

LONDON TOWNSHIP

Board Meeting

January 13, 2024

Minutes

The meeting was called to order by Supervisor Penny Turner at 7:34 p.m. The Pledge of Allegiance was recited.

Roll Call: Supervisor Penny Turner – Present; Clerk Amanda Taepke – Present; Treasurer Melissa Beauchamp – Present; Trustee Darrell Howard – Present; Trustee Michael Pinkowski – Present

Approval of the Agenda:

Motion by Supervisor Turner and seconded by Clerk Taepke to approve the agenda as amended.

Aye: 5 Nay: 0

Motion Carried.

Added to the agenda: New Business – 21. Dust Control Contract, 22. Mileage Rate Increases.
New Business #18 was amended to add New Officials Training.

Public Comment:

None.

Approval of Minutes:

Motion by Supervisor Turner and seconded by Trustee Pinkowski to approve the December 9, 2024 regular meeting minutes as presented.

Aye: 5 Nay: 0

Motion Carried.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the December 9, 2024 closed session meeting minutes as presented.

Aye: 5 Nay: 0

Motion Carried.

Motion by Supervisor Turner and seconded by Trustee Pinkowski to approve the December 13, 2024 minutes as presented.

Aye: 5 Nay: 0

Motion Carried.

Supervisor's Report:

- Update on the sirens – the Township does own them and is responsible for repairs. We are in a contract with West Shore Services to maintain them. Supervisor Turner reached out to the County about grants to use for the siren and they are looking into it.
- A culvert on Darling Road has collapsed so the road is closed to through traffic. It's too large of a culvert for the County to fix so they are getting estimates.
- PA-233, which is the lawsuit against the State of Michigan regarding solar, does not need anything more from Townships to move forward.

Motion by Treasurer Beauchamp and seconded by Trustee Howard to approve the Supervisor's report.

Aye: 5 Nay: 0

Motion Carried.

Treasurer's Report:

- Had to order a new stamp for "London Township Treasurer" and new checks from Huntington in order to issue any refunds from the summer taxes.
- One of the CD's expired January 9, 2025, so Treasurer Beauchamp renewed it for a year.

Motion by Clerk Taepke and seconded by Supervisor Turner to approve the Treasurer's report.

Aye: 5 Nay: 0

Motion Carried.

Clerk's Report:

- The Township received a check in the mail from the County for reimbursement for the August 2024 election in the amount of \$4,117.50.
- Clerk Taepke introduced her new deputy; Janice Manier.
- Deputy Clerk Manier and Clerk Taepke found four ballots in the black ballot box. She will be contacting the County/State to find out how to proceed and will let everyone know how it turns out.
- W2's are available through PayChex accounts, but Clerk Taepke can reprint any needed for employees.
- Liquor Report for the Township was received as well.

Motion by Clerk Taepke and seconded by Supervisor Turner to note that the December 9, 2024 regular meeting minutes, page 4, motion by Supervisor Turner and seconded by Trustee Howard to appoint Lisa Moore to the Zoning Board of Appeals, failed.

Aye: 5 Nay: 0

Motion Carried.

Motion by Treasurer Beauchamp and seconded by Trustee Howard to approve the Clerk's report.

Aye: 5 Nay: 0

Motion Carried.

Building Department Report:

- There was a total of 7 permits; 4 Building, 1 Mechanical, 1 Plumbing, and 1 Fence totaling \$1,280.00.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the Building Department report.

Aye: 5 Nay: 0

Motion Carried.

Assessor's Report:

- Personal property canvassing has been completed.
- Personal property statements have been sent.
- Veteran reminders have been compiled and sent, as well.

Motion by Supervisor Turner and seconded by Clerk Taepke to approve the Assessor's report.

Aye: 5 Nay: 0

Motion Carried.

Zoning Administrator's Report:

- Worked on new ordinances for Land Divisions, shipping containers, and tiny houses, and corrections for Solar and ZBA ordinances.
- Conducted five (5) pond/extraction inspections. Investigated pond closure complaint and negotiated a resolution between owner and contractor.

- Assisted residents with campground, hotel, kennel, accessory structure, split, pond, and solar questions, and issued two new addresses.
- Resolved procedural issues and scheduled court order blight clean-ups for later in January.

Motion by Supervisor Turner and seconded by Trustee Howard to approve the Zoning Administrator's report.

Aye: 5 Nay: 0

Motion Carried.

