



APPROVED J.M.

**Whitehall Township
Regular Board Meeting Minutes
January 22, 2024 @ 4:30 p.m.**

- I. Arnie Erb, Township Supervisor, called the meeting to order at 4:30 p.m.
- II. Pledge of Allegiance.
- III. Roll Call:
 - Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 - Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee
- IV. Approval of Agenda Chuck made a MOTION to approve the Agenda. Ilene supported the MOTION. The MOTION was passed with 5 ayes and 0 nays.
- V. Approval of previous meeting minutes. Dennis made a MOTION to approve the Regular Board Meeting Minutes for November 27, 2023 and the Special Board meeting minutes for December 18, 2023 as written. Ilene supported the MOTION. The MOTION was passed with 5 ayes and 0 nays.
- VI. Public Official – Kim Cyer, County Commissioner and Steve Salter, City of Whitehall Mayor, were present. Commissioner Cyer gave an update that Muskegon County officially has a Parks & Recreation Committee.
- VII. Public Comment – Juice Moehlman commented on what a great job June Lydens had done while serving the township until she resigned in 2021
- VIII. Correspondence
 - A. Charter Communications: updated pricing (**Attachment A**)
 - B. Muskegon County, ORV Ordinance Meeting Invite (**Attachment B**)
 - C. Muskegon County Hazard Mitigation Plan (**Attachment C**)
 - D. Chemours Environmental Impact Committee: meeting on Jan. 25, 2024 (**Attachment D**)
 - E. Anonymous letter written to voice concerns about current WLFA Fire Marshall (**Attachment E**)
 - F. Letter from WLFA Fire Chief with information about appeal process (**Attachment F**)
- IX. Financial Reports
 - A. General Fund, Sewer Fund, Water Fund and Special Assessment Fund Profit & Loss Reports for December and January presented by Ilene.

- B. Dennis made a MOTION to approve paying the following December bills:
General Fund checks #20122-20186 in the amount of \$49,312.68
(Attachment G)
Sewer Fund checks #4505-4524 in the amount of \$24,784.75 **(Attachment H)**
Water Fund checks #1097-1106 in the amount of \$1,035.24 **(Attachment I)**
Special Assessment Fund check #16 in the amount of \$225 **(Attachment J)**
Chuck supported the MOTION. The MOTION carried with a ROLL CALL
vote:

■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

- C. Dennis made a MOTION to approve paying the following January bills:
General Fund checks #20187-20223 in the amount of \$11,853.87
(Attachment K)
Sewer Fund checks #4526-4537 in the amount of \$1,160.93 **(Attachment L)**
Water Fund checks #1107-1112 in the amount of \$199.94 **(Attachment M)**
Special Assessment Fund had no changes
Chuck supported the MOTION. The MOTION carried with a ROLL CALL
vote:

■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

- D. Balance Sheets **(Attachment N)** were presented by Connie.
Interest posted to several accounts giving the accounts an increase.
ARPA funds are unchanged
Pickleball has an increase of \$15,000 of grant money

X. Unfinished Business

- A. Resolution 24-01 for Water Service Agreement **(Attachment O)**. Dennis made a MOTION to approve. Chuck supported the MOTION which was passed with a ROLL CALL vote:
■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee
- B. Resolution 24-02 for Fire Authority Articles of Incorporation. **(Attachment P)** Ilene made a MOTION to accept. Arnie supported the MOTION. The MOTION carried with a ROLL CALL vote:
■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
■ Ilene Nichols, Clerk □ Chuck Schmitigal, Trustee □ Dennis Kroll, Trustee

XI. New Business

- A. Resolution 24-03 Guidelines for Poverty Exemption with household income updated. **(Attachment Q)** Chuck made a MOTION to approve and Dennis supported the MOTION. The MOTION carried with a ROLL CALL vote:
■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

