

**Fredonia Township Board-Regular Meeting  
December 17, 2018 6:30 PM  
Fredonia Township Hall  
8803 17 Mile Rd, Marshall, MI 49068**

**MINUTES**

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**BOARD MEMBERS** present:  Doug Damon, Supervisor  Karen Diver, Clerk  
 Paul Baranowski, Treasurer  Jerry Diver, Trustee  JC Skowron, Trustee

**STAFF** present:  Phil Damon, Fire Chief  Dianna Baker, Deputy Clerk/Cemetery Sexton  
 Roger Smith, Assessor  Pamela Jo Eastman, IT  Clyde Lampkin, Code Enforcement/Zoning  
 Dan Livingston Sr., Calhoun County Planning Commission  Dan Livingston, Jr., Road Committee  
 Jacob Washburn

**PLEDGE OF ALLIGENCE**

**PRAYER** by Doug Damon

**AGENDA** – Additions/Deletions: None

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**MINUTES FROM PREVIOUS MONTH:**

Jerry Diver requested a correction be made that states Paul Baranowski was sworn in as Treasurer not Trustee. Motion made by Jerry Diver and supported by Karen Diver to approve the minutes of the Township Board meeting of November 19, 2018 as amended.

**AMENDED AND APPROVED**

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**FINANCIAL REPORT** read by Paul Baranowski

Introduced himself, shared his education and job experiences, and introduced his family. Stated he had appointed his wife Nina Baranowski as his Deputy Treasurer. He also stated, according to Michigan State mandate, that he would hold office hours, 9am-5pm, December 26, 2018 and February 14, 2019 to collect taxes. He further stated the first thing he has done since being elected was to work with the banks and change investments on all interest bearing accounts from a .01 to a 1% interest rate. Example given was one account that currently had received \$190.00 of interest and should now be accruing approximately \$2000.00 per month starting December 1, 2018. In closing, he stated he is working with the auditor on finalizing the audit findings during the 2018 Audit.

NO CORRECTIONS REQUESTED

**PLACED ON FILE FOR AUDIT**

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**INTRODUCTION OF NEW TRUSTEE:**

J.C. SKOWRON introduced herself sharing her education, experience, and background qualifications.

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**READING OF THE BILLS** by Karen Diver

The combined total for bills this past month was \$2,636.59.

NO CORRECTIONS REQUESTED

Motion made by Jerry Diver and supported by Paul Baranowski to accept the *Reading of the Bills* as read.

**APPROVED AS READ**

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**CORRESPONDENCE:** None

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**PUBLIC COMMENTS FOR ITEMS ON THE AGENDA:**

Cindy Thomas expressed her concerns about the Sewer Contract. She strongly suggested that the wording in Bullet #14 be challenged. It currently reads *the city reserves the right to require said user and the township to sign*. Cindy believes if we agree to this we are giving the city the absolute right to control properties in our township for the 25 years of the contract. She also expressed a concern about the Resolution of the Sewer Funds stating that she hoped the board would be cognizant of the fact that only certain township residents paid into the fund and she feels they should be the ones given the monies and not the public in general.

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**REPORTS:**

**Fire Department:** Fire Chief Phil Damon reported that there were 12 fire runs and 5 medical runs for the month. The month's training included Respiratory Emergencies and Hazardous Materials Emergencies.

**Zoning:** Clyde Lampkin reported there were no Zoning requests for the month. He did get one call from the 10,000 block on 13 Mile Road about removing an existing modular home and replacing it with a larger unit. He has an appointment to visit the site to make preliminary measurements to ensure this work is in compliance with code and the property owner is within his rights as the new unit's width is one foot longer than the existing foundation. He also received multiple calls requesting property classifications/verifications on properties that are either being sold or bought.

**Ordinance Enforcement:** Clyde reported he is still working with a couple owners on Wildwood Drive. The owner at 11306 Wildwood Dr still has a rubbish issue. The home owner promised she is getting a dumpster in the next couple weeks. Clyde advised her he is going to issue them a letter giving her 30 days to get it cleaned up. The other owner, also on Wildwood Drive, requested a year extension to have more time to get the cleanup done. She is elderly and won't be doing it herself so Clyde is giving her an extension which amounts to 180 days from the original request date which gives her into May to get it done.

**Library:** No Report.

**Cemetery:** Nothing to Report.

**Electrical Inspector:** Doug Scott was invited to the meeting to introduce himself and meet everyone. He replaced Dave Cunningham and has been with Fredonia Township since January 2018. He stated that he has been in the electrical field for 42 years and shared his various work locations, experience, and such.

**Planning Committee:** George Crandall reported that the next meeting would be on January 10<sup>th</sup>. Jerry mentioned that JC Skowron would need to attend that meeting and Doug informed everyone that JC would become a member of the Planning Commission going forward. Doug also mentioned that next month the board needs to approve the Planning Commission people. The township will begin following a rotation schedule so that everyone's terms do not expire at once. Rotation will be as such: 2 on for 3 years, 2 on for 2 years, and 2 on for 1 year.

**IT Department:** Pamela Jo Eastman was absent but had provided Doug with her report which he read. Pam posted the Cemetery Cleanup schedule on the website and performed general website maintenance & updates. She worked on automating forms for Clyde – she is waiting for a response from Clyde at this time.

