

**Bertrand Township Board
Regular Meeting
Thursday, December 13, 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: None

Consent Agenda *(see attachments)*

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

- Add Item #5 Property Resolution to the Consent Agenda
- Township Board Meeting Minutes from November 8, 2018
- Township Special Board Meeting Minutes from November 29, 2018
- Accounts Payable for the period 11/09-12/13 as presented:

Total General Fund Expenses:	\$53,090.41
Total Fire Dept. Fund Expenses:	\$18,848.28
Total WRT Fund Expenses:	\$89.06
Total Expenses:	<u>\$72,027.75</u>

- Treasurer's Report as of October 31, 2018:

General Fund:	\$1,349,509.07
Total Fire Dept. Fund:	\$241,421.26
Total WRT Fund:	\$2,022.50
Total Fund Current Assets:	<u>\$1,592,952.83</u>

- Budget Amendment
- Resolution #181213A – Resolution to Adopt 2019 Schedule of Regular Township Board Meetings
- Resolution #181213B – Resolution to Adopt 2019 Schedule of Regular Township Planning Commission Meetings
- Resolution #181213C – Resolution to Adopt 2019 Holiday Schedule

Roll call vote: **Motion carried unanimously**

Reports

Sheriff's Department *(see attached)*

Deputy Ashley presented the October statistics report. Nothing extraordinary.

Fire Department *(see attached)*

Chief Knisely submitted the December 2018 monthly Fire Department report. Nothing extraordinary. The department received a DNR matching grant of \$3,094.00. The Fire

Association had its first Chili & Hot Dog fundraiser since being reestablished. Net proceeds were \$740.

Chief Knisely asked for clarification from the board regarding the compensation Firefighter candidates received attending FF1/FF2 course. It was discussed during the budget meetings last February that \$10/hr would be nice incentive for joining the department. It was also discussed then that mileage reimbursement would not be covered.

Motion made by Vite, seconded by Zelmer to pay cadets \$10/hr for official recorded class time to be paid in a lump sum upon completion and passing the FF1/FF2 course.

Discussion: The board agreed there must be accountability, so paying after the cadet successfully completes and passes the course is appropriate.

Roll call vote: **Motion carried unanimously**

SMCAS (*see attached*)

Chief Knisely submitted a written report.

- Money flow remains positive
- Going through the annual audit
- New truck has transmission problem and will cost about \$5,200 fix. They are seeking help from Ford.
- The annual average cost of servicing the fleet is historically \$54,409. This year to date the cost has been \$8,882.

SE Berrien County Landfill (*see attachments*)

Dave Zelmer and Dave Kuhn gave a verbal report.

- Work continues on the treatment plant. Completion date seems to be moving target.
- Hiring committee is looking for an environmental engineer. Tyler Ganus, landfill General Manager, is currently filling that role.
- Auditors will be presenting the annual audit.
- The board is evaluating a tonnage reduction program.

Sexton

None

Planning Commission

Letters are being sent out re: the draft Master Plan.

NATS

None.

Public Comments

None

Unfinished Business

None

New Business

1. Niles District Library

The Niles District Library board president informed the board they will be terminating the Library Services Agreement effective October 1, 2019, because “Bertrand Township residents receive all services provided by the Library while paying far less than District residents.”

Discussion: The board will take a wait and see for the near future (since the termination is a year away. There are less than 25% of residents in the Niles District that are affected.

2. Land Split/Combination Fees and Payments to the Assessor

Discussion: Land Splits and Combinations are an irregular event that occur from time to time. Clerk Vite brought it to the attention of the board that currently the township assessor is compensated for 100% of the fees received on land splits and combinations. This policy was in place while Assessor Kirby was a contractor to the township and hasn’t been addressed since she was made an employee. However, it is against state law to compensate employees with 100% of the revenue for any service provided by the township. There is no employee contract in her personnel files to review, however the contractor contract was ambiguous with regards to these payments and simply says “Direct expenses, including the following: ...b) Miscellaneous services as mutually agreed upon.” Supervisor Hicks inquired of other townships and found unanimously in responses that land splits and combinations were part of the job requirements of their assessor.

Conclusion: Supervisor Hicks will create an employee contract that will clearly define the assessor’s role, job responsibilities, and pay structure.

3. Landfill Questions

Discussion: Board Members were tasked at the November 29 Special Meeting with presenting questions that would be compiled into the form of a resolution pertaining to a landfill feasibility study. The board unanimously agreed to table discussions because there are too many questions and issues including who will pay for such a study.

4. Appointments

Motion made by Zelmer, seconded by Kuhn, to accept the supervisor’s recommended 2019 Appointments:

Planning Commission

Philip Moore – January 2019 – December 2021

Lisa Marsh-McCarty – January 2019 – December 2021

Mary Duis – January 2019 – December 2021

Zoning Board of Appeals

Tom Wrasse – January 2019 – December 2021

Steve Redman – January 2019 – December 2021

Board of Review

Judy McDonald – January 2019 – December 2020

Voice vote: **Motion carried unanimously**

5. Property Resolution #181213D

Motion made by Zelmer, seconded by Vite to adopt resolution #181213D “To Declare Property Purchased by the Township to be Exempt from Property Taxes Under Michigan Law.”

Discussion: The assessor requested this as a formality to be filed pertaining to the former Hein property to the east of the township hall.

Roll call vote: **Motion carried unanimously**

Public Comments

None.

Board Member Comments

Clerk Vite updated the board of the recent telephone meeting with himself, Treasurer Kuhn and Township Attorney Senica and a representative of Municode, the company codifying our ordinances. The codification draft was presented and our discussion revealed the need for additional corrections and updates. The final codified ordinance book should be complete in late first quarter 2019. We all agreed they have done a very nice job cleaning up, cross-referencing, organizing, and indexing our ordinances.

Supervisor Hicks thanked all those involved with the township functions and wished everyone a Merry Christmas and Happy New Year.

Communications

None

Miscellaneous / Announcements / Schedule

- The next regular township board meeting will be Thursday, January 10, 2019, at 7:00 p.m.

With no further discussion, **motion** by Hicks to adjourn at 8:36 p.m.

Respectfully submitted,



Don Vite
Bertrand Township Clerk

December 17, 2018

Dated