

HAMLIN TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING  
 DECEMBER 13, 2012  
 AGENDA

VANDERVEST

LEWIS

PTASZENSKI

GURZYNSKI

REES

ROLL CALL

APPROVAL OF AGENDA: \_\_\_\_\_ / \_\_\_\_\_ AA MC

COMMENTS FROM FLOOR (LIMITED TO FIVE (5) MINUTES PER PERSON):

APPROVAL OF MINUTES – NOVEMBER 15, 2012: \_\_\_\_\_ / \_\_\_\_\_ AA MC

TREASURER'S REPORT THROUGH NOVEMBER, GENERAL FUND: \$909,246.21  
 \_\_\_\_\_ / \_\_\_\_\_ RC AA MC

GENERAL FUND BUDGET AMENDMENTS TOTALING \$1,600 IN AN INCREASE IN REVENUES AND \$5,130 IN AN INCREASE IN DISBURSEMENTS IN THE FOLLOWING ACCOUNT(S) WERE APPROVED:

ACCOUNT-REVENUES

465 - Franchise Fees (Cable) \$ 1,600  
 \$ 1,600

ACCOUNT-DISBURSEMENTS

400 - Planning Commission \$ 30  
 410 - Zoning Bd of Appeals 400  
 751 - Parks 4,300  
 899 - Tax Tribunal Adjustments 400  
 \$ 5,130

\_\_\_\_\_ / \_\_\_\_\_ RC AA MC

FIRE OPERATIONS FUND BUDGET AMENDMENTS TOTALING \$10,025 IN AN INCREASE IN EXPENDITURES IN THE FOLLOWING ACCOUNT(S) WERE APPROVED:

ACCOUNT-REVENUES

957 - Membership Dues \$ 75  
 970 - Capital Outlay 9,950  
 \$10,025

\_\_\_\_\_ / \_\_\_\_\_ RC AA MC

BILLS TO PAY (GENERAL FUND):

Bills totaling \$51,415.68 were approved

\_\_\_\_\_ / \_\_\_\_\_ RC AA MC

BILLS TO PAY (FIRE OPERATIONS FUND):

Bills totaling \$3,429.71 were approved

\_\_\_\_\_ / \_\_\_\_\_ RC AA MC

BILLS TO PAY (FIRE STATION BOND/INTEREST REDEMPTION FUND):

Bills totaling \$ \_\_\_\_\_ were approved

\_\_\_\_\_ / \_\_\_\_\_ RC AA MC

**Parks:**

**Roads:**

1) Requested Consumers Energy to repair the street lights at Ridgeview Court – once on 11/8/12 and again on 11/12/12. Lights were repaired on 11/26/12.

**Lake Preservation Society:**

**Mason County Sheriff Department:**

**OLD BUSINESS:**

- 1) Hear update on the sound system for the Township Hall.
- 2) N. Vandervest forwarded the approved bid policy to the auditor and the Township attorney. Per a telephone conversation on 9/21/12, the auditor thought the policy was clear and concise and has no problems with it. Township attorney is still reviewing the policy.
- 3) Review Ordinance No. 43, Pension Plan.

**NEW BUSINESS:**

1) Review/Approve Transfer of Tax Reverted Lands request from the Mason County Treasurer. Properties include: 53-007-480-322-00, 53-007-480-412-00, and 53-007-500-261-00  
\_\_\_\_\_/\_\_\_\_ RC AA MC

2) Review/Approve appointment of members to serve on the following boards/committees:

- Planning Commission \_\_\_\_\_/\_\_\_\_\_ AA MC
- Zoning Board of Appeals \_\_\_\_\_/\_\_\_\_\_ AA MC
- Board of Review \_\_\_\_\_/\_\_\_\_\_ AA MC
- Hamlin/PM Water & Sewer Authority \_\_\_\_\_/\_\_\_\_\_ AA MC
- Freedom of Information Act Coordinator \_\_\_\_\_/\_\_\_\_\_ AA MC
- City of Ludington Recreation Board \_\_\_\_\_/\_\_\_\_\_ AA MC

**NEW ITEMS APPROVED TONIGHT:** Review and add to the bills to pay list:

**CORRESPONDENCE:**

**Freedom of Information Act Inquiries:**

\*MCL 21.153 Obligations due state or municipality; payment by check or bank draft, date operative; legal tender; and further states, in part: "No receiving officer shall be required to receive in payment of any debt, taxes or other obligation collectible or receivable by him any tender other than gold or silver coin of the United States, United States treasury notes, gold certificates, silver certificates or federal reserve bank notes."

COMMITTEE REPORTS:

**Fire Department:**

1) Fire Chief's Report

2) Review/Approve adopting a Safety Grant Resolution for assistance in purchasing a generator for the Fire Dept.'s command rehabilitation trailer. \_\_\_\_/\_\_\_\_ RC AA MC

**Assessor:**

**Zoning Administrator (see report):**

**Planning Commission:**

1) Will Meet 1/7/13 at 6:00 p.m.

2) Review/Approve the following changes/amendments to the Hamlin Township Zoning Ordinance which were approved by the Planning Commission on 11/19/12:

- a) Article 14: Waterfront Overlay District – Changes to Overlay District - recommendations received from the Shoreline Riparian Magazine;
- b) Add new district – “Historic Property Overlay District”;
- c) Delete Home Occupations under “Permitted Uses” from Article 8, Section 8.02 and add as a “Special Land Use” to Article 8, Section 8.03.

**Zoning Board of Appeals:**

**Board of Review:**

1) March 2013 Board of Review is scheduled for March 13, 2013 and March 14, 2013.

**Townhall & Grounds:**

1) On 11/28/12, Bruce Mitchell Refrigeration completed the annual cleaning/servicing of the furnaces.

