

EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MONTHLY BOARD MEETING
JANUARY 8, 2025

The January board of trustees meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag.

Roll call was taken with Butler, Keith Scott, Reliford, Kot, and Jackson all present.

The consent agenda was approved with a motion by Reliford and support by Keith Scott. Motion passed. The consent agenda consisted of the December 11th meeting minutes and the December financial statement. The December financial statement is as follows: CD's \$75,880.58, tax acct. \$266,668.13, trust & agency \$6,576.35, bldg. admin. \$17,658.47, general fund \$53,591.89, revenue sharing \$590,491.07, park \$25,534.30, A.R.P.A. \$0.00, fire millage \$23,075.93 and road millage \$31,393.22. Accounts payable for December had a total paid expenses of \$16,901.78 paid out of the general fund.

February 14, 2025 will be the last day to pay winter tax bills.

Drafts by departments for the township newsletter were submitted to the board. Information is still needed from the Assessing department. The board discussed having the dumpster day date be May 17, 2025. Supervisor Butler will contact Jeff's Rubbish to confirm.

A special meeting will be held on February 19, 2025 at 9:30 a.m. for the purpose of a budget workshop for the 2025-2026 fiscal year.

Installation of the new cameras for the township hall has started. One camera is up and running. Two more still have to be completed.

Supervisor Butler received a quote of \$2,539.50 to update the Township Hall lighting. This includes replacing 130 bulbs to LED, bypassing all of the existing ballast, and fixing the exit/emergency signs. The contact for a second quote never showed up or responded to follow up calls. Butler will contact one more contractor for a quote.

Resolution#2025-1: 2025 Poverty Exemption Policy, Guidelines and Asset Test, was accepted with a motion made by Butler and supported by K. Scott.

Roll call: K. Scott; Yea, Reliford; Yea, Kot; Yea, Jackson; Yea, and Butler; Yea.
Motion was passed.

The board is waiting to hear back on the March Board of Review dates.

November and December's building administrator's report was presented.

The Audit date by King & King will be the morning of June 2, 2025. An exact time still needs to be set.

Butler made a motion to approve the 2025 calendars for the Board of Trustees, Planning Commission, and Zoning Board of Appeals. Jackson supported.

All in favor Aye: 5 Nay: 0

Motion was passed.

Clerk Jackson informed the Board that there is an election security grant available for up to \$1,000.00 that can be used to reimburse the purchase of a new election day laptop as the existing one is no longer any good. This purchase must be made by February 28, 2025 to qualify for the grant. Supervisor Butler made a motion to spend up to \$1,000.00 to purchase a new election day laptop. Kot seconded the motion.

Roll call vote: Reliford; Yea, Kot; Yea, Jackson; Yea, Butler; Yea and K. Scott; Yea.
Motion carried.

Clerk Jackson informed the board that the required preventative maintenance on election equipment will be in 2025 and to make sure to include this is next fiscal years' budget. While attending the December St. Clair County Clerk's Association Meeting, she also learned that current state contracts with election vendors end February 38, 2027. This means that budgets will need to be sent in place for new election equipment in the coming years.

ARPA funds have all been used and closed out.

Supervisor Butler is waiting to hear back from the mail carrier for the best access point for moving the Township Hall mailbox.

The existing school election coordinating committee agreements have expired and are up for re-evaluation. Butler made a motion to opt-in to the four year agreements again for Capac and Yale school districts. Jackson supported.

All in favor Aye: 5 Nay: 0

Motion passed.

Treasurer Kot would like to look into changing out and upgrading the through wall wooden drop box on the building.

Planning updated the board on solar farm inquiries and a letter of intent for a sea container on Sullivan Rd that does not meet the required offsets.

The Park Committee informed the board that their contract with The Foundation is up, but they are still working with the committee to finish up what they started. Future grants will most likely require match money to qualify. Money from the General Fund will need to be incorporated into the 2024 – 2025 budget for park improvements.

Correspondence: The annual township meeting with the St. Clair Road Commission will be February 4, 2025. Butler and K. Scott plan to attend the 3:15 – 4:30 p.m. meeting. The drains at large estimate for next fiscal years' budget should also be received after this meeting.

A visitor commented on Breen Rd drainage concerns. An email was also received on Quain Rd ditch concerns.

A road tour folder will be created for all correspondences relating to roads and ditching projects. This will allow board members going on the road tour to know where requested special attention should be looked at.

Reliford made a motion to adjourn and was supported by K. Scott, Motion carried. The meeting was adjourned at 8:22 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Stephanie Jackson', written in black ink.

Stephanie Jackson, Clerk

