

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

CALL TO ORDER

The regular November 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, Treasure; Thomas VanAntwerp, Trustee; Lynn Ferris, Trustee

Members Absent: None

Others Present: Mario Palmisano, ZBA; Jenna Balos, Deputy Clerk; 2 residents

APPROVAL OF MINUTES

The minutes of the October 19, 2017 regular meeting were approved.

ADDITIONS / CORRECTIONS TO AGENDA

Added Fire Report, AED Quote, MMCI Scholarship, and Sheriff's report

BRIEF PUBLIC COMMENT- AGENDA ITEMS- None

CORRESPONDENCE- None

TREASURER'S REPORT

Motion by Dehring, second by Reitz to approve General Fund check #10489 through #10504 and direct deposit DD741 through DD756 totaling \$53,609.88 as well as Fire Fund check #6436 through #6441 and direct deposit DD728 through DD740 totaling \$3,962.48. Roll call vote showed unanimous approval, motion carried (5-0).

REPORTS

Sheriff's Report- Officer Aaron Nannfeldt

Officer Nannfeldt reported there were 49 complaints, 4 tickets, and zero arrests for the month of September 2017.

Fire Report- M. ColeCrocker

ColeCrocker read report submitted by Fire Chief Tim Jesswein stating that there are 14 certified firefighters and 1 probationary fire fighter on staff. Current projects include research replacement of AED and thermal imaging cameras. Fish fry was successful.

Planning Commission- S. Reitz

Reitz updated Board on activities and actions of the Planning Commission's last meeting.

UNFINISHED BUSINESS

Unsafe Structures- J. Dehring

Dehring presented photos of properties to the Board that are included in the top ten list of properties needing to be addressed. Dehring voiced concern that these properties have deteriorated over the past few years and that something should be done to address the situation. Building Inspector Chris Fuchs reported that letters were mailed to property owners. **Motion by Dehring, second by Ferris to revisit the unsafe structure list at the December 7, 2017, board meeting were building inspector is to report with responses and recommendations on how to proceed. Voice vote showed unanimous support.**

Road Committee- M. ColeCrocker

ColeCrocker informed Board members of resident's request to form a Road Committee. Committee would report to the Board which roads in the township need the most work. Discussion commenced as to whether or not there would be any insurance liability while volunteers were patrolling roads. Board reached decision to not form committee at this time.

NEW BUSINESS

MMCI Scholarship- S. Reitz

Motion made by VanAntwerp, second by Ferris to support Clerk applying for the MMCI Scholarship to attend the Michigan Association of Municipal Clerks Basic Institute and to provide up to \$2,000.00 for attending expenses for the week of March 11-16, 2018. Roll Call vote showed unanimous support, motion carried (5-0).

Board agreed to move regularly scheduled March 15, 2018 meeting to March 22, 2018.

Building Permits- S. Reitz

Reitz reported current procedures for processing building permits and the challenges faced by Clerk's office. Deputy Clerk is needed to be able to help Clerk with statutory and extra duties. Building inspector met with Supervisor and Clerk to discuss matters. Building Inspector stated he would like the Township to receipt fees and he would handle everything else including making copies for assessors and other office staff, all reporting, and all inquiries regarding permits.

Supervisor will provide Board with documentation of discussion with building inspector at the next board meeting. An evaluation period of 4-6 months will be given. If after that time period things are not working, discussion of hiring a receptionist/secretary to handle all permits will commence.

PC Consultants, Inc. Service Agreement Upgrade- S. Reitz

Reitz informed Board that current service agreement hours have been used and recommended the addition of 20 more. **Motion made by Reitz, second by VanAntwerp to accept the service quote for purchasing an additional 20 hours of support totaling \$2,050.00. Roll call vote showed unanimous support, motion carried (5-0).**

Planning Commission Recommendations- S. Reitz

Reitz presented Board with draft amendments that were approved by the Planning Commission at their last meeting. Amendments are to be approved at the County before being approved or adopted by Township Board.

Resolution #06-13 and amended versions for 2007, 2008, and 2010- S. Reitz

Reitz explained to the Board that the resolution as written does not address escrow accounts for Planning Commission Applications and that the wording on the application may be in conflict with the resolution. Reitz also pointed out that the resolution states the Treasurer is the one who maintains individual escrow accounts and tracks expenditures. This process does not fit the current work flow and should be changed to the Clerk. Clerk will work on changing the language and bring back to Board for approval.

Township Website- S. Reitz

Reitz informed Board that Williams & Works is asking for \$3,000.00 to change the current website to a content management system so that the Township can update the site as they wish. Reitz presented a quote for \$1,679.00 to build, host, and maintenance support from Shumaker Technology Group (STG). New website will be customizable to the township. Board members would like to include fillable electronic forms with digital signature capability and an events calendar included on the website. **Motion by VanAntwerp, second by Ferris to approve up to \$3,000.00 for STG to build and update a new website for the township. Roll call vote showed unanimous support, motion carried (5-0).**

Codification of Zoning Ordinances- S. Reitz

Reitz reported that the current state of the township's ordinances are in need of codification. Several different versions are in the office. The last time the township's ordinances were updated with the County was 1999. **Motion by VanAntwerp, second by Reitz to accept quote as presented by General Code in addition to the annual yearly fee for codification of ordinances. Roll call vote showed unanimous support, motion carried (5-0).**

Madron Lake Boat Launch- M. ColeCrocker

Discussion commenced regarding the removal of the boat launch for the winter. Reitz reported that there is a board that does need to be replaced. Board decided to leave the boat launch installed for the winter this year.

AED Quote- M. ColeCrocker

Quote from Pro Safety Innovations presented. Board decided that without proper training there is not a need to have an AED located at the Township Hall.

ANNOUNCEMENTS

Reitz reported that she was able to save the Fire Department \$50.00 a month and the Township \$55.00 on the Comcast bills by joining the Loyalty program. Reitz also stated the township is being charged \$4.95 a month for TV. MTA's stance is that if the TV is being used for news and current events it should be fine but if it is used for watching Soap Operas at lunch the expense is questionable. VanAntwerp suggested leaving it as is and enforcing policy if someone is abusing it.

Reitz informed the Board that the Township now owns the domains of buchantownship.net and buchasantownship.org that were formerly owned by Williams & Works.

Ferris stated that he is interested in attending the MTA Policy Seminar held in Kalamazoo in December.

CITIZEN COMMENTS- NON AGENDA ITEMS

Citizen raised questions about the Sherwood cemetery.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:21 p.m.

Sheila Reitz
Buchanan Township Clerk

Malinda Cole-Crocker
Buchanan Township Supervisor