**BENTON CHARTER TOWNSHIP**

**BOARD MEETING MINUTES**

April 11, 2022

7:00 pm

The Benton Charter Township Board meeting was held at the Township Hall, 5136 Windsor Hwy., Potterville, MI 48876 at 7PM on April 11, 2022.

**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, Gene Shanahan - Clerk, Jenna Coburn, Chuck Meddaugh, Scott Hoornstra, and Chris Tennes - Trustees.

**APPROVAL OF AGENDA:** Chris moved to accept the agenda with addition of New Business: Purchase of New Ambulance, Karen supported. Roll Call VOTE: Gary- Yea, Karen – Yea, Gene – Yea, Chris - Yea, Jenna – Yea ,Scott - Yea, Charles - Yea. Motion carried 7 Yeas - 0 Nays.

**APPROVAL OF MINUTES – Special Meeting:**

Minutes from the March 14, 2022 Special Meeting were presented. Jenna moved to approve the minutes, Scott supported. Roll Call VOTE: Gary- Yea, Karen – Yea, Gene – Yea, Jenna – Yea, Chris - Yea, Scott - Yea, Charles - Yea. Motion carried 7 Yeas - 0 Nays.

**APPROVAL OF MINUTES:**

Minutes from the Board meeting on March 14, 2022 were presented. Gary moved to approve, Chuck supported. Roll Call VOTE: Gary- Yea, Karen- Yea, Gene – Yea, Jenna – Yea, Chris - Yea, Scott - Yea, Charles - Yea. Motion carried 7 Yeas - 0 Nays.

**RECOGNIZE VISITORS & PUBLIC COMMENT:** Resident Nora Mejia of On Craft LLC on Lansing Road, Benton Township Fire Chief Tim James, and Assistant Chief Don Buck, Jake Arndt, Chad Chambers, Hannah Upright from BTFD.

Nora Mejia discussed concerns regarding property easement. Supervisor Suits will refer to Zoning administrator and contact Nora to provide response.

**REPORTS TO BOARD:**

**Sheriff's Report**: Gary provided the Eaton County Sherriff’s report totaling 84 events in March. Significant increase in Traffic stops. Sheriff's Report will be put on file.

**Fire Department Report** – Tim James gave the Fire department report; Breathing Air Compressor serviced, adapting to new McLaren Hospital drop-off, Statewide Tornado drill on March 23, 2022 at 1300 hr, ongoing Gizzard Fest planning, Fire Department personnel and ongoing training and meetings for staff..

Fire runs in February 2022: 9 City of Potterville, 10 Benton Township and 9 Mutual Aid.

EMS runs: 14 City of Potterville, 30 Benton Township and 58 Mutual Aid.

The Fire Department's Report will be put on file.

**Bills for March** were paid totaling $23,448.81. Motion to accept bills made by Chuck, supported by Scott. Roll Call VOTE: Gary- Yea, Karen – Yea, Gene – Yea, Jenna – Yea, Chris - Yea, Scott - Yea, Charles - Yea. Motion carried 7 Yeas - 0 Nays.

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| **Clerk Report:** Working on May Election: Sending A/V apps and A/V Ballots, updating QVF and documents. Assist with Tax calls, statement requests. Paid bills, contractors and staff. Still waiting on County testing tabulator modems. Sent publications to paper. Work with Jake to handle cemetery requests for burials, foundation for Spring. Updated web site as needed.  Clerk report will be put on file.  **Treasurer Report:**  Finalized tax collection, confirmed with County. Paid final tax liabilities for taxes collected. Continue working with BS&A to set-up online access. Began Audit prep. Completed Bank Recs. Made bank deposits. March financial report provided, and continuing to review Chart of Accounts conversion. Treasurer report will be put on file.  **Supervisor Report:**  Continued work with Tammy on updating Township Master Plan. Zoning applications, calls and office encounters. Worked on Ordinance complaints and violation reports with Bob regarding problem properties. Deliver ordinances and set up with Eaton County Court system and Eaton County Sheriffs department to allow writing uniform law citations Prep work for planning meeting and Board meeting. Statutory Duties of the Office. Attended Township Board Meeting, Planning Commission Meeting and Fire Board meeting. Supervisor report will be put on file.  **Assessors Report** was provided by Gary Suits. 2 building permits issued in March.  Report will be put on file.  **Planning & Zoning Report** was provided by Gary Suits: Phone discussions and e-mail correspondence listed. 4 Zoning Compliance Permits processed 1 Land Division application processed, No Zoning Board of Appeals Petition processed. No Special Use or Site Plan application permits processed. Continued work on Final Zoning Ordinance and updating web site with new documents. Ongoing Master Plan work. Report will be put on file.  **Ordinance Enforcement Report** was provided by Gary. Robert Bashore working to address complaints; Research done and letters mailed to owner of record. Report will be put on file.  **Correspondence:**  None  **Unfinished Business:** None  **New Business:**  **Resolution for Fire and Emergency Services Millage:**  Discussed the renewal of the millage for Fire and Emergency Medical Services to be added to August 2, 2022 election. Motion made by Chuck, supported by Gene. Roll Call VOTE: Gary- Yea, Karen- Yea, gene – Yea, Jenna – Yea, Chris - Yea, Scott - Yea, Charles - Yea. Motion carried 7 Yeas - 0 Nays.  **Purchase of New Ambulance:**  Discussed acquisition of new ambulance, with costs and options for possible purchase. Decided to use ARPA funds for down payment, financing balance. Motion made by Chuck, supported by Jenna. Roll Call VOTE: Gary- Yea, Karen- Yea, gene – Yea, Jenna – Yea, Chris - Yea, Scott - Yea, Charles - Yea. Motion carried 7 Yeas - 0 Nays.  **Public Comment:**  Meeting Adjourned at 8.17 P.M.  Eugene Shanahan –Clerk. | | | |
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