

Buchanan Township Board of Trustees  
Regular Meeting November 7, 2019  
Held at Buchanan Township Hall

### **CALL TO ORDER**

The regular November 7, 2019, 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; Rachel Plank, Treasurer; Brad Huebner, Trustee;

*Members Absent:* Lynn Ferris, Trustee

*Others Present:* J. Reitz, ZBA; 5 residents

### **APPROVAL OF MINUTES**

The minutes of the October 17, 2019, regular meeting were approved presented. The minutes of the October 23, 2019, Special meeting were approved as amended.

**ADDITIONS / CORRECTIONS TO AGENDA-** Addition of Sheriff Report, Fire Report, and County Tax Agreement; Remove NATS report

**BRIEF PUBLIC COMMENT** – None

**CORRESPONDENCE-** None

### **PAYMENT OF BILLS**

**Motion by Plank, second by Huebner to approve General Fund checks #11183-11206 totaling \$175,599.48 along with the General Fund Payroll Labor Distribution Summary and Fire Fund checks #6875-6890 totaling \$3,916.70 along with the Fire Fund Payroll Labor Distribution Summary. Roll call vote:**

**Ayes:** Cole-Crocker, Plank, Reitz, Huebner

**Nays:** None

**Absent:** Ferris

**Abstain:** None

**Motion carried unanimously, (4-0)**

### **REPORTS-**

*Sheriff Report*

Report on file

*Fire Report*

Report on file. **Motion by Cole-Crocker, second by Reitz to hire Jeff Hischke Jr. as a probationary firefighter. Voice vote showed unanimous approval, motion carried (4-0).**

### **UNFINISHED BUSINESS-**

*Township Owned Property*

Walton Road property update was given by Cole-Crocker. Title company still doing research on possible deed restrictions. Cole-Crocker has not received in writing any interest in the Bachelor Island property or the Madron Lake Road property at this time.

*Replacement Funds and Asset Study*

Cole-Crocker spoke with Tom Gordon regarding the Asset Study. Gordon is waiting for EGLE updates. Board should receive results soon.

*Building Facility*

Board changed previous decision regarding the type and style of the outside light sconces to be used on the new facility. **Motion by Plank, second by Huebner to go with choice B in bronze. Voice vote showed unanimous approval, motion carried (4-0).**

### **NEW BUSINESS**

*Civil Infraction*

Cole-Crocker has received a complaint from a resident located on East Chapin Road that a neighbor is stock piling junk in their yard. This is a municipal infraction covered in the Township ordinances. Zoning Administrator has sent a letter to the property owner asking for a clean up resolution. Home owner stated they would drop off a clean up plan at the Township on Monday, November 11, 2019.

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*Meeting Dates*

**Motion by Cole-Crocker, second by Reitz to change the January 2, 2020, meeting date to January 9, 2020, and the March 19, 2020, meeting date to March 26, 2020. Voice Vote showed unanimous approval, motion carried (4-0).**

*Sign Permit Application*

**Motion by Huebner, second by Reitz to approve the Sign Permit Application as presented. Voice vote showed unanimous approval, motion carried (4-0).**

*Resolution 2019-22 Resolution Amending Budget- General Fund*

**Motion by Huebner, second by Plank to approve Resolution 2019-22 as presented. Roll call vote:**

**Ayes: Plank, Reitz, Huebner, Cole-Crocker**

**Nays: None**

**Absent: Ferris**

**Abstain: None**

**Motion carried unanimously, (4-0)**

*Clerk Institute*

**Motion by Plank, second by Huebner to approve Reitz attending Clerk Institute in March 2020. Roll call vote:**

**Ayes: Huebner, Cole-Crocker, Plank**

**Nays: None**

**Absent: Ferris**

**Abstain: Reitz**

**Motion carried by majority, (3-0-1)**

*Berrien County Board of Commissioners Agreement*

**Motion by Plank, second by Huebner for the Township Board to authorize the Buchanan Township Treasurer to sign agreement between the Township of Buchanan and the Berrien County Board of Commissioners for providing tax services for a period of two (2) years commencing January 1, 2020, and terminating December 31, 2021. Roll call vote:**

**Ayes: Huebner, Cole-Crocker, Plank, Reitz**

**Nays: None**

**Absent: Ferris**

**Abstain**

**Motion carried unanimously, (4-0)**

**ANNOUNCEMENTS-**

Fire Department Fish Fry is scheduled for May 2, 2020.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 7:05 pm.

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Sheila Reitz, Clerk

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Malinda Cole-Crocker, Supervisor