

**Bertrand Township Board
Regular Meeting
Thursday, February 11, 2021**

Via Video-Conference during the historic COVID-19 Worldwide Pandemic

Supervisor Hicks called the meeting to order at 7:00 p.m.

Members Present: Hicks, Kuhn, Payton, Vite, Zelmer

Member Absent: None

Special Guests: Sara Senica, Bertrand Township Attorney

Consent Agenda *(see attachments)*

Motion made by Zelmer, seconded by Payton to approve the Consent Agenda as amended:

- Remove agenda item #8 – Water Heater and Water Softener Quote
- Township Board Meeting Minutes from January 14, 2021
- Township Board Budget Workshop Minutes from January 30, 2021
- Accounts Payable for the period 01/15/21-02/11/21 as presented:

Total General Fund Expenses	\$33,610.01
Total Fire Dept. Fund Expenses	\$8,206.96
Total WRT Fund Expenses	\$74.06
Total Expenses	<u>\$41,891.03</u>

- Treasurer's Report and month-end fund balances as of January 31, 2021:

General Fund	\$1,582,680.83
Total Fire Dept. Fund	\$366,626.22
Total WRT Fund	\$2,222.06
Total Fund Current Assets	<u>\$1,951,529.11</u>

Roll call vote: **Motion carried unanimously**

Reports

Sheriff's Department *(on file)*

The report was mailed in.

Fire Department *(on file)*

Chief Knisely presented the February 2021 Fire Department report.

SMCAS *(on file)*

Matt Remmo emailed the report and gave a verbal presentation.

SE Berrien County Landfill *(minutes on file)*

Treasurer Kuhn and Trustee Zelmer gave a verbal report.

Planning Commission

Did not meet in December. Treasurer Kuhn mentioned topics they will be reviewing this spring.

NATS

Trustee Payton gave a verbal report. US12 from Galien township line to Mayflower road is scheduled to be resurfaced this summer.

Bertrand Township General Fund Budget Hearing

Supervisor Hicks called the budget hearing to order at 7:17 p.m.

Supervisor Hicks presented the tentative 2021/2022 General Fund budget. The revenues and expenditures are as follows:

- General Fund: \$759,435.00
- West River Terrace: \$869.00
- SMCAS \$32,020.00

State Revenue Sharing is projected to be \$244,685. Road construction expenses are budgeted at \$207,600.

Administrative Assistant and Zoning Administrator have a proposed 5% pay increase because of additional duties they have assumed responsibility for.

A proposed 2% pay increase for all other hourly and regular employees, which are:

- Supervisor, Treasurer, Clerk, Trustees
- Deputies
- Assessor

Refer to the January 30, 2021 Budget Planning Workshop Minutes for various other budget items.

Discussion: None.

Public questions: None.

With no questions from the public, the hearing was closed at 7:21 p.m.

Public Comments

None.

Unfinished Business

None.

New Business

1. 425 Agreement with the City of Niles as requested by Signal Point Partners, LLC

Motion made by Zelmer, seconded by Vite to permit attorney Senica to move forward in negotiations as the township representative on a 425 Agreement with the City of Niles as requested by Signal Point Partners, LLC.

Discussion: A request was made by Treasurer Kuhn to have a township board member present on the negotiations. There are 13 lots in the proposed development that fall within the Niles city limits while the majority fall within Bertrand Township.

Roll call vote: **Motion Carried Unanimously**

Bertrand Township Fire Assessment District Budget Hearing

Supervisor Hicks called the budget hearing to order at 7:43 p.m.

Chief Knisely presented the tentative 2021/2022 Fire Assessment District budget at \$231,000. This is made up of \$226,000 in tax revenue, \$2,000 in interest income, and \$3,000 in Other Revenue. Millage for general operations will continue to be 1.526 mills.

The Fire Chief, Assistant Chief, and Officers will each receive 2% pay increases. Chief Knisely had requested that he not receive an increase.

The hourly rate for volunteers will remain \$16.

Chief will have stipend pay budgeted for grant writing and other roles that he can use at his discretion for members doing the extra work.

Refer to the January 30, 2021 Budget Planning Workshop Minutes for various other customary expenses budgeted.

Discussion: None.

Public questions: None.

With no questions from the public, the hearing was closed at 7:50 p.m.

New Business (cont'd)

2. BS&A Software Proposal

Motion made by Vite, seconded by Kuhn to purchase the BS& A Personnel Management, Financial Management and Community Development modules, include conversion, setup, and training, at a cost not to exceed \$44,080 to be paid roughly evenly in this and the next two fiscal years.

Roll call vote: **Ayes:** Hicks, Kuhn, Payton, Vite **Nays:** Zelmer **Adopted: 4-1**

3. SEMCO Franchise Agreement

Motion made by Vite, seconded by Zelmer to approve Ordinance #2021-02 – “The Township of Bertrand Franchise Granted to SEMCO Energy Gas Company”

Discussion: Attorney Senica reviewed the draft agreement supplied by SEMCO and made a singular, slight modification which states SEMCO notify the township supervisor in writing via email before starting any work in the township. This agreement is a standard document SEMCO has on file for each municipality and jurisdiction they work in.

Roll call vote: **Motion Carried Unanimously**

4. Buchanan District Library Services Agreement

Motion made by Hicks, seconded by Vite to approve the Library Services Agreement between Bertrand Township and Buchanan District Library.

Discussion: The Services Agreement formally approves the penal fines apportioned to the Library and makes it current.

Roll call vote: **Motion Carried Unanimously**

5. Designated Assessor Agreement

Motion made by Vite, seconded by Kuhn, to approve the Interlocal Agreement for County Designated Assessor as presented by the Berrien County Board of Commissioners.

Roll call vote: **Motion Carried Unanimously**

6. BTFD Cost Recovery Ordinance

Motion made by Kuhn, seconded by Payton, to adopt Ordinance #2021-01 “To Establish a Basis for Reimbursement and Cost Recovery for Certain Emergency Response Services...”

Discussion: The fee schedule will be presented and voted on at the next board meeting (see #7 following) and included separately from the ordinance as to be updated as needed.

Roll call vote: **Motion Carried Unanimously**

7. Cost Recovery Fee Schedule Resolution

Motion made by Zelmer, seconded by Payton to table the top of Cost Recovery Fee Schedule Resolution until the March meeting so as to allow the Chief and Treasurer to discuss proposed fees.

Roll call vote: **Motion Carried Unanimously**

Public Comments

None.

Board Member Comments

Clerk Vite said the street lights have been converted over to LEDs. He also commented on observing Comcast running cable on US-12 and even across the township hall property.

Supervisor Hicks said that the Road Department Director, Jason Lathan, is on administrative leave and that we could see a delay in the road construction season.

Communications

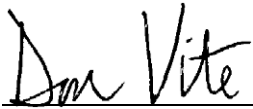
None

Miscellaneous / Announcements / Schedule

- The next township board meeting will be Thursday, March 11, at 7:00 p.m.

Having no further business, the meeting was adjourned at 9:03 p.m.

Respectfully submitted,



February 18, 2021

Don Vite

Date

Bertrand Township Clerk