

CALL TO ORDER

The June 02, 2016 meeting of the Buchanan Township Board of Trustees was called to order by Supervisor Malinda Cole-Crocker at 7:00 p.m.

Members Present: Malinda Cole-Crocker, Supervisor; Jill Roberts, Clerk; Janet Dehring, Treasurer; Tom VanAntwerp Trustee and Lynn Ferris Trustee

Members Absent: None

Others Present: Four (4) township residents, including Dan Carson of Fedore Road and no members of the press.

Those in attendance recited the *Pledge of Allegiance*.

APPROVAL OF MINUTES

The minutes of the May 19, 2016, were approved as presented

ADDITIONS / CHANGES TO AGENDA –

Dan Carson of Fedore Road stated he has been to the Berrien County Road Commission meeting regarding the state of Fedore Road. Mr. Carson said that the road has recently been surveyed to prepare for gravel. Mr. Carson stated that he was told to go to his State Representative to ask for road money. He also said that BCRC told him that there is no money to maintain a dirt road and that they will not repair it. Cole-Crocker stated that she will bring the issue to attention at the Annual Review. Cole-Crocker also stated that the Township Board will recommend, during the review, to move the addition of gravel that is tentatively schedule for 2018, to 2017. Also discussed was a special assessment that Mr. Carson said he would consider. Mr. Carson stated that the Berrien County Commission is his next step. Cole-Crocker stated that she will again ask the Berrien County Road Commission for some assistance. Mr. Carson also asked if a junk ordinance exists. He said that there is junk in the road which is dangerous. Cole Crocker will ask Eileen Glick, Code Enforcement Officer, to go and see what exactly the issue is.

BRIEF PUBLIC COMMENT – AGENDA ITEMS –

None.

SHERIFF'S REPORT – .

None

TREASURER'S REPORT

Motion by Dehring, Second by VanAntwerp to approve General Fund DD #263 to and including DD #274 totaling \$9,182.83, General Fund Check #9981 to and including Check #9989 totaling \$7,155.46...Fire Fund DD#275 to and including DD #284 totaling \$2,136. Fire Fund Check #6112 to and including Check #6122 totaling \$5086.30. Roll call vote showed unanimous approval, motions carried (5-0)

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REPORTS

Fire Report Given by Malinda Cole-Crocker,

Cole-Crocker read the City of Buchanan's letter which stated that the new water rates and ready to serve rate increase will take effect July 1, 2016. The rates were approved by the City Commission and will increase 5% for water, sewer and ready to serve fees, plus a (2) two dollar per month charge for city residents and (2.34) two dollar and thirty four cent increase for township residents.. This increase was already noted in the Township Board minutes from May 19, 2016. It was also stated that the City of Buchanan is requesting the fire station to upgrade its water meter for better monitoring, also stated was, the City of Buchanan will not charge additional fees for water as it monitors. Labor is not included in this quote from ETNA Supply. This is for materials only

Motion by Cole-Crocker and second by Ferris to approve funds quoted of \$2,767.24 for new water meter and materials for the fire station. Roll call vote showed unanimous approval, motion carried (5-0)

UNFINISHED BUSINESS

1. *Buchanan Township Employee Policy Handbook Draft.*

Cole-Crocker noted that the attorney has made changes on work place discrimination and disabilities. Also added was; payroll error issues, paid holiday and vacation rules. Also added is military and pregnancy leave rules. The board has agreed that they all need to read and review further. This subject will be revisited after review.

2. *Resolution #2016-10 – Establishing a policy regarding the use of communications.*

VanAntwerp asked if we can leave out Social Media Policy and include it in the Communications Policy to only have one handbook on that subject. VanAntwerp asked that the board review and help to write this policy. All will be considered again by Township Board.

3. *Unsafe Structures*

Motion by VanAntwerp and second by Cole-Crocker for the first Legal Notice letter to be sent to AaronParm of 14527 South Redbud Trail to give notice of intent to declare Condemnation of said property on the seventh day following the mailing of the Legal Notice letter. Voice vote showed unanimous approval, motion carried (5-0)

NEW BUSINESS

1. *The Planning Commission approved a resolution to adopt the recommended update BuchananTownship Master Land Use from Williams & Works.*

Motion by Dehring, second by Cole-Crocker to adopt the proposed Master Land Use Plan Resolution 2016-13. Voice vote carried unanimous approval with Roberts abstaining, motion carried (4-0)

2. *Redbud Recreation Police Protection Agreement.*

Motion by Ferris and Second by Roberts to approve the 2016 Police Protection Agreement for Redbud Recreations. Roll call vote showed unanimous approval, motion carried (5-0)

3. Desk top computer approval.

Cole-Crocker has asked for approval to purchase a new desk top computer for the Buchanan Township office for use with the ArcGIS, Beacon and the BS&A software. Cole-Crocker stated that is a need for the Building Department and all pertaining programs.

Motion by VanAntwerp and second by Dehring to approve the purchase of desk top computer. Roll call vote showed unanimous approval, motion carried (5-0)

4. *Assessor's office hard drive crashed.*

Cole-Crocker stated that the hard drive needs to be replaced. Cole-Crocker is just informing the board to that fact. No further action is needed.

ANNOUNCEMENTS – None.

CITIZENS COMMENTS – NON-AGENDA ITEMS

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:00 p.m.

Jill M. Roberts
Buchanan Township Clerk