

Buchanan Township Board of Trustees
Regular Meeting October 4, 2018
Held at Buchanan Township Hall

CALL TO ORDER

The regular October 4, 2018, 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; Janet Dehring, Treasurer; Sheila Reitz, Clerk; Brad Huebner, Trustee; Lynn Ferris, Trustee

Members Absent: None

Others Present: 2 residents; Mario Palmisano, ZBA; Tim Jesswein, Fire Chief

APPROVAL OF MINUTES

The minutes of the September 20, 2018 regular meeting were approved.

ADDITIONS / CORRECTIONS TO AGENDA- Addition of Fire Report

BRIEF PUBLIC COMMENT

Mario Palmisano asked the Board if the agenda item labeled Health Department had anything to do with the issue/complaint he brought up on October 3, 2018.

CORRESPONDENCE- None

PAYMENT OF BILLS

Motion by Dehring, second by Reitz to approve General Fund expenditures totaling \$23,782.67 and Fire Fund expenditures totaling \$4,994.84. Roll call vote showed unanimous approval, motion carried (5-0).

Reitz asked Board members if they had a post audit policy where it was ok to pay bills before they were presented to the Board for approval. Vendor payments have been received late. No one knew if there has ever been a policy. Reitz pointed out in the Township Focus magazine where MTA addressed the issue. Cole-Crocker is to check with MTA for a sample policy.

REPORTS

Planning Commission Report- S. Reitz

Reitz reported that the Planning Commission is still working on zoning amendments as they would apply to non-conforming lots, specifically allowing residents to rebuild on the same footprint in Clear Lake Woods Association. Reitz also informed Board of the outburst from Scott Albright directed at the current Zoning Administrator that occurred during the meeting. Reitz was told that Albright has apologized to the Zoning Administrator, but was not 100% sure.

Fire Report- T. Jesswein

Monthly activity report was presented. Final inspection on the new fire truck is scheduled on October 8, 2018, with delivery to be shortly after. The Fire Department has free 9v batteries for residents that were gained through a grant. **Motion by Reitz, second by Ferris to approve HME invoice #474866 totaling \$97,732.00 for final payment on fire truck. Roll call vote showed unanimous approval, motion carried (5-0).**

UNFINISHED BUSINESS

Office Hours

Cole-Crocker informed the Board the Clerk has decided to have office hours on Tuesday through Thursday starting after the November 6, 2018, General Election. Cole-Crocker stated that she was not comfortable having the administrative assistant working on Mondays by herself for safety reasons. Ferris stated that he felt it was important to remain open on Mondays. Huebner stated he was in favor of having more departments there on the same day to service the residents for efficiency reasons. Clerk stated the deputy clerk would be working the same hours as the Clerk.

Michigan Class Investment

Dehring would like to move forward with investing with Michigan Class Investments. Reitz reported to Board members that she had spoken to the auditor regarding this investment opportunity as it would pertain to maintenance in the general ledger. Auditor suggested the Clerk keep a clear line of separation of duties when it comes to investments. Reitz asked Dehring if she would be able to supply all documentation to the Clerk for purposes of recording in the general ledger. Dehring stated that she would be able to do so. Reitz mentioned she was not sure that this was the right time to invest money since the Board just approved the building of a new township hall. **Motion by Cole-Crocker, second by Ferris to approve Resolution 2018-21 Resolution to Participate in Michigan Class Investments. Roll call vote went as follows:**

Ayes: Cole-Crocker, Huebner, Ferris, Dehring

Nays: Reitz

Motion carried by majority (4-1)

Building Facility

Ariel view of current municipal properties was presented. Ferris would like to build in the grassy area between fire station and the current building. Huebner stated that if we were to build behind current building we may have to pay for some excavation of trees and there may be an issue with parking and staging of construction equipment. No decision was reached at this time.

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NEW BUSINESS

Insurance

Board decided to add Sewer Back Up coverage of \$10,000 per occurrence, \$25,000 annual aggregate to proposal. **Motion by Dehring, second by Reitz to switch to EMC for the property and liability insurance. Roll call vote showed unanimous approval, motion carried (5-0).** Reitz to contact Ted Hartleb agent to get quote for accidental death policy for firefighters and board members.

ADP/Payroll

Cole-Crocker presented quotes from ADP and PayChex. Current laws are always changing when it comes to payroll and it may be time to outsource it. Reitz explained that she was more than willing to keep running payroll as is currently done but did want the Board to know of the liability risk involved. Reitz explained she is not an HR or payroll specialists and with payroll laws constantly changing remaining in compliance was a risk. She stated if the Board were going to pay for training someone it should be the administrative assistant and not an elected official so that the knowledge stayed with the township. Cole-Crocker and Huebner liked the idea of outsourcing payroll due to the liability and risks involved. Cole-Crocker suggested they go with PayChex as it appeared to be more cost effective while providing the same type of support. Reitz suggested she gather more information from PayChex as to how it would work with current general ledger software to make sure all reports for the auditor would be available. Reitz will present findings once she has them.

Health Department

Cole-Crocker stated that a temporary use permit had been issued for parking and camping during the Redbud Motocross event for October 4-7, 2018. She stated that the permit was issued from the Township without the knowledge that a permit was required from the Health Department for camping. The Health Department went out to inspect the sight and work with the permit holder to ensure all the proper documentation was in place. The situation was handled.

Reitz informed Board members that a person at the Health Department was considering filing a formal complaint with Buchanan Township in regards to how Mario Palmisano, a representative of one of their boards, conducted himself when trying to obtain information regarding the camping permit. Huebner asked that Mario be allowed to address the issue with the Board since it involved him and he was present at the meeting. Palmisano explained his position and expressed his deep dissatisfaction with the Township and how the Board conducts business when it comes to anything and everything dealing with Redbud.

Ferris would like the Planning Commission to go back over the ordinance pertaining to temporary use permits to investigate if this is really something we need to do. No motion was made at this time.

ANNOUNCEMENTS

Fire department Fish Fry is scheduled for October 20, 2018, from 3:00pm to 8:00 pm.

ADJOURNMENT

There being no further business the meeting was adjourned at 8:30 pm.

Sheila Reitz, Clerk

Malinda Cole-Crocker, Supervisor