

BAY TOWNSHIP BOARD OF TRUSTEES
September 08, 2022
REGULAR MEETING MINUTES
APPROVED

CALL TO ORDER Supervisor Gaudard called the meeting to order at 6:30 PM and led with the Pledge of Allegiance. Other Board members in attendance were, Clerk W. Simmons, Treasurer S. Ritter, Trustee D. Beynon. Trustee S. Van Dam excused.

PUBLIC COMMENT Public Comment opened at 6:31 PM
Marty Makinen, Treasurer of the Walloon Lake Association and Conservancy requested zoom information be added to agenda and on the web site for meetings.
Public comment closed at 6:33 PM.

PRIOR MEETING MINUTES **MOTION by Beynon seconded by Ritter, to approve the August 11, 2022 Board of Trustees regular meeting minutes upon affirmative voice vote of the Board Members present.**

TREASURER REPORT August 31, 2022 Treasurer's report as follows:

UNRESTRICTED FUNDS		
General Fund Savings: Huntington		\$ 217,498.30*
General Fund Savings: 4Front Credit Union		\$ 213,786.95
General Fund Savings: Charlevoix State Bank		\$ 104,022.34
General Fund Checking: Huntington		\$ 26,679.53
Certificate of Deposit: 4Front Credit Union		\$ 35,453.73
	TOTAL UNRESTRICTED FUNDS:	\$ 597,440.85
RESTRICTED FUNDS		
Road Fund Savings: Huntington		\$ 5,613.30
Road Fund Savings: Charlevoix State Bank		\$ 145,030.98
	TOTAL RESTRICTED FUNDS:	\$ 150,644.28
TAX FUND CHECKING		
Tax Fund Checking: Huntington		\$ 316,214.36
	TOTAL	\$1,064,299.49

4Front CD renews December 2022

*State of Michigan **\$118,224.80 ARPA** included in General Fund Savings

To date \$6,226.44 have been spent of ARPA funds (clerks note)

State of Michigan Revenue sharing:	\$ 21,910.00
Funds held at 4Front Credit Union:	\$ 249,222.68
General/Road Funds held at Huntington:	\$ 249,791.13
General/Road Funds held at Chx. State Bank	\$ 249,053.32

WARRANTS Simmons presented the warrants for payment.

MOTION by Ritter, seconded by Simmons to approve the September 08, 2022 warrants, totaling \$136,212.07 to be paid from the General Fund, passed upon affirmative roll-call vote of the Board members present.

RESORT BEAR CREEK FIRE DEPARTMENT 2021 SUMMARY REPORT *Note: A copy of this report is on file with the Township Clerk which has further detail.*

Chief Al Welsheimer presented the 2021 Resort Bear Creek Fire Department report.

- Smoke detectors and batteries are available at the RBCFD hall
- Limited Carbon Monoxide detectors are available at the RBCFD hall

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- 911 address signs still available @ \$15.00 each
- Responded to Bay Township 20 times averaging a response time of 7.02 minutes

PLANNING COMMISSION *Note: A copy of the minutes are on file with the Township Clerk which has further detail.*
Shoreline restoration is being undermined by EGLE. Working together to bring back good practices with area groups and committees.

ZONING ADMINISTRATORS REPORT *Note: A copy of the minutes are on file with the Township Clerk which has further detail.*

ZONING BOARD OF APPEALS There is no meeting scheduled.

CEMETERY COMMITTEE AND SEXTON REPORT *Note: A copy of this report is on file with the Township Clerk which has further detail.*
Bids submitted for re-shingle of the storage building at Dyer Cemetery. Board is requesting Skornia to look at the roof and also give an opinion.

Supervisor Gaudard to contact the Charlevoix County Road Department regarding the rebar showing at the Sumner Road Boat launch.

Treasurer Ritter to contact Justin Hamlin for a snow plow bid. Clerk Simmons has contacted Jerry Smoltz for a bid also.

