

Regular Meeting
Charleston Township Board
April 23, 2019

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, Moravek, Schug, Balkema and Kramer. Also present were Tom McGee, Ed Santora, Jim Whitehead, Jeff Kidney, Richard Schmidt, Tom Brennan, Charleston's representative on the Road Commission, Joe Augustanelli from Southwest Michigan First, and John Crumb from Gull Lake Sewer & Water Authority.

ADOPTION OF PROPOSED AGENDA AND MINUTES:

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

CITIZEN TIME NON-AGENDA ITEMS

Ed Santora introduced himself as the new manager and potential owner of Galesburg Speedway. He explained that he wanted to work with the Township and was prepared to follow the rules. He planned to bring a list of things he wanted to do to the Township for approval.

CONSENT AGENDA:

Balkema/Schug moved to approve the consent agenda as submitted (with the addition of the Fire Report) consisting of:

- a. March 26, 2019 Regular Meeting Minutes
- b. Zoning Administrator's Report/Building Permits
- c. Communications
- d. Treasurer's Report
- e. Attorney's Report
- f. Planning Commission Report
- g. Gull Lake Sewer Authority Agenda/ Minutes
- h. Galesburg-Charleston Fire Board Report
- i. CT/GLSWA Chronological Action Plan
- j. Library Minutes & Report

CARRIED

Jerry introduced Tom Brennan, who has been newly appointed to the Road Commission of Kalamazoo County and represents Charleston along with a couple more townships.

OLD BUSINESS:

- a. John Crumb reported that Plummer's Environmental had been selected to clean 10,500 feet of sewer line ending at the river lift station. John said he needs the approval of the Township Engineer, Tom Wheat, so that work can continue.
- b. Jerry queried the Board on their preference for partisan or non-partisan elections for officials at the township level. Jerry, Don Balkema and Linda Kramer were in favor of partisan elections and Brenda Schug and Brian Moravek favored non-partisan elections.

NEW BUSINESS:

- a. After a brief explanation, Vander Roest/Balkema **moved to allow Breanna Bare on Augusta Drive to connect to the force main sewer line for the sum of \$13,600.** CARRIED Charleston has a verbal agreement with the Village of Augusta about connections along M-96 because the force main sewer line belongs to them.
- b. Schug/Vander Roest **moved to pay a one-time fee of \$369 to Miss Dig so that the Township can be informed every time Miss Dig marks the lines in the ground.** CARRIED

- c. Jerry related that several sewer projects were awarded to Pajay.
- d. Jerry reported that the river lift station and the Target lift station will be mowed by Gull Lake Sewer & Water Authority going forward.
- e. Jerry explained that an agreement was near with the City of Kalamazoo and the Regional Water & Wastewater Commission. Vander Roest /Balkema **moved to pay Charleston’s Annual Regional Water and Wastewater Commission dues in the amount of \$2340. CARRIED**
- f. Balkema/Vander Roest **moved to table action on setting sewer rates for the District #3 (E. Michigan Ave.) extension and District #4 (Augusta Dr) until next month when more complete figures will be available. CARRIED**
- g. Balkema/Vander Roest **moved to table action on setting sewer rates for District #4 (Augusta Dr) until next month when more complete figures will be available. CARRIED**
- h. Schug/Balkema **moved to adopt the resolution approving amendment of the Land Use Plan Map – Parcel No. 3908-29-226-011 as recommended by the Planning Commission. Roll Call Vote: Balkema -Y; Kramer – Y; Schug – Y; Samson – Y; and Vander Roest – Y. CARRIED**
- i. Balkema/Schug **moved to approve the rezoning of Parcel No. 3908-29-226-011 (12802 E. L Avenue) from the R-1 Single Family Rural Residential District zoning classification to the I-1 Light Industrial District zoning classification. Roll Call Vote: VanderRoest – Y; Moravek – Y; Balkema – Y; Schug – Y; and Kramer – Y. CARRIED**
- j. After some explanation by Jerry and Richard Schmidt about the request to amend the land use plan map to change three parcels from agriculture to light industrial, Balkema/Kramer moved to send the request back to the Planning Commission for further discussion. The motion was then withdrawn. Vander Roest moved to amend the resolution to add ½ of Parcel No. 3908-28-126-011. The motion died for lack of support. Schug/Moravek **moved to adopt the resolution approving amendment of the Land Use Plan Map – Parcel No. 3908-28-101-010 changing the classification to Light Industrial with Parcel Nos. 3908-28-126-011 and 020 remaining in Agriculture-2 as recommended by the Planning Commission. Roll Call Vote: VanderRoest – N; Moravek – Y; Balkema – Y; Schug – Y; and Kramer – Y. CARRIED**
- k. Vander Roest/Moravek **moved to table action on discussion of legal services until next month. CARRIED**

READING & DISPOSITION BILLS:

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

CITIZEN TIME:

No additional comments were offered.

MEMBERS TIME:

Linda had a request from Brad Roof to cut down a volunteer tree in Roof Cemetery and to wash the stones. Balkema/Schug **moved to allow Brad Roof to work under Ben Holtz of B&C Lawn Care for cutting a volunteer walnut tree and cleaning the headstones with the Township providing the cleaner. CARRIED**

Jerry reported that the street light on 40th near I-94 will be installed around May 4th.

MOTION TO ADJOURN:

Samson/Balkema moved to adjourn at 6:33 p.m. CARRIED

Linda Kramer, Clerk

CHARLESTON TOWNSHIP 2019/2020 GENERAL APPROPRIATIONS ACT

The Charleston Township Board resolves:

SECTION 1: Title

This resolution shall be known as the Charleston Township 2019/2020 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 15, 2019, and a public hearing on the proposed budget was held on March 26, 2019.

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 2019/2020 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:

Supervisor
Clerk
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	386,300	386,300
Public Safety	86,450	86,450
Sewer & Water	130,400	130,400
Road Fund	151,800	151,800

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 26th day of March, 2019.

Linda Kramer, Township Clerk

A motion was made by Balkema/Samson to approve the following contract services for 2019/2020. Roll Call Vote: Samson – Y; Schug – Y; VanderRoest – Y; Kramer – Y, Balkema –Y. CARRIED

CONTRACT SERVICES FOR 2019/2020

- | | | |
|-----|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. | Accountant | Siegfried Crandall PC |
| 5. | Hall Janitorial Services | Brenda Schug |
| 6. | Website Services | Personal Technology Mentor LLC, Patricia Costello |
| 7. | Technical Services | Dave Lance – HTSE, Inc |
| 8. | Pension | Burnham & Flower |
| 9. | Engineering | Prein & Newhof |
| 10. | Zoning, Building | Associated Government Services (AGS) |
| 11. | Banking | PNC Bank, Mercantile Bank, Chemical Bank, 1 st Source Bank, 1 st National Bank, Talmer Bank, Kellogg Community Credit Union |
| 12. | Insurance | EMC/Ted Hartleb Agency |
| 13. | Water | Village of Augusta |
| 14. | Sewer | Gull Lake Sewer & Water Authority |