

Regular Meeting  
Charleston Township Board  
March 22, 2016

CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by the Supervisor who led those present in the pledge of allegiance to the flag.

ROLL CALL OF OFFICERS:

Roll was called and members present were: Bell, Samson, Schug, Balkema and Kramer. Also present were Jerry VanderRoest, Patrick McCann and Phil Larson.

ADOPTION OF PROPOSED AGENDA AND MINUTES:

Balkema/Samson moved to approve the agenda with the addition, under New Business, of (f. Appointment of Jerry VanderRoest To The Position Of Supervisor To Finish Out The Term of Francis Bell. CARRIED

CONSENT AGENDA:

Balkema/Schug moved to approve the consent agenda as submitted consisting of:

1. February 23, 2016 Regular Meeting Minutes,  
March 10, 2016 Special Meeting Minutes
2. Zoning Administrator's Report
3. The Planning Commission Report
4. Fire Department – Joint Fire Board Report
5. Communications
6. Treasurer's Report

OLD BUSINESS:

- a. Lt. Amy Price is out of town for training. March reports will be available at the April meeting.
- b. Fran explained that due to the ruling of the court in the November 9<sup>th</sup>, 2015 Kalamazoo County Ninth Circuit Court Order B86-1242CE approving the Galesburg Speedway Electrical Permit application, the Township Board has been superseded in its responsibility for approving non-conforming use permits by the court in this instance. The Township Board noted that this is not consistent with normal procedures.

NEW BUSINESS:

- a. Samson/Schug moved **to approve the 2016/2017 Meeting Schedule.** CARRIED
- b. Balkema/Kramer moved **to approve the 2016/2017 List of Contract Service Providers.** CARRIED
- c. Balkema/Samson **moved to approve the Spring Trash Dropoff which has been scheduled for May 14, 2016 from 8:00 a.m to 12 noon.** CARRIED The Supervisor noted that the Township was still waiting for its check for scrap metal from the Fall Trash Drop Off.
- d. The Board decided against a Tire Drop Off this spring due to changes in procedures from the company that provides the trucks.
- e. Balkema/Samson **moved to accept Francis Bell's letter of resignation from the position of Supervisor effective April 30<sup>th</sup>, 2016.** CARRIED
- f. Balkema/Samson **moved to appointed Jerry VanderRoest to fill the remainder of Fran's term as Supervisor effective May 1<sup>st</sup>, 2016.** CARRIED

PUBLIC HEARING: 4:30 P.M. 2016/2017 Budget

Samson/Balkema moved to recess the regular meeting and go into the Public Hearing at 4:30 p.m.

Roll Call Vote: Samson – Y; Schug – Y; Bell – Y; Kramer – Y and Balkema - Y. CARRIED

Brenda and Fran reviewed the budget and Linda read the General Appropriations Act Resolution.

Samson/Balkema moved to close the Public Hearing and return to the regular meeting at 4:43 p.m.

**CARRIED Balkema/Samson moved to adopt the General Appropriations Act Resolution as presented.** Roll Call Vote: Balkema – Y; Kramer – Y; Bell – Y; Schug – Y, and Samson – Y.

**CARRIED Balkema/Schug moved to adopt the Public Safety Budget as presented contingent upon approval of the same budget by the City of Galesburg.** Roll Call Vote: Samson – Y;

Schug – Y; Bell – Y; Kramer – Y and Balkema – Y. CARRIED Balkema/Samson **moved to approve the salaries of the Supervisor, the Clerk and the Treasurer as presented.** CARRIED

READING & DISPOSITION BILLS:

Balkema/Samson moved that the bills be allowed and that warrants be drawn on the treasury for their respective amounts. CARRIED

CITIZEN TIME:

Jerry VanderRoest thanked the Board for appointing him to the position of Supervisor and noted how much he always enjoyed working in government that is closest to the people. Patrick McCann commented that he hoped Jerry would be easier to get along with than Fran.

MEMBERS TIME:

Fran commented that Mr. McCann did not follow up when the Board asked him to list specifically what he wanted to discuss at a special meeting. He noted that an MDOT meeting would be held at 3p.m. Thursday, March 24th at the Township Hall to answer questions about the rebuild of Exit 88 this summer. He also related that he had talked with Mark Worden from RCKC about the potholes on East Michigan east of Galesburg. Mark indicated that they would be taken care of. Linda relayed information from CTS Telecom indicating that they would be installing high speed fiber in the neighborhood and decommissioning the copper cable. She will check on information and pricing.

MOTION TO ADJOURN:

Balkema/Samson moved to adjourn at 5:00 p.m. CARRIED

Linda Kramer, Clerk

## **CHARLESTON TOWNSHIP 2016/2017 GENERAL APPROPRIATIONS ACT**

The Charleston Township Board resolves:

### **SECTION 1: Title**

This resolution shall be known as the Charleston Township 2016/2017 General Appropriations Act.

### **SECTION 2: Public Hearing on the Budget**

Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 11, 2016, and a public hearing on the proposed budget was held on March 22, 2016.

### **SECTION 3: Millage Levy**

The Charleston Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an allocated millage of 0.9724 mills for township operations; and voter authorized millage of 1.0 mill for public safety operating.

### **SECTION 4: Adoption of budget by Line Item**

The Board of Trustees of Charleston Township adopts the 2016/2017 fiscal year general fund budget by line item. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

### **SECTION 5: Payment of Bills**

Pursuant to MCLA 41.75, all claims (bills) against the Township shall be approved by the Charleston Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Board shall receive a list of claims (bills) paid prior to approval for approval at the next Board meeting.

### **SECTION 6: Authorized Salary, Hourly and Per Diem Rates**

Included in the various line items are amounts of the salary, hourly and per diem rates for the officials of the Township as follows:

Per Diem—all Boards and Commissions  
Supervisor  
Clerk  
Deputy Clerk  
Treasurer  
Deputy Treasurer

**SECTION 7: Estimated Revenues and Expenditures**

Estimated total revenues and expenditures for the various funds of Charleston Township are:

<u>FUND</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>
General	447,893	447,893
Public Safety	84,000	84,000
Sewer & Water	54,500	54,500

**SECTION 8: Periodic Financial Reports**

The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

**SECTION 9: Budget Monitoring**

Whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

**SECTION 10: Board Adoption**

Motion made by Balkema, seconded by Samson to adopt the foregoing resolution and General Appropriations Act. Upon roll call vote, the following voted aye:

Samson      Bell      Schug      Kramer      Balkema

The following voted nay: None

The Supervisor declared the motion carried and the resolution adopted on the 22nd day of March, 2016.

Linda Kramer, Township Clerk

A motion was made by Balkema/Samson to approve the following contract services for 2016/2017. Roll Call Vote: Samson – Y; Schug – Y; Bell – Y; Kramer – Y, Balkema – Y. CARRIED

**CONTRACT SERVICES FOR 2016/2017**

1. Lawn Care Ben Holtz – B & C Lawn Care
2. Cemetery Sexton Ben Holtz – B & C Lawn Care
3. Assessor Appraisals Plus Group, Inc. - Ben Brousseau
4. Attorney Craig A. Rolfe, PLLC
5. Accountant Siegfried Crandall PC
6. Hall Janitorial Services Brenda Schug
7. Web Services Lund & Lund
8. Technical Services Hi-Tech Integrated Technologies - Dave Lance