

Lee Township
Regular Meeting Minutes
November 13, 2023

The Regular Meeting of the Lee Township Board was called to order at 7:30 pm at the Lee Township Hall located at 877 56th Street, Pullman, Michigan.

Members Present: Supervisor Owen, Treasurer Godlew, Trustee Galdikas, Trustee Hatfield.

Members Absent: Clerk Friel.

Amendments: None.

Board Comments: Trustee Hatfield: The Wednesday before Thanksgiving, PHP will host a Thanksgiving dinner at the Linking Center, and will also deliver dinner to anyone unable to get out. Thursday mornings at 10 am they will host a recurring senior's game day.

Trustee Galdikas: Acknowledged Veteran's Day, and thanked all those who served, and given so much for our Nation.

Citizens Comment:

Kris Lapoint: December 2nd BP is hosting a community holiday event with movies, music, Santa and tree decorating, from 4-6.

Guest Speaker: None.

Approval of Regular Board Minutes:

A motion was made by Owen and seconded by Godlew to approve the October 9, 2023 regular meeting minutes as presented. All voted "Aye." Motion carried.

Approval of Special Board Meeting Minutes

A motion was made by Owen and seconded by Friel to approve the September 11, 2023 special meeting minutes as presented. All voted "Aye." Motion carried.

Treasurer's report: The treasurer's report was read by Treasurer Godlew. He also informed that winter tax bills would be coming out soon. He spoke about a review of Township accounts that are underperforming, and how the accounts can be moved to earn the Township interest. He offered the board the tax newsletter for review.

A motion was made by Galdikas and seconded by Hatfield to receive the Treasurer's report as given. Roll call vote was taken: Yes –Hatfield, Galdikas, Godlew, Owen. Motion carried.

Commissioners Report:

None.

Deputy Report: Deputy Godsey reported that for the month of October things were a bit slower. There were 128 calls, 27 taken by him, including 1 felony OWI, and got some narcotics off the streets, mostly traffic stops. There were many car/deer accidents, please be cautious and watching for them. No update on the larceny on Nadeau Drive.

Fire Department/ EMS Report: Chief Chamberlain reported that for the month of October there were 39 calls, including 34 medical calls. Fire prevention was held on the 19th, and went great, a good time was had by all. He continued that they are working on putting the backup first responder vehicle at Station 2, as they are tanking many calls at night. He made a request to enroll 3 volunteers to EMS classes in the next round. He asked to get approval for \$975/pp, \$2,925 total to cover the cost of the course.

A motion was made by Owen and seconded by Godlew to approve the expense of \$2925.00 to be spent to send 3 volunteers to EMS school. Roll call vote was taken, Yes- Hatfield, Galdikas, Godlew, Owen. Motion carried.

Regarding the fire on 56th Street, they did not have information about the withholding program for cleanup.

Code Official Report: Jeff Olney reported that in the month of October there were 10 complaints in process, 2 new that came in, including blight. He reported that everything is going well, and people are working quickly to clean up blight sightings.

Assessor's Report: None.

Ambulance Reports: Lisa Galdikas reported that there was an ambulance meeting in October. She had sent the report to the board, breaking down the number of calls and transports with 65% transport conversion, which is slightly down from previous years. They had a 15-minute response time average. She spoke about the training, and academy participation which graduated 14 new EMTs. She highlighted that LIFE EMS goes above and beyond in their service. She gave an update on the number of calls for each municipality involved in the contract, stating that calls for Lee Township were nearly double the other municipalities involved. They are still working to arrange staging in Lee Township to cut down on response time.

Building Inspector's Report: Supervisor Owen reported in the month of October there were 12 electrical permits, 7 mechanical and 0 plumbing. There were 2 building permits, bringing in \$6,930.00 in improvements to the Township.

Cemetery Report: AJ Canfield reported that he will be out finishing up cleaning up before winter. He complimented the job done by the workers brought out from Allegan County. He has received compliments on the cemetery from residents about how the cemetery is looking.

Library Report: None.

Transfer Station Report: Treasurer Godlew reported that for the month of October, \$1357 were brought in and 60 tickets.

Lake Board: None.

Newsletter Report: Trustee Galdikas reported that the newsletter will be coming out in the next week.

Holiday Committee Report: Trustee Galdikas reminded that the holiday social will be held the first Saturday in December, from 4-6 pm. The committee was able to get the holiday banners and lights up.

Pullman Pride Report: Trustee Galdikas reported that the schools will be contacted and have the 2024 scholarship information available. The application is also on the website. She continued that a 2023 scholarship winner will be at the holiday social.

Road Committee Report: Supervisor Owen reported that Chuck Pugh is back in Texas for the winter. He continued that ACRC had sent out the pacer ratings, and stated that they will be releasing suggestions for repairs based off of those findings, soon. He requested that any residents with concerns about roads also send in their suggestions.

UNFINISHED BUSINESS:

Town Hall Renovations: Supervisor Owen informed that they are still working on the Hall job. He requested a bid from another company for mechanical repairs to the heating/cooling system. To replace the HVAC system with warranties came in from HYTEC at \$7,528. A bid from Johnson's Heating and Cooling gave a bid for the same job done at \$9,375. There is an option to replace the furnace or condenser

at different times. Trustee Galdikas requested asking for the cost for Furnace and labor only, and the cost for the condenser and labor only, to decide if it would make more sense to have each job done separately or if it should be done all together at one time. The board is still accepting bids if anyone is interested in the jobs.

A motion was made by Owen and seconded by Galdikas to table the repairs/replacement of the heating and cooling system approval until adjusted bids are received and questions answered. All voted "Aye." Motion carried.

