

HAMLIN TOWNSHIP - BOARD OF TRUSTEES

April 10, 2025 – 6:00 pm
Agenda

GREENSLAIT

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GENTER

GURZYNSKI

COOK

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda**
5. **Mason County Sherriff Department: Sheriff Cole**
6. **Comments From Floor** – Agenda related comments
 - a. Limited to five (5) minutes per person
 - b. Please state your name and address for the record
 - c. Please use the microphone
7. **Approval of the Meeting Minutes:**
 - a. March 13, 2025 – Regular Meeting
8. **Financial Review**
 - a. Treasurer Report: January - February – March 2025
 - b. Clerk: “Bills to Pay” Report
 - c. Clerk: 2024/2025 Fiscal Year Reconciliation Report
 - d. Monthly Balancing Process: Treasurer and Clerk Financials
9. **Committee Reports:**
 - a. Mason County Commissioner: Mr. Jordan (Jody) Hartley District 3 County Commissioner
 - b. Township Assessor – Derek Eaton
 - c. 2nd Ward City of Ludington Council Member: Kathy Winczewski
 - d. Fire Department – Chief Vandervest/Assistant Chief Johnson
 - e. Zoning – Zak Iverson
 - f. Planning Commission - Johnaine Gurzynski
 - g. Zoning Board of Appeals

10. Unfinished Business - TABLED:

- a. New Township Website:
 1. Confirm what is included in yearly maintenance cost
 2. Vote to approve/deny new township website
- b. Vacate a Paper Street: Review process
- c. ARPA Obligation/Reporting: Must submit report by April 30
- d. Zoning Board of Appeals: Board of Trustee member seat
 - a. Planning Commission Voting: Supervisor has the same duty to vote on Planning Commission members as the rest of the board per MTA. (Answer to question in 3/13/25 meeting minutes)

11. Unfinished Business:

- a. Policies:
 1. Credit Card Policy
 2. ACH Policy
 3. Digital Files and E-mail Retention Policy
 4. Review and Update Records and Retention Schedule
- b. Noise Ordinance: Held meeting on 3/24/2025: Status Update
 - i. Received Permit Application-May 17, 2025

12. New Business:

- a. Accessing software: \$1,200 per year subscription
- b. Woods v. Hamlin Township: Township was a served “Summons and Claim of Appeal” on 3/11/25. Motion to approve Attorney to represent Township in litigation.
- c. Voting Precincts: Abolish Precinct 2
- d. Planning Commission: Member seat

13. Township Hall/Grounds:

- a. Wilson Park: Review bids and award
 - i. Contacted Critter Getter
- b. Park Grading: Review bids and award
- c. Lawn Mowing/Maintenance Bid: Review bids and award
- d. South Bayou: Hardman Construction to grade and spread gravel to parking lot.
- e. Transfer Station: CIS to grade and gravel by months end-weather permitting

14. Roads:

15. Announcements:

- a. Hamlin Lake: March 25, 2025 began raising lake
- b. Township closed: Friday, April 18, 2025 for Good Friday.
- c. Clean-Up Day: June 21, 2025 – 8:00 am to 12:00 pm

- d. Tire Recycling: \$3,000 grant application was submitted to EGLE with Freesoil, Sherman, Sheridan. Hamlin tentative week is August 18, 2025. Grant approval pending.
- e. Facebook Page: Hamlin Township Mason County went live on March 28, 2025
- f. Forensic Audit: Lake Michigan CPA has started audit on 4/4/2025
- g. BS&A Conversion: Targeting August for Accessing & Taxation modules to be converted to Cloud platform
- h. Scanner for office: Received
- i. WIFI Upgrade: Completed on 4/1/2025
- j. Election Laptop: Ordered
- k. MTA Books: Lost in shipping-MTA will be resending
- l. Fire Alarm in Building: Not-operable. Batteries last replaced in 2015. Not connected to phone line. No service record found with Johnson Controls.

16. Correspondence:

- a. **C. Tanner:** Suggestions/Questions on Amplified Noise Ordinance
- b. **C. Tanner:** Amplified noise violations
- c. **M. Perkins:** Hamlin Township Noise Ordinance Discussion

17. EGLE Permits:

- a. R. Rooney, 6176 Barnhart Road, Ludington, MI 49431. Application to replace docks and walkway along shoreline. File Number HQA-KBWH-7EMV8

18. Transfer Station:

- a. May 1, 2025 hours change to - Monday, Wed. and Saturday – 10 a.m. to 6 p.m.
- b. Wall Maintenance: RFP or Park Maintenance to replace top boards of the railing
- c. Transfer site bags: Ordered 3/31/25. Anyone interested to assist in unloading pallets or rolling purple bags, please contact Supervisor Greenslait
- d. Garbage Bags - \$7.00 for 13-gal. purple bags or \$13.00 for 30 gal.-green bags (Township Office)
- \$8.00 for 13-gal. purple bags or \$14.00 for 30 gal. -green bags (Hamlin Grocery)

19. FOIA - Freedom of Information Act Inquiries: 1 request received/completed

20. Comments From Floor - limited to five (5) minutes per person please

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21. Adjourn