Planning Commission Report:

- PC held annual elections: Chairman Dan Cable, Vice-Chairman Doug Darling, and Secretary Amy Hersch.
- Discussed some minor corrections to the Zoning Ordinance.
- Looked over the PC Annual Report from 2024.
- Talked about shipping containers and tabled it until they receive more information to create an ordinance.

Reading of Monthly Disbursements:

General Fund:

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the disbursements from the General Fund totaling \$27,703.16.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – No

Motion Carried.

Sewer Fund:

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the disbursements from the Fire Fund totaling \$6,720.00.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

Fire Fund:

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the disbursements from the Fire Fund totaling \$27,660.44.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

Total Monthly Disbursements: \$62,083.60

Unfinished Business:

1. Employee Wage Resolution

At the request of a couple Board members, Clerk Taepke provided the Board with a table showing the hours worked each month for hourly employees throughout 2024.

Motion by Trustee Pinkowski to table to look it over, from last month to this month. No second.

Motion Died.

Trustee Howard would like to average the hours provided in the table and use those as the base number of hours for each position. If more hours were needed, he suggested they come to the Board for approval. Supervisor Turner brought up the new law going into effect in February regarding sick time accrual for every 30 hours worked. She expressed how she wants every department to be strict on how many hours a week, so it is easier to keep track of sick time accrued.

Motion by Supervisor Turner and seconded by Trustee Howard to table.

Aye: 5 Nay: 0

Motion Carried.

2. Supervisor's Appointments

Motion by Supervisor Turner and seconded by Trustee Pinkowski to appoint Doug Darling to the Zoning Board of Appeals (ZBA).

Aye: 5 Nay: 0

Motion Carried.

3. Body Camera Resolution

Motion by Supervisor Turner and seconded by Trustee Pinkowski to approve Resolution #2025-01-01, Body Camera Resolution.

Aye: 5 Nay: 0

Motion Carried.

New Business:

1. New Computers – Windows 11

Windows 10 will become obsolete as of October 14, 2025. The Township has four (4) computers that need to be updated; the Treasurer, Deputy Treasurer, Deputy Clerk, and Building. However, our IT people said they need to be replaced altogether. They quoted \$825.00 each, totaling \$3,300.00.

A few questioned why the computers we currently have are not able to be updated (instead of buying new).

Motion by Supervisor Turner and seconded by Trustee Pinkowski to table until Supervisor Turner can talk with the IT people.

Aye: 5 Nay: 0

Motion Carried.

2. Budget Workshop Dates & Closing of the Books

Supervisor Turner asked the Board members to look at their calendars to schedule budget meeting dates. She stated that she would like to do at least two (2) budget workshops, and then schedule a meeting for the closing of the books.

The Board decided on February 6th and February 20th, at 6:30 p.m., for their budget workshops, and March 20th, at 6:30 p.m., for the closing of the books.

3. Updated Language – Clerk Salary

The only change to the language from the current resolution is adding the yearly cost-of-living raise the Board previously discussed, which is dictated by the Federal Government.

Trustee Howard stated he would like to see something along the lines of “based on federal guidelines” added.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to table New Business #3 Clerk Salary, #4 Treasurer Salary, and #5 Supervisor Salary, for wording.

Aye: 5 Nay: 0

Motion Carried.

4. Updated Language – Treasurer Salary

See New Business #3.

5. Updated Language – Supervisor Salary

See New Business #3.

6. Board of Review Training

The Board of Review is due for training. One of the BOR members would like to take the advanced training, as well.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve Board of Review training and books not to exceed \$607.00.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

7. Plat Book

- The Plat Book was last updated in 2021. Not all properties have dimensions currently.
- Penny will follow up with the Assessor to see if we can get it updated.

8. Red Books

Clerk Taepke stated multiple people in the office need a Red Book.

Motion by Clerk Taepke and seconded by Trustee Pinkowski to order six (6) Red Books, not to exceed \$420.00.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

9. Zoning Administrator Key

Clerk Taepke was informed that the Zoning Administrator did not have keys to the boardroom, which meant he could not let the Planning Commission in for their meeting.

Motion by Trustee Pinkowski and seconded by Clerk Taepke to give the Zoning Administrator keys to the board room.

Aye: 5 Nay: 0

Motion Carried.

10. Outside Building Lights

Some of the lights around the building are flashing. Clerk Taepke will contact JAC LED, who installed them.

Motion by Trustee Pinkowski and seconded by Trustee Howard to table until next month.

Aye: 5 Nay: 0

Motion Carried.

11. Michigan Gas Utilities

A letter came in the mail about a public hearing involving Michigan Gas Utilities. They are requesting to make alternative payments and initiate an Energy Waste Reduction plan.

