



Bridgeton Township Board Monthly Meeting Minutes (Proposed)

December 16, 2024

- I. Routine Business
 - a. Call to Order/Pledge – Supervisor Mansfield calls the meeting to order at 7:00pm, starting with the Pledge
 - b. Roll Call – Board Members Present: Dore, Kossen-Priddy, Mansfield, Petropoulos, Herman-Hinton
 - c. Approve Agenda – Herman-Hinton motions to approve agenda with the following updates: New Business I. Pictures matting and framing, Kossen-Priddy amends motion to add approve closed session minutes to Routine Business as E. and move Public Comment to F, Mansfield seconds. Passes 5-0
 - d. Approve November 2024 Meeting Minutes – Herman-Hinton motions to approve November 2024 Meeting Minutes with clarification wording to “Resident suggestion that the defibrillator have a maintenance program”, Kossen-Priddy seconds. Passes 5-0
 - e. Kossen-Priddy motions to approve the Closed Session Meeting Minutes for December 16, 2024, Petropoulos seconds. Passes 5-0
 - f. Public Comment: Agenda Items – Joe Howes, PC Chair, suggests the township vote on the resolution he read aloud concerning local control of renewable energy, PA 233.
- II. Action Items
 - a. Consent Agenda – Kossen-Priddy motions to approve Consent Agenda , Herman-Hinton seconds. Passes 5-0
 - b. Treasurer’s Report
 - i. Treasurer Petropoulos reads Treasurer’s report for October 2024 and November 2024. Kossen-Priddy motions to approve reports with corrections to the Hall Rental amount – move hall rental deposit amount from general deposits to the Hall Rental deposits, and correct the total of all funds balance for the November 2024 report from \$1,559,587.70 to \$1,490,271.01, Petropoulos seconds. Passes 5-0
 - ii. Monthly reconciliation with the clerk – October and November 2024 Debit Card, October and November 2024 Fire Fund, October and November 2024 Road Fund, and September, October, and November 2024 General Fund 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 – quarterly payment only, no payment required
 3. UIA – quarterly report only, no report required
 - c. Clerk – Nothing to report
 - d. Cemetery and Parks Committee Report
 - i. Cemetery activity report – Clerk Kossen-Priddy reported no foundation orders or burials since last meeting

- ii. Parks/Boat Launch – Tim Priddy reported that Great Lakes Lift is no longer the rep for our area. They provided the new rep information, he will be contacting them for a quote on the dock repairs. Tim Priddy explained an issue with the cement launch pad that fisherman reported to him. When the water level drop in the summer months the cement pad will need to be looked at for possible removal of pipes at the bottom of the pad.

III. Information Items

- a. Bryan Kolk
 - i. Commissioners report – Bryan Kolk gave the county report
 - ii. Zoning Administrator’s report – Bryan Kolk gave the Zoning Administrator’s report including moving forward with a cell tower on the southwest corner of the township, not located on township property.
- b. Township Ordinance Follow-Up Complaints – No report
- c. Planning Commission overview – No December meeting held
 - i. Herman-Hinton motions to approve the resolution read aloud by Planning Commission Chair Joe Howes concerning PA 233, Mansfield seconds. Roll call vote Dore – yes, Mansfield – yes, Herman-Hinton – yes, Petropoulos – yes, Kossen-Priddy – yes. Passes 5-0

IV. Old Business

- a. Website update – Herman-Hinton reported that the new website will be up and running by mid January. Kossen-Priddy reported the .gov domain and contacts were confirmed and that our current website management firm is raising the price from \$119.00/month to \$129.00/month.
- b. Driveway Land Exchange – Herman-Hinton explains the property exchange. Mansfield recommends tabling this until the site plan for the tower is received and let the neighbor know that he cannot use the driveway until the land exchange is completed.
- c. Microphone System – Herman-Hinton explains the setup that was used at the MTA Training. Working on pricing for a similar system.
- d. Update on Brooks property – Mansfield gives an update on the status of the agreement, Bryan Kolk and the Township attorney are working on the final agreement for the board to review at the January meeting.
- e. Defibrillator – Herman-Hinton gave an update on the status of the insurance company. Bryan Kolk will get information to Trustee Herman-Hinton for contacts concerning purchases. PC Chair recommended talking with Ashland Grant concerning the type of defibrillator they use and purchase the same type.
- f. Update on Fire budget – Supervisor Mansfield gave an update concerning discussions with other townships about their policies and he has requested information from Fire Chiefs of the responding departments. Bryan Kolk recommended looking at Sheridan Charter Townships resolution/policy. Clerk Kossen-Priddy reported back to the board concerning a possible special election for the fire millage and if it is possible to add the Treasurer position to that election. The County Clerk’s office stated that this is not possible, it must be held during the 2026 election for Governor due to state law.

