

CALL TO ORDER

The regular June 19, 2014 meeting of the Buchanan Township Board of Trustees was called to order by Supervisor Jane Mitchell at 7:00 p.m.

Members Present: Jane Mitchell, Supervisor; Cathy Ganus, Clerk; Janet Dehring, Treasurer; and Lynn Ferris and Thomas VanAntwerp, Trustees.

Members Absent: None.

Others Present: Kevin Barker; four (4) township residents; no staff; and no members of the press.

APPROVAL OF MINUTES

The minutes of the June 5, 2014 Special SMCAS Public Hearing and regular June 5, 2014 meeting were approved as presented.

ADDITIONS / CORRECTIONS TO AGENDA

Under New Business, item three (3) was added "Supervisor Announcement".

BRIEF PUBLIC COMMENT – AGENDA ITEMS

None.

CORRESPONDENCE

Berrien County Drain Commission Opportunity Statement

Apportionments have been made for benefits received from the construction of the Clear Lake Drain # 738. The Township at large share amounted to \$42,000 (6% of the total cost of the project). The project is being funded by a ten (10) year note. The Drain Commission is providing the Township the opportunity to pre-pay this amount to avoid interest. The interest rate was not disclosed in the letter from the Drain Commissioner. The Drain Commissioner requested that a "Letter of Commitment" be provided to him if the Township chose to pay the \$42,000 up front. The letter is due on June 27, 2014. This item was placed on the table to allow Mitchell to contact the Drain Commissioner. It should be noted that the letter is dated June 16, 2014, the letter was faxed to the Township on June 17, 2014 with the original letter being received June 18, 2014.

Berrien County Road Commission New Fee Schedule

TREASURER'S REPORT

Motion by Dehring, second by Ganus, to approve General Fund check # 9171 to and including check # 9181 totaling \$6,699.06 as well as Fire Fund check # 5571 to and including check # 5587 totaling \$3,117.30. Roll call vote showed unanimous approval, motion carried (5-0).

REPORTS

SEBCL Report – Jane Mitchell – no report provided

SMCAS Report – Cathy Ganus – does not meet until next week

UNFINISHED BUSINESS

*Agreement for Water Service
Agreement for Sewer Service*

Mitchell advised that Ganus had provided suggestions to the agreements and she had spent a considerable amount of time with the City regarding the final documents. The Joint Water and Sewer Board met on June 16, 2014 and the Board approved the suggestions by general consensus as there was no quorum present. Ganus then went over the changes.

Motion by Ganus, second by VanAntwerp, to approve the Agreement for Water Service as amended. Roll call vote showed unanimous approval, motion carried (5-0).

Motion by Mitchell, second by VanAntwerp, to approve the Agreement for Sewer Service as amended. Roll call vote showed unanimous approval, motion carried (5-0).

Ganus will provide the City with the amended agreements.

RFP for Capital Asset Management Plan

This item was left on the table to allow for further investigation.

Unsafe Structures Update

A spreadsheet and email update from the building inspector was reviewed regarding the top ten unsafe structures.

NEW BUSINESS

Underground Pipe & Valve, Inc. Invoice

An invoice has been received from Underground Pipe & Valve, Inc. regarding the installation of a shredder pump at the River Shores Lift Station. Mitchell advised that the City had brought this topic up at a previous Joint Water and Sewer Board meeting and at that time Township representative Tom Gordon advised that a shredder pump would not fix the issues occurring at the lift station (residents were flushing Swiffer cleaning pads down the sewer which would then wrap around the shredder pump and trigger an alarm because the pump would get clogged up). Ganus advised that she had met with Public Works Director JT Adkerson who advised that they are still experiencing alarms at this lift station even after the new shredder pump had been installed. VanAntwerp inquired as to whom had given the purchase order for the purchase and installation of the shredder pump. It should be noted that neither the Joint Water and Sewer Board nor the Buchanan Township Board approved this purchase and installation.

Motion by Mitchell, second by VanAntwerp, to approve the invoice from Underground Pipe & Valve, Inc. for the installation of a BJM shredder pump at the River Shores Lift Station in the amount of \$4,450 with the condition that this issue be brought to the attention of the Joint Water and Sewer Board and that future invoices that have not been pre-approved (purchase orders) would not be paid. Roll call vote showed unanimous approval, motion carried (5-0).

Gabridge & Company – Progressive Invoicing

Motion by Mitchell, second by Dehring, to approve the progress billing by Gabridge & Company, PLC for March 31, 2014 financial statement audit report for fiscal year ending 03.31.2014. Roll call vote showed unanimous approval, motion carried (5-0).

NEW BUSINESS (continued)

Supervisor Announcement

Mitchell advised she is submitting her resignation as Buchanan Township Supervisor effective August 22, 2014. She has been offered a full time faculty position with Southwestern Michigan College. Mitchell went over the process that the Township must follow to appoint someone to fulfill the remainder of her unexpired term.

Motion by Ferris, second by VanAntwerp, to accept the resignation of Jane Mitchell as Buchanan Township Supervisor with regret effective August 22, 2014. Voice vote showed unanimous approval, motion carried (5-0).

A notice shall be published in the newspaper requesting those interested to submit a letter of intent and resume by July 18, 2014. The Board should review those letters at the regular July 24, 2014 meeting. The Board can then conduct interviews of potential candidates on August 7, 2014.

ANNOUNCEMENTS

The regularly scheduled June 25, 2014 Buchanan Township Planning Commission meeting has been cancelled as there is nothing before the Commission.

Dehring advised that 2014 Summer Tax bills will be going out on July 1st.

CITIZEN COMMENTS – NON-AGENDA ITEMS

Township resident Mario Palmisano commented on the traffic and dust situation at Red Bud Track and Trail. Mitchell advised that she had spoken with Red Bud officials and have been assured that they will not hold sound checks until after 8:00 a.m. and they (Red Bud) will monitor the dust situation.

Township resident Gordon Loux commented that Red Bud Trail is covered in dirt from the track and also commented that there continues to be parking issues along Red Bud Trail as well as Indian Springs Road, which is a private road. Mitchell will contact Sheriff Paul Bailey regarding the parking

Palmisano then raised the question as to whether Red Bud Track and Trail had presented a site plan for approval for the new fencing as well as the new dump station. Mitchell advised that the Township ordinance officer was aware of the fencing and he was monitoring same and that the Berrien County Health Department handled septic issues.

Kevin Barker updated the Board on his proposed sewer connection from Wheatberry Tavern to the City limits to hook into the municipal sewer. Mitchell advised that the township engineer, attorney, and planner are involved in the review of the proposal and she hopes to have feedback soon. Mitchell also requested that Barker provide the exhibits referenced in the two documents.

Dehring inquired as to what the Berrien County Road Commission is doing about the bad road situation on Main Street. Mitchell advised that she had spoken with the garage foreman and there are funds allocated for primary roads; however, the pot of money is diminishing.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:19 p.m.

Cathy A. Ganus
Buchanan Township Clerk