

CALL TO ORDER

The regular July 25, 2013 meeting of the Buchanan Township Board of Trustees was called to order by Supervisor Jane Mitchell at 7:00 pm.

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

Members Absent: None.

Others Present: Three (3) township residents, two (2) 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 July 11, 2013 meeting was approved as presented.

ADDITIONS / CORRECTIONS TO AGENDA

None.

BRIEF PUBLIC COMMENT – AGENDA ITEMS

None.

SHERIFF'S REPORT

The Sheriff's Report for the month of May, 2013 was reviewed. During that time, 55 complaints were handled, five tickets were issued, and four arrests were made. As of June 30, 2013, the Berrien County Sheriff's Department Narcotics Unit has made 78 arrests for drug offenses within Berrien County.

CORRESPONDENCE

*Southwest Michigan Planning Commission "Congestion Mitigation and Air Quality (CMAQ) Meeting
MTA "Navigating the Budgeting Process / Summer Evening Planning & Zoning – August 20 – Radisson, Kalamazoo*

Motion by Ganus, second by Mitchell, to approve the attendance of any Township Board member who wishes to attend the Michigan Townships Association's "Navigating the Budgeting Process" seminar on August 20, 2013 at the Radisson in Kalamazoo, Michigan at a cost of \$99 per person plus mileage reimbursement. Roll call vote showed unanimous approval, motion carried (5-0).

TREASURER'S REPORT

Motion by Dehring, second by Ganus, to approve General Fund check # 8755 to and including check # 8768 totaling \$11,324.47 as well as Fire Fund check # 5315 to and including check # 5323 totaling \$1,423.86. Roll call vote showed unanimous approval, motion carried (5-0).

REPORTS

Fire Report – Tim Jesswein – on file

REPORTS (continued)

SMCAS Report – Lynn Ferris – on file
SEBCL Report – Cathy Ganus – on file

UNFINISHED BUSINESS

Memorandum RE: Invoices from City of Buchanan – Lift Station Repairs

VanAntwerp has drafted a letter to the City of Buchanan regarding the old invoicing for lift station repairs. The memorandum spells out the Township's protocol on invoicing. This issue will also be requested to be placed on the next Joint Water/Sewer Board meeting agenda, which is August, 7, 2013 at 7:00 am.

Demolition of Unsafe Structures Update – Chris Fuchs & Joe Kring

Fuchs presented the Board with the 2009 International Property Maintenance Code section relating to unsafe structures and equipment. Fuchs outlined in detail the process by which a property is condemned or placarded as being in need of repairs. VanAntwerp suggested that the Board compile a list of properties within the Township that are in need of addressing and then the Board will meet with Fuchs for an assessment and address the worst cases first. Kring was asked to assist with the compilation of this listing as he drives the Township roads frequently.

Mitchell then asked Fuchs about the roof area above the old fire bay that has visible water damage. Fuchs advised that he had found the scupples on the roof clogged with quite a bit of standing water in the area. He unclogged the scupples; however, the water has pooled inside the soffit areas above both former bays and neither soffit is ventilated. He has observed some damage to the wood in the interior area (rot) and suggested that the soffits be repaired with ventilated soffit material. This matter will be addressed at the meeting next month while the capital projects list is being prioritized.

NEW BUSINESS

Road Budget Center – Chloride Application Reallocation

The billing for chloride application from the Berrien County Road Commission came in a little higher than anticipated, which created the need for a reallocation of funds.

Motion by Mitchell, second by Dehring, to amend the budget by the transfer of \$5,200 from line item 101-450-969.000 to line item 101-450-969.005. Roll call vote showed unanimous approval, motion carried (5-0).

Gerbel & Company – Engagement Letter for Tax Fund Reconciliation

There are funds within the Tax Fund that need reconciliation. Gerbel & Company, P.C. presented an engagement letter outlining their procedures. They plan to begin on November 4, 2013.

Motion by VanAntwerp, second by Ganus, to engage the services of Gerbel & Company, PC for the reconciliation of the Tax Fund at a rate not to exceed \$100 per hour. Roll call vote showed unanimous approval, motion carried (5-0).

Dehring advised she would be willing to pay the fee for the reconciliation; however, the Board felt it was unnecessary.

ANNOUNCEMENTS

- Amtrak Railroad Crossing @ Bakertown Road will be closed on July 30, 2013 at 7 am for repairs

CITIZEN COMMENTS – NON-AGENDA ITEMS

Township resident Mario Palmisano commented that the Red Bud Motocross traffic was better this year.

Dehring questioned why the Berrien County Road Commission would be putting stones on the newly paved super elevation area on Glendora Road near Coveney Lake.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:35 pm.

Cathy A. Ganus
Buchanan Township Clerk