

Approved  
01/08/2026

**December 11, 2025**  
**Koylton Twp Board Meeting**  
Location: Village of Kingston Hall  
3655 Ross St, Kingston, MI 48741

**Call Meeting to Order:**

The regular Koylton Twp meeting was called to order by Supervisor Justin Boyl @ 7:09 pm. Pledge to the Flag. Board Members present: Justin Boyl, Melissa Kelly, Shari Boyl, Elliot Hubbard and Larry Sabin. 2 others were present.

**Agenda/Minutes Approval:**

Motion made by S. Boyl seconded by Hubbard to approve the agenda as presented. Motion carried.

Motion made Hubbard seconded by Sabin to approve the minutes of the November 13, 2025 meeting as presented. Motion carried.

**Presentation/Approval of Treasurer's Report:**

Adjustment to November Expenses: Bank Charge for Deposit Slips \$7.42

Motion made by S. Boyl seconded by Kelly to adjust the November Expense Total to include \$7.42 for Deposit Slips with an ending Expense Total of \$21,519.19 for November. Motion carried.

Motion made by Kelly seconded by Hubbard to approve the Treasurer's Report with an ending balance of \$186,204.16 in the General Fund as of November 30, 2025. Motion carried.

Motion made by Hubbard seconded by Kelly to pay bills from the General Fund in the amount of \$8,188.55 for December 2025. Motion carried.

Included in Winter Tax Newsletter:

Plan ahead for delays in USPS for Tax Payments: Winter Tax is due 2/28/2026 due to weekend dates, Tax will be accepted until 3/2/2026 – No Late Taxes will be accepted. Tax payments may be dropped off at Tri-County Bank in Kingston and you can use the night deposit. You may mail your payments to P.O. Box 127 Kingston, MI 48741. Payments will not be accepted at the Treasurer's residence.

**Public Comment:**

Resident asking if current Drain work is finished or will it continue in the Spring. Concerns with dead trees along ditch bank on Cemetery Rd South of Harris.

**Land Divisions/Combinations: N/A**

## **Supervisor's Report:**

Kingston Police Department November 2025 Activities Report.

Roadside Mowing – Contract w/Discrete Diesel ends 2025 – Email received from someone seeking to bid twp.

Discussion and suggestions of upcoming Road Work for 2026

Received Petitions for the Abandonment of Marlette Rd ROW b/w Phillips and English. Petitions need the required amount of signatures to proceed forward with a public hearing.

Board of Review held meeting on December 9, 2025 @ 5:00 pm / 1 issue was resolved

Chief Jim Rye from Burlington Twp Fire Department was presented w/ Firefighter of the Year Award at Lapeer County's Fire Association Meeting.

## **Clerk's Report:**

Quickbooks yearly price increase w/monthly charge per employee paid each pay period.

Motion made by S. Boyl seconded by Hubbard to approve the annual fee for Quickbooks in the amount of \$3,221.00 plus tax for the 2026 calendar year. Motion carried.

Motion made by S. Boyl seconded by Hubbard to approve paying Quickbooks annual fee increase w/ debit card. Motion carried.

Motion made by J. Boyl seconded by S. Boyl to approve paying Quickbooks monthly fee per employee. Motion carried.

Motion made by S. Boyl seconded by Hubbard to approve paying Quickbooks monthly fee per employee w/debit card. Motion carried.

Insurance Line Budget Adjustment: Current Budget \$6000.00 / Insurance Expenses: \$8334.00

Motion made by Kelly seconded by S. Boyl to adjust the 2025-2026 budget by transferring \$2,334.00 from the General Fund to the Insurance Expense line-item. Motion carried.

Attended an election equipment demonstration in Caro with ES & S. Future demonstrations with other companies are in the works. New equipment will need to be in place by 2027.

## **Trustee's Report:**

Sabin questioned the end date of contract with GFL.

**Planning Commission Report:**

Hubbard reported PC plans on cleaning up the Ordinances. Upcoming ordinances: Blight & Cemetery.

Township Permits: Increase permit fees \$35 and under to \$45. Planning Commission approved at January 16, 2025 PCM but never received approval from the Board.

Motion made by Hubbard seconded by S. Boyl to increase all permit fees \$35 and under up to \$45 to be effective January 1, 2026. Motion carried.

**Code Compliance Officer Report:**

November 2025 CCO Report

**Any other Township Business: N/A**

**Adjourn:**

Motion made by Kelly seconded by Sabin to adjourn @ 8:55 pm. Motion carried.

Respectfully submitted by:  
Melissa Kelly, Koylton Twp Clerk