

**VILLAGE OF GAINES**  
**Regular Council Meeting**  
**APRIL 12, 2017**

The regular monthly meeting was called to order by President Sam Stiff at the Village of Gaines Office, 113 Genesee Street at 7:00 p.m. with a pledge of allegiance to the flag.

**Roll Call:** *Present:* Carol Erickson, Barb Ferris, Emily Alexander, Melissa Neal, Diane Nowak, President Sam Stiff & Treasurer Demi Manutes-Pyles.

*Absent:* James Savage

**Police Report:** Received and on file.

**Audience Comments:** None

**Interviews:** The following interviews by council were conducted for at-will, part time positions: Stanley Adams for DPW, Vicky Sandlin for clerk, Hanna Lytle for clerk/deputy clerk, Larry Maniak for deputy clerk.

Adams: CDL license, knows how to operate backhoes, air machines. Has worked for Genesee County Road Commission. No restrictions.

Maniak: Background computer science, familiar with windows, taken financial courses, been a recording secretary.

Lytle: Baker grad in criminal justice last December, knows Microsoft windows, excel, PowerPoint, word; flexible & quick learner & eager to work here.

Sandlin: 30 years approximately admin experience; time cards, payroll, budgeting, balance sheet. A part time perfect job. Proficient in word, excel, quick learner.

Previously, Stiff, Manutes-Pyles & Nowak had done a more extensive interview with all applicants.

**Approval of Minutes:** Correction under Council Concerns C. of Regular Council Meeting Minutes change drains to curbs.

**Motion** Alexander, second Ferris to approve minutes of Budget Workshop, Millage Rate & Regular Council Meeting of March 8, 2017 with correction.

All Ayes – Motion Carried

**Treasurer Report:** A. Bank balance - \$250,696; Investment - \$330,399.44. B. AHP bill: compilation has been completed & F65 so bill can be paid. Treasurer will provide a list of CPA companies next month for Village to review as AHP costs will be increasing & the Village does need an audit this year. C. L-4029: just waiting on final figures around May 1<sup>st</sup> from county.

**Approval of Bills:**

**Motion** Ferris, second Neal pay bills as presented.

Roll Call: All Ayes – Motion Carried

**DPW Report:** 1. Tree behind torn down building next to Village Office needs to be taken down. Roots have been exposed by excavating done on lot; not safe. Estimated cost to remove by Clear View is \$300. President Stiff will contact Land bank as this tree is on their property. 2. DeMott will get an estimate to paint Village Office exterior side & back walls including labor & supplies. He will also figure cost if DPW did it. Per President Stiff the door blocked off on side of building to be painted can remain as is per Fire Chief Joe Hyrman as we have two exits. 3. Asphalt purchase is needed for pot holes. 4. The landbank's lot next door needs to be inspected by them before topsoil, grass & straw can be done. DeMott has a list of sidewalks to be prepared. A shrub on Elm St will be looked at as interfering with the stop sign.

**Fire Board Report:** Received & filed.

**Building Inspector Report:** Lumber yard owner, Anderson has been tied up with his business so no report, however, he does have signs for his fire extinguishers & just needs to recharge & install.

**President's Report:** The Village did not get a window arch from the demolished building next door to the Village Office even though President Stiff requested from demo company & Faith Finholm at Land bank. Finholm did not have arch on contract but demo company will sell us one at cost of \$3,500+. The bricks (two pallets) requested are now stored at DPW building. Damaged caused by last wind storm has been repaired. The dangerous low hanging Charter Cable line at Walker/Grove has been fixed.

Mosquito spraying will begin at end of May. If a request for no spraying was submitted last year to the Village it will be honored. Residence can get additional sprayings for a fee.

Got notice for Norton Antivirus to be renewed but don't need as we have this protection under contract with ITRight.

Certified rental inspections will be done this year includes houses & apartments.

As we have had no response to getting Planning Commission members, Wade Trim has stated that we can have this done at township or county level. President Stiff will check with township if they will do this for Village.

The rental Gazebo contract will keep proof of lessee' own insurance coverage not less than \$100,000/\$300,000 for their event per Village insurer.

## **UNFINISHED BUSINESS**

*A. CDBG Project:* All our previously submitted projects have been turned down. The only thing available that does qualify is the HIP program. If we use this for our CDBG project, the county would handle all the necessary steps to implement & add up to \$18,000.00 for each qualifying home. The money will stay in the Village.

Motion Alexander, second Erickson to apply CDBG monies (\$2,781.00) to HIP program.

Roll Call: All Ayes – Motion Carried

## **NEW BUSINESS**

### *A. Methodist Men's Club*

This Club is composed of members from Knights of Columbus, Lion's Club, Barons & Byron Masons. Ken Hodges spoke about their "Taking it to Your Streets" program which applies to projects in the Village of Gaines such as light painting, picking up branches from recent wind storm, replacing boards on steps/porches, weeding, etc. The purpose of program is to improve neighborhoods. Hodges wanted to know if the Village could use their help. Projects they could help with are clean-up around the gazebo, Veteran's Park & island at Library & edging around the Library & sidewalk. The Men's Club will be starting this the 3<sup>rd</sup> or 4<sup>th</sup> week in May.

