

**Bertrand Township Board
Regular Meeting
Thursday, March 9, 2017**

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

Supervisor Hicks called the meeting to order at 7:01 p.m. and led the Pledge of Allegiance.

Members Present: Hicks, Kuhn, Vite, Zelmer

Member Absent: Payton

Special Guests: Mark Polomczak and Ron Hulett from U.S. Business Systems

Consent Agenda *(see attachments)*

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

- Add New Business Item #8: BTFD Training Officer/Pay
- Township Board Meeting Minutes from February 9, 2017 including the General Fund Budget Hearing and the Fire Assessment District Budget Hearing
- 2017/2018 Budget Planning Workshop Meeting Minutes from January 21, 2017
- Accounts Payable for the period 02/10-03/09 presented:

Total General Fund Expenses	\$28,662.31
Total Fire Dept. Fund Expenses	\$12,889.74
Total WRT Fund Expenses	\$102.09
Total Expenses	<u>\$41,654.14</u>

- Treasurer's Report

General Fund	\$1,519,639.86
Total Fire Dept. Fund	\$350,884.96
Total WRT Fund	\$3,299.36
Total Fund Current Assets	<u>\$1,873,824.18</u>

- Budget Amendment

Discussion: Kuhn pointed out negative balances for 401.401-Tax Revenue-Other, 450.1-Building Permits; 450-Licenses and Permits. In the FD P&L, 411-Delinquent Taxes also was negative. Vite was going to look into. (3/12/17 note: Vite incorrectly entered adjusting journal entries from auditor Hall's instructions and corrected on 3/12/17).

Roll call vote: **Motion carried unanimously**

Reports

Sheriff's Department *(see attached)*

Deputee Dupree submitted Sherriff's report.

Fire Department *(see attached)*

Chief Knisely submitted the March, 2017, monthly Fire Department report. On Saturday, March 25, 6:00p.m. the annual awards banquet will be held at Station 1.

SMCAS

Chief Knisely gave a verbal report:

- \$174,000 surplus in cash flow.
- Still \$741,000 in uncollectible money, however this number is down significantly from a year ago.
- 2nd new ambulance has been delivered and placed in service.
- Considering the organizational structure and decision to continue having member municipalities as owners. Big focus as to who represents the municipalities on the board.

SE Berrien County Landfill

Trustee Zelmer gave a verbal report:

- Construction has started on the new cell (Sand in place, new liner installed, berm on Mayflower Rd)
- Moving dirt on the floor of the cell – by spring the cell will be ready.
- Negative press: last week's high winds blew trash from the landfill as far east as Mayflower Rd. Two media outlets at the offices filming.

Public Comments

None.

Unfinished Business

None.

New Business

1. Board Member Salary Resolutions

- a) **Motion** made by Vite, supported by Zelmer to adopt Resolution 030917C to Establish Township Officers Salary for the position of Supervisor.

Roll call vote:

Aye: Kuhn, Vite, Zelmer

Abstain: Hicks

Carried 3-0

- b) **Motion** made by Hicks, supported by Kuhn to adopt Resolution 030917D to Establish Township Officers Salary for the position of Clerk.

Roll call vote:

Aye: Hicks, Kuhn, Zelmer

Abstain: Vite

Carried 3-0

- c) **Motion** made by Hicks, supported by Zelmer to adopt Resolution 030917E to Establish Township Officers Salary for the position of Treasurer.

Roll call vote:

Aye: Hicks, Vite, Zelmer

Abstain: Kuhn

Carried 3-0

- d) **Motion** made by Hicks, supported by Kuhn to adopt Resolution 030917F to Establish Township Officers Salary for the position of Trustee.

Roll call vote:

Aye: Hicks, Kuhn, Vite

Abstain: Zelmer

Carried 3-0

2. Adopt 2017-2018 Proposed Township Budget/general Appropriations Act Resolution 030917A

Motion made by Hicks, supported by Zelmer to adopt Resolution #030917A – Bertrand Township General Appropriations Act (Budget) for Fiscal Year 2017-2018.

