

Arcadia Township Hall
September 14, 2017
Township Board Meeting Minutes
3422 Lake Street, Arcadia, Michigan 49613

Present: Janice McCraner/Supervisor; Mile Cederholm/Trustee; Greg Wisner/Trustee; Patti Wilson/Clerk

Absent: Debra Eckhout/Treasurer

Call to order by McCraner at 7:00 p.m. Pledge of Allegiance & Invocation

Public Comment: How are positions on the Planning Commission chosen-by application, resumes and statutory make up for geographical area within Arcadia Township

Approval/Amendments to the agenda: McCraner asked to add Sarah Archer Recycling, Beach Bond Liberty Mutual, and remove appointment to Planning Commission. **Motion:** by Cederholm, second by Wisner to amend agenda-AIF/APPROVED

Treasurer's Report: No report-account balances were given, Wisner feels Fire Department's balance low.

Sarah Archer Manistee County Recycling Coordinator, asking for Arcadia to continue to participate. Arcadia one of the busiest sites in the county. Jim Robinson is site coordinator. Please watch what is recycled. Certain plastics, coolers, lawn furniture or dog food bags should not be recycled. County is working on a tire recycling program, may not qualify as township on its own, but county wide we might. Possibility we can ask for money to clean up a particular site. Applications will be coming out later this year. Rates \$16.00 this year. **Motion:** Wisner, second Cederholm to continue to participate in recycling program-AIF/APPROVED

Clerk's Report: Listing of the bills presented, Clerk unable to access bank accounts. Treasurer was supposed to be here tonight to sign checks. Clerk will stop writing warrants until access to bank account is granted. By township law Clerk is to have access to checking account statements online. Sharon Grajcar, sworn in as Deputy Treasurer, stated that Treasurer unable to reach Clerk to meet. Clerk states that she tried communicating with Treasurer via email. Treasurer is administrator on West Shore Bank online account and must add Clerk as user. Treasurer still has not signed State Savings Bank paperwork, brought to meeting by Clerk. Deputy Treasurer states that banks will not put Clerk on bank accounts as signer. Clerk states she should be on accounts as and Township law states she is to be.

Approve minutes for August 10, 2017 Special Meeting: Correction to minutes- Winer to Wisner under Planning Commission. Delete "free" under Marina with regard to boat slip. Sharon Grajcar intercedes that the minutes state "No Treasurer Report" and Treasurer cannot access Quickbooks, Clerk states that Treasurer has her own log in on township computer. Discussed; statement stands. **Motion:** Wisner to accept for August 10, 2017 Special Meeting with mentioned changes, second Cederholm-AIF/APPROVED

Approve Minutes for August 16, 2017: Motion: Wisner to approve minutes, second Cederholm-AIF/APPROVED

Correspondence: Susan Hornkohl-Beach project is complete, final documentation needed to complete file for reimbursement. Received letter of resignation from Melanie Cederholm dated August 27, 2017; she stated she could not continue to be Deputy Treasurer at this time. Resignation letter from Rob Holmes from Board of Review- **Motion:** Cederholm to accept Holmes resignation-AIF/APPROVED Appointment to be advertised.

Committee, Commissions, & Department Reports:

Marina/Harbor: Good year at Marina so far. Harbor Committee volunteers have repaired rock wall, sidewalks by bathroom, and the use of Steve's heavy equipment and willingness to help out has been instrumental in accomplishing repairs. Lot of cancelations over the weekend due to high winds. No financials at this time. Harbor Master/Manager new contract in board packet to be reviewed and addressed next month.

Planning Commission: Motion: Wisner to accept resignation from Chip May from Planning Commission second Cederholm-AIF/APPROVED At last week's Planning Commission meeting there were some concerns with the site plans of Swan Resort. Tabled until next meeting scheduled for Wednesday, September 20, 2017. Advertising for Chip May's Planning Commission position and will be appointed at a special meeting. John Spence introduced, he will be serving the remainder of Brad Hopwood's term.

Fire Department: 5 medical and 1 fire runs, about average for summer months. Ladder testing done in Bear Lake. Applied for Revenue Sharing Grant for \$1,500.00 for new nozzles and fittings for hose donated by Frankfort Department. Joint grant with Firefighters Association to get new boots for all departments in Manistee County. Grant request from DNR has not been received. It is a 50/50 grant for fire hose. Please notify Fire Department if

anyone you know in Arcadia goes on oxygen. Melanie Cederholm warming station presentation and asked to have Township Hall bathroom renovated into a handicap shower/bathroom. Township will look into this opportunity.

Cemetery: No report

Historical: Painting to start beginning of October and planned to be finished end of October.

Roads: No report

Parks: Received email stating newest member resigned, received no letter of resignation. County wide recreation committee formed and will be looking at trails.

Junk and Blight: no report

Old Business:

Beach Bond Proposal from Liberty Mutual: security bond survey to be completed

Saw Grant: Almost completed. Environmental studies being accomplished which investigates potential effects on historical properties, wetlands flood plans etc. October 30, 2017 deadline looks achievable at this time. Depends on timely response from environmental. We will be notified of any changes in timeline and what is being done to rectify, possibly an extension.

Charter Franchise: Renewal, money to go into Metro Fund. **Motion:** Wisner accept renewal, second Cederholm-AIF/APPROVED

Consumers Street Light Resolution: **Motion:** Wisner accept resolution, second Cederholm-AIF/APPROVED

Dumpster Day: September 30, 2017 – 8:00 a.m. to noon

MMMP: Michigan Medical Marijuana Proposal allows the townships to opt in or out. Wisner to send links to board members. Public encouraged to educate themselves and township should hold a public forum to seek people's opinions.

New Business:

New Township Computer: new computer and screen, increase ram above 8G **Motion:** Cederholm to allot \$1,000.00 for new computer and screen with increased RAM, second Wisner AIF/APPROVED

Bank Account Access and Irregularities: Trustee Wisner sent email to Treasurer requesting answers to two questions....

1. Where is the \$34,000.00 that was to be moved to from Fire Department checking account to Honor State bank?
2. Where did \$150.00 cash given to Marina's Harbor Master for Arcadia Daze come from as no draft/warrant was issued.

Treasurer responded with a note to Wisner stating she did not read the email and she forwarded it to her attorney, and if he had any questions for the Treasurer please make an appointment. Supervisor stated the auditors had not received all information, at the time of the audit, they had requested from the Treasurer and there was a possibility the Township may not make the September 30, 2017 deadline. She also stated that at the time of the audit there was a concern about the Tax account and no deposits were available for inspection. Treasurer was out of town during the audit. Trustee Cederholm stated that Trustees have a fiduciary responsibility to oversee all financials and his credibility was being questioned. **Motion:** by Wisner for the Township to initiate an outside forensic investigation and audit into accounting irregularities and concerns, second by Cederholm-AIF/APPROVED

Public Comment:

Question about the tear in mat at beach; it will be repaired

Question as to why new PA system had not been installed; Treasurer did not sign check and Clerk had asked Treasurer to sign and return to Clerk's desk for vendor to pick up. Treasurer returned check unsigned and Clerk stated it was due to Clerk's lack of knowledge of the law. The warrant signed by Clerk cannot be returned to her if signed by the Treasurer.

Concern about legal fees and Township attorney's hourly fee. Fees are billed in 15 minute increments and fees are billed to each department at approximately \$225.00 per hour. Each bill has itemized information concerning each billing amount.

Adjourned at the call of the Supervisor at 8:27 p.m.

Respectively submitted:

Patricia Wilson