

**AURELIUS TOWNSHIP BOARD OF TRUSTEES**  
**Regular Meeting**  
**Tuesday, August 11, 2020**  
**MINUTES**

The Aurelius Township Board met in regular session on Tuesday, August 11, 2020, at the Aurelius Township Hall, 1939 S. Aurelius Road, Mason, Michigan.

**Board members present:** Ayres, Droscha, Groh, Silsby and Malcangi.

**Members Absent:** None

**Others Present:** None

The regular meeting was called to order by Supervisor Silsby at 7:00 p.m. All present joined in the pledge to the United States flag.

**Consent Agenda**

Board Meeting Minutes of July 14, 2020, were reviewed for approval.

Expenses were reviewed for approval in the amount of \$49,719.89 covered by vouchers: Payroll Fund: Checks #17142 - #17158, and 1 EFT.

General Fund, Fire Fund, Street Light Fund: Checks #17159 - #17186.

Motion made by Member Droscha and seconded by Member Malcangi to approve consent agenda. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

**Public Comment**

None

**Set Agenda**

Shepard Case, Road Contract, and Budget Amendments added to Unfinished Business.

**Unfinished Business**

Searings have cleaned up the Kidder property. Searings said they would accept offer for sale of properties. Member Droscha suggested keeping one well open on Searing property in case it was needed in the future.

Granger contract will go up for recycle processing from \$65 to \$95. Trash Compactor Truck is being used by 2.75 percent of the residents and costs over \$6,000 per year. Motion made by Member Droscha to send residents using the service a notice for no compactor service to begin October 1<sup>st</sup> and not sign contract for two months. Motion seconded by Member Malcangi. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

Mechanical Inspector is caught up on inspections and mileage is turned in for the month.

Parcel Division, Parcel Combination, and Lot Line Adjustment forms were reviewed. Motion made by Member Ayres and seconded by Member Droscha to approve forms. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

Park rules for Glenna Droscha and Columbia Creek parks were discussed. Weapons section is same language Ingham County uses. Township ordinance states Columbia Creek will be open Memorial Day through Labor Day though Columbia Park is currently being opened from May 1<sup>st</sup> through October 31<sup>st</sup>. Motion made by Malcangi and seconded by Member Droscha to approve Park Rules sign update. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

Member Groh stated monument companies are sending foundation checks directly to Bob Baker instead of to Aurelius Township. She asked if any companies had been contacted. Silsby stated he and Bob Baker had spoken to two companies.

Updated Employee Handbook and Handbook for Commissions/Committees/Board Member, Inspectors and Contracted Employees were reviewed. Motion made by Member Malcangi and seconded by Member Droscha to approve. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

New Computer and Email Policy were reviewed. Motion made by Member Malcangi and seconded by Member Silsby to approve. A copy will be sent to all employees. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

Employee Performance Review Form was reviewed. Motion made by Member Malcangi and seconded by Member Silsby to approve. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

Building Program changes were discussed. Inspectors need to sign permit. Silsby can sign mechanical, Electrical and Plumbing permits to issue and inspectors will need to sign after work is final. Silsby will get more information from Township Attorney regarding Building Official. Member Silsby stated a Building Official is not needed. Member Ayres stated Attorney recommended a Building Official and Member Groh confirmed. Member Silsby will contact Milan Rakich, Building Inspector, regarding position. Motion made by Member Droscha and seconded by Member Malcangi to get someone to fill Building Official position. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

There has been an issue with the Administrative Assistant receiving Building Department emails and when she is gone nobody is aware of the communications going unanswered. Supervisor should be copied on all building communication and Inspectors should contact Supervisor directly if they are going to be away.

Hall Rentals postponed until next Township Board Meeting. Motion made by Member Ayres and seconded by Member Droscha. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

Shepard court order request from township attorney was discussed. Cost recovery was a concern. Board would like an update at the next meeting on cost recovery. Motion made by Member Groh and seconded by member Droscha to approve request for court order. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

Road contract was discussed. Member Malcangi would like to see if chip sealing of Curtice Road could be used on a road in greater need of repair. Member Silsby made motion to approve contract and there was no second. Motion failed. Motion made by Member Droscha and seconded by Member Groh to approved contract and have Supervisor check on chip sealing and report at next meeting. Member Malcangi would like to see if chip sealing of Curtice Road could be used on a road in greater need of repair. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

Budget amendments were discussed. Motion made by Member Malcangi and seconded by member Droscha to increase Mechanical Inspector Wages \$4,000 and Mileage \$500 and reduce Roads \$2,500 and Refuse \$2,000. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

### **New Business**

No Sheriff report received.

Deck application form updates were reviewed. Adding email address to all applications was recommend by Member Ayres to save postage. Motion made by Member Malcangi and seconded by Member Silsby to approve form updates. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

Electrical Inspector, Craig Courter was discussed due to illness. Don Iverson has been covering as Sub Inspector. Member Ayres contacted Lesley Township to see if their inspector would be interested in taking on any new townships and was told he was interested. Ayres recommended Silsby contact Matt Wood to be Sub Inspector. Substitute Inspectors should be considered for all trades. Motion made by Member Droscha and seconded by member Malcangi to approved Matt Wood as Substitute Electrical Inspector. Vote: Ayes: Ayres, Droscha, Groh, Malcangi, and Silsby. Nays: None. Absent: None. Motion carried.

Audit of Minimum Assessing Requirements (AMAR) was performed by the Michigan Department of Treasury with new Assessor Simmons and corrective action plan. Letter received from state informing township the audit passed.

Correspondence was received from Fire Chief Minshall. There were four calls into the township in June, all at no charge.

### **Board Reports**

Clerk Ayres reported 1,260 voters in the August 4 Primary Election. Ayres provided the balance sheet report.

Treasurer Groh gave the cash report at \$711,289.02 and recommended limiting discretionary spending to offset reductions in revenue from COVID19.

Trustee Droscha reported Columbia Lakes is waiting on EGLE recommendations and two new wells will be put in side by side. Each parcel is expected to be assessed \$800 by the Home Owners Association.

Trustee Malcangi reported Columbia Creek restrooms need to be cleaned out. Malcangi also stated the police had to be called for a car left unattended with phone and purse still in the front seat. The owner was eventually found and all was taken care of.

**Public Comment**

None.

Meeting adjourned at 9:32 p.m.

Respectfully submitted by:

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Tracy Ayres, Clerk  
Aurelius Township