

Norwood Township Board of Trustees Meeting  
Norwood Township Hall  
January 16, 2023  
Approved Minutes

**Call to Order** – Meeting called to order at 7:00 P.M.

**Pledge of Allegiance** – by all present

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

**Approval of Previous Meeting Minutes** – MM by Warner to approve the December 19, 2022 Board Meeting Minutes as presented, 2<sup>nd</sup> by Pirie. Motion carried to approval 5-0.

**Approval of Agenda** - MM by Warner to approve Agenda, 2<sup>nd</sup> by Pirie. Smolenyak asked to add discussion of Investment Proposal to New Business. Warner amended his Motion to approve the Agenda as amended, 2<sup>nd</sup> by Pirie. Motion carried to approval 5-0.

**Supervisor's Report** –

- Cemetery fence being taken care of by another source so no Township funds will need to be used.
- Ron VanZee of Hayes Township called Supervisor and stated he was unhappy with the amount that is being charged for fire service by the Charlevoix Township Fire Department. He stated there was an ongoing discussion of possibly changing the fire service over to an Authority like EMS did. Smolenyak stated she was happy that the Charlevoix Township FD took into consideration that Norwood Township is smaller and has less calls so therefore the charges aren't as high as other townships. Warner stated he is happy with the way things are and does not want to step away from the service Norwood gets from Banks Township.
- There is an organizational meeting for the Board of Review on March 7, 2023 at 7:00pm. The Board of Review hours will be March 13, 2023 from 3:00pm-9:00pm, March 14, 2023 from 9:00am-12:00pm and 1:00pm-3:00pm.
- Supervisor asked the Board to start thinking about the Road Millage. There is a Charlevoix County Road Commission meeting in March that he will attend and will get ideas of what would be available to help get township roads repaired. Smolenyak noted that the current millage goes through December 2023 so there can be a new millage vote in 2024 that would be good for ten years. Supervisor stated the Board will work on a ten-year plan after he attends the CCRC meeting so they can be prepared for the 2024 millage.

**Treasurer’s Report –**

Fund Balances: as of 12/31/2022:	General:	\$229,337.58 (\$12,000 performance bond included)
	Road:	\$ 99,737.74
	Fire:	\$ 49,617.96
	ARP Fund:	\$ 75,087.36
	Phragmites:	\$ 7,931.03
		(includes \$1,055 for Frank Hamilton fund)
	Tax Fund:	\$124,680.56

Smolenyak reported on the following:

- Tax cycle is proceeding
- Little more than half of the taxes are paid

**Clerk’s Report –**

Preapproved:	\$ 330.71 (GLE/Truestream)
Unapproved:	\$ 2,671.22
Totals:	\$ 3,001.93

**MM by Warner to approve the Clerk’s report, 2<sup>nd</sup> by Pirie. Motion carried to approval 5-0.**

Clerk reported that she sent out the year end budget and actuals. She said there are some items that she needs to discuss with the Accountant; how to remove some budgetary items that no longer exist.

**Trustee’s Report –**

Pirie – Nothing at this time

Warner – Reported on items discussed at PC meeting, including the approval or amending the setback distance for accessory buildings from the road on waterfront lots only. He also said there is an ongoing discussion on how Solar Power may affect the ordinance for accessory buildings. Warner also stated the PC is working on updating the Parks and Recreation Plan.

**Zoning Administrator’s Report-**ZA report is on-line.

**Old Business -** None

**New Business –**

**Park Millage Funds –**

Supervisor stated he attended the Planning Commission meeting and he discussed that he, Trevor Dotson, Parks & Recreation committee member, and ZA Leslie Meyers met and discussed updating the Parks and Recreation Plan. Supervisor stated that he would like to

apply for a \$10,000 Grant that is available through the County of Charlevoix Parks and Recreation fund. He said the Grant needs to be applied for by January 31, 2023 and it must be for a structure or improvements to the Norwood Township Park. Funds for a site plan are not eligible. The Board must figure out an economical way to get a site plan developed. Supervisor asked the Board to help prioritize a plan that would include a structure and an accessible ADA ramp. The ramp will required quite a bit of engineering so this is something that will need to be worked on.

**MM by Smolenyak to approve Resolution 1 of 2023 to request \$10,000 Grant from the Charlevoix County Commissioners to construct a Pavilion at and improve the Norwood Township Park. 2<sup>nd</sup> by Pirie. Motion carried to approval 5-0.**

**February Bills Approval –**

Since there will not be a February 2023 Township Board Meeting the Clerk asked that the bills that need to be paid in February be approved.

**MM by Warner to approve paying the February 2023 bills, 2<sup>nd</sup> by Pirie. Motion carried to approval 5-0.**

**Audit Review –**

Clerk stated she got the Audit submitted to the State. She stated they requested a corrected action plan for Hall Construction and the Township Accountant, Bascom, is doing the corrections. The Audit takes place every two years and it was for the books ending June 30, 2022.

**Poverty Guidelines –**

Township Tax Assessor recommended the Poverty Guidelines be reviewed. Township Attorney reviewed and sent a memo with recommendations that the Township go by Federal Limits.

**MM by Warner to adopt Resolution Establishing Poverty Exemption Income Guidelines and asset Test Policy, 2<sup>nd</sup> by Brenda Freds.** Discussion on how many times this has been used and Treasurer stated once that she knows of but these must go through the Board of Review for adjustments. **Motion carried to approval 5-0.**

**Investments & Investing Proposal –**

Smolenyak suggested investing part of the Fire and Road Funds in to a CD. She stated that Huntington Bank is offering a 14 month CD at 4.25%. She handed out a breakdown of each fund and what she is proposing. After review and discussion the Board felt it would be a good investment and if an emergency comes up it can be taken out with a small penalty.

**MM by Brenda Freds to approve putting up to \$100,000 from the Road Fund and up to \$30,000 from the Fire Protection Fund into a 14 month Certificate of Deposit at Huntington Bank at 4.35% and that Clerk Freds and Treasurer Smolenyak be the signers on the certificates, 2<sup>nd</sup> by Warner. Motion carried to approval 5-0.**

**Announcements & Correspondence –**

**Next Township Board Meeting will be March 20, 2023.**

Supervisor stated he received a letter from Roger Soldano regarding amending the job description for the Enforcement Officer but Supervisor stated there will be no changes.

**Public Comment –**

District 5, Charlevoix County Commissioner, Scott Hankins asked to speak. He stated that there are three new County Commissioners and that he is now the Chair. Hankins stated he commended the Township Board for applying for the Parks and Recreation Grant. He went on to say the Commissioners just had an organizational meeting and they are all excited about being on the Board and look forward to working with the County residents. Hankins commended the Board for their public service.

**Meeting Adjourned at 7:54 p.m.**

Submitted by Shari M. Jones, Recording Secretary