CALL TO ORDER

The regular October 15, 2015 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; Cathy Ganus, Clerk; Janet Dehring, Treasurer; and Lynn Ferris and Thomas VanAntwerp, Trustees.

Members Absent: None.

Others Present: Two (2) township residents; one (1) 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 regular October 1, 2015 meeting were approved as presented.

ADDITIONS / CORRECTIONS TO AGENDA

None.

BRIEF PUBLIC COMMENT – AGENDA ITEM

None.

SHERIFF'S REPORT – August, 2015

The Berrien County Sheriff's Department Sheriff's Report was presented for the month of August, 2015. During that time, 45 complaints were handled, two tickets were issued, and two arrests were made. The Berrien County Sheriff's Department Narcotics Unit has made 81 arrests for narcotics-related offenses as of September 30, 2015.

CORRESPONDENCE

Michigan Townships Association Annual Educational Conference – January 19-22, 2016

Motion by Ganus, second by Dehring, to approve any Township Board member's attendance to the Michigan Townships Association's Annual Educational Conference to be held in Detroit, MI January 19-22, 2016 to include meals, lodging, mileage reimbursement, and conference costs. Roll call vote showed unanimous approval, motion carried (5-0).

TREASURER'S REPORT

Motion by Dehring, second by Ganus, to approve General Fund check # 9788 to and including check # 9795 totaling $3,267.01 as well as Fire Fund check # 5971 to and including check # 5978 totaling $2,133.28. Roll call vote showed unanimous approval, motion carried (5-0).

REPORTS

Zoning Board of Appeals Report – Lynn Ferris – on file
SMCAS Report – Cathy Ganus – on file

UNFINISHED BUSINESS

Snowplowing Services Contract

Ganus advised that two bids for snowplowing services for a one-year period have been received. The bid specifications show unlimited push with salt application. Bids were as follows:

Adam Byrdak with Byrdak Lawn Care	Township Hall	$1,925	Fire Station $2,100
Joshua Sherrick with The Cutting Edge	Township Hall	$2,000	Fire Station $2,500

Motion by Ferris, second by Cole-Crocker, to accept the bid proposal from Adam Byrdak – Byrdak Lawn Care for contracted snowplowing services to include unlimited push with salt application at a bid price of $1,925 for the Township Hall and $2,100 for the Fire Station as presented. Roll call vote showed unanimous approval, motion carried (5-0).

It should be noted that the contracted amount for snowplowing services by Byrdak Lawn Care for the 2014-2015 season were $2,000 (savings of $75) for the Township Hall and $2,300 (savings of $300) for the Fire Station.

Approval of Job Descriptions

Before the Board were the job descriptions for Assessor/Assistant Assessor, Building Department Clerk, Building Inspector, Custodian, Deputy Clerk, Deputy Treasurer, and Zoning Administrator.

Motion by Cole-Crocker, second by VanAntwerp, to approve the job descriptions for the Assessor/Assistant Assessor, Building Department Clerk, Building Inspector, Custodian, Deputy Clerk, Deputy Treasurer, and Zoning Administrator as presented. Voice vote showed unanimous approval, motion carried (5-0).

Township Hall Assessment Discussion

Previously the Township had contracted with Wightman & Associates to provide an assessment of the Township Hall facility. There were four options suggested: i) maintain the Township Hall in its current manner; ii) renovate the Township Hall; iii) relocate to the fire station; and iv) construct a new building. Discussion ensued with the general consensus being that the Township should explore financing options prior to making any concrete decisions. VanAntwerp and Dehring agreed to form a subcommittee to begin the exploration process.

NEW BUSINESS

Resolution # 2015-19 – Amendment and Restatement of Buchanan Township Non-ERISA Retirement Plan (401[a])

The Internal Revenue Service (IRS) requires retirement plan sponsors to restate their plan documents at regular intervals. Buchanan Township is currently within an IRS mandated restatement cycle and must update the group retirement plan document. Nothing has changed except the format – all dollar amount and percentages remain the same.

Motion by Ganus, second by Ferris, to approve Resolution # 2015-19 – Amendment and Restatement of Buchanan Township Non-ERISA Retirement Plan (401[a]) as presented. Roll call vote showed unanimous approval, motion carried (5-0).

NEW BUSINESS (continued)

Resolution # 2015-20 – Approving the Draft Master Plan for Distribution

The Buchanan Township Planning Commission has completed their work on the Future Land Use Map of the Master Plan. The Township Board must now authorize distribution of the Draft Master Plan for public comment.

Motion by Dehring, second by Ganus, to approve Resolution # 2015-20 – Approving the Draft Master Plan for Distribution as presented. Roll call vote showed unanimous approval, motion carried (5-0).

ANNOUNCEMENTS

- Household Chemical Disposal – SE Berrien Co. Landfill – October 17, 2015 8:00 a.m. – 12:00 p.m.
- Buchanan Township Firefighters Fish Fry – October 24, 2015
- Buchanan Ghost Walk Fundraiser - $5 per person – October 24, 2015 – 6:00 – 9:00 p.m. Buchanan District Library
- Trek or Treat – October 31, 2015 12:30 p.m. – 2:00 p.m. – McCoy Creek Trail
- Trick or Treat – October 31, 2015 6:00 – 7:30 p.m.

CITIZEN COMMENTS – NON-AGENDA ITEMS

None.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:56 p.m.

Cathy A. Ganus
Buchanan Township Clerk