

Norwood Township Board of Trustees Meeting
Meeting Minutes
June 18, 2018 Approved Minutes
Norwood Township Hall

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

Pledge of Allegiance – by all present

Roll Call – Warner-present, Pajtas-present, Ridenour-present, Smolenyak-present, Spilis-present.

Approval of May 21, 2018 Meeting Minutes – MM by Warner to approve the minutes, 2nd by Smolenyak. Motion carried to approve Minutes 5-0.

Public Comment related to Agenda -

David Vermeesch asked if the Board wanted him to talk about Short Term Rental at this point or during the meeting. The Board asked him to wait until that portion of the meeting.

Approval of Agenda – MM by Warner to accept the agenda with changes. Warner asked to add comments during Short Term Rental portion of meeting from PC Member David Vermeesch. Motion was 2nd by Pajtas. Motion carried to approve agenda as amended 5-0.

Supervisor's Report –

Supervisor reported that on June 6th he met at the Charlevoix Township Hall with other Township Supervisors from Charlevoix, Eveline, Hayes and Marion Townships along with the City of Charlevoix to discuss the new EMS billing for the new fiscal year and the increases. Norwood's increase was 33% increase from \$7,900 to \$10,200, for the new EMS rates. It was explained that the increase was due to the new additional personnel, raises to be more competitive, additional services for more advanced service up to Advanced Life Support and runs were up 150%. 45% of the money for EMS comes from Medicare and Medicaid. Next year's billing does not foresee large increases. EMS is reviewing billing policy and how they bill to help with the increased cost.

June 14th Supervisor met with the County to review the Road Loan contract for \$125,000. The contract will be over a three year period at a 1% interest rate with three equal payments of \$42,502.76 with the first payment being due on May 1, 2019.

Ridenour reported that the Lakeshore Drive road project should be done by the end of June and the Parson's Road project will go through July.

Clerk received an email from Norwood resident stating there is a 100'-150' section of Whitmere Rd that has deteriorated. After discussing with Charlevoix County Road Commission and they said they will fix under their General Fund.

MM by Pajtas to pay Charlevoix County Road Commission a payment of \$65,895.35 by July 1, 2018 for the Lakeshore & Parsons Road projects, 2nd by Warner. Motion carried 5-0.

Ridenour said he checked into inspections for short term rentals and the Building Department only does inspections on new construction. The Fire Chief said they do not generally do home inspections and suggested an independent contractor.

Supervisor Ridenour talked with Planner in order for more accountability and credibility. He requested changes that needed to be made with the Norwood Township Planner. Ridenour said he had not received any emails or phone calls from the Planner since he has been in the Supervisor position in a one year period. The following was discussed for the future:

1. All Norwood emails regarding Norwood Township Business that the Supervisor shall be cc'd on.
2. Billing hours will be detailed and an example of the format Deputy Clerk Brenda Freds uses was suggested
3. Norwood Township will no longer pay for an hourly wage for driving to meetings. Travel time can be reimbursed at the government rate of \$.55/mile.
4. Township does not need a Planner to attend every PC meeting and to start attending four meetings per year unless some large issues come up that would be necessary for a planner or attorney to attend.

The Township wants to insured we are getting the allotted 14 hours of planning services that best represents Norwood Township and is cost efficient. Supervisor also suggested the Zoning Administrator should also be reimbursed Township business travel at a rate of \$.55/mile.

Supervisor said he received an email from Susan Klooster asking to look into the noise from fireworks that seem to continually go on. There was a discussion by the Board at this point stating that the State has recommendations for hours that are allowed for fireworks and if there are fireworks outside of those times then the police can enforce.

Township resident Mr. Steve Olsen called Supervisor concerned about Norwood Park and it wasn't getting mowed and the park looked in poor condition. Mr. Olsen offered to mow it. This is early in the season. Supervisor called Scott Boss and they were able to start mowing by the end of the week.

Discussion by Board regarding the Township emails. Supervisor stated when the Township Officials receive an email please verify it is legitimate before opening to prevent hacking or viruses.

Treasurer's Report –

Fund Balances: as of 05/31/2018

General:	\$ 86,885.35
Improvements:	60,000.00
Vanguard:	130,716.18
Road:	271,594.18
Emergency:	85,350.49
Phragmites:	7,214.02
Tax Fund:	2,369.01

Smolenyak reported the tax notices will go out on July 1, 2018. She said she will receive them on June 20th. Lynn wondered if anyone had any items or notices that should be enclosed with the taxes. Ridenour suggested adding information about the current road work that is taking place. Warner suggested adding something about contacting the ZA if they are interested in short term rental but it was suggested that the short term rental information be decided about after discussed later in the meeting.

Clerk's Report –

Preapproved: \$ 168.00 (GLE)

Unapproved: \$51,779.47 (\$36,812.99 Fire/EMS)

Totals: \$51,947.47

MM by Warner to approve Clerks' Report, 2nd by Smolenyak. Motion carried and approved 5-0.

Pajtas reported there were no Cemetery lots sold this past fiscal year and there were five burials.

Clerk reported Michele Wilson, Park Ranger, opened the restrooms on May 23rd. She also stated Michele no longer wants to clean the Township Hall. Pajtas stated she will talk to her to see if she would consider continuing and if not will look to find someone else.

Pajtas reported there will be a Primary Election on August 7, 2018, Election Committee Meeting on July 2, 2018 and Accuracy Testing on July 31, 2018.

Trustee's Report –

Warner said the Planning Commission had a special meeting on June 4, 2018 to work on the ordinance and it appears this Ordinance will be completed enough to have a Public Hearing in August or September. Then at the regular PC meeting on June 11, 2018 the Short Term Rental situation was discussed. This will be discussed further on in the meeting under Old Business.

