

**APPROVED MINUTES**  
**BERTRAND TOWNSHIP BOARD**  
**3835 Buffalo Road, Buchanan, MI**  
**Regular Board Meeting**  
**February 13, 2014**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE AND INVOCATION**

At 7:00 p.m. the meeting was called to order by Supervisor Hicks. All stood, the Invocation was read by Scott Bonner and then the *Pledge of Allegiance* was recited.

**2. ROLL CALL**

**Members Present:** Hicks, Kuhn, Lano, Pastryk, Zelmer

**Others Present:** Berrien County Road Commissioner Jess Minks, BCRC Managing Director Louis Csokasy, Attorney Sara Bell, Chief Knisely and the officers of the fire department, fifteen adult guests and one child.

**3. CONSENT CALENDAR: (see attachments)**

Approval of agenda; Township regular board meeting minutes from January 9, 2014, Approval of bills presented for payment in the amount of \$31,954.90 (fire dept. \$13,411.78 plus general fund, \$18,453.33 plus WRT \$89.79) and reports on file.

**Motion** was made by Lano seconded by Zelmer to approve the consent calendar as presented.

**Motion carried unanimously**

**4. SHERIFF DEPARTMENT REPORT: None was given**

**5. FIRE DEPARTMENT REPORT: (see attachment)**

Chief Knisely provided his February 2014 business report.

**6. PUBLIC COMMENTS: Please limit comments to 3 minutes**

Public comments were made by two people.

**7. UNFINISHED BUSINESS: \* see attachment)**

**A. Planning Commission Appointment \***

**Motion** was made by Hicks seconded by Pastryk to appoint Mary Duis to the Planning Commission. Discussion ensued when Trustee Zelmer asked why the board packets did not contain any information on Mrs. Duis. Supervisor Hicks stated that it was his statutory right to appoint who ever he wished to the Planning Commission and he didn't have to provide any information.

Roll call vote: Yes: Hicks, Kuhn, Pastryk No: Lano, Zelmer

**Motion carried 3 to 2**

**8. NEW BUSINESS (\* see attachments) items in italics are last minutes additions to the agenda**

**A. BCRC Presentation \***

Berrien County Road Commission managing director Louis Csokasy was present as well as Road Commissioner Jess Minks. Mr. Csokasy handed out information to the board members that included a revised 2014- 2015 township projected road improvements list. Subjects mentioned in this presentation included what the BCRC does; the cycle of maintaining roads and how funding for roads is spent. He shared his thoughts regarding the future of roads in the state. Responsibility of maintaining county roads is shifting to the local units of government. He explained that there is approximately \$160,000 set aside for the repair of Chamberlain Road. In order to obtain quotes to have other township roads repaired contact him or Brian Berndt. In the course of this presentation Mr. Csokasy answered many questions.

**B. OMA Presentation by Attorney Sara Bell**

Attorney Sara Bell gave a presentation on the Open Meetings Act (OMA). She explained that OMA applies to any public body, private entities are not regulated by OMA. She covered topics such as board discussions which should take place during public meetings, that all decisions must be made in public, email communications, public notice of meetings, three causes for going in to closed sessions, taking and approving minutes, voting and gave other general information concerning OMA. In the course of her presentation she answered questions that were asked. The presentation lasted approximately one hour.

**C. Resolutions to Establish Township Officer's Salaries \***

Resolutions 031314 A, B, C and D were introduced in two formats. Resolutions with no change to the salary that

each officer is receiving, the other resolutions show a COLA increase for each officer salary. The supervisor resolution provided is different. The statutory duties of the supervisor are and have been for many years split between the assessor who does the assessing and the supervisor who does the non assessing duties. The MTA Compensation Manual recommends using a resolution that shows the supervisor salary if the assessing duties are performed by the supervisor and the salary for just non assessing duties. When the board meets for a budget workshop, salaries will be discussed at that time so no action was taken on the salary resolutions at this time.

**D. Cell phone Usage During Meetings Policy\***

Trustee Zelmer explained that a resident brought to his attention a concern about board members using cell phones at the board table. This has also been an area of concern for him. Resolution 021314 A which is a Resolution To Adopt Cell Phone Usage During Board Meetings policy was presented for the board's consideration. After discussion on this matter a motion was made to adopt this resolution.

**Motion** was made by Lano seconded by Zelmer to adopt Resolution 021314 A Resolution To Adopt Cell Phone Usage Board Meeting policy.

Roll call vote: Yes: Kuhn, Lano, Pastryk, Zelmer No: Hicks

**Motion carried 4 to 1**

**E. Building Security Policy\***

**Motion** was made by Zelmer seconded by Lano to adopt Resolution 021314 B Bertrand Township Building Security Policy. Discussion took place on this resolution. Lano explained that there is a revised copy with changes requested by the treasurer placed in bold which is the version being voted on.

Roll call vote: Yes: Hicks, Lano, Pastryk, Zelmer No: Pastryk

**Motion carried 4 to 1**

**F. Township Planner Recommendation**

Trustee Pastryk stated that as the ex-officio of the Planning Commission he has been asked by the members of the PC to communicate to the township board that they would like to use LSL to finish the work on the winery language.

**Motion** was made by Pastryk seconded by Kuhn to hire LSL back as the planner. Board discussion took place on this matter. Roll call vote: Yes: Hicks, Kuhn, Pastryk No: Lano, Zelmer

**Motion carried 3 to 2**

**9. COMMUNICATIONS**

**A. Schedule Budget Hearings for Township & Fire Department**

The public hearing for the general fund budget will be at 7:15 pm. The fire department budget hearing will take place at 7:45 pm. Both hearings will occur at the March 13<sup>th</sup> regular township board meeting.

**B. Schedule Budget workshop**

A special meeting for a budget workshop will be scheduled for Monday, February 17<sup>th</sup> at 3:30 pm.

**C. Board of Review Dates Set for March 11 & March 13\***

Appeal hearings for the Board of Review will take place on Tuesday, March 11<sup>th</sup> from 9 am to noon and 1 pm to 4 pm and then on Thursday, March 13<sup>th</sup> from 2 pm to 5 pm and 6 pm to 9 pm.

**D. Enbridge Grant Approval**

A check from Enbridge for the environmental stewardship grant was received. This money will be used for the exterior landscaping project at the Community Hall. That work will need to be completed by September.

**10. PUBLIC COMMENTS:** *Please limit comments to 3 minute*  
Eight people made public comments.

**11. BOARD MEMBER COMMENTS:**  
Board members Lano, Kuhn, Pastryk and Hicks each made comments.

**12. MISCELLANEOUS / ANNOUNCEMENT / SCHEDULE**  
• Next Township Board Meeting: Thursday, March 13, 2014

**14. ADJOURNMENT**

**Motion** to adjourn at 9:58 pm, was by Lano seconded by Zelmer.

**Motion carried unanimously**

Respectfully Submitted,

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Jane Lano  
Bertrand Township Clerk

\_\_\_\_\_  
dated

\_\_\_\_\_  
witness