**Transfer Facility:**

1) **Winter Hours:** October 1<sup>st</sup> thru April 30<sup>th</sup> – Open Wednesday & Saturday – 9 A.M. to 5 P.M.

2) 2012-2013 Recycling Stickers are available. The yearly sticker for recycling is good from June 1st through May 31st . Cost is \$15 for residents and \$50 for non-residents. The 2012-2013 sticker color will be Ruby Red, a hot pink color.

3) 13-gallon size purple Township garbage bags can be purchased for \$5 for 10 bags.  
30-gallon size green Township garbage bags can be purchased for \$11 for 10 bags.

4) The Christmas Tree Recycling Program will run from January 1, 2013 through January 31, 2013 at the Hamlin Twp. Transfer Site. All decorations, tinsel, stand, etc. must be removed from the tree. Hamlin Township residents are allowed to drop off one (1) tree per family/address. Signature will be required at the Transfer Site. (Driver's license may be required)

**Freedom of Information Act Inquiries (continued):**

\* May 26, 2012, Greg Collins, 3242 N. Piney Ridge Rd., Ludington, MI:  
Requested tape of the 5/17/12 Hamlin Twp. Bd. Meeting - Request Granted – **Total Amount Due:**  
\$9.96. \*Made a second recording of the tape and mailed it to Mr. Collins at no additional charge.

\*November 27, 2012, Randal A. Wolf, 6023 Barnhart Rd., Ludington, MI:  
Requested information on 1) "Who makes the decision not to have all Township funds insured as  
stated in the last audit"; 2) "Who makes the decision not to send 1099's as stated in the last audit";  
and, 3) "Under the Internal Revenue Code should Vandervest Electric, Brian Vandervest, Steve  
Vandervest, or Mac's Tree Service been issued a 1099 for tax year ending December 31, 2011."  
**Requests Denied.**

**ANNOUNCEMENTS:**

1) The last 2012 Western Mason County Fire District Authority Meeting is scheduled for December  
17<sup>th</sup> at 3 p.m. in the Ludington City Hall Building. Minutes available upon request.

2) The Mason County Township Officers Association minutes are available upon request. Next  
meeting will be January 17, 2013 at the Riverton Township Hall. The 2013 meeting schedule: April  
18, 2013 at Sheridan Township Hall, and July 18, 2013 at Sherman Township Hall.

3) Burning permit number (toll-free): 1-866-922-2876; or visit [www.michigan.gov/burnpermit](http://www.michigan.gov/burnpermit).  
\*New law bans certain open burning...HB 4207 bans the uncontrolled burning of plastic, rubber, foam,  
chemically treated wood, textiles, electronics, chemicals and hazardous materials. The bill became  
Public Act 102 of 2012. Rural residents still can burn yard waste such as brush and leaves; and,  
household waste such as cardboard and paper products.

4) Video Franchise Complaint Line - New number is 1-800-292-9555.

5) The next meeting of the Mason County Board of Commissioners will be held on January 8, 2013 at  
9 a.m. Meetings are held in the Commissioner's room at the Mason County Court House.

6) State Representative Ray Franz can be reached toll free at 1-855-347-8101 or by email at  
[rayfranz@house.mi.gov](mailto:rayfranz@house.mi.gov).

7) Community Watch – Hamlin Township Community Watch meetings, 7 p.m.: January 29, 2013

8) Senate Bills 1021 & 1022 would require the state to make full, rather than pro-rated payments; on  
purchased lands, the bills would include special assessment & current millage rates in PILT  
calculations (rates are now frozen at the 2004 millage rates); and, swamp land tax rate would  
increase to \$4.00 per acre compared to the current \$2.00 per acre, with the amount being split evenly  
between the county and township.

9) Under the Revised Personal Property Tax Proposal, the industrial portion of the tax would be  
phased out between 2016 & 2022 and the combined small industrial and commercial personal  
property valued at less than \$40,000 state equalized value would be exempt beginning in 2014. The  
Township's General Fund could lose approximately \$2,500 in revenue and the Fire Operations Fund  
could lose approximately \$1,500 in revenue based on the 2012 taxable values.

10) The Federal Emergency Management Agency's (FEMA's) Lake Michigan Coastal Flood Study  
Discovery Report was received - draft Discovery Report available upon request.

- Visit Hamlin Township's Website: [www.hamlintownship.org](http://www.hamlintownship.org)

**COMMENTS FROM FLOOR (LIMITED TO FIVE (5) MINUTES PER PERSON):**

ADJOURN: \_\_\_\_\_ / \_\_\_\_\_ AA MC

TIME: \_\_\_\_\_ P.M.

The Hamlin Township Board met Thursday, November 15, 2012 at 6:00 p.m. at the Hamlin Townhall. Present: Vandervest, Lewis, McCarthy, Gurzynski, Rees. Absent: None. Approximately 11 people in attendance.

Ms. Vandervest called the meeting to order and led the Pledge to the Flag.

On the MOTION of McCarthy, supported by Gurzynski, the Board approved the November 15, 2012 agenda. AA MC

**Comments from the Floor:**

1) Mr. Wally Evans, Barnhart Road, commended the Zoning Board of Appeals on how they handled the meeting the other night – he was very impressed at how they really tried to work with the family and wanted to thank the board. Regarding the upcoming Planning Commission meeting, Mr. Evans objects to the special land use request by Douglas Caswell. He feels Mr. Caswell received favoritism from the board. First, when the Planning Commission approved changing the zoning from R-1 to R-2 to operate a family compound; and now, by allowing him to operate a resort if his request is approved on 11/19/12. Mr. Evans’ final question pertained to if the 1099’s are being sent out; which, C. Lewis answered in the affirmative.

