

**Melrose Township Board of Trustees Minutes
November 12, 2019 7:00pm**

Call to order 7:02 pm V. Goodwin called to order

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

Approval of the Agenda

Motion to amend the agenda by adding 2020 Poverty Guidelines Resolution under new business and delete J. Buchanan under guest and approve as amended.

Motion: L. Stephens 2nd S. Burr

Approved 5/0

Approval of minutes from previous meeting:

Minutes of October 8, 2019 Regular meeting

Motion to approve minutes of the Oct. 8, 2019 Regular meeting as presented.

Motion: S. Burr 2nd D. Nowland

Approved 5/0

Guest

Jennifer Buchman of Tipp of the Mitt Watershed Council share ideas of Water Management on Third Street Unable to attend and submitted a letter of water management ideas. The letter was read aloud at the meeting by V. Goodwin.

Old Business

- **Sewer Update** –
A. Nordman presented the included report. Question for guidance as to when the billing should start for the new customers for the sewer system. The Sewer Use Ordinance stipulates user charges begin on the date of connection to the collection system.
- **Water Update** –
The new meter has been installed at the Hall. It is working.
The new hydrant water bill has been increased. We need to request a written confirmation of what this amount covers.
- **Park Ordinance Revision review draft**
Copy has not been received.
- **US131 & M75 intersection update- MDOT report**
V. Goodwin summarized the MDOT report
- **Office help** no action
- **Cardboard Compactor** no action
- **Third Street** Supervisor and Third St. representative have recently met. Moving closer to a solution. The Road Commission is not involved unless it becomes a certified street. The Township covers the improvements to meet that standard.
- **Ambulance Service**
Supervisor Goodwin met with Boyne Valley and Chandler Townships to review Ambulance authority idea. It is clear we can not afford to do that. The consensus is to explore with Emmet County their proposed contract and seek some changes. The increase tied to CPI, the payment schedule, and the opt out option that will work for us are some of the items to review. Will be on December Agenda.

New Business

- **Flywheeler Grant Support**
Motion to support the Flywheeler grant application for the Student Harvest Days in September 2020.
Motion: R. Hissong Berry 2nd S. Burr Approved 5/0

- **Park Restoration Project (restroom building)**
The DDA has discussed this project and are willing to help pay the cost. Estimates are being sought and this will be part of Budget planning in March.
- **Poverty Guidelines Resolution**
Motion to approve Resolution 2019-11-12-01 Poverty Guidelines. (see included resolution)
Motion: V. Goodwin 2nd L. Stephens
Roll call vote: L. Stephens-y, S. Burr- Y, V. Goodwin-Y, D. Nowland-Y, R. Hissong Berry-Y
Approved 5/0

Financial Report

- **General fund reports**
Motion to accept financials as presented and pay all bills.
Motion: S. Burr 2nd L. Stephens approved 5/0
- **Sewer fund reports**
T. Mackie presented the report.
Motion to accept financials as presented and pay all bills.
Motion: D. Nowland 2nd S. Burr Approved 5/0

Zoning Administrators Report see included report

Assessors Report Poverty Guidelines above

Employee Grounds Report Tractor tire repair is needed and will be done soon.

Committee Reports

- **Planning Commission** D. Nowland presented the included report
- **Zoning Board of Appeals** E. Lee reported an application for expansion of a non-conforming cottage, in a conforming way, on South Shore Drive was approved at a ZBA meeting on 10/16.
- **Road Committee** E. Lee reported another season is completed. Considering the weather things have gone well.
- **Park Committee** no report
- **Fire Department**
L. Stephens presented the included report.
Breakfast has started every other Saturday.
The Department does not need the boat it currently has. Recommends selling it.
Bids were sought but only one was submitted.
Motion to accept the bid to purchase the Fire Department's boat, as is, with the funds going to the Fire Department.
Motion: S. Burr 2nd D. Nowland Approved 5/0
The Department has begun exploring the purchase of a new Rescue Truck. Wants direction from the Board about seeking bids. The last 3 purchases have been from Spencer Truck. Other bids did not match the required specs each time. There is a special opportunity if we commit to a relationship with the company before the end of the year. Discussion of the process.
Motion to approve placing our intent to purchase a truck on the list with Spencer.
Motion: S. Burr 2nd S. Nowland approved 5/0
- **DDA** V. Goodwin shared summary of the recent meeting. They will seek bids for plowing of the sidewalk for the 2020/2021 season.

Correspondence Note from Charlevoix County seeking Planning Commission Member with School connections.

Public Comment called for None

Adjournment 8:48pm

Melrose Township
2020 Poverty Guidelines Resolution
Resolution Number 2019-11-12-01

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the township board; and;

WHEREAS, the primary residence of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u) as amended by PA 620 of 2002; and

Whereas, pursuant to PA 390, 1994 as amended, Melrose Township, Charlevoix County adopts the following guidelines for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credits, filed in the current or immediate preceding year.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner and occupy as a principal residence for which the exemption is requested.
- 2) File a claim with the supervisor or board of review for each year claimed along with state and federal income tax returns for all persons residing in home.
- 3) Provide proof of ownership if Board of Review requires it.
- 4) The total income of all occupants of the property for which the exemption is being claimed may not exceed 120% of the federal poverty income standards annually determined by the U.S. Department of Human Services.

Approved Poverty Guidelines for 2020.

Size of Family Unit	Federal Poverty Guideline
1	\$12490
2	\$16910
3	\$21330
4	\$25750
5	\$30170
6	\$34590
7	\$39010
8	\$43430

For each additional person add \$4420

Approved Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption.
 - a. Applicant's principle residence
 - b. One motor vehicle per working adult.
 - c. Essential household goods.
 - d. Personal assets of any nature with a total value up to \$10000
2. The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant (except those exempt from consideration as listed above), shall not exceed \$15000.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Board of Review shall follow the above stated policy and guidelines in granting or denying an exemption for the 2020 tax year, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from these policies and these are communicated to the claimant.

The foregoing resolution was offered by V. Goodwin and supported by L. Stephens.

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

Approved 5/0

The Supervisor V. Goodwin declared the resolution adopted.

CERTIFICATION

I, Robin Hissong Berry the Clerk of Melrose Township, hereby certify that the foregoing resolution was adopted by the Township Board at their regular meeting on Nov. 12, 2019 at which a quorum was present. By a unanimous vote of said members the said resolution was ordered to take effect January 1, 2020

Clerk

Dated _____