

**Bertrand Township Board
Regular Meeting
Thursday, May 12, 2016**

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

Supervisor Hicks called the meeting to order at 7:03 p.m. and led the Pledge of Allegiance.

Members Present: Hicks, Kuhn, LeClaire, Vite, Zelmer

Special Guests: None

Consent Agenda *(see attachments)*

Supervisor Hicks amended the Agenda as follows:

1. Move item #1 in Unfinished Business – Cemetery Ordinance No. 66 – to become item #2 in Unfinished Business.
2. Insert BTFD Station #1 Asphalt proposals as item #1 in Unfinished Business.

Motion made by Zelmer supported by Kuhn to approve Consent Agenda as amended:

- Township Board Meeting Minutes from April 14, 2016 with the correction of the meeting date, changing it to April 14, 2016.
- Accounts Payable for the period 04/13-05/10 as presented:

Total General Fund Expenses	\$22,621.30
Total Fire Dept. Fund Expenses	\$ 5,894.03
Total WRT Fund Expenses	\$ 85.51
Total Expenses	<u>\$28,600.84</u>

- Treasurer's Report as of April 30:

General Fund	\$1,440,099.57
Total Fire Dept. Fund	\$286,843.45
Total WRT Fund	\$3,433.55
Total Fund Current Assets	<u>\$1,730,376.57</u>

- Appointments – Bill Knisley as a trustee to the SMCAS board for the 2017 fiscal year.

Discussion: Hicks pointed out the General Fund P&L statement was incorrect and did not match the 2017 budget. Clerical errors of values entered into Quick Books were the reason and will be corrected for the June meeting.

Trustee Zelmer requested that special hearing minutes be separated from the regular meeting minutes and presented individually. Supervisor Hicks concurred and clarified that these hearings are technically separate from the regular meeting, and should be separate for reference purposes. Clerk Vite will present the modified April 14 minutes at the June board meeting.

Roll call vote: **Motion carried unanimously**

Reports

Sheriff's Department

None

Fire Department (see attachments)

Chief Knisely submitted the May, 2016, monthly Fire Department report. Chief also gave an update on the status of the new pumper truck construction. An error was made in the favor of BTFD when the front bumper had to be replaced with a flush mount bumper (much more heavy duty) for compliance purposes.

Chief Knisely also presented a Patch Plaque to the board to be displayed in the township hall.

SMCAS

None. Chief Knisely and Supervisor Hicks were touring the Charlotte factory where the pumper chassis is being constructed and Clerk Vite was unable to attend the meeting.

Sexton

Sexton Wolf said she will be attending a Cemetery Maintenance and Best Practices workshop in July, presented by MTA. She requested that the board table any discussion of a cemetery ordinance until after her workshop.

Sexton Wolf asked the board for clarification as to her spending limit without board approval, which supervisor Hicks said would be the \$500 range. She also wanted clarification as to whether three bids are required for work to be performed. Hicks said while technically not required, this is a "best practice" and encouraged it whenever possible.

Supervisor Hicks said Abonmarche has been scheduled to survey cemeteries this month. He also discovered that Bertrand Township owns the entire Bakertown Cemetery and does not share it with Buchanan Township as was assumed.

ZBA

Trustee LeClaire summarized the ZBA meeting for the AACOA variance request. The variance was passed by the board. He said the neighbors made very impassioned public comments regarding the noise levels, speed of employees exiting the plant, delivery trucks, etc., and that Mark North (GM) seemed to have an empathetic ear. He said since the variance meeting, Mr. North has made very specific adjustments to their practices to help alleviate these issues and has reached out to the Smiths to continue dialogue.

Public Comments

None.

Unfinished Business

1. BTFD Station #1 Asphalt Proposals

Motion made by Vite, supported by Zelmer to accept Michigan Paving & Materials Co bid to repave Station #1 parking lot for a price of \$51,788.00.

