

ROSCOMMON TOWNSHIP BOARD REGULAR MEETING MINTUES	
December 5, 2017	
8555 Knapp Road, Houghton Lake, MI 48629	
Supervisor Randall called the meeting to order at 7:00 p.m., Fire Chief Joe Williams lead the Pledge of Allegiance.	Call to Order
Board Present: Randall-Supervisor, Milburn-Clerk, Hose-Treasurer, DuPuis-Trustee, and Christian-Trustee.	Roll Call
CONSENT AGENDA	
Motion by Hose, second by Christian, to approve the items on the Consent Agenda with the additional bills. All yes, Motion carried.	Approved
PUBLIC COMMENT	
None at this time.	None
NEW BUSINESS-moved	
Supervisor Randall asked if the Board would consent to moving New Business #1 forward in the meeting so the Scrub N Bubbles staff could leave for another appointment. Board agreed.	
Certificate of Appreciation was presented to Joe and Rick Lendrum of Scrub N Bubbles LLC, for their donation of the beautiful Christmas tree and decorations for use at the Roscommon Township Community Hall to be enjoyed by those using the hall.	Certificate of Appreciation
CORRESPONDENCE	
Letter from Brenda Reinbold was read concerning a No Parking/Fire Lane sign at the end of Clarence Street. Trustee/Ordinance Officer DuPuis will write a letter to new property owners regarding lawful road end usage. Fire Chief Williams was asked about the fire departments use of road ends. Supervisor Randall will contact Road Commission regarding process of getting a Fire	No Parking/Fire Lane sign on Clarence Street
68th Annual Tip-Up-Town Parade request for January 20 was discussed. Motion by Milburn, second by Hose, to authorize Supervisor to proceed with permitting process with MDOT for 2018 Tip-Up-Town Parade. All yes, Motion carried.	Tip-Up-Town Parade
UNFINISHED BUSINESS	
Dangerous Building hearings scheduled for December 7, 2017, at the Houghton Lake Building Agency were discussed. There will be a report of findings at January meeting.	Dangerous Building Ordinance Hearings
NEW BUSINESS	
Budget Work Session was scheduled for January 17, 2018, at 9:00 a.m.	Budget Work Session
Roscommon Township Guidelines for Poverty Exemption for Board of Review was discussed. Motion by DuPuis, second by Christian, to adopt Resolution #2017-12-5, Roscommon Township Guidelines for Poverty Exemption for Board of Review as presented with updated Federal Poverty Guidelines for 2018. All yes, Motion carried.	Resolution #2017-12-5 Roscommon Township Guidelines for Poverty Exemption
The Special Assessment District for Tower Hill Road and financial hardship deferral was reviewed. Motion by Hose, second by DuPuis, to adopt Resolution #2017-12-5a to adopt the Application for One Year Financial Hardship Deferral of Special Assessment with the 2018 Federal Poverty Guidelines as established. All yes, Motion carried.	Resolution #2017-12-5a Application for Financial Hardship Deferral of Special Assessment
Roscommon Township Fire Department generator maintenance agreement with Wolverine Power Systems was reviewed. Motion by Milburn, second by Christian, to authorize Clerk to execute contract with Wolverine Power Systems for annual Maintenance Program Level one with two hour Load Banking option for an annual cost not to exceed \$855.00 plus reasonable surcharges. All yes, Motion carried.	Roscommon Township Fire Department Annual Generator Maintenance
Letter from Cody Parr resigning as secretary/treasurer of the Roscommon Township Fireman's Association was discussed. Motion by Hose, second by Milburn, to acknowledge Cody Parr's resignation as secretary/treasurer for the Roscommon Township's Fireman's Association due to training conflicts effective December 5, 2017, and the Roscommon Township Executive Committee will appoint their candidate for this future non-compensated position. All yes, Motion carried.	Roscommon Township Fireman's Association Secretary/Treasurer

