Board of Trustees Meeting

Minutes

Date: April 20, 2020

Time: 7:00 p.m.

Location: 361 Morton Street, Romeo, MI 48065

***South Building Meeting Room***

Present: Bartholomew

 Edwards

 Fowler - Remote

 Hart

 Poznanski

 Seidel

 Malzahn

1. CALL TO ORDER- PLEDGE OF ALLIGIANCE AND ROLL CALL. President Malzahn called the meeting to order at 7:07 p.m.
2. *Approval of Minutes*

**MOTION by Hart second by Edwards to approve the minutes from March 9, 2020**

**AYES: Hart, Edwards, Bartholomew, Fowler, Poznanski, Seidel, Malzahn**

**NAYS: None**

**Motion carried.**

**MOTION by Hart second by Edwards to approve the minutes from March 16, 2020**

**AYES: Hart, Edwards, Seidel, Poznanski, Fowler, Bartholomew, Malzahn**

**NAYS: None**

**Motion carried.**

1. *Approval of Bills*

**MOTION by Bartholomew second by Hart to approve the April bills in the amount of $18,518.14 and $294,307.44**

**AYES: Bartholomew, Hart, Poznanski, Seidel, Edwards, Fowler, Malzahn**

**NAYS: None**

**Motion carried**

1. *Approval of Agenda*

**MOTION by Hart second by Poznanski to approve the agenda as presented**

**AYES: Hart, Poznanski, Fowler, Seidel, Edwards, Bartholomew, Malzahn**

**NAYS: None**

**Motion carried.**

1. *Special Presentations* – None
2. *Correspondences* – None
3. *Officer reports*
	1. President –

This has certainly been an interesting month spent learning new and innovative ways to communicate so that I and our employees can remain working for our residents while keeping their health and safety a priority. The Village Hall, DPW Offices and WWTP remain closed to the public, the Police department remains open and staff are reporting as scheduled. With the exception of our Police and Dispatcher all other employees are reporting for work in teams of 2 or 3 every other day, in an attempt to limit exposures. Some are working remotely on their non-office reporting days. Upon arrival for work employees are required to take and log their temperatures, we have had several illnesses but not cases of Covid that we know of among the staff. I am currently exploring options to retro-fit the front lobby of the Village Hall in anticipation of re-opening under strict distancing guidelines from our Governor, I am also inquiring whether or not that expense is reimbursable through FEMA and the state of disaster. Accountant Tim is also tracking any expenses (payroll, supplies or situational) that we have directly incurred because of the pandemic for submission.

 Prior to the pandemic outbreak, Clerk Trapp and staff inventoried our emergency preparedness supplies, which consisted of gloves, paper products, sanitizer and face masks (not the N95 versions). Our Police Chief was fortunate to take delivery of some additional PPE from our County FEMA partners.

 I personally wanted to mention that the outpouring of support from this community for our frontline workers has been most appreciated – thank you to all who have donated and dropped of food, supplies and encouragement. Your kindness makes a big difference.

 As of today Romeo has had 6 reported Covid cases with 2 deaths, with an additional 14 cases between Bruce and 46 Washington Townships both with 2 deaths.

 There are many community resources available, most are listed on social media or through Samaritan House. If anyone needs assistance (especially with food) you are encouraged to reach out to the Village offices 586-752-3565 and we will do our best get you in contact with someone to help. Clerk Trapp and I utilize our Romeo Village Hall facebook page to share information as it becomes available so please follow that page if you are online.

 Parks & Recs including the senior center has cancelled all of their events and the buildings will remain closed until at least June 15th. Star Transportation also remains closed. The Parks and Rec staff has and continues to phone our seniors to check on them as they are the most vulnerable in our community. Please let us all continue to do our part and check on our neighbors too, and when possible continue to support our local businesses, I know personally the difficulties being experienced and how eerily quiet our downtown is. I’m sure like me, everyone is tired of cooking 3 square meals a day – so think about ordering a few meals for curb-side pickup or delivery from our local restaurants!

 There was some confusion regarding yard waste and opening burning. GFL was on and off again while they adjusted staffing and is now back on. Until further notice all 3 services - yard waste, recycling and regular trash - collections will continue on Thursdays. The DNR burn ban remains in effect so there is NO open burning allowed in the Village. This does not include small fires that are in some sort of container for cooking or propane units, the restrictions pertain to fires on the ground for yard waste or large bon-fires.

 Quarterly utility bills were mailed out on April 1st. On the Villages website is a link to the new point and pay portal so that those bills, and any other bills that is owed to the Village can be made online. We have installed a second drop box right by the front door so that residents who would normally come into the Village offices to make payments can leave them in the secured boxes. Staff is checking both boxes several times a day. As of now we have chosen not to extend the payment deadline, but I understand that during this economic hardship, we may need to offer some sort of assistance.

 Throughout the month I have attended at least 12 webinar meetings with various agencies, including the County, Semcog, Michigan Municipal League and with our FEMA representative in order to make sure that Romeo has the latest updates for the virus as well as ensure that we are complainant with the Emergency Orders issued by our Governor. I wanted to thank our Legal Counsel, Mark Clark, especially for his assistance in navigating all these new rules.