On the MOTION of McCarthy, supported by Gurzynski, the Minutes of the October 11, 2012 meeting were approved as presented. AA MC

The Treasurer’s Report through October, 2012, General Fund: \$916,881.04 was approved on the MOTION of Lewis, supported by Rees. RC AA MC M. McCarthy noted the Clerk and Treasurer also balanced in the Trust & Agency Account, Fire Operations Account, and the Fire Station Bond & Interest Redemption Fund.

On the MOTION of Rees, supported by McCarthy, General Fund Budget Amendments totaling \$350 in an increase in revenues and \$300 in an increase in disbursements in the following account(s) were approved:

|                                  |                       |               |
|----------------------------------|-----------------------|---------------|
| <u>ACCOUNT-REVENUES</u>          |                       |               |
| 620                              | - Pln/Zng Bd App Fees | <u>\$ 350</u> |
|                                  |                       | \$ 350        |
| <br><u>ACCOUNT-DISBURSEMENTS</u> |                       |               |
| 751                              | - Parks               | <u>\$ 300</u> |
|                                  |                       | \$ 300        |
|                                  |                       | RC AA MC      |

On the MOTION of Lewis, supported by Rees, Fire Operations Fund Budget Amendments totaling \$25 in an increase in revenues in the following account(s) were approved:

|                         |                 |              |
|-------------------------|-----------------|--------------|
| <u>ACCOUNT-REVENUES</u> |                 |              |
| 689                     | - Miscellaneous | <u>\$ 25</u> |
|                         |                 | \$ 25        |
|                         |                 | RC AA MC     |

Bills totaling \$38,774.55 in the General Fund were approved for payment on the MOTION of McCarthy, supported by Gurzynski. RC AA MC

Bills totaling \$11,550.59 in the Fire Operations Fund, were approved for payment on the MOTION of Lewis, supported by Rees. RC AA MC

There were no bills to be paid in the Fire Station Bond/Interest Redemption Fund.

**COMMITTEE REPORTS:**

**1) Fire Department (minutes of 11/5/12 meeting):**

- Held discussion on fire runs;
- Discussed County training for 2013;
- Discussion on hose washer;
- Received “Thank You” from MDA;
- Discussed generator specs for trailer;
- Update on boat 2, the flat bottom boat, donated by Poncho Pond and being painted by Tom Johnson;
- Received fire fighter application from Cole Elliott. On the MOTION of Vandervest, supported by Rees, the Board approved Mr. Elliott’s application pending driver verification, background check, and physical;
- Training will be held November 19<sup>th</sup> on ICS/pump storage plan;
- Runs for October: 14 medical; 2 gas leaks; and, 1 assist to LFD – for a total of 17 runs.

2) Chief S. Vandervest presented the comparison of costs researched for the 2013 Rehab Command Trailer which was purchased from Fun-N-Sun and included in the above bills to be paid. Fun-N-Sun’s cost was several thousand dollars less than the others plus they will deliver.

**Assessor:**

1) The 2013 Consumer Price Index (CPI) established by the state of Michigan is 1.024%. The CPI for last year, 2012, was 1.027%.

**Parks (continued):**

- 4) The memorial bench for Mr. Robert Archey has been installed at the Long Skinny Park. There will be a couple of modifications done to the plaque.
- 5) The donated fire hose has been installed on the dock at Wilson Hill Park.

**Roads:**

- 1) Requested: Roads in Hamlin Lake Estates be graded;  
Rath Road, between Jagger and Decker Roads, be graded;  
Middleton Road be graded; and,  
Requested on 11/8/12, Consumers Energy repair the street lights  
on Ridge View Court.

**Lake Preservation Society: No Report**

**Mason County Sheriff's Department:**

- 1) The Mason County Sheriff's report for October, 2012 was faxed over and presented by N. Vandervest. There were a total of 25 calls for service in Hamlin Township in October: 1 count non-aggravated assault; 1 count intimidation/stalking; 1 burglary-forced entry; 1 larceny-other; 1 count fraud-false pretense/swindle/conf.; 1 count fraud-credit card/ATM; 2 counts damage to property; 1 escape/flight; 1 count obstructing justice; 1 alarm; 1 count civil matter-dispute/family trouble; 1 departmental assist; 1 count general non-criminal; 3 LCC inspections; and, 8 crashes.

**OLD BUSINESS:**

- 1) Heard update on the sound system for the Township Hall. Nick Swan, Instrumental Music, and a company out of Baldwin have all been at the hall to see what is needed. None have reported back.
- 2) N. Vandervest forwarded the approved bid policy to the auditor and the Township attorney. Per a telephone conversation on 9/21/12, the auditor thought the policy was clear and concise and has no problems with it. Township attorney is still reviewing the policy.
- 3) The ORV Ordinance was posted in the Ludington Daily News on 10/29/12 and will take effect on 11/27/12. The Ordinance has been posted on the Township's website and a copy was given to the Mason County Road Commission and Mason County Clerk. The Road Commission is still reviewing the ordinance and has not, to date, closed any roads in the Township.

**NEW BUSINESS:**

- 1) On the MOTION of Lewis, supported by Rees, the Board approved to opt out of MCL 15.563 which sets a limit as to what a public employer may contribute to medical benefit plan coverage. RC AA MC
- 2) On the MOTION of McCarthy, supported by Rees, the Board approved the BCBS Health Insurance HSA rates for 2013. RC AA MC

**NEW ITEMS APPROVED TONIGHT:**

- 1) Review and add to the bills to pay list: On the MOTION of Lewis, supported by Vandervest, the Board approved the payment of \$2,242.40 for insurance coverage through December, 2012. RC AA MC

**CORRESPONDENCE:**

**1) DEQ Permits Issued to:**

- \*Terry/Janet Daniel, Section 15, place 27 cubic yards of clean sand/topsoil fill around the base of cedar trees lining the driveway shoulder on the north side only;
- \*Benjamin/Michele Diaczok, Section 33, install a total of 180 linear feet of replacement steel seawall;
- \*Shel/Toni Larson, Section 27, ATF permit to authorize a 45' long by 5' wide permanent dock;
- \*Ronald Bolz, Section 15, violation notice;
- \*Lawrence/Kimberly Ingle, seawall and boat well.

