

Buchanan Township Board of Trustees  
Regular Meeting December 6, 2018  
Held at Buchanan Township Hall

## **CALL TO ORDER**

The regular December 6, 2018, meeting of the Buchanan Township Board of Trustees was called to order by Treasurer, Janet Dehring at 6:30 p.m.

*Members Present:* Janet Dehring, Treasurer; Sheila Reitz, Clerk; Brad Huebner, Trustee; Lynn Ferris, Trustee

*Members Absent:* Malinda Cole-Crocker, Supervisor

*Others Present:* 2 residents

## **APPROVAL OF MINUTES**

The minutes of the November 15, 2018 regular meeting were approved as amended.

**ADDITIONS / CORRECTIONS TO AGENDA-** HME invoice added under Payment of Bills; Wightman & Associates proposal added under New Business; FOIA concerns added under New Business

**BRIEF PUBLIC COMMENT-** None

## **CORRESPONDENCE-**

*Community Resource on Substance Abuse*

**Motion by Reitz, second by Ferris to respectfully decline request to add a community link to website for Help.org. Voice vote showed unanimous approval, motion carried (4-0).** Reitz to notify requestor.

*Federal Tax Deposits*

Dehring explained that the Township received a letter from the IRS stating that a portion of the payroll taxes had been paid late or not at all for several months. The Township had a credit on their account and the IRS did not apply it. The concern was that this may affect the Qualifying Statement for the Township. Dehring spoke with the IRS and cleared up the situation.

## **PAYMENT OF BILLS**

**Motion by Dehring, second by Reitz to approve General Fund expenditures totaling \$25,688.63 and Fire Fund expenditures totaling \$6,500.33. Roll call vote showed unanimous approval, motion carried (4-0).**

**Motion by Reitz, second by Huebner to void Fire Fund check #6649 and re-issue check for new amount totaling \$96,688.00 to HME for the new fire truck. Roll call vote showed unanimous approval, motion carried (4-0).**

## **REPORTS**

*Planning Commission- S. Reitz*

Reitz explained that after months of working on issues with the Clear Lake Association properties the Planning Commission's recommendation was to leave the setbacks and current ordinances as is. No changes are recommended at this time.

Reitz informed Board members that a resident came to the Planning Commission with an application to implement a wedding venue on an agricultural zoned property. Reitz explained that this request will take some time to work through and is in its preliminary stages at the Planning Commission.

## **UNFINISHED BUSINESS**

*16516 Red Bud Trail*

Demolition has been started and abandoned on this property. Reitz thought it may be a public safety hazard as half is demolished and half has been left standing. Board members decided to have Supervisor, Malinda Cole-Crocker, contact the Township Building Inspector regarding progress report. Building Inspector is to contact owner and then report back to Board at the December 20, 2018, Board of Trustees meeting.

*Boiler*

Reitz informed Board that State inspector has inspected the boiler located at the Township building. Inspector noted that the two boilers that are no longer in service need to have the electric, gas, and water capped. Board members decided to have Reitz contact Boelcke Heating & Air Conditioning to inquire if they are able to do service request.

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## **NEW BUSINESS**

### *Clerk Institute*

Reitz explained that she received a \$400.00 scholarship from IIMC to attend the second year of the Clerk's Institute offered through MAMC. The Township would need to provide funds to cover the cost of hotel, meals, and the remaining \$200.00 of tuition. **Motion by Ferris, second by Huebner to send the Clerk to Clerk Institute for the second year of a three-year program to obtain the Certified Michigan Municipal Clerk designation. Cost to be approximated at \$650.00. Roll call vote showed unanimous approval, motion carried (4-0).**

### *Soil Borings*

**Motion by Dehring, second by Reitz to approve proposal from Wightman & Associates for soil borings totaling \$3,950.00. Roll call vote showed unanimous approval, motion carried (4-0).**

### *FOIA Concerns*

Reitz provided copies of the current FOIA policy/procedure to Board members. Reitz explained that the Township has been out of compliance the last two FOIA requests by missing the five-day response time. Reitz explained that with everyone being part-time and the Clerk not having access to all the records makes it difficult to meet this deadline. Reitz asked Board members to read the policy/procedure and offer suggestions so the Township could improve their response time.

## **ANNOUNCEMENTS**

## **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:32 pm.

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Sheila Reitz, Clerk

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Malinda Cole-Crocker, Supervisor