

Buchanan Township Board of Trustees  
Regular Meeting June 18, 2020  
Held at Buchanan Township Hall and 11490 West US 23, Mackinaw City, MI 49701 via FaceTime

### **CALL TO ORDER**

The regular June 18, 2020, meeting of the Buchanan Township Board of Trustees was called to order by Supervisor, Malinda Cole-Crocker at 6:30 p.m. This meeting was conducted via 4 board members in-person and 1 board trustee, Brad Huebner, via FaceTime from 11490 West US 23, Mackinaw City, MI 49701.

### **ROLL CALL:**

*Members Present In-Person:* Malinda Cole-Crocker, Supervisor; Sheila Reitz, Clerk; Rachel Plank, Treasurer; Lynn Ferris, Trustee;  
*Members Present via FaceTime:* Brad Huebner, Trustee (Location: 11490 West US 23, Mackinaw City, MI 49701).  
*Others Present:* T. Jesswein, Fire Chief; S. Mullen, Assistant Fire Chief; Bertrand Fire Chief; D. Kuhn, Bertrand Twp Treasurer; B. Wisneski, Auditor from Hungerford Nichols; Mac Green, Wightman & Associates; B. Housman & S. Desenberg, City of Buchanan Water/Sewer; 2 others

### **APPROVAL OF MINUTES**

The minutes of the June 4, 2020, regular meeting were approved as presented.

**ADDITIONS / CORRECTIONS TO AGENDA-** Additions: Roll Off, Moving, Elections Update all under New Business; Removed SMCAS report

**BRIEF PUBLIC COMMENT** – T. Jesswein mentioned that the hospital property first floor has been boarded up, and entry ways welded shut to secure the facility.

**CORRESPONDENCE-** None

### **PAYMENT OF BILLS**

**Motion by Plank, second by Ferris, to approve General Fund checks #11404-11418 totaling \$109,712.48 and Fire Fund checks #7032-7038 totaling \$1,765.11. Roll call vote:**

**Ayes:** Cole-Crocker, Reitz, Plank, Ferris, Huebner via FaceTime from 11490 West US 23, Mackinaw City, MI 49701

**Nays:** None

**Absent:** none

**Abstain:** None

**Motion carried unanimously (5-0)**

### **REPORTS-**

*Audit Report- B. Wisneski*

Auditor completed audit of the Township financial statements. Audit report shows the Township is in very good financial condition. Report on file.

*SEBCLA- M. Cole-Crocker*

Cole-Crocker reported that new officers were elected at the last landfill board meeting. Everything else was basically business as usual. Report on file.

*Fire Report- T. Jesswein*

Jesswein reported that the fire department is now equipped to assist with COVID-19 calls should they be needed. Jesswein informed Board that he had a verbal resignation from Jeffrey Mitchell due to being unable to come back off leave for medical reasons. Jesswein informed Board of a letter he received from the City of Buchanan that limits the use of fire hydrants down to one located out by the Electrovoice parking lot. He expressed his concerns over the rate of flow of water available as the flow of water is extremely low. Jesswein stated he understood that the City of Buchanan owns the infrastructure, but the issue is a safety issue and decisions shouldn't be determined by the almighty dollar. Since the City of Buchanan had two representatives in attendance at the meeting Jesswein said he would let them address it.

Board member Brad Huebner (located at 11490 West US 23, Mackinaw City, MI 49701 via FaceTime) expressed his concerns to the City of Buchanan representatives. Several other board members in attendance at the meeting also expressed concerns. The fire chief from Bertrand spoke of his concerns with the City's decision. Reitz mentioned that Buchanan Township currently pays a little over \$3,500.00 in hydrant rental fees and asked if this was tied to usage. She asked if the City would check into this and let the Township know if the fees would be reduced since hydrant usage was now limited to the one hydrant located by Electrovoice. Bill Housman and Scott Desenberg agreed to look into that.

The City of Buchanan representatives stated that there are businesses who have spent millions of dollars to be located in Buchanan City and every time a hydrant is used in the industrial park it costs the business owners thousands of dollars to replace filters and clean their water supply. The green leaf marijuana business owners are located in the City so therefore the City is trying to take care of their customers. The City representatives stated that they don't make the policies for the City but it was something that could be looked into.

