

**CHARTER TOWNSHIP OF HAMPTON
REGULAR MEETING MINUTES
July 24, 2023**

The regular meeting of the Charter Township of Hampton Board of Trustees was called to order at 7:00 p.m. by the Supervisor.

PRESENT: Wright, Kenniston, Wisniewski, DeWyse, Samyn, Close

ABSENT: Benchley

ALSO PRESENT: Hewitt and 9 people in the audience

APPROVAL OF AGENDA: Motion by Wisniewski, supported by Kenniston, to add Item B-Update on Finn Road Park Picnic Tables to the presented agenda. Motion carried.

APPROVAL OF MINUTES: Motion by Wisniewski, seconded by Wright, to approve the regular meeting minutes from July 10, 2023 and waive the reading.
Motion carried.

COMMUNICATIONS: Motion by Wisniewski, supported by DeWyse, to receive the June 2023 DPW & DPS Reports and waive the readings.
Motion carried.

AUDITORS REPORT:

Motion by Wisniewski, seconded by Kenniston, the following warrants be approved for payment:

#51078- #51126	General Fund	\$ 99,227.98
#4623- #4634	Sewer Fund	\$ 16,424.77
#2160-#2169	Water Fund	\$ 13,220.44
		<u>\$128,873.19</u>

AYES: Wisniewski, Kenniston, Wright, DeWyse, Samyn, Close

ABSENT: Benchley

NAYS: None

Motion carried.

OPEN TO THE PUBLIC: Sandy Stachowiak addressed the Board regarding the garbage special assessment.

OLD BUSINESS: Motion by Wisniewski, seconded by Kenniston, the following resolution be adopted:

The Township Board of Trustees for the Charter Township of Hampton direct the Supervisor to prepare plans to create a special assessment district for the purpose of financing the collection and disposal of garbage and rubbish, which plans shall include an estimate of cost and manner of collection and to tentatively designate the special assessment district and the parcels to be assessed. The plans shall be brought back to the Board of Trustees for the purpose of declaring by resolution its intent to proceed.

AYES: Wisniewski, Kenniston, Wright, DeWyse, Samyn, Close

ABSENT: Benchley

NAYS: None

Motion carried.

Wisniewski gave an update to the Board regarding the condition of the picnic tables at Finn Road Park.

NEW BUSINESS: Motion by Wisniewski, supported by Kenniston, to approve the following Subdivision Policy:

The purpose of this policy is to acquaint the developers of subdivisions within the Charter Township of Hampton with Township policies and procedures in order to make your platting process as smooth and timely as possible. This is to provide guidance with the various steps of the Township's review within the platting process. The Township encourages continued communication between the developer or developer's consultants and the Township.

All official filings need to be at the Hampton Township Office, 801 W. Center Road, Essexville, MI 48732. If you desire to expedite review, courtesy copies may be furnished to the Township Planning Attorney, Township Planner and Township Building Official.

The Township has adopted a fee schedule and checklist which is to be completed prior to submission of documents for each state of the review process. An indication of receipt on the checklist does not imply approval or that the documentation submitted is necessarily complete but is simply an attempt by the Township to ensure that all information required is available prior to scheduling hearings for first consideration of the developer's documentation. This documentation may be deemed incomplete or in need of modification once it has been reviewed by the consultants or the appropriate body passing upon the documentation. Therefore, simple receipt does not necessarily equate to approval. Also, this fee schedule anticipates a single review and does not anticipate numerous revisions or corrections as may be deemed necessary. Any subsequent reviews by the paid consultants and the Building Official will result in the actual costs of these consultants being assessed to the developer.

Subdivisions are generally reviewed from the standpoint of the Township Zoning Ordinance, being Ordinance #36A; the Township Subdivision Ordinance, being Ordinance #27; the Township Sewer Ordinance, being Ordinance #4 and the Township Drain Policy as amended, all of which are available from the Township Office. These ordinances and policies are also construed in conjunction with the standards of the Bay County Road Commission and the Bay County Drain Commission. All of these reviews are also in conjunction with the Plat Act reviews as are appropriate.

