

**Minutes of the (Regular) Meeting of the
Brown Township Board
March 13, 2024**

1. Call to Order

Paul Adamski called the regular business meeting of the Brown Township board to order at 7:04 p.m. on March 13, 2024.

2. Roll Call

Deborah Knutson conducted a roll call: Paul Adamski – Supervisor, Deborah Knutson - Clerk, Melissa Hughey – Treasurer, Paul Wondolowski - Trustee and Tim Joseph – Trustee were present. Mark Solden and Brad Kluczynski from the Manistee County Road Commission and Sylvester Wood, Chairperson for the Planning Commission were also present.

3. Approve the Agenda

Tim Joseph made a motion to approve the meeting agenda with the addition of Zoning Assistant to New Business; Paul Wondolowski seconded. Motion carried.

4. Public Comment

Mark Solden from the Manistee County Road Commission reported that he is retiring from the Road Commission and Brad Kluczynski is taking over for him. Brad introduced himself and reported his past work positions including working for the Grand Traverse Road Commission for 5 years. He also listed some of the upcoming road projects.

5. Approval of Minutes from the previous meeting

Tim Joseph made a motion to approve the minutes of the February 14, 2024 meeting; Paul Wondolowski seconded. Motion carried.

6. Reports

Supervisor – Paul Adamski reported that the Herschberger’s replaced the siding on the side of the hall. On March 5th there was an organizational meeting for Board of Review and on March 12th Board of Review met. There were 8 people that showed up with questions but no petitions. There will be another Board of Review tomorrow, March 14th from 3:00 p.m. to 9:00 p.m.

Clerk – Deborah Knutson reported that the February 27th Presidential Primary went well and that it was certified. She was able to schedule the new flooring from Haglund’s for April 15th. She worked with the Attorney to finalize the Investment Policy and Resolution.

Treasurer – Melissa Hughey reported that the tax season is done and settled with the County and the County will be giving the Township the delinquent taxes. She received several calls on property assessments. She presented financial reports showing check #14660 to #14692 for payments. Total disbursements of \$12,255.25. 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 \$479,702.19.

Assessor – No report was given.

Planning Commission – Tim Joseph reported that the Planning Commission will be meeting on March 19th to finalize the Master Plan.

7. New Business

- a. Household Hazardous Waste Disposal Program – Tim Joseph made a motion to pay \$300.00 to the Manistee, Mason and Oceana Conservation Districts for the Household Hazardous Waste Program; Melissa Hughey seconded. Roll call vote – 5 – yes, 0 – no. Motion passed.
- b. Brown Township Financial Resolution – The Resolution was offered by Tim Joseph and seconded by Paul Wondolowski. Roll call vote – 5 – yes, 0 – no. Resolution passed.
- c. Brown Township Investment Policy – Tim Joseph made a motion to adopt the Brown Township Investment Policy with the addition of the Fire and Rescue Fund being added to the funds of Brown Township; Paul Wondolowski seconded. Roll call vote – 5 – yes, 0 – no. Motion passed.
- d. Zoning Assistant – Paul Adamski reported that Rob Carson with Networks Northwest that helps us with our Special Use Permits and Public Hearings has been very busy with Networks Northwest. So, moving forward he said he could help us on the side as an Independent Consultant for the Township until we decide if we will be using the County to help with this. Tim Joseph made a motion to hire Rob Carson to facilitate upcoming Special Use Permits and Public Hearings; Deborah Knutson seconded. Roll call vote - 5 – yes, 0 – no. Motion passed. Paul Adamski will follow up with cost per hour.

8. Discussion Period

- a. Marijuana – There was some discussion about licenses that are coming up for renewal and 2 special use permits that are coming in.
- b. Marketplace – Sylvester Wood discussed his ideas for the Marketplace that may start this upcoming spring. He will look into parking and how many slots may fit in the parking lot.

9. Upcoming Events

Next Board Meeting – April 10, 2024 at 7:00 p.m.

Next MTA Meeting – April 17, 2024 at 7:00 p.m.

- 10. Adjournment** – Tim Joseph made a motion to adjourn at 8:52 p.m.; Paul Wondolowski seconded. Meeting adjourned.

Minutes recorded by Deborah Knutson, Clerk.

Minutes approved – April 10, 2024