

Buchanan Township Board of Trustees  
Regular Meeting December 20, 2018  
Held at Buchanan Township Hall

### **CALL TO ORDER**

The regular December 20, 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, Supervisor; Sheila Reitz, Clerk; Brad Huebner, Trustee; Lynn Ferris, Trustee; Janet Dehring, Treasurer (arrived late at 6:35 pm)

*Members Absent:* None

*Others Present:* Chris Fuchs, Building Inspector; Jenna Balos, Deputy Clerk; Ramona Balos, Custodian

### **APPROVAL OF MINUTES**

The minutes of the December 6, 2018 regular meeting were approved.

**ADDITIONS / CORRECTIONS TO AGENDA-** Lynn Ferris asked to comment after the SEBCLA report

**BRIEF PUBLIC COMMENT-** None

### **CORRESPONDENCE-**

Sheriff's Report was received via mail. Report on file.

### **PAYMENT OF BILLS**

**Motion by Dehring, second by Reitz to approve General Fund expenditures totaling \$36,000.52 and Fire Fund expenditures totaling \$99,408.05. Roll call vote showed unanimous approval, motion carried (5-0).**

### **REPORTS**

*SEBCLA- M. Cole-Crocker*

Cole-Crocker informed Board the audit went well. Report on file.

Dehring commented that the smell coming from the landfill is quite strong. Cole-Crocker to mention it to the landfill General Manager. Ferris also stated that the amount of trash along the US 12 corridor is quite unsightly. Trucks should be fined if they do not cover their loads sufficiently. Cole-Crocker stated she would inform the General Manager of the landfill.

*SMCAS- J. Dehring*

Dehring updated Board members stating that SMCAS approved the investment report per auditor request. Dehring also stated that SMCAS passed a resolution to sell decommissioned ambulance. They are working to develop a program for the memberships to SMCAS.

### **UNFINISHED BUSINESS**

*16516 Red Bud Trail*

Chris Fuchs, Building Inspector, presented Board members with photos of 16516 Red Bud Trail. Discussion commenced regarding options that the Township Board had in regards to this unsafe structure. Several communications have taken place between the building inspector and the owners since 2016. Owners pulled demolition permit in 2018. They started demolition but haven't completed the project. **Motion by Dehring, second by Ferris, to direct Chris Fuchs, Building Inspector, to send letter of condemnation to Ken and Aaron Parm stating they have 21 days to remove the remaining house and debris from the property at 16516 Red Bud Trail. Roll call vote showed unanimous approval, motion carried (5-0).**

**Motion by Cole-Crocker, second by Dehring, to direct Chris Fuchs, Building Inspector, to direct owner of the property at 13177 Main Street to secure the building. Roll call vote showed unanimous approval, motion carried (5-0).**

Chris Fuchs, Building Inspector, was directed to inspect the property located at 14875 Moccasin Trail.

*FOIA- S. Reitz*

Reitz asked if Board members read the FOIA guidelines presented to them at the December 6, 2018 meeting. Dehring stated she had not had time. Reitz asked if any one had suggestions for improvements to procedures and guidelines to avoid being out of compliance with the five-day response time. Cole-Crocker suggested that we utilize the option of asking for an extension due to all employees and officials being part-time.

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*Building Facility*

Cole-Crocker informed Board that Kevin Barker, Architect, met with Reitz and herself to discuss the building facility. The access to property 15229 N. Main currently owned by Lynn Ferris is unclear at this time. Cole-Crocker waiting for title search results. **Motion by Dehring, second by Huebner, to have Cole-Crocker contact attorney after receipt of the title search is received to define access for said property in question. Voice vote showed unanimous approval, motion carried (5-0).**

**Motion by Cole-Crocker, second by Huebner, to combine the Buchanan Township parcel with the Buchanan Township Fire Department parcel. Voice vote showed unanimous approval, motion carried (5-0).**

**NEW BUSINESS**

*Recommendations from the Buchanan Township Election Commission*

Reitz presented recommendations to the Board. **Motion by Cole-Crocker, second by Huebner, to approve Resolution 2018-23 to establish an AVCB for even year elections. Roll call vote showed unanimous approval, motion carried (5-0).**

While the Board voiced agreement to purchasing a new tabulator for the AVCB and additional laptops for the election precinct, these items were tabled until April 2019 for the next fiscal budget.

*ADP- S. Reitz*

**Motion by Huebner, second by Dehring, to approve ADP payroll quote as presented. Roll call vote showed unanimous approval, motion carried (5-0).** Payroll will no longer be processed through BS&A by the Clerk.

**ANNOUNCEMENTS**

Reitz presented Board with the December Revenue and Expenditure report.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 8:20 pm.

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Sheila Reitz, Clerk

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Malinda Cole-Crocker, Supervisor