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General	\$649,200.00	\$649,200.00
West River Terrace	\$ 1,059.00	\$ 1,300.00
SMCAS	\$ 27,460.00	\$ 27,460.00

Roll call vote: **Motion carried unanimously**

3. Adopt 2017-2018 Proposed Fire Protection Special Assessment District General Appropriations Act (Budget) Resolution 030917B

Motion made by Hicks, supported by Vite to adopt Resolution #030917B – Fire Protection Special Assessment District General Appropriations Act (Budget) for Fiscal Year 2017-2018.

<u>Revenue</u>	<u>Expenditures</u>
\$201,487.00	\$201,487.00

Roll call vote: **Motion carried unanimously**

4. Content Management Project Proposal

Supervisor Hicks invited Ron Hulett, Project Manager for U.S. Business Systems, to present to the board their proposal for Content Management Software. He presented the award-winning GlobalSearch Document Management suite of software, which is a structured system and rule-based system that has very powerful global search capabilities. It's a very cost-effective solution for the power it provides.

Motion made by Hicks, supported by Kuhn to accept the Enterprise Content Management Project Proposal by U.S. Business Systems to purchase a 3 User license for GlobalSearch Document Management suite for a total investment of \$9,998.00 which includes an annual maintenance and support fee of \$958.

Discussion: Kuhn cautioned this project sounds labor intensive. Hicks confirmed the money allocated or the project is coming from the Road fund the BCRC has stopped.

Roll call vote: **Motion carried unanimously**

5. Community Hall HVAC Proposals

Motion made by Hicks, supported by Vite to accept Great Lakes Heating, Air Conditioning & Electrical, Inc's, proposal to install a 16 SEER Lennox HVAC Unit at the Community Hall for \$13,485.

Discussion: Kuhn asked if we'd reached out to an electrician as none of the proposals included the necessary electrical work to get a 220V outlet to the source. Hicks would contact Wolverine.

Roll call vote: **Ayes – Hicks, Kuhn, Vite; Nays – Zelmer**

Passed 3-1

6. Community Hall Window/Door Proposals

Motion made by Vite, supported by Kuhn to accept UltraTech's quote for 12 white Mezzo custom double hung windows, double steel doors, single steel door w/ sidelites & transoms for \$19,083.00 plus tax.

Discussion: The three window quotes weren't apples to apples as each could/could not supply certain components, or match windows to opening sizes. Only UltraTech could supply the complete requirements, and Supervisor Hicks gave his recommendation to them after his discussions with each company.

Roll call vote: **Motion carried unanimously**

7. BTFD Officer Appointments for 2017

Motion made by Hicks, supported by Kuhn to accept the recommended appointments of Officers for the Bertrand Township Fire Department:

- Matt Remmo – Assistant Chief
- Chris Burks – 1st Captain
- TBA – Lieutenant; Tyler Knisely is attending the final FD class in April
- Bill Knisely – Fire Chief

Roll call vote: **Motion carried unanimously**

8. BTFD Training Officer/Pay

Motion made by Kuhn, supported by Zelmer to accept Chief Knisely's recommendation to replace the Second Officer position with Training Officer and fill this new position with Tyler Knisely and Evan Cauffman as co-officers. The training officer position will split the budgeted salary with the first officer 50/50.

Discussion: Clerk Vite is to add a new budget item 702.3-Training Officer to track that expense.

Voice vote: **Motion carried unanimously**

Public Comments

A citizen asked the board if there was a policy manual for employees and their conduct. A resident asked the board about a comment made in board discussions regarding the option of renting the Community Building in four hour time blocks and how that would put a burden on them getting it ready for what they need it for.

Board Member Comments

Treasurer Kuhn attended a very informative presentation on the latest and ever changing legal boundaries for the medical marijuana industry rapidly gaining ground in the state.

Communications

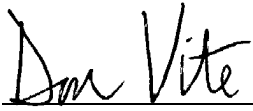
Board of Review dates set for March 13 and March 15.

Miscellaneous / Announcements / Schedule

- The next township board meeting will be Thursday, April 20, 2016, at 7:00 p.m. Note, this is one week later than the normal time due to the fact the MTA Conference is the prior week and many board members will be away in attendance.

Motion by Hicks, supported by Kuhn to adjourn at 9:35 p.m.

Respectfully submitted,



Don Vite
Bertrand Township Clerk

March 13, 2017
Dated