

The regular December meeting, was called to order by Chairman James Zefran on December 6, 2023 at 7:00 PM at the Clinton Township municipal building. Chairman James Zefran, Vice Chair Brad Bates, and Supervisor Brian Non were in attendance.

- A. Pledge of Allegiance** - The Pledge of Allegiance was recited.
- B. Hearing Check** – The hearing check was done.
- C. Minutes of the November 8, 2023 Regular Monthly Meeting** - *Supervisor Non made a motion, seconded by Vice Chair Bates to accept the minutes of the November 8, 2023 meeting. All voted yes. The motion carried.*
- D. Public Comment – Items on Agenda Only** – There were no public comments
- E. Correspondence**
 - a. **Wayne County Human Services will be conducting a Point-in-Time count of unsheltered individuals/families in Wayne County on January 24, 2024. If you have any information regarding needs in this area, please contact Wayne County Human Services.** – This was announced by Chair Zefran
- F. New Business**
 - a. **2024 Budget presented for adoption** – Chair Zefran explained that it was a balanced budget. He asked for any questions or comments to which there was no response. He explained that there is an extra \$10,000 in the 2024 budget for highway rebuild. Tom Bayly inquired about the payroll for the permit officer and sewage enforcement officer. Chair Zefran said that their salaries did not come out of the budget, but out of what they charged for their services. They were listed in the budget to show that they did, indeed, receive a salary. He wanted a breakdown for how much each brought in and how much each got paid. Chair Zefran asked him to provide his email address after the meeting. *Supervisor Non made a motion, seconded by Vice Chair Bates to adopt the 2024 budget. All voted yes. The motion carried.*
 - b. **Hiring CPA for the Clinton Township 2023 Audit** – Chair Zefran explained that the 2022 audit report to the state that was due in April of 2023 was not filed by the township auditors until November 2023. For that reason, Zefran made a recommendation to have Brad Murray do the 2023 audit. He explained that Murray had done a previous Clinton Township audit when he was working for Brian Kelly. He is now working independently. *Chair Zefran made a motion, seconded by Supervisor Non to have Brad Murray do the audit. All voted yes. The motion carried.*

G. Road Master Report

- a. **Vehicle Mileage and Usage Reports** – Road Master and Supervisor Brian Non reported that 582 miles were put on the vehicles; 239 on the 2015 and 343 on the 2018. The big truck had an electrical fire and it will cost \$900 to fix it, with a \$500 deductible. It is currently at New Holland Tractor. The truck was purchased in July. Chair Zefran questioned how many miles were put on it. Chair Zefran made it clear that he wanted the report to include the previous month's mileage and present mileage for each vehicle. He wants to know how much each vehicle is used.
- b. **Road Reports** – Supervisor Non said that it had been recommended that the township should purchase different tires for the brand-new truck. The tire size is 19.5s and the current ones can be saved for the summer. Zefran inquired about the John Bonham bill for \$2,508 and he

was told that it was for salt. That, combined with what was already on hand should get us through the winter. Non reported that the road workers have cindered a couple of times. In the area where Yarnes Rd. meets Pazel Rd., there is an on-going problem of water laying on the road. He reported that workers had gone up and cleaned out the ditches. A representative from WRM said that along with the current \$3,979 bill presented tonight for work done on Pazel, the work shall be done tomorrow. Zefran noted that almost \$7,000 has been spent on Pazel and he wanted to know how much it will cost in total to fix the problem completely. The response from WRM was that four to five more loads of modified, plus \$2,000 for grading and rolling and \$3,000 for ditching would get the job done. Chair Zefran clarified, in other words, roughly \$10,000.00 was needed. He noted that there was around \$87,000 in the general account after this month's bills are paid. He said that since the weather is cooperating, he suggested that we do it, and do it right. Non noted that the place in Browndale also had to be fixed, but that that could wait till spring. *Supervisor Non made a motion, seconded by Chair Zefran to fix Pazel Road, which is lower than the ditches, besides what is already spent, to spend \$5,000.00 to Goodwyns, minus the stone. The road has to be built up above the ditches. All voted yes. The motion carried.* Chair Zefran said to utilize what we have to save on modified.

H. Treasurer's Report Including Bills for Payment - *Supervisor Non made a motion, seconded by Vice Chair Bates to accept the report and pay the bills as reported. All voted yes. The motion carried.*

I. Browndale Fire Department – No one was present to give an oral report.

J. Old Business

a. **Upcoming meeting dates**

- i. The required year-end meeting is scheduled for 7:00 pm, Friday, December 29, 2023
- ii. The reorganization meeting is at 7:00 pm on Tuesday, January 2, 2024. The regular January meeting will follow directly afterwards
- iii. The auditor's reorganization meeting of Clinton Township is 7:00 pm on Wednesday, January 3, 2024

Dates were read aloud.

b. **Building Renovation (Exterior Ramp, Interior Flooring, Bathroom)** – opening bids –
One bid was received.

Company Name	Bid	Amount
D&M Construction Unlimited, Inc.	Building Renovation including the ramp, bringing bathroom up to ADA code, and leveling the floor	\$105,000.00

Supervisor Non noted that Ken Shino gave an idea of what the bid should be and the amount was approximately a third less. He suggested reaching out to local contractors. *Chair Zefran made a motion, seconded by Supervisor Non to NOT accept the bid. All voted yes. The motion carried.* Chair Zefran said to contact anyone you know and we will set it out for bid again.

Supervisor Non said he would contact Rob Grimm tomorrow.

Chair Zefran said that more filing cabinets are needed. Two new fire-resistant cabinets cost roughly \$10,000, and an additional \$2,500 would purchase five regular cabinets. He explained that Lois Terrel was the secretary for forty years and there is an enormous amount of paperwork, which, according to PSATS, the state says you can't get rid of. A resident in the

audience suggested looking into government surplus for filing cabinets or “Shred It” for scanning and shredding. Supervisor Non said he would look into this for the next meeting.

c. **Solar Panel Ordinance** – Chair Zefran explained that the Solicitor erroneously advertised the date for adopting the ordinance as December 13, 2023. It will have to be readvertised for the January 2, 2024 meeting.

K. Public Comment – there was no public comment.

L. Adjournment – Chair Zefran adjourned the meeting