

Buchanan Township Board of Trustees
Regular Meeting August 22, 2019
Held at Buchanan Township Hall

CALL TO ORDER

The regular August 22, 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; Brad Huebner, Trustee; Lynn Ferris, Trustee; Rachel Plank, Treasurer

Members Absent: None

Others Present: Jarred Reitz, ZBA; Rich Kubsch, Building Inspector; Brian Wisneski, Auditor

APPROVAL OF MINUTES

The minutes of the August 1, 2019, regular meeting were approved.

ADDITIONS / CORRECTIONS TO AGENDA- Added Madron Lake Road Property Offer Letter

BRIEF PUBLIC COMMENT – None

CORRESPONDENCE-

Berrien County Road Department Letter

Cole-Crocker informed Board that the Berrien County Road Department is soliciting input for upcoming road projects.

Sheriff Report- On file

PAYMENT OF BILLS

Motion by Plank, second by Huebner to approve General Fund checks #11117-11140 totaling \$43,538.53; Fire Fund checks #6837-6845 totaling \$1,334.86; Mud Lake Bog check #1059 totaling \$150.00; and Replacement Fund checks #1046-1047 totaling \$3,856.02. Roll call vote showed unanimous approval; motion carried (5-0).

REPORTS-

SEBCLA- M. Cole-Crocker

Cole-Crocker reported that the landfill general manager met 75% of his goal targets and will be receiving 75% of his incentive bonus. The landfill is purchasing new pumps for dewatering wells and approved a feasibility study.

SMCAS- B. Huebner

Huebner informed Board he did not attend the last meeting as there was a misunderstanding regarding date.

Joint/Water Sewer- S. Reitz

Reitz informed Board it was business as usual. Report on file.

UNFINISHED BUSINESS-

Audit- B. Wisneski

Motion by Plank, second by Huebner to accept the audit as presented. Roll call vote showed unanimous approval; motion carried (5-0).

NEW BUSINESS

Administrative Assistant Pay for Elected/Appointed Officials

Motion by Cole-Crocker, second by Ferris to approve pay for elected and appointed officials at a rate of \$15.00 an hour through the administrative assistant pay account line for past and future work related to that position being performed. Roll call vote showed unanimous approval, motion carried (5-0).

Building Department & Property Maintenance Code

Discussion centered around the current ordinance adopting the 2015 building code and possibly adopting an ordinance related to the International Property Maintenance Code. The Building Inspector recommends the Board look into the issue.

Building Inspector also suggested to the Board that they adopt a State fee schedule as a reference to help the him make sure values are being represented fairly on building permits. **Motion by Ferris, second by Huebner to adopt the Bureau of Construction Codes Square Foot Construction Cost table as a reference for building value cost. Reitz stated that she did not feel she could make an informed decision tonight as the material was presented at the Board meeting. Reitz wanted time to review it. Roll call vote showed majority approval, motion carried (4-1) with Reitz voting no.**

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SEBCLA Rep at large Appointment

Motion by Cole-Crocker, second by Plank to appoint Tom Gordon as the at large SEBCLA representative effective September 21, 2019. Voice vote showed unanimous approval, motion carried (5-0).

BS&A Online- Public Records Search

Cole-Crocker presented Board with quote from BS&A to have the ability for the public to look up assessing record card information online from the Buchanan Township website. Issue was tabled pending Cole-Crocker obtaining the system requirements from BS&A.

Administrative Assistant Position

Cole-Crocker informed the Board that Deputy Treasurer Wendi Heyliger has been hired to be the administrative assistant in addition to being the Deputy Treasurer at a rate of \$14.00 for both positions.

AMAR Results

Cole-Crocker presented the Board with a letter from the township assessor explaining the results of the AMAR audit. A corrective action plan letter will be mailed.

Real Estate Purchase Agreement- Walton Road Property

Reitz stated that after the last board meeting, she thought that this property and any other property being sold by the Township should be advertised to the public before selling. Board discussed the terms of the agreement. Ferris stated he would like clarification under the Zoning section of the agreement. Reitz asked if Cole-Crocker had submitted document to be reviewed by attorney. **Motion by Plank, second by Huebner to accept the Real Estate Purchase Agreement for the Walton Road property tax ID: 11-06-0025-0008-01-8 from Flatwater Farms. Roll call vote showed unanimous approval, motion carried (5-0).**

Bachelor Island Offer Letter

Board was presented with a purchase offer letter from Rachel Plank to purchase the township owned Bachelor Island property tax ID: 11-06-0023-0018-00-9 for \$100.00. Discussion was had as to whether or not this property should be advertised to the public before a board member purchased it. Jarred Reitz, a resident, commented that he would like to see township properties advertised so that all residents had a fair shot at purchasing any should they choose. Plank and Reitz excused themselves from the discussion due to conflict of interest. Cole-Crocker, Ferris, and Huebner decided to have Cole-Crocker reach out to the property owner on Bachelor Island that is contiguous to the property in question to see if they would like to purchase it. This would provide consistency with how the Walton Road property was handled.

Madron Lake Offer Letter

An offer letter to purchase township owned property on Madron Lake Road, property tax ID: 11-06-0027-0026-00-4 for \$1.00 from Adam Molica was presented to the Board. Cole-Crocker is to reach out to the contiguous property owners to see if they would like to purchase this property in order to be consistent with how township property is being handled.

ANNOUNCEMENTS-

Reitz will be attending the State AV Focus Group in Lansing August 26-29, 2019.

ADJOURNMENT

There being no further business the meeting was adjourned at 8:36 pm.

Sheila Reitz, Clerk

Malinda Cole-Crocker, Supervisor