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#### **UNFINISHED BUSINESS-**

##### *Payroll Timekeeping-*

Plank stated that she worked out a system to handle her deputy's timekeeping. Reitz stated she did not think that every department should have a separate policy. Board had a lengthy discussion on what was best for both employees and department heads. Reitz stated that the Board had to come to an agreement as she was no longer comfortable with the current processes of being the only one to physically see the timecards being submitted. **Motion by Huebner, second by Reitz, to have department heads initial their department employees' timesheets before submitting them for payroll. Roll call vote:**

**Ayes: Reitz, Huebner (via FaceTime: location 11490 West US 23, Mackinaw City, MI 49701)**

**Nays: Ferris, Plank, Cole-Crocker**

**Absent: none**

**Abstain: None**

**Motion failed (2-3)**

An agreement was reached to include a report in the board packets for board members to be more aware.

#### **NEW BUSINESS**

##### *Joint Water/Sewer Budget- City of Buchanan*

B. Housman and S. Desenberg presented the Joint Water/Sewer budget to Board members. Reitz asked if the money collected from Township residents would be available for maintenance costs should it be needed before the scheduled yearly pay back to the Township. Housman and Desenberg agreed to check into that. Cole-Crocker thanked Housman and Desenberg for attending and stated that since the Township Board had just received the budget report at the meeting more time would be needed to look it over before approval could be given. The Township Board will vote on the budget at their next meeting.

##### *Walton Street Bridge Project- Mac Green, Wightman & Associates*

M. Green presented the Board with an opportunity to partner with the Southwest Michigan Planning Commission to receive funding for improvements to the Walton Street bridge. This would modify the bridge to accommodate pedestrians and hopefully modify the guard rail so a trail could connect to the Buchanan City Schirmer Parkway trail. The funding match would be 80/20. Green stated that the City of Buchanan was committed to contribute to the project. Ferris stated that the Board would need to know how much funding was being requested from the Township prior to making a commitment.

##### *Assessing- M. Cole-Crocker*

Cole-Crocker stated there had been an incident that involved the assessor. Cole-Crocker briefed other Board members on her investigative report findings. **Motion by Huebner via FaceTime from 11490 West US 23, Mackinaw City, MI 49701, second by Plank, to terminate N. Williams employment as the assessor with Buchanan Township immediately with the written investigative report to be included in the personnel file. Roll call vote:**

**Ayes: Huebner (via FaceTime), Plank, Ferris, Reitz**

**Nays: None**

**Absent: none**

**Abstain: Cole-Crocker**

**Motion carried unanimously (4-0-1)**

Cole-Crocker is to contact Williams and collect her key.

##### *Hall Rental-*

Reitz suggested Board members devise a hall rental policy that includes the rental fee, deposit, and destruction of property penalty for renting out the new Township Hall once construction is finished. Reitz also stated that she felt the hall should not be rented prior to the August 4, 2020, election. Board members agreed. Plank will present a rental policy at a future Township Board meeting.

##### *Building Plaque*

**Motion by Plank, second by Cole-Crocker, to approve the quote from SignWorks as presented for a Duranodic Bronze Plaque for the new Township Hall. Roll call vote:**

**Ayes: Cole-Crocker, Reitz, Plank, Ferris, Huebner (via FaceTime; located at 11490 West US 23, Mackinaw City, MI 49701)**

**Nays: None**

**Absent: None**

**Abstain: None**

**motion carried unanimously (5-0)**

##### *Roll Off- M. Cole-Crocker*

Cole-Crocker will handle acquiring a roll off dumpster when needed to clean out the old Township Hall before demolition.

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*Moving- S. Reitz*

Reitz reported that the moving dates to move into the new Township Hall building are now scheduled for July 1-3, 2020. **Motion by Plank, second by Reitz, to authorize Cole-Crocker to spend up to \$5,000.00 on a moving company to assist with the move. Roll call vote:**

**Ayes: Cole-Crocker, Reitz, Plank, Ferris, Huebner (via FaceTime; located at 11490 West US 23, Mackinaw City, MI 49701)**

**Nays: None**

**Absent: None**

**Abstain: None**

**motion carried unanimously (5-0)**

*Elections Update- S. Reitz*

Reitz reported that House Bill 5141 passed both the Michigan State Senate and House of Representatives and is on its way to the Governor to sign. This bill allows for multi-jurisdictions to form a joint AVCB with each other or the County. Reitz also reported that the Secretary of State has released an online Absentee Voter Application form where voters can submit their application online. Reitz stated it is simple to use, however, was released to the public without being fully functional.

**ANNOUNCEMENTS-**

Cole-Crocker informed the Board that Reitz has been asked to go to Lansing on Wednesday, June 24, 2020, to testify in front of the Senate Elections Committee regarding how all the changes in election implementation have affected the Township.

Cole-Crocker presented Reitz's resignation from the Planning Commission effective July 16, 2020.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 9:12 pm.

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Sheila Reitz, Clerk

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Malinda Cole-Crocker, Supervisor