**2) Freedom of Information Act Inquiries:**

\*MCL 21.153 Obligations due state or municipality; payment by check or bank draft, date operative; legal tender; and further states, in part: "No receiving officer shall be required to receive in payment of any debt, taxes or other obligation collectible or receivable by him any tender other than gold or silver coin of the United States, United States treasury notes, gold certificates, silver certificates or federal reserve bank notes."

\* May 26, 2012, Greg Collins, 3242 N. Piney Ridge Rd., Ludington, MI:  
Requested tape of the 5/17/12 Hamlin Twp. Bd. Meeting - Request Granted - **Total Amount Due:** \$9.96. \*Made a second recording of the tape and mailed it to Mr. Collins at no additional charge.

\*October 5, 2012, Randal A. Wolf, 6023 Barnhart Rd., Ludington, MI:  
Requested a copy of the response to the state of Michigan. Request Granted - **Total Amount Received:** \$20.32

**Assessor (continued):**

2) Reviewed the 2013 Hamlin Township Poverty Exemption Guidelines and the following motions were heard:

a) On the MOTION of McCarthy, supported by Rees, the Board approved setting the asset requirement for tax exemptions at three (3) times the annual household income of the applicant; b) On the MOTION of Rees, supported by Gurzynski, the Board adopted a resolution allowing local residents to appeal in writing to the March Board of Review; c) On the MOTION of Rees, supported by Gurzynski, the Board approved the 2013 meetings dates of March 13<sup>th</sup>, March 14<sup>th</sup>, July 16<sup>th</sup>, and December 10<sup>th</sup> to hold Board of Review meetings; and d) On the MOTION of McCarthy, supported by Rees, the Board approved adopting the 2013 Hamlin Township Poverty Exemption Guidelines. RC AA MC

**Zoning Administrator:**

1) Four (4) Zoning Permits issued in October, 2012:

- \*James/Carol Smith, 5853 W. Pleasant Hill, construct a single family dwelling addition & covered porch;
- \*Richard/Tracy Laaksonen, 2790 N. Lebay, construct 40x28 addition to single family dwelling on full basement w/12x20 breezeway;
- \*Brian/Sarah Riley, 1508 N. Lakeshore, erect privacy fence;
- \*Werner Klisch, 2287 N. Lebay, construct 10x12 gazebo w/removable screens.

**Planning Commission:**

1) Will Meet 11/19/12 at 6:00 p.m.:

- \*Douglas Caswell, 3442 N. Stearns, is requesting a special land use to construct and operate a resort of not more than five units on his property.
- \*Hold a Public Hearing to adopt proposed Amendments to Hamlin Twp. Zoning Ordinance #45. Proposed amendments include a Historic Property Overlay District; revisions to the Waterfront Overlay District; and, Home Occupations.

2) Appointed Caryl Ferguson, 2939 N. George Lane, to replace Linus Thalman on the Planning Commission. Her term will expire on 12/31/2013.

**Zoning Board of Appeals:**

1) Met 11/13/12:

- \*Lauella & Lenora Jennings, 6480 Linden Street, requested a variance to construct a 24x24 garage within one foot of their east property line and approximately 13 feet from the road right-of-way of Linden Street. UNANIMOUSLY GRANTED.

**Board of Review:**

1) December Board of Review is scheduled for December 11, 2012 at 10 a.m.

**Townhall & Grounds:**

1) Opened/Reviewed 2012-2013 snowplowing bids. Notice was posted at the Township Hall, on the Township's website, announced at the October Township Board of Trustees meeting, and published in the Ludington Daily News. Sealed bids were due to the Hamlin Township Office on or before November 8<sup>th</sup> and be opened at tonight's meeting. Bids must have been in a sealed envelope. Received two bids -- one from CIS Snow Plowing & Excavating; and one from Sunshine's Outdoor Services, LLC. Regarding the moving of snow banks back, Sunshine's bid came in \$200 less than CIS's; and regarding the snowplowing of each site, Sunshine's bid was \$90 less. On the MOTION of Rees, supported by McCarthy, the Board awarded the snowplowing bid to Sunshine's Outdoor Services, LLC with the condition that they provide us with a new certificate of insurance once their current certificate expires in December. RC AA MC

2) Consumers Energy has repaired the light in the Township Hall parking lot.

**Transfer Facility:**

1) Winter Hours: Begin October 1, 2012 -- Open Wednesday & Saturday -- 9 A.M. to 5 P.M.

2) 2012-2013 Recycling Stickers are available. The yearly sticker for recycling is good from June 1st through May 31st. Cost is \$15 for residents and \$50 for non-residents. The 2012-2013 sticker color is Ruby Red, a hot pink color.

3) 13-gallon size purple Township garbage bags can be purchased for \$5 for 10 bags. 30-gallon size green Township garbage bags can be purchased for \$11 for 10 bags.

4) The Christmas Tree Recycling Program will run from January 1, 2013 through January 31, 2013 at the Hamlin Twp. Transfer Site. All decorations, tinsel, stand, etc. must be removed from the tree. Hamlin Township residents are allowed to drop off one (1) tree per family/address. Signature will be required at the Transfer Site. (Driver's license may be required)

**Parks:**

1) Picnic tables have been picked up and placed in storage for the winter.

