

**Minutes of the (Regular) Meeting of the
Brown Township Board
April 9, 2025**

1. Call to Order

Paul Adamski called the regular business meeting of the Brown Township board to order at 6:33 p.m. on April 9, 2025

2. Roll Call

Deborah Knutson conducted a roll call: Paul Adamski – Supervisor, Deborah Knutson - Clerk, Melissa Hughey – Treasurer, Timothy Joseph - Trustee and Paul Wondolowski – Trustee were present. Sylvester Wood – Chair of the Planning Commission, Nikki Koons – County Commissioner, Brad Kluczynski – Manistee County Road Commission Manager and Michael Weed were also present

3. Approve the Agenda

Tim Joseph made a motion to approve the meeting agenda; Paul Wondolowski seconded. Motion carried.

4. Public Comment

No public comment.

5. Approval of Minutes from the previous meeting

Tim Joseph made a motion to approve the minutes of the March 12, 2025 meeting; Paul Wondolowski seconded. Motion carried.

6. Reports

Supervisor – Paul Adamski reported that there are 2 land use permits out, one for a pole barn and a new house on Tompke Road. Board of Review met last month. There were only two petitioners. Both for assessed value.

Clerk – Deborah Knutson reported that she sent out 109 Absentee ballots for the upcoming May 6th election. She has already received 31 back. She and Melissa met with Kelly Armbruster, Business Bank at PNC to go over Fraud Protection options. Melissa will be talking about this more later in the meeting.

Treasurer – Melissa Hughey reported that the SAM number she talked about last month, the registration is complete. They will contact her if they need more documentation. She will be moving more money over to Michigan Class. A quarterly report was given of the interest that was made in Michigan Class. She and Deborah will be meeting with the Township Accountant tomorrow to talk about the change that will need to be made in QuickBooks whether this will be Desktop Enterprise or Online. She presented financial reports showing checks #15014 to #15039 for payments. Total disbursements of \$12,412.64. Tim Joseph made a motion to pay the bills; Paul Wondolowski seconded. Motion carried. The Treasurer's Report was received showing a current balance of \$289,228.47.

Assessor – No report given.

Planning Commission – Sylvester Wood gave a report on some things he and the planning commission have been working on. He drafted a letter for the Big Manistee River Corridor

District property owners pertaining to the updated Zoning for the board to look over and will pass on to the Township attorney. He also drafted a letter for vendors for the Brown Town Market Place. He brought the Brown Township Municipal Civil Infraction Ordinance for the board to look over and then will pass on to the Township Attorney. The Zoning Ordinance will be given to the Manistee County Register of Deeds and Planning Department. The Planning Commission will be meeting with Alvin Rischel, the County Emergency Planning Director at the next Planning Commission meeting to talk about county emergency planning and our township.

7. New Business

- a. Generator – Tim Joseph was able to have Miller’s Electric get an estimate for a generator for the Township Hall. It will cost \$7,920 for a 14 KW Generac with complete installation. This does not include gas connect. Tim Joseph made a motion to accept the estimate from Miller’s Electric to install the Generac generator; Deborah Knutson seconded. Roll call vote – 5 – yes, 0 – no. Motion carried.
- b. PNC – Fraud Protection – Melissa Hughey explained some of the things that the Township can do to protect the bank accounts from fraud that we have with PNC. The amount it would cost to put fraud protection on the accounts would be \$125 a month. This would include check fraud protection as well as ACH fraud protection. After some discussion Tim Joseph made a motion to accept paying \$125 for fraud protection at PNC bank; Paul Wondolowski seconded. Roll call vote – 5 – yes, 0 – no. Motion carried.
- c. Lawncare – Deborah Knutson reported that she reached out to 3 lawncare services. She got a quote from one, the other decided they might be taking on too much by adding the Township to their workload and the other never called back. The quote she received was from Kay’s lawncare. It was for \$300 a mow for the Township Hall and the 2 cemeteries and \$600 for spring/fall cleanup. There was also a quote from Cornerstone who the Township hired last year. After some discussion it was decided to go with Kay’s Lawncare. Tim Joseph made a motion to hire Kay’s Lawncare for the upcoming 2025 season; Paul Wondolowski seconded. Roll call vote – 5 – yes, 0 – no. Motion carried.

8. Discussion Period

- a. Road Commission – Brad Kluczynski, manager for the Manistee County Road Commission came and gave an update. The board will get back to him on what road projects they think should be done in the upcoming year.
- b. Marijuana – All 7 licenses are in compliance. 6 – grow and 1 – processor.

9. Upcoming Events

Next Board Meeting – May 14, 2025 at 6:30 p.m.

10. Adjournment –Tim Joseph made a motion to adjourn at 9:05 p.m.; Paul Wondolowski seconded. Meeting adjourned.

Minutes recorded by Deborah Knutson, Clerk.

Minutes approved – May 14, 2025