

Nelson Township  
Board Meeting  
Tuesday, November 10, 2009  
Sand Lake, MI 49343  
Kent County  
7 pm.

Supervisor Armstrong called the regular board meeting to order at 7:00 pm; followed by the Pledge of Allegiance.

Present: Armstrong, Hoffman, Austin, Noreen and Mahoney.

Absent: None

Eighteen citizens were present along with Jerry Gross, Zoning Administrator, and Nelson Township Building Inspector Dave Chapin.

### **Agenda**

Add under New Business E: MTA Annual Conference

### **Approval of the Minutes**

The Nelson Township board and Executive minutes for October 13, 2009 stand approved as presented.

### **Accounts Payable**

Noreen made the motion, second by Mahoney to approve monthly expenditures for General fund 32,328.35 and Library 1,633.06 and Pine Lake Weed 00.00. All ayes, motion approved.

### **Public Comment**

Mary Stidham – 14216 Shaner Ave, asked about the Lake Henry reserves.

### **Reports**

- Zoning and Enforcement received and filed in the clerk's office.
- Fire Department received all three fire departments reports.
- Roads Kent County Road Commission intersection projects for 2010 to reconstruct and re-grade 18 Mile Road east of Pine Lake Avenue to improve sight distance, including earthwork and HMA pavement. Expansion project for Northland Drive M-57 to 15 Mile Road to reconstruct and widen to three-lanes all season section includes concrete curb and gutter, storm sewer, ditches and HMA pavement.
- Library the following maintenance issues were repaired or replaced:
  - Split rail fence
  - Handicap toilet
  - Stone ledge
  - The prairie grass area was mowed
- Nelson Township received a \$10,000.00 check from Friends of the Sand Lake/Nelson Township Library which was applied to the Library loan principal.

Black Creek Drain meeting with the township attorney Ross Leisman and Bill Blye, Drain Commissioner is scheduled for Wednesday, November 24, 2009.

- Village DPW/Office Space was approved by the Village Council at their October 19, 2009 council meeting.
- Pine Lake Weed Assessment for December 2009 will be 150.00, per parcel.
- Treasurer Austin was granted board permission to collect winter 2009 taxes.

### **New Business**

**Wind Energy Conversion System Ordinance** Tabled, Austin made the motion to set a workshop meeting to review the Wind Energy Ordinance. Mahoney supported. All ayes, motion approved.

### **Planning Commission Appointment**

Supervisor Armstrong nominated Cindy Litwinchuck and Robert McKown to the Nelson Township Planning Commission. Noreen made the motion to appoint Cindy Litwinchuck and Robert McKown to a three-year term on the Nelson Township Planning Commission. Mahoney supported. All ayes, motion approved.

### **Community Development Block Grant 2010**

Supervisor Armstrong asked the boards opinion for CDBG project for next year. Funding from CDBG 2010 will go towards cross walk from White Pine Trail to Gordon Park.

### **Michigan Township Association Annual Conference**

Clerk Hoffman, Treasurer Austin and Trustee Noreen will attend the annual MTA conference in January 2010.

### **Unfinished Business**

#### **Quality Air Proposal**

Hoffman made the motion to approve proposal # 100509-01 to replace the CCH for circuit #4 on the condensing unit and furnish a spare ignitor for the boiler. Noreen supported. All ayes, motion approved.

### **Administrative Assistant Job Description**

Hoffman made the motion to adopt the general summary for the Administrative Assistant Job Description as described.

## **TOWNSHIP OF NELSON POSITION DESCRIPTION ADMINISTRATIVE ASSISTANT**

### **General Summary:**

Under the direction of the Nelson Township Board of Trustees, the part-time

Administrative Assistant may work an annual average of **TBD** hours or less per week performing a wide variety of administrative/clerical duties which follow prescribed and well established procedures. The Administrative Assistant duties will provide support to a variety of offices and must be flexible with their work schedule as they will be responsible for providing office coverage during scheduled vacation and absences of other employees. The ideal candidate will also type letters, reports and other document using current word processing software programs, be able to perform basic spreadsheet operations, and have a fundamental understanding of computer equipment. The successful candidate will also need to become proficient in the use of computer based specialized software programs utilized by the various departments. This position entails moderately difficult administrative/clerical work and additional responsibility requiring the exercise of judgment to interpret policies and regulations and require the making of a wider range of administrative/clerical decisions and alternatives under general supervision.  
Support by Noreen. Yes 4, No 1 – Armstrong. Motion approved.

**Extended Public Comment** - None

**Board Comments**

Wind Energy Conversion System workshop meeting is set for Thursday, November 19, 2009 at 7 pm.

**Adjournment**

Without objection the Nelson Township Board meeting was adjourned at 8:26 pm.

Laura Hoffman,  
Nelson Township Clerk