

**Bertrand Township Board
Regular Meeting
Thursday, May 11, 2017**

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, Payton, Vite, Zelmer

Special Guests: Bertrand Township Building Inspector Dave Swanstrom and his wife Carol.

Consent Agenda *(see attachments)*

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

- Add New Business Item #7 – Station #1 entryway door proposal.
- Add New Business Item #8 – BTFD Lieutenant Position
- Township Board Meeting Minutes from April 20, 2017
- Accounts Payable for the period 04/21-05/11 as presented:

Total General Fund Expenses	\$18,046.83
Total Fire Dept. Fund Expenses	\$7,971.59
Total WRT Fund Expenses	\$100.84
Total Expenses	<u>\$26,119.26</u>

- Treasurer's Report

General Fund	\$1,516,310.58
Total Fire Dept. Fund	\$329,852.86
Total WRT Fund	\$3,095.95
Total Fund Current Assets	<u>\$1,849,259.39</u>

Discussion: Treasurer Kuhn has begun including prior year numbers to show year-over-year changes to the accounts.

Roll call vote: **Motion carried unanimously**

Reports

Sheriff's Department *(see attached)*

Deputy Nannfeldt delivered the monthly report. Nothing extraordinary to report.

Fire Department *(see attached)*

Chief Knisely submitted the May, 2017, monthly Fire Department report. Statistics for the month are recorded in the attached report.

SMCAS

Chief Knisely gave a verbal report:

- The annual audit has been completed. A year ago, the deficit was six figures. Today, they are operating in the black.

SE Berrien County Landfill

Trustee Zelmer gave a verbal report:

- The barn and shed have been torn down
- Trees have been removed

Sexton

Sexton Steve Redman gave a verbal report:

- Steve planted 40 arborvitaes along the back perimeter at Howe Cemetery

Public Comments

None

Unfinished Business

1. Building Department Fee Schedule.

Supervisor Hicks invited Dave and Carol Swanstrom to the meeting to clarify wording in their March 15, 2017 memo to board members “Re: Building Department Fee Schedule.” There was discussion and disagreement in the April board meeting about the meaning of a sentence that addressed multiple inspections and associated fees involved in return inspections.

Mr. Swanstrom clarified that in certain circumstances he is called out to perform an inspection and has been told that the prerequisites have been completed (i.e., other inspections). When he arrives, he discovers this is not the case and he cannot perform the inspection. Under these rare circumstances he wanted to add an additional fee of \$75 because of wasted time and travel. Specifically, he wants to curtail this situation with professional builders who are habitual offenders and wherein the past he had no recourse.

The board agreed on the following statement to be included with all permits:

“If the homeowner or contractor has made an appointment with the building inspector and they have confirmed the prerequisites have been completed and passed inspection (i.e, rough inspections; any necessary electrical, mechanical, and/or plumbing inspections), and upon arrival the building inspector finds they have NOT passed inspection which will require an another building inspection appointment, an additional fee of \$75 will be assessed and be required to be paid to the township before another building inspection will be scheduled.”

Motion made by Vite, supported by Payton, to approve the Building Department Fee Schedule submitted by Building Inspector David Swanstrom and dated March 15, 2017, with the inclusion of the above statement on all future permits.

Discussion: The board wanted clarity on the meaning of the “plus 65% for plan review” statement on the final page. Mr. Swanstrom clarified it is 65% of the permit fee, and that the plan review is only performed on new construction. Finally, the typo on the last page - “5000,001.00” - should be corrected to “500,001.00”.

Roll call vote: **Motion carried unanimously**

New Business

1. Election Equipment Grant Resolution 170511A

Motion made by Vite, supported by Payton, to adopt Resolution 170511A “A Resolution to Apply for Voting Equipment Grant”

Discussion: Vite clarified this is a procedural requirement of the state to enter into an agreement for the state to purchase the voting equipment and years 1-5 maintenance fees, and the township to pick up years 6-10 maintenance fees. Kuhn asked Vite to confirm with County Clerk Tyler whether this is a grant for purposes of being audited.

Roll call vote: **Motion carried unanimously**

2. Rose Pest Service Agreement

Motion made by Kuhn, supported by Zelmer, to accept Rose Pest Solutions Special Service Agreement for exterior insect applications to both the township hall and the community building with a total price not to exceed \$350.

Discussion: The original service agreement was for the township hall only for \$145. The board agreed that both buildings should be serviced.

Roll call vote: **Motion carried unanimously**

3. Foreclosed Properties

Discussion only: Treasurer Kuhn informed the board of two properties in Bertrand Township that have been foreclosed on by Berrien County and which the township has the right to buy for public use before the public does for minimum bid. The board was not interested in purchasing the properties.

4. Property Complaints

Motion made by Kuhn, supported by Vite to give Building Inspector Swanstrom the authority to commence the process needed to condemn the property at 1980 Sage Rd.

Roll call vote: **Motion carried unanimously**

5. Township PC Upgrades

Motion made by Vite, supported by Zelmer, to accept NETJACO Solutions, LLC, estimate #430 dated 5/5/17 to upgrade the township computer systems to Windows 10, including a new server and APC backup, for \$3,918.00.

Discussion: Funding for this project will come out of account 264.967 – Township Hall and Grounds - Capital Improvements.

Roll call vote: **Motion carried unanimously**

6. Comcast WiFi @ Community Building

Discussion only: With the installation of the new HVAC System at the Community Hall, there is now the ability for remote monitoring and controlling of the heating and cooling with a smartphone via the internet. Also, giving guests of the hall the ability to access the internet would also be a nice benefit of renting the hall. Clerk Vite acquired a quote from Comcast for

getting internet into the Community Hall. The board asked Clerk Vite to get a quote from AT&T for comparison before a decision is considered.

7. Fire Station #1 Door Proposal

Discussion only: Chief Knisely submitted two quotes to replace the weathered and rusted entrance door to Station #1. The first quote was from Pearson Construction, a construction company that would simply install a commercial/industrial grade door. The second quote was from Industrial Door of Northern Indiana. The board asked Chief Knisely to get a third quote from Cross Aluminum, based here in Bertrand Township and specializing in industrial entrance doors. Chief Knisely will bring the quote to the June meeting.

8. BTFD Lieutenant Position

Motion made by Vite, support by Kuhn, to accept Chief Knisely's recommendation to promote Tyler Knisely to Lieutenant, having completed all requisites to be a Bertrand Township Fire Department officer, and approving his pay scale of \$1,500.00 for 2017/2018 which was included in the approved FD Budget.

Roll call vote: **Motion carried unanimously**

Public Comments

- Mrs. Swanstrom informed the board she sent three RFPs to tear down the condemned house on Bertrand Rd. As of tonight she has only heard from Pelley Excavating.

Board Member Comments

- None

Communications

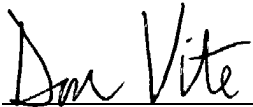
- None

Miscellaneous / Announcements / Schedule

- The next township board meeting will be Thursday, June 8, 2017, at 7:00 p.m.

Motion by Hicks to adjourn at 9:12 p.m.

Respectfully submitted,



Don Vite
Bertrand Township Clerk

April 27, 2017

Dated