

MINUTES OF SPECIAL BOARD MEETING
Thursday, May 16, 2024

SANILAC TOWNSHIP

20 North Ridge Street
Port Sanilac, MI 48469
Phone: 810-622-8178

BOARD MEMBERS

Daniel Kelly, Supervisor
Suzanne Shagena, Clerk
Dru Moran, Treasurer
Jeffery Lyall, Trustee
William Noelke, Trustee

1. OPENING OF MEETING: Meeting called to order at 6:00 PM by Supervisor Kelly.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: By Supervisor Kelly

PRESENT: Supervisor Dan Kelly, Trustee Jeff Lyall, Trustee William Noelke, Treasurer Dru Moran and Clerk Suzanne Shagena.

ABSENT: None

GUESTS PRESENT: Art Schlichting, William Sarkella and Joseph Donnelly.

4. ADDITIONS, CORRECTIONS TO AGENDA: None
5. ADOPTION OF AGENDA:
MOVED by NOELKE, supported by LYALL to adopt the agenda as presented. CARRIED.
6. CONSENT AGENDA:
 - a. Board Minutes of 04/11/2024 Regular Meeting.
 - b. Accounts Payable — General Fund and Water Operating Bills.
 - c. May Payroll.
 - d. Planning Commission Public Hearing Minutes of 5/1/24.
 - e. Planning Commission Minutes of 5/2/24.
 - f. Zoning Administrator's Report.

7. APPROVAL OF CONSENT AGENDA:
Trustee Noelke reported to the board that the Planning Commission held a public hearing for the Short-Term Rental Ordinance. Once the planning commission has the ordinance completed it will then be turned over to the township board for review and consideration.

MOVED by SHAGENA, supported by MORAN to adopt the consent agenda as presented. CARRIED.

8. COUNTY UPDATES: Commissioner Sarkella provided the board with updates at the county level.
9. APPOINTMENTS: None
10. PUBLIC COMMENTS: None
11. CORRESPONDENCE AND INFORMATION:

MINUTES OF SPECIAL BOARD MEETING

Thursday, May 16, 2024

- a. SUBMITTAL OF REIMBURSEMENT TO CPS SCHOOLS FOR COSTS FOR CONDUCTING 5/7/24 SPECIAL ELECTION - \$3914.90.
- b. SUBMITTAL TO THE STATE OF MICHIGAN FOR REIMBURSEMENT FOR RETURN POSTAGE FOR 5/7/24 SPECIAL ELECTION - \$508.64.

12. REPORTS:

- a. TREASURER'S REPORT: Report reviewed and to be filed.
- b. WATER OPERATING: Report read and to be filed.
- c. SEFA: Report read and to be filed.
- d. ASSESSOR: Report read and to be filed.

MOVED by NOELKE, seconded by LYALL to approve the reports as presented. CARRIED.

13. UNFINISHED BUSINESS:

- a. TOWNSEND ROAD WATER PROJECT

MOVED by Noelke, seconded by KELLY to authorize Townley Engineering, LLC to advertise for bids for the Townsend Road Water Project. CARRIED.

14. NEW BUSINESS:

- a. APPROVAL OF THE AGREEMENT FOR A COMBINED ABSENT VOTER COUNTING BOARD BETWEEN SANILAC, LEXINGTON AND WORTH TOWNSHIP

MOVED by NOELKE, seconded by MORAN to approve the Agreement for a Combined Absent Counting Board between Sanilac, Lexington and Worth Township and authorize the Township Clerk to sign said agreement. CARRIED.

- b. RESOLUTION TO ESTABLISH A COMBINED ABSENT VOTER COUNTING BOARD BETWEEN SANILAC, LEXINGTON AND WORTH TOWNSHIP

MOVED by SHAGENA, seconded by LYALL to adopt the Resolution to Establish a Combined Absent Voter Counting Board between Sanilac, Lexington and Worth Township. ROLL CALL: Ayes: KELLY, LYALL, MORAN, NOELKE, SHAGENA, Nay: None. Supervisor Kelly declared Resolution 2024-002 adopted.

- c. 2024 ROADSIDE DITCH CLEANOUT AGREEMENT FOR MARK NIXON

MOVED by MORAN, seconded by LYALL to approve the SCRC Roadside Ditch Agreement for Mark Nixon in the amount of \$842.00, with the townships cost share totaling \$277.86. CARRIED.

- d. TRANSFER OF WATER ADMINISTRATOR DUTIES

MOVED by LYALL, seconded by NOELKE to appointment Dan Kelly as the Sanilac Township Water Administrator effective immediately with the water administrator's salary to be determined in the 2024-2025 budget. CARRIED

- e. SCHEDULE A 2024-2025 PROPOSED BUDGET REVIEW WORK SESSION

A special meeting will be scheduled for June 13, 2024 at 5:00 PM for the township board's work session to review the 2024-2025 budget.

- f. SCHEDULE AND ADVERTISE FOR THE 2024-2025 PROPOSED BUDGET HEARING

MOVED by SHAGENA, seconded by MORAN to schedule and advertise a public hearing for the Proposed 2024-2025 Budget to be held on Thursday, June 27, 2024 at 6:00 PM. CARRIED.

