**MINUTES SILVER CREEK TOWNSHIP**

**REGULAR BOARD MEETING HELD ON MARCH 13, 2019**

The meeting was called to order by Supervisor Bill Saunders at 7:00 p.m. on Wednesday, March 13, 2019. The Pledge of Allegiance to the Flag of the United States of America was recited.

MEMBERS PRESENT: Supervisor Bill Saunders, Clerk Lorri Behnke, Treasurer Maureen Kuriata, Trustee Bill Zuhl and Trustee Mike Glynn.

MEMBERS ABSENT: None.

**APPROVAL OF AGENDA**

Trustee Zuhl moved, seconded by Treasurer Kuriata, to approve the agenda for the March 13, 2019 meeting. Motion carried by voice vote.

**CALL FOR PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

Treasurer Kuriata moved, seconded by Trustee Glynn, to approve the Minutes of the regular board meeting on February 13, 2019. Motion carried by voice vote.

**APPROVAL OF BILLS AND CLAIMS**

Treasurer Kuriata reported the bills and claims for March 13, 2019. Clerk Behnke moved, seconded by Treasurer Kuriata, to approve the following bills and claims in the total amount of $61, 832.46, as follows:

|  |  |
| --- | --- |
| FROM THE GENERAL FUND | 28,406.24 |
| FROM THE BUILDING FUND | 6,244.86 |
| FROM THE DEWEY LAKE WEED FUND | 250.00 |
| FROM THE INDIAN LAKE SEWER FUND | 12,626.42 |
| FROM THE INDIAN LAKE WEED FUND | 5,045.14 |
| FROM THE MAGICIAN LAKE WEED CONTROL FUND | 3,250.00 |
| FROM THE PARKS AND REC FUND | 500.00 |
| FROM THE PUBLIC SAFETY FUND | 5,509.80 |
|  |  |
| GRAND TOTAL OF DISBURSEMENTS | 61,832.46 |

Motion carried by unanimous roll call vote.

**READING OF COMMUNICATION**

No communications reported.

**POLICE REPORT**

Chief Grice reported: 26 complaints, 11 assists, 111 property inspections.

**BLIGHT AND LIQUOR REPORT**

4 liquor inspections with no violations. No blight report

**HEALTH & SERVICE REPORTS**

**Indian Lake Fire Department**: 7 calls in February; 5 in Silver Creek Township, 2 in Pokagon.

**Sister Lakes Fire Department**: no information received.

**Pride Care:** 24 calls total; avg. resp. time 09:11 minutes; 10 Priority 1; 14 Priority 2; 2 priority 3 calls.

**BUILDING/ZONING INSPECTOR'S REPORT**

4 building permits were issued, with a total projected construction cost of $84,500.

**ZBA REPORT**

The Zoning Board organizational meeting is scheduled for Thursday March 28, 2019 at 7pm.

**PLANNING COMMISSION REPORT**

Next meeting date is March 27, 2019.

**STANDING INSPECTORS REPORT**

For February: 5 Electrical inspections – no permits; 1 plumbing permit and 3 mechanical permits.

**TREASURER'S REPORT**

Treasurer Kuriata reported a General Fund trial balance of $339,327.63 and the Indian Lake Sewer trial balance of $306,440.47.

**OPERATIONAL REPORTS**

**Indian Lake Sewer:** Treasurer Kuriata reported this SAW grant is winding down and there are funds in the grant to purchase a new computer and software. Also 2 tablets are included making it easier to locate the sewer while working in the field.

**Sister Lakes Sewer:** will be starting a SAW grant.

**Parks and Recreation Committee:** The next Russom Park meeting is April 16, 2019.

**Public Safety Committee:** Chief Grice there has not been a meeting since the last board meeting.

**OLD BUSINESS**

**SOLAR ENERGY SYSTEMS (ORD 19-01)**

Solar Energy Systems (Ord 19-01) - Supervisor Saunders had questions about the cost of decommissioning; Trustee Zuhl noted performance bonds are listed as the way to cover decommissioning costs; discussion on the best way to incorporate this into our existing ordinance structure; Trustee Glynn moved and Trustee Zuhl seconded a motion to send this back to the Planning Commission to format this into our existing ordinance structure. Motion carried by voice vote.

