

**Clyde Township Monthly Board Meeting  
4535 Brott Road, Ruby  
Clyde Township Hall  
July 17, 2018**

Meeting called to order by Supervisor Manoleas at 7:00 p.m.

Pledge of Allegiance to the Flag

Roll Call: Manoleas, McGriff, Neruda, Voight, Dortman, Turner, and Bates.

**Minutes from the Public Budget Hearing of June 19, 2018**

- Motion by Treasurer McGriff support from Trustee Neruda to approve minutes of June 19, 2018 at 6:00 p.m. with correction. Yeas: 7 Nays: 0 Motion carried.

**Minutes from Monthly Board Meeting of June 19, 2018**

- Motion by Trustee Dortman support from Supervisor Manoleas to approve minutes of June 19, 2018. Yeas: 7 Nays: 0 Motion carried.

**Minutes from the Special Meeting of June 28, 2018**

- Motion by Trustee Voight support from Treasurer McGriff to approve minutes of June 28, 2018 with correction. Yeas: 7 Nays: 0 Motion carried.

**Treasurer's Report**

- ✓ Motion by Trustee Neruda support from Supervisor Manoleas to approve Treasurer's report presented and subject to audit with correction. Yeas: 6 Nays: 1 Motion carried.

**Monthly Bills Presented**

- ✓ Motion by Treasurer McGriff support from Trustee Dortman to approve the list of bills-pay in reference to list of bills dated July 17, 2018. General/\$35,821.85 Water Department \$6,029.17 total of \$41,851.02. Monthly payroll \$35,550.24. Yeas: 7 Nays: 0 Motion carried.

**Agenda additions**-None

**Public Comment**

Public Comment started at 7:11 p.m. Chuck Raski looking for the Annual Minutes of June 30, 2018. It was discussed that the Annual

Minutes are approved at the next Annual Meeting. Closed Comment  
7:13 p.m.

### **Reports**

**Report from Building Department**-Rod Cowan/One residence, three storage buildings, one foundation repair, two fence permits, and two certificate of Occupancies.

**Report from the Ordinance Officer**-Rod Cowan/See attached report.

**Report from the Fire Department**-Gary May/Six medical emergencies, one mutual aid to Ft. Gratiot personal injury accident, one downed power line, three personal injury accident, two thunderstorm warning, one transformer fire, one fire alarm and one lift assist. New truck in service, everything is working out well.

**Report from the Planning Commission**-Frank Hamilton/See attached report. Frank called David Struck at the County Metropolitan Planner. Frank reported to the Board that the Planning Commission needs have a Planner. Topic of the role and what is expected of a Planning Commission will be in a workshop in October from the County.

**Report from the Cemetery Advisory Committee**-Franz Neruda/The Committee worked on a fee schedule for the columbarium. The columbarium will be delivered tomorrow. Member Connie Bates has been working with a group of people in cleaning headstones. This program has worked out very well.

**Report from the Parks and Recreation Committee**-Don Bates/Chairperson Kathie Toth not present at meeting. Don reported that the pavilion project will start in the middle of July. Member Lyndy working on the porta potties for the parks. New slide has been installed at the Firefighters Park. Some firefighters were at the Fire Hall doing work detail and they helped with the slide project. Committee wanted to thank them. Trustee Neruda reported that the water sample has been collected and taken to the County Health Department for the Ox Roast.

### **Correspondence**

Supervisor Manoleas and Clerk Turner presented various correspondence.

Correspondence from the Road Commission pertaining to the Local road matching funds. Discussion.

### **OLD BUSINESS:**

## **TOWNSHIP HALL PROJECT REPORT**

It was reported that the foundation for the new meeting room has been poured. It was also reported that the project is one week behind schedule.

## **OFFICE COORDINATOR**

Supervisor Manoleas, Treasurer McGriff and Trustee Neruda consist the Committee for this issue. They met with Stacey, and the Union representing the office staff. Discussion. Research was done concerning the responsibilities and wages pertaining to the Office Coordinator position. The Committee received an Office Coordinator

- ✓ Motion by Treasurer McGriff support from Trustee Neruda to approve the office coordinator statement of tasks (consisting of a general summary of duties, statement of tasks, required knowledge, skills and abilities, along with minimum educational qualifications). Yeas: 8 Nays: 0 Motion carried.

It was discussed to contact the Union in order to get a Letter of Agreement in order to open contract and add this position to the contract. It was also mentioned that as soon as the Township receives this letter that agree to create this position then the Board will vote for who will fill this position.

