

Buchanan Township Board of Trustees  
Regular Meeting  
May 18, 2017

## **CALL TO ORDER**

The regular May 18, 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, Trustee; Thomas VanAntwerp, Trustee

Members Absent: None

Others Present: Tim Jesswein, Buchanan Township Fire Chief; Mario Palmisano, ZBA, Julie O'Bryant, Buchanan City Treasurer, Bill Housand, Wastewater Treatment Plant Operator, and Amy Ritchie from Red Bud Track and Trail

## **APPROVAL OF MINUTES**

The minutes of the May 4, 2017 regular meeting were approved as presented.

## **ADDITIONS / CORRECTIONS TO AGENDA**

None

## **BRIEF PUBLIC COMMENT- AGENDA ITEMS**

None

## **CORRESPONDENCE**

None

## **TREASURER'S REPORT**

**Motion by Dehring, second by VanAntwerp, to approve General Fund check #10300 through #10316 totaling \$11,787.07 as well as Fire Fund check #6326 through #6334 totaling \$897.52. Roll call vote showed unanimous approval, motion carried (5-0).**

## **REPORTS**

*SEBLC- Mindy Cole-Crocker*

Cole-Crocker reported that SEBLC held a meeting on May 17, 2017. Cell construction continues with completion estimated in 4-6 weeks. Assurance was given that fire protection procedures and policies are in place. Field trip for elementary students was scheduled for May 19, 2017.

*SMCAS- Lynn Ferris*

Ferris reported that the SMCAS audit was presented at the May 17, 2017 meeting. Ferris stated that the purpose of the audit was to make sure "the story was told correctly". March revenues and expenditures were presented to the Township Board.

## UNFINISHED BUSINESS

### *Custodial Position*

Tina Darnell has decided to continue to provide the custodial support for the Township.

### *Ordinance Violation Policies*

Attorney's response was distributed to Board members. The Township Board will review options and will address again at a future meeting and will provide guidance to the Ordinance Officer.

## NEW BUSINESS

### *2017-2018 Water and Sewer Enterprise Fund Budget- Juli O'Bryant, Buchanan City Treasurer, and Bill Housand, Wastewater Treatment Plant Operator*

O'Bryant and Housand presented the 2017-2018 Water/Sewer proposed budget to the Board. An increase of rates for Buchanan Township residents affected is expected. Currently a rate study is being conducted to help predict what future needs may be. **Motion made by VanAntwerp, second by Ferris to accept proposed budget as presented. Roll call vote showed unanimous approval, motion carried (5-0).**

### *2017 Permit for Fireworks at Red Bud Track and Trail*

Fire Chief Jesswein reviewed permit application and recommended approval of permit. **Motion by VanAntwerp, second by Ferris to approve Firework Permit. Voice vote showed unanimous approval, motion carried (5-0).**

### *Foreclosed Properties- Berrien County Treasurer's Office*

Board reviewed handouts on two properties. Discussion commenced as to whether or not the Township wanted to pursue the purchase of the properties. Decision was made to not purchase at this time.

### *Tax Newsletters- Janet Dehring*

Dehring informed the Board that she will be placing notices in the tax bill mailings to inform residents that taxes will only be accepted by mail or in person on Tuesdays and Fridays. The Clerk's Office will not be collecting taxes.

### *Deputy Clerk Resignation- Sheila Reitz*

Reitz presented Tish McBain's resignation from the Deputy Clerk's position to be effective July 31, 2017. McBain thanked everyone for their support and wishes the Board well. **Motion by Ferris, second by VanAntwerp, to accept McBain's resignation with regret. Voice vote showed unanimous approval, motion carried (5-0).**

## ANNOUNCEMENTS

None

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**CITIZEN COMMENTS- NON AGENDA ITEMS**

Dehring suggested that the Board consider if they wanted to continue to rent the Township Hall facilities to residents. Also to be considered is the rental rates and whether or not the Board should consider and increase due to cleaning fees and other expenses associated with renting it out. Board agreed to add this as an agenda item to a future meeting.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:23 p.m.

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Sheila Reitz  
Buchanan Township Clerk

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Malinda Cole-Crocker  
Buchanan Township Supervisor