

**CARROLLTON TOWNSHIP BOARD
REGULAR MEETING
Monday, March 30, 2020**

<u>Roll Call:</u>	Supervisor Abney	Present
	Clerk Fritz	Present – Conference Call-In
	Treasurer Thurston	Present
	Trustee Douglas	Present
	Trustee Westphal	Present – Conference Call-In

There being a full board, Supervisor Abney called the meeting to order at 5:30 p.m. Also in attendance: Director Craig Oatten and Office Manager Megan Weaver.

Acceptance of Agenda:

Oatten requested to add to the agenda: New Business Item #12 – Quote from Spicer Group for Iron Belle Trailhead Design. It was moved by Thurston and supported by Douglas to accept the agenda as amended. There being all ayes, the motion carried.

Public Comments: None.

Approval of Minutes:

It was moved by Thurston and supported by Douglas to approve minutes for: February 24, 2020 - regular meeting, February 27, 2020 – regular meeting, March 2, 2020 – special meeting, March 12, 2020 – departmental meeting, March 23, 2020 - Public Hearing for 2020 Tax Levies and March 23, 2020 Public Hearing for FY 2020-2021 Township Budgets as presented. There being all ayes, the motion carried.

Correspondence:

It was moved by Westphal and supported by Fritz to receive and file the correspondence as listed for March 2020. There being all ayes, the motion carried.

Accounts Payable:

It was moved by Thurston and supported by Abney to approve the March Accounts Payable for the amount of \$355,111.77. There being all ayes, the motion carried.

Committee/Commission/Board Reports:

Board reports were reviewed. There were no financial requests.

New Business:

It was moved by Thurston and supported by Douglas to adopt the following resolutions for the 2019 tax year levies: (1) Resolution #2020-02 for Fire Protection Assessment District – 2.75 mills; (2)

Resolution #2020-03 for Police Special Assessment District – 9.2 mills; and (3) Resolution #2020-04 for Garbage Collection Special Assessment District - \$185.00 per housing unit (copies attached).

Roll call:	Abney	Yes
	Thurston	Yes
	Douglas	Yes
	Westphal	Yes
	Fritz	Yes

There being all ayes, the resolutions were declared adopted.

It was moved by Thurston and supported by Abney to adopt Resolution #2020-05 Carrollton Township General Appropriations Act for the General Fund FY 2020-2021 budget (copy attached).

Roll call:	Thurston	Yes
	Douglas	Yes
	Westphal	Yes
	Fritz	Yes
	Abney	Yes

There being all ayes, the resolution was declared adopted.

It was moved by Douglas and supported by Thurston to adopt the following FY 2020-2021 budgets:

Municipal Street Fund – with voted 5 mill tax levy	\$408,718
Fire Operating/Maintenance Fund	\$195,832
Police Operating/Maintenance Fund	\$751,320
Garbage/Trash Collection Fund	\$409,008
Building/Inspections Fund	\$18,565
Special Investigative Fund	\$250
Recreation Fund	\$40,906
Sewer O&M Fund	\$1,065,526
Water O&M Fund	\$893,751

There being all ayes, the motion carried.

It was moved by Douglas and supported by Thurston to set the meeting schedule for FY 2020-2021, but be subject to change. There being all ayes, the motion carried.

It was moved by Thurston and supported by Abney to authorize the hiring of engineers and attorneys as needed for FY 2020-2021 and authorize the selling of Township-owned properties and the purchasing of additional properties as determined by the Carrollton Township Board. There being all ayes, the motion carried.

It was moved by Thurston and supported by Westphal to adopt Resolution #2020-06 for Designation of Depositories (copy attached).

Roll call:	Westphal	Yes
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Fritz	Yes
Abney	Yes
Thurston	Yes
Douglas	Yes

There being all ayes, the resolution was declared adopted.

