

Buchanan Township Board of Trustees
Regular Meeting November 1, 2018
Held at Buchanan Township Hall

CALL TO ORDER

The regular November 1, 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: 4 residents; Jenna Balos, Deputy Clerk; Ramona Balos, Custodian; Jarred Reitz, ZBA

APPROVAL OF MINUTES

The minutes of the October 18, 2018 regular meeting were approved as amended.

ADDITIONS / CORRECTIONS TO AGENDA- NATS report added

BRIEF PUBLIC COMMENT- Comment regarding flag lowering by Jarred Reitz (See Attachment). Mike Balos, E. Glendora Road, supported Reitz's comment 100%. Ferris agreed with comments.

CORRESPONDENCE- None

PAYMENT OF BILLS

Motion by Dehring, second by Reitz to approve General Fund expenditures along with direct deposits totaling \$72,647.38 and Fire Fund expenditures along with direct deposits totaling \$8,047.75. Roll call vote showed unanimous approval, motion carried (5-0).

REPORTS

NATS- L. Ferris

Ferris reported NATS is now working on 2019 fiscal year. SWMPC project review subcommittee recommends one member from each municipality. Niles Dial-A-Ride is doing well and has a millage on the November ballot. Report on file.

UNFINISHED BUSINESS

Township Office Hours

The Township Hall will now be closed on Mondays following the November 6, 2018, election. Dehring to type up hour notice and include with the winter tax bill notices. Cole-Crocker to get quote to change lettering on the Township front door.

Building Facility

Motion by Cole-Crocker, second by Dehring to approve survey quote #3394 from Stephenson Land Surveying for the amount of \$1,500.00. Roll call vote showed unanimous approval, motion carried (5-0).

Reitz mentioned that the cost for the title search on the township properties would cost approximately \$350.00.

Board was presented with two site plan options from Kevin Barker, project architect. Reitz pointed out that both options cross parcel lines. Reitz spoke with Township assessor regarding site plan options and assessor prefers the project to stay on one parcel or the other. Cole-Crocker suggested that the Township parcel and Fire Department parcel could be combined. Board members were in favor of the idea. Ferris stated he had a legal deer hunting tree stand on his property which required it to have a 450-foot radius from any buildings. Ferris was not in favor of option 1 due to the location of his tree stand. **Motion by Dehring, second by Huebner to go with site plan option 1 for placement of the new Township Hall facility. Voice vote showed majority, motion carried (4-1) with Ferris opposing.**

Motion by Reitz, second by Dehring to appoint Supervisor Cole-Crocker as the point of contact for the building project and to include a \$2,000.00 preapproved spending limit for project details. Roll call vote showed unanimous approval, motion carried (5-0).

ADP

Reitz presented new quote to Board. Reitz recommended leaving payroll as is for now with the Clerk running it in BS&A and having the Administrative Assistant as the backup provided when a training opportunity is available for compliance coverage the Board allow attendance. Board members agreed.

Jockey Pump

Reitz presented Board with the cost of repair to the Rynearson Booster Station jockey pump totaling \$2, 710.00. Ferris would like to see a special assessment district created to raise funds for replacement costs for residents who are currently on city water. Discussion included the cost of replacements and the small amount of funds in the Replacement Fund. Reitz will ask the Joint Water/Sewer Board for recommendations to have an asset study conducted for the Township. **Motion by Cole-Crocker, second by Dehring to approve repairs of jockey pump totaling \$2,710.00 from Peerless as presented. Roll call vote showed unanimous approval, motion carried (5-0).**

Accident Insurance

Motion by Huebner, second by Reitz to accept quote #119731 at a cost of \$1,995 from VFIS for accident & sickness insurance. Roll call vote showed unanimous approval, motion carried (5-0).

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NEW BUSINESS

Mud Lake Bog- Pat Underwood and Wendy Jones

Repairs will always need to be made to the bog, including invasive species control and boardwalk repairs. Pat Underwood, from Berrien County Parks, and Wendy Jones, from Fernwood, are currently the only two doing any repair work. There used to be a committee, however, they have all aged out and are no longer serving. Safety is a concern to keep the bog open to the public and for school field trips. Jack Pizzo, a landscape architect, has volunteered to help with the invasive species.

Dehring presented Board with letter signed by former Township Supervisor Richard Chubb acknowledging an endowment in memorial for Maxwell E. Britton for the Bog. Reitz asked Dehring to supply her with the file, or at least copies of the file, since the Clerk is to be the keeper of records for the Township. Dehring agreed she would.

Ferris agreed that the bog does need to be maintained by the Township since it is owned by the Township. Reitz recommended that funds for repairs be built into the general fund budget if indeed the endowment funds could not be touched. **Motion by Dehring, second by Ferris to have Township attorney review the information to determine if the endowment funds can be used for repairs, other than just the interest generated. Roll call vote showed unanimous approval, motion carried (5-0).**

SEBCLA- M. Cole-Crocker

Cole-Crocker supplied Board members with Niles City resolution calling for a review of operations study at the Southeast Berrien County Landfill Authority and the Amended Articles of Incorporation of SEBCLA. Discussion centered around whether or not the Township Board wanted to direct Cole-Crocker and Reitz, the two representatives from Buchanan Township to vote for or against a study being conducted. **Motion by Reitz, second by Huebner to obtain a cost of study quote from SEBCLA before Cole-Crocker and Reitz be directed as to how to cast their votes on the issue. Voice vote showed unanimous approval, motion carried (5-0).**

ANNOUNCEMENTS

Reitz explained that the financial reports included in the packet were developed to satisfy the requirements in the Clerk's salary resolution.

ADJOURNMENT

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

Sheila Reitz, Clerk

Malinda Cole-Crocker, Supervisor