



## Bridgeton Township Board Monthly Meeting Minutes (Approved)

October 28, 2024

- I. Routine Business
  - a. Call to Order/Pledge – Supervisor Schuiteman calls the meeting to order at 7:00pm, starting with the Pledge
  - b. Roll Call – Board Members Present: Dore, Kossen-Priddy, Schuiteman, Petropoulos, Herman-Hinton
  - c. Approve Agenda – Herman-Hinton motions to approve agenda Petropoulos seconds. Passes 5-0
  - d. Approve September 2024 Meeting Minutes – Herman-Hinton motions to approve September 2024 Meeting Minutes Schuiteman seconds. Passes 5-0
  - e. Approve September 2024 Special Meeting Minutes Herman-Hinton motions to approve September 2024 Special Meeting Minutes, Kossen-Priddy seconds. Passes 5-0
  - f. Public Comment: Agenda Items – No public comments
- II. Action Items
  - a. Consent Agenda – Herman-Hinton motions to approve Consent Agenda excluding the Zoning Administrators report, Petropoulos seconds. Passes 5-0
  - b. Herman-Hinton motions to print board packets at the Township Hall, Dore seconds. Roll call vote Petropoulos – yes, Dore – yes, Schuiteman – yes, Herman-Hinton – yes, Kossen-Priddy – yes. Passes 5-0
  - c. Treasurer’s Report
    - i. Treasurer Petropoulos read the Treasurer’s report, copy attached. Herman-Hinton motions to approve treasurer’s report, Dore seconds. Passes 5-0
    - ii. Monthly reconciliation with the clerk – August 2024 Debit Card, August 2024 General Fund, and August 2024 Road reconciliations provided by Clerk Kossen-Priddy and reviewed by Treasurer Petropoulos
    - iii. Tax withholding receipts –
      1. 941 – Copy of payment receipt provided to the board
      2. State of Michigan – Copy of withholding filing provided to the board, online system says \$0.00 payment due
      3. UIA – Copy of report filing receipt provided to the board
      4. MTA Treasurer Training Schuiteman motions to approve \$164.50 for Treasurer Petropoulos to attend training, Herman-Hinton seconds. Passes 5-0
  - d. Clerk
    - i. Meals for Election Inspectors Schuiteman motions to approve up to \$100.00 for meals for the Election Inspectors that work the November 5, 2024 election, Herman-Hinton seconds. Passes 5-0
    - ii. Informational concerning reimbursement of February Presidential Primary – Clerk Kossen-Priddy reported that full reimbursement was received from the state for costs related to the February Presidential Primary totaling \$2,106.48

- e. Cemetery and Parks Committee Report
    - i. Cemetery activity report – Clerk Kossen-Priddy reported one funeral
    - ii. Quote for dead tree removal and topsoil to fill in for sunken graves and removed stumps – two tree removal quotes received.
      - 1. Herman-Hinton motions to approve Beaver Tree Service quote for \$2,250.00 to remove six dead trees in the cemetery, Petropoulos seconds. Passes 5-0
      - 2. Schuiteman motions to approve Hyland Property Management’s quote for \$560.00 to fill in for removed trees and for sunken graves, Herman-Hinton seconds. Passes 5-0
    - iii. Maintenance
      - 1. Insurance claim update – Clerk Kossen-Priddy gave an update on status of the claim for the damage to the docks. Insurance company has received all the information required from the township.
      - 2. Jeff Avery Maple Island Launch parking suggestions for 2025 season – Jeff made recommendations for signage and stump removal for more parking and made suggestions for truck and trailer parking areas
- III. Information Items
- a. Bryan Kolk
    - i. Commissioners report – Bryan Kolk absent from meeting
    - ii. Zoning Administrator’s report – Bryan Kolk absent from meeting
  - b. Township Ordinance Follow-Up Complaints – Bryan Kolk absent from meeting
  - c. Planning Commission overview – Trustee Dore gave an overview of the Planning Commission meeting and the workshop concerning PA 233
- IV. Old Business
- a. Obligating remaining ARPA funds workshop
  - b. Road projects
    - i. Residents recommendation for paving 112<sup>th</sup> – road commission estimate \$323,664.00 -Herman-Hinton motions to approve Newaygo County’s quote for \$323,664.00 to be paid using remaining ARPA money in the amount of \$63,564.06 and the remaining \$260,099.94 to be used from the general fund. Roll call vote Petropoulos – yes, Dore – yes, Schuiteman – yes, Herman-Hinton – yes, Kossen-Priddy – yes. Passes 5-0
    - ii. W South River Rd – road commission updated previous estimate and divided it into two parts
      - 1. From Fitzgerald Ave going east approximately 1.5 miles - \$164,000.00
      - 2. From Stone Rd going west approximately 1.5 miles - \$164,000.00
    - iii. Schuiteman motions to make W South River options priority if there is enough remaining funds for the 2025 road construction season, Herman-Hinton seconds. Roll call Petropoulos – yes, Dore – yes, Schuiteman – yes, Herman-Hinton – yes, Kossen-Priddy – yes. Passes 5-0

