

Board Work Session at 6:40 pm, prior to the regular Board meeting.

Due to the COVID-19 pandemic the October 19, 2020 regular board meeting for Muskegon Charter Township will be conducted remotely.

The meeting can be accessed via WEBEX

Meeting number (access code): 132-774-8733

Meeting password: 1990

To call in for this meeting dial 1-408-418-9388 and enter meeting number 132-774-8733

**Muskegon Charter Township (MCT)  
Regular Board Meeting Minutes  
October 19, 2020**

**A. CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Supervisor Hodges called the meeting to order at 7:00 pm and led the pledge of allegiance.

**B. INVOCATION:** Given by Clerk Oakes

**C. ATTENDANCE: Roll Call**

Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges

**Absent:** None

Also present: Staff – Police Chief Thielbar, DPW Director Sanders, Clerical Muskovin, Officer Swanson and several guests. (Commissioner Susie Hughes)

Meeting was recorded and labeled the October 19, 2020 regular Board meeting.

**D. APPROVAL OF AGENDA:** October 19, 2020

It was moved by Trustee Theile and second by Trustee Grabinski to approve the agenda as presented.

7 – Yeas: Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges

0 – Nays

Absent: None

**Motion Carried**

**E. BADGE PINNING CEREMONY:**

Supervisor Hodges asked Police Chief Thielbar to come forward to do the ceremony. Police Chief Thielbar stated, Officer Russell Swanson ceremony is also attended by his immediate family and several of the Township Police Officers in support, as he receives his Township Badge. Police Chief Thielbar asked Officer Swanson to come forward for the Oath of Office. Chief administered the Oath of Office and presented Officer Swanson his Township Badge. The Board welcomed Officer Swanson to the Township. He stated he was very glad to be back as a part of the Township Police Department. Supervisor Hodges stated, we are very glad to have you come back to the Township.

**F. PUBLIC COMMENTS FOR ITEMS ON AGENDA Only:** None

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**G. CONSENT AGENDA:**

1. Regular Board Meeting Minutes – September 21, 2020
2. Regular Board Meeting Minutes – October 5, 2020
3. Police Department Monthly Report – September 2020
4. Fire Department Monthly Report – January 2020 – September 2020

It was moved by Trustee Grabinski and second by Trustee Kemp to approve the consent agenda with the following: approval to making the September 21, 2020 regular Board Meeting Minutes as corrected and edit the Regular Board Meeting Minutes October 5, 2020, New Business agenda item #5 November ~~44~~, 4, 2020 (make the line through the number more distinct).

7 – Yeas: Hughes, Ream, Oakes, Theile, Kemp, Grabinski, Hodges

0 – Nays                      Absent: None                      **Motion Carried**

**H. UNFINISHED BUSINESS: None**

**I. NEW BUSINESS:**

**1. Weekly Check Runs and Total of all Checks - \$217,446.09**

It was moved by Trustee Kemp and second by Trustee Grabinski to approve payment of the weekly and semi-weekly bills of, \$ 217,446.09 from the appropriate accounts.

7 - Yeas: Theile, Kemp, Grabinski, Hughes, Ream, Oakes, Hodges

0 – Nays:                      Absent: None                      **Motion Carried**

**2. Consideration of Promotion from Secretary to Administrative Secretary – Clerk’s Department**

It was moved by Clerk Oakes and second by Trustee Kemp to promote Andria Muskovin to Administrative Secretary, retroactive to the 1st full pay period in January 2020. Pay rate, \$21.07/hour, per union contract. Trustee Grabinski stated, when Robyn McKenna retired, who did a great job and the Board appointed Andria, who also has done a great job, this was one of the best thing we have done. Andria stepped up and showed herself. This promotion was long time coming. Trustee Kemp echoed these same comments. Supervisor Hodges congratulated Andria and stated, Andria is a great employee and an asset to the Township.

7 – Yeas: Grabinski, Hughes, Ream, Oakes, Theile, Kemp, Hodges

0 – Nays:                      Absent: None                      **Motion Carried**

**3. Consideration of Selling old Inspection vehicles**

It was moved by Trustee Grabinski and second by Treasurer Theile to sell the old inspection vehicles. We will post on the Township website week of October 26th, minimum bid will be the price of salvage or best offer, bids accepted until Monday,

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**I. NEW BUSINESS continued:**

**3. Consideration of Selling old Inspection vehicles continued:**

November 9<sup>th</sup> and bid offer to be placed on the November 16<sup>th</sup> Township Board agenda for a decision to sell.

7 – Yeas: Grabinski, Hughes, Ream, Oakes, Theile, Kemp, Hodges

0 – Nays                      Absent: None                      **Motion Carried**

**J. PUBLIC COMMENTS:**

1. Andria Muskovin – She stated, first she wanted to thank the Board for the approval and their many kind words; thank Ann for teaching me and giving me the opportunities to learn. I will continue to do the best job I can.

2. Commissioner Susie Hughes, 2425 Safari Lane - She congratulated Officer Swanson to his position as Police Officer to the Township Police Department and Andria Muskovin to her promotion to Administrative Secretary in the Clerk’s Department. She stated it is always good to see Andria at the Clerk’s counter. Commissioner Hughes asked for questions. There were none.

**K. ANNOUNCEMENTS:**

Supervisor Hodges stated it was good to have Trustee Hughes at the meeting.

1. Trustee Hughes - I am getting back to normal. I apologize if I have said anything like I didn’t care or what was right to say. The last few weeks have been some of the worst times, health wise, I have experienced. He reinforced the importance of wearing your mask in public and to be very careful where you go.

2. Supervisor Hodges – Food Box Give Away: The Township participated in Farm to Family Event on Thursday October 15<sup>th</sup>. This event consisted of giving away boxes of food to the community. Staff and others help to distribute the food. (Supervisor Hodges, DPW Director Sanders, DPW staff, Police Chief Thielbar, Fire Chief Glotzbach, Deputy Fire Chief Dornbush, Treasurer Theile, Trustee Grabinski and wife Shawn and Carrie Westbrook). Distribution sites in the Township were, Riverside and Wesley parks. Several municipalities participated at various locations in their area. (Dalton, Fruitland, Laketon, Holton, Blue Lake) This event was very well received and we learned a lot on how to host such an activity. We will do two more food give aways on Thursday October 22<sup>nd</sup> and October 29<sup>th</sup>; time of food give away to follow. b) Our Attorney has advised us that we can still hold meetings remotely/virtually. We will continue to have virtual meetings until December 31, 2020. Let me know if any Board member wants it differently.

**L. ADJOURNMENT:** It was moved by Trustee Grabinski and second by Trustee Kemp to adjourn the meeting at 7:22 pm. **Motion Carried**

Reviewed by \_\_\_\_\_ Recorded by: \_\_\_\_\_  
Jennifer Hodges, Supervisor                      Ann D. Oakes, CMC, MiPMC, Clerk