

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
February 8, 2023 – 5:30 P.M.**

1. Call to order

2. Roll Call

Present: Teresa De Graaf, Rachel Frantom, Bill Monhollon, Michael Sabatino and Gerald Smith.

Absent: None

Also present: Attorney, Ron Bultje, Fire Lieutenant, Connor Millar, and four township residents.

3. Pledge of allegiance.

4. Invocation

Teresa De Graaf offered the invocation.

5. Additions to Agenda:

6. Approval of Agenda.

Motion by Smith to approve the agenda. Supported by Monhollon and carried.

7. Consent Agenda Approval

a. Approve Minutes

- January 11, 2023 Regular Board Meeting

b. Approve Financial Report

c. Approve Correspondence: Miller Johnson certified mail correspondence.

d. Approve Committee Reports

- Building & Zoning – January – nine permits issued with one new house start.
- Fire Department – January report eighteen calls and two meetings. The air packs from the grant award have been received.

e. Approve payment of Bills

Motion by Monhollon to approve the consent agenda. Supported by Smith and carried.

8. Budget Amendment.

Motion by De Graaf to increase the General Fund Fire Payroll Expense budget line item in the amount of \$19,000 for the Fire Department Bonus paid from the General Fund. Supported by Smith and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

9. Township Pickleball Court Resurfacing Proposal.

Motion by De Graaf to accept Racquet Sports proposal dated January 25, 2023 for the resurfacing of the pickleball courts. Supported by Frantom and carried with five yes roll call votes.

Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

10. Windsnest/Kouw Park Gate Proposals.

Motion by Frantom to accept the November 23, 2022 proposal from Wolters Electric for the gate electrical service at Windsnest and Kouw Parks. Supported by Smith and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

Motion by Smith to accept the November 2, 2022 proposal from American Fence Erectors, Inc. for the installation of gates and gate operators at Kouw Park. Supported by Monhollon and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

Motion by De Graaf to accept the November 2, 2022 proposal from American Fence Erectors, Inc. for the installation of a gate and gate operator at Windsnest Park. Supported by Frantom and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

11. Board of Review Appointment.

Motion by Smith to appoint Melissa Steenwyk to the Board of Review. Supported by Frantom and carried.

12. Dangerous Building Hearing Officer Appointment.

Motion by De Graaf to appoint Tim VanderPloeg as the Dangerous Building Hearing Officer. Supported by Monhollon and carried.

13. Election Assistant Position.

Sally Bareman currently serves as the Clerk's Deputy and her duties are mainly election related. A new position will more accurately account for her work and enable the Clerk to appoint a deputy who will perform as a backup to the Clerk position.

Motion by De Graaf to add an Election Assistant position. Supported by Frantom and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

Motion by De Graaf to hire Sally Bareman to the newly created Election Assistant position. Supported by Smith and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

14. Planning Commission Recommendation.

In light of the applicant's request, received via certified mail on February 8, 2023, and read during correspondence, Supervisor Sabatino recommended tabling this issue.

Motion by Sabatino to table the Planning Commission's recommendation on parcel 70-11-09-200-005 and set a public hearing for 5:30 p.m. March 8, 2023 to hear the petition of Curtis Moran and send notice to petitioner. Supported by Monhollon and carried.

15. Salary Resolutions.

The 2023 COLA rate of 8.7% and rate of inflation were discussed. Federal wages increase 4.1% for 2023.

Motion by De Graaf to adopt a resolution increasing the Supervisor's wage by 4% for the 2023-2024 fiscal year. Supported by Frantom and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

Motion by Frantom to adopt a resolution increasing the Trustees' wage by 4% for the 2023-2024 fiscal year. Supported by De Graaf and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

Motion by Smith to adopt a resolution increasing the Treasurer's wage by 4% for the 2023-2024 fiscal year. Supported by De Graaf and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

Motion by Sabatino to adopt a resolution increasing the Clerk's wage by 4% for the 2023-2024 fiscal year. Supported by Frantom and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

16. Set Budget Workshop and Budget Public Hearing Dates

Motion by Smith to set noon on February 17, 2023 as the Budget Workshop date and 5:30 p.m. on March 8, 2023 as the Budget Public Hearing date. Supported by Frantom and carried.

17. Public Comment:

Bike path repaving done as needed.

Streetlight outage reporting.

18. Additions to the Agenda:

None

19. Adjourn

Motion by Monhollon to adjourn. Supported by Smith and carried.

The meeting adjourned at 6:12 p.m.

Teresa De Graaf, Clerk