



Shelby Township Board Meeting

January 4, 2021

7:30 pm

Meeting held via Teleconference

1. Call to order at 7:30 pm by Supervisor Raffaelli

2. Roll call: Richard Raffaelli, Shelby

Marilyn Glover, Shelby

Becky Griffin, Shelby

Cindy Rapes, New Era

Scott Meyers, New Era

Others: Bill Glover, Shelby

Matthew Koppel, Shelby

John Hendrixon, Shelby

Scott Lewis, New Era

Cathy Anderson, Shelby

3. Approval/additions to agenda

Addition of New Business to Agenda by Scott Lewis regarding Dry Township

Motion to approve agenda with additions made by Marilyn Glover, seconded by Scott Meyers. Roll call vote – Marilyn – yes, Scott – yes, Becky – yes, Cindy – yes, Richard – yes. Motion approved unanimously

Motion to approve 12/7/2020 minutes with corrections pointed out by Becky Griffin, the need to add into minutes the Boards acknowledgement of John Hendrixon and Kenneth Near for their years of service to board, and to also extend our sympathy to the Gowell family on the death of Roger who was our Treasurer. Motion made by Cindy Rapes, seconded by Becky Griffin. Roll call vote – Cindy – yes, Becky – yes, Marilyn – yes, Scott – yes, Richard – yes.

Motion approved unanimously

4. Public comments: none at this time.

5. Fire Board report: John Hendrixon presented the Fire Board Report to the Board. November had 5 fire calls, with one being an actual fire, the other 4 were to assist in vehicle accidents and downed wires. An average of 5.2 firefighters per call. Interviews were held in November which resulted in hiring 2 new probationary firefighters who will complete training. Approval from Fire Board to purchase surplus training props from Mason County to train in close quarters and limited entry training was purchased with extra budget money. The previously purchased 800 MHz radios finally arrived and now waiting for the template program to be installed. This programming could take up to 4-6 months to complete. It will give the Shelby Fire Talk group the ability to talk amongst themselves without going through Central Dispatch. Going through Central Dispatch can cause the firefighters to lose contact with each other and by using the radio-to-radio feature it would alleviate this problem. Would also give them direct access to Aero-med.

6. New Business:

A. Change time of monthly board meeting to 6:30/7pm and publish calendar on website. All of Board in favor of 7pm meeting time. Motion made by Scott Meyers and seconded by Marilyn Glover to

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change the time of the monthly Board meeting to 7pm starting in February 2021 and publish calendar on website. Roll call vote – Scott – yes, Marilyn – yes, Becky – yes, Cindy – yes, Richard – yes. Motion approved unanimously.

B. New Township Logo shows the 3 crops that dominate Oceana County, Asparagus, Cherries, and Apples. Also mentioned would be the additional of the Michigan outline with a star showing where Shelby is in Michigan. Graphic designer working on that idea. Also checking on official date that Shelby became a township, current door signs show the date as 1855, but other sources list it as 1865. Waiting for official confirmation from state before that is added to logo. All board members approve of direction new logo is taking. Motion made to approval logo change by appointing Scott Meyers and Richard Raffaelli as a committee to finalize the new logo and present to board for final approval. Motion was made by Becky Griffin with Cindy Rapes seconding the motion. Roll call vote – Becky – yes, Cindy – yes, Marilyn – yes, Scott – yes, Richard – yes. Motion approved unanimously. Becky wondered how it would work on Word. Everyone will have a template to use for official letters and documents.

C. Office Layout and expenditures. New layout would consist of a new file room to store file cabinets and election supplies. Removing countertops and shelving in the reception area by Cathy's desk, moving her desk away from window and making the entrance more welcoming, also would allow us to set up for future Zoom meeting capability. Bids from Gary Clark to do finishing work not to exceed \$2500 and a bid by Herin Construction for building of wall and deconstruct the counters came to \$5042.00. Approval by Becky Griffin for reducing wasted space, Marilyn Glover also agreed and said it would help with elections Cindy also agreed and wanted to make sure there would be enough room for elections. Kudos to Bill Glover for all his work on obtaining bids and drawing up the concept plan. Motion to move forward with new layout and expenditures for \$7500.00 plus getting two more bids from contractors for the new file room, was made by Becky Griffin and seconded by Scott Meyers. Roll call vote – Becky – yes, Scott – yes, Marilyn – yes, Cindy – yes, Richard – yes. Motion approved unanimously.