2) The hand pump at Wilson Hill Park has been winterized by Murphy Well Drilling and the pump/handle placed in storage.

3) Collected \$145.41 from the park donation boxes on 10/24/12.

2) Freedom of Information Act Inquiries (continued):

\*October 5, 2012, Randal A. Wolf, 6023 Barnhart Rd., Ludington, MI: Requested "a list of all independent contractors, small businesses, and any person that should have received a 1099 from Hamlin Township for the taxable year ending December 31, 2012 and December 31, 2011 according to the Internal Revenue Service - also the amount paid to them each year." Request Denied. Records are exempt from disclosure under FOIA Section 13, Sub-Section (d), because records are exempt from disclosure by statute and the Township of Hamlin is not required to create records and/or lists that do not exist.

\*October 5, 2012, Randal A. Wolf, 6023 Barnhart Rd., Ludington, MI:

Requested "a list of all independent contractors, small businesses, and any person who was paid at least \$600.00 for services that were not employees of Hamlin Township, from January 1st 2010 to January 1st 2012." Request Denied. Records are exempt from disclosure under FOIA Section 13, Sub-Section (d), because records or information specifically described are exempt from disclosure by statute and the Township of Hamlin is not required to create records and/or lists that do not exist.

ANNOUNCEMENTS:

1) The last 2012 Western Mason County Fire District Authority Meeting is scheduled for December 17th at 3 p.m. in the Ludington City Hall Building. Minutes available upon request. Their 2013 budget was adopted on 10/15/12 and is also available upon request.

2) The Mason County Township Officers Association minutes are available upon request. Next meeting will be January 17, 2013 at the Riverton Township Hall. The 2013 meeting schedule: April 18, 2013 at Sheridan Township Hall, and July 18, 2013 at Sherman Township Hall.

3) Anyone interested in serving on the Hamlin Township Zoning Board of Appeals or the Hamlin Township Planning Commission, please contact Nancy Vanderveest or submit a letter of interest before 12/1/12.

4) Burning permit number (toll-free): 1-866-922-2876; or visit [www.michigan.gov/burnpermit](http://www.michigan.gov/burnpermit). \*New law bans certain open burning... HB 4207 bans the uncontrolled burning of plastic, rubber, foam, chemically treated wood, textiles, electronics, chemicals and hazardous materials. The bill became Public Act 102 of 2012. Rural residents still can burn yard waste such as brush and leaves; and, household waste such as cardboard and paper products.

5) Video Franchise Complaint Line - New number is 1-800-292-9555.

6) The Mason County Board of Commissioners meeting schedule for 2012 follows: December 11, 2012-7 p.m.; and, January 8, 2013-9 a.m. Meetings are held in the Commissioner's room at the Mason County Court House.

7) State Representative Ray Franz can be reached toll free at 1-855-347-8101 or by email at [rayfranz@house.mi.gov](mailto:rayfranz@house.mi.gov).

8) The Mute Swan International Meeting can be found on the Township's website. There will be a meeting, for anyone interested in gathering information regarding the Mute Swan Regulations, on December 12, 2012 at 7 p.m. at the Victory Township Hall, 4411 N. Stiles Road, Scottville, MI. Representatives from the USDA Wildlife Division, along with a MDNR biologist, will be present.

9) Community Watch - Hamlin Township Community Watch meetings, 7 p.m.: October 30, 2012 - M. McCarthy November 27, 2012 - N. Vanderveest

- Visit Hamlin Township's Web Site: [www.hamlintownship.org](http://www.hamlintownship.org)

COMMENTS FROM FLOOR (LIMITED TO FIVE (5) MINUTES PER PERSON):

1) Mr. Wally Evans, Barnhart Road, thanked the Board for including this new section into our agenda and asked if we would suggest to the Zoning Board of Appeals and the Planning Commission they do the same.

2) N. Vanderveest thanked Treasurer Mary McCarthy who will be retiring on 11/20/12. Mary has served as Hamlin Township Treasurer for the past 12 years and before that, she served on the Planning Commission for 14 years. N. Vanderveest indicated that the Township has been very lucky to have had Mary. N. Vanderveest then introduced and welcomed Susan Piaszenski, who won her election, and will replace Mary as Hamlin Township Treasurer for the next four years.

On the MOTION of Rees, supported by Lewis, the meeting adjourned at 6:36 p.m. AA MC

