

Regular Meeting
Charleston Township Board
March 27, 2018

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 Travis Bartholomew, Rich Pierson, John Crumb, Tom McGhee, and Sarah Joshi.

ADOPTION OF PROPOSED AGENDA AND MINUTES:

Samson/Schug moved to approve the agenda as presented. CARRIED

CONSENT AGENDA:

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

1. February 27, 2018 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. Attorney's Report
8. Sheriff's Department Monthly Report
9. Gull Lake Sewer Authority Agenda/Minutes

CARRIED

OLD BUSINESS:

- a. Samson/Balkema **moved to authorize the supervisor to send a Letter of Intent to the City of Kalamazoo indicating that Charleston plans to contract with GLS&W for sewer maintenance and repair.** CARRIED
- b. After some discussion with Tom McGhee, owner of the Galesburg Speedway, Mr. McGhee indicated that he would be removing the bleachers from the concrete blocks within the next couple of weeks and that he would call when the task was completed. That was the last item on the list of violations that needed to be corrected. The Supervisor will notify the Township Attorney and the Township Building Official.
- c. VanderRoest/Balkema **moved to add one street light on the northeast side of East Michigan south of I-94 at a cost of no more than \$4200.** CARRIED

NEW BUSINESS:

- a. After some discussion between Travis Bartholomew and the Board, Balkema/Schug **moved to enter into a contract with the Road Commission of Kalamazoo County to gravel, pulverize and apply one HMA Base Course only to .99 miles of 38th Street from M-96 to 5200' north of M-96.** CARRIED 4 to 1. The final course will be applied next year.
- b. The Supervisor explained why the water rates needed to be raised and then Balkema/Samson **moved to adopt the Resolution Approving New Water Rates and Charges for Charleston Township Public Water Services effective April 1, 2018.** Roll Call Vote: Samson – Y; Schug – Y; VanderRoest – Y; Kramer – Y; and Balkema – Y. CARRIED Samson/Balkema **moved to adopt the Sanitary Sewer Charges Resolution.** Roll Call Vote: Balkema – Y; Kramer – Y; VanderRoest – Y; Schug – Y; and Samson – Y. CARRIED Rich Pierson of GLS&W clarified that the cost of a needed grinder pump will be included in the connection fee.

- c. Jerry announced the Trash Drop Off date will be April 28, 2018. The deadline to submit an article for the newsletter is April 3, 2018.
- d. Because the Supervisor will be attending the MTA Convention on Tuesday, Wednesday and Thursday, Kramer/Samson **moved to change the Board Meeting day to Thursday, April 26 at 7p.m.** CARRIED
- e. Sarah Joshi, Executive Director of the Kalamazoo County Child Abuse & Neglect Prevention Council, read the Proclamation for Child Abuse Prevention Month and asked the Board to approve it. VanderRoest/Kramer **moved to adopt the Proclamation for Child Abuse Prevention Month.** Roll Call Vote: VanderRoest – Y; Samson – Y; Balkema – Y; Schug – Y; and Kramer – Y. CARRIED
- f. Samson/Balkema **moved to approve signing the Scrap Tire Grant application and use a Sturgis firm for the collection.** CARRIED
- g. Kramer/Balkema **moved to approve the 2018/2019 Meeting Schedule.** CARRIED 4 to 1.
- h. Balkema/Samson **moved to approve the 2018/2019 List of Contract Service Providers.** CARRIED

PUBLIC HEARING: 5:50 P.M. 2018/2019 Budget

Samson/Balkema moved to recess the regular meeting and open the Public Hearing at 5:50 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. Balkema/Samson moved to close the Public Hearing and return to the regular meeting at 5:52 p.m. CARRIED VanderRoest/Samson **moved to authorize the purchase of a used road counter for \$400 or less.** CARRIED 4 to 1. VanderRoest/Balkema **moved to transfer \$3000 from Contingency to Street Lights.** CARRIED

- i. Balkema/Schug **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
- j. Schug/Samson **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
- k. Samson/Balkema **moved to adopt the Sewer & Water Budget as presented.** CARRIED
- l. Samson/Balkema **moved to approve the salaries of the Supevisor, 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:

None.

MEMBERS TIME:

Jerry said that the BOR went well, the Barn Theatre wants to build a pole barn and gazebo, gravel mining permits are coming up and an SEU & Rezoning. The Board decided not to meet with the Road Commission this year. Brenda said that the Assessor is getting ready for the AMAR.

MOTION TO ADJOURN:

Balkema/Samson moved to adjourn at 6:24 p.m. CARRIED

Linda Kramer, Clerk

CHARLESTON TOWNSHIP 2018/2019 GENERAL APPROPRIATIONS ACT

The Charleston Township Board resolves:

SECTION 1: Title

This resolution shall be known as the Charleston Township 2018/2019 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 16, 2018, and a public hearing on the proposed budget was held on March 27, 2018.

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 2018/2019 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	442,300	442,300
Public Safety	84,200	84,200
Sewer & Water	180,900	180,900

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 VanderRoest Schug Kramer Balkema

The following voted nay: None

The Supervisor declared the motion carried and the resolution adopted on the 27th day of March, 2018.

Linda Kramer, Township Clerk

A motion was made by Balkema/Samson to approve the following contract services for 2018/2019. Roll Call Vote: Samson – Y; Schug – Y; VanderRoest – Y; Kramer – Y, Balkema – Y. CARRIED

CONTRACT SERVICES FOR 2018/2019

- | | | |
|-----|--------------------------|---|
| 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. | Insurance | EMC/Ted Hartleb Agency |