

**Bertrand Township Board
Regular Meeting
Thursday, September 8, 2016**

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. He publicly acknowledged the passing of township resident Al Siekman who was the township supervisor in the 1980's.

Members Present: Hicks, Kuhn, LeClaire, Vite

Member Absent: Zelmer

Special Guests: Derek Hall, Auditor for the State of Michigan.

Consent Agenda *(see attachments)*

Supervisor Hicks amended the accounts payable report by removing General Fund check #11718 to Spencer Mfg. for \$2,223 for an adjusted total of \$15,500.63. Check #11718 will have special consideration as item #5 – BTFD Fire Truck Expense.

Motion made by Kuhn supported by LeClaire to approve the Consent Agenda:

- Township Board Meeting Minutes from August 11, 2016.
- Accounts Payable for the period 08/11 - 09/06 as presented:

Total General Fund Expenses	\$18,840.19
Total Fire Dept. Fund Expenses	\$15,500.63
Total WRT Fund Expenses	\$ 84.85
Total Expenses	<u>\$34,425.67</u>

- Treasurer's Report was not submitted due to the Labor Day holiday because all of the bank statements had not been received and reconciled. It will be submitted next month.

Roll call vote: **Motion carried unanimously**

Reports

Sheriff's Department

None submitted.

Fire Department *(see attachments)*

Chief Knisely presented the September, 2016, monthly report. The Fire Dept. had its first ISO review since 2000 and passed with a level 8 – the best grade possible for a rural township such as ours. Chief was very pleased. Three new firefighters (Dye, Hicks, Fox) will be attending training. High School student Bailey is a new cadet and will taking the high school course. The Open House is all set for Saturday, Sept 17, and all fire trucks will be there. Presently, the Pumper is being refurbished at Spencer Mfg. It arrived there August 1 and should be done before the Open House. The Station #1 parking lot is currently at the compacted gravel stage. Tomorrow, crews will be out to complete the asphalt portion of resurfacing.

SMCAS (see attachment)

Chief Knisely submitted the September, 2016 report.

Sexton Report (see attachment)

Sexton Wolf submitted the September, 2016 report.

2016 Draft Audit Report – Derek Hall (see attachment)

Auditor Derek Hall presented the draft audit report of the township's financial position for FY 2016. In a nutshell, he expressed accolades for the board's financial prudence in spite of the capital outlay of the fire truck and other unexpected expenses (Community hall well, Asbestos abatement, etc.) in 2015/2016 and the positive position the township's finances remain in.

He included the same comments as prior years with regard to internal control deficiencies and lack of segregation of duties that he says any small jurisdiction with small staffs such as ours faces. When pressed by the board for his recommendations for solving this ongoing dilemma, his best recommendation besides hiring someone with the necessary accounting credentials (usually financially prohibitive) was to include the other two trustees in the checks and balances processes of the day-to-day accounting activity. However, he reiterated he did not have any personal concerns with our current accounting procedures and commended the board for being so astute to our financial position.

Public Comments

Resident Scott Wooster spoke on the increased truck traffic on Orange and Mayflower Roads south of Bertrand and asked the board to consider installing truck restriction signs since that portion of Mayflower was just resurfaced and may be prematurely destroyed with the truck weight.

Unfinished Business

None.

New Business

1. Comcast Franchise Contract

Motion made by Vite, supported by LeClaire to approve the Uniform Video Service Local Franchise Agreement with Comcast which includes the receipt from Comcast of an annual service provider fee of 2% of their gross revenue from subscribers in the township.

Discussion: Kuhn estimated the annual revenue received in the 2% fees from Comcast will be around \$2,000.

Voice vote: **Motion carried unanimously**

2. 2016 West River Terrace Special Assessment of \$12.50

Motion made by Kuhn, supported by LeClaire to maintain the \$12.50 special assessment for West River Terrace residents.

Voice vote: **Motion carried unanimously**

3. Mat Service for Township Hall and Community Building

Motion made by LeClaire, supported by Kuhn to approve the Service Proposal by Swank Uniform Rental to provide the Township Hall and Community Building with rental floor mats and dust mops as quoted.

Discussion: Hicks confirmed it has budgeted under the line items Maintenance.

Roll call vote: **Motion carried unanimously**

4. Condemnable Property

Motion made by Vite, supported by Kuhn to approve Building Inspector Swanstrom's recommendation to issue a Notice and Order for the property owner of 3540 W Bertrand Rd.

Discussion: Hicks has received numerous complaints from neighboring residents and the board all acknowledges the blight condition this property presents in the township. Kuhn reminded the board of the possible tangible cost to the township of dozing the home if the homeowner chooses to do nothing.

Roll call vote: **Motion carried unanimously**

5. BTFD Fire Truck Expense Check #11718

Motion made by Kuhn, supported by Vite to approve the payment of \$2,223 to Spencer Mfg (check #11718) for additional expenses incurred beyond the scope of the contract to build the pumper truck.

Discussion: Kuhn asked for this as a separate line item to maintain transparency as a board. The funds are available and budgeted for this expense, and his recommendation is to pay it.

Roll call vote: **Motion carried unanimously**

6. BTFD New Hire

Motion made by Vite, supported by LeClaire to accept the recommendation of Chief Knisely and hire Derrick Dye as a candidate firefighter and accept Nick Bailey as a cadet firefighter to the Fire Department.

Discussion: Knisely confirmed that both candidates have had their pre-employment physicals.

Voice vote: **Motion carried unanimously**

7. Bertrand Township Email

Motion made by LeClaire, supported by Kuhn to accept the Web Services Sales Agreement by Revize to purchase any specified email address with @BertrandTownship.com (currently six) for \$50/yr each for an initial total of \$300 annually.

Roll call vote: **Motion carried unanimously**

Public Comments

Resident Scott Wooster commended Chief Knisely and the township boards (past/present) for their fiscal responsibility and prudent preparation in acquiring the fire truck and having money in the bank.

Board Member Comments

Kuhn asked for an update on the Septic replacement. Hicks said that Deau is recuperating from a knee replacement he had done shortly after the board approved his bid. The board will now postpone replacing the septic until after the Sept 17 open house.

LeClaire suggested the board consider having the septic pumped prior to the open house. He also was in favor of utilizing the trustees to help rectify the procedural deficiencies pointed out by Dereck Hall in his audit report.

Miscellaneous / Announcements / Schedule

- Fire Department Open House on Saturday, September 17, from 11am – 3pm. The new fire truck (and entire lineup) will be on display.
- The next township board meeting will be Thursday, October 13, 2016, at 7:00 p.m.

Motion by Hicks to adjourn the meeting at 8:49 p.m.

Respectfully submitted,



September 9, 2016

Don Vite

Date

Bertrand Township Clerk