

**Bertrand Township Board  
Regular Meeting  
Thursday, November 12, 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, Vite, Zelmer      Member Absent: LeClaire

Special Guests: None

**Agenda Amendments**

- Move item #2 “Approval of Closed Meeting Minutes from October 8, 2015” out of Consent Agenda

The board approved the Closed Meeting Minutes from October 8, 2015.

**Consent Calendar** *(see attachments)*

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

- Township Board Meeting Minutes from October 8, 2015
- Accounts Payables for the period 10/05-11/10 presented:

Total General Fund Expenses	\$70,531.48
Total Fire Dept. Fund Expenses	\$10,324.75
Total WRT Fund Expenses	\$84.22
<b>Total Expenses</b>	<b><u>\$80,940.45</u></b>

- Treasurer’s Report

General Fund	\$1,344,264.91
Total Fire Dept. Fund	\$164,445.08
Total WRT Fund	?
<b>Total Fund Current Assets</b>	<b><u>~\$1,508,709.99</u></b>

- Budget Amendment – transfer \$3,500 from Fund Balance into 276

Roll call vote: **Motion carried unanimously**

**Reports** *(see attachments)*

**Sheriff’s Department**

Deputy Sullivan presented the Sheriff’s report with September Incidents and October stats. He warned residents to be careful with increased deer activity because of the season.

**Fire Department**

Chief Knisely submitted the November, 2015, monthly business report. He reminded residents of the increased dangers of fires around the holidays from cooking and burning wood and to be vigilant and aware, and to make sure chimneys are cleaned.

## Cemetery

Sexton Wolf enumerated some of the things she got accomplished: Kachur Tree Service finished cutting down dead trees in Howe and Bakertown Cemeteries; The Cutting Edge cut down a storm-damaged tree in Howe Cemetery. Three board members toured the four cemeteries with Wolf on October 24, and they saw first hand some of the pressing issues we are facing regarding overgrowth, monument damage, etc. Sexton Wolf met last week with former sexton Richard Kuntz at Mt. Zion cemetery. Mr. Kuntz is a wealth of information and willing to help her get up to speed.

## **Public Comments**

NONE

## Unfinished Business

### 1. Resolution No. 111215A for Policies & Procedures

**Motion** made by Hicks, seconded by Vite to adopt Resolution No. 111215A – “Resolution to adopt Bertrand Township Board and Administrative Policies Manual.”

**Discussion:** Attorney Bell reviewed and approved the draft copy with only the addition of paragraph three in section 1.2.

Roll call vote: **Motion carried unanimously**

### 2. Zoning Administrator Laptop

**Motion** made by Vite, seconded by Zelmer to purchase a new Vostro 15 3000 Series Dell Computer with Windows 7, 4Gb memory, 500 Gb hard drive, and Microsoft Office Home and Business 2016 for a grand total of \$858.99.

**Discussion:** Kuhn recommended the funds used for the purchase come from 721.802 Planning Commission Planner. Hicks pointed out the Zoning Administrator has her own budget and funds should come from her budget.

Roll call vote: **Motion carried unanimously**

## New Business

### 1. BTFD SCBA Purchase

**Motion** made by Kuhn, seconded by Vite to approve the purchase of four Scott Carbon Fiber Cylinder units from West Shore Fire for a grand total of \$3,212.00.

**Discussion:** Chief Knisely confirmed the August quote is still valid. He pointed out that with this purchase they are now in a four year rotation for cycling out units.

Roll call vote: **Motion carried unanimously**

### 2. Social Security Resolution

**Motion** made by Hicks, seconded by Vite to adopt Resolution No. 1112115B – Social Security Resolution.

**Discussion:** Vite informed the board that Bertrand Township is lacking a 218 Agreement that must be on file with the Social Security Administration for Social Security and Medicare to be deducted from the paychecks of employees who have the township pension. The formality was nearly accomplished in 2010-2012, but because of a clerical error on the paperwork and statute of limitations, the process has to be started all over again.

Roll call vote: **Motion carried unanimously**

3. Southeast Berrien County Landfill Formal Complaint

**Motion** made by Hicks, seconded by Kuhn to adopt Resolution #111215C – A Resolution To Formally Request that the Southeast Berrien County Landfill Authority Reconvene an Executive Committee Meeting Which Was Held On August 14, 2015, in Violation of the Michigan Open Meetings Act, 1979 P.A. 267, MCL 15.261 et. Seq.

**Discussion:** Supervisor Hicks indicated significant decisions were made at that meeting that has a perpetual impact, and our township representatives were not in attendance and thus did not have an opportunity for input or to participate in the decision.

Roll call vote: **Motion carried unanimously**

4. Cemetery Issues and Fees **and**

5. Cemetery Ordinance 66

**Discussion:** Supervisor Hicks presented the issues the township is focusing on with our four cemeteries and getting them in great order. Hicks and Vite met with our Risk Management representative Pam Baker in late October, and she challenged us to adopt a Cemetery Ordinance that clearly spells out a fee structure, maintenance goals, rules for decorations, headstone placement, etc.

Currently, Bertrand Township does not have a cemetery ordinance. The board decided at this meeting to table the discussion to give time to evaluate fee structures of similar townships and the items that need to be addressed in an ordinance.

**Motion** made by Hicks seconded by Vite to table the discussion of item #4 Cemetery Issues and Fees and item #5 Cemetery Ordinance 66 to gather more information.

Voice vote: **Motion carried unanimously**

6. Planning Commission Text Amendment to Zoning Ordinance

**Motion** made by Kuhn, seconded by Vite to adopt the Micro-Breweries and Small Distilleries zoning language presented by LSL Planning in the memo dated August 14, 2015.

**Discussion:** Kuhn pointed out that much of the regulation is mandated by the state. Zelmer asked if microbreweries were permitted in agriculture zones, and under this language they are only permitted in commercial zones.

Roll call vote:

**Aye:** Vite, Kuhn, Hicks; **No:** Zelmer

**Carried 3-1**

### **Communications**

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

### **Public Comments**

One resident made a comment.

### **Board Member Comments**

Hicks had the following comments:

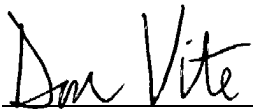
- Christmas Open House with Santa will be 9:00 a.m.-9:00 p.m. on Thursday, December 10, 2015. There will be a brunch with the board, activities for the kids, and festivities throughout the day.
- On Saturday, December 12, at 9:00 a.m., there will be a high-level budget workshop to bring to the table items to be considered for the 2016 budget.
- On Saturday, January 9, at 9:00 a.m., is the detailed budget workshop.
- On November 17, the asbestos in the township hall will be abated by Martin & Associates.

### **Miscellaneous / Announcements / Schedule**

The next township board meeting will be Thursday, December 10, 2015, at 7:00 p.m.

**Motion** made by Hicks, seconded by Vite to adjourn at 8:20 p.m.

Respectfully submitted,



November 13, 2015

Don Vite  
Bertrand Township Clerk

Dated