Respectfully submitted,

Catherine Lewis, Clerk



BILLS TO PAY-GENERAL FUND-12/13/12

|  |                    |                                  |
|--|--------------------|----------------------------------|
| Insurance-employees (Post Audit)               | \$3,022.70         | Blue Cross Blue Shield           |
| 2012-2013 H.S.A. Accounts (Post Audit)         | \$15,000.00        | Northwestern Bank                |
| Insurance-employees                            | \$1,806.37         | Blue Cross Blue Shield           |
| Custodian-November, 2012                       | \$495.98           | R. Anderson                      |
| Plan. Comm.-11/19/12                           | \$45.76            | C. Ferguson                      |
| "  | \$45.76            | M. Gage                          |
| "  | \$45.76            | M. Herban                        |
| "  | \$45.76            | R. Key                           |
| "  | \$45.76            | D. Mahannah                      |
| " ; ZBA-11/13/12                               | \$91.52            | R. St. Hilaire                   |
| ZBA-11/13/12                                   | \$45.76            | K. Greb                          |
| "  | \$45.76            | D. Lovato                        |
| "  | \$45.76            | R. Wolf                          |
| Transfer Attendant-November, 2012              | \$274.52           | R. Sadler                        |
| "  | \$279.52           | F. Surplice                      |
| Assessor/Zng. Adm.-12/1-12/15/12               | \$1,339.95         | S. Armstrong                     |
| Assessor/Zng. Adm.-12/1-12/15/12               | \$954.65           | K. Genter                        |
| Office Manager-12/1-12/15/12                   | \$1,094.03         | N. Vandervest                    |
| Supervisor thru 12/20/12                       | \$1,231.61         | C. Lewis                         |
| Clerk thru 12/20/12                            | \$1,335.23         | S. Ptaszenski                    |
| Treasurer thru 12/20/12                        | \$1,339.95         | S. Armstrong                     |
| Assessor/Zng. Adm.-12/16-12/31/12              | \$954.65           | K. Genter                        |
| Office Manager-12/16-12/31/12                  | \$232.00           | All Seasons                      |
| Portable Restrooms                             | \$55.36            | Baldwin Cooke                    |
| Supplies-Office                                | \$172.84           | Bruce Mitchell                   |
| Service Furnaces                               | \$59.99            | Charter Communications           |
| Mthly chg-Internet                             | \$4,094.00         | City of Ludington                |
| Final Payment-2012 Ludington Rec. Program      | \$1,500.00         | DTE Energy                       |
| Payment in Advance                             | \$575.00           | Hal Genter                       |
| Annual Fee-Website Maintenance                 | \$14.15            | Great Lakes Energy               |
| TF-Electric                                    | \$188.66           | Home Depot                       |
| Supplies-Townhall                              | \$64.46            | Jackpine Business Centers        |
| Supplies-Office/Treasurer                      | \$955.36           | John Hancock Life Insurance      |
| Pension-November, 2012                         | \$451.48           | Mason Co. Clerk's Office         |
| AV Supplies/Publication-11/6/12 Election       | \$50.00            | Mich. Assoc. of Municipal Clerks |
| 2013 Membership Dues                           | \$6,073.35         | Mason Co. Equalization Dept.     |
| Assessment/Tax Roll Maintenance                | \$70.50            | Model                            |
| Floor Runners-November, 2012                   | \$73.00            | Nicholson & Krusniak             |
| Legal Fees-October, 2012                       | \$25.00            | NUOnet                           |
| Mthly. chg.-Web Host                           | \$203.00           | Pitney Bowes                     |
| Mthly. chg.-Postage Meter                      | \$177.92           | Quill Corporation                |
| Supplies-Office/Treasurer/Zoning Administrator | \$365.98           | Quill Corporation                |
| Supplies-Zoning Administrator                  | \$618.65           | Ludington Daily News             |
| Advertising-November, 2012                     | \$1,680.00         | Waste Reduction Systems          |
| Refuse/Recycling-November, 2012                | \$112.27           | Ziehm LP Gas                     |
| Propane-TF                                     | \$1,335.33         | IRS - Online Payment             |
| Social Security Deductions-October, 2012       | \$371.54           | IRS - Online Payment             |
| Medicare Deductions-October, 2012              | \$1,785.00         | IRS - Online Payment             |
| Federal Deductions-October, 2012               | \$524.08           | State of Michigan                |
| State Deductions-October, 2012                 |                    |                                  |
|  | <b>\$51,415.68</b> |                                  |
|  |                    |                                  |
| Consumers Energy                               | \$1,500.00         |                                  |
| Briggs True Value                              | \$58.34            |                                  |
| Briggs True Value                              | \$99.19            |                                  |
| Supplies                                       | \$155.38           |                                  |
| Bruce Mitchell                                 | \$102.65           |                                  |
| Charter Communication                          | \$1,000.00         |                                  |
| DTE Energy                                     | \$75.00            |                                  |
| Michigan State Firemen's Assoc.                | \$439.15           |                                  |
| Time Emergency Equipment                       |                    |                                  |
|  | <b>\$3,429.71</b>  |                                  |
|  |                    |                                  |
| Consumers Energy                               | \$1,500.00         |                                  |
| Briggs True Value                              | \$58.34            |                                  |
| Briggs True Value                              | \$99.19            |                                  |
| Supplies                                       | \$155.38           |                                  |
| Bruce Mitchell                                 | \$102.65           |                                  |
| Charter Communication                          | \$1,000.00         |                                  |
| DTE Energy                                     | \$75.00            |                                  |
| Michigan State Firemen's Assoc.                | \$439.15           |                                  |
| Time Emergency Equipment                       |                    |                                  |
|  | <b>\$3,429.71</b>  |                                  |

