

# Minutes

## CARLETON VILLAGE COUNCIL HYBRID MEETING

September 6, 2022

**1. Meeting Called to Order at 7:00pm Carleton Village Hall**

**2. Pledge of Allegiance**

**3. Roll Call** – Dennis McCormick – Dave Klavon – Joe Dunne (Virtual-Sick) – Jon Jones – Lena Kaczmarek – Larry Buckingham – Lenora Buckingham

Members absent – Councilman James Donovan – Treasurer Cathy Coleman

There were 7 people at the meeting virtual – Jeff Osment (Village Attorney), James Hollandsworth (Village Engineer), Roy Johnson (Chief of Police), Stewart Beach (WWTP), James Green (WWTP), Daniel Cabage (F & V Engineering).

6 people in attendance at the Village Hall.

Bernadette Sanchez, Rick Massengill, Nathan Burks, Art Grace, John Rogers, Pam Rogers.

**4. Approval of minutes – Voice Vote –**

- a. July 5, 2022 Meeting – Amendment -- Motion was made by Jones to approve the delayed 4th of July fireworks for \$2000.00 (amend to \$2200) minus the amount of \$550.00 donation of the Carleton Car Cruise (deposit) to a total of \$1650.00.

Motion was made by Jones to approve the minutes of July 5, 2022 as amended. Motion supported by Kaczmarek. Voice Vote – Motion approved

**5. Approval of Agenda – Voice Vote**

Motion was made by McCormick to approve the agenda as presented. Motion supported by Kaczmarek. Voice Vote – Motion approved

**6. Bills – \$177,807.48 — Roll Call Vote**

Motion was made by Kaczmarek to approve the bills of \$177.807.48. Motion supported by Klavon – Roll Call Vote —

Dunne	Yes
Donovan	ABS
Kaczmarek	Yes
Jones	Yes
Klavon	Yes
McCormick	Yes

5 yes 0 no 1 absent, Motion approved

**7. Correspondence**

- a. James Donovan – Letter of Resignation

Motion was made by Jones to accept James Donovan letter of Resignation. Motion supported by McCormick – Roll Call Vote —

Donovan	ABS
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Kaczmarek	Yes
Jones	Yes
Klavon	Yes
McCormick	Yes
Dunne	Yes

5 yes, 0 no, 1 absent, Motion approved

b. Michigan Department of Treasury

### 8. Unfinished Business

- a. Sewer Plant Operation – Stewart Beach gave an update of the WWTP to council, No questions.
- b. Police stats for July, August – Chief Johnson updated the council with July and August police stats.
- c. Blight Report – Metz – Tabled
- d. Update on Sewer Project — Dan Cabage updated the council on where we were on the bidding process, bid opening October 18, 2022, should close on the loan in December 2022.
- e. Kent Street Engineering Fees – Buckingham – Council approved \$61,099.24 for engineering fees on the Kent Street project. Engineering fees ended up totaling \$66,938.75 a difference of \$5,839.51. The council had some add-on items or items that needed to be addressed which caused the engineering fees to go over the approved contract amount. Village Council needs to approve \$5839.51 for additional engineering fees for the project.

Motion was made by McCormick to approve the engineering fees of \$66,938.75 (increase of \$5839,51) for the Kent Street project. Motion supported by Klavon – Roll Call Vote —

Kaczmarek	Yes
Jones	Yes
Klavon	Yes
McCormick	Yes
Dunne	Yes
Vacant	

5 yes, 0 no, 0 absent, 1 Vacancy, Motion approved

- f. Kent Street Storm Sewer update – Hollandsworth – Everything has been completed.
- g. Ford Rd – Hollandsworth – Project will be handled in two phases, storm sewer repairs 2022, and road repairs in 2023. Project is out for bid at this time, bid opening in two weeks, will need a special meeting to award the bid.
- h. Village Digital Sign – Buckingham – We need to commit funds to local road repairs instead of the digital sign, need to put sign on hold. Council agreed
- i. Phaser Project (2022 Transportation Asset Management Plan) – James Hollandsworth – Kahl Hanna –. Roll call Vote –

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Motion was made by Jones to approve the 2022 Transportation Asset Management Plan as presented by Hennessey Engineers. Motion supported by Klavon – Roll Call Vote –

Jones	Yes
Klavon	Yes
McCormick	Yes
Dunne	Yes
Kaczmarek	Yes
Vacant	

5 yes, 0 no, 0 absent, 1 Vacancy, Motion approved

- j. Master Plan – Buckingham – Have contacted Mannik & Smith Group, Inc. of Monroe will be able to start on it in November.
- k. Truck bid Thomas Hughey – Need to add that the snow plow was included with the bid awarded to Thomas Hughey. Roll call vote –

Motion was made by Klavon to add the snow plow to the awarded bid from Thomas Hughey. Motion supported by McCormick – Roll Call Vote –

Klavon	Yes
McCormick	Yes
Dunne	Yes
Kaczmarek	Yes
Jones	Yes
Vacant	

5 yes, 0 no, 0 absent, 1 Vacancy, Motion approved

- l. **\*\* Crack Seal Village roads – Hollandsworth – Buckingham – Village needs to commit \$20000.00 for sealing roads to prevent more damage.** Roll call vote –

