

**Melrose Township Board of Trustees Minutes**  
**August 13, 2019 7:00pm**

**Call to order** V. Goodwin called to order 7:00pm

Present: V. Goodwin, L. Stephens, S. Burr, R. Hissong Berry

**Approval of the Agenda**

Motion to amend the agenda by adding boat launch fees and Third Street under new business and approve the agenda as amended.

Motion: S. Burr 2<sup>nd</sup> L. Stephens approved 4/0

**Approval of minutes from previous meeting:**

**Minutes of July 9, 2019 Regular meeting**

Motion to approve the minutes of the July 9, 2019 regular meeting as presented.

Motion: S. Burr 2<sup>nd</sup> L. Stephens approved 4/0

**Minutes of the July 16, 2019 Special Meeting Public Input for Circle Park Purchase**

Motion to approve the minutes of the July 16, 2019 special meeting as presented.

Motion: V. Goodwin 2<sup>nd</sup> S. Burr approved 4/0

**Minutes of the July 23, 2019 Special Meeting Board Work Session**

Motion to approve the minutes of the July 23, 2019 Special meeting as presented.

Motion: S. Burr 2<sup>nd</sup> L. Stephens approved 4/0

**Trustee Candidates:**

**Candidates to address the board**

D. Nowland addressed the board about his interest in serving on the Board.

T. LaGasse addressed the board about her interest in serving on the Board.

L. Eaton was not present

M. Goldich was not present, had sent the board letters of her interest and prior commitment for this date.

Discussion of candidates and the skills and time length of the term.

Motion to appoint Dan Nowland as the Melrose Township Trustee to complete the term that expires November 2020.

Motion V. Goodwin 2<sup>nd</sup> S. Burr Approve 3/1

D. Nowland was sworn in and joined the Board at the table.

**Guest**

- **G. Lasater** not present

**Old Business**

- **Sewer Update** –
  - A. Nordman presented his report. Current use is as expected.
  - North Shore Dr. has been started. Reviewed the schedule. Will be contacting residents soon.
  - Several questions were asked from the audience.
- **Water Update** –
  - The water system has sent misdated communication to the Township regarding the meter on the Hall.
  - Further contact with WLWS has clarified a demand to have the meter serviced or replaced.
  - After discussion
  - Motion to replace the water meter at the hall to insure the accurate measurement of low flow usage.
  - Motion: V. Goodwin 2<sup>nd</sup> L. Stephens approved 5/0
- **Park Ordinance Revision review draft**
  - Not back from the attorney
- **US131 & M75 intersection update**
  - V. Goodwin attended a RAFT meeting with MDOT. An outside agency is reviewing the intersection issue and will bring results back in 2-3 weeks.

Also, there is no official notice yet but have been told the Speed Study request for the village has been denied. Will wait until the 10-year cycle is up to do it.

- **Office help** On Hold
- **Cardboard Compactor** No answer from American Waste.

#### **New Business**

- **Credit Card Policy** Place on September Agenda Board members have not studied the sample.

- **Electronic Payment Policy**

The ACH Resolution was read aloud. Board discussed. The Treasurer will prepare procedures as directed in the resolution.

Motion to approve Resolution 2019-08-13-01 Resolution to authorize the Use of Automated Clearing House Arrangements and Electronic Transactions of Funds.

Motion: L. Stephens 2<sup>nd</sup> S. Burr approved 5/0

Roll Call Vote: V. Goodwin-Y, S. Burr-Y, L. Stephens-Y, D. Nowland-Y, R. Hissong Berry-Y

- **Third St.**

Citizens from Third Street in attendance raised questions about what is to be done and when.

It was explained that in April some residents were directed to work with the whole group and bring to the Board a proposed solution by the August Board meeting. No written proposal has been submitted.

A request was made to confirm when and what road maintenance has been done over the years.

The big issue is Storm water runoff and erosion caused by it. Parking issues and other concerns were

voiced. Making the road meet Certification standards of 22 feet wide paved surface and required finishes

will make Third Street a county-maintained road. Residents requested to be able to see the plan when it is ready. Copies of the draft ideas from the residents were provided. Not all residents on the street have

approved these. V. Goodwin will take the ideas to the CCRC and the board will review for the September board meeting.

- **Boat launch fees**

After reviewing the current expenses and revenues, it appears there will be no need to change the fees.

Okay to order quantity of the envelopes as the supply is getting low.

#### **Financial Report**

- **General fund reports**

Motion to accept financials as presented and pay all bills.

Motion: L. Stephens 2<sup>nd</sup> S. Burr approved 5/0

- **Sewer fund reports**

T. Mackie presented the included report.

Motion to accept report as presented and pay all bills.

Motion: S. Burr 2<sup>nd</sup> V. Goodwin approved 5/0

**Zoning Administrators Report** see included report

**Assessors Report** no report

**Employee Grounds Report** no report

#### **Committee Reports**

- **Planning Commission** no meeting

Vacancy of Board Member representation.

Motion to appoint D. Nowland as the Melrose Township Board representative to the Planning Commission.

Motion: V. Goodwin 2<sup>nd</sup> S. Burr approved 5/0

- **Zoning Board of Appeals** E. Lee reported.

Springbrook issue was tabled for more details.

A rear yard setback variance was granted on Maple Hill.

- **Road Committee**

E. Lee reported.

Brining is being done due to dry conditions.

Fraleley Rd is being prepared for gravel work.

West street will be done after Labor Day.

- **Park Committee** no report

- **Fire Department**

L. Stephens shared included report

- **DDA**

Held the 2<sup>nd</sup> required informational meeting. Reviewed the project status of each project.

**Correspondence**

Randy will be gone 8/28-9/3 and 11/1- 11/19

**Public Comment** called for.

S. Gilmette offered a compliment to the Board for the way meetings are conducted.

**Adjournment** 9:15pm

**Resolution 2019-08-13-01 ACH Use  
Resolution to Authorize Use of Automated Clearing House (ACH)  
Arrangements and Electronic Transactions of Funds**

**WHEREAS, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions, and**

**WHEREAS, Public Act 738 of 2002, effective December 30, 2002, authorizes townships to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and**

**WHEREAS, PA 738 authorizes a township treasurer to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH), including, but not limited to, the national automated clearing house association and the federal reserve system, and**

**WHEREAS, The Melrose Township Board deems that it is in the best interest of the township to make certain township financial transactions by electronic payments as described in PA 738.**

**NOW, THEREFORE BE IT HEREBY RESOLVED, That the Melrose Township Board authorizes the Township to utilize electronic transactions in compliance with the written procedures and internal controls developed and adopted by the Treasurer as the Township's ACH policy and presented to the Township Board on August 13, 2019.**

**The foregoing resolution offered by Board Member L. Stephens.  
Second offered by Board Member S. Burr.**

**Upon roll call vote the following voted:**

**"Aye": V. Goodwin, S. Burr, L. Stephens, D. Nowland, R. Hissong Berry  
(list names of members voting "aye")**

**"Nay": None  
(list names of members voting "nay")**

**The Supervisor declared the resolution adopted.**

**Robin Hissong Berry  
(Printed Name), Clerk**