* 1. Clerk – Spring clean up in the cemetery has begun. The cemetery board is hoping to meet in May to schedule a community clean-up day. Water bills have been sent out. We now have a link on our website where residents can pay their bills online. We also have 2 drop boxes to put your payments in, the drive up one and our new one at the front door. We have envelopes, paper clips and pens out, weather permitting, for residents conveience.
	2. Treasurer – No report was given
	3. Trustees – Turstee Hartr reported that he made a phone call to Jeff Rapp, to continue to work on sidewalk repairs. The Tree Board has moved their Arbor Day celebration to May 23rd. Trustee Bartholomew reported that the Citizen Planner classes will be continueing online.
	4. Ex-Officio Planning Commission Member – No report was given
1. *Committee Reports*
	1. Parking Lot Sub Committee – No report
	2. AT&T Committee – A video sub-committee meeting was held.
2. *Unfinished business*:

 a. Lawn Maintenance Bid

 **MOTION by Hart second by Edwards to accept the bid from Lawn Scape Group as our new lawn maintenance service.**

 **AYES: Hart, Edwards, Fowler, Bartholomew, Poznanski, Seidel, Malzahn**

 **NAYS: None**

 **Motion carried.**

1. *New Business*:

 a. Property Maintenance Code Adoption

 **MOTION by Bartholomew second by Seidel to adopt the amendment of the Code of Ordinance International Property Maintenance Code 2018 edition**

 **AYES: Bartholomew, Seidel, Fowler, Hart, Edwards, Seidel, Malzahn**

 **NAYS: None**

 **Motion carried.**

b. Sign Ordinance Adoption

**Sign Ordinance will be drafted into ordinance format and will be resubmitted for the May meeting.**

 c. Striping Maintenance Quote

 **MOTION by Edwards second by Poznanski to accept the striping bid from Creative Asphalt in the amount of $3600.00 for parking lot and parking stall striping in downtown and $1500.00 for crosswalk striping throughout the village**

 **AYES: Edwards, Poznanski, Bartholomew, Seidel, Hart, Malzahn**

 **NAYS: Fowler**

 **Motion carried.**

 d. Appointments

 **MOTION by Bartholomew second by Edwards to approve the following appointments:**

 **Kelley Stephens – DDA**

 **Thom Stephens – Planning Commission**

 **Bob Hart – Ex Oficio member for the Tree Board**

 **AYES: Bartholomew, Edwards, Hart, Seidel, Fowler, Malzahn**

 **NAYS: Poznanski**

 **Motion carried.**

 e. Public Hearing Dates

**MOTION by Malzahn second by Bartholomew to schedule a public hearing for adoption of the Cemetery mils of .75 on May 18, 2020**

 **AYES: Malzahn, Bartholomew, Seidel, Hart, Poznanski, Edwards, Fowler**

 **NAYS: None**

 **Motion carried.**

**MOTION by Malzahn second by Bartholomew for approve approve the public hearing for the 2020-2021 FY Budget Hearing for May 18, 2020**

 **AYES: Malzahn, Bartholomew, Hart, Edwards, Poznanski, Fowler, Seidel**

 **NAYS: None**

**MOTION by Hart second by Bartholomew to approve public hearing for Water and Sewer rates increases of 12.308% to Water Capital and 27.09% to Sewer Capital on May 18, 2020.**

 **AYES: Hart, Bartholomew, Seidel, Edwards, Malzahn**

 **NAYS: Fowler, Poznanski**

 f. Parking Lot Sub Committee

**MOTION by Malzahn second by Bartholomew to dissolve the Parking Lot Sub Committee and will re-establish the committee on future need.**

 **AYES: Malzahn, Barhtolomew, Poznanski, Seidel, Fowler, Edwards, Hart**

 **NAYS: None**

 **Motion carried.**

11. *Public Comments* – NONE

1. CLOSED SESSION –

**MOTON by Malzahn second by Bartholomew to move into the Closed Session by MCL 15.268 purpose of strategy and negotiation session connected with the negotiations of collective bargaining agreements.**

**CLOSED SESSION began at 8:11 p.m.**

**MOTION by Bartholomew second by Hart to end the CLOSED SESSION at 8:38 p.m.**

**AYES: Bartholomew, Hart, Seidel, Poznanski, Fowler, Edwards, Malzahn**

**NAYS: None**

**Motion carried.**

1. *New Business – Part II*

**MOTION by Malzahn second by Bartholomew to appoint ASCEND GROUP as our health care vendor**

**AYES: Malzahn, Bartholomew, Hart, Poznanski, Fowler, Seidel, Edwards**

**NAYS: None**

**Motion carried.**

13*. Adjournment*

 **MOTION by Bartholomew second by Hart to adjourn the meeting at 8:40 p.m.**

 **AYES: All**

 **NAYS: None**

 **Motion carried.**

 **Meeting adjourned at 8:40 p.m.**

Respectfully submitted,

Kathryn Trapp, Village Clerk