

**Bertrand Township Board  
Regular Meeting  
Thursday, November 10, 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.

Members Present: Hicks, Kuhn, LeClaire, Zelmer

Member Absent: Vite

Special Guests: None

**Consent Agenda** *(see attachments)*

**Motion** made by Zelmer supported by Kuhn to approve the Consent Agenda as presented:

- Township Board Meeting Minutes from October 13, 2016.
- Budget Amendment to the FD Fund of \$51,788 for the Driveway project at Station 1.
- Accounts Payable for the period 10/12 - 11/10 as presented:

Total General Fund Expenses	\$50,292.08
Total Fire Dept. Fund Expenses	\$45,180.69
Total WRT Fund Expenses	\$ 86.26
<b>Total Expenses</b>	<b><u>\$95,559.03</u></b>

- Treasurer's Report reflecting account balances through October 31:

General Fund	\$1,391,279.12
Total Fire Dept. Fund	\$154,315.22
Total WRT Fund	\$2,963.99
<b>Total Fund Current Assets</b>	<b><u>\$1,548,558.33</u></b>

**Discussion:** Treasurer Kuhn pointed out the County Treasurer sent a tax bill for \$4,631.37 for two tax tribunal refunds which hasn't been presented to Clerk Vite yet and are not reflected on the Balance Sheet as of October 31.

Roll call vote: **Motion carried unanimously**

**Reports**

Sheriff's Department *(see attachment)*

There were car breakins this last month in Bertrand Township. Deputy reminded residents to keep cars locked.

Fire Department *(see attachments)*

Chief Knisely presented the November, 2016, monthly report. YTD fire calls stands at 89. New truck is performing "fabulous". Chief also reminded residents of the FD Chili Supper on Saturday, November 19 from 5-8pm. On November 13, Niles Twp FD will have a pancake breakfast

## SMCAS

None submitted.

## Southeast Berrien County Landfill Authority

None submitted.

## Sexton Report (*see attachment*)

Sexton Wolf submitted the November, 2016 report. Sexton Wolf submitted her resignation effective immediately as she is moving out of the area. Her report detailed unfinished business she's working on as well as the work that has recently been completed at Bakertown cemetery. A very special "Thank You" and well-wish to Jean for her tremendous job of reigning in the various issues with the cemeteries during her tenure as Sexton!

## Public Comments

Mark Wagner spoke in capacity of the Planning Commission Chairman to give a favorable recommendation for considering Williams & Works as the Township Planner. He also acknowledged the fee increase structure presented to the board for consideration.

## Unfinished Business

None.

## New Business

### 1. Township Planner

Supervisor Hicks updated the board that our current Township Planner – LSL Planning – closed their Grand Rapids office and moved to Detroit. Our current planning consultant, David Jirousek, informed the the Planning Commission he left LSL and went to work with Williams & Works and invited the township to consider them as the township planner. After submitted bids, Williams & Works were approved the by Planning Commission for the role.

**Motion** made by Kuhn, supported by Zelmer to approve the Planning Commission's recommendation approved November 3, 2016, to hire Williams & Works as the Township Planner, with David Jirousek as the planning consultant.

**Discussion:** Trustee Zelmer inquired as to the fee structure provided by Williams & Works, and Hicks said it was nearly identical to the current fee structure.

Voice vote: **Motion carried unanimously**

### 2. 2017 Brandywine Summer Tax Collection

Treasurer Kuhn said on an annual basis Brandywine Schools submits a request to the township for whether we'd collect their summer taxes and at what cost. Treasurer Kuhn is recommending the board permit the summer tax collection at \$2.50 per parcel.

**Motion** made by Kuhn, supported by Zelmer to collect Brandywine Schools summer taxes for 2017 at a cost of \$2.50 per parcel.

**Discussion:** Trustee LeClaire asked how the \$2.50 figure is determined. Kuhn said it is the same SET fee the state charges when they do it.

Roll call vote: **Motion carried unanimously**

3. Veterans Resolution & Recognition

**Motion** made by Hicks, supported by Kuhn to adopt Resolution 16110A – Resolution to Honor All U.S. Veterans.

**Discussion:** Hicks indicated township resident and WWII vet Orris Aldrich had a special invitation to attend the meeting tonight. He was recently awarded medals by U.S. Representative Fred Upton for which he was due and had never received. He also honored Earl Lintz in attendance and other township veterans.

Roll call vote: **Motion carried unanimously**

4. BTFD Recommendation

**Motion** made by Hicks, supported by Zelmer to accept Chief Knisely's recommendation and hire Richard Cheney as a probationary firefighter who is certified and was with Buchanan Township department for 14 years.

**Discussion:** Kuhn asked if all drug tests and physicals have been provided and Knisely confirmed.

Voice vote: **Motion carried unanimously**

5. Bertrand Open House

**Motion** made by Hicks, supported by Kuhn to authorize up to \$100 for plates and brunch miscellaneous for the Bertrand Township Christmas Open House on December 8 and \$100 to go to the charity of Santa's choice - \$50 for his 2015 visit and \$50 for this visit.

**Discussion:** This is the second annual Open House, and last year proved to be a success.

Roll call vote: **Motion carried unanimously**

6. PC Recommended Fee Schedule

**Motion** made by Hicks, supported by Kuhn to adopt Resolution 161110B - Resolution to Amend the Schedule of Fees for Administration of the Zoning Ordinance Adopted by the Township Board on December 10, 2009, as recommended by the Planning Commission.

**Discussion:** PUD did not change. Special Land Use went from \$500 to \$750. Variance and Re-Zoning went from \$400 to \$500. Land Combination did not change. Land Division went from \$50 to \$200. New House includes garage (\$100); however, a new garage on existing house is \$75. Commercial/Industrial is new on the books. Site Plan review was passed earlier in the year but is here now in the form of the resolution.

Roll call vote: **Motion carried unanimously**

**Public Comments**

None.

**Board Member Comments**

Treasurer Kuhn thanked Trustee LeClaire for his service. He also thanked the residents for a record election turnout of about 68% of registered voters.

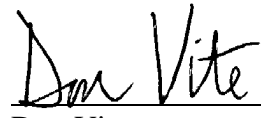
Supervisor Hicks also thanked Trustee LeClaire for his service. He also congratulated the folks who were elected, and the clerk's office and staff for conducting a very busy election.

**Miscellaneous / Announcements / Schedule**

- Supervisor Hicks, Clerk Vite, and Treasurer Kuhn are attending an all-day MTA seminar on Township Finances at Calvin College on Friday, November 18.
- The Christmas Open House is Thursday, December 8, from 9 a.m. to 9 p.m. Brunch with the Board is at 10 a.m. and the public is invited (RSVP). Santa Claus will be arriving around 6 p.m.
- The next township board meeting will be Thursday, December 8, 2016, at 7:00 p.m.

**Motion** by Hicks, seconded by Kuhn to adjourn the meeting at 7:52 p.m.

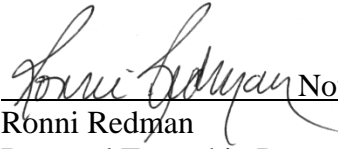
Respectfully submitted,



Don Vite  
Bertrand Township Clerk

November 20, 2016

Date



November 20, 2016

Ronni Redman  
Bertrand Township Deputy Clerk