

Buchanan Township Board of Trustees
Regular Meeting June 4, 2020
Held at Buchanan Township Hall

CALL TO ORDER

The regular June 4, 2020, 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: None

Others Present: None

APPROVAL OF MINUTES- The minutes of the May 21, 2020, regular meeting were approved as presented.

ADDITIONS / CORRECTIONS TO AGENDA- Unsafe Structures added to Unfinished Business

BRIEF PUBLIC COMMENT – None

CORRESPONDENCE- None

PAYMENT OF BILLS

Motion by Plank, second by Huebner to approve General Fund checks #11389-11403 totaling \$9,470.04, along with the General Fund Labor Distribution Summary, Fire Fund checks #7026-7031 totaling \$1,205.08, along with the Fire Fund Labor Distribution Summary, and finally Mud Lake Bog check #1168 for \$120.00. Roll call vote:

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

Nays: None

Absent: None

Abstain: None

Motion carried unanimously (5-0)

REPORTS-

Joint Water/Sewer Report- S. Reitz

Reitz informed Board that 3 manholes located in the right of way near Rynearson Street and Erie Drive as part of the Crescent View project back in 1996 were cleared and marked with signs. The area had become quite overgrown. Report on file.

Sheriff Report- Report on file

UNFINISHED BUSINESS-

State Revenue Sharing- R. Plank

Plank shared a printout of possible outcomes affecting the budget based on the possibility of decreased revenue sharing from the State. Plank advised the Board that it is hard to calculate based on the fact the Township's fiscal year does not coincide with the State's.

Hospital Update- M. Cole-Crocker

Cole-Crocker reported that she had heard back from the owners of the old hospital property. The owners stated that they would secure the facility and are currently working on the logistics of doing so.

Unsafe Structures- M. Cole-Crocker

Cole-Crocker presented possible scenarios to facilitate the clean up of the property located at 13177 N. Main Street. This property has been in disarray for many years. Two neighbors have expressed interest in the property should it end up in foreclosure. Board discussed possible solutions. Board decided to have Cole-Crocker reach out to the Buchanan Township Zoning Administrator to start the process of clean up based on the current zoning ordinances of the Township.

Asbestos Abatement Test- M. Cole-Crocker

Cole-Crocker presented Board with two quotes for asbestos abatement test on the Township Hall that is slated for demolition once the new facility is finished. **Motion by Huebner, second by Ferris to accept the Villa Environmental Consultants, Inc. quote totaling \$1,300.00 as presented. Roll call vote:**

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

Nays: None

Absent: None

Abstain: None

Motion carried unanimously (5-0)

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New Township Hall Update- S. Reitz

Reitz updated Board on the construction progress of the new township hall facility. Board had discussion on employee key card access as it relates to the alarm system. Board decided to let all employees have a unique code to arm/disarm the alarm system when they enter the building. Reitz will reach out to vendor to make sure codes are unique to each individual employee.

NEW BUSINESS

Berrien County Chloride Invoice- M. Cole-Crocker

Motion by Huebner, second by Ferris to approve the Berrien County Road Department Township Road Agreement for Contractor Applied Chloride Application totaling \$ 17,387.00 as presented. Roll call vote:

Ayes: Plank, Ferris, Huebner, Cole-Crocker

Nays: Reitz

Absent: None

Abstain: None

Motion carried by majority (4-1)

Payroll Timekeeping- S. Reitz

Reitz asked Board members to look at the current payroll timekeeping policy in the employee handbook. Reitz let Board members know that there have been instances of employees leaving for lunch and not clocking out and employees working more than their allotted 8 hours a day. Reitz didn't want any surprises at the end of the fiscal year as to how this was going to affect the budget and asked for the Board to clarify in the policy what the proper procedure should be so that everyone understood the expectations. The Board agreed to look into this matter and address it at the next board meeting on June 18, 2020, before the next payroll was to be run.

ANNOUNCEMENTS-

Reitz gave a brief update on elections. She also let the Board know she was able to create an intelligent mail barcode for the stock of return ballot envelopes the township already had on hand in order to be able to use them in the upcoming elections.

ADJOURNMENT

There being no further business the meeting was adjourned at 7:26 pm.

Sheila Reitz, Clerk

Malinda Cole-Crocker, Supervisor