D. Discussion on making the cemetery position held by Bill Glover into a salaried position for \$7500.00 per year. This will be added to the 2021/2022 budget. Motion made by Cindy Rapes and seconded by Becky Griffin. Roll call vote – Cindy – yes, Becky – yes, Marilyn – yes, Scott – yes, Richard – yes. Motion carried unanimously.

E. Appointment of Becky Griffin to the position of Treasurer was met with approval by all Board members. Becky has done a terrific job of stepping in and filling in Roger's spot. Motion made by Scott Meyers with a second by Marilyn Glover to appoint Becky Griffin to the Treasurers position. Roll call vote – Scott – yes, Marilyn – yes, Becky – yes, Cindy – yes, Richard – yes. Motion approved unanimously.

F. Shelby Township is a dry township. Scott Lewis, owner of Lewis Farm Market and Wedding Venue, has been trying to obtain a liquor license so that his customers who book a wedding venue can be served hard liquor. He has obtained a Pub license, but wedding parties who want the option of serving hard liquor, are going elsewhere. Richard Raffaelli commented that the Board needs to support these businesses, especially along the M20/Oceana Dr. corridor as they have the potential to bring in tourism dollars to Township. MTA says there are only a few ways to change this ordinance. Either by General Election or by having the board with the support of our attorney to hold public

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hearings and the board voting for approval. Lewis Farms would be willing to cover our attorney fees, up to \$500 to get this started. Board remarks were made by all, with the consensus that all approve of looking into this and would support this change in the ordinance. Motion was made by Scott Meyers, seconded by Cindy Rapes to contact Brian Monton (township attorney) to give us the correct path to follow to reverse this dry township ordinance and present it to the Board in February, with attorney fees to be covered by Lewis Farm Market not to exceed \$500. Roll call vote – Scott – yes, Cindy – yes, Marilyn – yes, Becky – yes, Richard – yes. Motion approved unanimously.

7. Old Business: Memorandum of Agreement (MOA) with Shelby Public Schools tabled to February which will cover the agreement between the Township and Schools outlining what the schools would do regarding the new Community Park.

Future Capital Improvements from the Township Board in the amount of \$10-15 thousand to be built into the 2021/2022 budget for capital improvements and expenses for the future of the Shelby Community Park. Board members approve of this idea. Motion was made by Marilyn Glover and seconded by Cindy Rapes to send out to each board member the correct MOA with the provisional approval by the Supervisor and unanimous approval of each board member to the MOA to sign the agreement and to add or subtract any items not in favor of. Roll call vote – Marilyn – yes, Cindy – yes, Becky – yes, Scott – yes, Richard – yes. Motion approved unanimously.

8. Planning Commission/Zoning Report. Matthew Koppel introduced as the new Planning Commission Chairperson. Upcoming Planning Commission meeting will have information presented by Williams and Works on the Masterplan. The Masterplan is a state mandated program that needs to be redone every 5 years, it outlines future growth, housing, and businesses in a township/city. Motion to budget \$10,000 to Planning Commission to use for the Masterplan made by Marilyn Glover and seconded by Scott Meyers. Roll call vote – Marilyn – yes, Scott – yes, Becky – yes, Cindy – yes, Richard – yes.

Move Planning Commission and Zoning to spot after Fire Board on future agendas.

Zoning report had Bill Glover contacting local business about the replacement of a billboard sign without proper approval. Business will be sending in an application with the proper fees for the new sign.

9. Supervisor report:

1. Sent out 13+ letters to residents that border Recreation Park property, letter asked that if resident had any question to please contact Richard directly and set up a meeting. He had contact with one resident already and has another meeting set up for later this week.

2. Brian Monton is looking into what we can borrow legally as a Township for the Road Plan. The government restricts how much a township can borrow. Our estimate is around \$1.3 million.

10. Treasurer's report:

Need information on CD's, what are they doing and what are the maturity dates. Give information to Cathy and she can forward to board members.

Need to have cemeteries showing three revenue streams for the 3 township cemeteries. Income to be broken between costs, also look at having a wall for cremains as revenue.

11. Clerks report:

Problems with QuickBooks resulted in having to reissue a check to the assessor because no taxes were taken out of her check.



Bills and Invoices totaling \$20,897.12 presented for payment. Motion to pay bills as presented made by Scott Meyers, seconded by Marilyn Glover. Roll call vote – Scott – yes, Marilyn – yes, Becky – yes, Cindy – yes, Richard – yes. Motion approved unanimously.

12. Public comment – None

13. Motion to adjourn at 9:09 pm, made by Cindy Rapes, seconded by Scott Meyers. All in favor – Aye...Meeting adjourned.

Respectfully submitted,

Marilyn Glover, Clerk