

Township of Greenbush
Alcona County, MI
Township Board of Trustees
Regular Board Meeting Minutes - FINAL
December 12, 2023

1. **Call to Order**

- a. Supervisor Major called to order the regular monthly meeting of the Greenbush Township Board of Trustees (Board) at 7:00 pm on December 12, 2023. Supervisor Major led the Pledge of Allegiance.

2. **Roll Call**

- a. Supervisor Major conducted a roll call:

- i. Board members present: Mark Parent, Trustee
Theresa Kehoe, Treasurer
~~Steve Franks, Trustee~~
C. Lee Major, Supervisor

Board members absent: Shannon Story, Clerk
[Steve Franks, Trustee](#)

There was a quorum of Board members present.

- ii. Others present: Kerry Scott, Zoning Administrator
Carolyn Brummund, County Commissioner

3. **Agenda**

- a. The following amendments were made to the agenda:
 - i. Correct date in title block from "**Dec. 10, 2023**" to "**Dec. 12, 2023**"
 - ii. Change "**Clerk S. Story**" to "**Supervisor C. L. Major**" for item 2
 - iii. Change "**Treasurer P. Dailey**" to "**Treasurer T. Kehoe**" for item 6
 - iv. Change item 11.b. from "**Light at Lakeside Superette**" to "**Meeting Minutes (Publication/Website)**"
 - v. Add item **11.c Meeting Minutes Distribution**

Motion by Supervisor Major, seconded by Treasurer Kehoe to accept the agenda as amended. Motion carried.

4. **Approval of Minutes from Previous Meetings**

- a. Regular Board Meeting October 10, 2023. Tabled as distributed at last Board meeting and not yet reviewed.
- b. Regular Board Meeting November 14, 2023. Tabled as distributed at this meeting with no opportunity to review.

5. **Public Comment – First**

The first public comment period was opened at 7:07 pm. There were no public comments offered and the first public comment period was closed at 7:08 pm.

6. **Financial Report**

Treasurer Kehoe provided a summary and review of financials for November 2023:

- a. Fund Balances as of November 31, 2023:

i. General Fund (PNC)	\$241,254.03
ii. General Fund (HCB)	\$151,075.68
iii. Fire Fund (HCB)	\$182,915.24
iv. Road Fund (HCB)	\$65,944.86
v. Prince Drive (HCB)	\$19,154.26

Motion by Supervisor Major, seconded by Trustee Parent to accept the financial report as presented and place on file for audit. Roll call vote: Treasurer Kehoe – aye, Trustee Parent – aye, Supervisor Major – aye, Clerk Story – absent, and Trustee Franks – ~~absent~~aye. Motion carried.

Treasurer Kehoe advised the payroll checks received from Clerk Story were altered and will not be distributed at this meeting as a result. Clerk Story will have to rerun and mail them.

7. Presentation of Bills and Budget

Trustee Parent read note from Clerk Story.

Tabled as bills and budget report distributed at this meeting with no opportunity to review.

8. Miscellaneous Reports

- a. Planning Commission - no report presented
- b. OWAA - no report presented
- c. County Commissioner

Commissioner Brummund distributed her report prior to the meeting and was reviewed by the Board.

- d. Constable - no report presented
- e. Fire Chief - no report presented
- f. Hall Rental
 - i. Supervisor Major reviewed previous and upcoming rentals
- g. GRAC - closed for the season, no report presented
- h. Zoning Administrator Scott reported:
 - Land Use Permits issued in November 2023 – 1
 - Receiving questions regarding short-term rentals and Bed & Breakfasts
 - Complaint regarding residence on Poor Farm Road
 - Request for Special Use Permit for property on Main Street
 - Request for rezoning of property on Huron Cedar Road
 - Short-Term Rental draft ordinance recommendations submitted to Planning Commission
- i. Assessor - no report presented

9. Correspondence

- a. Trustee Parent – none
- b. Treasurer Kehoe – none
- ~~c. Trustee Franks – none~~
- ~~d.~~c. Supervisor Major reported:
 - Received EGLE letter and 2022 Floodplain Management in Michigan Quick Guide

- Received notice from Fire Chief Franks that his Township credit card was declined due to an outstanding balance
- Received notice from Assured Partners that Brighthouse application for one Township employee had not been submitted by Clerk Story and as a result the past and current contributions for all Township employees cannot be submitted, and all participants are losing interest. Application has been with Clerk Story since November 20, 2023 and not received by Assured Partners. Supervisor Major has been working with Assured Partners since October 25, 2023 to resolve this with no response from Clerk Story. Question raised regarding appointing another person to serve as plan Administrator. Supervisor Major to ask Assured Partners about appointing another person to act as plan Administrator.
- Received email from Bauer, Florip & Wojda, PLC (BFW) regarding Freel and BFW (August 29, 2023) outstanding invoices. Treasurer Kehoe advised items listed in this month's bills (\$513.41 and \$132.00) may be payments to BFW but nothing for Freel. Treasurer Kehoe unsure if payment made to BFW for outstanding invoice.
- Discussed sam.gov and FEMA link necessary for fire department grant opportunities.

10. Pending Business

a. Summons & Complaint

Supervisor Major advised status conference scheduled for January 16, 2023

b. American Rescue Plan – final date for submissions December 31, 2024

i. Potential items for consideration:

1. Township hall security system
2. Entry doors
3. HVAC

Approximately \$46,660 of \$139,733 ARPA funds expended/obligate for frontline workers and BS&A software to date.

c. Action Items – no update

d. BS&A software

Treasurer Kehoe advised no ETA at this time

e. Website Updates

Supervisor Major advised he has been working with Mike Sutor on this

f. *townshipofgreenbush.com* domain – nothing as unsure what this item is

g. Huron Community Bank Township Credit Cards – no update

h. March 31, 2023 audit – no update

11. New Business

- a. HVAC at Township Hall – Supervisor Major to prepare RFP for Board consideration
- b. Meeting Minutes (Publication/Website)

Discussed publishing meeting minutes in Alcona County Review (ACR) and providing via township website. It is unclear why minutes are not provided to ACR for publishing. Migration to new township website resulting in delays.

c. Meeting Minutes Distribution

Discussed distribution of meeting minutes prior to Board meeting and requirements of Michigan Open Meetings Act.

12. Public Comment – Second

- a. The second public comment period was opened at 8:36 pm.

Supervisor Major advised Dr. Moore, Oscoda Area Schools will attend the January 2024 Board meeting as he missed the December 2023 Board meeting.

The second public comment period was closed at 8:39 pm

13. Adjournment

- a. There being no further business to conduct Supervisor Major declared the meeting adjourned at 9:39 pm.

Draft minutes prepared by Supervisor Major and distributed January 03, 2024.

Draft minutes accepted as Final after revision by Township Board January 09, 2023.