Discussion: Treasurer Kuhn asked Chief Knisely to inform the board when the paving is scheduled. Clarification was sought regarding the financial commitment the board has to the

project, and the budgeted amount is \$20,000. The balance will be borne by the Fire Department.

Roll call vote: **Motion carried unanimously**

2. Cemetery Ordinance No. 66

Supervisor Hicks recommended tabling the ordinance discussion until the August meeting based on Sexton Wolf's request to postpone it until after she attends the MTA conference.

Trustee Zelmer had the following comments based on the text of the Ordinance No. 66 as presented in the packet:

- a. The Township should not mandate which cemetery an individual is buried in.
- b. He didn't like the language as to who can and cannot be buried in a township cemetery – specifically re: individuals who were once residents but had moved away.
- c. The text re: Cremains indicated only flat markers are allowed, which he took issue with.

Treasurer Kuhn recommended that the board set up a perpetuity account to assist in the funding of cemetery maintenance. This topic will be included in the August discussion of the cemetery ordinance.

New Business

1. Office Phone System Quotes

Supervisor Hicks briefed the board on the current state of the township hall phone system. There has been ongoing issues with calls rolling to line 2, and the inability for Nancy to transfer calls and take calls from line two when line one is in use. On two occasions Comcast has been out to help resolve the situation, but the problems are internal to the township hall and outside their obligation to fix.

Supervisor sought quotes for a new, updated, VOIP system. He received a quote from Haas Systems, who was recommended by our IT consultant, Josh Jacobs. He also received a quote by Phone Jacks Plus, who installed the phone system at the Niles Township offices. However, this quote is for old technology (analog) system with "used" devices, so there is no comparison.

Supervisor Hicks recommended tabling the discussion of a new phone system until June at which time he will have a couple more quotes to present to the board. Zelmer seconded the motion to table the discussion.

Public Comments

Scott Worster asked the board to begin considering the ramifications of the Portage Prairie development popping up south of the border and the infrastructure ramifications it will have on our township. He has noted increased Fed Ex traffic on Mayflower Rd. The board will talk to county road commission to see how the state and county can partner up with the township to properly handle the increased traffic and other demands put on it.

Treasurer Kuhn said his concern would be over environmental effluent issues if an industrial facility went into the development.

Board Member Comments

Kuhn asked the status of the Perk test needed at the township hall for a new septic. He also asked what was to become of the matching fund the township has with the county road commission, since it was recently abolished by the road commission.

Hicks has requested and received revised quotes for the perk test and has received four. Once the board agrees on a quote, the contractor will communicate directly with Laird at county to get the appropriate specs for a new septic.

Hicks clarified that the township will get our share of the matching funds, once a final determination is made as to exactly what will become of the matching funds program at the county road commission. At this juncture, it has only been recommended that the program be eliminated as it has served its purpose for the era when it was instated.

Gretchen Carpenter has resigned from the ZBA. Hicks will follow up with her for clarification on her resignation and begin searching for a new member to appoint.

Hicks gave an update on the new website. With the arrival of spring, we will submit five various pictures of the township to the developer which will initiate the process.

Hicks gave an update on the Community Building and various issues being addressed:

- a) Whitman is scheduled to inspect it. There are plumbing issues; ADA-compliance issues with toilet and door opening sizes; issues with the front doors remaining closed and locked.
- b) Flattop Lawn Care tilled and planted to grass the area covering the recently installed septic.
- c) Creative Landscaping is going to remove the wildflower beds and they will be replanted to perennials.

Kuhn asked about the status of installing gutters to the township hall. Hicks said Louis Rohl needs to advise us on their proper installation with regards to the ice breaks and roof seems so as to not compromise the integrity of the roof.

Communications

None

Miscellaneous / Announcements / Schedule

- The next township board meeting will be Thursday, June 9, 2016, at 7:00 p.m.

Motion by Hicks to adjourn the meeting at 8:30 p.m.

Respectfully submitted,



Don Vite

Bertrand Township Clerk

May 13, 2016

Date