V. New Business:

A. Technology upgrades

- a. Election laptop – Clerk Kossen-Priddy explains the state is reimbursing local municipalities, up to \$1,000.00, for new epoll book laptops due to Windows 11. A new laptop will cost approximately \$860.00. Kossen-Priddy motions to approve purchase of a new laptop for the epoll book, up to \$1,000.00, Herman-Hinton seconds. Passes 5-0
 - i. Clerk Kossen-Priddy explains that this money will be spent during this fiscal year and reimbursed in the next fiscal year, we will need to include the reimbursement in the 25/26 fiscal year budget
- b. Treasurer computer upgrade (laptop) Herman-Hinton motions to approve purchase of a new laptop for the Treasurer of up to \$458.00, Petropoulos seconds. Passes 5-0
- c. Printer/copier for office – Supervisor Mansfield reported on the status of the printers being used at the hall, a business office printer is better suited for township officials' use. Guidance is needed concerning contracts for these types of printers. More information will be gathered before pursuing pricing.
- d. Wifi for offices
 - i. Mansfield motions to approve \$75.00 service call with Fremont Computer to review our wifi and printer needs, Kossen-Priddy seconds. Passes 5-0
 - ii. Herman-Hinton motions to approve purchase of Microsoft Office in the amount of \$10.25/month/user, paid annually, for three desktops and three laptops, Petropoulos seconds. Passes 5-0

- B. Advertise for a Sexton – Herman-Hinton motions to advertise on our website for a Cemetery Sexton, with a minimum of five years' experience, and the Board gives the Supervisor and Trustee Herman-Hinton permission to jointly hire a qualified candidate, Petropoulos seconds. Roll call vote – Dore – yes, Mansfield – yes, Herman-Hinton – yes, Petropoulos – yes, Kossen-Priddy - yes. Passes 5-0

- C. Vacuum – donation of a vacuum received no need to purchase a new vacuum

D. Budget Adjustments

Kossen-Priddy motions to amend the budget as follows:

To add the below listed items to the budget that were not in the original 24/25 budget

- a. Hall Rental Coordinator 101-265-702 \$800.00
- b. Janitor 101-265-702 \$200.00
- c. Hall Rentals 101-100-647 \$1,500.00
- d. Hall Rental Deposits 101-100-647 \$4,000.00
- e. Treasurer Phone Monthly Fee 101-253-850 \$175.00
- f. Treasurer Phone Purchase 101-253-850 \$153.69
- g. Supervisor Phone Purchase 101-171-850 \$153.69
- h. Clerk Phone Purchase 101-215-850 \$153.69
- i. Hall Coordinator Phone Purchase 101-265-851 \$153.69

- j. Cemetery Education 101-567-969 \$94.00
- k. Hall Rental Deposit Refunds 101-265-963 \$4,000.00
- l. Cemetery Grounds Repair and Maintenance – paid for using ARPA funds however there was not a budget for this item in the original 24/25 budget – 101-567-930 \$7,139.69
- m. Hall Office Supplies 101-101-730 \$1,700.00
And to move the payment for the construction of the wall at the hall from 101-265-801 to 101-192-194
Herman-Hinton seconds. Roll call vote – Dore – no, Mansfield - yes, Herman-Hinton – yes, Petropoulos – yes, Kossen-Priddy - yes. Passes 5-1
- E. Review of letters of interest for open positions
 - a. One letter of interest received for the Planning Commission alternate. Herman-Hinton motions to appoint Jodi Bunce to the position of Planning Commission member alternate, Kossen-Priddy seconds. Passes 5-0
- F. Review letters of interest for FOIA Coordinator – no letters received
- G. Policy for purchasing – table until January meeting, Supervisor Mansfield will follow up with Ryan Coffey
- H. Training approval for Board of Review members – Herman-Hinton motions to approve up to \$80.00 for four members to attend Board Of Review training unless there is a free option, Petropoulos seconds. Passes 5-0
- I. Herman-Hinton motions to approve two historical township pictures to be framed and matted for hanging at the hall at a cost of \$102.62/picture, Kossen-Priddy seconds. Dore – no, Mansfield – no, Herman-Hinton – yes, Petropoulos – abstain, Kossen-Priddy – yes. Fails 2-2-1
- V. Board Comments: Herman-Hinton asks about grants for internet services. Kossen-Priddy suggests speaking with Ryan Coffey concerning grants.
- VI. Public Comment: Jodi Bunce thanks the board and looks forward to working with the board and Planning Commission
- VII. Adjournment: Mansfield motions to adjourn meeting at 9:05pm, Herman-Hinton seconds. Passes 5-0