- ✓ Motion by Treasurer McGriff support from Trustee Neruda to increase hourly wage of the person that is given the position of the office coordinator by \$1.50 an hour. Yeas: 7 Nays: 0 Motion carried.

## **WATER ISSUE (KIMBALL TWP)**

No movement on this topic. It was mentioned that Kimball Township needs to make the decision to install a shut off valve in the West Water area. Discussion about a water tower and the future. Supervisor Manoleas would like to promote research on this issue.

## **PONDEROSA SURVEY**

Supervisor Manoleas reported to the Board that he has an appointment with Todd, the foreman of the Road Commission to further discuss this issue. Clerk Turner stated that she would like them to consider doing the north side of Ponderosa. All driveways are gravel.

## **ELECTION LAPTOPS**

- ✓ Motion by Trustee Voight support from Treasurer McGriff to approve the expenditure of \$1,039.00 for election laptops. Yeas: 7 Nays: 0 Motion carried.

## **NEW BUSINESS:**

### **PC INCREASE**

Discussion about this at other meeting. It was now been brought to the Board formally. Discussion.

- ✓ Motion by Supervisor Manoleas support from Trustee Neruda to approve the increase of \$10.00 for members on the Planning Commission, which now will be \$50.00/\$60.00. Yeas: 7 Nays: 0 Motion carried. New pay will be issued in August.

### **SERVER INVOICE**

Supervisor Manoleas reported to the Board that B S & A has mandated this change with the server, which means the Township needs to purchase a server. The Township knew this was coming and the upgrade is needed because the server now is 5 or 6 years old.

- ✓ Motion by Supervisor Manoleas support from Treasurer McGriff to approve the purchase of a server from Hi-Tech in the amount of \$12,722.73. Yeas: 7 Nays: 0 Motion carried.

### **CLOSE OUT BUDGET 2017-2018**

- ✓ Motion by Clerk Turner support from Trustee Voight to close out the 2017-2018 budget to actual amounts. Yeas: 7 Nays: 0- Motion carried.

### **RESCUE SALE**

- ✓ Motion by Supervisor Manoleas support from Trustee Neruda to approve the sale of the rescue unit in the amount of \$8,500.00. Yeas: 7 Nays: 0 Motion carried.

### **NEW ACCOUNT FOR WATER DEPARTMENT**

- ✓ Motion by Clerk Turner support from Supervisor Manoleas to create line item 590/440/800.010. Yeas: 7 Nays: 0 Motion carried.

Clerk Turner explained that this account will be for renovations costs that are not included in the 80/20 split of the Water Department.

### **RECOMMEDATION FOR THE CEMETERY ADVISORY COMMITTEE**

Chairperson Neruda, explained to the Board that the Cemetery Advisory Committee worked on revising the fee schedule to include columbarium costs. The revised list has been recommended to the Board for their approval. Discussion. A slight change was made in the non-resident section, \$700.00 for niche and \$125.00 for an opening and closing.

- ✓ Motion by Supervisor Manoleas support from Trustee Voight to

approve the recommended fee schedule with the changes included.  
Yeas: 7 Nays: 0 Motion carried.

**BUDGET ADJUSTMENTS**

- ✓ Motion by Clerk Turner support from Treasurer McGriff to adjust budget 101/171/702.001 Supervisor to \$25,000.00 for the fiscal year of 2018-2019. Yeas: 7 Nays: 0 Motion carried.
- ✓ Motion by Clerk Turner support from Supervisor Manoleas to adjust budget 101/253/702.003 Treasurer to \$25,000.00 for the fiscal year of 2018-2019. Yeas: 7 Nays: 0 Motion carried.
- ✓ Motion by Clerk Turner support from Treasurer McGriff to adjust budget 101/101/702.004-702.005-702.006-and 702.007 to \$5,000.00 for each trustee. Yeas: 7 Nays: 0 Motion carried.

**FIRE CATT INVOICE \$1,373.70**

- ✓ Motion by Supervisor Manoleas support from Trustee Dortman to approve invoice from Fire Catt in the amount of \$1,373.70 for annual fire hose testing. Yeas: 7 Nays: 0 Motion carried.

**Tidbits**

Paul Muir passed away. It was decided to send card. Also mentioned Dan Jex and his retirement

**SECOND PUBLIC COMMENT**

- Motion by Supervisor Manoleas support from Trustee Neruda to adjourn meeting. Yeas: 7 Nays: 0 Motion carried

Meeting adjourned at 8:53 p.m.

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Respectfully submitted and  
prepared by Kathleen Turner, Clerk

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Approved by Ernie Manoleas  
Supervisor