

Approved June 15, 2020

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES SPECIAL BOARD MEETING**

**Kochville Veterans Hall  
3265 Kochville Road, Saginaw, MI 48604  
MINUTES OF June 1, 2020**

**Pledge of Allegiance/Roll Call**

The Board Meeting was called to order at 7:01 pm by Supervisor Loiacano at Kochville Veterans Hall. The Pledge of Allegiance was recited.

**PRESENT (in person):** Supervisor Loiacano, Clerk Machata, Treasurer Knowlton, Trustee Ferrell and Trustee Thon

**ALSO, PRESENT (in person):** Steve London, Township Manager; Chris VanLoo, Fire Chief; Mike Comstock, DPW Manager; Kerri Malesky, Kochville Veterans Hall Director and Tyson McKinley, DDA Director

**Note:** Jamie Uptmor, Deputy Clerk; Adam Flory, Legal Counsel; and 1 other interested parties/guests remoted into the meeting.

**Agenda Approval**

Clerk Machata requested to add Microsoft Office 365. Motion by Trustee Thon and seconded by Treasurer Knowlton to approve agenda with addition. Motion carried.

*Agenda for  
Kochville Township Board of Trustees  
Special Meeting  
June 1, 2020 7:00 p.m.  
Kochville Veterans Hall, 3265 Kochville Road*

- 1) *Open Meeting/Pledge*
- 2) *Trustee Member – Roll Call*
- 3) *Agenda Approval*
- 4) *Public Comment: Open / Close*
- 5) *New Business*
  - a) *Discussion / Motion – May 18, 2020 Board of Trustee Meeting Minutes approval*
  - b) *Discussion / Motion - Parks & Recreation June 3, 2020 Meeting – possible cancellation*
  - c) *Discussion / Motion – Resolution #20-14 – Amended Covid-19 Preparedness and Response Plan*
  - d) *Discussion / Motion – Resolution #20-15 – Amending Employee work restrictions and hours*
  - e) *Discussion / Motion – Resolution #20-16 – Business License fee change.*
  - f) *Discussion / Motion – Resolution #20-17 – Budget Amendment 2020-2021 FY Budget*
  - g) *Discussion / Motion – Township Re-opening Plan*
- 6) *Manager Comments*
- 7) *Board Comments*
- 8) *Adjourn Meeting*

**Public Comment - none**

## **New Business**

### May 18, 2020 Board of Trustees Meeting Minutes approval

Motion by Clerk Machata and seconded by Trustee Ferrell to approve May 18, 2020 Board of Trustees Meeting Minutes as written. Motion carried.

### Parks and Recreation June 3, 2020 Meeting

Clerk Machata requested that the June 3, 2020 Parks and Recreation Meeting be canceled.

Motion by Clerk Machata and seconded by Supervisor Loiacano to cancel the June 3, 2020 Parks and Recreation Meeting. Motion carried.

### Resolution #20-14 – Amended Covid-19 Preparedness and Response Plan

Clerk Machata stated the plan needed to be revised due to recent executive orders by the governor since originally adopting the plan.

Motion by Clerk Machata and seconded by Treasurer Knowlton to approve Resolution #20-14 – Amended Covid-19 Preparedness and Response Plan. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

### Resolution #20-15 – Amending Employee Work Restrictions and Hours

Board action is needed to have the 16 hour per week limit lifted. Brief discussion took place.

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve Resolution #20-15 – Amending Employee Work Restrictions and Hours. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

### Resolution #20-16 – Business License Fee Change

Due to the Covid-19 late fees will not be assessed to businesses that obtain their business license after the required deadline. This will be good for the period of April 1, 2020 thru April 1, 2021. If a business pays a late fee, they will be refunded the late fee amount. It was noticed that the effective date on the resolution was June 15, 2020 along with the board meeting dates listed and should be June 1, 2020.

Motion by Supervisor Loiacano and seconded by Trustee Thon to approve Resolution #20-16 – Business License Fee Change with the date changes from June 15, 2020 to June 1, 2020. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

### Resolution #20-17 – Budget Amendment 2020-2021 Fiscal Year Budget

Supervisor Loiacano stated that funds needed to be transferred within the Assessing Department from “other service and charges” to salaries/wages and payroll taxes. This is being done due to the hiring of the new assessor that is classified as a part-time employee.

Motion by Supervisor Loiacano and seconded by Treasurer Knowlton to approve Resolution #20-17 – Budget Amendment 2020-2021 Fiscal Year Budget. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

## **New Business (cont.)**

### Township Re-opening plan

Clerk Machata stated a Re-opening plan is required per the executive orders of the governor. Adam Flory drafted the Re-opening plan which will need to be approved by resolution.

Motion by Supervisor Loiacano and seconded by Clerk Machata approve Resolution #20-18 – Township Re-opening Plan. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

### Added Item – Microsoft Office 365

Clerk Machata asked what the status is for the implementation of Office 365. There is some future happenings that hinge on having Office 365 installed and being used. (Online billing, time sheets using BS&A.) Supervisor Loiacano stated he submitted all the information to Vector and is waiting to hear back from them. He stated he will be talking to Kevin at Vector.

## **Manager Comments**

- Drywall has been started upstairs at township hall and should be completed by the end of the week.
- Honor Security is working on installing the wiring for the new cameras by Township Hall and Veterans Hall.
- Kerri Malesky and Summer Richard are now official notaries of the public.

## **Board Comments**

### Trustee Ferrell

- Asked how the food drive went on May 22, 2020 at the Saginaw Bay Ice Arena put on by Aldersgate Church (formerly Kochville Methodist Church).  
Kerri Malesky spoke and stated that the event went great and 146 families were provided with food. Kerri said Aldersgate Church is planning to do another food giveaway on Friday, August 7, 2020 at Saginaw Bay Ice Arena.

### Treasurer Knowlton

- Thanked employees for bearing with the decisions by the board during the past few months.
- Appreciated everyone's input to matters.
- Thanked Tyson McKinley for setting up the zoom portion of meetings.

### Trustee Thon - None

## Board Comments (cont.)

### Clerk Machata

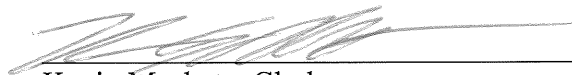
- The August 4, 2020 Primary Election prep has started. The Michigan Bureau of Elections sent out Absentee Ballot Applications to all registered voters in the State of Michigan except voters on permanent absentee lists. Local clerks will be sending applications to permanent voters.
- Permanent List Absentee Ballot Applications will be going out in the mail this week.
- Testing of the election equipment for the August 4, 2020 Primary Election should be completed within the next couple of weeks once the ballots are received.
- Sanford Meridian Schools is a location for giveaways to people affected by the recent flooding. There are toiletries, cleaning supplies, fans, tarps, personal protective equipment, etc. Please pass along to anyone you may know that has been affected by the flooding.

### Supervisor Loiacano

- Stated he had a GIS meeting this morning and updates will be happening soon.
- Heard from Russ Taylor, Township Manager at Thomas Township, that the company that does flyover imaging for GIS did a flyover of the flood damage from the Edenville Dam failure.
- A new PC/Monitor is now at the front counter for residents to use eventually for online payment.

### **Adjournment**

Motion by Clerk Machata and seconded by Supervisor Loiacano to adjourn the meeting at 7:37 pm.  
Motion carried.



Kevin Machata, Clerk

6-21-2020

Date