**941**

**CRYSTAL TOWNSHIP**

Regular Meeting

February 15, 2021

This meeting was called to order by Supervisor, Debra Herrera at 7:00pm with the pledge recited.

**Board members present:** Debra Herrera, Pat Amstutz, Catherine Walker, Rosalie Sauser and Tom Oomen.

**Citizens present:** Ron Smith, Al Purdy and Ron Christians

Motion by Cathy Walker seconded by Tom Oomen to approve the Regular Meeting Minutes held on January 18st, 2020, with one change: Change the total of bills to $10,495.08. The $10,369.04 was incorrect.

VOTE: C. Walker-Aye, T. Oomen-Aye, R. Sauser-Aye, D. Herrera-Aye, and P. Amstutz-Aye. Motion passed.

**Changes to the Agenda:**  Under Old Business add (F) Fire Dept. raises.

**Fire Department:**

1. The plaque for Jack Mustard will be picked up on Wednesday, Feb. 17th, 2021. The Clerk showed everyone what the plaque would look like.

**Letters & Communications:** none

**Citizens Comments on Agenda Items Only:** none

**Review and Pay Bills:**

Motion by T. Oomen seconded by R. Sauser to pay the bills with checks #9508-#9523.

 VOTE: T. Oomen-Aye, R. Sauser-Aye, C. Walker-Aye, P. Amstutz –Aye, & D. Herrera-Aye. Motion passed

 12/23/2021 9507 State of Michigan for $640.15 (not to be added in Feb. Expenses)

 02/18/2021 9508 Frontier $127.21 Twp. Telephone & Internet

 “”” 9509 Great Lakes Energy $260.72 Electric

 “”” 9510 Republic Services $3,432.54 Transfer Station

 ””” 9511 Excel Propane $646.96 Bldg. & Grds & F. Dept. Propane

 “”” 9512 RLI Bond Insurance $298.00 Official’s Bond Insurance

 “”” 9513 Rory & Rayshel Ruggles $220.00 Snowplowing

 “”” 9514 Cardmember Services $25.02 Fire Dept. Internet

 “”” 9515 Larson & Son Hardware $7.99 Battery (bulb) for Fire Dept.

 “”” 9516 Catherine Walker $155.88 Annual Website & 3hrs Election Audit

 “”” 9517 Allen Purdy $348.88 Fire Chief Salary

 “”” 9518 Catherine Walker $653.59 Treasurer Salary

 “”” 9519 Debra Herrera $548.46 Supervisor Salary

 “”” 9520 Dennis Williams $38.66 2 1/2hrs. Transfer Station

 “”’ 9521 Jared Litwiller $548.46 Assessor Salary

 “”” 9522 Patricia Amstutz $743.65 Clerk Salary, Cemetery

 “”” 9523 Ronald Smith $319.80 Zoning Salary

 2/17/2021 Electronic Feb. 941 Taxes $687.00 Feb. Payroll 941 Taxes

 **Total Feb. Expenses $9,063.28**

Check #9507 was used January 25th for the Dec. 941, because the electronic one did not go thru.

Approved by C. Walker & P. Amstutz because we didn’t want it to late.

**Treasurer Report:** Clerk & Treasurer balance

**Budget Report:** Motion by P. Amstutz seconded by C. Walker to transfer $300 from Contingency to Elections.

VOTE: P. Amstutz-Aye, C. Walker-Aye, D. Herrera-Aye, R. Sauser-Aye, and T. Oomen-Aye. Motion passed.

Motion by P. Amstutz seconded by D. Herrera to transfer $60 from Contingency to Cemetery. Making these two moves will balance the budget for February.

VOTE: P. Amstutz-Aye, D. Herrera-Aye, C. Walker-Aye, R. Sauser-Aye, T. Oomen-Aye. Motion passed.

**Zoning Report:** R. Smith gave his report for the board to go over.

**942**

**Old Business:**

1. Motion by D. Herrera seconded by C. Walker to change the amount of people on the Planning Commission Board from

7 board members to 5 board members; because it is hard to get a quorum to show up for a meeting.

VOTE: D. Herrera-Aye, C. Walker-Aye, P. Amstutz-Aye, T. Oomen-Aye, R. Sauser-Aye. Motion passed.

1. The Camera for the Twp. Computer will be installed this week. A microphone will be coming soon too. Both at no cost to the township thanks to D. Herrera and her son.
2. Wish List for 2021 road work does not have to be voted on before sending it to the road commission.
3. Motion by P. Amstutz seconded by D. Herrera to have Rosalie Sauser take over as Supervisor of Mt. Ulysses Cemetery. All books will be given to her along with some free training.

