

CHARTER TOWNSHIP OF PORTSMOUTH  
BOARD OF TRUSTEES  
DECEMBER 18, 2023 – REGULAR MEETING

The Charter Township of Portsmouth Board of Trustees held their regular scheduled meeting on Monday, December 18, 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: Pett, Bukowski, Banaszak, VanDriessche, Kokaly and Pawlak. Trustee Corrion was excused.

Motion by VanDriessche and supported by Banaszak to approve the agenda with the addition of Budget Adjustments under the Treasurer's Report and the removal of the draft Planning Commission minutes under Minutes. Motion carried.

Motion by Banaszak and supported by Kokaly to approve the minutes of the 11-20-2023 regular meeting. Motion carried.

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

Balance October 31, 2023	\$1,418,609.04
Revenues	77,524.17
Expenses	54,104.99
Change in w/h	4,832.14
Balance November 30, 2023	\$1,433,196.08

Motion by VanDriessche and supported by Banaszak to approve the General Fund budget changes of \$30,500 as reflected in the attached document. Yeas: VanDriessche, Banaszak, Bukowski, Pett, Kokaly and Pawlak. Nays: None. Excused: Corrion. Motion carried.

Motion by Bukowski and supported by Pett to adopt Resolution 2023-02 that Portsmouth Water System #2 rate be increased from \$6.36 to \$6.61 (an increase of \$0.25) beginning with the next billing quarter. Yeas: Bukowski, Pett, Banaszak, VanDriessche, Kokaly and Pawlak. Nays: None. Excused: Corrion. Motion carried.

**SUPERVISOR'S REPORT:**

Our snow plow person has resigned. Five requests for bids were sent and we received four responses. The lowest bidder is MCA Lawn Service. His rates were \$65.00 per plowing lower than the next bidder.

Motion by Kokaly and supported by VanDriessche to contract with MCA Lawn service for the 2023/2024 season ending December 31, 2024. Motion carried.

We received a letter from the Bay County Road Commission that they will no longer be plowing private roads per State Laws. They have notified all residents affected. As of today, we have received only two calls regarding the matter.

We were also contacted by the Road Commission regarding the Restricted Truck Road status of Pine between Cass and Youngsditch.

Motion by Kokaly and supported by VanDriessche to adopt Resolution 2023-05 for Pine Road between Cass and YoungsDitch (in Portsmouth Township) to retain the status of Restricted Truck Route. Yeas: Kokaly, VanDriessche, Pett, Banaszak, Bukowski and Pawlak. Nays: None. Excused: Corrion. Motion carried.

A letter was to Senator Kristin McDonald Rivet regarding Solar and Wind Ordinances.

Supervisor Pawlak recommended that we reappoint Donnie Krzysiak, Mike VanDriessche and Rebecca Brandt to the Planning Commission.

Motion by Kokaly and supported by Banaszak to approve the reappointment Krzysiak, VanDriessche and Brandt to the Planning Commission for a term of three years. Motion carried with the abstention of Gene VanDriessche.

Motion by Kokaly and supported by Pett to authorize the Clerk to sign an application for renewal of our Insurance with Burnham and Flower. Motion carried.

Meeting dates for 2024 were discussed regarding date changes for meetings that fall on holidays. It was decided that we don't make any changes.

Motion by Bukowski and supported by Kokaly to adopt Resolution 2023-03 that the current charge of the \$25.00 shut off fee and a \$25.00 turn on fee (after payment is received and water is turned back on) be changes to a one-time delinquent account charge of \$50.00. Yeas: Bukowski, Kokaly, Pett, Banaszak, VanDriessche and Pawlak. Nays: none. Excused: Corrion. Motion carried.

Motion by Bukowski and supported by Kokaly to adopt Resolution 2023-04 a \$5.00 quarterly charge be added to bills of customers in Portsmouth Township Water System #2 for the purpose of meter replacement costs. Yeas: Bukowski, Kokaly, Pett, VanDriessche, Banaszak and Pawlak. Nays: none. Excused: Corrion. Motion carried.

Motion by VanDriessche and supported by Kokaly to Adopt Resolution 2023-05 for Poverty Exemption. Yeas: VanDriessche, Kokaly, Bukowski, Banaszak, Pett, and Pawlak. Nays: None. Excused: Corrion. Motion carried,

Motion by Banaszak and supported by Pett to Adopt Resolution 2023-06 A Waiver of Penalty and Interest for Untimely Filed Property Transfer Affidavits. Yeas: Banaszak, Pett, Bukowski, Kokaly, VanDriessche and Pawlak. Nays: None. Excused: Corrion. Motion carried.

Motion by VanDriessche and supported by Kokaly to adopt Resolution 2023-07 for a Charitable Property Tax Exemption. Yeas: VanDriessche, Kokaly, Bukowski, Banaszak, Pett and Pawlak. Nays: None. Excused: Corrion. Motion carried.

Motion by VanDriessche and supported by Pett to pay the approved bills from the General Fund. Yeas: VanDriessche, Pett, Banaszak, Bukowski, Kokaly and Pawlak. Nays: None. Excused: Corrion. Motion carried.

#### COMMITTEE REPORTS:

Chief Stefaniak reported that batteries had to be replaced in the tanker.

Building Inspector K. DeWyse reviewed five building permits that were issued since out last meeting.

Motion by Bukowski and supported by Kokaly to receive a written report from Zoning Administrator J. DeWyse. Motion carried.

Motion by Kokaly and supported by VanDriessche to adjourn. Motion carried.

The meeting adjourned at 6:35 p.m.

