

**Bertrand Township Board  
Regular Meeting  
Thursday, October 08, 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: Mark Wagner – Chairman of the Planning Commission, Mac Elliott – Berrien County 10<sup>th</sup> District Commissioner, Attorney Sarah Bell

**Agenda Amendments**

- Add Budget Amendment as item #4 under the Consent Agenda
- Add the motion to pay First Due Invoice under Unfinished Business as item #1
- LeClaire requested a closed session for New Business item #1 and move it to the end (item #6).

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

Voice vote: **carried unanimously**

**Consent Calendar** (see attachments)

**Discussion:**

- Vite pointed out check #16160 to the IRS for \$265.64 was due to his error/oversight.
- Kuhn pointed out check #16139 for \$2,075.28 was a 2014 Tax Adjustment as the result of a tax tribunal judgement.

**Motion** made by Hicks seconded by Zelmer to approve Consent Calendar as amended:

- Township Board Meeting Minutes from September 10, 2015
- Accounts Payables for the period 09/08-10/05 presented:

Total General Fund Expenses	\$27,602.89
Total Fire Dept. Fund Expenses	\$9,780.74
Total WRT Fund Expenses (Paid 9/5)	\$0
<b>Total Expenses</b>	<b><u>\$37,383.63</u></b>

- Treasurer's Report

General Fund	\$1,343,820.75
Total Fire Dept. Fund	\$176,943.88
Total WRT Fund	?
<b>Total Fund Current Assets</b>	<b><u>~\$1,520,764.63</u></b>

- Budget Amendment – transfer \$7,000 (\$2,000 from 446.861, \$2,000 from 721.801, and \$3,000 from 265.967) into 264.930

Roll call vote: **Motion carried unanimously**

## **Reports** (*see attachments*)

### **Sheriff's Department**

Officer Duthler presented the Sheriff's report with August Incidents and September stats. He made the residents aware of a series of armed burglaries in the Berrien Springs area.

### **Fire Department**

Chief Knisely submitted the October, 2015, monthly business report. He reviewed the success of the Open House held on September 26, and how nice it was to have it at the township hall. He notified residents that ServePro is giving out free smoke detectors to anyone needing one and they are available at the township hall.

## **Public Comments**

Mark Wagner – chairman of the Planning Commission – asked the board to give consideration to P.C. requests for three items for the Zoning Administrator:

- Laptop Computer
- Zoning Fines
- Zoning Administrator Fees

Sexton Jean Wolf gave the board an update on the cemetery cleanup. She wondered who handles leaf pickup, and wanted to make sure they are not dumped in the fence row that she is working on getting cleaned up. She also still had the Crocker / Baker plot cremains that she needs approval for burying. Mrs Crocker would like to bury the cremains on the plot of the buried twin. Finally, Sexton Wolf asked the board to consider surveying the boundaries of Mt. Zion cemetery as recent burial plots were discovered beyond what was considered the boundary of the cemetery.

Berrien County Commissioner Mac Elliott was present and spoke of the top priorities being worked on by the Board of Commissioners:

- a) Indigent Defense – creative ways to get more for the money
- b) Animal Control – a new facility is being built and euthanasia issues
- c) Senior Centers – state statutes haven't been followed
- d) Road funding

## **Unfinished Business**

1. First Due – The board approved \$3,635.55 plus shipping in July for the purchase of fire hose. This was the estimated cost. When the invoice was received, it was for \$5,112.40. The board approved motion in August for Vite to contact First Due to work out an equitable solution. First Due responded by offering to split the difference.

**Motion** made by Vite, seconded by Kuhn to pay the reduced balance of \$658.43 for First Due Invoice #15-700.

Roll call vote:     **Motion carried unanimously**

2. Asbestos Abatement Quotes

Three quotes were received for Township Hall asbestos abatement:

- Martin & Associates: \$2,500
- Terra: \$5,076.42 (included Air Monitoring for \$1,049.40)
- Diamond Environmental Services: \$2,936.00

**Motion** made by Kuhn, seconded by LeClaire to accept the quote made by Martin & Associates Environmental, LLC. to remove the asbestos materials at 3835 Buffalo Rd for the lump sum of \$2,500.00.

