

<p style="text-align: center;">CRYSTAL TOWNSHIP 1499 E. HAMMET ROAD, HART, MI 49420 <b>APPROVED MINUTES</b> MAY 20, 2024 AT 7PM</p>	
<p>Supervisor Hyslop called the Regular Board Meeting to order at 7pm</p> <p><b>Members Present:</b> L. Hyslop, C. Walker, K. Oomen, J. Stevenson, &amp; B. Seymour</p> <p><b>Absent:</b> none</p> <p><b>Guest Present:</b> Ron Smith, Dawn Riley, Paul Erickson, Adam Herrera, &amp; Chief Al Purdy</p>	<p style="text-align: center;"><b>CALL TO ORDER</b> <b>ROLL CALL</b></p>
<p>Moved by C. Walker, Seconded by K. Oomen to approve prior meeting minutes.</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes: April, 15, 2024</li> <li>• Regular Meeting</li> </ul> <p><b>Voice Vote - Motion Carried</b></p>	<p style="text-align: center;"><b>MINUTES</b> <b>APPROVED</b></p>
<p>These were the changes made to the agenda:</p> <ol style="list-style-type: none"> <li>1. New Business <ol style="list-style-type: none"> <li>a. 4 sheets ¾ in treated plywood for Sexton</li> <li>b. QuickBooks Upgrade</li> <li>c. Oceana County Road Commission (OCRC) Verbal bid</li> </ol> </li> <li>2. Old Business <ol style="list-style-type: none"> <li>a. Proposal for check writing capabilities</li> </ol> </li> </ol>	<p style="text-align: center;"><b>CHANGES TO</b> <b>AGENDA</b></p>
<p>None</p>	<p style="text-align: center;"><b>CITIZENS</b> <b>COMMENTS</b></p>
<p>L. Hyslop received a phone call from K. Volcamp (sp?) wanting to donate money to pave the road between the park and the bar. L. Hyslop confirmed it would cost around \$400,000 per mile. L. Hyslop sent correspondences to OCRC for more information.</p>	<p style="text-align: center;"><b>COORESPONDENCE</b></p>
<p>Chief Purdy presented the board with a quote of the total of \$500.00 for specific safety equipment from Impact Rescue, LLC. Fire Department's budget is zero for such line items. Opinion of the board agreed to hold expense until next month to vote in order to allot money in the budget for line item.</p> <p><i>Chief Purdy also submitted an invoice from Impact Rescue, LLC for servicing existing equipment for \$760.00 to be paid (due 5/26/2024). Nothing was decided on, although brought up.</i></p> <p><b>Board Approved</b></p>	<p style="text-align: center;"><b>FIRE DEPARTMENT</b> <b>REPORT</b></p>

<p>Zoning Administrator R. Smith reported the following (report was received and placed on file):</p> <ol style="list-style-type: none"> <li>1. Wrote 3 permits.</li> <li>2. Lawyer will re-send blight letter due to wrong address.</li> <li>3. Both recipients were given 30 days to remove blight and clean up location.</li> <li>4. Two headstones in cemetery tipped over. Clerk will reach out to Howard Gardner on what to do in this situation.</li> </ol>	<b>ZONING REPORT</b>
<p>Clerk B. Seymour reported the following:</p> <ul style="list-style-type: none"> <li>• AV ballot drobox will need video surveillance installed before the Primary Election in August 2024.</li> <li>• B. Seymour has been assisting many families and funeral homes concerning the township cemetery.</li> </ul>	<b>CLERK'S REPORT</b>
<p>Moved by K. Oomen, Seconded by J. Stevenson to approve May bills in the amount of \$76,487.95.</p> <ul style="list-style-type: none"> <li>• Oceana County Road Commission (OCRC) <ul style="list-style-type: none"> <li>○ <b>Scope of Work:</b> Madison Rd Turnpike and Place Gravel from 120<sup>th</sup> to 126<sup>th</sup> Ave. Add on - Transfer Station Slag.</li> <li>○ L. Hyslop received a verbal quote that the Transfer Station slag would cost a few extra hundred dollars more since they were doing work in the area. However, when they sent Crystal Township the invoice, it increased by \$2,624.99.</li> <li>○ L. Hyslop requested an opinion from the board by asking if they should pay from the original quote or pay the amount from the invoice.</li> <li>○ <b>Moved by L. Hyslop, Seconded by J. Stevenson to approve paying OCRC the original quote of \$64,350.00.</b></li> <li>○ <b>Voice Vote – Motion Carried</b></li> </ul> </li> <li>• L. Hyslop voiced concerned about the GLE bill generated for the Transfer Station. B. Seymour asked L. Hyslop if he'd like her to do an audit and he agreed.</li> </ul> <p><b>Voice Vote - Motion Carried</b></p>	<b>REVIEW &amp; PAY BILLS MOTION FOR APPROVAL</b>
<p>Treasurer C. Walker reported the following (reports were received and placed on file):</p> <p><b>Beginning Balance:</b> \$435,229.73  <b>Bank Interest:</b> \$1099.73  <b>Cash Disbursements:</b> \$13,161.06  <b>Bank Fees:</b> \$20.00  <b>Ending Balance:</b> \$422,060.90</p>	<b>TREASURER'S REPORT</b>

