

December 05, 2016

Supervisor Kelly called the regular meeting of the Summit Township Board to order at 7:00 pm.

Members present: Supervisor Wayne Kelly, Mary Samuels Clerk, Mary Bedker Treasurer, Trustees Duane Cooper and Ed Chase. Absent: None

Motion by Cooper seconded by Bedker to approve the agenda as amended. Ayes all. Motion carried.

County Administrator Fabian Knizacky was in to discuss the Solid Waste Management Plan to request the Township to authorize Mason County Waste be trucked into Wexford County.

Motion by Samuels seconded by Cooper to adopt a Resolution for the Approval of Amendment 2016-1 To The Mason County Solid Waste Management Plan. By action of the Summit Township Board it is hereby resolved that we approve Amendment 2016-1 to the Mason County Solid Waste Management Plan, prepared pursuant to the natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), Part 115, Solid Waste Management , and its Administrative Rules. Ayes all. Motion carried.

County Administrator Knizacky also requested the Township to approve the Standard Terms of Engagement for Legal Services to represent Summit Township, as client, with respect to the tax appeals filed by Consumers Energy Company with the Michigan Tax Tribunal. A motion was made by Bedker and seconded by Chase to approve the terms. Ayes all. Motion carried.

The minutes of the October 3, 2016 regular meeting was approved as presented with a motion by Cooper seconded by Bedker. Ayes all. Motion carried.

Communications: Supervisor Kelly read a letter from Judy and Gene Jankowski regarding the public access on Montgomery Boulevard. Will revisit this in the spring.

1. **Sheriff Report**-Responded to 8 crashes in November. Everything is going well.
2. **Fire Chief Report**- Have been busy. Responded to one structure fire on Basswood Drive. Will have the year end report at the next meeting. They are working on the new pumper truck specifications.
3. **Commissioners Report**-Working on the 5 year review. The mud bog went well. Have completed the gloss testing on the wind turbines. Most all were within the limits. Will retest again next May. Mr. Dave Johnson is retiring from the airport. Tree removal has been approved for the approaches on the landing strip. Discussions on Marijuana will be coming up next year.

Brief Public Comment: Mason County Clerk Cheryl Kelly reported the recount of the November 8, 2016 election will be Friday December 9, 2016. Two members from each township will be present to count the ballots from 8:00 am until completed.

**Under Old Business the Following was Discussed:**

A. None

**1. Parks and Maintenance**

A. None

**Under New Business the Following was Discussed:**

1. Approve Policy and Procedures for viewing public records.

**POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF COSTUMARY BUSINESS HOURS:**

1. Requests for public inspection and copying of public records may be made verbally and/or in writing.
2. Said requests may be directed to the township official and/or authorized individual responsible for said public records.
3. Any requests made pursuant to Michigan's Freedom of Information Act, shall be subject to the statutory requirements of FOIA.
4. If a verbal request is made, the responding township official and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
5. The responding township official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
6. The responding township official and/or authorized individual shall be responsible for the production of the requested copies.
7. The requesting party may be billed for the copies and preparation time if applicable, pursuant to the schedule of charges established by the Township Board.
8. If the request is for inspection of public records, the responding township official and/or authorized individual shall respond in a timely manner, not to exceed five (5) business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
9. The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be the Township or the location where said public records are officially retained.
10. The responding township official and/or authorized individual shall allow such inspection on a mutually agreed upon time and place.
11. The Summit Township Board has contracted with Sam Barnett to handle our Assessing requirements. The Township Assessing records are maintained by the Assessor (231)898-2234. Inquiries and requests for assessing records should normally be directed to the Assessor. The Assessor has all the latest electronic technology that enables him to respond to almost any request at once or within 48 hours at the latest.

A motion was made by Cooper and seconded by Chase to approve the above Policy and Procedure for the Public Inspection and Copying of Public records in lieu of customary business hours.

**Ayes:** Kelly, Samuels, Bedker Cooper and Chase.

**Nays:** None Motion carried.

2. Approve Collection of Summer Taxes for School-Motion by Bedker and seconded by Samuels to approve the collection of school property taxes as certified by the taxing units electing to collect summer taxes on property located within the township. The Ludington School District agrees to pay the township \$4.00 per parcel collection fee on or about September 1, 2016 as invoiced by the Township. Ayes all. Motion carried.

3. **Assign additional responsibilities to Trustee Ed Chase.** Motion by Samuels seconded by Cooper to assign additional duties to Trustee Ed Chase to include working at the Summit Township Transfer Site and custodian for the Summit Township Hall. Ayes all. Motion carried.

The Treasurer's report was given with a September 30, 2016 balance of \$645,373.68, disbursement of 77,520.79 revenues of \$18,804.61, leaving a November 30, 2016 balance of \$586,657.50.

Bedker made a motion to pay the bills totaling \$72,615.17, for check numbers 9768 thru 9813 Inclusive and payroll check #15162 thru 15170 for \$4,905.62. Total for disbursements \$77,520.79. Seconded by Cooper. Ayes all. Motion carried.

**Clerks Report:** Will start to think about road repairs for next year.

**Supervisor's Report**

1. Motion by Bedker seconded by Samuels to thank Terry Woirol for his years of service as Trustee to the Summit Township Board. Ayes all. Motion carried.

**Extended Public Comment-** V Anthony wondered what some of the bills were that are paid by the township.

There being no further business brought before the Board the meeting was adjourned at 7:55 pm. with a motion by Chase and seconded by Cooper. Ayes all. Motion carried.

  
Mary Samuels  
Mary Samuels Summit Township Clerk