

CHARTER TOWNSHIP OF PORTSMOUTH
June 19, 2023-Regular Meeting

The Charter Township of Portsmouth Board of Trustees held their regular monthly meeting on Monday, June 19, 2023, in the conference room at 1711 W. Cass Ave. Rd. Bay City, Michigan

Supervisor Pawlak called the meeting to order at 6:00 p.m.

Present: Bukowski, Pett, Corrion, VanDriessche, Kokaly and Pawlak. Trustee Banaszak was excused.

Motion by VanDriessche and supported by Kokaly to approve the agenda. Motion carried.

Dave Gwizdala from Quast, Janke & Company reviewed our 2022 Audit. The delay in getting the audit done is due to information that is needed from the Bay County Department of Water & Sewer. Everything looks good. He had a question about the property we own on River Road.

There were no comments from the public.

Motion by VanDriessche and supported by Kokaly to approve the minutes of the 5-15-2023 regular meeting. Motion carried.

Motion by Kokaly and supported by Pett to receive the draft minutes of the 6-8-2023 Planning Commission meeting and the 6-1-2023 Zoning Board of Appeals meeting. Motion carried.

Motion by Bukowski and supported by Corrion to accept the Treasurer's Report and place it on file. Motion carried.

Balance 4-30-2023	\$1,657,437.81
Revenues	73,635.64
Expenses	71,285.13
Change W/H	582.46
Balance 5-31-2023	\$1,659,205.86

SUPERVISOR REPORT:

We recently received new Flood maps from F.E.M.A. We received notice that they are having public hearings and accepting change petitions.

We received a call about our newsletter stating that plastics #1 thru 7 are accepted for recycle. We found out that #3 which is PVC pipes and #6 Polystyrene are not acceptable.

Bob was speaking about flood gates to Mike Rivard at a recent meeting that they both attended. Mike said that repairs and maintenance of Chapter 20 drains (similar to what Hampton has) can be assessed township wide or just surrounding properties.

Monthly reports are received from our deputy so if anyone ever wants to see them they can get them from Judy.

At budget time we might want to consider changing what we charge Merritt for our Deputy. The amount has been the same since it started.

A recent Soil conservation meeting that he attended was four hours long. A 5-year plan was discussed based on 5 priorities they have identified. 1. Water Quality 2. Forest/Woodland 3. Agriculture and Farmland 4. Non-farmed lands 5. Quality of life.

At a recent Road Commission/Water Department meeting he attended out 2023 Road Plan was approved.

Mallori Bucec has been working on updates to our Website.

A Master Plan review will be discussed at the meeting of the Planning Commission on July 13, 2023 at 4:30 p.m. Board members are invited to participate. Please let Judy know if you will attend. If we have a quorum, we will have to post as a meeting 18 hours prior to the meeting.

Mary Anne Adams, our administrative assistant, has been dealing with her husband's health problems. She mentioned a leave of absence. The attorney was consulted and said since we have no Human Resource Department or written policy regarding leaves, it would not be an option. Since she is currently a salaried employee, Bob suggested we might have to change her to an hourly employee. Mallori Bucec is available to fill in when Mary Anne is not available.

ARPA FUNDS:

We have approximately \$47,000 left.

ROADS UPDATE:

Nothing to report but that Superintendent Tom Kramer has left.

OLD BUSINESS:

Motion by Bukowski and supported by Kokaly to adopt the Consumers Energy Franchise Ordinance that was introduced at last month's meeting. Yeas: Bukowski, Kokaly, Pett, Corrión, VanDriessche and Pawlak. Nays: None. Excused: Banaszak. Motion carried.

The carpet quote from A.T. Frank came in a little higher than the Magic Carpet quote but still lower than Supreme Carpet. Per last month's motion we can award the job to A.T. Frank with no new motion.

Nick has been working with five different vendors regarding quotes for our replacements for our phone system and server. After reviewing all with Bob, their recommendation is to have Joletec and Simplified IT replace the server and all phones at a cost of approximately \$13,919.

Motion by Corrión and supported by Kokaly to approve the recommendation. Yeas: Corrión, Kokaly, Bukowski, Pett, VanDriessche and Pawlak. Nays: none. Excused: Banaszak. Motion carried.

Bob suggested that when we set our 2024 meeting schedule we add Juneteenth since most government agencies were closed for it this year.

Motion by Pett and supported by Corrión that the approved bills be paid from the General Fund. Yeas: Corrión, Pett, Bukowski, Kokaly, VanDriessche, and Pawlak. Nays: none. Excused: Banaszak. Motion carried.

COMMITTEE REPORTS:

Chief Stefaniak reported that our ISO rating improved from 5/5X to a 4/4X.

John Stefaniak is in Fire Officer II Class.

The department received a donation of Water and Ice rescue equipment from Gregg Grobbel, Michigan Rescue Concepts. He is moving to Florida and donated all of his equipment to our department.

Our sign still keeps going blank and the resolution is bad. We are one step away from getting our attorney involved to get it repaired.

Supervisor Pawlak and Chief Stefaniak applied for a \$10,000.00 grant from the State of Michigan to recover part of the \$16,000.00 that is budgeted for Thermal Imaging Cameras.

Three requests were received for firefighter applications. If they are returned interviews will be done later this month.

A Milwaukee Chainsaw was purchased with raffle money. Earlier they had used raffle money for 10 FireProX personal thermal imaging cameras.

Ken DeWyse read a list of 12 building permits that were issued in the last month.

Motion by Bukowski and supported by VanDriessche to adjourn.

The meeting adjourned at 6:55 p.m.

Robert Pawlak, Supervisor

Judy F. Bukowski, Clerk