

**Bertrand Charter Township Board**  
**Regular Meeting**  
And  
**General Fund Budget Hearing (7:15 p.m.)**  
And  
**Fire Assessment District Budget Hearing (7:45 p.m.)**  
**Thursday, February 09, 2023**

Bertrand Charter 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, McDonald, Payton, Vite, White, Zelmer

Members Absent: None

Special Guests: Chris Ahrendshort – Township’s BHS Par Plan insurance agent

**Consent Agenda** *(see attachments)*

**Motion** made by Zelmer seconded by Payton to approve as presented:

- Township Board Meeting Minutes from January 12, 2023
- Township Budget Workshop Minutes from January 14, 2023
- Accounts Payable for the period 01/13/23-02/09/23 as presented:

Total General Fund Expenses:	\$23,320.16
Total Fire Dept. Fund Expenses:	\$6,268.72
Total WRT Fund Expenses:	\$76.78
<b>Total Expenses:</b>	<b><u>\$29,665.66</u></b>

- Treasurer’s Report as of January 31, 2023:

General Fund:	\$1,783,204.63
Total Fire Dept. Fund:	\$542,495.14
Total WRT Fund:	\$1,865.23
<b>Total Fund Current Assets:</b>	<b><u>\$2,327,565.00</u></b>

- Resolution 230209A – Updating State Required Poverty Level Income Standards for Property Tax Poverty Exemption Guidelines for Tax Year 2023
- Budget Amendment

Roll call vote: **Motion carried unanimously**

**Reports**

Sheriff’s Department *(on file)*

Fire Department *(on file)*

Chief Knisely submitted the February 2023 monthly Fire Department report.

SMCAS *(on file)*

### **Bertrand Township General Fund Budget Hearing**

Supervisor Hicks called the budget hearing to order at 7:15 p.m.

Supervisor Hicks presented the tentative 2023/2024 General Fund budget. There's about a 6% increase from last year. The revenues and expenditures are as follows:

- General Fund: \$859,407.00
- West River Terrace: \$869.00
- SMCAS \$33,200.00

State Revenue Sharing is projected to be \$269,342. Road construction expenses are budgeted at \$240,000.

Refer to the January 14, 2023, 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 7:23 p.m.

#### **SE Berrien County Landfill**

Treasurer Kuhn and Trustee Zelmer gave a verbal report.

#### **Planning Commission**

Treasurer Kuhn gave a verbal report. Upcoming training session in Bridgman for Citizen Planner.

#### **Sexton**

None

#### **NATS**

Trustee Payton gave a verbal report.

### **Unfinished Business**

#### 1. Hazard Mitigation Resolution

**Motion** made by Zelmer, supported by Payton, to approve Resolution 230209C – 2022 Berrien County Multi-Hazard, Multi-Jurisdiction Plan.

Roll call vote: **Motion carried unanimously**

### **Fire Assessment District Budget Hearing**

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

Chief Knisely presented the tentative 2023/2024 budget at \$283,400.00. Millage for general operations will be 1.526 mills.

Refer to the January 14, 2023, Budget Planning Workshop Minutes for various projected customary expenses budgeted.

With no questions from the public, the hearing was closed at 7:46 p.m.

## **New Business**

1. Presentation by Chris Ahrendshort, BHS Insurance PAR Plan Agen.

**Discussion:** Chris gave highlights of the PAR Plan liability insurance coverage. He highlighted the grant money availability for anything associated with risk mitigation and for the board members and fire chief to consider anything to that end being applied for by the grant. Chris also confirmed that with Obamacare, the cost of health insurance for municipal employees has become very cost prohibitive.

2. Buchanan Library Services Agreement

**Motion** made by Vite, seconded by Zelmer to approve the Buchanan District Library Services Agreement between Bertrand Charter Township and the Buchanan District Library

Roll call vote: **Motion carried unanimously**

3. Fire Insurance Withholding Resolution

**Motion** made by Vite, seconded by Payton to approve Resolution #230209B –Escrow Account for Fire Insurance Act 495 of the Public Acts of 1980; As amended by Act 216 of the Public Acts of 1998, and the Provisions of Act 217 of the Public Acts of 1998.

Roll call vote: **Ayes:** Hicks, Kuhn, McDonald, Payton, Vite, White   **Nayes:** Zelmer  
**Passed 6-1**

4. BTFD Mini-Grant and Rebranding

**Discussion:** Chief Knisely discussed rebranding personnel helmets and uniforms as well as vehicles and fire station signage. The board felt at this time it wasn't worth the money or time to go to the extent of rebranding but directed the chief to use the new Bertrand Charter Township logo moving forward as appropriate.

**Motion** made by Vite, seconded by White to approve the West Short Fire quote for 12 Scott Air-Pak X3 Pros plus 12 Spare Carbon Cylinders for \$114,624.00 and quote for 1 Scott RIT-PAK III and 60 Minute Carbon Cyliner for \$4,752.00, not to exceed \$119,376.

**Discussion:** ARP funds will be used to help defray the cost.

Roll call vote: **Motion carried unanimously**

**Motion** made by Vite, seconded by Zelmer, to accept the West Shore Fire MAKO quote for four 6000PSI Air Storage bottles for \$53,325.78.

**Discussion:** \$42,000 from a grant will cover the majority of this purchase and the balance coming from ARP funds.

5. Bertrand Industrial Park Street Lighting

**Discussion:** Supervisor Hicks presented an email from the township's customer service account representative for AEP indicating steps the township must take to begin the process of AEP taking over the street lights in the Industrial Park. Since the lighting will essentially have to be replaced with new wire, conduit, posts, lights, etc, the board directed the supervisor to inquire into getting one or two private electric firm quotes for the project. Clerk Vite also asked for separate billing once AEP begins charging the township.

6. Community Hall Landscape Proposal

**Discussion:** Supervisor Hicks presented the board with a proposal from Creative Landscaping in Berrien Springs to continue maintaining the Community Hall landscape, which they have done for two years. The board directed the supervisor to inquire with our current mowing contractor, who has also indicated an interest in maintaining the landscape, for a quote for comparison.

7. SMCAS Board Appointment

**Discussion:** Matt Remmo, the Bertrand Charter Township SMCAS Board Representative, turned in his resignation notice for the board last month so there is a vacancy. Supervisor Hicks asked board members for suggestions and Jerry White was recommended by Clerk Vite. He is trustee White's husband and the CFO of Bethel College in Mishawaka, IN, so he would be bringing very strong financial acuity to the SMCAS board meetings. Trustee White will discuss the opportunity with him.

**Public Comments**

None.

**Board Member Comments**

None.

**Communications**

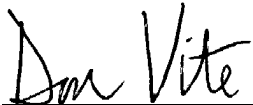
None.

**Miscellaneous / Announcements / Schedule**

- The next regular township board meeting will be Thursday, March 9, 2023, at 7:00 p.m.

With no further discussion, **motion** by Hicks to adjourn at 9:40 p.m.

Respectfully submitted,



Don Vite  
Bertrand Charter Township Clerk

February 17, 2023

Dated