

**Melrose Township Board of Trustees**  
**May 10, 2022 7:00 pm**

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

Present : V. Goodwin, S. Burr, M.P. Goldich, D. Nowland, R. Hissong Berry

**Approval of the Agenda**

Motion to amend the agenda by adding: lockable storage cabinets, tree removal on Middle St., revised letter of Engagement and North Shore Drive Bid and approve as amended.

Motion: S. Burr 2<sup>nd</sup> D. Nowland approved 5/0

**Approval of minutes from previous meeting:**

**Minutes of the April 12, 2022 Regular Meeting**

Motion to approve the minutes as presented for the April 12, 2022 Regular Board Meeting.

Motion: M.P. Goldich 2<sup>nd</sup> D. Nowland approved 5/0

**Minutes of the May 5, 2022 Special Meeting**

Motion to approve the minutes as presented for the May 5, 2022 Special Board Meeting.

Motion: M.P. Goldich 2<sup>nd</sup> S. Burr approved 5/0

**Guest** – None

**Old Business**

- **Sewer Update** – The drain field on US 131 has a leak. Animals have dug in- repair has been scheduled. Pre-con meeting with Matz Underground is schedule to discuss construction for the Northshore expansion. Our building had an increase in volume pumped out, also an increase in water use – not as much as sewer volume. Needs to be checked out.
- **Water Update** – Appears water lines have thawed out at this point.
- **Cemetery Ordinance** update **nothing** to report
- **Mettler Lawsuit** update no news
- **Noise Ordinance in the village, direction for attorney**  
Will work on for June meeting
- **Smith Street Easement agreement**  
Mr. Briedienstien has called. Will connect soon to review the easement proposal.
- **Personnel Committee Report-** meeting Thursday this week.

**New Business**

- **ZBA alternate appointment-**  
Motion to appoint Susan Gilmette as the second alternate on the Zoning Board of Appeals  
Motion: M.P. Goldich 2<sup>nd</sup> S. Burr approved 5/0
- **Bear River Clean-up- dispose of trash**  
Motion to allow the disposal of trash from the Bear River Clean-up at the Transfer Station with prior notice of the event.  
Motion: M.P. Goldich 2<sup>nd</sup> D. Nowland approved 5/0
- **Mass Gathering Permit for Flywheelers**  
Motion to approve the Mass Gathering Permit for the Flywheelers' Event July 28- July 31, 2022 as recommended by the Planning Commission.  
Motion: V. Goodwin 2<sup>nd</sup> D. Nowland approved 5/0
- **Building Deep Cleaning**  
Motion to approve the building deep cleaning as planned in the budget.  
Motion: R. H. Berry 2<sup>nd</sup> S. Burr approved 5/0
- **Employee pay raises**  
Discussion had about increasing the wages of our part time employees. Also need to explore hiring services for book keeping for the DDA and the Sewer Fund, also possible recording secretary functions. And think about all employees including the Fire Department volunteers in the wage discussions.
- **Park and Recreation Plan update- service options**  
Request a formal proposal from Networks Northwest to provide the plan update services.

- **Newsletter deadline June 1, 2022**  
Ideas for the newsletter: Library news, all users need to have boat launch permits, DDA news
- **Lockable storage cabinets**  
Motion to approve the purchase of two metal lockable storage cabinets not to exceed \$1,500.  
Motion: S. Burr 2<sup>nd</sup> D. Nowland approved 5/0
- **Tree removal on Middle St.**  
A tree along Middle St. needs to be removed. Need to identify any others on Township land that also need to be removed. Contact someone to provide quote for the removal of those identified, add to the June agenda.
- **Copier Service**  
Discussion of issues with the copier. Agreement to have it serviced.
- **Gambridge & Co. Revised letter of Engagement**  
Motion to approve the Revised Letter of Engagement from Gambridge & Co to provide the required services in an amount up to \$3,000. Amend the budget to reflect this amount.  
Motion: V. Goodwin 2<sup>nd</sup> M. P. Goldich approved 5/0
- **North Shore Drive Bid**  
Project bid came in \$100,000.00 over estimate. Discussion of options  
Motion to accept the bid from Reith and Riley for the North Shore Project Phase in the amount of \$530,799.95.  
Motion: V. Goodwin 2<sup>nd</sup> R. Hissong Berry approved 5/0

#### **Financial Report**

- **General fund reports**  
Motion to accept the General Fund financials as presented and pay all bills.  
Motion: D. Nowland 2<sup>nd</sup> M.P. Goldich approved 5/0
- **Sewer fund reports**  
Motion to accept the Sewer Fund financials as presented and pay all bills.  
Motion: D. Nowland 2<sup>nd</sup> M.P. Goldich approved 5/0

**Zoning Administrators Report** see included report

**Assessors Report** no report

**Employee Grounds Report** no report

#### **Committee Reports**

- **Planning Commission**  
D. Nowland shared the Planning Commission Report.
- **Zoning Board of Appeals**  
E. Lee reported the ZBA met and granted a variance that improves an existing non-conforming land use. Also has a meeting coming up.
- **Road Committee** - Brine will not be available to the County Road Commission until after the 23<sup>rd</sup> of May. Brining will begin when it is available.
- **Park Committee** no report
- **Fire Department** see included report
- **DDA** meeting coming up on May 25, 2022 at 5pm. This is an informational meeting.
- **Library Board**  
M.P. Goldich reported on the Library Board Progress. The Board is complete. The library is functioning at both locations and has full staffing with increases in use and programs. The Budget is being worked on now and will be ready in June. M.P. Goldich will resign from the Library Board effective Thursday May 12, 2022.  
Motion to appoint Diane Hinkley to serve as a community member from Melrose Township on the Crooked Tree District Library completing the vacated term.  
Motion: M.P. Goldich 2<sup>nd</sup> D. Nowland approved 5/0

#### **Correspondence**

NLEA Economic Summit on Fri. May 13, 2022.

**Public Comment** called for

Question about the operation of the Transfer Station. How does the operation cost get paid?

**Adjournment** 8:29pm