

**Bertrand Township Board  
Regular Meeting  
Thursday, January 10, 2019**

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 seconded by Payton to approve as presented:

- Township Board Meeting Minutes from December 13, 2018
- Accounts Payable for the period 12/14/18-01/10/19 as presented:

Total General Fund Expenses:	\$32,556.39
Total Fire Dept. Fund Expenses:	\$12,965.25
Total WRT Fund Expenses:	\$82.55
<b>Total Expenses:</b>	<b><u>\$45,604.19</u></b>

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

General Fund:	\$0.00
Total Fire Dept. Fund:	\$0.00
Total WRT Fund:	\$0.00
<b>Total Fund Current Assets:</b>	<b><u>\$0.00</u></b>

- Budget Amendment

**Discussion:** Treasurer Kuhn pointed out the funds deposited into account 401.401-Tax Revenue-Other (\$9,136.21) should be moved to 401.402-Current Tax Collection in the General Fund. Likewise, the fund in the amount of \$1.13 don't belong in 401.402-Current Tax Collection, should be moved to an account he will determine shortly as they were a cover charge.

Roll call vote: **Motion carried unanimously**

**Reports**

Sheriff's Department

None.

Fire Department *(see attached)*

Chief Knisely submitted the January 2019 monthly Fire Department report. Fire calls were down two from 2017 totals to 118. There were 600+ training hours for the year, which he is very pleased with. Likewise, he is very pleased with Target Solutions online training for FD members. He is not pleased with the trainers at the FF1/FF2 course, where the class average mid-term was 68%. Finally, the annual animal vaccination clinic will be this Saturday, January 12 from 10 a.m. – 2 p.m.

Chief Knisely informed the board there are still no bites on the retired pumper truck and asked the boards pleasure of trying to sell at auction. Supervisor Hicks asked him to get more information, as well as put it by the road For Sale when the weather warms.

#### SMCAS (see attached)

Chief Knisely submitted a written report.

- The Lucas machine for automatic CPR has been installed in the ambulances.
- A designated paramedic will brief the Fire Department personnel on how to use the Lucas machine.
- SMCAS is working on their own training curriculum

#### SE Berrien County Landfill

Treasurer Kuhn and Trustee Zelmer gave a verbal report.

- Changeover has begun from the old to the new SBR – will help with leachate-heavy rains
- Audit was completed and was good – no major discrepancies
- A very alarming item came to light – there is only 13 years left for the remaining land currently secured.
- Niles City Resolution seeking a feasibility study is still active and will probably become a bigger issue with the next landfill meeting.
- Treasurer Kuhn is very curious at the timing of the buyout of Michiana Recycling and Disposal by an unknown entity.

#### Sexton

None

#### Planning Commission

Meeting on the 17<sup>th</sup> for public comments concerning the draft Master Plan. From there, a meeting on February 7<sup>th</sup> will complete the draft and it will be sent to surrounding municipalities and the county for comment.

#### NATS

Portage Rd is slated to be refinished from Briar Rd to US12 in 2021.

#### Public Comments

Melissa, who lives on Bakertown Rd, asked if the township was doing anything about the lack of high-speed internet. Treasurer Kuhn shared his own story of installing a tower to solve his problem, and that the lack of high-speed internet is a statewide problem. Hicks told her of the commitment the township has made to bring fiberoptic to the Bertrand Crossing Industrial Park (ref. 06/14/18 minutes) and we'll evaluate at that time how to proceed.

#### Unfinished Business

None

#### New Business

##### 1. Topinabee Drain Resolution

**Motion** made by Vite, supported by Kuhn, to approve Resolution #011019 – “The Topinabee Drain Resolution”, permitting the Drain Commissioner to levy a special assessment as allowed by state law.

**Discussion:** Clerk Vite and Treasurer Kuhn attended the Public Hearing at Niles City Council chamber on December 11. Passing the resolution is the least expensive alternative because the project scope is constrained. Otherwise, only 5 affected residents would have to petition, and the Drain Commissioner would have to respond by state law. The expense would be that the project scope and cost would most certainly increase because other issues would be included in the RFP.

Roll-call vote: **Motion carried unanimously**

## 2. Plumbing and Mechanical Permit Forms

**Motion** made by Vite, seconded by Zelmer, to update the Plumbing and Mechanical Permit forms to the 2013 state versions from the current 2006 state version.

