

BENTON CHARTER TOWNSHIP

BOARD MEETING MINUTES

September 11, 2023

7:00 pm

The Benton Charter Township Board meeting was held at the Township Hall, 5136 Windsor Hwy., Potterville, MI 48876 at 7:00 PM on September 11, 2023.

PLEDGE OF ALLEGIANCE:

Gary Suits, led the board in the Pledge of Allegiance.

CALL TO ORDER: The meeting was called to order by Gary Suits. Roll Call for Board Members included: Gary Suits, Supervisor, Karen Miller, Treasurer, Joy Suits, Clerk, Scott Hoornstra, Charles Meddaugh, Chris Tennes, Dave Falsetta - Trustees .

APPROVAL OF AGENDA: Karen moved to add a discussion on the Fire Department Building and the Fire Building Committee under unfinished business. Scott supported. Chris moved to accept the agenda, Scott supported. Motion was passed unanimously.

APPROVAL OF MINUTES:

Minutes from the Board meeting on August 14, 2023 were presented. Charles noted a mistake in the minutes had not been worded correctly. Charles moved to approve the minutes with revisions, Scott supported. Roll Call VOTE: Motion was passed unanimously.

RECOGNIZE VISITORS & PUBLIC COMMENT: Benton Township Fire Department representatives Chief Tim James, Chad Chambers, Jeffrey Murphy, Connie Arndt, Marissa Arndt, Jake Arndt, Eaton County Sheriff Officer Mitch Musial, Roger Wickerham, Carah Spadafore, and Nancy Meddaugh.

REPORTS TO BOARD:

Sheriff's Report: Report was given by Officer Mitch Musial. 90 events were listed, including 13 traffic violations/stops, 14 traffic hazard, 7 motorist assist. Report will be put on file.

Fire Department Report –Chief James, gave the Fire Department Report which included a report on the August 24 Storm Response, Annual Drivers Training, and Potterville/Benton Township Library Summer Reading Program. Calls for service included (Fire ) 119 City of Potterville, 87 Benton Township, 12 mutual aid and (EMS) 30 city of Potterville, 23 Benton Township, 39 mutual aid. The Fire Department's Report will be put on file.

Bills. Bills for August were paid \$12,298.83, Payroll \$10,137.98 Motion to accept bills made by Karen supported by Gary. Roll Call VOTE: 7 Yea  
0 Nay

Clerk Report: Joy gave report. Work included continued training of new deputy clerk, and assisting with the collection of tax payments. Paid Bills, contractors and staff. Cemetery requests for burials, foundations, and burial spaces. Prepared publications, other duties of the clerk. Began preparation for 11/23 election. Statutory duties of the office performed. Clerk report will be put on file.

Treasurer Report: Karen made the report. Made bank deposits, monitored investments, assisted with zoning and cemetery calls. Completed bank reconciliations. Worked on audit with CPA. Entered payroll in BSA. Collected tax payments and paid all liabilities for August.. Treasurer Report will be on file.

Supervisor Report: Gary gave report. Attended Planning Commission Meeting, Township Board Meeting and Fire Board Meeting. Assisted with Zoning applications, calls and office encounters. Worked on Ordinance complaints and violation reports with OEO regarding problem properties. Prep work for Board meetings.. Work with Zoning Administrator. Solicited, prepared, and sent out bids for roof and painting work and storm damage at the cemetery. Supervisor report will be put on file.

Assessors Report: Report was provided by Gary. 9 building permits were issued, 2 bank foreclosures, and 1 recent Mortgage Company sale.

Planning and Zoning: Report was provided by Gary which included 18 phone/email discussions, 2 new Zoning Compliance Permits processed, 0 Zoning Board of Appeals Petition land division, 0 Land Division Adjustment Application, 1 Site Plan Permit, 1 Appeal petition and 1 zoning amendment applications. Planning and Zoning Report on file.

Ordinance Enforcement: Report was provided by Gary. Robert Bashore working to address complaints at 2 sites. Activity included 1 violation letter, and preparation for a State of Michigan Uniform Citation. Report will be put on file.

Correspondence: There was no correspondence.

Unfinished Business:

- Discussion about Fire Department Exploratory Committee. Charles moved to activate the formation of the committee after it was tabled for a month. Scott supported. Roll call vote with 7 yea 0 nay
- Gary made the motion to leave the Fire Department Facility Exploratory Committee selection process to Gary and to make Ben Kudwa the interim Chairperson until he demonstrates his plan. Chuck supported. Roll call was 7 yea 0 nay.
- Chuck moved that after selection of the Exploratory Committee is presented to the Township Board, the Board will approve the members. Karen supported. Motion was passed 7 Yea 0 Nay
- Gary moved the Fire Department Exploratory Committee may vote to confirm the interim chairperson as permanent chairperson for the committee. Charles supported the motion. Motion passed 7 Yeas 0 Nays.

New Business:

- Gary made the motion to accept the Audit Report. Scott supported. Unanimous Yeas.

- Gary led the discussion on the bids for cemetery roof repair. Chris made the motion to award the bid to J&L Exteriors. Charles supported. Roll call vote with unanimous yeas.
- Charles moved to approve agreement with Potterville to pay 1/2 operational costs for Community Clean-Up. Dave supported. Roll Call vote with 7 Yea 0 nay.
- Chris made a motion to adopt zoning amendments in regard to Short-Term rentals and the Official Zoning map. Charles supported. Roll Call vote with 7 Yeas and 0 Nay.
- Dave made the motion to accept bid to remove trees and total clean-up with proof of insurance. . Gary supported. Roll call vote with unanimous Yeas.
- Budget Amendments 1. To cover audit fees of \$600 from contingency fund. Karen made the motion supported by Scott. Roll call vote with 7 Yea and 0 Nay. 2. To cover cemetery maintenance and equipment fees of \$4000 from contingency fund. Karen made the motion, Charles supported. Roll call vote with 7 Yeas and 0 Nays.

Public Comment Roger Wickerham and Jake Arndt asked questions regarding the selection of the members of the Fire Department Facility Exploratory Committee.

Adjournment: Charles made a motion to adjourn, supported by Scott. All board members voted Yea. Meeting Adjourned at 9:00P.M.

Joy Suits, Clerk