BILLS TO PAY-FIRE OPERATIONS FUND-12/13/12

REVENUE AMENDMENTS - THRU NOVEMBER 30, 2012 - FIRE OPERATIONS FUND

| ACCT# | REVENUE TITLE              | APPVD BUDGET | \$AMT AMENDED | AMENDED BGT. | ACTUAL     | THIS MONTH | TOTAL      | BALANCE     | \$AMT AMENDED | DATE AMENDED |
|-------|----------------------------|--------------|---------------|--------------|------------|------------|------------|-------------|---------------|--------------|
| 402   | CURRENT REAL PROPERTY TAX  | \$80,000.00  |               | \$80,000.00  | \$0.00     | \$0.00     | \$0.00     | \$80,000.00 |               |              |
| 412   | DEL. REAL PROPERTY TAX     | \$6,000.00   | \$50.00       | \$6,050.00   | \$6,049.91 | \$0.00     | \$6,049.91 | \$0.09      |               |              |
| 417   | DEL. PERSONAL PROPERTY TAX | \$1,000.00   |               | \$1,000.00   | \$11.65    | \$0.00     | \$11.65    | \$988.35    |               |              |
| 665   | INTEREST                   | \$500.00     |               | \$500.00     | \$77.21    | \$8.38     | \$85.59    | \$414.41    |               |              |
| 676   | REIMBURSEMENTS             | \$2,000.00   |               | \$2,000.00   | \$860.00   | \$0.00     | \$860.00   | \$1,140.00  |               |              |
| 681   | ADVANCED FROM OTHER FUNDS  | \$0.00       |               | \$0.00       | \$0.00     | \$0.00     | \$0.00     | \$0.00      |               |              |
| 687   | REFUNDS/REBATES            | \$0.00       |               | \$0.00       | \$0.00     | \$0.00     | \$0.00     | \$0.00      |               |              |
| 689   | MISCELLANEOUS              | \$0.00       | \$25.00       | \$25.00      | \$25.00    | \$0.00     | \$25.00    | \$0.00      |               |              |
| 970   | CAPITOL OUTLAY             | \$0.00       |               | \$0.00       | \$0.00     | \$0.00     | \$0.00     | \$0.00      |               |              |
| 400   | TOTAL REVENUES             | \$89,500.00  | \$75.00       | \$89,575.00  | \$7,023.77 | \$8.38     | \$7,032.15 | \$82,542.85 |               |              |

REVENUE AMENDMENTS - THRU NOVEMBER 30, 2012

| ACCT# | REVENUE TITLE                 | APPVD BUDGET | \$AMT AMENDED | AMENDED BGT. | ACTUAL       | THIS MONTH  | TOTAL        | BALANCE      | \$AMT AMENDED | DATE AMENDED |
|-------|-------------------------------|--------------|---------------|--------------|--------------|-------------|--------------|--------------|---------------|--------------|
| 402   | CURRENT REAL PROPERTY TAX     | \$140,000.00 |               | \$140,000.00 | \$0.00       | \$0.00      | \$0.00       | \$140,000.00 |               |              |
| 412   | DEL. REAL PROPERTY TAX        | \$13,500.00  |               | \$13,500.00  | \$9,681.22   | \$0.00      | \$9,681.22   | \$3,818.78   |               |              |
| 417   | DEL. PERSONAL PROPERTY TAX    | \$1,000.00   |               | \$1,000.00   | \$41.31      | \$0.00      | \$41.31      | \$958.69     |               |              |
| 424.1 | SWAMP LAND TAX                | \$3,000.00   | \$51.00       | \$3,051.00   | \$3,050.26   | \$0.00      | \$3,050.26   | \$0.74       |               |              |
| 425   | SPECIFIC TAX                  | \$1,500.00   |               | \$1,500.00   | \$866.00     | \$144.00    | \$1,010.00   | \$490.00     |               |              |
| 445   | PENALTY/INTEREST              | \$500.00     |               | \$500.00     | \$0.00       | \$0.00      | \$0.00       | \$500.00     |               |              |
| 446   | SUMMER SCH TAX COLLECTION     | \$13,500.00  |               | \$13,500.00  | \$0.00       | \$0.00      | \$0.00       | \$13,500.00  |               |              |
| 465   | FRANCHISE FEES (CABLE)        | \$4,500.00   |               | \$4,500.00   | \$3,845.35   | \$2,222.35  | \$6,067.70   | (\$1,567.70) | \$1,600.00    | 12/13/2012   |
| 574   | STATE REVENUE SHARING         | \$200,000.00 |               | \$200,000.00 | \$119,389.00 | \$44,308.00 | \$163,697.00 | \$36,303.00  |               |              |
| 575   | METRO FUNDS                   | \$0.00       | \$6,100.00    | \$6,100.00   | \$6,071.34   | \$0.00      | \$6,071.34   | \$28.66      |               |              |
| 607   | ADMINISTRATIVE FEES           | \$50,000.00  |               | \$50,000.00  | \$48,607.35  | \$415.08    | \$49,022.43  | \$977.57     |               |              |
| 607.1 | DELINQUENT ADM FEES           | \$3,500.00   |               | \$3,500.00   | \$2,571.24   | \$0.00      | \$2,571.24   | \$928.76     |               |              |
| 608   | ASSESSOR'S SPLIT              | \$0.00       |               | \$0.00       | \$0.00       | \$0.00      | \$0.00       | \$0.00       |               |              |
| 609   | LAND DIVISIONS                | \$2,000.00   |               | \$2,000.00   | \$275.00     | \$0.00      | \$275.00     | \$1,725.00   |               |              |
| 620   | PLNZNGBD APP FEES             | \$2,000.00   | \$450.00      | \$2,450.00   | \$2,450.00   | \$0.00      | \$2,450.00   | \$0.00       |               |              |
| 621   | SPECIAL MEETING COSTS         | \$0.00       |               | \$0.00       | \$0.00       | \$0.00      | \$0.00       | \$0.00       |               |              |
| 625   | ZONING PERMITS                | \$3,000.00   |               | \$3,000.00   | \$2,040.00   | \$60.00     | \$2,100.00   | \$900.00     |               |              |
| 635   | STREET LIGHT CHARGES          | \$2,000.00   |               | \$2,000.00   | \$1,161.60   | \$0.00      | \$1,161.60   | \$838.40     |               |              |
| 642   | GARBAGE BAG/RECYCLING CHARGES | \$25,000.00  |               | \$25,000.00  | \$16,995.80  | \$1,906.40  | \$18,902.20  | \$6,097.80   |               |              |
| 665   | INTEREST                      | \$15,000.00  |               | \$15,000.00  | \$7,457.65   | \$12.95     | \$7,470.60   | \$7,529.40   |               |              |
| 667   | TOWNHALL RENTAL               | \$4,000.00   |               | \$4,000.00   | \$1,475.00   | \$0.00      | \$1,475.00   | \$2,525.00   |               |              |
| 676   | REIMBURSEMENTS                | \$2,000.00   | \$400.00      | \$2,400.00   | \$2,386.91   | \$0.00      | \$2,386.91   | \$13.09      |               |              |
| 681   | TRANS FROM OTHER FUNDS        | \$0.00       |               | \$0.00       | \$0.00       | \$0.00      | \$0.00       | \$0.00       |               |              |
| 687   | REFUNDS/REBATES               | \$200.00     |               | \$200.00     | \$185.63     | \$0.00      | \$185.63     | \$14.37      |               |              |
| 688   | DOG TAGS                      | \$0.00       |               | \$0.00       | \$0.00       | \$0.00      | \$0.00       | \$0.00       |               |              |
| 689   | MISCELLANEOUS                 | \$1,500.00   |               | \$1,500.00   | \$335.61     | \$0.00      | \$335.61     | \$1,164.39   |               |              |
| 400   | TOTAL REVENUES                | \$487,700.00 | \$7,001.00    | \$494,701.00 | \$228,886.27 | \$49,068.78 | \$277,955.05 | \$216,745.95 | \$1,600.00    | 12/13/2012   |

