

TOWNSHIP OF THETFORD
MINUTES OF THE BOARD OF TRUSTEES
JULY 14, 2014
6:30 P.M.

The Pledge of Allegiance was led by the Board of Trustees.

There was a moment of silence in observance of all military past and present.

The meeting was called to order by Supervisor Kerr at 6:30 p.m.

MEMBERS PRESENT: Supervisor Kerr, Clerk Paulson, Treasurer Ayotte, Trustee Gunnels, Trustee Congdon, Trustee Cousineau, Trustee Stevens.

MEMBERS ABSENT: None

STAFF PRESENT: Attorney Swartwood, Police Chief Kenny, Roy Hatchett.

APPROVAL OF MINUTES:

MOTION by Trustee Congdon, supported by Trustee Cousineau to approve the June 23, 2014 Regular Meeting Minutes as printed. Vote: All yeas. Motion Passed.

ADDITIONS TO THE AGENDA:

MOTION by Trustee Congdon, supported by Trustee Cousineau to add to Unfinished Business #2 – Knox Box, #3 – Thomas/Bock letter of resignation and #4 – Post vacancy for the position of a level 3 Assessor. Also add under New Business, #4 – Change Deputy Zoning Administrator to Administrative Assistant to the Zoning Administrator. Vote: All yeas. Motion Passed.

BRIEF PUBLIC COMMENTS: Public comments began at 6:35. There no comments received from the public. Ended at 6:35 p.m.

CORRESPONDENCE: None.

PRESENTATIONS: Risk Management: Postponed to a future meeting.

BILLS FOR APPROVAL: **MOTION** by Trustee Congdon, supported by Trustee Cousineau to approve the bills as presented. Roll Call Vote: Yeas: Trustees Gunnels, Congdon, Cousineau and Stevens, Clerk Paulson, Treasurer Ayotte and Supervisor Kerr. Nays: None. 7 yeas, 0 nays. Motion Passed.

COMMITTEE REPORTS: Reports from the following committees were reviewed: Fire, Roads, Library, 911, Regional Planning and Planning Commission.

GENERAL BUSINESS:

A. UNFINISHED BUSINESS:

1): **CODIFICATION OF ORDINANCES:** Informational purposes only. No action taken.

2): **KNOX BOX:**

MOTION by Trustee Stevens, supported by Supervisor Kerr to give the Fire Chief, Battalion Chief and a Captain a 4 digit code to the Township Hall for access to be used at their discretion. **Vote: All yeas. Motion Passed.**

MOTION by Treasurer Ayotte, supported by Clerk Paulson to purchase a Knox Box not to exceed \$300.00 for the AA entrance to give the firefighter's a safe place to go in the event of a tornado. **Roll Call Vote: Yeas: Trustees Stevens, Cousineau, Congdon and Gunnels, Treasurer Ayotte, Clerk Paulson and Supervisor Kerr. Nays: None. 7 yeas, 0 nays. Motion Passed.**

3): **THOMAS/BOCK LETTER OR RESIGNATION:**

MOTION by Trustee Congdon, supported by Clerk Paulson to accept the letter of resignation from the Township Assessors Carrie Bock and Sue Thomas effective August 1, 2014. **Vote: 5 yeas, 1 nay – Trustee Stevens, 1 Absent – Treasurer Ayotte. Motion passed.**

4): **POST FOR VACANT POSITION OF A LEVEL 3 ASSESOR:**

MOTION by Trustee Congdon, supported by Trustee Cousineau to allow the Supervisor to post for a position of a level 3 Assessor, 20 hours per week, with salary based on experience and education. Also to allow the Supervisor and Township Attorney to review applications beginning August 1, 2014. **Vote: All yeas. Motion Passed.**

B. NEW BUSINESS:

1): **FARMLAND APPLICATIONS – JOHN WALDEN:**

MOTION by Trustee Cousineau, supported by Clerk Paulson to approve the Application for Farmland Agreement submitted by John Walden on

contracts #17-15-300-012, #17-15-300-003, #17-15-100-009, #17-15-100-019 and #17-15-300-009. Roll Call Vote: Yeas: Trustees Congdon, Cousineau, Gunnels and Stevens, Clerk Paulson, Treasurer Ayotte and Supervisor Kerr. Nays: None. 7 yeas, 0 nays. Motion Passed.

2): APPROVE TOWNSHIP INSURANCE – BURNHAM & FLOWER:

MOTION by Clerk Paulson, supported by Trustee Congdon to approve the Burnham & Flower proposal for our Township Insurance effective August 1, 2014 through July 31, 2015 at a cost of \$34,764.00. Roll Call Vote: yeas: Trustees Cousineau, Stevens, Congdon and Gunnels, Clerk Paulson, Treasurer Ayotte and Supervisor Kerr. Nays: None. 7 yeas, 0 nays. Motion Passed.

3): CRAFCO – ROAD SUPPLIES: 2 PALLETS ASPHALT - \$1,935.00 EACH = \$3,870.00 + 5 GALLON PAIL OF D-TAC - \$51.25 TOTALS \$3,921.25 (TAKEN FROM 930.000- REPAIRS & MAINTENANCE):

MOTION by Trustee Congdon, supported by Trustee Cousineau to allow for Township Hall parking lot repair, the purchase of 2 pallets asphalt - \$1,935.00 each = \$3,870.00+5 gallon pail of d-tac - \$51.25 totals \$3,921.25 to be taken from department 265.000-930.000, Repair & Maintenance. Roll Call Vote: Yeas: Trustees Gunnels, Congdon, Stevens and Cousineau, Treasurer Ayotte, Clerk Paulson and Supervisor Kerr. Nays: None. 7 yeas, 0 nays. Motion Passed.

4): APPOINT ZONING ADMINISTRATOR; APPOINT ADMINISTRATIVE ASSISTANT TO THE ZONING ADMINISTRATOR:

MOTION by Supervisor Kerr, supported by Clerk Paulson to appoint Stuart Worthing as Thetford Township's Zoning Administrator. Vote: 5 yeas, 2 nays-Trustees Stevens and Gunnels. Motion passed.

MOTION by Trustee Cousineau, supported by Trustee Congdon to appoint Leanne Pennington to Administrative Assistant to the Zoning Administrator, a clerical position which will include a job description that will be reviewed by our township attorney. Vote: All yeas. Motion Passed.

5): TOWNSHIP OF THETFORD PERSONNEL POLICIES HANDBOOK AND ACKNOWLEDGEMENT FORM, TIME CLOCK, TIME CARDS, TIME OFF REQUISITION FORMS AND PERSONNEL COMMITTEE'S REVIEW OF THESE AREAS FOR

RECOMMENDATIONS TO THE BOARD: Informational purposes only. No action taken.

BRIEF PUBLIC COMMENTS: Public comments began at 8:08 p.m. There were comments received from one member of the public. Ended at 8:11 p.m.

BOARD MEMBER COMMENTS: Various comments were given by the board members.

Meeting adjourned at 8:24 p.m.

Julie C. Paulson, Clerk
Thetford Township