

Regular Meeting
Charleston Township Board
March 28, 2017

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: VanderRoest, Samson, Schug, Balkema and Kramer. Also present were Bert Gale and Attorney Craig Rolfe.

ADOPTION OF PROPOSED AGENDA AND MINUTES:

VanderRoest/Samson moved to approve the agenda as amended with the addition, under New Business, of (i. Meeting with Building Official and Township Attorney, and (j. Ask Enbridge for Grant for Hazmat Support. CARRIED

CONSENT AGENDA:

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

1. February 28, 2017 Regular Meeting Minutes,
2. Zoning Administrator's Report/Building Permits
3. The Planning Commission Report
4. Fire Department – Joint Fire Board Report
5. Communications
6. Treasurer's Report
7. Sheriff's Department Monthly Report

CARRIED

OLD BUSINESS:

- a. Balkema/Samson **moved to authorize the attorney to proceed with quiet title possession of Toad Hollow for \$1000.** CARRIED
- b. It was decided that Jerry VanderRoest and Bert Gale would meet with Pat McCann at the Speedway to get answers to some questions.
- c. Schug/VanderRoest **moved to transfer \$10,524 from Capital Expenditures to cover the highlighted budget line item expenses.** CARRIED

PUBLIC HEARING: 4:30 P.M. 2017/2018 Budget

Schug/Balkema moved to recess the regular meeting and open the Public Hearing at 4:30 p.m. Roll Call Vote: Samson – Y; Schug – Y; VanderRoest – Y; Kramer – Y and Balkema - Y.

CARRIED Jerry reviewed the budget and Linda synopsised the General Appropriations Act Resolution. There were no citizens present to comment on the proposed budget.

Samson/VanderRoest moved to close the Public Hearing and return to the regular meeting at 4:35 p.m. CARRIED

NEW BUSINESS:

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

CARRIED Samson/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; VanderRoest – 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

- b. Samson/Schug **moved to approve the 2017/2018 Meeting Schedule and to approve the 2017/2018 List of Contract Service Providers.** CARRIED
- c. VanderRoest/Schug **moved to adopt the Resolution To Modify The John Hancock Defined Contribution Pension Plan.** Roll Call Vote: Balkema – Y; Kramer – Y; VanderRoest – Y; Schug – Y and Samson – Y. CARRIED
Balkema/Samson moved to extend the Board meeting for a half hour per Board policy when a meeting runs past two hours. CARRIED
- d. The Supervisor tabled action on the hiring of clerical help
- e. Balkema/Samson **moved to approve the installation of a street light at E. Michigan and S. 40th St at a cost of \$100.** CARRIED
- f. This item was authorized in item C under Old Business.
- g. Balkema/Samson **moved to adopt the Resolution to Opt Out of Medical Marijuana Activities for the Township of Charleston.** Roll Call Vote: Samson – Y; Schug – Y; VanderRoest – Y; Kramer – Y; and Balkema – Y. CARRIED
- h. Jerry presented a list of accomplishments that the Township achieved from May of 2016 to March of 2017.
- i. After some explanation by the Supervisor, Balkema/Samson **moved to authorize the Supervisor to prepare a resolution encouraging Enbridge to provide grant money for the Hazmat team and their equipment.** CARRIED

READING & DISPOSITION BILLS:

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

CITIZEN TIME:

None.

MEMBERS TIME:

Jerry said that the insurance package was in our Board Pack, that he had signed the road contracts, and that he was planning on attending the MTA conference in April. He also commented that there will be a traffic count on Miller Drive this summer and the E. Michigan bridge will be closed for six weeks beginning the week of June 19th for rebuilding of the deck.

MOTION TO ADJOURN:

Balkema/Samson moved to adjourn at 6:35 p.m. CARRIED

Linda Kramer, Clerk

CHARLESTON TOWNSHIP 2017/2018 GENERAL APPROPRIATIONS ACT

The Charleston Township Board resolves:

SECTION 1: Title

This resolution shall be known as the Charleston Township 2017/2018 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 10, 2017, and a public hearing on the proposed budget was held on March 28, 2017.

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 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 2017/2018 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	366,000	366,000
Public Safety	84,800	84,800
Sewer & Water	65,200	65,200

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 28th day of March, 2017.

Linda Kramer, Township Clerk

A motion was made by VanderRoest/Samson to adopt the following payroll changes. Roll Call Vote: Balkema – Y; Kramer – Y; VanderRoest – Y; Schug – Y; and Samson – Y. CARRIED

PAYROLL CHANGES BASED ON THE 2017/2018 BUDGET

- | | |
|----------------------------|--|
| 1.) Deputies | Clerk - \$16/Hr. to \$4,700
Treasurer - \$16 /Hr. to \$1,050
Supervisor - \$16 /Hr. to \$1,050 |
| 2.) Office Staff | \$16.00 per hour |
| 3.) Board of Review | \$16.00 per hour |
| 4.) Plan. Commission Chair | \$100 per meeting |

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 2017/2018

- | | | |
|-----|--------------------------|---|
| 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. | Website Services | Psiborg Productions – Stephan Denas |
| 8. | Technical Services | Dave Lance – HTSE, Inc |
| 9. | Pension | Burnham & Flower |
| 10. | Engineering | Prein & Newhof |
| 11. | Zoning, Building | Associated Government Services (AGS) |
| 12. | Banking | PNC Bank, Mercantile Bank, Chemical Bank, 1 st Source Bank, 1 st National Bank, Talmer Bank, Kellogg Community Credit Union |
| 13. | | EMC/Ted Hartleb Agency |

