

April 5, 2024



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, April 02, 2024 at 2:30 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Hohl called the meeting to order at 2:30 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Pat Hohl
Mike Dolan
Bill Hahn
Chuck Menzies
Cindy Michniewicz
Jason Negri
Patricia Hughes

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

Motion by Menzies, Seconded by Hahn, to approve the consent agenda.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

1. Senior Center - Monthly Report - March 2024
2. Township Coordinator Report - March 2024
3. Parks & Recreation - Approved Committee Minutes - February 2024
4. Parks & Recreation - Blackout Dates 2024
5. Community Clean Up Event - April 20, 2024 - Event Flyer

April 5, 2024

6. Bills List 04.02.24 combined
7. 3-19-2024 River Run Subdivision SAD 1st Public Hearing
8. 3-19-2024 Zukey & Redding Drive SAD 1st Public Hearing
9. 3-19-2024 Crystal & Crystal Beach SAD 1st Public Hearing
10. 3-19-2024 Margaret Dr SAD 2nd Public Hearing
11. 3-19-2024 Teahen Meadows Sub SAD 1st Public Hearing
12. 3-19-2024 Board of Trustees Regular Meeting
13. Datanet invoice #29864 payment request

APPROVAL OF THE AGENDA

Motion by Dolan, Seconded by Negri, to approve the agenda with the addition of Public Safety SOP's and The Safer Grant Application.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

UNFINISHED BUSINESS

14. Accounting & Benefits Coordinator hiring
Motion by Hohl, Seconded by Hahn, to hire the applicant that was interviewed for the position and to authorize director of accounting, Michelle Delancey to make the offer as outlined in her memo to the board.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

CURRENT BUSINESS

15. Closed Session for the purpose of discussion attorney-client privileged communication pursuant to MCL 15.268(1)(h)
16. Police Department SOP's
Motion by Dolan, Seconded by Negri, to approve updating SOP's 303, 318, and 325.
Voting Yea: Hohl Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
17. Safer Grant Application
Motion by Hohl, Seconded by Michniewicz, to authorize Chief Duffany and Deputy Director Newton to proceed with applying for the Safer Fire Grant.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes
Voting Nay: Hahn
18. Mailer to utility & tax customers
Motion by Negri, Seconded by Michniewicz, to approve printing & mailing of the EBP & APP mailer at a cost not to exceed \$8500.00 with the concomitant motion to approve the budget amendment as outlined in Michelle Delancey's memo dated March 27, 2024.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

April 5, 2024

19. Change in Property Split/Combo Procedure
Motion by Hohl, Seconded by Menzies, to incorporate the proposed changes to the property split/combo procedure as outlined in Holly Cozza's memo, dated March 18, 2024.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
20. Assessing review post March BOR
Holly Cozza presented the Assessing review for property taxes.
21. Finance Control Book - December 2023
Motion by Negri, Seconded by Hahn, to receive, file & publish the finance control book for December 2023.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
22. Parks & Rec - Park Use App - Livingston County Concert Band - Free Concert 6/25/24
Motion by Dolan, Seconded by Michniewicz, to approve the Livingston County Concert Band to be held on June 25, 2024. All park-use fees waived, as it is a free concert to the public.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
23. ACH and EFT Policy
Motion by Negri, Seconded by Dolan, to approve and adopt the ACH and EFT Policy and add it to our administrative policies and procedures manual, section 415 as outlined in Michelle Delancey's memo dated March 27, 2024. Move resolution #240401 on page 133 of the electronic packet.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes
24. Payment of OSSI Fees (Police)
Motion by Negri, Seconded by Hughes, to approve the payment of \$22,154.24 to the Livingston County Information Technology Department for the 2024 OSSI software maintenance fee and intended costs, per Chief Duffany's memo dated March 28, 2024.
Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

None.

April 5, 2024

ADJOURNMENT

Motion by Menzies, Seconded by Hughes, to adjourn the meeting.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

The meeting was adjourned at 3:24 pm.

Respectfully submitted,



Jennifer Daniels
Recording Secretary



Mike Dolan
Township Clerk