He also presented a bid for flooring from 2 companies. He offered an option of the board purchasing the flooring themselves, which prices have been considered through the carpet shop in South Haven. He broke down the bids and presented the bid price from Cortez Flooring at \$7,862.12. He also broke down the bid and presented a bid for \$7,445.00, from a local contractor named Gustavo, which included fewer details on the itemization of the bid. The difference in the bids would require inquiry on the itemization of materials. It was decided that more information would be needed to make a decision. There was discussion on the cost for different types of flooring to be considered.

A motion was made by Owen and seconded by Galdikas to table flooring renovation approval to acquire more information. All voted "Aye." Motion carried.

Assessor Resignation: Supervisor Owen gave an update on the current assessor group and subcontractor, Kyle Harris. He stated that Harris has already turned in his keys.

A motion was made by Owen and seconded by Hatfield to accept Kyle Harris' resignation as the Lee Township Assessor. All voted "Aye." Motion carried.

New Assessor Employment Agreement: Supervisor Owen spoke about a new potential assessor, Heather Jahr, who is interested in filling the position. He continued that there are still details that need to be agreed upon in the contract, but that she did send a sample of her contract. The contract would cover up to a year in order to fill the vacancy.

Treasure Godlew suggested agreeing to move forward with the potential agreement, in order to allow tax bills to come out on time, with flexibility in adjusting the contract as needed. He has met Jahr and speaks very highly of her, stating that he believes her to be more than capable to do this job, and is very committed to the Township.

A motion was made by Owen and seconded by Godlew to name Heather Jahr as the new assessor for Lee Township. All voted "Aye." Motion carried.

Owen stated that Jahr would be an at will employee of the Township with a requested salary of \$46,000.00, annually. Which would include the cost to correct duties neglected by the previous assessor.

A motion was made by Owen and seconded by Godlew to accept Jahr's request for an annual salary of \$46,000.00 annually, to be paid monthly as an employee of the Township. All voted "Aye." Motion carried.

A motion was made by Galdikas and seconded by Owen to accept the offer made by Ben ~~Russo~~ Brousseau, at APG, Inc. to terminate the contract between Lee Township and APG, Inc, effective immediately. All voted "Aye." Motion carried.

A motion was made by Owen and seconded by Godlew to continue the negotiation of the new Assessor's contract. All voted "Aye." Motion carried.

NEW BUSINESS:

Update Master Plan: Trustee Galdikas gave an update on the Master Plan, reminding that they review the master plan every year, which was discussed at a meeting in September, where about 8 people

attended. She gave a brief on the discussion She stated that the master plan is available at the Township Office.

A motion was made by Galdikas and seconded by Godlew to approve the September 18, 2023 5 year plan within the Master Plan. All voted "Aye." Motion carried.

Laptop Expenditure: Supervisor Owen stated that the Township needs to purchase a laptop to hold the Township Roll, which is currently only on the previous assessor's computer, which it should not have been. The new laptop will be in the possession of the new assessor as township property provided to a township employee, which would allow it to be given to any new assessor the township may hire in the future. He informed that Tim Kotas had researched laptops and programs needed, and stated that the amount needed for the purchase would be \$850.

A motion was made by Owen and seconded by Hatfield to approve an expenditure of up to \$850 to cover the cost of a new laptop and programming to hold the Township Roll. Roll call vote was taken, Yes-Hatfield, Galdikas, Godlew, Owen. Motion carried.

APEX Sketching Software/ Assessing: Supervisor Owen stated that this is software needed for assessing, and explained how it worked. He stated that it is a software needed for the new assessor. The cost should be around \$655, with an annual licensing fee of under \$300.

A motion was made by Owen and seconded by Hatfield to approve the expenditure of up to \$655.00 for the Sketching Software, and an annual renewal fee of up to \$300.00. Roll call vote was taken, Yes-Hatfield, Godlew, Owen, Galdikas. Motion carried.

December BOR Resolution: Supervisor Owen spoke about needing to move the BOR date, due to not having an employed assessor at the scheduled date. He presented a resolution to move the date to December 15, 2023, at 4:00 pm.

A motion was made by Owen and seconded by Godlew to approve the resolution to move the December BOR to December 15, 2023, at 4:00 pm. Roll call vote was taken, Yes- Godlew, Owen, Galdikas, Hatfield. Motion carried.

Treasurer Godlew informed that the couple splits that recently came in have not been processed prior to the termination of the previous assessor.

Tax Newsletter Approval: Treasurer Godlew presented the tax newsletter to the board.

A motion was made by Godlew and seconded by Galdikas to approve the expense to print the tax newsletter at a cost up to \$300.00. Roll call vote was taken. Yes- Galdikas, Godlew, Hatfield, Owen. Motion carried.

Payment of the Bills: Presented by Treasurer Godlew, in the absence of Clerk Friel, totaling \$84,492.14, which include a couple late additions.

A motion was made by Godlew and seconded by Hatfield to approve the payment of the bills for a total of \$84,492.14, as presented by Treasurer Godlew. Yes –Hatfield, Galdikas, Godlew, Owen. Motion carried.

Correspondence: Supervisor Owen presented a letter from a residents Bonnie and Jim thanking the Township for timely and well-done repairs completed on Nadeau Drive in Pullman, repairing the collapsed drain. They stated that the water is flowing as it should, and it looks great.

A motion was made by Owen and seconded by Galdikas to adjourn the meeting. All voted "Aye." Motion carried.

Meeting adjourned at 8:55 pm.

Minutes submitted by: Heather Friel, Clerk