Westphalia Township

Regular Meeting December 14, 2020

DRAFT MINUTES – VIRTUAL

13950 Pratt Road, Westphalia MI, 48894

Supervisor Trierweiler called the meeting to order with the Pledge of Allegiance to the Flag at 6:00 pm. Board members present were Supervisor Trierweiler, Trustee Barker, Trustee Thelen, Treasurer Buckley, and Clerk Platte. This meeting was held via Zoom per the recommendation of Michigan Department of Health and Human Services (MDHHS) that township meetings must continue to be held completely virtually until Dec. 20, following an [extension made](http://r20.rs6.net/tn.jsp?f=001zN-vvoLiQY6PQ1Zl4gcurtq8wiD1M5lN7Kiai8j1UHpPYBg9TmVBnwi1Awdeq-xabD6WE8xPbD1dWVIfdnwjYfLuOWvDHbX0KwPZ9SwPv1L8vzj040nBs7VzDi5wUP0t3m2ty1xiEt7k_0JwV_vmuOGCD0b-WOsCu2Rviizrf9gVcWrPq-PAjVYvpOzqgxO5O3LOeJIVlhUCvZ7f_-BRbRfCpNOXlp5u&c=97htX3H-d7Zt8g2Nis1E7_oxHaOcWplMs72kd5RNxaNE7cmVdKs-Gg==&ch=5kZMRh2OmzJXa3B3LLNvrYUltj6MCPcf5p0KUCB5h41CduPVNekw9Q==) on December 7, 2020 of its “pause” in to certain indoor and group activities, in an attempt to curb the spread of COVID-19 throughout the state.

Guests: Troy Thelen

A motion was made by Platte supported by Buckley to accept the minutes from October 14, 2020 with the correction of the absence of Clerk Platte to be corrected as being present and the presence of Trustee Fox to be corrected at absent. Also, in paragraph three, the word “every” should say ever. Motion carried.

Treasurer Buckley presented the financial statements via email to all board members. A motion was made by Treasurer Buckley to approve the financial statements as well as bills presented for the General and FD funds, seconded by Barker. Motion carried.

Supervisor Trierweiler spoke about the special election that is to be held sometime in May, 2021 as the renewal of millage for the roads, as well as the fire department, did not get put on the November 2020 ballot. He spoke with Todd Hopey (spelling), from Foster Swift, in regards to a recommendation on the verbiage that needs to be used for ballot specifications.

The board adopted the following policies/procedures that were designed for Westphalia Township by Maner Costerisan in January 2020:

1. CONFLICT OF INTEREST POLICY
2. INTERNAL CONTROLS / BASIC ACCOUNTING PROCEDURE
3. ANTI-FRAUD POLICY
4. BUSINESS CONTINUITY & DISASTER RECOVERY POLICY
5. ACH and ELECTRONIC TRANSACTIONS POLICY

Supervisor Trierweiler spoke briefly about the Inter-Governmental Agreement with the Equalization Department. A motion was made by Treasurer Buckley to accept the agreement and was supported by Trustee Thelen. Motion carried.

Supervisor Trierweiler asked the board if we wanted to do a donation again to the Village of Westphalia for keeping the entrances of the Fire Department clear during the winter months. He has the approval of the board to use the township credit card for this.

Supervisor Trierweiler announced that the fire department will be getting new radios as the two-ways they currently have are becoming obsolete. The total amount for this purchase would have been $73,604.00 but with the help of some grant money the township will only have to pay $7360.00. He also mentioned that Kevin Zimmerman, Kyle Hanses, and Adam Denittis will be joining the Fire Department and their training will begin January 5, 2021.

Supervisor Trierweiler brought up the tabled issue of COVID pay. When he spoke with Fire Chief Randy Bengel, the fire department denied this pay as previously Fire Chief Randy Bengel stated that there was not enough runs to support applying for this. Upon discussion, Clerk Platte asked for pay for the election

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works and made a motion to pay the election works in the amount of $75.00 to $100.00 for the November 2020 election with the board’s approval. With the motion not seconded, the motion was denied.

Hall rentals will be suspended until April 1, 2021 at this point. It will be readdressed at that time. Supervisor Trierweiler asked for a roll call vote to be taken. Supervisor Trierweiler, yea; Trustee Barker, yea; Trustee Thelen, yea; Treasurer Buckley, yea; and Clerk Platte, yea.

The new board trustees, Michelle Barker and Andrew Thelen, were sworn in on November 20, 2020.

Treasurer Buckley drew up a contract for Karen Pung in regards to cleaning of the hall for a one year contract as that is all Ms. Pung wanted to do.

Treasurer Buckley stated her findings on a stamp machine for the township hall. She looked into a machine on the Pitney Bowes website. There is a machine with a five-pound scale for $23.00 per month and another machine that would be in the sum of $43.00 per month. There was not a machine that was portable so this was something that Treasurer Buckley wasn’t interested as she stated she does most of her mailings from home but that she thought it would be a good idea for the township to have a machine for the elections as she watched Clerk Platte do the mailings from the November election. Treasurer Buckley will look into the cost of bulk stamps for machine and see if there is a discounted rate. A motion was made by Treasurer Buckley to purchase the machine and supported by Trustee Barker. Motion was carried.

Clerk Platte asked the board what they wanted to do about snow removal as the season is upon us, put an ad in the newspaper or ask Mr. Pohl again. Supervisor Trierweiler stated that he would ask Jim Pohl again to see if he would be interested in doing this this season for the township as he has done this for a couple of years at a cost of $100.00 per removal. Treasurer Buckley stated that if Mr. Pohl does do the snow removal again that he needs to make sure he is at the township every time there is snow on the ground due to the drop box, at the hall, being used by many township residents. Supervisor Trierweiler indicated that he thoughts Mr. Pohl didn’t want to use tax-payer dollars up. Treasurer Buckley stated that if Mr. Pohl does not want to salt, she would do that when she was at the hall.

Clerk Platte mentioned that she spoke with Michigan Township Association today and that the recommendation of virtual meetings was going to try to be extended until March and if that is the case Supervisor Trierweiler would like to purchase Zoom or Teams if the December 20, 2020 does get extended for virtual meetings. With this purchase, anyone who is on vacation or out of the office and would like to attend a meeting has the opportunity. A motion was made by Clerk Platte to purchase one of the mentioned virtual assistances if the extension goes past December 20, 2020. Barker supported. Motion carried. Clerk Platte asked Trustee Barker if she would be willing to set this up as she stated she had experience with Zoom. She said that she has not purchased one herself and she would help but would like to use a township email instead of a personal email. We will be using the treasurer’s email for this purchase and Trustee Barker and Treasurer Buckley will work together to get this set up if needed.

The land division for Mr. Luke Martin was taken to the Planning Commission and was accepted. This now will go to the Board of Commissioners for a final vote. Mr. Martin has three lots to sell on his land and the reason he could sell this land, according to Supervisor Trierweiler, is that the land was in part of the expansion zoning for Westphalia Township. Supervisor Trierweiler also stated that he has had a few calls in this regard.

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Next scheduled meeting will be January 11, 2021 @ 6:00 p.m.

There being no further business, a motion to adjourn was made by Buckley, supported by Platte at 7:08 p.m. Motion carried.

Respectfully submitted

Heather Platte, Clerk Francis Trierweiler, Supervisor