- B. Recommendation to approve using 2024 IRS mileage rate set at 67¢.
(Attachment R) Dennis made a MOTION to accept increase. Chuck supported the MOTION and it was carried with a ROLL CALL vote:
 ■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 ■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee
- C. Recommendation to approve Annual Insurance Renewal, authorize payment of \$7,160
(Attachment S)
 Dennis made a MOTION to authorize payment of the insurance renewal. The MOTION was supported by Ilene and carried with a ROLL CALL vote:
 ■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 ■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee
- D. Special Risk Accident Insurance was decided against. **(Attachment T)**
- E. Approve participation in Free Dump Day on April 27, 2024. **(Attachment U)** Chuck made a MOTION to participate. The MOTION was supported by Dennis and carried by 5 ayes and 0 nays.
- F. Water & Sewer Administration Pay. After discussing the matter a decision was made to have a job description in place and look into hiring for the position.
- G. Recommendation to send out a Spring 2024 Newsletter. Chuck made a MOTION to approve. The MOTION was supported by Connie and carried with a ROLL CALL vote:
 ■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 ■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee
- H. Compensation Policy Resolution 24-04: board members to receive 3.2% cost of living increase. Clerk and Deputy Clerk to receive 7% increase. Office Assistant scale increased to \$18 per hour. **(Attachment V)**
 Connie made a MOTION to approve. The MOTION was supported by Ilene and carried with a ROLL CALL vote:
 ■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 ■ Ilene Nichols, Clerk □ Chuck Schmitigal, Trustee □ Dennis Kroll, Trustee
- I. Resolutions for Salary/Wage. **(Attachments W-Z)**
 R 24-05 Supervisor: MOTION was made by Connie to approve and supported by Ilene. The MOTION was carried with a ROLL CALL vote:
 ■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 ■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee
 R 24-06 Treasurer: MOTION was made by Ilene to approve and Dennis supported. The MOTION was carried with ROLL CALL vote:
 ■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 ■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee
 R 24-07 Clerk: Dennis made a MOTION to approve and was supported by Chuck. The MOTION was carried with a ROLL CALL vote:
 ■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 ■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee
 R 24-08 Trustees: Connie made a MOTION to approve and Ilene supported. The MOTION was carried with a ROLL CALL vote:
 ■ Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 ■ Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

- J. Quotes were reviewed for a new furnace for the meeting room (**Attachment AA**). Dennis made a MOTION to accept Boardwell's quote. The MOTION was supported by Chuck and carried with a ROLL CALL vote:
 - Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 - Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

- K. Metro Act Right of Way Permit Extension (**Attachment BB**). A MOTION was made by Dennis to accept. The MOTION was supported by Chucked and carried with a ROLL CALL vote:
 - Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 - Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

- L. Sewer Pump Station #1 Rebuild quote from Prein & Newhof. (**Attachment CC**) Dennis made a MOTION to accept this quote **and request an estimate for a meter**. The MOTION was supported by Connie and carried with a ROLL CALL vote:
 - Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 - Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

- M. Senior Millage money for coupons for the Solid Waste Transfer Station. No decision made possibly other options needed; tabled to later meeting.
- N. Senior Programming Ideas at the VAC, the need a Committee Rep to which Chuck volunteered.
- O. Investment Policy Resolution 24-09 for Whitehall Township 2024. (**Attachment DD**) Bank information was updated. Dennis made a MOTION to approve. The MOTION was supported by Chuck and carried with a ROLL CALL vote:
 - Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 - Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

- P. MiClass Updated Investment Policy 2024 Resolution 24-10. (**Attachment EE**) Dennis made a MOTION to approve. The MOTION was supported by Ilene and carried with a ROLL CALL vote:
 - Arnie Erb, Supervisor ■ Connie Bonner, Treasurer
 - Ilene Nichols, Clerk ■ Chuck Schmitigal, Trustee ■ Dennis Kroll, Trustee

XII. Committee Reports

- A. Solid Waste Transfer Station- Three month report on file. (**Attachment FF**)

- B. White Lake Ambulance Authority- Invested in a new gurney

- C. White Lake Fire Authority- Meeting postponed to January 23, 2024

- D. Planning Commission- solar power ordinance tabled and seeking advice for continuing or waiting on the state's ordinance.

- E. Parks & Recreation- DNR emailed Arnie asking for updates on the Recreation Plan

XIII. Officer's Reports

- A. Supervisor: handling resident complaints

- B. Water & Sewer Administrator: possibly need to hire additional individual
- C. Zoning Administrator – Reports on file (**Attachment GG**)
- D. Clerk: Quickbooks Admin is unavailable, trying to find a solution for e-filing tax forms
- E. Treasurer: continuing on the job training and dispersing funds bi-weekly
- F. Office: Internet and phone issues the week before but have been resolved.

XIV. Public Comment- none

XV. Announcements

- A. Regular Board Meeting is February, 26 2024 at 4:30 p.m.


XVI. Adjournment – Dennis made a MOTION to adjourn at 6:44 p.m. The MOTION was supported by Chuck. The MOTION was passed with 5 ayes, 0 nays.



Arnie Erb, Supervisor

2-27-24

Date



Ilene Nichols, Clerk

2/27/24

Date