

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
July 12, 2023 – 5:30 P.M.**

1. Call to order

2. Roll Call

Present: Teresa De Graaf, Lucas DeVries, Rachel Frantom, Bill Monhollon and Michael Sabatino.

Absent: None

Also present: Attorney Ron Bultje, Ottawa County Deputy Clerk Renee Kuiper, Deputy Clerk Meredith Hemmeke and one township resident.

3. Pledge of allegiance.

4. Invocation

Teresa De Graaf offered the invocation.

5. Additions to Agenda: None

6. Approval of Agenda.

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

7. Consent Agenda Approval

a. Approve Minutes

- June 14, 2023 Regular Board Meeting and Public Hearing.

b. Approve Financial Report

c. Approve Correspondence: None.

d. Approve Committee Reports

- Building & Zoning – June – nineteen permits issued with two new house starts.
- Fire Department – June – thirty-five calls and two meetings. One hundred twenty-eight calls year-to-date. Matt Carini submitted his letter of resignation

Motion by DeVries to accept Matt Carini's resignation with regrets. Supported by Frantom and carried.

e. Approve payment of Bills

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

8. Statutory/Auxiliary Wage Delineation Requests.

Port Sheldon Township's small staff currently tasks each elected position with additional responsibilities. The board approved pursuing the separation of statutory/auxiliary wages at the June 14, 2023 meeting with the understanding that the separation will not increase the wage or budget of any of the positions.

Motion by De Graaf to accept the July 12, 2023 written request from the Supervisor to reduce the Supervisor's statutory wage for the remainder of the term, expiring November 20, 2024 and approve the continuation of auxiliary duties at a pay rate not to exceed the budgeted wage for the 2023-2024 fiscal year. Supported by Frantom and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

Motion by Sabatino to accept the July 12, 2023 written request from the Clerk to reduce the Clerk's statutory wage for the remainder of the term, expiring November 20, 2024 and approve the continuation of auxiliary duties at a pay rate not to exceed the budgeted wage for the 2023-2024 fiscal year. Supported by Frantom and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

Motion by De Graaf to accept the July 12, 2023 written request from the Treasurer to reduce the Treasurer's statutory wage for the remainder of the term, expiring November 20, 2024 and approve the continuation of auxiliary duties at a pay rate not to exceed the budgeted wage for the 2023-2024 fiscal year. Supported by DeVries and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

9. Ottawa County Clerk – Early Voting Contracts Information Discussion.

Deputy Clerk, Renee Kuiper explained the Early Voting Legislation and the procedures associated with the collaboration of Ottawa County jurisdictions with Ottawa County. Current cost analysis with tentative allocation amounts and dates due were discussed.

10. Planning Commission Request – Parking Consideration Tyler Street.

The board agreed that input from all affected Tyler Street residents should be sought before a decision is made. The issue was tabled.

11. Michigan Gas Utilities Franchise Ordinance

The proposed ordinance needs review by the township attorney. Action was tabled.

12. Public Comment:

None.

13. Adjourn

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

The meeting adjourned at 6:12 p.m.

Teresa De Graaf, Clerk