VOTE: P. Amstutz-Aye, D. Herrera-Aye, T. Oomen-Aye, R. Sauser- Abstained, C. Walker-Aye. Motion passed.

1. Fire Chief, Al Purdy discussed with the township board about what some of the firemen would like changed as far as Salary, Hourly Pay, etc. Motion by D. Herrera, seconded by P. Amstutz to set up a Special Meeting at 6:00pm, on March 15th, 2021 before the Annual and Regular Meeting to put in place a plan.

VOTE: P. Amstutz-Aye, D. Herrera-Aye, T. Oomen-Aye, R. Sauser- Aye, C. Walker-Aye. Motion passed.

**New Business:**

1. Motion by P. Amstutz seconded by R. Sauser to approved the Poverty Guidelines for Tax Exemptions as presented.

VOTE: P. Amstutz-Aye, R. Sauser-Aye, C. Walker-Aye, T. Oomen-Aye, D. Herrera-Aye. Motion passed.

1. Motion by C. Walker seconded by P. Amstutz to approve the Assets Test for Poverty Tax Exemptions as presented.

VOTE: C. Walker-Aye, P. Amstutz-Aye, R. Sauser-Aye, D. Herrera-Aye, T. Oomen-Aye. Motion passed.

1. Motion by D. Herrera seconded by T. Oomen to approve the Application for Poverty Exemptions as presented.

VOTE: D. Herrera-Aye, T. Oomen-Aye, R. Sauser-Aye, C. Walker-Aye, P. Amstutz-Aye. Motion passed.

1. Motion by T. Oomen seconded by P. Amstutz to set March 15th at 6:30pm to have the Annual Meeting.

VOTE: T. Oomen-Aye, P. Amstutz-Aye, C. Walker-Aye, D. Herrera-Aye, R. Sauser-Aye. Motion passed.

1. Motion by C. Walker seconded by R. Sauser to set the Administration Fee for Property Tax to 1%.

VOTE: C. Walker-Aye, R. Sauser-Aye, T. Oomen-Aye, D. Herrera-Aye, P. Amstutz-Aye. Motion passed.

1. Motion by C. Walker seconded by T. Oomen to approve the Preliminary Budget for the New Fiscal Year 2021-2022.

Several questions were asked and answered. Twp. Clerk can also change numbers in the Non-Operations area as tax money comes in for Equity.

VOTE: C. Walker-Aye, T. Oomen-Aye, R. Sauser-Aye, D. Herrera-Aye, P. Amstutz-Aye. Motion passed.

1. Motion by T. Oomen seconded by D. Herrera to continue service with Lake Michigan CPA to do the Audit next year.

VOTE: T. Oomen-Aye, D. Herrera-Aye, R. Sauser-Aye, C. Walker-Aye, P. Amstutz-Aye. Motion passed.

1. Motion by C. Walker seconded by R. Sauser to have Debra, Pat and Cathy go together to the West Shore Bank and cancel out the three Credit Cards the township have now and get new cards for Cathy and Debra. The new cards will be used for Township supplies such as paper towels, toilet paper, etc., annual website payment, Fire Dept. Internet, and Quick Books. Treasurer and Supervisor must turn in all receipts as soon as there is a purchase.

VOTE: C. Walker-Aye, R. Sauser-Aye, D. Herrera-Aye, T. Oomen-Aye, P. Amstutz-Aye. Motion passed.

1. Motion by D. Herrera seconded by R. Sauser to give the Household Hazardous Waste Disposal Program $100.

VOTE: D. Herrera-Aye, R. Sauser-Aye, P. Amstutz-Aye, T. Oomen-Aye, C. Walker-Aye. Motion passed.

1. Motion by T. Oomen seconded by R. Sauser to accept P. Amstutz’ Resignation as Clerk, effective February 28th, 2021

VOTE: T. Oomen-Aye, R. Sauser-Aye, C. Walker-Nay, P. Amstutz-Abstained, D. Herrera-Aye. Motion passed.

**Citizens Comments**: Ron Christians gave the township board an update on what the County Commission has been doing.

**Adjournment:**

1. Motion by P. Amstutz seconded by R. Sauser to adjourn at 8:42pm.

 VOTE: P. Amstutz-Aye, R. Sauser -Aye, D. Herrera-Aye, T. Oomen-Aye, C. Walker-Aye. Motion passed.

Respectfully Submitted,

Patricia Amstutz, Clerk