

**Norwood Township Board of Trustees
December 18, 2023
Approved Meeting Minutes**

Call to Order – Meeting called to order at 7:00 P.M. by Supervisor Ben Freds at the Norwood Town Hall

Pledge of Allegiance – by all present

Roll Call – Pirie-present, Brenda Freds-present, Smolenyak-present, Ben Freds-present, Warner-present

Approval of November 20, 2023, Meeting Minutes, MM by Warner to approve minutes as presented, 2nd by Clerk Freds. Motion carried to approval 5-0.

Public Comment on Agenda Items – None

Approval of Agenda – Supervisor Freds asked to change the Old Business to discuss Fee Rates above the ARPA Funds to accommodate the ZA. **MM by Warner to approve Agenda as amended, 2nd by Clerk Freds. Motion carried to approval 5-0.**

Supervisor’s Report –

- Report on the Park Pavilion, waiting for design from Performance Engineers. Once designed we will apply for permits.
- Supervisor and Treasurer attended a meeting hosted by Charlevoix Township regarding fire services and the purchase of a new Ladder Truck. There was discontent on the formula for the cost but felt the percentage for Norwood was reasonable. There is another meeting in March 2024 to discuss the cost & cost sharing for purchasing a new Fire truck. There was also a discussion on encouraging residents to make sure their driveway trees are trimmed back to help with ease of entry for Emergency vehicles.
- Supervisor will attend the annual Charlevoix County Road Commission meeting on January 10, 2024.
- Supervisor has been reviewing suggestions on the township hall water system and getting quotes on a maintenance free system.

Treasurer’s Report –

Fund Balances as of 11/31/2023:

General:	\$101,634.21		
Sweep Acct:	\$163,772.62	TOTAL General:	\$265,406.83
Road:	\$ 44,457.75		
CD Road:	\$100,000.00	TOTAL Road:	\$144,457.75
Fire:	\$ 13,117.85		
CD Fire:	\$ 30,000.00	TOTAL Fire:	\$ 43,117.85
ARP:	\$ 75,143.54		
Phragmites:	7,936.97	(includes \$1,044 for Hamilton)	
Tax Fund:	\$ 13,696.83		

The treasurer reported tax bills were out on December 1, 2023, and her office hours are December 28, 2023, from 9-5. Please contact her ahead of time to set up an appointment. She also wanted to remind everyone that they can drop taxes in the black box at Township Hall.

Clerk's Report:

Approved: \$ 352.04 (GLE/Truestream)
Unapproved: \$ 13,242.59
Totals: \$ 13,594.63

MM by Warner to approve the Clerk's report and paying the bills, 2nd by Pirie. Motion carried to approval 5-0.

The clerk also wanted to let everyone know that if they are interested in running for office in the 2024 election then they need to file by April 23, 2024. The Clerk encouraged people to run, and she can be contacted for further information. There is also a letter attached to the minutes with information.

Trustee's Report -

Warner reported on the following:

- There will be a Public Hearing at the January 8, 2024, PC Meeting for the Solar Ordinance
- ZA is getting a new Township Zoning Map to avoid any further mistakes on permit applications.

Pirie reported on the following:

- Stated he was glad the PC was on top of the Solar Ordinance
- Had been questioned about the cost of the 2012 paving of N Lakeshore Dr. and if there was an assessment for that paving.

Zoning Administrator's Report-ZA report is on-line.

Old Business –

Fee Rates – The Supervisor is working with ZA on the fee rates. There is concern that since there is an increase of zoning activity then the Township may want to increase the fees. It is found surrounding communities are comparable. Discussion that the budget is set until 2024 but possibly increasing at the next fiscal year. ZA stated she is suggesting the fees be increased by 25% since applications are on the rise so feels it is warranted. Smolenyak feels the rates are worth raising due to the amount of work that the ZA and township do, including permits, extra PC and ZBA meetings, etc. Pirie asked about Solar being a commercial activity and ZA said it was Special Use and a site plan needs to be done and there would be a cost of \$100 for every structure according to the fee schedule. The supervisor stated there are no budget shortfalls at this time for zoning, so this is not immediate at this time. The clerk commented on the budget and Pirie stated that there is nothing from the fee schedule that inhibits someone to begin the building process. There was also a discussion on non-profits and there should be a 501C3 to have fees waived.

MM by Warner to approve the updated fee schedule with the changes presented by the ZA to start February 1, 2024, 2nd by Pirie. Motion carried to approval 5-0.

ARPA Funds –

Discussion on what to use the ARPA funds. Items discussed were a water filtration system for the Township Hall and paving Lakeshore Drive area from bottom of Lake Street to the end of the park parking lot. Charlevoix County Road Commission gave us a quote on paving which was \$85,623. The County has matching funds up to \$15,000 per year so Norwood has \$30,000 available. There were questions on the provided quote so Supervisor said he will get answers when he goes to the CCRS meeting in January. He also stated he will have quote for water filtration by the January 17, 2024 Board Meeting. Supervisor also stated he spoke to some residents on Warner Road and they do not want to do road unless it is paved.

New Business –

Poverty Exemption –

Poverty Exemption Resolution #1 for 2024

MM by Warner to approve the Poverty Exemption Resolution, 2nd by Pirie with the amendment of the date within the resolution to 2024.

Discussion that since it is for 2024 it needs to be voted on in 2024.

MM by Supervisor Freds to table to the January 16, 2024 Board Meeting, 2nd by Smolenyak. Motin carried to approval 5-0.

2024 Board Meeting Dates Resolution –

Discussion on changing the Township Board of Trustee meetings to the third Tuesday of each month at 6:00pm.

MM by Clerk Freds to change the Norwood Township Board of Trustees to the 3rd Tuesday of each month at 6:00pm starting January 16, 2024, at the Norwood Township Hall unless otherwise posted, 2nd by Smolenyak. Motion carried to approval 5-0.

Announcements & Correspondence –

Top of Michigan Trails Magazine article given to Supervisor that has an article on the proposed bike trail showing it is going through Norwood. This year they are starting from Torch Lake Village to Eastport. The supervisor is going to contact Tom Richards to come talk about the bike trail.

Next Township Board Meeting will be Tuesday, January 16, 2024, at 6:00pm.

Board Members exchanged Holiday Greetings to all.

Public Comment –

Roger Soldano asked where the proposed bike trail will go, and the Board explained what is known to be proposed.

Meeting adjourned at 8:08pm

Respectfully submitted by,

Shari Jones, Recording Secretary