**BENTON CHARTER TOWNSHIP**

**BOARD MEETING MINUTES**

September 12, 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 September 12, 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, Joy Suits - Clerk, Charles Meddaugh, Scott Hoornstra, and Chris Tennes - Trustees. Treasurer Karen Miller and Trustee Jenna Coburn were absent.

**APPROVAL OF AGENDA:** Charles moved to accept the agenda, Scott supported. Roll Call VOTE: Scott- Yea, Charles– Yea, Chris - Yea, Gary- Yea, Joy - Yea. Motion carried 5 Yeas - 0 Nays.

**APPROVAL OF MINUTES:**

Minutes from the Board meeting on August 8, 2022 were presented. Scott moved to approve the minutes. Chris supported. Roll Call VOTE: Scott- Yea, Gary – Yea, Chris - Yea, Joy - Yea Charles - Yea. Motion carried 5 Yeas - 0 Nays.

## RECOGNIZE VISITORS & PUBLIC COMMENT: Benton Township Fire Chief Tim James, Asst. Fire Chief Don Buck, Fire Department members Constance and Jake Arndt, Deputy Clerk Tim Bentley Sr and Roger Wickerham.

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**REPORTS TO BOARD:**

**Sheriff's Report**: Scott Hoornstra led the discussion of the Sheriff Report as no representative was available. 60 events were listed, including 8 Traffic Hazards and 4 Suspicious Situations Sheriff's Report will be put on file.

**Fire Department Report** – Chief Tim James gave the Fire department report; Operational Information included status of Braun Ambulance and assistance with Potterville Public Schools. Training and Meetings/Special Events included AVI Training and National Night Out.

Fire runs in August 2022: 6 City of Potterville, 11 Benton Township and 6 Mutual Aid.

EMS runs: 15 City of Potterville, 17 Benton Township and 44 Mutual Aid.

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

**Bills for July were** paid totaling $18887.64 (includes payroll). Motion to accept bills made by Chuck, supported by Scott. Roll Call VOTE: Gary- Yea, Joy– Yea, Chris - Yea, Scott - Yea, Charles - Yea. Motion carried 5 Yeas - 0 Nays.

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| **Clerk Report:** Work included preparation for primary election and follow-up. Also, QVF updates, paid bills, cemetery requests for burials, foundations, and burial spaces, training, processed account payables and other duties of the clerk. Discussed upcoming election trainings. Continued training of new Deputy Clerk Tim Bentley, Sr. Statutory duties of the office performed.  Clerk report will be put on file.  **Treasurer Report:**  Report was provided by Gary for Karen. Reported on new availability to have residents pay their tax bills via credit/debit card. Working on same capability for cemetery and zoning payments. Signed Fire Dept checks, made bank deposits, assist with zoning calls and cemetery inquiries, Mailed all payables. Continued collecting tax payments. Treasurer report will be put on file.  **Supervisor Report:** Attended Township Board Meeting and Fire Board Meeting, worked with Tammy on Planning and Zoning issues. Zoning applications, calls and office encounters. Worked on Ordinance complaints and violation reports with Bob regarding problem properties. Prep work for planning meeting and Board meeting. Statutory duties of the office performed. Helped clerk with work overload due to primary election. Supervisor report will be put on file.  **Assessors Report** was provided by Gary Suits. 4 building permits issued in August  Report will be put on file.  **Planning & Zoning Report** was provided by Gary Suits which included 12 phone discussions, 4 Zoning Compliance Permits, 0 application for land division/adjustment 3 email discussions and 3 other discussions. Planning and Zoning Report on file.  **Ordinance Enforcement Report** was provided by Gary. Robert Bashore working to address complaints at 8 sites. Activity included phone conversations and site visits to research and address complaints. Report will be put on file.  **Correspondence:**  none  **Unfinished Business:** none.  **New Business:** Board reviewed bids for new landscaping in the front of the TownshipHall.The low bid was received from Jake Schaefer. Chris made a motion to award the contract to Schaefer, supported by Scott. Roll call vote: Chris-yes, Scott-yea, Charles-yea, Gary –yea, Joy –yea Motion carried 5- yeas, 0-Nays.  Board reviewed bids for concrete repair on the sidewalk in front of the Township Hall. The lowest bid was unacceptable due to lack of proper license. The second lowest bid was from Able Concrete. Scott made the motion to award the contract to Able, supported by Charles. Roll call vote: Chris-yea, Scott-yea, Charles-yea, Gary-yea, Joy-yea. Motion carried 5- yeas, 0-nays.  Board reviewed bids for electrical repair/replacement to maintain Township Hall. The low bid was from C&J Electric. Scott made the motion to award the bid to C&J, supported by Joy. Roll Call Vote: Chris –yea, Scott-yea, Charles-yea, Gary-yea, Joy-yea. Motion carried at 5 –yeas, 0- nays.  Board discussed the addition of a security policy regarding a monitor and new surveillance cameras to increase security at the Township Hall. Charles made a motion to pursue and approve installations of new security equipment, supported by Gary. Roll call vote: Chris-yea, Scott-yea, Charles-yea, Gary-yea, Joy-yea. 5- yeas, 0-nays.  Gary presented a new form for staff to use in coordination with complaints and inquiries taken for Ordinance Enforcement. Chris made the motion to approve the form for use by staff with Scott supporting the motion. All board members voted yea.  Gary read the Resignation letter of Jenna Coburn as a board member. Gary made the motion to accept the resignation effective immediately, supported by Chris. All board members voted yea.  Gary opened the floor for nominations for the open board seat left by the resignation of Jenna Coburn. Joy nominated Dave Falsetta, supported by Chris. Roll call vote: Chris-yea, Scott-yea, Gary-yea, Charles-yea, Joy- yea. 5- Yeas, 0- nays  Gary introduced the Benton Township Audit, performed by Walker, Fluke, & Sheldon, PLC. Each board member was presented with a copy of the audit for review.  Gary introduced a new zoning map as provided by the Planning Board. Chris made a motion to accept, with Scott supporting. All board members voted yea.  Gary made a motion to allow additional work and training as needed for deputies. Chrismade a motionto approve, with Charles supporting the motion. Roll Call Vote; Chris-yea, Charles-yea, Scott-yea, Gary-yea, Joy-yea. 5- yeas, 0- nays.  Gary purposed that he be allowed to do research into the possibility of a retirement plan such as a 403B plan, for staff and board members who do not participate in the municipal fund. Charles made a motion to allow Gary to do research on alternate retirement plans, supported by Chris. All board members voted yea.  **Public Comment**: There was a brief discussion about the landscape bids and an invitation by the fire department to see the new ambulance after the meeting.  Charles made a motion to adjourn, supported by Chris. All board members voted yea.  Meeting Adjourned at 9:07 P.M.  Joy Suits –Clerk. | | | |
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