

**Staff Meeting**  
**Wednesday, January 22, 2020**  
**Minutes**

Present: Michelle Brunner (Zoning/Treasurer), Jill Chapman (Clerk), Linda Lavey (President), Heather Menosky (Secretary), Scott Mills (DPW) and Jeff Newton (Police)

DPW

A fence has been put around the hole at the sewer upgrade project. Attempts have been made to secure the area. The ice rink is not up and it's supposed to be warm again next week. We want to time the installation around when it freezes. Plowing went well last weekend. AMP Study has been turned in and receipt has been acknowledged. Office@Hand, which has replaced AT&T phone service at Scott's office, allows emails and messages to be sent to Scott's cellular phone when he is away from his office. Sewer asset management videos are now being used. The guys are in the training process now. This will allow the information to be captured on our server. Lettie is the tech support. Scott needs to talk to ITRight about remote access. Scott and Mike will be going to training in Lansing on February 4<sup>th</sup> and 5<sup>th</sup>.

Police

Ryan is currently working on a nasty case that dates back to 2018. Jeff recently went to Oakland County on a forfeiture case. Working on settlement options now. If necessary, trial would be in March. We should be able to keep the car, it's just a matter of how much money we might get. Jack Hall is settling in, doing well. Jeff will have a proposal for the secretary position ready for Monday's Council Meeting. Working on backgrounds for part-time officers. Holding off on the budget for now. Shouldn't be too different than last year. Jeff plans to officially be back on duty February 10. Chief's Conference is February 5 – 7; he and Mike will be going this year.

Clerk

4<sup>th</sup> Quarter UB went well. I'll be attending Clerk Institute March 15 to 20. Lots of applications are coming in for the Secretary position.

Secretary

We still have radon kits available. Trying to figure out the discrepancies with our last two payrolls. Entered more than \$31,000.00 from utility bills today. Has a large FOIA request to deal with from Ring Doorbells.

Treasurer/Zoning

Rolled over some CDs and CDARs. Planning to transfer some money from the tax account to the general fund account next week. Gone Thursday and Friday of the first week in February to a

conference. HGTV meeting at Go Taco tonight at 6:30, which she is thinking of attending. Had a meeting with a man who would like to purchase the former Pinckney Elementary School and turn it into a group home for people with disabilities. He has partners, tie-ins and grant opportunities. He will talk to the Planning Commission in February. Asked about getting water from the Village. Linda would like to offer to purchase a chunk of the property for the Pinckney Cemetery.

#### President

Missed Township meeting last week. Got weeks mixed up. May attend meeting at Go Taco tonight. Told Scott to let the guys know payroll mistakes will be reconciled. Julie Lepper was let go today. She said she will be available if the new accounting people have any questions. Working on jobs Committees have given her to do.

TENTATIVE DATE NEXT MEETING: February 19, 2020