

**Bertrand Township Board  
Regular Meeting  
Thursday, July 9, 2015**

Bertrand Township Hall  
3835 Buffalo Rd., Buchanan, MI 49107

Supervisor Hicks called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

Members Present: Hicks, Kuhn, LeClaire, Vite, Zelmer  
Special Guests: Attorney Sara Bell, reporter Debra Haight

**Motion:** Motion made by Vite, seconded by Zelmer to approve the agenda as presented.

Roll call vote:

Yes: Hicks, Kuhn, Vite, Zelmer                      No: LeClaire                      **Carried 4-1**

The board approved the following Closed Session Minutes:

- Closed Session 1; June 11, 2015 (LeClaire abstained because he was not at meeting)
- Closed Session 2; June 11, 2015 (LeClaire abstained because he was not at meeting)
- Closed Session; June 27, 2015

**Consent Calendar (see attachments)**

**Motion:** Motion made by Zelmer seconded by Kuhn to approve Consent Calendar as presented:

- Township Board Special Meeting Minutes from June 27, 2015
- Township Board Special Meeting Minutes from June 29, 2015
- Treasurer's Report
- 2015 Brandywine Millage Rage
- Bills presented for payment:

Total General Fund Expenses	\$212,297.13
Total Fire Dept. Expenses	\$287,853.24
<b>Total Expenses*</b>	<b><u>\$500,150.37</u></b>
*included was \$471,901 for Pumper Truck purchase	

Roll call vote: **Motion carried unanimously**

**Reports (see attachments)**

Fire Department

Chief Knisely submitted July, 2015, Monthly Business Report.

Sheriff's Department

Sheriff Bailey was absent and report was not submitted.

Treasurer's Report

Report submitted for June, 2015.

### Sexton's Report

Jean Wolf presented her initial observations of our township cemeteries. Pressing issues for the board to consider include dead trees standing, plots currently outside the mowed boundaries, grave markers toppled and/or broken, and grave markers away from burial plots.

### **Public Comments**

Three residents made comments.

### **Unfinished Business**

None

### **New Business**

1. Banking resolution adding Deputy Clerk Redman as an authorized agent.

**Motion** made by Vite, seconded by Zelmer to approve Resolution 070915A for Edgewater Bank.

Roll call vote: **Motion carried unanimously**

2. BTFD Purchases

**Motion** made by Zelmer, seconded by Vite to approve the purchase of replacement fire hose at a cost of \$3,635.55.

**Discussion:** Kuhn pointed out we need to include the cost of shipping.

**Amended Motion** made by Zelmer, seconded by Vite to approve the purchase of replacement fire hose at a cost of \$3,635.55 plus shipping.

Roll call vote: **Amended motion carried unanimously**

**Motion** made by Vite, seconded by Zelmer to approve the purchase of two sets of turnout gear for \$3,606.96 plus shipping.

Roll call vote: **Motion carried unanimously**

3. Board and Administrative Policies Manual (Sections 1, 2, and 3)

**Motion** made by Hicks, seconded by Vite to approve Section 1 of Board and Administrative Policies Manual as discussed, subject to attorney review.

Roll call vote: **Motion carried unanimously**

**Motion** made by Hicks, seconded by Vite to approve Section 2 of Board and Administrative Policies Manual as discussed, subject to attorney review.

Roll call vote: **Motion carried unanimously**

**Motion** made by Hicks, seconded by Kuhn to approve Section 3 of Board and Administrative Policies Manual as discussed, subject to attorney review.

Roll call vote: **Motion carried unanimously**

4. Office Hours BCYF Week

Discussion proceeded regarding staff commitments at the Berrien County Youth Fair as well as commitments of members of the board to the fair. A suggestion was made to post a notice in the newspaper to inform residents of the shortened hours for this week.

**Motion** made by Hicks, seconded by Kuhn to shorten the office hours to 9 a.m. – noon, Monday-Thursday (closed Friday) the week of the Berrien County Youth Fair, with a notice published in the newspaper.

Voice vote: **carried 4-1**

5. Township sign proposal

Supervisor Hicks presented a proposal for two new signs – “Bertrand Township Hall & Offices” and “Bertrand Township Community Building” from Pam’s Signs at an estimated cost of \$7,975.00. He presented it as informational only. No action taken.

6. Hire Election Assistant Chairperson

See Election Commission approvals in comments section.

7. 2015 West River Special Assessment of \$12.50

**Motion** made by Kuhn, seconded by Zelmer to approve the 2015 Winter Tax Assessment for West River Terrace for \$12.50.

Roll call vote: **Motion carried unanimously**

**Communications**

Clerk Vite shared the results of the Bertrand Township Election Commission approval of election inspectors for the August 4, 2015 Special Election. (*see attachment*)

**Public Comments**

Seven residents made comments.

**Board Member Comments**

Supervisor Hicks spent a moment clarifying the process and timeframe the county is using to complete the refinishing of roadways they’ve begun work on.

Hicks gave an update of the asbestos study by Wightman Environmental in both the Community Building and the Township Hall. Numerous bore samples were taken from both buildings and sent to a lab for evaluation. Results should be available before next board meeting.

LeClaire reminded the board the radiator system needs to be addressed.

**Miscellaneous / Announcements / Schedule**

The next township board meeting will be Thursday, August 13, 2015 at 7:00 p.m.

**Motion** made by Hicks to adjourn at 8:59pm.

Respectfully submitted,

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Don Vite  
Bertrand Township Clerk

Dated