Motion was made by McCormick to commit up to \$20,000.00 for crack sealing on the Village roads. Motion supported by Klavon – Roll Call Vote –

McCormick	Yes
Dunne	Yes
Kaczmarek	Yes
Jones	Yes
Klavon	Yes
Vacant	

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### 9. New Business

- a. Committee to appoint replacement for James Donovan – Buckingham – (Klavon, **Dunn**, Kaczmarek) – Roll Call Vote –

Motion was made by Jones to approve the appointment of the committee as presented by President Buckingham. Motion supported by McCormick – Roll Call Vote –

Dunne	Yes
Kaczmarek	Yes
Jones	Yes
Klavon	Yes
McCormick	Yes
Vacant	

5 yes, 0 no, 0 absent, 1 Vacancy, Motion approved

- b. Part-Time police officer pay – Chief Johnson – Buckingham – Raise the pay to \$20.50 per hour. Discussion

Motion was made by McCormick to approve the pay increase to \$20.50 per hour for part-time police officers. Motion supported by Kaczmarek – Roll Call Vote –

Kaczmarek	Yes
Jones	Yes
Klavon	Yes
McCormick	Yes
Dunne	Yes
Vacant	

5 yes, 0 no, 0 absent, 1 Vacancy, Motion approved

- c. Approve Financial Report – Buckingham –

Motion was made by McCormick to approve the Financial Report. Motion supported by Klavon – Roll Call Vote –

Jones	Yes
Klavon	Yes
McCormick	Yes
Dunne	Yes
Kaczmarek	Yes
Vacant	

5 yes, 0 no, 0 absent, 1 Vacancy, Motion approved

- d. Trick or Treat Date/Time – Buckingham – October 31, 6 pm to 8 pm

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Motion was made by Jones to approve October 31, 6 pm to 8 pm for the date and time for Halloween. Motion supported by Kaczmarek – Voice Vote —

Motion approved

- e. Glow neckless for trick or treat – Buckingham – Approve purchase of Glow sticks to hand out for the safety of kids on the road.

Motion was made by Klavon to approve the purchase of Glow sticks to be handed out for Halloween. Motion supported by Jones – Roll Call Vote —

Klavon	Yes
McCormick	Yes
Dunne	Yes
Kaczmarek	Yes
Jones	Yes
Vacant	

5 yes, 0 no, 0 absent, 1 Vacancy, Motion approved

- f. New web design and company – Buckingham – simpler to use, and update, local company, close to the same price. We are having issues with the company that we are currently using, posting, adding .jpg files, updating, etc. Would like a motion to approve President Buckingham to sign the contract with Dundee Internet Service Inc. for \$29.95 per month and the onetime cost of \$750 to set up the website. Will cost approx. \$140.00 more per year

Motion was made by McCormick authorize President Buckingham to sign the contract with Dundee Internet Service Inc. for \$29.95 per month and the onetime cost of \$750 to set up the website. Motion supported by Jones – Roll Call Vote —

McCormick	Yes
Dunne	Yes
Kaczmarek	Yes
Jones	Yes
Klavon	Yes
Vacant	

5 yes, 0 no, 0 absent, 1 Vacancy, Motion approved

- g. **\*\* Garbage Contract – McCormick** – Had questions about the contract, President Buckingham gave him a copy of the signed agreement.
- h. **\*\* Employee Vacation – Buckingham** – Keith Hanning presented to council a request for personal time off and vacation time off from January 12 thru April 18 when he would retire. Discussion

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Motion was made by Jones to not approve the Employee Vacation and Personal time off request as presented, need to follow the contract. Motion supported by Kaczmarek – Roll Call Vote –

Dunne	Yes
Kaczmarek	Yes
Jones	Yes
Klavon	Yes
McCormick	Yes

Vacant

5 yes, 0 no, 0 absent, 1 Vacancy, Motion approved

### 10. Council Comments

1. Dennis McCormick – Wanted to make everyone aware that bad money was being passed in the Village. Chief Johnson advised on business was given counterfeit money.
2. Dennis McCormick – advised the old school on Harris street has been sold. \_\_\_
3. Dennis McCormick – Issues with hearing the virtual portion of the meeting, Buckingham will check into fixing the problem.
4. Stewart Beach – advised if President Buckingham needed anyone to check out the new sound system he would be available to help.

### 11. Public Comments – Individuals will identify themselves by name and state whether they are a village resident, if you wish to decline to give the information please say pass – Limit to 3 minutes

1. Bernadette Sanchez – She would like to do a fundraiser October 22 7:30 to 11:30 in front of the Hotel Bar with witches dancing in the street. She would like to road closed. President Buckingham advised her to present the council with a written request, outlining what she wanted done and how long the street would be closed.
2. If needed additional funds should be allocated to the police department, the safety of the village is one of the reasons he moved her from downriver.
3. John Rogers – What is the ordinance for parking? President Buckingham advised him that the parking was set by the traffic engineer (Chief of Police) or by ordinance by the Village Council.

### 12. Adjourn

Motion was made by Jones to adjourn the meeting. Motion supported by McCormick – Voice Vote –

Motion approved – Meeting closed at 8:11pm

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Respectfully submitted,  
Lenora Buckingham  
Clerk  
Village of Carleton