

# HAMLIN TOWNSHIP - BOARD OF TRUSTEES

March 13, 2024 – 6:00 pm  
Agenda

GREENSLAIT

PTASZENSKI

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. **2nd Ward City of Ludington Council Member: Kathy Winczewski**
7. **Comments From Floor** – Agenda related comments
  - a. Limited to five (5) minutes per person
  - b. Please state your name and address for the record
8. **Approval of the Meeting Minutes:**
  - a. February 13, 2025 – Regular Meeting
  - b. February 17, 2025 – Special Meeting – Budget Work-session
9. **Financial Review**
  - a. Treasurer Report – Feburary 2025
  - b. Treasurer Report – March 2025
  - c. Clerk Report – Bills to Pay
    - i. Add Accident Fund – Workman’s Comp Policy
  - d. Status of Clerks Financials - 2024/2025 Fiscal Year
  - e. Balancing between Treasurer and Clerk
  - f. Policies needed:
    - i. Create Credit Card Policy
    - ii. Create ACH Policy
    - iii. Create Digital Files and E-mail Retention Policy
    - iv. Review and Update Records and Retention Schedule
10. **Committee Reports:**
  - a. Mason County Commissioner: Mr. Jordan (Jody) Hartley District 3 County Commissioner
  - b. Township Assessor – Derek Eaton
  - c. Fire Department – Chief Vandervest/Assistant Chief Johnson
  - d. Zoning – Zak Iverson
  - e. Planning Commission - Johnaine Gurzynski
  - f. Zoning Board of Appeals
11. **Unfinished Business:**
  - a. New TownshipWebsite – 3 proposals received

- a. Civic Clarity
- b. STG
- c. Fox Bright 4
- b. Forensic Audit – 3 proposals received
  - i. Lake Michigan CPA - Plante Morran - Maner CPA
- c. Year End Audit
- d. ARPA Obligation/Reporting – must submit report by April 30
- e. Board Appointments:
  - ii. Planning Commission
    - 1. Ex-officio member seat
  - iii. Zoning Board of Appeals
    - 1. Board of Trustee member seat

**12. New Business:**

- a. Firefighter injured on 3/2 run. No Workman’s Comp policy active.
- b. Petition to “Vacate a Paper Street” submitted by Mary Jo Fry at 6527 Grand Ave. to vacate 10’ alley
- c. Purchase of a new laptop for election
- d. Purchase of scanners
- e. Purchase of WIFI router, firewall & cyber security package
- f. BS&A Software
- g. Hazard Mitigation Plan Adoption Resolution
- h. Short Term Rental- Revising the application acceptance window
- i. Grading and new gravel at transfer station
  - a. Top boards of the rail on the wall by green bag dumpsters needs repair/replacing.
  - b. Noise Ordinance – Review current ordinance

**13. Township Hall/Grounds:**

- a. Wilson Park –
  - i. Parking lot needs grading and stone
  - ii. Landscape cleanup, trees cut down and stumped, trees trimmed at driveway corner
  - iii. Pavillion full of bats with droppings covering concrete

**14. Roads:**

- a. Maintenance of N. Sherman Rd. btwn Mavis & Fountain

**15. Announcements:**

- a. 2025-2026 Budget work session – Special Meeting Monday, March 17 at 3:00 pm
- b. Frontier Communications-\$80.00 monthly loyalty credit starting 3/16. Bill reduced from \$466.34 to approx. \$361.00 plus taxes.
- c. Model Coveral Service-provides rugs-Swap out rugs twice a month. Changing to once a month. Bill reduced from \$2,022 to approx. \$1,011 per year.
- d. Bank Signor Resolution – Distributed to all 6 banks
  - i. Deputy Treasurer- Janis Jordon
  - ii. Deputy Clerk-Nicole Benedict

