

633

**BEAVER CREEK TOWNSHIP
REGULAR MONTHLY MEETING JULY 9, 2013**

The regular monthly meeting of the Beaver Creek Township Board was called to order by the Chair at 7:00 pm July 9, 2013. Board members present: Ashton, Balmes, Little and Hartman. Absent: none.

The Pledge of Allegiance and Invocation were led by the Supervisor.

AGENDA APPROVAL:

Motion by Little and seconded by Balmes to approve the agenda as presented. All ayes, motion carried.

APPROVAL OF MINUTES:

Motion by Little and seconded by Balmes to approve the minutes from the June 11, 2013 and June 22, 2013 minutes. All ayes, motion carried.

TREASURER'S REPORT:

Treasurer reported 2,297 tax bills were sent out. Treasurer gave her resignation, effective September 1, 2013.

Motion by Little and seconded by Ashton to accept the Treasurer's resignation. Roll call vote with all ayes, motion carried.

CLERK'S REPORT:

There are End of Year financial reports in your folders: Budget Report, Profit & Loss and Balance Sheet.

SUPERVISOR'S REPORT:

The supervisor has had many complaints on the gypsy moths and you can get more information at www.roscommoncounty.net. Several people have requested that we do something at a local level.

John Buggs is doing a great job on the tables, steps, clean up day, mowing etc. The fence has been repaired at the transfer site.

The supervisor has attended the Board of Commissioners meeting and the Supervisor Association meeting.

H.L.U.A.:

The H.L.U.A. has had the fence that surrounds the treatment plant run over by a vehicle and is working on getting that repaired. The yearly audit will be done by J. Anderson. In July, there will be a yearly inspection by the DEQ.

FIRE DEPARTMENT:

The fire chief reported that a wildfire protection plan is being worked on and hopefully there will be funding for a Firewise Program.

DPW:

The fence at the transfer site was fixed after Miss Dig had marked lines. At clean-up day, 2 ½ tons of garbage filled two trucks and 1/4th of a third truck, about the same as last year.

PLANNING/ZONING:

We received a report showing zoning permits issued this year to date. Currently there are no existing complaints or letters of intent to be distributed by the department. Mr. Johnson requested 12" x 24" magnetic signs for the side of his truck showing that he is Zoning Administrator, cost estimate \$55.00. Motion by Balmes and seconded by Little to approve the purchase of the two signs. Roll call vote with all ayes, motion carried.

CORRESPONDENCE:

1. Recycling minutes
2. Noise Ordinance
3. Letter from Jerry Balmes regarding medical. Mr. Balmes stated that he would have his insurance agent call the Clerk to straighten out amount owing. Mrs. Balmes stated we would get the matter resolved.
4. Animal Control Report
5. Resolution regarding Recycling Surcharge

OLD BUSINESS:

1. Trustee Position. Motion by Balmes and seconded by Little to appoint Carol Raybuck to take the vacant Trustee position. Roll call vote with all ayes, motion carried.

NEW BUSINESS:

1. Motion by Ashton and seconded by Balmes to appoint Donald Johnson to the position of Ordinance Enforcement Officer for the township while he holds the position as Zoning Administrator. Roll call vote with all ayes, motion carried.
2. Motion by Balmes and seconded by Little to approve the General Appropriations Act Resolution 2013-2014. Roll call vote with all ayes, motion carried.

**GENERAL APPROPRIATIONS ACT
RESOLUTION NUMBER 2013-2014**

A Resolution to establish a General Appropriations Act for Beaver Creek Township to define the powers and duties of the Beaver Creek Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this Resolution.

The Board of Beaver Creek Township resolves:

Section 1: Title

This Resolution shall be known as the 2013-2014 Beaver Creek Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspapers of general circulation on May 30, 2013 (must be at least six days prior to the public hearing), and a public hearing on the proposed budget was held on June 11, 2013.

Section 5: Estimated Revenues

Estimated Township fund revenues for fiscal year 2013-2014 (July 1, 2013 through June 30, 2014) shall total:

\$ 418,989.00	(#101 – General Fund)
\$ 282,078.00	(#206 – Fire District Fund)
\$ 2,003.00	(#208 – Park Fund)
\$ 991.00	(#212 – Liquor Fund)

Section 6: Millage Levy

The Beaver Creek Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to .9701 mills as set forth by the Crawford County Board of Commissioners.

Section 7: Estimated Expenditures

Estimate Township fund expenditures for fiscal year 2013-2014 (July 1, 2013 through June 30, 2014) for the various Township activities (cost centers) are as follows:

\$ 418,989.00	(#101 – General Fund)
\$ 282,078.00	(#206 – Fire District Fund)
\$ 2,003.00	(#208 – Park Fund)
\$ 991.00	(#212 – Liquor Fund)

Section 8: Adoption of Budget by Reference

The general fund budget of Beaver Creek Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act.