<p>Fire Department request to purchase new extraction equipment to replace the 1989 extraction equipment was discussed. Fire Chief Williams said that Time Emergency was offering the best price. Motion by Milburn, second by DuPuis, to authorize purchase of new Amkus extraction equipment from Time Emergency as per estimate 542 dated November 2, 2017, for an amount not to exceed \$25,402.40, from line item 210-000-977-00. All yes, Motion carried.</p>	<p>Purchase of extraction equipment</p>
<p>Fire Departments request to replace 20 year old Argo was presented by Fire Chief Williams. There was discussion regarding outdated equipment on current Argo and \$4,000 in repairs that were needed to put it back into working order. Research was done and Central Motor Sports was offering to trade in old Argo for new 2016 Argo. Motion by DuPuis, second by Hose, to authorize purchase of a new 2016 Argo Model 750 HDi from Central Motor Sports for a cost not to exceed \$23,000.00 from line item 210-000-977-00. Said price includes trade-in of 1998 8x8 Conquest, Serial No CB15331 for an amount of \$1,910.00. All yes, Motion carried.</p>	<p>Purchase of 2016 Argo</p>
<p>Letter from Roscommon Township Fire Department Captain Phil Lumsden was read. Motion by DuPuis, second by Christian, to accept the resignation of Phil Lumsden as Captain of the Roscommon Township Fire Department and to remain at the level of Firefighter effective November 30, 2017, with the Board's sincere appreciation for his service to the Fire Department. All yes, Motion carried.</p>	<p>Resignation as Fire Department Captain</p>
<p>Supervisor discussed Michigan State Tax Commission Local Government Property Assessing Summit. Motion by DuPuis, second by Christian, to authorize overnight accommodations and mileage for Supervisor/Assessor to attend Local Government Property Assessing Summit in Lansing on January 25, 2018. All yes, Motion carried.</p>	<p>Local Government Property Assessing Summit</p>
<p>Recognition of School Choice Week January 21-27, 2018 was presented. Motion by Milburn, second by DuPuis, to adopt Resolution #2017-12-5b, WHEREAS all children in Roscommon Township should have access to highest-quality education possible; and WHEREAS Roscommon Township recognizes the important role that an effective education plays in preparing all students in Roscommon Township to be successful adults; and WHEREAS quality education is critically important to the economic vitality of Roscommon Township; and WHEREAS Roscommon Township has a multitude of excellent education options from which parents can choose for their children; and WHEREAS educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and WHEREAS our area has many high-quality teaching professionals who are committed to educating our children. NOW, THEREFORE, Roscommon Township does hereby recognize January 21-27, 2018 as ROSCOMMON TOWNSHIP SCHOOL CHOICE WEEK.</p>	<p>Resolution #2017-12-5b Recognition of School Choice Week</p>
<p>Household hazardous waste collection report was reviewed.</p>	<p>Hazardous Waste Report</p>
<p>Quotes for repairs to the Compost Center equipment was discussed. Motion by Christian, second by Milburn, to approve repair to the Mobark Chipper as per quote from Western Industrial Equipment for an amount not to exceed \$1,566.88 to be taken out of line item 226-000-770-00. All yes, Motion carried.</p>	<p>Compost Center Mobark Chipper Repair</p>
<p>Motion by Hose, second by Milburn, to approve repair to the Case Tractor as per quote from Western Industrial Equipment for an amount not to exceed \$4,729.88 to be taken out of line item 226-000-770-00. All yes, Motion carried.</p>	<p>Compost Center Case Tractor Repair</p>
<p>Motion by DuPuis, second by Christian, to authorize the following budget amendment: \$2,200.00 from line item 226-000-999-00 to line item 226-000-770-00. All yes, Motion carried.</p>	<p>Budget Line Adjustments</p>

<p>BS&A software for Clerk and Treasurer quote was reviewed and discussed. A suggestion from Auditor for a reconciliation report submitted by Treasurer and Clerk to Board was reviewed. Board consensus to not purchase BS&A software and services as presented. Motion by DuPuis, second by Christian, to adopt Resolution #2017-12-5c, a policy effective January 9, 2018, that the Clerk and Treasurer utilize and submit to the Roscommon Township Board the Monthly Bank Reconciliation Report as per recommendation by the Township Auditor. The Clerk and Treasurer fill in their respective balances each month to document the fact that everything is reconciled and sign at the bottom and designate the date of the Roscommon Township Board Meeting said document is presented to the Board. Since the regularly scheduled meetings of the Roscommon Township Board are the first Tuesday of the month, bank statements are not usually available, therefore said report will be for the month preceding the month prior to the board meeting (Example: January 9, 2018 report will show that the month of November is completely reconciled.) All Yes, Motion carried.</p>	<p>Resolution #2017-12-5c Submit Reconciled Reports each month to the Board</p>
<p>Updating the Credit Card Use Policy was discussed. Motion by Hose, second by Milburn, to adopt Resolution #2017-12-5d, Roscommon Township Credit Card Use Policy as presented with options excluded. All yes, Motion carried.</p>	<p>Resolution 2017-12-5d Credit Card Use Policy Update</p>
ANNOUNCEMENTS	
<p>Supervisor mentioned December Board of Review is scheduled for December 12, 2017 and is for errors and omissions, principal residence review, poverty exemptions and veteran exemptions. Assessment reviews can only be brought before the March Board of Review.</p>	<p>December Board of Review</p>
PUBLIC COMMENT	
<p>None at this time.</p>	<p>None</p>
ADJOURN	
<p>Motion by Hose, second by Christian, adjourn at 7:57 p.m.</p>	<p>7:57 p.m.</p>
<p>Carie A. Milburn, Township Clerk</p>	<p>Date:</p>
<p>Diane F. Randall, Township Supervisor</p>	<p>Minutes prepared by Anna Stogiera</p>

