

## CALL TO ORDER

The regular March 2, 2017 meeting of the Buchanan Township Board of Trustees was called to order by Supervisor Malinda Cole-Crocker at 6:30 p.m.

Members Present: Malinda Cole-Crocker, Supervisor; Sheila Reitz, Clerk; Janet Dehring, Treasurer; Lynn Ferris and Thomas VanAntwerp, Trustees

Members Absent: None

Others Present: Tim Jesswein, Buchanan Township Fire Chief; Mario Palmisano of ZBA; Officer Edgerle, Berrien County Sheriff Department

## APPROVAL OF MINUTES

The minutes of the February 21, 2017 regular meeting were approved as presented.

## ADDITIONS / CORRECTIONS TO AGENDA

**Sheriff's Report:** Officer Edgerle of the Berrien County Sheriff's Department presented the following activity statistics for the month of January 2017:

<b>Buchanan Township:</b>	56 complaints worked	<b>Berrien County:</b>	1254 complaints
	1 ticket issued		255 tickets issued
	0 arrests		198 arrests

## BRIEF PUBLIC COMMENT- AGENDA ITEMS

None

## CORRESPONDENCE

None

## TREASURER'S REPORT

**Motion by Dehring, second by VanAntwerp, to approve General Fund check #10234 through #10243 and DD493 through DD510 totaling \$11,973.32 as well as Fire Fund check #6270 through #6279 and DD511 through DD518 totaling \$4,684.13. Roll call vote showed unanimous approval, motion carried (5-0).**

## REPORTS

### Planning Commission – Janet Dehring

Dehring reported that the Planning Commission held a public hearing regarding plans at Fernwood on February 22, 2017 and to recommend that the Township Board approve the site plan submitted by Fernwood subject to conditions. The Township Board will review the plans at the upcoming March 16, 2017 meeting.

## UNFINISHED BUSINESS

None

## NEW BUSINESS

### Planning Commission – Lynn Ferris

Ferris provided an email from the Michigan Township Association regarding who is to direct the Planning Commission. Ferris stated that the direction should come from the Township Board and that the Supervisor should be the person to direct.

### SEMCO Franchise – Sheila Reitz

Reitz reported that SEMCO is asking to renew their current franchise agreement that was originally granted in 1988. The franchise would be for a term of 30 years. VanAntwerp suggested that the Board table this request so that more information could be collected due to the length of the request. Dehring suggested that the Board have the attorney look at the proposed agreement. Cole-Crocker agreed to contact the attorney and have the agreement reviewed. Ferris stated that SEMCO has done a great job in the past.

### Williams and Works - Planner of Record- Malinda Cole-Crocker

Cole-Crocker explained that the \$200 retainer fee was removed. The township has the option to pay for services on an as needed basis. **Motion by Ferris, second by Dehring, to move forward with payments on an as needed basis. Voice vote showed unanimous approval, motion carried (5-0).**

In regards to the Township website, options were presented to the Board to review. Options available include keeping the current arrangement or moving to a CMS (content management system).

### Building Remodel / New Construction- Malinda Cole-Crocker

Board members discussed the best way to move forward with project, as security is a main concern at this point. Ferris stated that the Board should move forward with purchasing security camera system for current building. VanAntwerp will purchase security system and installation should be completed by the end of April 2017. VanAntwerp suggested the Board notify and invite the public to attend meetings to discuss the possibility of remodeling the current facilities or constructing a new building and the cost involved with both. Cole-Crocker agreed to share the figures that had been previously gathered.

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BS & A- Sheila Reitz

Reitz submitted a training quote totaling \$2,255 for the software company BS & A to come onsite and train two individuals on the General Ledger, Payroll, and Accounts Payable software. Reitz and Cole-Crocker would receive the training. **Motion made by VanAntwerp, second by Dehring, to approve training. Voice vote showed unanimous approval, motion carried (5-0).**

#### **ANNOUNCEMENTS**

Tim Jesswein announced that the Township Fire Department would be hosting a Fish Fry on April 29, 2017 from 3:00-8:00 p.m.

#### **CITIZEN COMMENTS- NON AGENDA ITEMS**

Tim Jesswein inquired as to how much postage usually cost to send notices out to township residents. Dehring stated that it could vary but a rough approximate would be \$1,100.

#### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:20 p.m.

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Sheila Reitz  
Buchanan Township Clerk

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Malinda Cole-Crocker  
Buchanan Township Supervisor