**Motion** Neal, second Ferris to adjourn for a 5 minute break.

Roll Call: All Ayes – Motion Carried

President Stiff reconvened meeting at 8:14 p.m.

### *B. Hire Clerk, Deputy Clerk, DPW/Training*

**Motion** Ferris, second Neal to hire Stanley Adams for DPW as needed part time at \$10 hour.

Roll Call: All Ayes – Motion Carried

**Motion** Erickson, second Ferris hire Vicky Sandlin for Clerk at 20 hours week/\$12 hour/6 months than reevaluate work to increase to \$13 hour.

Roll Call: All Ayes – Motion Carried

**Motion** Alexander, second Ferris hire Hanna Lytle for Deputy Clerk \$10 hour/ 5 hours per week.  
Roll Call: All Ayes – Motion Carried

**Motion** Neal, second Alexander to hire Diane Nowak to train clerk for position at \$14/hour for approximately two weeks.  
Roll Call: All Ayes – Motion Carried

Nowak will check into records if previous clerk had signed up for any training.

#### *C. Amend 2017-2018 Budget*

Treasurer Manutes-Pyles reported the sewer billing figures are being looked at in depth as previous numbers reported do not seem correct. The sewer billings for Village Hall, Library & Fire will now be expensed from the appropriate funds & not paid from Sewer Fund only. The 2017-2018 budget is being set up in QuickBooks so expenses will be noted in a timely manner. The Village has a net income of \$37,176.00. The gray highlighted areas are all the amendments to the budget.

**Motion** Ferris, second Erickson to accept the amended 2017-2018 Budget as presented.  
Roll Call: All Ayes – Motion Carried

#### *D. New Computers*

ITRIGHT provided a quote for new computers.

**Motion** Erickson, second Neal to table & get other quotes for computers to compare.  
Roll Call: All Ayes – Motion Carried

#### *E. Historical Marker at Depot/Library*

A dedication of the Gaines Depot Historical Marker has been scheduled for Saturday, July 15, 2017 by the Swartz Creek Area Historical Society. The Village of Gaines has been invited to attend. It was the consensus that all Councilmembers should be in attendance. Alexander has a 10x20 tent if needed for event. Alexander will also check into having the Gaines Community Band play then. Ferris suggested checking with Wes Seeba donating chairs & tent.

#### *F. Selling Village Vacant Property*

President Stiff said Village Lawyer Gildner recommended appraisal of property most accurate than relying on SEV. Appraisals cost approximately \$200 - \$400. Gildner would draw up the bill of sale for Village. Neal questioned if an adjacent owner had been maintaining such property for a length of time would the Village turn it over to them? President will check with Gildner on this.

**Motion** Neal, second Ferris to get appraisal for vacant lots to sell.  
Roll Call: All Ayes – Motion Carried

## **COMMUNICATIONS**

A. Water & Waste Meeting: Nowak shared letter why building 42" parallel pipe received & filed.

B. Small Cities/Village Meeting: Alexander shared code red system app available for real-time emergencies, community, missing person & severe weather. Consumers/their contractors must clean up their own branches/debris not homeowner. Revenue sharing will go down if the income tax is abolished. Complete copy of report on file.

C. Gaines Township Meeting: Stiff had no info pertaining to Village.

D. TAC Meeting: Alexander shared CDBG packets of history of local CDBG funds & usage for each local sending out next few weeks. Wondering if a program on this should be presented next time Village host Small Cities Meeting. Complete copy of report on file.

E. Recycle Dates: Saturday, May 13, 2017; Saturday, August 26, 2017 & Saturday, October 21, 2017 for Genesee County Residence.

## COUNCIL CONCERNS

A. Facebook: Neal will be in charge of the Facebook account for the Village as previously voted. As there has been difficulty posting to Village Facebook page, Jim Barkley, from Swartz Creek was called for help *by President Stiff without consulting Neal*. Barkley has set up City of Swartz Creek's Facebook page as well as other organizations. He will remain on this account for support.

B. Alexander would like council to review the Community Action Proposal she provided at March meeting & have this put on the May agenda.

C. Depot/Library sign: Nowak has gotten advice from two professional painters that the sign is beyond repainting. A fungus has developed & sign being redwood has many grooves to contend with. If was power washed, the imagines would disappear. The sign at the Indian burial ground in Swartz Creek on Seymour road was suggested as reference for new one. Neal will contact Swartz Creek Art Council if they can repaint. Alexander suggested contacting Durand Union Station & Steam Union for aide to replace.

Deadline for place items on agenda is the week before the meeting on a Wednesday.

Motion President Stiff, second Erickson adjourn meeting at 9:11 p.m.  
All Ayes – Motion Carried

Respectfully Submitted,

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Diane S. Nowak, Recording Secretary