

Buchanan Township Board of Trustees
Regular Meeting December 19, 2019
Held at Buchanan Township Hall

CALL TO ORDER

The regular December 19, 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; Lynn Ferris, Trustee; Brad Huebner, Trustee

Members Absent:

Others Present: C. Crocker, ZBA; T. Jesswein, Fire Chief; J. Balos, Deputy Clerk; 4 residents

APPROVAL OF MINUTES

The minutes of the December 5, 2019, regular meeting were approved as presented.

ADDITIONS / CORRECTIONS TO AGENDA- Addition: Berrien County Planning Commission Correspondence; River St. Joe Correspondence; Plumbing Issue

BRIEF PUBLIC COMMENT –

N. Reitz presented sealed bid for Madron Lake property owned by Township. M. Balos commented that the new building is looking nice and thanked the Board for proceeding with its construction.

CORRESPONDENCE-

Berrien County Planning Commission Letter-

Stated they forgot to add Zoning Amendment for chapters 2, 12, 18 and 21 to their agenda, therefore they have waived their rights for review and recommendation.

River St. Joe Letter-

Board approved the use of the Buchanan Township logo to be used on River St. Joe website thanking its partners.

PAYMENT OF BILLS

Motion by Plank, second by Huebner to approve General Fund checks #11233-11243 totaling \$26,961.45, Fire Fund checks #6899-6908 totaling \$2,809.7, and Mud Lake Bog check #1165 totaling \$125.00. Roll call vote:

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

Nays: None

Absent: None

Abstain: None

Motion carried unanimously (5-0)

REPORTS-

SEBCLA- M. Cole-Crocker

Report on file

SMCAS- B. Huebner

Approved new pagers. Employees and Union match raised \$2,200.00 for the God's Hands for Kids charity. Report on file.

UNFINISHED BUSINESS-

Township Owned Properties-

Walton Road Property: Board agreed to hang on to this property for now.

Bachelor Island Property-

Plank recused herself from discussion and vote siting that she had a personal interest in the property. Reitz stated she thought it should be advertised.

Motion by Ferris, second by Huebner to accept offer letter for \$100.00 from Rachel Plank to purchase the township owned Bachelor Island property with buyer to incur all fees. Roll call vote:

Ayes: Ferris, Huebner, Cole-Crocker

Nays: Reitz

Absent: None

Abstain: Plank

Motion carried by majority (3-1-1)

Madron Lake Road Property-

Cole-Crocker opened sealed bid presented by Nikki Reitz. S. Reitz stated she thought it should be advertised. **Motion by Huebner, second by Ferris to accept bid of \$100.00 from Nikki Reitz to purchase the township owned Madron Lake Road property with buyer to incur all fees. Roll call vote:**

Ayes: Ferris, Huebner, Cole-Crocker, Plank

Nays: Reitz

Absent: None

Abstain: None

Motion carried by majority (4-1)

BS&A Assessing Update- M. Cole-Crocker

Cole-Crocker stated the issue has been fixed. Cole-Crocker thanked Reitz for coming in on her day off to work with IT to fix the problem.

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NEW BUSINESS

Berrien County Road Department Projects for 2020

Cole-Crocker presented the Berrien County Road Department recommendations for 2020. The Road Department is asking for the Township to contribute \$61,208 with a 10% contingency. Township is under no obligation to provide any funds. Board members discussed recommendations. Reitz stated she would like to know if the water drainage issue would be fixed on Walnut Street before \$49,440.00 was spent to fix the road. Cole-Crocker has invited the Road Department to our next meeting; however, she has not received a response as of yet.

Administrative Assistant- M. Cole-Crocker

Motion by Cole-Crocker, second by Huebner to remove the IT trouble-shooting of issues and the assisting with payroll from the Administrative Assistant's job description and for those duties to be placed back with the Clerk. Voice vote showed unanimous support, motion carried (5-0). Administrative Assistant's job description was amended to remove update business processes.

Resolution #201-23 To Approve Ordinance #118-2019

Motion by Cole-Crocker, second by Huebner to approve Resolution 2019-23 adopting Ordinance #118-2019. **Roll call vote:**

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

Nays: None

Absent: None

Abstain: None

Motion carried unanimously (5-0)

Fire Department Grass Truck Purchase- T. Jesswein

Jesswein stated that current truck is now 45 years old. **Motion by Huebner, second by Ferris to approve the quote from Spencer Manufacturing, Inc. totaling \$77,621.00 for the purchase of a new grass truck. Roll call vote:**

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

Nays: None

Absent: None

Abstain: None

Motion carried unanimously (5-0)

Fire Department Pager Purchase- T. Jesswein

Motion by Huebner, second by Ferris to approve the purchase of 15 pagers and all required accessories to replace current pagers for the fire department. Roll call vote:

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

Nays: None

Absent: None

Abstain: None

Plumbing Issue-S. Reitz

Reitz informed board of leak in plumbing in the restrooms. Board agreed to post signs stating that restrooms were not to be used by the public. Leak will remain monitored while new building is constructed.

ANNOUNCEMENTS- None

ADJOURNMENT

There being no further business the meeting was adjourned at 7:45 pm.

Sheila Reitz, Clerk

Malinda Cole-Crocker, Supervisor