Clerk Taepke just wanted to pass along the information in case someone might be interested in getting involved.

12. FOIA Coordinator

Clerk Taepke would like to name her Deputy, Janice Manier, as the FOIA coordinator.

Motion by Clerk Taepke and seconded by Supervisor Turner to make Janice Manier the FOIA coordinator.

Aye: 5 Nay: 0

Motion Carried.

13. Grant Workshops

Clerk Taepke provided a list of grant workshops, just in case one of the Board members may be interested in attending one of them.

14. London Township Land Division and Combination Ordinance

Zoning Administrator, Mike Nevala, presented a proposed ordinance for land divisions and combinations. There is a clause in the Land Division Act regarding how properties are divided, that the Township could not take advantage of without an ordinance in place. This would be a stand-alone ordinance and not part of the Zoning Ordinance.

Motion by Trustee Pinkowski and seconded by Clerk Taepke to table until next month.

Aye: 5 Nay: 0

Motion Carried.

15. Accessibility of the Township Assessor Resolution

Clerk Taepke found an old resolution regarding a previous assessor's hours. Since we have a new assessor, the resolution needs to be changed.

Treasurer Beauchamp raised concerns about the assessor's absence during office hours. Treasurer Beauchamp has told residents when to come in and see the assessor, and then the assessor is not in the office.

Motion by Trustee Pinkowski and seconded by Clerk Taepke to table until next month.

Aye: 5 Nay: 0

Motion Carried.

16. Fire Marshall Resolution

Clerk Taepke found another old resolution that needs updating because this one states a gentleman as our Fire Marshall, but he is not with the department anymore.

Motion by Trustee Pinkowski and seconded by Clerk Taepke to table until next month.

Aye: 5 Nay: 0

Motion Carried.

17. Streaming Videos

Clerk Taepke wanted to get the Board's opinion on looking for a new camera to mount, rather than using the tablet, through Verizon. The Township currently pays \$100.00 a month for the tablet. The Board agreed so Clerk Taepke will bring what she finds to the next Board meeting.

18. MTA Conference/New Officials Training

Clerk Taepke brought this to the Board to show what is being offered by MTA, and to also state she would like to attend the conference coming up in April.

The Board discussed the options of just doing the online portion, rather than attending in person (because of cost). Clerk Taepke pointed out there were only ten classes for the online option, and many that she wanted to attend were not offered online.

Motion by Trustee Pinkowski and seconded by Treasurer Beauchamp to table until next month.

Aye: 5 Nay: 0

Motion Carried.

19. River Raisin Watershed Membership Dues

Motion by Trustee Pinkowski and seconded by Trustee Howard to approve \$100.00 for the River Raisin Watershed.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

20. Supervisor Resolution

Clerk Taepke would like the employees to report to the Supervisor (ie: turning their timesheets in to the Supervisor, for her to sign off on them). It was discussed and some thought there was a policy or resolution regarding this, so Supervisor Turner will look into it to see if there is a current policy/resolution.

21. Dust Control Contract

This contract is for 2 applications of brining throughout the township. Each application will consist of approximately 114,000 gallons, and will cost \$59,800.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve signing the Monroe County Road Commission dust control contract.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

22. Mileage Rate Increases

Clerk Taepke informed the Board that the mileage rates will increase by \$.03, bring it up to \$.70/mile.

The Board discussed raising it; Trustee Howard suggested putting it in the wage resolution. Other Board members agreed, that was a good idea to keep everything in one place.

Motion by Supervisor Turner and seconded by Trustee Howard to add the mileage rate to the Employee Wage Resolution.

Aye: 5 Nay: 0

Motion Carried.

Motion by Supervisor Turner and seconded by Trustee Howard to amend the previous motion, to include “increase and” before the word “add”.

Aye: 5 Nay: 0

Motion Carried.

Board of Trustees Comments:

Treasurer Beauchamp reiterated her concerns about the assessor being in the office during their office hours.

Trustee Pinkowski asked about the progress with Article 12.04, in the Zoning Ordinance. Supervisor Turner stated she has not done anything with it.

Public Comment:

Resident Anita Straub made comments about the ballots and explained the process they took when in office.

Resident Greg Hughes asked about the wage resolution and whether or not the Board was getting a raise. None of the Board members are receiving raises this year. The cost-of-living raises will start in 2026.

Adjournment:

Motion by Supervisor Turner and seconded by Trustee Pinkowski to adjourn.

Motion Carried.

Meeting adjourned at 10:00 p.m.

Minutes respectfully submitted by,

Amanda Taepke
London Township Clerk