

**BILLINGS TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
April 10, 2023**

**Call to Order:** Supervisor Tim Mester called the meeting to order at 7:00 PM.

**Pledge of Allegiance:** Pledge of Allegiance led by Tim Mester

**Members Present Per Roll Call:** Brian Johnson, Len Pytlak, Cindy Whittington and Tim Mester. Linda McSweyn was absent.

**Public Comments:** (Regarding the Agenda). No Public Comments.

**Approval of Agenda:** Tim Mester mentioned he added the Fire Protection Agreement to everyone's meeting packet. Also 2 bids from the Gladwin County Road Commission that were voted on last year have been added. Len Pytlak made a motion to accept the agenda, 2<sup>nd</sup> by Brian Johnson. Motion carried.

**Approval of the Minutes:** Len Pytlak motioned to approve the March 13, 2023, board meeting minutes, 2<sup>nd</sup> by Cindy Whittington. Motion carried.

**Approval of Bills to be Paid:** Cindy Whittington motioned to approve the March 2023 payables, 2<sup>nd</sup> by Tim Mester. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

**Treasurer's Report:** Len Pytlak presented the Treasurer's report for the month of March 2023. Len indicated he will be looking into investing some of the township money into short term CD's. Tim Mester made a motion to accept the Treasurer's report as presented, 2<sup>nd</sup> by Cindy Whittington. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

**Correspondence:** None

**Fire Department Report:** Dale Rottman, Interim Fire Chief, submitted The Billings Township Fire Department report. The report shows the Fire Department had 26 calls from March 1, 2023, to March 31, 2023. Training for the month of April is Agility Fit Test and SCBA Re-certification. Dale also discussed:

1. Fire Protection Agreement for Grim Township is coming up for renewal.
2. The bid for Storage Barn has been awarded to Hammer Builders.
3. Approval to purchase reporting software for State Reporting System (NFIRS)
4. Approval to have tanker 20's rear electric dump and chevron updated.

**WWTP REPORT:** Andy Gwizdala, Plant Manager, reported on behalf of Infrastructure Alternatives covering the operations, maintenance, and management of Billings Township wastewater treatment facility, along with the collection system. This Monthly Operating Reports covers **March 2023**. The wastewater treatment plant performed well during **March 2023** with no monthly NPDES Permit violations. 2.6 million gallons of wastewater was discharged from the wastewater treatment plant and was given full treatment during **March 2023**. The average daily flow during discharge from the wastewater treatment was 84,000 gallons. The maximum daily flow was 186,386 gallons. There was one (1) alarm call out during March 2023 due to a power blip at the plant. We continue to perform scheduled, weekly, monthly, and yearly maintenance on equipment.

**Billings Township Board Meeting Minutes (continued)**

**April 10, 2023**

**Page 2**

**Constable:** Liquor license inspections were done at the following businesses with no problems identified: Eagles #3655, Sandy's Market, Dollar General, Welcome Inn (Nikki's) and Hook's Party Store and Bait Shop. Wixom Lake Gas & Launch is closed. Cindy asked if anyone has mentioned the form that is being used for this report needs to be updated. This has been discussed previously but the old form is still being utilized. Specifically, the Welcome Inn is now Nikki's and Wixom Lake Gas & Launch cannot be inspected as it is closed and has been for some time.

**DPW:** Jason indicated he is performing spring maintenance on equipment. The tires on the enclosed trailer need to be replaced. Everything else is good.

**Ordinance Enforcement Officer:** Sandy Streeter indicated she had 63 total complaints. 8 complaints were dismissed. One complaint was dismissed as problem solved. 2 N/A. Four old noise complaints and nothing new has been submitted so they were dismissed. One complaint was dismissed as no complaint was on the form. Two encroachment erosion complaints. 29 complaints are pending. Four letters have been sent and pictures taken. Sandy created an excel spreadsheet listing all the complaints and action taken, which she submitted to the Township Board.

**Park and Recreation Report:** Larry Woodward reported the Easter Egg Hunt was a huge success. 2400 eggs were hidden and found. Larry thanked the committee and volunteers. Working on spring cleanup. Monday Mornings at The Park is scheduled for June 12 and 26; July 10 and 24; and August 7. They are waiting to hear from the schools to see when the last day of school is and the last one will be scheduled accordingly. Music in The Park is scheduled for June 14 and 28; July 12 and 26; August 9 and 23. June 17 is the Blue and Gold Dedication which will be a big deal and Larry encouraged everyone to attend. At the next township board meeting, Larry would like to discuss hiring a part time grant writer.

**Road Report:** Tim had a couple of complaints regarding dust on roads. The county may discontinue brining of roads in the future. There are a couple of paving projects that needed approval that were generated through the Township Road Committee.

**Commissioners Report:** Tami O'Donnell, District 3 Gladwin County Commissioner discussed:

1. Brining of the roads was brought up before the Michigan Association of Counties. The bill to discontinue the brining was put on hold at this time. There is an e-mail that explains it in detail, and she will send it out.
2. The City of Gladwin is looking for a park manager.
3. Many veterans' benefits are currently limited to wartime vets and left out Peacetime vets. The VA has updated their bill so several benefits will become available to Peacetime benefits. If you know any veterans that served during Peacetime and have been left out, have them contact Ken Roberts, the Gladwin County Director. Phone: 989-426-4891.