- g. RECORD RESOLUTION OF APPRECIATION FOR CORINNE FALLS

Supervisor Kelly read the following Resolution of Appreciation for Corinne Falls that was presented during the Planning Commission's May 2, 2024 meeting into the record.

MINUTES OF SPECIAL BOARD MEETING

Thursday, May 16, 2024

TOWNSHIP OF SANILAC

RESOLUTION OF APPRECIATION

A Resolution of the Township of Sanilac Board of Trustees and Sanilac Township Planning Commission recognizing Corinne Falls for her commitment and dedication to the Township of Sanilac.

WHEREAS, Corinne Falls, has devoted her time and expertise to serving the Township of Sanilac in many capacities and positions of significance over a span of twenty-five years; and

WHEREAS, on January 5, 1999, Corinne was appointed to the Sanilac Township Board as a Township Trustee, was reelected as Township Trustee, and retained that position until November 19, 2008; and

WHEREAS, on May 15, 2007, Corinne was appointed to the Sanilac Township

Planning Commission and has served on the Planning Commission for seventeen years; and

WHEREAS, on December 8, 2008, Corinne was appointed to the Sanilac Township Board of Review and has served on the Board of Review for sixteen years; and

WHEREAS, Corinne has worked diligently over the years with township board members, planning commission board members, government officials and township residents provided invaluable insight, perspective, and guidance. During such time, she has maintained a professional demeanor and positive attitude. Her expertise, depth of knowledge and unique ability not only to understand, but to explain the implications of the many decisions facing the Township have resulted in informed judgement and better policies. Corinne has proven to be a valuable resource to Sanilac Township; and years of service are greatly appreciated and will be truly missed; and

WHEREAS, because of her intellect, fairness, sincerity, sense of humor, and good fellowship, she earned the respect and affection of past and current board members and colleagues; and

WHEREAS, the members of the Sanilac Township Board and Planning Commission Board are extremely grateful for Corinne's many contributions to the Township of Sanilac and its residents;

THEREFORE, BE IT RESOLVED, that the Sanilac Township Board of Trustees and Planning Commission Board recognizes the commitment and dedication of Corinne Falls. The members of both Boards offer their sincere thanks and appreciation for the time she has invested in serving the Township.

BE IT FURTHER RESOLVED that this resolution be spread upon the official records of the Township of Sanilac and that on behalf of the Citizens of Sanilac Township we thank you.

On this 2nd day of May, 2024, the Township Supervisor declares this Resolution approved and adopted this day.

h. PLANNING COMMISSION VACANCY

MOVED by KELLY, seconded by LYALL to post and advertise for a vacancy on the Sanilac Township Planning Commission and request letters of interest be submitted to the Township Supervisor. CARRIED.

i. POSTAGE MACHINE QUOTES

The board discussed leasing a postage machine due to the continual price increase of postage. Machine information received from Pitney Bowes and Quadiant were reviewed. MOVED by KELLY, seconded by NOELKE to authorize the township clerk to order a postage meter machine and to choose the vendor based off of customer service and pricing for the postage meter machine CARRIED.

MINUTES OF SPECIAL BOARD MEETING

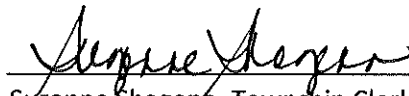
Thursday, May 16, 2024

- j. SEFA CAPITALIZATION AGREEMENT
MOVED by LYALL, seconded by SHAGENA to approve having legal counsel review the current Capitalization Plan. CARRIED.
- k. AMENDMENT AND ADOPTION OF TOWNSHIP BOARD RESOLUTION 2024-001 – POVERTY EXEMPTION INCOME GUIDELINES AND ASSET TEST
MOVED by KELLY, seconded by SHAGENA to amend and adopt the following Poverty Exemption Income Guidelines and Asset Test. ROLL CALL: Ayes: LYALL, NOELKE, SHAGENA and KELLY. Nay: None. Supervisor Kelly declared Resolution 2024-002 adopted.
- l. VPS PROPOSAL FOR FORMATION OF JOINT PARKS AND RECREATION COMMITTEE
Tabled until the June 13, 2024 township meeting for further review.
- m. REQUEST FOR USE OF TOWNSHIP HALL ON AUGUST 2ND AND 3RD, 2024 BY THE ST. JOHN LUTHERAN CHURCH'S LADIES AID
MOVED by NOELKE, seconded by KELLY to approve the use of the township hall by the St. John Lutheran Church's Ladies Aid on Friday, August 2nd and Saturday, August 3rd, 2024, for their annual bake sale. CARRIED.
- n. CLOSED SESSION – NOT NEEDED.

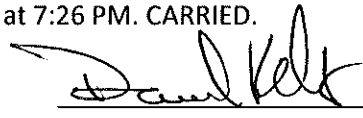
15. OTHER BUSINESS: None.

16. MEETING ADJOURNMENT:

MOVED by KELLY, supported by NOELKE to adjourn at 7:26 PM. CARRIED.



Suzanne Shagera, Township Clerk



Dan Kelly, Township Supervisor