

Buchanan Township Board of Trustees
Regular Meeting October 1, 2020
Held at Buchanan Township Hall

CALL TO ORDER

The regular October 1, 2020, meeting of the Buchanan Township Board of Trustees was called to order by Supervisor, Malinda Cole-Crocker at 6:30 p.m.

ROLL CALL:

Members Present: Malinda Cole-Crocker, Supervisor; Rachel Plank, Treasurer; Lynn Ferris, Trustee; Sheila Reitz, Clerk; Brad Huebner, Trustee

Members Absent:

Others Present: Jodi Mattner, Deputy Clerk; Wendi Heyliger, Administrative Assistant; Tim Jesswein, Fire Chief

APPROVAL OF MINUTES

The minutes of the September 17, 2020, regular meeting were approved as presented.

ADDITIONS / CORRECTIONS TO AGENDA – Additions to Reports: Election Report and Fire Report

BRIEF PUBLIC COMMENT- Wendi Heyliger expressed her interest in serving as the Buchanan Township Clerk.

CORRESPONDENCE- None

PAYMENT OF BILLS

Motion by Plank, second by Ferris, to approve General Fund checks #11524-11534 totaling \$4,611.37 along with the General Fund Labor Distribution, and Fire Fund checks #7087-7088 totaling \$361.78 along with the Fire Fund Labor Distribution. Roll call vote:

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

Nays: None

Absent:

Abstain: None

Motion carried unanimously (5-0)

REPORTS-

Treasurer Report- R. Plank-

Plank gave Board update on tax collection and delinquent properties that have not paid their taxes yet. Report on file.

Sheriff Report- Report on File

Election Report- S. Reitz

Reitz updated Board on status of election ballots. Reitz also reported that the Township was awarded a \$5,000.00 election grant that she applied for.

UNFINISHED BUSINESS-

Building Attic Ladder – M. Cole-Crocker

Cole-Crocker explained that it is hard to get up to the attic for storage and mechanical maintenance. Board had discussion regarding the purchase of an attic stair ladder. Board took no action.

Resolution 2020-15 Andrews Road Speed Study- M. Cole-Crocker

Board discussed the ramifications of doing a speed study on Andrews Road based on the request of one resident. Huebner stated he would feel better about having a study completed if there were more input from the residents on Andrews Road. Board took no action.

NEW BUSINESS

Mud Lake Bog Access- R. Plank

Plank offered to be the contact point and key keeper for the gate at Mud Lake Bog. Members were told to direct inquiries to her. Repairs are needed on the pavilion roof and boardwalk.

ZBA Resignation- M. Cole-Crocker

Motion by Plank, second by Reitz to accept Jarred Reitz's resignation from the ZBA Board. Voice vote showed unanimous support, motion carried (5-0).

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Clerk Resignation- M. Cole-Crocker

Motion by Huebner, second by Ferris to accept Sheila Reitz's resignation effective October 2, 2020. Voice vote showed unanimous approval, motion carried (4-0-1). Reitz abstained from vote.

Reitz submitted her resignation to be effective October 9, 2020. Discussion between Board and Reitz regarding the date. Plank inquired about her preference of resignation date. Reitz agreed October 2, 2020 would better suit both the Township and her new position at Berrien County.

Cole-Crocker proposed that the Board hire Wendi Heyliger as the new clerk. Huebner expressed his concerns regarding having two family members serving as the Clerk and the Treasurer on the Board. Discussion by board regarding legalities of related Board members. Further discussion regarding Reitz's resignation 32 days before the Presidential election. Reitz remains on the ballot and could potentially be re-elected. Huebner inquired with Reitz if she intended to return if elected, to which Reitz stated there would be a 1 to 2% chance she might. Board discussed Heyliger's proficiency as Administrative Assistant and her excellent customer service with the residents. Upon discussion with Heyliger and Mattner (Deputy Clerk), there was an agreement that if appointed Heyliger would retain Mattner. Further, the board agreed that the Administrative Assistant position would not be filled until January 2, 2020 or until an election filled the Clerk position.

Motion by Cole-Crocker, second by Ferris to appoint Wendi Heyliger as the new Buchanan Township Clerk effective October 2, 2020 and ending January 1, 2021. Voice vote showed unanimous support, motion carried (4-0-1). Reitz abstained from vote.

ANNOUNCEMENTS-

Plank announced she is searching for a new deputy treasurer.

ADJOURNMENT

There being no further business the meeting was adjourned at 7:29 pm.

Clerk, Buchanan Township

Malinda Cole-Crocker, Supervisor