PARKS & REC REPORT *Note: A copy of this report is on file with the Township Clerk which has further detail.*

L-4029 TAX RATE REQUEST **MOTION by Ritter, seconded by Simmons to approve the L-4029 2022 Tax Rate Request form as submitted, passed upon affirmative roll-call vote of the Board members present.**

NON-MOTORIZED BIKE PATH After reviewing the proposed original specifications there will be less board walk area required. Kiersten Stark is requesting MDOT to consider additional funding due to the additional costs in material. Van Dam will continue leading this endeavor.

BS&A SOFTWARE REVIEW Gaudard will set up individual demonstration meetings for the Treasurer and Assessor to view the change-over process of the BS&A software to the cloud prior to finalizing a commitment to BS&A.

PERSONNEL RECORD-KEEPING & PAYROLL POLICY REVIEW *Note: policy presented with proposed corrections.*

Bay Township Payroll Policy

5.18 Payroll

The township shall comply with Michigan wage and hour laws that regulate the method of payment of wages, the payment of wages upon termination of employment, allowable deductions, income tax withholding and payment of employment taxes, wage garnishments, recordkeeping and maintenance of payroll records.

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5.19 Payment on Termination

An employee who voluntarily terminates employment will be paid all wages earned and due as soon as the amount can be determined, or at the latest, on the next regularly scheduled payday.

5.20 Deductions and Withholdings

The township shall comply with federal and state laws regarding income tax and Social Security deductions. All voluntary deductions shall be authorized in writing. The **clerk** shall be notified at least **10** days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee.

The township shall make appropriate deductions to satisfy any court orders for garnishments or for child or spousal support orders.

5.21 Payroll Problems

Employees shall immediately notify the **clerk** of any problems or errors on their paychecks.

Personnel Recordkeeping

5.22 Personnel Files

The township **clerk** shall maintain a permanent personnel record of each township employee. The personnel records shall be kept complete and accurate in compliance with federal and state laws and any applicable general record retention schedules adopted by the State of Michigan.

Each employee's personnel file shall contain the following:

1. Personnel data, including full name, Social Security number, current address, resumé or application submitted.
2. Performance evaluations
3. Tax withholding information

5.23 Employee Access to Personnel File

Upon request, any employee may examine the contents of his or her personnel file under the direct supervision of the **clerk**. If an employee demonstrates that he or she is unable to review his or her personnel record at the township, then the township, upon that employee's request, shall mail a copy of the requested record to the employee.

5.24 Employer Access to Personnel Files

Board members shall be allowed to view any personnel file, when necessary, within the scope of their authority and responsibility. Confidential information contained in a personnel file shall be released to others only with written authorization of the employee.

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The contents of an employee's personnel file shall not be removed from the township hall by anyone.

The contents of the employee personnel files shall be considered confidential.

5.25 Release of Personnel Records to a Third Party

The **clerk** shall review an employee or former employee's personnel record before releasing information to a third party and, except when the release is ordered in a legal action or arbitration to a party in that legal action or arbitration

When notice is required by law, the **clerk** shall provide written notice to an employee or former employee of a release of the employee's personnel records.

5.26 Freedom of Information Requests for Personnel Records

Copies of documents contained in the personnel files that are requested pursuant to the Freedom of Information Act may be released only after information that is exempt from FOIA disclosure that may be contained on the document is redacted (deleted or edited out). The FOIA coordinator may contact the township attorney for advice in responding to a FOIA request involving personnel records.

LILY PAD ACCESS SIGN

Simmons will contact the Charlevoix Road Commission to see if they will install a new public access sign to replace the one stolen, again.

TOWNSHIP PHONE ISSUES

Simmons will contact a phone vendor to see if there is a way through Truestream to set up the phone system to forward calls to individuals on the Board instead of just one forwarding number.

PUBLIC COMMENT

Public Comment opened and closed at 8:12 PM.

Marty Makinen, Treasurer of the Walloon Lake Association and Conservancy would like to be of assistance in the shoreline preservation 35' setback requirement project.

OTHER

Ritter questioned who is responsible for informing residents that they need to pick up their road side debris since there was no curbside pickup in Bay township this year specifically at the corner of Sumner and Camp Daggett roads.

ADJOURNMENT

MOTION by Ritter, seconded by Beynon to adjourn the meeting at 8:16 PM, passed upon affirmative voice vote of the Board Members present.

Bay Township Clerk



Wendy Simmons