

APPROVED SS



**WHITEHALL TOWNSHIP
REGULAR BOARD MEETING MINUTES
MONDAY, APRIL 25, 2022**

Location: 7644 Durham Road, Whitehall, MI 49461

- I. Arnold Erb, Township Supervisor, called the meeting to order at 4:30 p.m.
- II. The Pledge of Allegiance was recited.
- III. Roll Call:
 - Arnold Erb, Supervisor ■ Sarah Sylvester, Clerk ■ Madge Kraai, Treasurer
 - Chuck Schmitgal, Trustee ■ Dennis Kroll, Trustee
- IV. Dennis made a MOTION to approve the Agenda. Chuck supported the MOTION. The MOTION was passed with 5 ayes and 0 nays.
- V. Dennis made a MOTION to approve the Regular Board Meeting Minutes for March 28. Arnie supported the MOTION. The MOTION was passed with 5 ayes and 0 nays.
- VI. Public Official – Kim Cyr spoke about the new Dune Harbor park in Muskegon. The dedication is May 19. He also passed around information on the MAISD millage that is on the May ballot. Andrew Sebolt announced he is running for 102nd District and introduced himself to the community.
- VII. Public Comment – None
- VIII. Correspondence
 - A. Charter Communications updates were placed on file. (**Attachment A**)
 - B. Nationwide Fees were placed on file. (**Attachment B**)
- IX. Financial Reports
 - A. General Fund, Sewer Fund, Water Fund and Special Assessment Profit & Loss Reports presented by Sarah. (**Attachment C**)

- B. Sarah made a MOTION to approve paying the following checks:
 - General Fund checks #19153-19195 in the amount of \$26,434.68
 - Sewer Fund checks #4252-4263 in the amount of \$29,984.47
 - Water Fund checks #935-941 in the amount of \$3,047.78
 - Special Assessment – No checks (**Attachment D**)
 Dennis supported the MOTION. The MOTION carried with a ROLL CALL vote:
 - Arnold Erb, Supervisor ■ Sarah Sylvester, Clerk ■ Madge Kraai, Treasurer
 - Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

C. Month End Balance Sheets & Equity (**Attachment E**) were placed on file.

X. Unfinished Business

- A. Prime Seasons 10% price increase for lawn maintenance was presented. (**Attachment F**) Sarah made a MOTION to approve it. Chuck supported the MOTION. The MOTION carried with a ROLL CALL vote:
 - Arnold Erb, Supervisor ■ Sarah Sylvester, Clerk ■ Madge Kraai, Treasurer
 - Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

B. New Zoning Ordinance Article 30 was reviewed. (**Attachment G**) Sarah made a MOTION to send it to the planning commission for the approval process to begin. Arnie supported the MOTION. The MOTION was passed with 5 ayes and 0 nays.

XI. New Business

- A. The audit contract from Lake Michigan CPA was presented. (**Attachment H**) Dennis made a MOTION to approve the contract. Sarah supported the MOTION. The MOTION carried with a ROLL CALL vote:
 - Arnold Erb, Supervisor ■ Sarah Sylvester, Clerk ■ Madge Kraai, Treasurer
 - **Chuck Schmitigal, Trustee (NO)** ■ Dennis Kroll, Trustee

B. Invoice for Total Energy Systems in the amount of \$23,422 for the new sewer lift station generator needs to be paid. (**Attachment I**) Dennis made a MOTION to pay the invoice. Madge supported the MOTION. The MOTION carried with a ROLL CALL vote:

- Arnold Erb, Supervisor ■ Sarah Sylvester, Clerk ■ Madge Kraai, Treasurer
- Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

C. Our office secretary has been leaving at 2pm so Arnie has been logging how many people come in the office after 2pm. (**Attachment J**) It was discussed that it would be good to have the office open until 4pm. Arnie will look for someone to hire to fill in those hours.

D. Arnie received correspondence from Shoreline Restoration that they would be interested in starting with the 20 acres on Durham/Benston instead for a

subdivision. No other correspondence has been received.

