

Supervisor Bill Haggard called the regular meeting of the St. James Township Board to order at 7pm on February 4, 2015. Also present were Jim Wojan, Rick Speck, Kitty McNamara, and Jean Wierenga.

The meeting opened with the Pledge of Allegiance.

Regular meeting minutes of January 7, 2015: One correction in spelling of name Pickhardt. Motion by Wojan and seconded by McNamara to approve minutes with the correction. Motion carried.

Special meeting minutes of January 16, 2015: Two corrections: Remove attachment to minutes from R. Gillespie. Take out sentence; "All in all the accountants stated the Township in good shape financially". Motion by McNamara and seconded by Haggard to approve the minutes of the special meeting with corrections. Motion carried.

Approval of Payments: Motion by Haggard and seconded by Wojan to approve the schedule of payments. Motion carried.

Correspondence:

Information received regarding the GLFT grant to St. James Township for the Beaver island Harbor Development Project stated the Township still eligible to receive the final grant disbursement of \$1,598. Paperwork to be filed.

Information received regarding the Emergency Dredging Program stated the Township needs to get costs and supporting documentation in to receive re-imbursement. Paperwork to be filed.

Reports:

Dangerous Structure Update: One letter received back regarding the building owned by E. Hodgson. He disagrees that it is a problem. Supervisor will try to meet with Hodgson to inspect the property before any further action taken. No reply from Karns to date on his property.

Fire Hall Update: New structure 65% complete. Work going slower due to weather conditions. The wiring for the structure not included in the bid notice, but should have a quote by February 5, 2015 for the cost of the needed wiring.

Transfer Station: Angel Welke, Chairperson of the Waste Management Committee presented to the board the proposal of changing the WM Committee to an Authority. Nothing decided at meeting as board wants Township Attorney to look over paperwork.

Emergency Services Authority Update and Resolution Amending the ESA Articles: At this time the Authority is functioning with two members, one from each township. The ESA articles needs to be amended to have a total of five members. One additional member from St. James Township, and two additional members from Peaine Township. Also, change to equal millage from both townships. Motion by McNamara to adopt the changes to the ESA and seconded by Wierenga. Motion carried. Roll call vote; All in favor.

Old Business:

Board of Review Appointments: Alice Belfy and Mark Englesman submitted letters of interest to serve on the Board of Review. Motion by Haggard and seconded by McNamara to appoint both Alice Belfy and Mark Englesman to the Board of Review. Motion carried.

Page 2:

Township Website Guidelines: McNamara stated she would be the contact person for the township for items for the website. She gave several examples of what could be added to website. Krys Lyle is the webmaster.

New Business:

Discussion of Road Project Priorities: Residents residing on what is posted as seasonal roads asking how to get that changed and have the roads plowed by the county. The county needs to give approval on roads that can be plowed. For the township the priority at this time is do work on Donegal Bay road with the money available. Get work done on ditches and gravel put down. County will send over two trucks and a grader to assist. Will make plans to do work, after new budget approved.

Salary Resolution: A resolution to establish township officers salary must be adopted by the board at least 30 days prior to holding an annual meeting. The following resolutions are:

Motion by Wierenga and seconded by Wojan to set Supervisor salary at \$14,267. Motion carried. Haggard abstained.

Motion by McNamara and seconded by Haggard to set Treasurer salary at \$14,695. Motion carried. Wojan abstained.

Motion by Haggard and seconded by Wojan to set Clerk salary at \$16,000. Motion carried. Wierenga abstained.

Motion by Wojan and seconded by Haggard to set Trustees salary \$4,554 each. Motion carried. Speck abstained.

Capital Improvement Plan: McNamara presented to the board the need for St. James Township to prepare and adopt a capital improvement program. Any township may prepare and adopt a capital improvement program, however, this becomes mandatory for a township if they are the sole owner or operator of a water supply or sewage disposal system. The program is mandated to ensure that municipalities, have a defined plan for Capital Improvements. The plan is required to be a 6 year plan, updated annually. McNamara will present this program at the next planning commission meeting and request they move forward on this project.

Millage Language: Motion by Speck and seconded by Wierenga to approve the ballot language to renew the 3.25 mills Operations millage, the 1 mill Airport millage, and the 1.75 mills Landfill and Transfer Station millage, each one a 5 year renewal. Motion carried.

Budget Discussion: Motion by Wojan and seconded by Haggard to appoint Jean Wierenga, Karen Wojan, Marie Shimenetto and Bill Haggard to a sub-committee to begin preparation of the budget. Motion carried.

Conference Report: Marie Shimenetto gave a report on the grant writing seminar she attended at the MTA State Conference. She stated the best help was the wording when writing a grant and also where to find grant money.

Public Comment:

Cindy Ricksgers gave a very thorough report on her continued work on the phragmites problem on the island.

Page 3:

Motion by Wojan and seconded by Haggard to adjourn meeting at 8:40pm. Motion carried.

Respectfully submitted,
Jean Wierenga, Clerk
St. James Township