

Township of Alabaster Board of Trustees
Regular Meeting
May 11, 2020
Alabaster Township Hall

1. Welcome & Pledge

- The Alabaster Township Board of Trustees regular meeting was called to order by supervisor Stephanie Wentworth at 5:10pm on Monday, May 11, 2020. Due to Executive Orders 2020-75 the meeting was held remotely via conference call.

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:

Jan Reitz – Deputy Clerk
Joe Reitz – Deputy Treasurer
Jay O’Farrell-Iosco County Board of Commissioners

3. Approval of Meeting Minutes

- *Wentworth made a motion, seconded by Czaika, to approve the April 13, 2020 regular meeting minutes as written. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*
- *Wentworth made a motion, seconded by Czaika, to approve the April 21, 2020 special meeting minutes as written. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*

4. Treasure’s Report

- Paskiewicz presented the April 2020 treasurer’s report. Copies can be found in board mailboxes.

5. Clerk’s Report – Bills, Status, Elections, Cemetery

- *Bills: Wentworth made a motion, seconded by Czaika, to pay the April bills totaling \$34,603.33. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*
- *Cemetery: Tubbs stated flags are still in place on Veteran’s graves. Tubbs will ensure all Veterans have a flag for the summer. Czaika clarified that flags are placed on all Veteran graves for the entire summer (May to September) then removed. North Coast Landscaping has completed spring clean-up of the cemetery property.*
- *Elections: Tubbs stated the State of Michigan will provide pre-addressed absentee envelopes to the township for the August and September elections. Envelopes will have the township return address already printed on them.*

6. Communications

- Wentworth stated Charter Spectrum is adding a new channel to our area.
- Wentworth stated APM has started with spring activities for mosquito control. The first spray should be in the next couple of weeks, weather permitting.

7. Zoning Administrator Report

- Frank provided an email update related to the shed located at 2585 Benson Road. The agreed upon date of May 1 for relocating has been extended due to Covid-19. It is to be moved no later than 7 days after the stay at home order is lifted. If it is not moved within 7 days a citation will be issued. Right now the order runs through May 28, 2020.

8. Planning Commission Report

- Czaika stated next meeting is scheduled for May 13th and will be a virtual Zoom meeting. Agenda is to review the Comprehensive Development Plan and the Recreation Plan.

9. Bike Path Report

- Wentworth stated an organized clean-up was completed, Sunday May 10th, around the areas where fallen trees can be found.

10. Old Business

- No old business

11. New Business

a) Unpaid Taxes

- Tubbs provided report of unpaid Federal and State taxes the township has for the fiscal years of 2018-2019 and 2019-2020. The township has not paid Federal or State taxes in the amount totaling \$6,815.48. The last taxes paid were in July of 2018, for the second quarter of 2018. The previous clerk did not appear to pay taxes after July 2018, and no copies of forms filed are present in the township or clerk's office. Tubbs presented a plan to pay outstanding taxes immediately. The filing of outstanding forms, penalties and interest will be completed and paid at a later date once confirmation is received from the IRS and Michigan Treasury for what is outstanding. The township will seek forgiveness on interest and penalties from both the State and Federal government.
- Wentworth stated that in previous township board meetings questions were asked of the Clerk regarding notices from the IRS and the Michigan Treasury for outstanding bills however, C. Pauley stated taxes and bills had been paid and processing was slow with the IRS and Michigan Treasury.
- J. Reitz suggested the accountant is asked to give extra emphasis on the 701 Trust & Agency account during the up-coming audit schedule to start this summer 2020.
- *Tubbs made a motion, seconded by Czaika, to pay all outstanding taxes in the total amount of \$6,815.48 for the 2018 & 2019 periods to the IRS and Michigan Treasury. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed. See attachment A.*

b) Website Update

- Tubbs stated work has begun on the new township website by the selected vendor, Revize. Photos and initial information has been provided to Revize so they can begin the development on their end. Tubbs mentioned that digital files of township ordinances cannot be located and it will require help from Print n Go to digitalize the paper copy of the ordinances. Wentworth mentioned reaching out to Spicer Engineering who may have digital copies.

12. Public Comment

- Jay O'Farrell gave an update on Iosco County matters. Specifically a resolution passed by the board of commissioners related to the covid-19 impacts to the county.

13. Adjourn

- *Czaika made a motion, seconded by Tubbs, to adjourn meeting. At 6:04pm the May 11, 2020 Regular Meeting of the Alabaster Township Board of Trustees closed.*

Respectfully submitted,

Jasmine Tubbs, Clerk