- e. Notary – Completed - Jennifer Iverson and Supervisor Greenslait
- f. MTA books were purchased and should be arriving this week.
- g. Transfer Station- 2025-2026 recycle tags are now available.
  - i. \$20.00 for resident/\$100.00 for non-resident
- h. A summary of the Board of Trustee meeting minutes will be published in the Ludington Daily News moving forward.
- i. Donations – Township cannot make a donations
- j. Board of Review
  - i. March 11, March 13, July 22 and Dec. 9
- k. Planning Commission – April 7 at 6:00 pm
  - i. All meetings will be the first Monday of the month except for Sept. which will be Sept. 8
- l. Western Mason County Fire District Authority – 2025 Mtg. schedule
  - i. April 15, June 17, Aug. 19, Oct. 21, Dec. 16
- m. Mason County Board of Commissioners Meeting at Mason County Airport
  - i. April 15, May 13, June 10, July 8, Aug 12, Sept. 9, Oct. 14, Nov. 12, Dec. 9
  - ii. Work Sessions-May 27, July 29, Sept. 30
  - iii. See Website for additional details: <https://www.masoncounty.net/county-board/board-meeting-dates.html>

**16. Correspondence:**

- a. **Cynthia Tanner**-Requesting \$48,000 to be added to the 2025/2026 budget to fund Township Deputy

**17. EGLE Permits:**

- a. Swidorski Bros. Excavating LLC - 6082 N. Beaune Road. File HQ8-01WS-BTAVP. Install approximately 50 lineal feet of steel seawall to replace failing wood seawall (not including boat well). New steel seawall placed immediately lakeward of existing wood seawall (with 12"). Riprap placed at toe of new steel seawall. Replacement of posts for two existing docks (twelve 4"x4"x8' posts). The purpose of the project is shoreline protection.
- b. Wendy Hitchens- 6287 W Davis Road-Free Soil. File HQA-MQF9-16E2A. Preapplication meeting is to provide you with information that will clarify the permit process.

**18. Transfer Station:**

- a. Began October 1, 2024 through April 30, 2025 – Monday, Wed. and Saturday – 9 a.m. to 5 p.m.
- b. Garbage Bags - \$7.00 for 13-gal. purple bags or \$13.00 for 30-green bags (Township Office) - \$8.00 for 13-gal. purple bags or \$14.00 for 30-green bags (Hamlin Grocery)

**19. FOIA - Freedom of Information Act Inquires:**

- a. K. Anderson – Requesting a copy of the clerks financial reports showing the accounts that the legal fees were charged for years 2021-2022 2022-2023 2023-2024. Responsive records printed and picked up. No charge per attorney
- b. K. Anderson – Copy of invoices for legal services from December 1, 2024 to present Date and how many times has the township Attorney been contacted by phone, email and text since Dec 1<sup>st</sup> 2024. Responsive records printed and picked up. No charge per attorney
- c. K. Anderson – Contents of all text message that were sent from Dec. 1<sup>st</sup> 2024 to January 30<sup>th</sup> 2025 from Supervisor Greenslaims number 231-794-9272 to any individuals and or business

- regarding hamlin township and to what the who the texts were sent to. Denied because it does not sufficiently describe public records to enable Township to locate them. MCL 15.233(1)
- d. K. Anderson - All emails sent to and received from hamlinsupervisor1861@gmail.com email from December 1<sup>st</sup> 2024 to January 30<sup>th</sup> 2025.” Partial denied/Partial granted. Estimated cost \$510.00-deposit required to move forward.
  - e. M. Perrino - a listing of the currently approved STR licenses, addresses of each approved home and name of the owners-Responsive records emailed, No charge
  - f. M. Perrino - information collected to determine the economic impact of short-term rentals in Hamlin Township from 2019-current. No responsive records, No charge
  - g. M. Perrino – Ownership status for resident/non-resident ownership households in Hamlin Township. Responsive records emailed, No charge
  - h. Donna Strong - Mileage paid to elected officials, ACH and Credit card policy/resolution, List of financial reports the treasure and clerk produce for board on a monthly basis, Penalty fees paid for cashing in CD's early, Process used by the clerk and treasure to balance each month, Confirmation the clerk and treasure actually balance the books each month, Monthly treasurer report that the treasure provides the board is each board meeting. Emailed
  - i. M. Perrino - Copy of the Mason County Housing Assessment conducted during 2023 and 2024 referred to in the Hamlin Township Ordinance No. 58. Emailed

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

- a. Please state your name and address for the record

**21. Adjourn**