TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES OF TOWNSHIP BOARD MEETING 5-0 WITH CORRECTIONS

JANUARY 16, 2020

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

AUDIENCE: 9

1. **AGENDA:**
2. Meeting was called to order at 11:04 AM. Martel, Schultz, Cook, Petersen and Windiate present. CITIZEN COMMENTARY: Dave Barr asked what the total cost of the Clerk department is, including salary. Cook will get him the details.
3. Agenda Content: **Motion** to accept with changes passed 5-0. Add 4B. Paint Bid and 5A. Salary Resolutions.
4. Out Sourcing Payroll: The discussion included pros and cons of using an outside vendor for township payroll. BS&A is excellent software and we pay a lot to have it. To assist Clerk, and to help prevent further mistakes, it is suggested that all payroll hours be submitted by 10:00 AM on the Friday before payday. A report will be printed for the Treasurer before paychecks are printed to verify accuracy. Clerk and Deputy can cross check as well. No action taken.
5. A. The Township Planner has resigned.Discussion included the need to fill the position or whether a part-time consultant would be adequate. Most agreed a Planner was needed in some capacity. It was suggested we begin the search for a Planner now to be ready for Spring.

B. Painting Bid for Kitchen area and hallway. The **Motion** by Cook to pay the remaining balance for the current job, accept the bid for the next painting project, as well as the chair molding needed in the conference room by setting aside $10,000 to cover the cost was approved 5-0.

5. A. Salary Resolutions: Resolutions will be approved at the Regular Board Meeting January 21st so have yours ready.

 B. Michigan Trail Special Assessment is coming back to the Board. A Special Meeting will be required as too much time has elapsed since they first began this request. Conditions we will need to consider before approval were discussed. No formal action taken.

6. Budget Dates: No specific dates were set. It was agreed to use BS&A format from last year for this year as well. CONTINUE TO USE TEAM FORMAT.

7. No Public Comment given.

8. Board Comment: Martel will have information for next week’s Board Meeting for Salary and a Payroll Policy relating to salary. With no further business the meeting was adjourned at 1:10 PM.

These Minutes are respectfully submitted and are subject to approval at the next regularly scheduled meeting.

Kathy S. Windiate

Township Clerk