

EAST CHINA CHARTER TOWNSHIP

OFFICIAL PROCEEDINGS

MARCH 21, 2022

CALL TO ORDER – Clerk Mattei called the meeting to order at 7:33 p.m., with Treasurer Hart, and Trustees Knotts, Babel, Blackstock and Reichle. Township Manager, Cynthia Paperelli also present.

PLEDGE OF ALLEGIANCE

APPOINT PRESIDENT PRO-TEM – Clerk Mattei, supported by Trustee Knotts, moved to appoint Trustee Blackstock as President Pro-Tem for tonight’s meeting. Carried.

APPROVE AGENDA – Clerk Mattei, supported by Trustee Babel, moved to approve the Agenda as presented. Carried.

MINUTES – Trustee Babel, supported by Treasurer Hart, moved to approve the Minutes of March 7, 2022, with changes to OB-1 & OB-2. Carried.

PUBLIC COMMENT – Dave Kindsvater, and John Grabski introduced themselves as candidates for Township Supervisor.

CONSENT AGENDA – Trustee Reichle, supported by Trustee Knotts, moved to accept the Consent Agenda items as follows: February 2022 Financial Reports, Historical Minutes for December 2021, St. Clair Area Fire Authority Runs Report for February 2022. Carried.

DISBURSEMENTS – Clerk Mattei, supported by Treasurer Hart, moved to approve Invoices \$148,219.62, Payroll Direct Deposits \$29,641.22, Accounts Payable \$30,590.43, EFT’s \$10,334.29, E-Checks \$302.30. Roll call vote: Yea: Hart, Knotts, Reichle, Babel, Blackstock and Mattei. Carried.

OLD BUSINESS

OB 1 – Treasurer Hart, supported by Clerk Mattei, moved to adopt an updated Building Department Permit Fee Schedule, as proposed by Building Official Tracy Kallek. Roll call vote: Yea: Knotts, Reichle, Hart, Blackstock, Babel, and Mattei. Carried.

OB 2 – Clerk Mattei, supported by Trustee Babel, moved to approve a Columbarium Plaque fee increase to \$385, to cover materials and labor for installation; as recommended by our Cemetery Advisory Committee. Roll call vote: Yea: Babel, Blackstock, Reichle, Knotts, Hart, and Mattei. Carried.

NEW BUSINESS

NB 1 – Trustee Knotts, supported by Trustee Babel, moved to approve the Audit Engagement for the Year 2021 Audit by UHY, LLP, Certified Public Accountants. Roll call vote: Yea: Babel, Blackstock, Reichle, Knotts, Hart, and Mattei. Carried. Costs not to exceed:

- \$14,000 for the audit of the financial statements and preparation of the F-65
- \$1,500 for updating GASB Statement #68 & 71
- \$1,500 for updating GASB Statement #75
- \$1,200 to assist with the updating and provision of fixed assets and depreciation schedules
- \$150 to prepare the Michigan Municipal Qualifying Statement
- \$300 to prepare Form 5572
- \$300 to prepare the estimated unbilled utility receivable and propose an adjusting entry to record.

NB 2 – Clerk Mattei, supported by Treasurer Hart, moved to approve the updated Clerical Staff Job Descriptions for the Township Office, as presented. Carried.

NB 3 – Trustee Knotts, supported by Clerk Mattei, moved to authorize the Township Manager to consult with our Township Attorney and Financial Accountants to update our expired East China Township/China Township/St. Clair River Sewer & Water Authority Water and Sewer Agreements. Carried.

NB 4 – Township Supervisor: Members tabulated the votes cast for each of the 5-Supervisor candidates during the meeting. Re-voted for top 3-candidates, then re-voted for top 2-candidates. Conclusion of member votes cast was candidate #4-Verne Westrick.

Clerk Mattei, supported by Trustee Babel, moved to appoint Verne Westrick as Township Supervisor, with a term ending November 20, 2022. Roll call vote: Yea: Babel, Blackstock, Reichle, Knotts, Hart, and Mattei. Carried.

MEMBER COMMENTS – Treasurer Hart asked about the ARPA funds appropriations. Township Manager Cindy said that the paperwork has already been filed with the State and it is taken care of.

ADJOURN – Trustee Reichle, supported by Trustee Knotts, moved to adjourn at 8:24 p.m. Carried.

Sandra Mattei, Clerk

Herb Blackstock, President Pro-Tem