Roll call vote: **Motion carried unanimously**

3. Board and Administrative Policies

Board members worked through sections 8.6-8.45 and completed the edit of the Board and Administrative Policies. The edited documents will be handed over to attorney Bell for review.

**New Business**

1. Zoning Administrator Laptop

Supervisor Hicks presented the board with a single quote from NetJaco for \$1,533.57 for a laptop computer. Vite suggested and others agreed we should get more quotes as this is a significant cost for the specs. Kuhn suggested we consider procuring a docking station and monitor as the first step in upgrading/modernizing our office, since eventually the Sexton, Inspectors, Deputies, etc. should have their own computers as well. More quotes will be procured for November's meeting.

2. 2015-2016 Snow Plowing

**Motion** made by Vite, seconded by LeClaire to accept Redbud Chimney Sweeps' bid for snow plowing for the 2015-2016 season as follows:

- Township Hall: \$55/plow
- Community Building: \$50/plow (up \$5 from last season)
- Fire Station #1: \$55/plow
- Fire Station #2: \$55/plow

Roll call vote: **Motion carried unanimously**

3. Bauer IFT Public Hearing

**Motion** made by Kuhn, seconded by Zelmer to hold a public hearing on Thursday, November 12, 2015 at 7:15 p.m. to revoke the IFT status of Bauer Better Water Systems, LLC, and to authorize attorney Bell to notify them via a letter on behalf of the board.

**Discussion:** In May, the board had an IFT Hearing for Bauer and extended a grace period at their request through the Summer Tax season. As of this meeting, their taxes have not been paid.

Roll call vote: **Motion carried unanimously**

4. Resolution for ACH & Electronic Transactions

**Motion** made by Vite, seconded by Zelmer to adopt Resolution #100815A, **A Resolution of the Township Board of Bertrand Township for ACH and Electronic Transactions.**

**Discussion:** Vite included 16 regular and customary bills presented each month for payment (see packet). Kuhn added WRT AEP bill to the list.

Roll call vote: **Motion carried unanimously**

5. Resolution for Non-ERISA Retirement Plans

**Motion** made by Vite, seconded by Zelmer to adopt Resolution #100815B, **A Resolution To Amend and Restatement of the Governmental Non-ERISA Retirement Plan.**

**Discussion:** The IRS mandates retirement plan sponsors to restate their plan documents at regular intervals. This new plan is primarily a restatement and consolidation of previously adopted good faith amendments and does not result in substantive changes to our plan's operations, nor does it result in any new fees or charges to our plan or its participants.

Roll call vote: **Motion carried unanimously**

6. Communication Between Board Members

**Motion** made by LeClaire, seconded by Zelmer to enter Closed Session pursuant to MCL 15.268(a). **Motion carried unanimously.**

At 8:35 p.m., the Board entered a Closed Session to discuss communication issues between board members. The closed session was requested by Trustee LeClaire. At 9:35 p.m., the Board ended the Closed Session.

**Communications**

A couple of residents sent notes of appreciation for the Fire Department Open House.

**Public Comments**

Resident Terry Yaw requested that police observe students leaving SMC on Mayflower Road. They drive too fast (Kuhn concurred with shift change at the factories). She also noted garbage trucks lose litter driving down Orange and Chicago roads.

Nancy Lentsch commended the board for diligence and cooperation.

**Board Member Comments**

Hicks reiterated the success of the Fire Department Open House, and said there's already discussion of how to expand it in 2016, perhaps with a 5K/10K run.

**Miscellaneous / Announcements / Schedule**

The next township board meeting will be Thursday, November 12, 2015, at 7:00 p.m.

**Motion** made by Hicks, seconded by Kuhn to adjourn at 9:45 p.m.

Respectfully submitted,



October 9, 2015

Don Vite  
Bertrand Township Clerk

Dated