She has also been working with Karen and Dianna on automating some of their forms and work – right now that is the automating of Board Meeting Minutes and online Hall Rental reservations. She is also working on more township history articles. The time spent equaled 131 hours which would figure to be at a rate of \$1.91/hour minus gas/vehicle expense/mileage for 11 round trips to the Hall.

**Calhoun County Planning Commission:** Dan Sr. reported that the November meeting was cancelled.

**Road Committee:** Dan Jr. reported there is nothing new. The next meeting is February 5<sup>th</sup>. He also stated he has had positive contact with the new Road Commissioner and is quite impressed so far.

**Old Business:**

**Sewer Contract:** Doug explained what the city wanted to do was “we approve based on their approval tonight, and they would approve based on our approval tonight; which means if all approved then the city clerk and Mayor would sign the contract and our clerk and supervisor would sign.” Doug opened the floor for discussion keeping in mind Cindy Thomas’ concerns (spoken under Public Comments for Items on the Agenda). There was much discussion on the subject and it boiled down to two main concerns -- the wording in Bullet 14’s language requiring the said user and township to sign hence affording the city control over certain township properties AND the 25 year term length of the contract. Motion made by Jerry Diver and supported by Karen Diver to table the approval of the Sewer Contract and send it back to the attorney to re-evaluate the language in Bullet #14 and the 25 year length of time of the proposed contract. **MOTION CARRIED - TABLED UNTIL READY**

**APEX:** Doug stated that in last month’s meeting Pamela & Roger were going to bring something to the December meeting. They are working with Lee and Assyria Townships and they are not ready. Doug suggested tabling this item until ready. Motion made by Jerry Diver and supported by Karen Diver to table APEX discussion until ready. **MOTION CARRIED - TABLED UNTIL READY**

**Board of Review Appointments:** Doug reported that it’s time to reappoint them and that Greg Karns resigned. We still have Dan Livingston Sr. and Andrea Boughton on board. Last month it was discussed to appoint Tambria Leonard and Genie Rogstad volunteered to be an alternate. Motion made by Jerry Diver and supported by Karen Diver to appoint Tambria Leonard, Andrea Boughton, Dan Livingston Sr., and Genie Rogstad as the Alternate. **MOTION CARRIED**

**New Business:**

**Property Maintenance Code:** Clyde presented a \$54 booklet about PROPERTY MAINTENANCE CODE. He explained that it contains definitive guidelines and information for enforcing township ordinance codes and he would like to see its use adopted for use in the township in lieu of our antiquated ordinances. Doug stated that the attorney is currently working on providing us his recommendations for updating our Planning and Zoning Ordinances. He plans to have them ready for us by December 31<sup>st</sup>; hence the documents should be available to the Planning Commission for their next meeting. Dan Sr. stated the board needed to exercise due diligence and get the proposed ordinances to the Planning Commission for citizen input. He cited concerns such as having an unelected employee writing tickets and questioned just how many townships of our size even perform code enforcement such as discussed here tonight. Doug will be talking to the attorney and make sure he is aware of and considers use of the PROPERTY MAINTENANCE CODE content in his recommendations for the new ordinances.

**Resolution for the Sewer Funds:** Doug stated that the Resolution was printed out by the attorney and that there was passed discussion on how to get the monies back to the people that paid it. A difficult task considering some have moved or passed away. However, the attorney says there is a state law that

governs such disbursement of monies – MCL 141.2701. The law basically states that once all relate expenses have been paid, the surplus funds are transferred to the township’s General Fund. Discussion pursued and it was decided to table the issue and go back to the attorney for more information as to what we should do concerning the surplus funds. Doug will invite the attorney to our January meeting to discuss this. Motion made by Jerry Diver and supported by JC Skowron to table the approval of the Resolution until the attorney can provide more insight on our options. **MOTION CARRIED - TABLED UNTIL READY**

**Budget Amendments:** Karen reported we are over budget with Attorney Fees, Elections, and the Audit expense of \$4000.00 was not in the budget. Doug stated it was not in the budget because we normally are audited every two years but this year it was decided to have an audit even though it was not a scheduled audit year. Motion made by Paul Baranowski and supported by Jerry Diver to table the Amendments of the Budget to allow Karen and Paul time to organize their recommendations.

**MOTION CARRIED - TABLED UNTIL NEXT MONTH**

**Public Comment:** Doug stated that the Budget Meeting is scheduled for January; they will put the actual date on the website. Dan Sr. recommended that any township employees that are compensated and supposed to be giving reports at the township board meeting BUT ARE ABSENT need to be required to submit a written report to the supervisor to be read and put into the minutes. He requested a motion be made and voted on “up and down” to insure transparency and accountability. Doug asked who was absent – Dan Sr. stated IT. Doug responded that the only absent “compensated” employee that Dan Sr. referred to had indeed submitted – as she always has - a written report to be read and recorded. No motion made.

**Trustee Comment:** None.

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**Supervisor Doug Damon adjourned the meeting at 7:56PM.**

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Minutes prepared by Karen Diver, Clerk

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**Karen Diver, Township Clerk** **January 21, 2019**  
**Date**

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**Doug Damon, Township Supervisor** **January 21, 2019**  
**Date**

Choose an item.