| DISBURSEMENTS - FIRE OPERATIONS FUND |                            |              |               |              |             |            |             |              |               |              |  |
|--------------------------------------|----------------------------|--------------|---------------|--------------|-------------|------------|-------------|--------------|---------------|--------------|--|
| ACCT#                                | DISBURSEMENTS TITLE        | APPVD BUDGET | \$AMT AMENDED | AMENDED BGT. | ACTUAL      | THIS MONTH | TOTAL       | BALANCE      | \$AMT AMENDED | DATE AMENDED |  |
| 701/706/715-716/811-816              | WAGES/SALARIES             | \$40,000.00  |               | \$40,000.00  | \$17,745.75 | \$0.00     | \$17,745.75 | \$22,254.25  |               |              |  |
| 727 / 775 / 930                      | SUPPLIES *                 | \$7,000.00   |               | \$7,000.00   | \$3,086.30  | \$854.71   | \$3,941.01  | \$3,058.99   |               |              |  |
| 740                                  | UTILITIES-HEAT             | \$4,000.00   |               | \$4,000.00   | \$0.00      | \$1,000.00 | \$1,000.00  | \$3,000.00   |               |              |  |
| 776 / 936                            | TRUCK REPAIR               | \$2,000.00   |               | \$2,000.00   | \$397.50    | \$0.00     | \$397.50    | \$1,602.50   |               |              |  |
| 801                                  | LEGAL FEES                 | \$0.00       |               | \$0.00       | \$0.00      | \$0.00     | \$0.00      | \$0.00       |               |              |  |
| 802                                  | AUDIT FEES *               | \$2,300.00   |               | \$2,300.00   | \$1,400.00  | \$0.00     | \$1,400.00  | \$900.00     |               |              |  |
| 806 / 820                            | PHYSICALS/TRAINING         | \$3,500.00   |               | \$3,500.00   | \$2,860.00  | \$0.00     | \$2,860.00  | \$640.00     |               |              |  |
| 810                                  | SNOW REMOVAL               | \$2,000.00   |               | \$2,000.00   | \$0.00      | \$0.00     | \$0.00      | \$2,000.00   |               |              |  |
| 850                                  | COMMUNICATIONS/PAGERS      | \$3,000.00   |               | \$3,000.00   | \$2,500.00  | \$0.00     | \$2,500.00  | \$500.00     |               |              |  |
| 861                                  | FUEL                       | \$1,500.00   |               | \$1,500.00   | \$1,179.97  | \$0.00     | \$1,179.97  | \$320.03     |               |              |  |
| 880                                  | COMMUNITY DONATIONS/PROMO. | \$0.00       |               | \$0.00       | \$0.00      | \$0.00     | \$0.00      | \$0.00       |               |              |  |
| 899                                  | TAX TRIBUNAL ADJUSTMENTS   | \$100.00     |               | \$100.00     | \$0.00      | \$0.00     | \$0.00      | \$100.00     |               |              |  |
| 900                                  | PUBLISHING                 | \$0.00       |               | \$0.00       | \$0.00      | \$0.00     | \$0.00      | \$0.00       |               |              |  |
| 910                                  | INSURANCE                  | \$8,500.00   |               | \$8,500.00   | \$7,428.48  | \$0.00     | \$7,428.48  | \$1,071.52   |               |              |  |
| 920                                  | UTILITIES-CONSUMERS        | \$6,000.00   |               | \$6,000.00   | \$3,000.00  | \$0.00     | \$3,000.00  | \$3,000.00   |               |              |  |
| 957                                  | DUES/MEMBERSHIPS           | \$500.00     |               | \$500.00     | \$500.00    | \$75.00    | \$575.00    | (\$75.00)    | \$75.00       | 12/13/2012   |  |
| 970                                  | CAPITOL OUTLAY *           | \$1,500.00   |               | \$1,500.00   | \$11,433.51 | \$0.00     | \$11,433.51 | (\$9,933.51) | \$9,950.00    | 12/13/2012   |  |
| 977                                  | EQUIPMENT                  | \$1,000.00   |               | \$1,000.00   | \$0.00      | \$0.00     | \$0.00      | \$1,000.00   |               |              |  |
| 890                                  | CONTINGENCY FUND *         | \$6,500.00   |               | \$3,950.00   | \$0.00      | \$0.00     | \$0.00      | \$1,550.00   |               |              |  |
| 700                                  | TOTAL DISBURSEMENTS        | \$89,400.00  | \$0.00        | \$89,400.00  | \$51,531.51 | \$1,929.71 | \$53,461.22 | \$35,938.78  | \$10,025.00   | 12/13/2012   |  |