**BENTON CHARTER TOWNSHIP**

**BOARD MEETING MINUTES**

August 9, 2021

7:00 pm

The Benton Charter Township Board meeting was held at the Township Hall, 5136 Windsor Hwy., Potterville, MI 48876 at 7PM August 9, 2021.

**PLEDGE OF ALLEGIANCE:**

Gary Suits led the board in the Pledge of Allegiance.

**CALL TO ORDER:** The meeting was called to order by Supervisor Gary Suits. Roll Call for Board Members included: Gary Suits - Supervisor, Karen Miller - Treasurer, Chuck Meddaugh, Scott Hoornstra, Jenna Coburn, and Chris Tennes - Trustees. Deputy Clerk Joy Suits was in attendance for the absence of Clerk Eugene Shanahan.

**APPROVAL OF AGENDA:** Scott moved to accept the agenda, Jenna supported. Roll Call VOTE: Gary- Yea, Karen - Yea, Chris - Yea, Jenna-Yea, Scott - Yea, Charles - Yea. Motion carried 6 Yeas - 0 Nays.

**APPROVAL OF MINUTES:**

Minutes from the July Board meeting on July 12, 2021 were presented. Jenna moved to approve, Chuck supported. Roll Call VOTE: Gary- Yea, Karen - Yea, Chris - Yea, Jenna-Yea, Scott - Yea, Charles - Yea. Motion carried 6 Yeas - 0 Nays.

**RECOGNIZE VISITORS & PUBLIC COMMENT:** Visitors in attendance included: Benton Township Fire Department Chief Tim James and Benton Township Fire Department Assistant Chief Don Buck.

No Comments.

**REPORTS TO BOARD:**

**Sheriff's Report**: Scott assisted in explaining the Sheriff's report. 73 events in July with multiple traffic stops/violations. Sheriff's Report will be put on file.

**Fire Department Report** - Chief Tim James gave the Fire department report. SCBA Mask Annual Fit Testing and Bottle Recertification, IT evaluation & Support , visits, to Potterville Public Schools Little Viking Program and Potterville Benton Charter Township District Library Summer Program, Replaced batteries in A-11 and checked charging system (good ), annual maintenance and service to the ambulance cots & stairs chairs. Trainings and meetings listed.

Fire runs in July 2021: 4 City of Potterville, 7 Benton Township and 8 mutual aid. EMS runs: 14 city of Potterville, 14 Benton Township and 47 mutual aid. The Fire Department's Report will be put on file.

**Bills for June** were paid totaling $29,794.28.

Charles moved to approve bills, Scott supported: Roll Call Vote: Gary- Yea, Karen - Yea, Chris - Yea, Jenna-Yea, Scott - Yea, Charles - Yea. Motion carried 6 yeas - 0 nays.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | | | |
| **Clerk Report:**, Paid bills, contractors and staff. Prep and Sent A/V applications and ballots, for August 3, 2021 special election. Updating Qualified Voter File and Ballot Applications. Update WEB meetings/notices as needed, publications/postings in paper. Training Election Coordinator, Deputy on QVF and A/V applications and Ballot handling. Contacted Total Security for server return/replacement cost /warranty information. Clerk report will be put on file.  **Treasurer Report:** Provided by Karen Miller. Continue to collect Summer 2021 taxes. Gave financial report. Treasurer report will be put on file.  **Supervisor Report:**  Develop job description/duties and Independent Contractor Agreement for Ordinance Enforcement Officer. Worked with zoning issues including applications, calls, and ordinance complaints. Worked on Master Plan, bids & quotes on building repairs, and application for Coronavirus Local Fiscal Recovery Fund. Attended Township Board Meeting, Planning Commission Meeting, and Fire Board Meeting and did prep work for meetings.  Supervisor report will be put on file.  **Assessors Report** was provided by Gary Suits. 2 building permits issued in July. Report will be put on file.  **Planning & Zoning Report** was provided by Gary Suits: Phone discussions and e-mail correspondence listed. 3 Zoning Compliance Permits processed, 1 Land Division or Lot Line Adjustment Application processed, 1 Site Plan Permit application processed. Numerous tasks pertaining to the Master Plan Update.  Report will be put on file.  **Unfinished Business: None**  **New Business:**  **Ordinance Enforcement Officer:** Supervisor opened the discussion regarding the necessity of an ordinance for the position of ordinance Enforcement Officer.  **Motion to approve the Ordinance for an Ordinance Enforcement Officer**. Karen moved to approve, Jenna seconded. VOTE: Gary-Yea, Karen-Yea, Chris-Yea, Jenna-Yea, Scott-Yea, Charles-Yea Motion carried 6 -Yeas, 0-Nays  **Motion to approve the job description including Board Member under #1 of Specific Duties and Responsibilities.** Chris moved to approve, Jenna seconded. VOTE: Gary- Yea; Karen- Yea, Chris-Yea, Jenna-Yea, Scott-Yea, Charles-Yea. Motion carried 6-Yeas, 0-Nays  **Motion to hire an individual as an employee of the Benton Charter Township for the position of Ordinance Officer.** Charles made the motion, supported by Scott. VOTE: Karen-Yea, Jenna-Yea, Scott-Yea, Charles-Yea, Chris-Yea, Gary-Yea. Motion carried 6-Yeas, 0-Nays  **Motion to approve $30 per hour as the compensation rate for an Ordinance Officer. Jenna moved to approve, seconded by Charles.** VOTE: Gary-Yea, Karen-Yea, Chris-Yea, Jenna-Yea, Scott-Yea, Charles-Yea. Motion carried 6-Yeas, 0-Nays  **Motion to approve the Ordinance Officer interview process for the Supervisor to select 3 board members to form an advisory committee**. Scott moved to approve the motion, Jenna seconded. VOTE: Charles-Yea, Scott-Yea, Karen-Yea, Gary-Yea, Chris-Yea, Jenna-Yea. Motion carried 6-Yeas, 0-Nays  (Supervisor Suits asked Chris, Jenna, and Karen to represent the Board as an advisory committee and they all three accepted.)  **Motion to give the Supervisor the additional duties for the same compensation rate as the ordinance officer.** Chris made the motion, supported by Charles. Supervisor asked permission to abstain and was granted his request by the board members. VOTE: Jenna-Yea, Karen-Nay, Scott-Yea, Charles-Yea, Chris-Yea, Gary-Abstain. Motion carried: 4-Yea, 1-Nay, 1-Abstain.  Meeting Adjourned at 9:25 P.M.  Joy Suits - Deputy Clerk. | | | |
|  |  |  |  |