

**Regular Meeting of the Township Board
Tuesday, February 14, 2023
Cleveland Township**

Supervisor, Tim Stein, called the meeting to order at 7:00 pm. Present on roll call were, Todd Nowak, Jan Nowak, Tim Stein, Angie Diotte, & Tanelle Budd. Present from the public were Eric Carlson & Scott Sheehan.

Motion by Jan Nowak and seconded by Todd Nowak to approve January 10, 2023 Minutes. Ayes: 5, Nays: 0. Motion carried.

Public Comment on Agenda- None

Supervisor's Report – On January 24th, I met with two of the other township supervisors to discuss the inter-local agreement since renewal is coming up. Agreed that only modest modifications are needed and comments are going to the legal department of the board. We will reconvene April 26th.

Received the FEMA flood plane ordinance worksheet. We'll have to make some adjustments on the ordinance, then come back to the board for review in April, and if approved be on the books by June.

Clerk Report – Received an email about the possible rental of a few tables and chairs from May 18th -21st. The board was in agreement that we couldn't allow the rental since it will prevent residents from renting the hall if the tables and chairs are absent.

Changing the location of the "drop box" and instead creating a mail slot that lands in the locked storage. Currently, we have received complaints from residents due to the size and many people don't put the envelopes all the way in, leaving AV ballots hanging out. This solution will create a larger retention area, locked from the public, and limit user error.

Would like the township to look into data storage solutions and moving to electronic filing. Would like to reach out to a few technology companies and get referrals for data processing/storage since we're still printing and filing folders that are not easily searchable. FOIA requests are time consuming, cumbersome, and risky, plus the majority of requests are for digital documents. The Zoning Administrator is also struggling with electronic storage on his laptop, which is causing his computer to freeze.

Treasurer's Report – Angie: September 30, 2022

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| Revenue | \$ 214,609.45 |
| Disbursements | \$ -74,597.13 |
| Bank Balance | \$ 513,862.58 |

Motion by Tim Stein and seconded by Tanelle Budd to approve January 31, 2023, Treasurer's Report. Ayes: 5, Nays: 0. Motion carried

Planning Commission Report –Todd Nowak: Had the public hearing February 1st, but no public attendance. Approved the amendments on zoning clean up. Dean will pass onto the county. The regular meeting had two members absent, so they're waiting to approve the previous month's minutes.

Zoning Administrator's Report –Scott Sheehan: One LUP for Mark Fisher and a complaint due to a short-term rental on Wheeler Rd. A lot of realtors calling about STR. Walked a piece of property in the view shed to educate a realtor.

Administrator issue is that the LUP application process is cumbersome and inefficient. Would like to reach out to Andi Stevenson to create an editable PDF that can live on the website and be emailed electronically.

Motion by Angie Diotte and seconded by Tanelle Budd to reach out to Andi Stevenson and see about contracting to establish an electronic LUP application. Ayes: 5, Nays: 0. Motion carried

Zoning Board of Appeals Report – Jan Nowak: None

Maintenance Report – None

Assessor Report – Tim:

BOR Organizational Meeting is March 7th at 11:00am.

Regular BOR meeting dates:

Monday, March 14th, 2023 from 2pm-5pm & 6pm-9pm.

Wednesday, March 16th, 2023 from 9am-12pm & 1pm-4pm.

There will be a 5% increase in taxes this year due to CPI, which will increase revenue for the township without increasing the millage rates.

a.) Review Cleveland Township Assessor Contract/Increase in 2023/34: Tim-

The increase is for \$12 per parcel for Julie Krombeen which would begin March 1st, 2023 and go to February 28th, 2024. Annual salary would come to \$16,440.00

Motion by Jan Nowak and seconded by Angie Diotte to approve the annual salary contract with Julie Krombeen as Township Assessor. Ayes: 5, Nays: 0. Motion carried

Other members – none

Old Business –

a.) Review/Update Cedar Area Fire and Rescue- Tim Stein for John

Imbolden: John is out of the country. There is a small positive variance in operating results; they will determine how the positive variance will be used. New roof was installed; Solon and Centerville Twp, deemed as capital improvement, absorbed cost. Also received two bids for a new ambulance.

b.) Update on the Zywicki Civil Court Action on ZBA Decision. Tim:

Talked to legal counsel; FOIA info was supplied, due to changes in law to allow it. Waiting on circuit court to come back with a decision, but we think the issue will be the courts unsatisfied with the language used for the denial, such as “unnecessary hardship.” The outcome may be a new ZBA hearing with correct language.

New Business –

b.) Review 2023/24 Truth Taxation Resolution: Tim-

Cleveland Township Board to propose a total levy of 0.5491 mills within the Township for operating purposes for 2023 plus 2.2500 mills for fire and emergency services and a 1% PTAF. Total mills would be 2.7991 to be levied for the township.

Motion by Jan Nowak and seconded by Todd Nowak to approve Truth and Taxation Resolution for 2023/24 with total levy of 2.7991 mills for Cleveland Township and a 1% Property Tax Administration Fee.

Roll Call Vote:

Jan Nowak- Aye

Todd Nowak- Aye

Tim Stein – Aye

Tanelle Budd – Aye

Angie Diotte – Aye

Motion Carried.

c.) Review 2023/2024 Salary Resolutions for Cleveland Township Officers:

Tim Stein- Employed the MTA salary survey to calculate the appropriate wages at the median level.

- Supervisor Salary Resolution: \$14,500

Motion by Jan Nowak and seconded by Tanelle Budd to approve the salary resolution of the Supervisor. Ayes: 5, Nays: 0. Motion carried

- Clerk Salary Resolution: \$18,950

Motion by Angie Diotte and seconded by Tim Stein to approve the salary resolution of the Clerk. Ayes: 5, Nays: 0. Motion carried

- Treasurer Salary Resolution: \$18,450

Motion by Jan Nowak and seconded by Todd Nowak to approve the salary resolution of the Treasurer. Ayes: 5, Nays: 0. Motion carried

- Trustee Per Diem Resolution: \$150

Motion by Tanelle Budd and seconded by Tim Stein to approve the per diem rate of the Board Trustees. Ayes: 5, Nays: 0. Motion carried

d.) Discuss Proposed Items for Consideration in Budgeting for 2023/24-

Review 5 year plan for Traverse Lake Rd, discuss the boat launch, and expenses for new office equipment & data server.

- e.) Discuss Agenda for March 18th Annual Meeting:** The Annual meeting will be held and concluded. We'll move to the budget hearing, and then we conclude the hearing and reconvene the board meeting to approve the Township budget. There will be a few guest speakers including the Fire Chief and Tart Trail Director.

Payment of Bills-

Motion by Todd Nowak and seconded Tim Stein to approve the payment of bills for February 14th, 2023. Ayes: 5, Nays: 0. Motion Carried.

Correspondence –None

Public forum - None

Motion by Todd Nowak and seconded by Tanelle Budd to adjourn meeting at 7:58 pm. Ayes: 5, Nays: 0. Motion carried.

Tanelle Budd, Clerk

Approved by Tim Stein, Supervisor