## Billings Township Board Meeting Minutes (continued)

April 10, 2023

Page 3

### Old Business:

**Private Road Assessments:** Billings Township attorney has submitted two petitions if the board wants to continue with them. One is for Venice subdivision, and one is for Pudlo subdivision. If someone submits a petition and has 51% signatures approving, then the board can decide if they want to continue. Tim Mester made a motion to proceed with the Special Assessments Districts according to the opinion and verbiage of our attorney, 2<sup>nd</sup> by Brian Johnson. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

**Administrative Assistant:** Tim asked if anyone had any updates. Cindy indicated she was against it. Did not agree with some of the things outlined in the most recent duties/responsibilities. She suggested if the township needed extra work done, to pay the Deputy Clerks extra. Len indicated he is leaning towards not supporting at this time, as he feels the township cannot afford the cost, with the extra cost of the dams in the future. Brian did not support it at this time with not knowing the costs regarding the dams to the township in the future. Len Pytlak made a motion to table the additional administrative assistant at this time, 2<sup>nd</sup> by Cindy Whittington. Motion carried.

### New Business:

**Renewal of Grim Fire Protection Contract:** \$3,000 for the period April 1, 2023, through March 31, 2024. Tim Mester made a motion to sign and approve the agreement with Grim Township, 2<sup>nd</sup> by Brian Johnson. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

**Fire Department:** Tim explained if the Fire Department is not up to date with their reporting, they are not eligible for state funding. Training is a one-time fee through EPR Systems (\$3,650). After that it would be the yearly fee for service. The Firehouse program (old program) was going to not be supported beginning in June, so they were going to be forced to update to the new program at that time anyway. They have been with Firehouse for at least 23 years. All data has been lost with the old program. The new system will be cloud based and they will never lose data from now on. They will also have the reports on tablets that will upload to the new program instantly. They will need at least two additional tablets in the future. Ideally, they would need one tablet in every truck. Cindy Whittington made a motion to accept the contract for the new program through EPR Systems, 2<sup>nd</sup> by Brian Johnson. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

**Upgrade 4420 Chevron and activator:** Front Line Services Inc. quoted \$6545.00. Len Pytlak made a motion to approve the quote from Front Line Services, 2<sup>nd</sup> by Cindy Whittington. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

**Hammer Builders:** Quote for \$89,020 for Billings Township Fire Department Pole barn. Tim made a motion to accept the contract from Hammer Builders, 2<sup>nd</sup> by Len Pytlak. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

## Billings Twp Board Meeting Minutes

April 10, 2023

Page 4

### New Business (continued)

#### Park Bids:

Picnic Tables: Two Quotes received. Belson Outdoors \$24,773.86 and Tree Top Products \$16,109.85. Cindy Whittington made a motion to accept the bid from Tree Top Products, 2<sup>nd</sup> by Len. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

Flagpole installation: A quote was received from Justin Laplow in the amount of \$1,800 and Tri City Electrical \$1,620. Cindy Whittington made a motion to approve the bid from Tri City Electrical, 2<sup>nd</sup> by Len Pytlak. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

Park Lease Agreement: The Board was given a copy of a Rental Agreement that was drawn up by the attorney last year. Larry Woodward is suggesting a \$200 deposit which is refundable. Pavilion rental would be \$50/day for residents and \$100/day for non-residents. Pavilion and Park rental would be \$275/day and they use their own porta-pottys and the townships are closed. Tim suggested if it were a large event the charge could be increased. Len Pytlak made a motion to approve the rental fees as suggested above, 2<sup>nd</sup> by Cindy Whittington. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

#### Paving Contracts:

These are contracts that were approved by the Township Board last year. **Project #23-03-13** Jones Road. Brushaber Road to Pinconning Road. Billings Township share is \$60,000. Tim Mester made a motion to approve this contract, 2<sup>nd</sup> by Brian Johnson. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried. **Project #23-03-16** Heron Cove from Red Oak South. Billings Township share is \$43,335. Len Pytlak made a motion to approve this contract, 2<sup>nd</sup> by Tim. Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

Public Comment: Joanne Hall asked if the Pudlo petition was about maintenance. Board responded yes. She wanted to know how to volunteer to go to residents for signatures. Tim asked her to see him after the meeting.

It was asked whose responsibility is it to replace missing local street signs? Specifically, Grant Road. Tim said he would investigate this.

Keith Popour had questions regarding the petition for Venice sub. He indicated Venice subs submitted their petition last fall and they have the documentation of over 51%. The board approved it. Wanted to know if they needed to resubmit. Len indicated he would look to see if they have it and if not, he will let Keith know.

Board Comments: Len indicated the performer for Music in the Park on July 12, 2023 has cancelled. If anyone knows of someone to let Len know.

**Billings Twp Board Meeting Minutes**

**April 10, 2023**

**Page 5**

**Adjournment:** Tim Mester motioned to adjourn the meeting at 8:10 p.m, 2<sup>nd</sup> by Brian Johnson.

Roll Call: Brian Johnson – Yes, Len Pytlak – Yes, Cindy Whittington – Yes, Tim Mester – Yes. Motion carried.

Minutes taken by Carol Ayers, Township Deputy Clerk

Minutes approved at Billings Township Board meeting \_\_\_\_\_

DATE

\_\_\_\_\_  
TIMOTHY MESTER, SUPERVISOR

\_\_\_\_\_  
LINDA J. MCSWEYN, CLERK