Ann Marie Kossen-Priddy, Clerk

Date Signed

Jason Mansfield, Supervisor

Date Signed

Bridgeton Township Treasurer's Report

October 1st – October 31st, 2024

General Fund

| | | |
|---|----|---------------------|
| Annual Permits | \$ | |
| Daily Passes Bridgeton Launch | \$ | 120.00 |
| Daily Passes Maple Island Launch | \$ | 274.00 |
| Zoning Permits (0) – Property Splits (0) – Special Land Use (0) | \$ | 0.00 |
| Cemetery | \$ | |
| State of Michigan (Sales Tax) | \$ | |
| Hall Rental (Includes Deposits) | \$ | 550.00 |
| Deposits (regular/electronic) | \$ | 42,988.31 |
| Paid Out (checks/electronic) | \$ | 30,595.19 |
| Bank Interest | \$ | 215.31 |
| Outstanding Checks not Cleared | \$ | 27,617.93 |
| General Fund Available Balance | | \$878,131.18 |

Debit Card

| | | |
|-------------------------------------|-----------|---------------|
| Deposits (regular/electronic) | \$ | 765.86 |
| Paid Out | \$ | 850.40 |
| Debit Card Available Balance | \$ | 915.46 |

Fire Fund

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|------------------------------------|-----------|------------------|
| Deposits (regular/electronic) | \$ | 0.00 |
| Paid Out | \$ | 266.00 |
| Interest | \$ | 5.17 |
| Outstanding Checks | \$ | |
| Fire Fund Available Balance | \$ | 20,267.05 |

Road Fund

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|-------------------------------|----|----------|
| Deposits (regular/electronic) | \$ | 0.00 |
| Paid Out (checks/electronic) | \$ | 3,876.93 |
| Interest | \$ | 42.11 |

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|---|-----------------------|
| Outstanding Checks | \$ |
| Road Fund Available Balance | \$ 165,685.58 |
| <u>Tax Account</u> | |
| Deposits (regular/electronic) | \$ 2,264.22 |
| Paid Out (regular/electronic) | \$ |
| Interest | \$ 125.45 |
| Outstanding Checks | \$ |
| Tax Fund Available Balance | \$ 494,591.50 |
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| Total of General, Fire, Road, Tax, and Debit Card Accounts | \$1,559,587.70 |

Bridgeton Township Treasurer's Report

November 1st – November 31st, 2024

General Fund

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|---|---------------------|
| Annual Permits | \$ 30.00 |
| Daily Passes Bridgeton Launch | \$ 335.00 |
| Daily Passes Maple Island Launch | \$ 604.00 |
| Zoning Permits (0) – Property Splits (0) – Special Land Use (0) | \$ 1,350.00 |
| Cemetery | \$ |
| State of Michigan (Sales Tax) | \$ |
| Hall Rental (Includes Deposits) | \$ 550.00 |
| Deposits (regular/electronic) | \$ 4,308.92 |
| Paid Out (checks/electronic) | \$ 39,168.62 |
| Bank Interest | \$ 181.99 |
| Outstanding Checks not Cleared | \$ 27,617.93 |
| General Fund Available Balance | \$843,678.48 |

Debit Card

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|-------------------------------------|------------------|
| Deposits (regular/electronic) | \$ 1,474.28 |
| Paid Out | \$ 1,813.60 |
| Debit Card Available Balance | \$ 576.14 |

Fire Fund

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|------------------------------------|---------------------|
| Deposits (regular/electronic) | \$ 0.00 |
| Paid Out (checks/electronic) | \$ 57.00 |
| Interest | \$ 4.33 |
| Outstanding Checks | \$ |
| Fire Fund Available Balance | \$ 20,214.38 |

Road Fund

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|-------------------------------|----------|
| Deposits (regular/electronic) | \$ 0.00 |
| Paid Out (checks/electronic) | \$ 64.93 |
| Interest | \$ 35.53 |

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|---|-----------------------|
| Outstanding Checks | \$ |
| Road Fund Available Balance | \$ 165,653.18 |
| <u>Tax Account</u> | |
| Deposits (regular/electronic) | \$ 4,451.25 |
| Paid Out (regular/electronic) | \$ |
| Interest | \$ 106.08 |
| Outstanding Checks | \$ |
| Tax Fund Available Balance | \$ 499,148.83 |
| | |
| Total of General, Fire, Road, Tax, and Debit Card Accounts | \$1,490,271.01 |