

**Bertrand Township Board
Regular Meeting
Thursday, May 10, 2018**

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: Angie Story, Bertrand Township Assessor.

Consent Agenda *(see attachments)*

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

- Add New Business Item #6 – Berrien County Youth Fair Week Hours
- Township Board Meeting Minutes from April 12, 2018
- Accounts Payable for the period 04/13-05/10 as presented:

Total General Fund Expenses	\$28,232.85
Total Fire Dept. Fund Expenses	\$5,812.43
Total WRT Fund Expenses	\$105.77
Total Expenses	<u>\$34,151.05</u>

- Treasurer's Report:

General Fund	\$1,417,674.59
Total Fire Dept. Fund	\$311,037.14
Total WRT Fund	\$2,635.40
Total Fund Current Assets	<u>\$1,731,347.13</u>

Roll call vote: **Motion carried unanimously**

Assessor's Report

Assessor Angie Story presented to the board a verbal report of her responsibilities as the township's assessor, and cycle of events and tasks she completes annually in coordination with the county and the state. The board had an opportunity for questions.

Reports

Sheriff's Department *(see attached)*

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

Fire Department *(see attached)*

Chief Knisely submitted the May, 2018, monthly Fire Department report. Statistics for the month are recorded in the attached report. Treasurer Kuhn informed the board and Chief that the FD's CD is maturing and he was able to renew it with a 2.4% rate. He will also increase the CD's value by adding \$13,000 from the refurbishment account.

Chief also informed the board of an online training program called TargetSolutions that provides OSHA-approved online training platform for firefighters. Training Officer Tyler Knisely

presented a proposal from TargetSolutions for subscribing annually to the program at a cost of \$1,552.00 (14 firefighters) for the board to consider which included a \$1,500 waived setup fee. Chief requested the board consider approving the online training before June 30 when the proposal expires.

SMCAS

Chief Knisely gave a verbal report:

- A second new ambulance has been ordered and they will take delivery in mid-June
- Operations manager Spence Miller resigned, and the new interim operations manager is doing a “fantastic” job according to Brian Scribner

SE Berrien County Landfill

Trustee Zelmer gave a verbal report:

- Work continues on the waste-water treatment plant
- An ND graduate has been hired as the new environmental engineer

Sexton

Sexton Redman had nothing to report.

Public Comments

None

Unfinished Business

None

New Business

1. Community Building Crawl Space Encapsulation

Motion made by Vite, supported by Payton to accept Ayers Basement Systems proposal of \$12,678.27 to install the CleanSpace crawl space encapsulation system to remediate the moisture and humidity problem in the Community Building’s crawlspace and basement.

Discussion: Trustee Payton observed online that Ayers had 80 Google reviews averaging 4.3 of 5.0, while the only other vendor to submit a quote, Nova Basement Systems, had 9 Google reviews averaging 3.3. Nova never entered the building to evaluate its conditions prior to making the quote, nor did it include the dehumidification system.

Roll call vote: **Motion carried unanimously**

2. Bertrand Township Fire Department Candidate recommendation

Motion made by Hicks, supported by Zelmer, to accept Chief Knisely’s recommendation to hire David Amer as a Candidate Firefighter.

Discussion: He has completed his pre-employment physical and background checks.

Voice vote: **Motion carried unanimously**

3. 1880 S Redbud Demo Bids

Discussion: Supervisor Hicks presented two bids to demo the home on the property the township purchased last fall at 1880 S Redbud Trail. However, two individuals including the previous homeowner have requested consideration for removing the detached garage. Further, there are fixtures and appliances that should be repurposed prior to demo. As the board discussed these issues, it decided there are too many preliminaries to deal with before demo can take place.

Motion made by Hicks, supported by Zelmer, to table this decision to give time for the repurposing and other decisions.

Voice vote: **Motion carried unanimously**

4. Policy and Application for exempt parcel

Motion made by Hicks, supported by Vite to approve the Policy and Application for Exemption from Property Taxes as proposed by the Assessor's Office.

