. The Council for Aging receives money from a millage.
- E. Code Enforcement Officer and Attorney Procedures – Kurt uses this form already and is familiar with the Twp Attorney. J. Stevens to check with Twp Attorney to see if we need to make a resolution or add to ordinance.

Motion by J. Andersen to approve Code Enforcement Officer and Attorney Procedures as presented. Supported by D. Goulston.

4 Ayes. 0 Nays. Motion Carried.

- F. Code Enforcement Complaint Form – J. Andersen suggested putting a fill-in form that residents can access on the website and email directly to code enforcement officer. J. Andersen will follow up to get a form on the website.
- G. Hi-Tech Quote for Code Enforcement Laptop – Board discussed quote. Monthly expenses need to be separated from this quote.

Motion by D. Goulston to approve the quote for the laptop excluding the monthly expenses. Supported by C. Stover.

Roll Call Vote: J. Andersen – yes, D. Goulston – yes, J. Stevens – yes, C. Stover – yes. Motion Carried.

H. Hi-Tech Quote for Phone Line – Code Enforcer – Board discussed the temporary office space. J. Stevens said Code Enforcement Officer could use his office until we get the addition done. Board decided not to go ahead with putting a temporary phone line in basement.

- I. Invoices for PM Blough, Inc
- a. MDNR Spark Grant Application Assistance - \$3,741.25
 - b. MNRTF Grant Application for Phase III - \$2,355.00
 - c. MDNR Spark Grant Application Assistance - \$500.00

Motion by J. Andersen to approve all three invoices. Supported by C. Stover.

Roll Call Vote: J. Andersen – yes, D. Goulston – yes, J. Stevens – yes, C. Stover – yes. Motion Carried.

- J. Nickel & Saph, Inc. Annual Renewal Premium - \$11,714.00 including Terrorism Coverage of \$103.00 totaling \$11,817.00.

Motion by C. Stover to approve Nickel & Saph, Inc. Annual Renewal Premium for a total of \$11,817.00. Supported by D. Goulston.

Roll Call Vote: J. Andersen – yes, D. Goulston – yes, J. Stevens – yes, C. Stover – yes. Motion Carried.

- K. Casco Township, Meisner Road Taxes - \$1,821.26

Motion by J. Andersen to approve paying the property taxes for the Township property on Meisner Rd. Supported by D. Goulston.

Roll Call Vote: J. Andersen – yes, D. Goulston – yes, J. Stevens – yes, C. Stover – yes. Motion Carried.

- L. County of St. Clair, EMS Millage – C. Stover explained to the board that the county sent us a check for the EMS Millage. We will be billed directly from Richmond Lenox EMS.

- M. King & King Invoice - \$7,430.00

Motion by C. Stover to approve King & King Invoice for \$7,430.00. Supported by D. Goulston.

Roll Call Vote: J. Andersen – yes, D. Goulston – yes, J. Stevens – yes, C. Stover – yes. Motion Carried.

- N. King & King CPAs LLC Contract – board discussed having our audits every other year since it's not required annually. W. Messing said that they could do the audits every other year and closing of the township's books on the off years. He will send J. Andersen an updated contract. Board decided to postpone until the August 8, 2023, meeting.

- O. Planning Commission/ZBA Training – material \$648.00 – J. Stevens spoke with Planner S. Cassin and he can get training materials from Michigan Association of Planning for the Commissioners. J. Andersen suggested getting one publication from MTA and one from S. Cassin to have as reference for the office in addition to the publications for the commissioners.

Motion by D. Goulston to buy 14 publications from Planner, S. Cassin and 1 publication from MTA and to approve wages for the commissioners for this training session. Supported by C. Stover.

Roll Call Vote: J. Andersen – yes, D. Goulston – yes, J. Stevens – yes, C. Stover – yes. Motion Carried.

- P. Appoint Dennis Hock as Township NEMC Representative – J. Andersen suggested D. Hock do a written report that is included with the board packet and if any board members have questions, they can ask D. Hock.

Motion by C. Stover to appoint D. Hock as Township NEMC Representative. Supported by D. Goulston. 4 Ayes. 0 Nays. Motion Carried.

- Q. Approve Preliminary plans for Township Addition from CR Design.

Motion by C. Stover to approve preliminary plans for the township addition from CR Design and get a quote for the formal plans. Supported by D. Goulston.

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Roll Call Vote: J. Andersen – yes, D. Goulston – yes, J. Stevens – yes, C. Stover – yes. Motion Carried.

Citizen Comments: none

Board Comments:

- C. Stover commented that there were quite a few calls from residents regarding the letters from the County Drain Commissioner. Any calls should be referred to the County.
- J. Stevens informed the board that township will be collecting bids for the park phase I and II until Friday, July 14, 2023, at 2:00 p.m.

Adjournment

Motion by J. Andersen to adjourn at 7:59 p.m. Supported by D. Goulston.
4 Ayes. 0 Nays. Motion Carried.

Jennifer Andersen
Casco Township Clerk