

Buchanan Township Board of Trustees
Regular Meeting October 19, 2017
Held at Buchanan Township Hall

CALL TO ORDER

The regular October 19, 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

Members Absent: Thomas VanAntwerp, Trustee; Lynn Ferris, Trustee

Others Present: Mario Palmisano, ZBA; 2 resident

APPROVAL OF MINUTES

The minutes of the October 5, 2017 regular meeting were approved.

ADDITIONS / CORRECTIONS TO AGENDA

Removal of SMCAS report due to SMCAS meeting being cancelled

BRIEF PUBLIC COMMENT- AGENDA ITEMS- None

CORRESPONDENCE- None

TREASURER'S REPORT

Motion by Dehring, second by Reitz to approve General Fund check #10475 through #10487 totaling \$6,007.54 as well as Fire Fund check #6428 through #6234 totaling \$1,825.66. Roll call vote showed unanimous approval, motion carried (3-0) with VanAntwerp and Ferris absent.

REPORTS

SEBCL- M. Cole-Crocker

Cole-Crocker reported that the job posting for the position of General Manager has been posted to the SWANA website and is open until the end of the month. A committee has been formed to go through the applicants and to narrow down the field to be presented to the full SEBCL board. At this time Tyler Ganus is still acting as the interim General Manager.

UNFINISHED BUSINESS

NEW BUSINESS

Delinquent Water & Sewer Billings- J. Dehring

Dehring presented documentation from the Buchanan City Treasurer reporting Buchanan Township residents who have delinquent water & sewer billings. **Motion made by Dehring, second by Reitz to add unpaid water and sewer billings to Buchanan residents winter tax bills. Voice vote unanimous, motion carried (3-0) with VanAntwerp and Ferris absent.**

Edgewater Bank Account- J. Dehring

Motion made by Reitz, second by Dehring to allow Janet Dehring to open an account including a holiday account in the amount of \$5,000.00 at Country Heritage Credit Union using the funds from the closed account at Edgewater Bank. Voice vote approved by majority, (2-0-1) with VanAntwerp and Ferris absent. Cole-crocker recused herself from the vote due to being a board member at Country Heritage.

Motion made by Dehring, second by Reitz to remove Cathy Ganus and Laurea McBain from the Edgewater bank account and to add Jenna Balos and Sheila Reitz to the newly opened accounts at Country Heritage Credit Union. Voice vote showed unanimous approval, motion carried (3-0) with VanAntwerp and Ferris absent.

FOIA Coordinator- S. Reitz

Reitz informed Board members that during a training event two attorneys from FosterSwift informed clerks that townships should be issuing email addresses to elected officials, deputies, and appointed board/committee members in order to maintain the history of documentation and to be able to handle FOIA requests. Reitz stated she looked for documentation that officially appointed the Clerk as the FOIA coordinator and couldn't find any. Reitz agreed to serve as the FOIA coordinator as long as she is provided the tools to properly serve in that position..

Discussion commenced regarding the problems of having personal email and township business email on the same account and the issues that presents when a FOIA request is submitted. An email policy will be looked at in the future.

Reitz also informed Board members that currently the email addresses that township officials have were set up as a residential account rather than a business account and therefore no more addresses can be added to this account. Reitz suggested that the Board switch to a business account so that the trustees can be issued an official email address as they currently don't have one. **Motion made by Reitz, second by Dehring to switch email account from a residential account with Comcast to a business account with Gmail for the five Board members, 2 deputies, and the Zoning Administrator at a cost of \$5.00 an email address per month. Roll call vote showed unanimous approval, motion carried (3-0) with VanAntwerp and Ferris absent.**

SimpliSafe- M. Cole-Crocker

Cole-Crocker presented documentation to Board members showing that SimpliSafe is costing \$14.99 a month and has failed seven times in seven months to work properly. The Township now owns the equipment but due to the unreliability of the connection there is no guarantee the system can provide the needs of the Township at this time. **Motion made by Reitz, second by Dehring to discontinue use of SimpliSafe at this time. Voice vote showed unanimous approval, motion carried (3-0) with VanAntwerp and Ferris absent.**

Unsafe Structures- J. Dehring

Dehring would like the Board to give the building inspector some concrete direction on which properties need to be looked at and acted upon within the Township. Dehring referenced a list of properties from 2014 that the Board is still waiting for the building inspector to act on. The building inspector reported to Cole-Crocker prior to this evening that he would have an update at the next board meeting on November 2, 2017. Once the Board is given an update from the building inspector the list will need to be updated. It was agreed upon to table the discussion until the next meeting.

The Zoning Administrator may need to be given the authority to write citations to help enforce ordinances and this was the reason it was referred to the Planning Commission in the past.

Road Committee Volunteer- M. Cole-Crocker

Cole-Crocker reported that Jess Minks is asking the Board to create a Road Committee/Board on a volunteer basis. The purpose of this committee would be to drive the roads in the Township and report back to the Supervisor before the annual meeting with Berrien County to discuss the five year plan for road work. This would help determine which roads should be a top priority and then once work commenced the Road Committee would ensure that the work was actually being done as agreed upon. The Board decided to table this discussion until the two Trustees were in attendance at a future meeting to discuss as a full Board.

ANNOUNCEMENTS

CITIZEN COMMENTS- NON AGENDA ITEMS

M. Palmisano suggested that the Township should also make sure that email is backed up for FOIA reasons. Palmisano agreed that FOIA requests would be a problem with the current way email is handled with the ZBA and Planning Commission. As a member of the ZBA, Palmisano thought it might be best to issue Township email addresses to the members.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:17 p.m.