Spilis stated there was a review done with the Township's Insurance Agent and several items were addressed. Currently there is no physical damage coverage for the cemetery fence and outbuilding so to add \$25,000 in coverages for the fence and \$3,000 in coverages for the building the cost would be \$62.00/year for that endorsement.

Headstones are owned by the families but there are some circumstances that there is no longer any family so the Township could add \$20,000 in coverage for headstones at no cost so Spilis asked them to go ahead and add this coverage since there is no monetary cost.

Non-Monetary Defense Limit coverage is currently at \$25,000 each and \$50,000 aggregate and to increase to \$50,000/\$50,000 it would be \$250/year.

Umbrella coverage is currently at \$1,000,000 and to increase to \$2,000,000 would cost \$500/year.

There is no coverage for Cyber Liability at this time. In order to purchase this coverage the cost would be \$1,000/year with a \$1,000 deductible. This would have to be purchased through a different carrier than the current policy is with.

MM by Warner to pay the additional \$62/year for the \$25,000 fence coverage and the \$3,000 building coverage, 2nd by Smolenyak. Motion carried 5-0.

Spilis also reported that Carol Apol is selling her home so she needs to be contacted regarding the Phragmites and the Zoning Board of Appeals.

Zoning Administrator's Report –Report is available on the Township website.

Old Business –

Short Term Rental Police Power Ordinance discussion. Planning Commission Member David Vermeesch gave a presentation of what was discussed at the June 11, 2018 Planning Commission Meeting. The PC carried a motion to recommend that no Short Term Rental Licensing Ordinance be implemented and that the current Special Use Permit process continue as is. Vermeesch stated that when an S.U.P. is submitted certain restrictions can be put on the S.U.P. He stated no matter if there is a licensing ordinance or things continue as is there still has to be some type of enforcement maintained.

Board discussed several ideas for enforcement of both licensing and S.U.P.stating both negative and positive aspects of each one.

It was suggested that Township Attorney attend the July 16, 2018 Board Meeting to help answer several questions that both the PC and the Board have relating to both the licensing ordinance and the S.U.P. process.

S.U.P.'s can be applied for and should be directed to the Zoning Administrator.

Any further discussion is tabled to the July 16, 2018 meeting in order to get some questions answered.

New Business –

Street Light at Richardson Road and U.S. 31 discussion. Supervisor stated he has discussed this with Banks Township and there were three proposals presented. One was that Banks pay for the light installation and Norwood pay the monthly fee, second was that Norwood pay for the light installation and Banks pay the monthly fee and third was that each township split the cost for both. The monthly fee is approximately \$11.00/month.

MM by Warner to have Banks Township pay for the installation of the light and that Norwood Township pay the monthly \$11.00/month billed by GLE, 2nd by Smolenyak. Motion carried 5-0.

Resolution to Renew Millage for EMS/Fire Protection for Norwood Township.

MM by Warner to put the renewal of the EMS/Fire Protection Resolution on the ballot for the election, 2nd by Pajtas. Roll call vote: Warner-aye, Pajtas-aye, Ridenour-aye, Smolenyak-aye, Spilis-aye. Motion for Resolution carried 5-0.

Public Hearing for Budget Discussion and Resolution. Public hearing opened at 9:03pm. No public comment or discussion. Public Hearing closed at 9:04pm. Board discussed a couple of changes that pertained to the mileage reimbursement for the ZA and Planner and the millage for Fire/EMS.

MM by Warner to accept the Budget Resolution for the 2018-2019 Fiscal Year, 2nd by Smolenyak. Roll call vote: Spilis-aye, Smolenyak-aye, Ridenour-aye, Pajtas-aye, Warner-aye. Motion for Resolution carried 5-0.

Resolution to Adjust Salary of Election Inspectors. Chair \$15/hour, Inspectors \$12/hour. **MM by Warner to pass the Resolution to adjust the salaries for the Chair to \$15/hour and Inspectors to \$12/hour, 2nd by Smolenyak. Roll call vote: Warner-aye, Pajtas-aye, Ridenour-abstained, Smolenyak-aye, Spilis-aye. Motion for Resolution carried 4-0-1.**

Metro Act Renewal Extension from AT&T.

MM by Warner to approve Metro Act Renewal Extension, 2nd by Smolenyak. Motion carried 5-0.

Announcements & Correspondence –

All correspondence has been emailed out to Board Members.

Next Township Board Meeting will be July 16, 2018 at 7:00pm at the Norwood Township Hall

Public Comment –

Shari Jones, Recording Secretary and Norwood Township Resident, asked to comment on the Short Term Rental issues. She stated that if Township Residents are opposed to the Short Term Rental process then they should attend both Planning Commission Township Board Meetings and voice their opinions. Meeting Agendas and Minutes are always posted on the Norwood Township Website so when there are issues the residents feel strong about, they should attend the meetings. Rentals were researched on V.R.B.O. and it appeared that on that site Norwood Township currently only had one rental advertised. She felt the burden of the costs for the S.U.P. stipulations or licensing ordinance should be put on the property owners not the Township. It was suggested that a newsletter or notice be sent out to Norwood Township explaining the Short Term Rental process. Short Term Rentals for Norwood Township cannot really be compared to Traverse City issues or other townships due to the size of the communities.

Nancy Ferguson, County Commissioner, was in attendance. She share views of her ideas on Short Term Rentals. She announced that she is running again for County Commissioner against Richie Gillespie in the Primary and would appreciate support. She stated she felt the discussion at the meeting was good and thanked the Board and Planning Commission for all their work and dedication.

Meeting Adjourned at 9:17 p.m.

Submitted by Shari M. Jones, Recording Secretary