- c. Par Plan Insurance Update
  - i. Terrorism coverage – Herman-Hinton motions to approve \$46.00 terrorism coverage, Petropoulos seconds. Passes 5-0
- d. Maple Island lease agreement
  - i. Schedule a workshop – Wednesday November 13<sup>th</sup> 4:30pm
- e. Survey of residents – Herman-Hinton motions to approve survey with the additions of due date and address to return survey Dore seconds. Passes 5-0

V. New Business:

- a. Website – Schuiteman motions to approve the Munibit quote of \$139/monthly with the stipulation that the website is secure for online payment transactions, Herman-Hinton seconds. Passes 5-0
- b. Schedule budget workshop – November 20<sup>th</sup> 4:30pm
- c. Township Training Library for Township Officials – Schuiteman motions to approve purchase of Books for \$756.00 from Michigan Township Association for training of township officials, Herman-Hinton seconds. Passes 5-0
- d. Desk for in front of reception window in office area and reception table - Schuiteman motions to approve the purchase of a desk for the office and a table for the reception window for up to \$275, Herman-Hinton seconds. Passes 5-0
- e. December meeting date – Herman-Hinton motions to move the December 23<sup>rd</sup> meeting to December 16<sup>th</sup> due to the Christmas holiday, Petropoulos seconds. Passes 5-0
- f. 2025 meeting dates to publish in newsletter – Herman-Hinton motions to change the January 27, 2025 meeting to January 20, 2025 due to a conflict and the May 26, 2025 meeting to May 19, 2025 due to Memorial Day, Schuiteman seconds. Passes 5-0
- V. Board comments – Clerk Kossen-Priddy thanked Jim Schuiteman for stepping up to offer his assistance for the remaining Supervisor term. Trustee Herman-Hinton reported that the township received \$4,000.00 from Par Plan in the form of a grant towards the hall generator. Supervisor Schuiteman thanked the Deputy that attended the board meeting.
- VI. Public Comment: No public comments
- VII. Adjournment: Herman-Hinton motions to adjourn meeting at 8:30pm, Schuiteman seconds. Passes 5-0



Ann Marie Kossen-Priddy, Clerk

11-26-24

Date Signed



Jason Mansfield, Supervisor

11-26-24

Date Signed

## Bridgeton Township Treasurer's Report

September 1<sup>st</sup> – 30<sup>th</sup>, 2024

### **General Fund**

Annual Permits	\$ 90.00
Daily Passes Bridgeton Launch	\$ 1,017.50
Daily Passes Maple Island Launch	\$ 1,427.80
Zoning Permits	\$ 0.00
Property Splits	\$ 0.00
Special Land Use	\$ 0.00
Cemetery	\$ 400.00
State of Michigan	\$ 0.00

### **Bank Deposits**

Deposits (regular/electronic)	\$ 4,531.32
Paid Out	\$ 12,099.74
Outstanding Checks not Cleared	\$ 4,233.10
Bank Interest	\$ 214.30
<b>General Fund Available Balance</b>	<b>\$865,345.06</b>

### **Debit Card**

Deposits (electronic)	\$ 512.00
Paid Out	\$ 512.00
<b>Debit Card Available Balance</b>	<b>\$ 1,000.00</b>

### **Fire Fund**

Deposits	\$ 0.00
Paid Out	\$ 30.00
Interest	\$ 5.04
Outstanding Checks	\$ 266.00
<b>Fire Fund Available Balance</b>	<b>\$ 20,527.88</b>

**Road Fund**

Deposits	\$	0.00
Paid Out	\$	65.58
Interest	\$	41.85
Outstanding Checks	\$	
<b>Road Fund Available Balance</b>	<b>\$</b>	<b>169,540.13</b>

**Tax Account**

Deposits	\$	536,431.45
Paid Out	\$	129,750.00
Interest	\$	72.43
Outstanding Checks	\$	9,061.64
<b>Tax Fund Available Balance</b>	<b>\$</b>	<b>492,329.28</b>

**Total of General, Fire, Road, Tax, and Debit Card Accounts** **\$1,548,742.35**