Roll call vote: **Motion carried unanimously**

5. Property Transfer Affidavit Resolution

Motion made by Hicks, supported by Payton to adopt Resolution #180510A – Resolution Waiving Penalty Fees and Interest for Failure to File a Property Transfer Affidavit.

Discussion: This resolution addresses how the township handles late filings of the Property Transfer Affidavit and is required if we don't collect late filing penalty fees.

Roll call vote: **Motion carried unanimously**

6. Fair Week (August 13-16) Office Hours

Motion made by Hicks, support by Kuhn, to have reduced office hours from 9 a.m. to 12:00 p.m. Monday, August 13 – Thursday, August 16 – the week of the Berrien County Youth Fair.

Roll call vote: **Motion carried unanimously**

Public Comments

- Resident Wooster asked how progress is going on addressing truck traffic on Mayflower Rd as it is slowly being torn up. Supervisor Hicks and Treasurer Kuhn will bring the issue up at their upcoming meeting with the Road Commission.

Board Member Comments

- Clerk Vite has tentatively scheduled the annual audit with Derek Hall for the week of June 11.

Communications

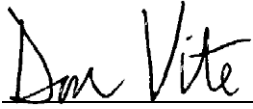
- None

Miscellaneous / Announcements / Schedule

- The next township board meeting will be Thursday, June 14, 2018, at 7:00 p.m.

Motion by Hicks to adjourn at 8:41 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Don Vite". The signature is written in a cursive style with a horizontal line extending from the end of the name.

May 11, 2018

Don Vite

Dated

Bertrand Township Clerk

BERTRAND TOWNSHIP
BERRIEN COUNTY, MICHIGAN

**RESOLUTION WAIVING PENALTY FEES AND INTEREST FOR FAILURE TO FILE
A PROPERTY TRANSFER AFFIDAVIT**

RESOLUTION: **180510A**

WHEREAS, Section 211.27a of the General Property Tax Act requires the buyer, grantee or other transferee of property to file a property transfer affidavit as prescribed by the State Tax Commission, with the appropriate Assessing Officer in the local unit of government in which the property is located; and

WHEREAS, Section 211.27b of the General Property Tax Act imposes penalties for the failure to file a Property Transfer Affidavit after 45 days have elapsed; and

WHEREAS, Section 211.27b of the General Property Tax Act provides that the local governing body may waive, by Resolution, the penalties levied for the failure to file a Property Transfer Affidavit; and

WHEREAS, Bertrand Township hereby waives the penalties for the failure to file a Property Transfer Affidavit within 45 days of transfer.

NOW, THEREFORE BE IT RESOLVED, that the Bertrand Township Board hereby waive penalties under Section 211.27b of the General Property Tax Act.

IT IS FURTHER RESOLVED that the Township Clerk of Bertrand Township is hereby directed to send a certified copy of this resolution to the Township Assessor and to the Director of the Berrien County Equalization Department.

IT IS FURTHER RESOLVED that all resolutions or parts of resolutions in conflict herewith are hereby repealed.

The foregoing resolution was offered by Board Member: Hicks

And supported by Board Member: Payton

AYES: Hicks, Kuhn, Payton, Vite, Zelmer

NAYES: None

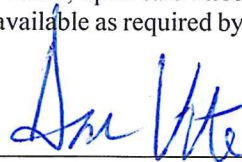
ABSTAIN: None

ABSENT: None

The Supervisor declared this resolution adopted the **10th** day of **May, 2018**.

I, Don Vite, duly elected and acting Clerk of Bertrand Township, hereby certify that the foregoing resolution was adopted by the Township Board at the regular meeting of said board held on May 10, 2018 and said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267; That a quorum of the Board was present and voted by a roll call vote of said members as herein before set forth that said resolution was ordered to take immediate effect, upon said Resolution as set forth in the minutes of said meeting with were kept and have been or will be made available as required by said Open Meetings Act.

Attest: _____



Don Vite, Clerk
Bertrand Township