E. Arnie talked to Prein & Newhoff about doing a Sewer System Review. Wesco is interested in hooking up to the sewer. He received a quote of \$1,500 to do a review with costs. (**Attachment K**) Chuck made a MOTION to approve it. Dennis supported the MOTION. The MOTION carried with a ROLL CALL vote:

- Arnold Erb, Supervisor ■ Sarah Sylvester, Clerk ■ Madge Kraai, Treasurer
- Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

F. The planning commission would like to spend some money to rototill and plant wildflower seeds at Johnson Park. Chuck made a MOTION to spend \$100. Madge supported the MOTION. The MOTION carried with a ROLL CALL vote:

- Arnold Erb, Supervisor ■ Sarah Sylvester, Clerk ■ Madge Kraai, Treasurer
- Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

G. The office secretary has been cleaning out the supply room and needs some shelving and boxes for more storage. The cost is approximately \$200. (**Attachment L**) Arnie mentioned a tape measure as well, and Chuck would like a new monitor for the computer he uses. It was discussed to spend up to \$200 on a monitor. All the purchases should be about \$400 total. Chuck made a MOTION to approve the expenses. Madge supported the MOTION. The MOTION carried with a ROLL CALL vote:

- Arnold Erb, Supervisor ■ Sarah Sylvester, Clerk ■ Madge Kraai, Treasurer
- Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

XII. Committee Reports

A. Solid Waste Authority – Revenue is down a little. Will be closed some days for holidays, the schedule will be posted. The recycler was at their meeting again but has no further information yet.

B. White Lake Ambulance Authority – They were working on their budget. (**Attachment M**) It will be approved at their next meeting.

C. White Lake Fire Authority – They still have the two trucks on order. Due to delays in all vehicles right now it is taking longer than expected. One truck should come late this year and one in 2023.

D. Planning Commission – Finished updating the master plan. It is being typed up now and will be sent out for review when done.

XIII. Officer's Reports

A. Supervisor – The road commission should get to Pinetree Ct. in May. They suggested chip sealing Wiczer & Hyde Park. Doug Benson is getting married May 21, he'd like to get a card signed for him. Kelley Stinebower is turning 80

May 20 and will be retiring from his position as Sewer/Water Administrator. The new website is up and going. Consumers Energy looked at our lights to see if going LED could save us some money. They will do a report on the options.

- B. Zoning Administrator – Report on file (**Attachment N**)
- C. Water/Sewer Administrator – The new generator is hooked up, but the gas meter was too small so DTE had to put a new meter on. (**Attachment O**) Waiting for the install company to come back out now and finish up.
- D. Clerk – The election is next week. Over 200 absentee ballots have gone out so far and about half of those are back. The ARPA report has been worked on and filed. Shred-It will be coming this week or next to shred necessary documents that have been released from retention. Both clerk and treasurer have taken the oath with the county to become notaries and are now waiting on certification from the state.
- E. Treasurer – She will be taking a Tax Collection webinar that costs \$99 but is needed training. She also has a new deputy treasurer. Madge made a MOTION to add Jamie O’Boyle to all bank accounts and remove Karin Harris from all accounts. (**Attachment P**) Sarah supported the MOTION. The MOTION carried with a ROLL CALL vote:
 - Arnold Erb, Supervisor ■ Sarah Sylvester, Clerk ■ Madge Kraai, Treasurer
 - Chuck Schmitgal, Trustee ■ Dennis Kroll, Trustee
- F. Office Worker – None.

XIV. Public Comment – Question on Article 30 Special Events. Question on the master plan and how to view it when it’s ready. Question on the generator and what kind of gas it uses.

XV. Announcements-

A. Township Board Meeting – May 23 at 4:30pm.

XVI. Adjournment –Dennis made a MOTION to adjourn at 5:27p.m. The MOTION was supported by Chuck. The MOTION was passed with 5 ayes, 0 nays.

<u> SIGNATURE ON FILE </u>	<u> 5-23-22 </u>
Arnold Erb, Supervisor	Date

<u> SIGNATURE ON FILE </u>	<u> 5-23-22 </u>
Sarah Sylvester, Clerk	Date