Completed applications and supporting documentation shall be submitted to the Township at least twenty-one (21) days prior to the time when consideration is expected. If major revisions are required, the developer and Township may agree to an extension of time for consideration of the request, and this may avoid a denial of the request by the Township which would require the developer to submit a new request.

The fees for these subdivision reviews are set in Hampton Township Ordinance #27. If not listed in Ordinance #27, they are set by the Township Board.

AYES: Wisniewski, Kenniston, Wright, DeWyse, Samyn, Close
ABSENT: Benchley
NAYS: None
Motion carried.

Motion by DeWyse, seconded by Samyn, to approve a 5-year Emergency Evacuation Agreement with Bay Medical Care Facility.

AYES: DeWyse, Samyn, Wisniewski, Wright, Kenniston, Close
ABSENT: Benchley
NAYS: None
Motion carried.

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Motion by DeWyse, supported by Wright, to approve the Fire Department Roof Repairs Bid from Andrew Hugo & Son in the amount of \$4,400.00

AYES: DeWyse, Wright, Wisniewski, Kenniston, Samyn, Close
ABSENT: Benchley
NAYS: None
Motion carried.

Motion by Kenniston, seconded by Wisniewski, to approve the 2023-2024 Home Heating Contract with Fairgrove Oil & Propane to purchase 1,400 gallons of propane at \$1.79/gallon.

AYES: Kenniston, Wisniewski, Wright, DeWyse, Samyn, Close
ABSENT: Benchley
NAYS: None
Motion carried.

STANDING COMMITTEE REPORTS: None.

ATTORNEY REPORT: No report.

ENGINEER REPORT: Not present.

OFFICER/TRUSTEE/DEPT. HEAD/COMMISSIONER REPORTS:
CLERK: No report.

TREASURER: Motion by Wisniewski, supported by DeWyse, to receive the 2nd Quarter 2023 Interest Report and waive the reading. Motion carried.

TRUSTEES: Wisniewski discussed the blight at a property on Jones Road.

SUPERVISOR: Stated another light pole was hit; this one was in front of Speedway on Center Avenue. Hampton Township is to receive a FEMA grant for the shelter at Finn Road Park. Discussion held on the new kayak launch and playground equipment.

DPW ADMINISTRATOR BENCHLEY: Pump from the Boutell station is at Bay United Motors getting repaired and the pump is back in at the station on the end of Nolet. The crew is closing all the flood gates, cutting weeds and removing debris around them. The tractor mowing is getting repaired.

PUBLIC SAFETY DIRECTOR BENCHLEY: The department will be participating in a mass casualty (airplane down) on the bay all day Wednesday. The Fire Department received a donation from Consumers Energy of F-500 class A foam. There have been 230 calls for service, 33 traffic stops, 35 department medical calls, 13 arrests, and 8 accidents since the last Board meeting.

COUNTY COMMISSIONER POIRIER: At their meeting last week, they received the audit and the rate on return from investments has been down. MBS Airport is receiving a lighting upgrade with a \$5,000,000.00 grant from the federal government. The Michigan Attorney General will be in Bay City this Friday for a roundtable discussion regarding ways to assist Bay County and the opioid settlement.

Motion by DeWyse, seconded by Samyn, to go into closed session at 7:28 p.m. to discuss labor agreement.

AYES: DeWyse, Samyn, Kenniston, Wisniewski, Wright, Close
ABSENT: Benchley
NAYS: None
Motion carried.

Motion by DeWyse, supported by Samyn, to go into open session at 7:50 p.m.

AYES: DeWyse, Samyn, Kenniston, Wisniewski, Wright, Close

ABSENT: Benchley

NAYS: None

Motion carried.

Motion by Wright, seconded by Wisniewski, to direct the Supervisor to enter into discussions with the Public Safety Director regarding his labor agreement.

Motion carried.

OPEN TO THE PUBLIC: Representatives for Bernadette Jacobs spoke to the Board regarding a property split on Youngs Ditch and they haven't received a property tax bill for it.

ADJOURNMENT: Motion by DeWyse, supported by Wisniewski, to adjourn the meeting at 7:52 p.m.
Motion carried.

Respectfully submitted:

Approved by:

Frances DeWyse, Clerk

Terri Close, Supervisor