

**Minutes of the (Regular) Meeting of the
Brown Township Board
December 14, 2022**

1. Call to Order

Paul Adamski called the regular business meeting of the Brown Township board to order at 7:00 p.m. on December 14, 2022.

2. Roll Call

Deborah Knutson conducted a roll call: Paul Adamski – Supervisor, Deborah Knutson - Clerk, Lani Millsap - Treasurer, Tim Joseph - Trustee and Paul Wondolowski - Trustee were 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 November 9, 2022 meeting; Paul Wondolowski seconded. Motion carried.

6. Reports

Supervisor – Paul Adamski reported that Board of Review met yesterday, December 13th. There were 2 exemptions, one was a Veterans exemption and one was a poverty exemption. There are a few Land Use Permits out still.

Clerk – Deborah Knutson reported that she was finally able to close out the Perpetual Care Cd at Huntington and it will need to be decided what type of account should be opened up at PNC. The Auditor at Tobin and Company called and will have the F65 form done by the end of the year that is needed for the IRS.

Treasurer – Lani Millsap presented financial reports showing check #14275 to #14301 for payments. Total disbursements of \$14,474.03. Tim Joseph made a motion to pay the bills; Paul Wondolowski seconded. Motion carried. The Treasurer’s Report was received showing a current passbook balance of \$415,125.40.

Assessor – No report at this time.

Planning Commission – No report at this time.

7. Old Business

Reimbursements for Marijuana Account – Deborah Knutson was able to talk to the accountant and she can now make changes in QuickBooks as needed per the auditor’s instructions. Deborah Knutson made a motion to allow the accountant to make changes as needed to the Marijuana account per the Auditor’s instructions; Tim Joseph seconded. Motion carried.

8. New Business

- a. **Manistee County Contractual Tax Agreement/2023 SET Tax Collection** – Paul Adamski made a motion to accept the Manistee County Contractual Tax Agreement; Lani Millsap seconded. Motion carried. Paul Adamski made a motion to accept the 2023 SET Tax Collection Agreement; Tim Joseph seconded. Motion carried.

- b. **Perpetual Care CD** – After closing the Perpetual Care CD at Huntington, Deborah Knutson spoke with Jordan from PNC and they have a 2.5% CD for 13 months that would probably be the most interest yielding account at this time. It is far better than the previous CD yielding only 7 cents a month. She also mentioned that PNC has a new policy now that requires us to have the Township Attorney give a letter to PNC certifying the minutes of the meeting pertaining to opening new bank accounts. Deborah Knutson made a motion to open the new Perpetual Care CD at PNC bank; Lani Millsap seconded. Motion carried.
- c. **Treasurer Position and Resignations (Lani Millsap and Jon Millsap)** – There was some discussion about Lani Millsap’s resignation and that she will resign once a new Treasurer is appointed. Jon Millsap also turned in a letter of resignation. Deborah Knutson accepted Jon Millsap’s resignation; Tim Joseph seconded. Motion carried. Melissa Hughey was the only applicant for the Treasurer position. She will be appointed once Lani Millsap’s resignation is accepted. In the mean time Lani Millsap appointed Melissa Hughey as her Deputy Treasurer to train her for the Treasurer position.
- d. **Propane Monitor** – Deborah Knutson reported that in order for the Hall not to run out of Propane for upcoming meetings or hall rentals that Blarney Castle is offering a wireless tank monitor for \$5 a month/\$60 a year that allows them to see when we need it filled up. Tim Joseph made a motion to have Blarney Castle put on a wireless tank monitor; Paul Wondolowski seconded. Motion carried.
- e. **2023 Meeting Dates** – Paul Adamski made a motion to accept the 2023 Meeting Dates; Deborah Knutson seconded. Motion carried.

9. Discussion Period

- a. **Flooring** – Deborah Knutson called Classic Interiors and they will not come out and give us an estimate unless we are exclusively working with them. Paul Adamski was able to get some samples of vinyl planking from Haglunds and he will get an estimate on the sample flooring that was chosen.

10. Upcoming Events

Next Board Meeting – January 11, 2023 – 7:00 p.m.

- 11. **Adjournment** – Tim Joseph made a motion to adjourn at 8:01 p.m.; Deborah Knutson seconded. Meeting adjourned.

Minutes recorded by Deborah Knutson, Clerk.

Minutes approved – January 11, 2023