

## **CALL TO ORDER**

The regular May 5, 2011 meeting of the Buchanan Township Board of Trustees was called to order by Supervisor Jane Mitchell at 7:00 pm.

Members Present: Jane Mitchell, Supervisor; Cathy Ganus, Clerk; Janet Dehring, Treasurer; and Lynn Ferris and Brian Dinneen, Trustees.

Members Absent: None.

Others Present: Brian Berndt, Berrien County Road Commission; four (4) residents, no staff, and no members of the press.

## **PLEDGE OF ALLEGIANCE**

The *Pledge of Allegiance* was recited by those in attendance.

## **APPROVAL OF MINUTES**

The minutes of the April 21, 2011 meeting was approved as presented.

## **ADDITIONS / CORRECTIONS TO AGENDA**

Mitchell requests to move the Berrien County Road Commission under Sheriff's Report.

## **BRIEF PUBLIC COMMENT**

Resident Carl Keefer commented on the Township's website.

## **SHERIFF'S REPORT**

The February, 2011 Sheriff's Report was disseminated to the Board. During that time, 37 complaints were handled, three (3) citations were issued, and one (1) arrest was made within Buchanan Township. There have also been 45 arrests made as of March 31, 2011 by the Berrien County Sheriff's Department Narcotics Unit.

## **BERRIEN COUNTY ROAD COMMISSION PRESENTATION**

Engineer-Manager Brian Berndt from the Berrien County Road Commission updated the Board on the Seal Coat / Hot Mix Program Quotation for 2011. He also provided background on the Committee for Better Roads in Berrien County's efforts regarding the placement of a ballot question on the August, 2012 ballot for a 0.5 mill county-wide millage to repair roads in Berrien County. There are 22 townships, eight (8) villages, and nine (9) cities within Berrien County. The proposed road millage would allow cities and villages to capture 100% of the millage for use within their jurisdiction and a 60/40 split for townships with 60% going to townships for road improvement and 40% being retained by the Berrien County Road Commission. The millage is to be for a period of six (6) years.

## **SHERIFF'S REPORT**

Deputy Terry Ellis of the Berrien County Sheriff's Department provided the Sheriff's Report for the month of March, 2011. During that time, 63 complaints were handled, four (4) citations were issued, and three (3) arrests were made within Buchanan Township. There have also been 73 arrests made as of April 30, 2011 by the Berrien County Sheriff's Department Narcotics Unit.

## **CORRESPONDENCE**

*Michigan Townships Association (MTA) Introduction to Millage Questions - seminar*

**Motion by Mitchell, second by Ganus, to approve the attendance of any Township Board member to the Michigan Townships Association's Introduction to Millage Questions workshop on June 16, 2011 at the MSU Henry Center in Lansing, Michigan, at a cost of \$75 per person plus mileage. Roll call vote showed unanimous approval, motion carried (5-0).**

*Michigan Townships Association (MTA) Hot Topics in Planning & Zoning - seminar*

**Motion by Dinneen, second by Mitchell, to approve the attendance of any Township Board member, Planning Commission member, and Zoning Board of Appeals member to the Michigan Townships Association's Hot Topics in Planning & Zoning workshop on June 16, 2011 at the MSU Henry Center in Lansing, Michigan, at a cost of \$75 per person plus mileage. Roll call vote showed unanimous approval, motion carried (5-0).**

*Southwest Michigan Planning Commission Walk & Roll*

## **TREASURER'S REPORT**

**Motion by Dehring, second by Ganus, to approve check # 7597 to and including check # 7622 totaling \$14,399.78 from the General Fund as well as check # 4643 to and including check # 4653 totaling \$148,790.66 from the Fire Fund. Roll call vote showed unanimous approval, motion carried (5-0).**

## **REPORTS**

*Fire Report - Tim Jesswein*

In the absence of Jesswein, Ganus pointed out that Captain Corey Burks from the Berrien County Sheriff's Department Emergency Management Department will be present to conduct a CERT (Community Emergency Response Team) presentation at the June 2, 2011 Board meeting. Jesswein's report was placed on file.

*SMCAS Report - Lynn Ferris - on file*

*SEBCL Report - Jane Mitchell - on file*

## **UNFINISHED BUSINESS**

### *RFP Auditing Services*

Ganus made contact with Robert Gerbel of Gerbel & Co. regarding the clarification on the billable hourly rate not to exceed \$100 per hour as well as confirmation of a one-year audit at a cost of \$4,200. Gerbel provided Ganus with written email confirmation affirming same.

### *Mud Lake Bog Tree Marking*

Mitchell advised that she and Chris Fuchs had gone to the Bog to check the trees that had been reportedly marked for cutting down. They determined the aforementioned trees were not on Township property.

### *Resolution # 2011-06 – Resolution of Support – Berrien County Road Millage*

**Motion by Dehring, second by Ferris, to approve Resolution # 2011-06 – Resolution of Support – Berrien County Road Millage as presented. Roll call vote showed unanimous approval, motion carried (5-0).**

### *Website update*

Mitchell advised that she has provided updates to Williams & Works for updating the website. The only items to be updated at this point are the minutes of the Board meetings.

### *Cleaning Offices*

In light of no response from the firm who volunteered to clean township offices as a means of skills training for the special needs population, Ganus and Dinneen advised that they knew of two individuals who may be interested in cleaning the hall. This item was placed on the table until the next meeting.

## **NEW BUSINESS**

### *Mowing Field – Fire Department*

**Motion by Mitchell, second by Ferris, to allow Norma Ruggless to mow the field behind the Buchanan Township Fire Department at no charge. Voice vote showed unanimous approval, motion carried (5-0).**

### *Seal Coat / Hot Mix Quotation*

**Motion by Ganus, second by Dinneen, to approve \$23,244 for single seat coat projects as quoted on an accounts receivable basis as well as approve \$10,075 for hot mix asphalt patches as quoted on an accounts receivable basis. Roll call vote showed unanimous approval, motion carried (5-0).**

**NEW BUSINESS (continued)**

Dehring advised that Jim May had done some cleaning of the township offices as the township currently has no one cleaning and even though he is no longer an employee of the Township, she feels he should be paid.

**Motion by Dehring, second by Dinneen, to approve a one-time payment to Jim May for cleaning the Township Hall. Roll call vote showed unanimous approval, motion carried (5-0)**

**ANNOUNCEMENTS**

A Buchanan Township Planning Commission meeting is scheduled for May 25, 2011 at 7:00 pm.

**CITIZENS COMMENTS**

None.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 8:20 pm.

Cathy A. Ganus  
Buchanan Township Clerk