It was moved by Abney and supported by Douglas to set the annual firefighter wage scales for FY 2020-2021:

On-call Firefighters	\$74,847
Truck Mechanic	\$600
Fire Chief	\$4,948
Deputy Fire Chief	\$2,027
Assistant Fire Chief	\$1,729
Captain	\$1,285
Lieutenant (2 @ \$995)	\$1,990
Safety Officer	\$737

There being all ayes, the motion carried.

Abney asked why the wages for Truck Mechanic were not raised. Weaver explained that Chief Tetloff now has two truck mechanics and they had agreed to just split the annual amount of \$600. Board discussion was held on increasing the amount to \$800 per year. Oatten stated that he would discuss it with Tetloff and, if he agreed to raise it, a budget amendment would be made at a later date.

It was moved by Thurston and supported by Abney to approve the Carrollton Township FY 2020-2021 Fee Schedule as presented (copy attached). There being all ayes, the motion carried.

It was moved by Abney and supported by Thurston to approve the brush pickup dates for 2020 as follows (but be subject to change):

- May 18
- June 22
- August 24
- September 21
- October 26

There being all ayes, the motion carried.

It was moved by Douglas and supported by Thurston to receive and file the delinquent personal property tax report as of March 30, 2020 (copy attached).

It was moved by Westphal and supported by Thurston to approve the quote from Spicer Group for the Iron Belle Trailhead engineering and design for \$14,500 (copy attached). There being all ayes, the motion carried.

Public Comments: None.

Director Comments/Updates:

Oatten stated that he had been extremely busy trying to keep up with the Coronavirus Executive Orders from Governor Whitmer. Things were evolving on a daily basis.

Weaver stated that both the mail and drop-box payments were being held for five days before being opened as the Coronavirus remains active on paper for that long. The front office staff is wearing gloves when handling any outside mail/payments, using hand sanitizer frequently, and cleaning their work spaces often.

It was moved by Westphal and supported by Abney to cancel the 2020 Recreation Baseball/Softball season due to the COVID-19 pandemic and issue refunds to all those that have registered as well as issue refunds for the Little Caesars Fundraiser. There being all ayes, the motion carried.

Board Comments:

Fritz asked that Deputy Clerk Tricia Mejia sign all passed resolutions in his absence.

Westphal stated that while she was sad about the baseball/softball season being cancelled, it was necessary due to the Coronavirus. She also thanked the board members and Township staff for their support and prayers during this difficult time from the loss of her daughter and granddaughter.

Douglas asked if the Neighborhood Watch meeting scheduled for April 14 should be postponed as well. It was board consensus to do so. He also discussed the plans of the Carrollton Lions Club and the upcoming events that they have planned. All events were on hold for now. He offered the possibility of the Recreation Committee holding a weekend baseball tournament if and when the Coronavirus guidelines were lifted.

Abney thanked Oatten and Weaver for their hard work on the fiscal year budgets.

Board discussion was held on the performance evaluation for Oatten as well as a proposed salary increase. Due to the Coronavirus and the board not scheduled to meet until April 27, Abney didn't think it was fair for Oatten to have to wait. Oatten stated that he would be in favor of a payment-in-lieu of a raise instead of a salary increase. Discussion followed on the amount of the payment-in-lieu of a raise. Thurston offered either 3% or \$3,000. Abney stated that he thought it should be more than that. More discussion followed.

It was moved by Fritz and supported by Douglas to have Abney and Fritz negotiate the employment contract with Oatten by phone (due to Coronavirus social distancing guidelines) and offer a payment-in-lieu of a raise of an amount not to exceed \$5,000.

Roll call:	Fritz	Yes
	Abney	Yes
	Westphal	Yes
	Douglas	Yes
	Thurston	No

There being 4 ayes and 1 nay, the motion passed.

Adjournment:

It was moved by Westphal and supported by Douglas to adjourn. There being all ayes, the meeting adjourned at 7:04 p.m.

Respectfully submitted,

Jerry W. Fritz, Clerk

Public in attendance: None present.