**Discussion:** The forms need to be corrected with the new Plumbing/Inspector Ken Jewell's name. Clerk Vite thought it would a good time to update the forms to the 2013 state version. Changes are insignificant, nonetheless more updated.

Voice vote: **Motion carried unanimously**

## Public Comments

None.

## Board Member Comments

Clerk Vite has issued W-2s to all employees and 1099s to FD contractors. The balance will be issued shortly. He also filed an insurance claim for reimbursement of the tree removed by Cisco Tree Service in Bakertown Cemetery (ref. 08/09/18 minutes). The township will be reimbursed \$1,000 of the \$2,800 paid.

Supervisor Hicks updated the board on the status of the Community Building renovation. Wi-Fi for renters is up and running. The HVAC system is connected, so it can be controlled by a smartphone. The black handicap handrail has been installed. Next steps are new flatwork outside once more bids have been received, and installing new flooring inside.

## Communications

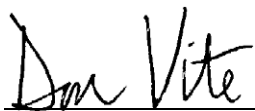
1. Animal immunization clinic at Fire Station 1 this Saturday, January 12, 2019 from 10 a.m. to 2 p.m.
2. Annual Budget Workshop on Saturday, February 2, 2019 at 9:00 a.m.

## Miscellaneous / Announcements / Schedule

- The next regular township board meeting will be Thursday, February 14, 2019, at 7:00 p.m.

With no further discussion, **motion** by Hicks to adjourn at 8:15 p.m.

Respectfully submitted,



Don Vite

Bertrand Township Clerk

January 12, 2019

Dated

**STATE OF MICHIGAN  
COUNTY OF BERRIEN  
BERTRAND TOWNSHIP**

**RESOLUTION 011019**

*WHEREAS*, the Office of the Berrien County Drain Commissioner has advised the Bertrand Township Board of Trustees that, pursuant to Section 196 of the Michigan Drain Code (MCL 280.196; MSA 11.1196), an inspection has been made of the Topinabee Drain and it has been determined, as a result of the inspection, that certain maintenance must be performed upon the Drain; and

*WHEREAS*, the Drain Commissioner has the authority to expend Five Thousand and no/100 (\$5,000.00) Dollars per mile in any one (1) year for the maintenance of the drain, and where it is estimated that expenditures in excess of Five Thousand and no/100 (\$5,000.00) Dollars per mile are necessary, those amounts may be expended upon Resolution of the governing body of each township, city and village affected by more than twenty (20%) percent of the cost; and

*WHEREAS*, if a condition exists that endangers the public health, crops, or property within a drainage district, the Drain Commissioner has the authority to expend funds for the maintenance and repair of the drain to alleviate the condition; and

*WHEREAS*, the Drain Commissioner determined that it was necessary to expend funds in excess of Five Thousand and no/100 (\$5,000.00) Dollars per mile for the maintenance and repair of the Topinabee Drain and that the Township of Bertrand is affected by more than twenty (20%) percent of the cost; and

*NOW, THEREFORE, IT IS HEREBY RESOLVED* by the Bertrand Township Board of Trustees, that pursuant to Section 196 of the Drain Code, the Drain Commissioner was authorized

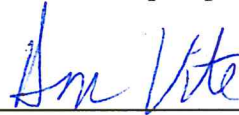
to expend money for the maintenance and repair of the Topinabee Drain in excess of Five Thousand and no/100 (\$5,000.00) Dollars per mile and, to the extent that the drain fund for the Drain contains insufficient funds for the payment of costs incurred for the maintenance or repair of the Drain, then the Drain Commissioner is authorized to levy a special assessment, as allowed by law.

**RESOLUTION** approved this 10th day of January 2019, by the Bertrand Township Board of Trustees.

TOWNSHIP



By: Steve Hicks  
Bertrand Township Supervisor



By: Don Vite  
Bertrand Township Clerk

The foregoing resolution was offered by Board Member: Vite  
And supported by Board Member: Kuhn

AYES: Kuhn, Payton, Vite, Zelmer, Hicks

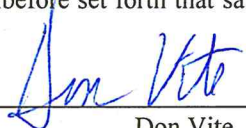
NAYES: None

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The Supervisor declared this resolution adopted the **10th day of January, 2019.**

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 January 10, 2019 at which meeting a quorum was presented by a roll call vote of said members as hereinbefore set forth that said resolution was ordered to take immediate effect.

Attest:   
Don Vite, Clerk