<p>Supervisor L. Hyslop reported the following:</p> <ol style="list-style-type: none"> <li>1. Roads <ol style="list-style-type: none"> <li>a. Application on RAISED Grant should be completed by June 3<sup>rd</sup> or 4th</li> </ol> </li> <li>2. Park Maintenance, Ballfield, Outhouse, Life Ring, &amp; Park Pavilion Roof <ol style="list-style-type: none"> <li>a. L. Hyslop has been working on the ballfield diamond</li> <li>b. Repairs need to be made to the outhouse roof at the park</li> <li>c. Missing flotation device has been found</li> </ol> </li> <li>3. Transfer Station sign work <ol style="list-style-type: none"> <li>a. L. Hyslop purchased stencils for the transfer station sign; cost \$35.00</li> </ol> </li> </ol>	<b>SUPERVISOR'S REPORT</b>
<ul style="list-style-type: none"> <li>• L. Hyslop asked C. Walker to confirm the correct balance left in the APRA Fund. C. Walker said the corrected balance was around \$1,400.00 and we had until December of 2025 to spend the money.</li> </ul>	<b>OLD BUSINESS a) APRA Fund Review &amp; Update</b>
<p>New Policy / Procedure Rollout for Transfer Station</p> <ul style="list-style-type: none"> <li>• Board approves new policy for Transfer Station Manager, Adam H., to make the calls to Republic Services to cut down on lag time for pick-up.</li> <li>• L. Hyslop will draw up new verbiage to be introduced in next month's meeting</li> <li>• Board discussed the unfairness of other people using the Transfer Station without paying. Public comment by Dawn Riley suggested the possibility of signing in every time to cut down on multiple home infractions, just as the previous manager had done.</li> </ul> <p><b>Board Approved</b></p>	<b>OLD BUSINESS b) Transfer Station Policy / Procedure</b>
<p>Motion by C. Walker, Seconded by K. Oomen to purchase a second download of QuickBooks for the Treasurer (second seat/ download)</p> <p>C. Walker requested to purchase a second seat (download) from QuickBooks to modernize some of her duties. She's been using handwritten means to write and record checks and other record keeping duties which can lead to errors on the accounting side of things. BS&amp;A does provide township Treasurers with tools to better perform their job in this area, however, their programs cost more than the township can financially afford. C. Walker provided the board with a Check Writing Software Request Proposal that was placed on file.</p> <p><b>Voice Vote. Motion Carried</b></p>	<b>OLD BUSINESS c) QuickBooks Software – Check Writing Software Request Proposal</b>
<p>The Sexton requested the township to purchase (4) ¾ sheets of treated plywood for cemetery burials for safety reasons.</p> <p><b>Board Approved</b></p>	<b>NEW BUSINESS a) Sexton Plywood Request</b>
<p>Motion by B. Seymour, Seconded by K. Oomen for the purchase of QuickBooks Software Update to be download on Clerk's computer (one seat/ download).</p> <p>QuickBooks is currently on Clerk's computer. Payroll and Tax Services will be terminated on May 31, 2024 by QuickBooks. A new software update is required to continue using the services that help process payroll and more.</p> <p><b>Voice Vote. Motion Carried</b></p>	<b>NEW BUSINESS b) QuickBooks Software Update</b>

<ul style="list-style-type: none"> <li>• Discussion from the board about some residents of Crystal Township shooting guns late into the night and making a lot of noise. R. Smith mentioned about the potentiality of an ordinance being made. However, when he spoke to the Sherrif, they said it would be a conflict with our 2<sup>nd</sup> amendment rights.</li> <li>• Adam Herrera stated that he has been spreading the word about recycling at the Transfer Station with 50% positivity response.</li> <li>• Discussion from the board about the possibilities of moving one of the Fire Department's filing cabinet out of the Township office to make room. Chief Purdy requested that the filing cabinet remain in office due to sensitive documents.</li> <li>• Discussion regarding the Crystal Dam and park. Dawn Riley and Paul Erickson made some remarks.</li> </ul>	<p><b>PUBLIC COMMENTS</b></p>
<p>Motion by J. Stevenson, Seconded by B. Seymour to adjourn the meeting at 8:11pm.</p> <p><b>Voice Vote. Motion Carried.</b></p>	<p><b>ADJOURNMENT</b></p>