

**Township of Alabaster Board of Trustees**  
**Regular Meeting**  
**June 8, 2020**  
**Alabaster Township Hall**

1. Welcome & Pledge

- The Alabaster Township Board of Trustees regular meeting was called to order by supervisor Stephanie Wentworth at 5:01pm on Monday, June 8, 2020.

2. Roll Call and Recognition of Visitors

Board Members:

Supervisor: Stephanie Wentworth	Present
Clerk: Jasmine Tubbs	Present
Treasurer: Lorraine Paskiewicz	Present
Trustee: Jeanne Lutes	Present
Trustee: Joe Czaika	Present

Visitors:

Michael Schulz - Resident

3. Approval of Meeting Minutes

- *Czaika made a motion, seconded by Wentworth, to approve the May 11, 2020 regular meeting minutes as written. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*

4. Treasure's Report

- Paskiewicz presented the May 2020 treasurer's report.

5. Clerk's Report - Bills, Status, Elections, Cemetery

- *Bills: Czaika made a motion, seconded by Wentworth, to pay the April bills totaling \$26,315.27. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*
- *Wentworth made a motion, seconded by Tubbs, to pay the Schaff bill of \$38,746.80 for the shore protection, cedar haven subdivision -4<sup>th</sup> street work that has been completed. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*
- *Wentworth made a motion, seconded by Tubbs, to pay the APM monthly invoice of \$6,600. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*
- *Status: Tubbs stated a new Deputy Clerk has been assigned, Kelly Nuttall, of Tawas Township will be the deputy clerk as of June 1<sup>st</sup>, 2020.*
- *Cemetery: Tubbs stated there is plot in need of maintenance and she is contacting Dean Look to do the work.*
- *Elections: Tubbs stated many absentee application are being received daily after the State mailing. The permanent absentee voter list will be updated within the QVF system to ensure residents requesting to be placed on the permanent list are done correctly.*
- *Lutes requested the Revenue and Expense report be distributed and reviewed by the board. It was agreed by the board that going forward the Revenue & Expense report will be emailed prior to the regular board meeting and the original copy will be presented at board meeting for initialing. Revenue & Expense reports will reflect the prior month's information.*

6. Communications

- Wentworth stated Charter Communications is improving their service and increasing their English/Spanish channels, along with other channels.
7. Zoning Administrator Report
    - No update
  8. Planning Commission Report
    - Czaika stated the next planning commission meeting will be August 5<sup>th</sup>. They will be reviewing the recreational plan & comprehensive development plan.
    - USG is proceeding with the demolition of crib and work has started.
  9. Bike Path Report
    - Wentworth stated trees continue to fall and are being cleaned up.
  10. Old Business
    - No old business
  11. New Business
    - a) Website
      - Tubbs stated 3 URLs have been procured for the township website: AlabasterTownship.com, AlabasterTownshipMI.com, AlabasterTownshipMI.org. They will have an annual cost of \$36 a year.
      - *Lutes made a motion, seconded by Paskiewicz, to contract with BSA for the \$2 pay-per-hit option for the first year. Roll Call: Ayes-Paskiewicz, Lutes, Czaika; Nays-Wentworth, Tubbs. The motion passed.*
    - b) Kaufmann Land Division
      - *Wentworth made a motion, seconded by Czaika, to approve the land division as presented by the planning commission, with the requirement that a Pre-Application is submitted to EGLE before any land use permits are written by the township. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*
    - c) Recreation Plan
      - *Wentworth made a motion, seconded by Lutes, to enter into contract with Spicer Group to create a recreation plan, not to exceed \$6,500. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*
    - d) Fire Donation (Breathing Apparatus Units)
      - *Wentworth made a motion, seconded by Czaika, to donate \$20,000 to the Tawas City Fire Department for the new equipment of 20 self-contained breathing apparatuses. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*
      - Check to be presented in person at a Tawas City council meeting
  12. Public Comment
  13. Adjourn
    - *Lutes made a motion, seconded by Paskiewicz, to adjourn meeting. At 6:30pm the June 8, 2020 Regular Meeting of the Alabaster Township Board of Trustees closed.*

Respectfully submitted,

Jasmine Tubbs, Clerk