Section 9: Adoption of Budget by Cost Centers

The Board of Beaver Creek Township adopts the 2013-2014 fiscal year general fund budget by cost centers. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each cost center. No transfers of line item appropriations shall be made without prior Board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any Township order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The fiscal officer or Treasurer shall transmit to the Board at the end of each of the first three quarters, and at the end of the month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- (a) A summary statement of the actual financial condition of the general fund at the end of the previous month;
- (b) A summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the previous month;
- (c) A detailed list of: (1) expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date. (2) for each cost center: the amount appropriated; the amount charged to each appropriation in the previous month for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Beaver Creek Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Township Board shall make recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14. Violations of this Act

Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).

3. Motion by Ashton and seconded by Balmes to appoint Bernie Peters to the Planning Commission. Roll call vote with all ayes, motion carried.

4. Motion by Ashton and seconded by Little to appoint Steve Nelson to the ZBA. Roll call vote with all ayes, motion carried.

5. Motion by Balmes and seconded by Little to accept the Workman's Comp Policy 2013-2014. Roll call vote with all ayes, motion carried.
6. The community center carpet needs cleaning and the supervisor suggests that we rent a cleaner from DuBois and have our maintenance person, John Buggs do it.
7. Motion by Little and seconded by Balmes to spend up to \$150.00 to have maintenance build a 4' x 4' x 4' container to hold the garbage bags after an events at the community center. Roll call vote with all ayes, motion carried.
8. The supervisor has suggested that we hold our regular monthly meetings at 10:00 am instead of in the evening. No decision made at this time.
9. Motion by Little and seconded by Hartman to approve the Meeting Schedule/Wage Schedule for the 2013-2014 fiscal year. Roll call vote, ayes: Ashton, Little, Hartman. Nay: Balmes.

WAGE SCALE/MEETING DATES

The Township Board for Beaver Creek Township hereby establishes that there will be one regular monthly meeting, held the second Tuesday of each month, starting at 7:00 p.m. at the Township Hall on the following dates:

July 9, 2013	January 14, 2014
August 13, 2013	February 11, 2014
September 10, 2013	March 11, 2014
October 8, 2013	April 8, 2014
November 12, 2013	May 13, 2014
December 10, 2013	June 10, 2014

Special meetings shall be called at the discretion of the Board, with due and proper notice of such meetings given.

Let it be allowed that Chemical Bank North be designated as the primary depository. Investments may be deposited in any Federal insured bank within the County of Crawford.

WAGES

ELECTED OFFICIALS:

Supervisor	\$23,446.00 per year
If assessing	23,447.00 per year
Clerk	26,290.00 per year
Treasurer	23,446.00 per year
Trustee	2,610.00 per year

ADMINISTRATIVE:

Assessor	\$29,160.85 per year
Secretary	9.25 per hour
Deputies	9.25 per hour
Zoning Administrator	12.00 per hour +

FIRE DEPARTMENT:

Fire Chief	\$37,000.00 per year
Captain	13.29 per hour
Firefighter Lt.	12.18 per hour
Full Time Firemen	12.01 per hour
On Call Firemen	10.18 per hour
Fire Fighter w/o certification	9.17 per hour

NEWLY HIRED MAINTENANCE and Secretarial/Substitutes:

Planning Commission & Zoning Board of Appeals

MAINTENANCE:

Sr. Mtc. Labor	\$11.40 per hour
Mtc. Labor	9.70 per hour
Sr. Transfer Site	11.40 per hour
Cleaning Person	9.70 per hour

ELECTION WORKERS:

Chairperson	\$ 8.50 per hour
Inspectors	7.50 per hour

BOARD OF REVIEW:

Members	\$65.00 per day
---------	-----------------

LIQUOR INSPECTION:

Liquor Inspector	\$75.00 per day
------------------	-----------------

MILEAGE:

00.485 cents per mile

6. Motion by Little and seconded by Hartman to pay the accounts payables in the amount of \$36,014.86, check #28402 through #28442. Roll call vote with all ayes, motion carried.

Meeting adjourned at 7:52 pm.

Sharon K. Hartman, Clerk

**BEAVER CREEK TOWNSHIP SPECIAL MEETING
JULY 11, 2013**

The Beaver Creek Township Board held a special meeting on July 11, 2013 at 11:00 am. Board members present: Ashton, Hartman and Raybuck. Absent: Balmes & Little.

The purpose of the meeting was to loan the fire department money to pay the accounts payable and payrolls.

Motion by Hartman and seconded by Ashton to loan the fire department \$22,000, due to other funds, to cover payroll and accounts payable during July. Roll call vote with all ayes, motion carried.

Meeting adjourned 11:10 am.

Sharon K. Hartman, Clerk

