

## UNAPPROVED

May 17, 2021

A Regular meeting of the Port Austin Township Board was held at the Township Hall at 5:00 p.m. with Social Distancing.

Pledge of Allegiance

PRESENT: Debra Hubbard, Amanda Nienaltowski, Louis Schillinger, Ray Boswell, Paul Nienaltowski

ABSENT:

Motion by Louis Schillinger, seconded by Ray Boswell to approve the minutes of the Township regular meeting of April 19, 2021 and the special meeting on May 6, 2021, as presented. Ayes all

Motion by Amanda Nienaltowski, seconded by Louis Schillinger to approve the payment of bills as presented. Ayes all

Clerk gave a brief update on Central Huron Ambulance.

Supervisor gave a brief update on PAASWA.

Police report was more cottages are being opened.

Treasurer's report: Treasurer let the board know that she has received the revolving fund from the county. And will do the disbursements this week.

Two (2) site permits were reviewed and filed.

Motion was made by Ray Boswell, seconded by Amanda Nienaltowski to appoint Gary Babcock to the planning commission. Ayes all

Motion was made by Paul Nienaltowski, seconded by Louis Schillinger to approve the payment of the asphalt bill for Copeland and S Channel Drive in the amount of \$179,098.55. Ayes all

Motion by Amanda Nienaltowski, seconded by Ray Boswell to approve a bid for \$2,850.00 for tree removal/trimming on Copeland Road. Ayes all

There was a lengthy discussion on several topics involving the township.

First was a discussion about an easement for the water line to the hall from PAASWA.

The township will need to contact our attorney to get an easement on the deed.

Second was a discussion on the pay for the townships PAASWA representative. It was stated that the township would now have a vote on the board because the township has forty percent (40%) of the sewer within PAASWA's area. PAASWA would like the township to pay our own representative. This was tabled until we get more information as to where the forty percent (40%) in the township is located.

Third was a discussion about the board having email accounts for township business.

Louis Schillinger brought up the fact that township business should not be used on personal /business accounts. This is for FOIA reasons. The Clerk, Treasurer and Assessor already have township accounts, so the two trustees and supervisor will need to set up an account for township business.

Motion was made by Louis Schillinger, seconded by Ray Boswell to have a Township policy that states township business only be done on a non-personal email account. Ayes all

Fourth was a discussion about the police millage and the monthly pay. It was stated that we have a contract with the Village that runs with the millage. It was questioned why all the money does not go directly to the Village. The millage is for township police coverage and can change when the contract is up with the village or voted on again.

Fifth was a discussion on the township insurance. It was stated that the village and township should have the same insurance company. The townships policy is up in February, so more information needs to be gotten before renewal date.

Sixth was a discussion about a township attorney. Supervisor said he knew someone that had a friend that does municipality and asked the Clerk to contact him to see if he was interested.

Seventh was a discussion about the lawn maintenance at the hall. Discussion was about how often and weather they would need insurance. In the future the board would like to investigate combining the cemetery and hall grass cutting and snow plowing. Motion was made by Louis Schillinger, seconded by Paul Nienaltowski to put an ad in the paper for the remainder of this year for the hall. This will expire on January first. Ayes all

Eighth was a discussion on the cleaning of the hall and it was suggested that the clerk, treasurer, and supervisor put together a list of what needs to be done. Supervisor would like hall cleaned twice a month with handles wiped, bathrooms, floors swept and mopped.

Motion was made by Ray Boswell, seconded by Paul Nienaltowski to put an ad in the paper to accept bids for cleaning the hall with the scope of duties outlined. Ayes all

Ninth was a discussion on the cemetery and the cement that is falling apart around some graves. It was suggested to see about contacting the owners of the plots to have them repair the borders. Ray Boswell will investigate the price for some cement work around some of the bigger areas. It was also discussed that there are some dead trees in the cemetery that need to be taken care of, the maintenance person has a lot of branches to pick up.

Motion was made by Ray Boswell, seconded by Louis Schillinger to get a quote from Tri-County Tree Service for the dead trees. Ayes all

Motion was made by Louis Schillinger, seconded by Amanda Nienaltowski to purchase shelves for the two closets in the hall and two dead bolts for the side doors. Ayes all

Motion was made by Amanda Nienaltowski, seconded by Paul Nienaltowski to spend up to two hundred twenty dollars (\$220.00) for a new FAX machine provided the treasurer can not get the office copier wired for a FAX machine. Ayes all

There was a complaint form reviewed. Supervisor said we will refer it to our attorney.

Treasurer would like Thumb Office Supply to look at her computer before tax season starts as it is too slow.

Motion by Paul Nienaltowski, seconded by Louis Schillinger to authorize spending up to \$200.00 for Thumb Office Supply to check Treasurer's computer. Ayes all

Respectfully,

Debra Hubbard  
Clerk/Port Austin Township

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