**BENTON CHARTER TOWNSHIP**

**BOARD MEETING MINUTES**

**December 11, 2023**

**7:00 pm**

**The Benton Charter Township Board meeting was held at the Township Hall, 5136 Windsor Hwy., Potterville, MI 48876 at 7:03 PM on December 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: . Scott moved to accept the agenda, Gary supported. Motion was passed unanimously.**

**APPROVAL OF MINUTES:**

**Minutes from the Board meeting on November 13, 2023 were presented. Chris moved to approve the minutes supported by Charles. Motion was passed unanimously.**

## RECOGNIZE VISITORS & PUBLIC COMMENT: Benton Township Fire Department representatives Chief Tim James, Jason Arndt, Don Buck, Roy Gilbertson, Connie Arndt, Rodger Wickerham, and others unknown not signing the Sign-In Sheet.

**REPORTS TO BOARD:**

**Sheriff's Report: Report was given by Gary Suits and Scott Hoornstra. 57 events were listed, including 9 Car deer accidents, 8 traffic violations, and 5 traffic stops. Report will be put on file.**

**Fire Department Report –Chief James, gave the Fire Department Report which included lights were replaced in the apparatus bay, ECHO vent saw repaired and training for behavioral emergencies. Calls for service included fire 10 city of Potterville, 5 Benton township 3 mutual aid. EMS 21 City of Potterville, 19 Benton Township, 21 mutual aid. Report will be put on file.**

**Bills. Bills for November were paid $34,955.36, Motion to accept bills with additional research and clarification on the storm cleanup bill was made by Chris supported by Charles. 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.**  **Preparing for 2024 election, Statutory duties of the office performed. Clerk report will be put on file.**  **Treasurer Report: Karen made the report.**  **Made all bank deposits for GF, Tax Fund and CI and Perp. Funds continue to monitor investments.**  **Assisted where I could for zoning and cemetery calls and election calls. Completed bank reconciliations,**  **apart from general fund, Working on an issue with old uncashed checks and how we record payroll.**  **Signed and mailed all checks for general fund. Collected tax Payments, paid all liabilities for**  **November. 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.**  **Performed statutory duties of the office. Supervisor report will be put on file.**  **Assessors Report: Report was provided by Gary. 4 building permits were issued, 3 bank foreclosures,**  **and 1 recent Mortgage Company sale.**  **Planning and Zoning: Report was provided by Gary which included 13 phone/email discussions,**  **1 new Zoning Compliance Permits processed , 2 Zoning Board of Appeals Petition land division,**  **1 Special Use Permit, 1 Site Plan Permit, and 0 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 updating paperwork**  **to reflect site plan approving non operating holidays. Report will be put on file.**  **Correspondence:**  **There was no correspondence.**  **Unfinished Business:**  **There was no unfinished business**  **New Business:**  **Approval of 2024 purposed dates for Township Board Fire Board and Planning Commission meetings.**  **Scott made the motion to approve the purposed dates, supported by Chris.**  **Vote was unanimous to approve.**  **Discussion of application of a class C liquor license for local business Chris moved to approve the**  **application contingent on Zoning Administrator approval, Karen supported and all voted a**  **unanimous yea.**  **Public Comment Asst Fire Chief Don Buck announced the annual Christmas Socking Stuffing will be held at the**  **fire station on December 23, 2023.**  **Adjournment: Charles made a motion to adjourn, supported by Joy. All board members voted Yea.**  **Meeting Adjourned at 7:35 P.M.**  **Joy Suits, Clerk** | | | | | |
|  |  |  |  |