**LED LIGHTING PROJECT**

Trustee Glynn is reviewing pricing for the LED lighting and the cost of the fixtures has come down considerably. He will continue to work on a list of our needs and pricing and he noted changing to LED lighting (sometimes by retrofitting existing lights) can reduce our electrical usage by up to 70% and we can improve lighting in certain areas of the building.

**NEW BUSINESS**

**MOTION TO ADOPT A SMOKE AND VAPE WORKPLACE POLICY**

Supervisor Saunders moved, seconded by Treasurer Kuriata. Discussion: Trustee Glynn asked what brought up this request and it was noted it was requested by more than one employee for clarification of no vaping in Silver Creek Township buildings. Motion carried by unanimous voice vote.

**MOTION TO SCHEDULE SPRING AND FALL TRASH DAYS FOR 2019**

Treasurer Kuriata moved and seconded by Clerk Behnke to Schedule Spring and Fall Trash Days for 2019 as follows: Spring: May 24, 25, 26 and 27th and Fall: Aug 30, 31st and Sept 1st and 2nd. Discussion: Trustee Glynn renewed his annual objection noting residents can and should be able to take care of their own trash without this coming from our budget; Treasurer Kuriata noted that most people from Chicago won’t be here to use the Friday dates so perhaps money could be saved by reducing this to 3 dates instead of 4 at each holiday; discussion concluded it is too late to make any substantial changes to the usual schedule for 2019, but it can be discussed for 2020.

Roll Call vote:

Yes (4): Supervisor Saunders ; Treasurer Kuriata; Clerk Behnke;Trustee Zuhl;

No (1): Trustee Glynn

Motion carried.

**RESOLUTION R19-04**

**TOWNSHIP BOARD MEETING DATES FOR 2019/20 FISCAL YEAR**

Clerk Behnke, seconded by Treasurer Kuriata to approve the following resolution:

WHEREAS, the board is required by resolution to provide the date, time and location of their board meetings;

FURTHER, the meetings must be posted within 10 days after the townships fiscal year beginning April 1, 2019;

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of Silver Creek, Cass County, Michigan does hereby establish that there shall be one regular board meeting each month as follows:

a. Regular meetings shall be held on the 2nd Wednesday of each month and shall commence promptly at 7:00 p.m.

b. All regular meetings shall be held at the Silver Creek Township Hall located at

32764 Dixon Street, Dowagiac, Michigan 49047.

c. Dates of said meetings shall be: April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 11, 2019; January 8, February 12 and March 11 , 2020.

Discussion: typo in agenda should be 2020 instead of 2019 (following the March 11th date); public hearing on budget is scheduled for Tuesday March 26, 2019 because it requires a notice be published at least 6 days prior to the budget hearing and the new clerk was not aware of this requirement. The public hearing notice has been sent and will be published to allow for more than 6 days notice, but several board members have competing meetings at night and this must be accomplished by 4/1/20, so the public hearing was set for Tuesday March 26, 2019 at 12 noon. Treasurer Kuriata noted this must be followed by a special meeting to approve the budget and salaries and the clerk must post a notice on the bulletin board at least 18 hours in advance of any special meeting. Clerk Behnke agreed and will post a notice 3/14/19 on the bulletin board as well as the website and the electronic sign.

Motion carried by unanimous roll call vote.

**MOTION TO APPROVE QUOTE FROM MTL**

**AND FOR SUPERVISOR SAUNDERS TO SIGN AGREEMENT.**

Trustee Glynn moved, seconded by Trustee Zuhl. Discussion.

Motion carried by unanimous roll call vote.

**MOTION TO REVIEW AND APPROVE A BID TO REPAIR THE FLOOR BETWEEN TREASURER AND BUILDING DEPARTMENT AND OTHER FLOORING ISSUES.**

Trustee Zuhl moved, Treasurer Kuriata seconded. Discussion: Building/Zoning Administrator Herter requested bids from 3 contracts and did provide specs in order to allow different opinions on how to fix this problem. This was successful and each bid has it’s own strengths and weaknesses. After discussion on what solution would best fit our needs, the board has asked B/Z Administrator Herter to now draw up some specs and send it to the original three for bids.

**MOTION TO ADOPT A ZONING CHANGE FOR COMMERCIAL DISTRICT – ADDING BULK FUEL STORAGE (PROPANE) AS A PERMITTED**

Trustee Zuhl moved, seconded by Supervisor Saunders.

“Bulk Fuel Storage (Propane)

Text amendment(s) to the Township Zoning Ordinance, as contained within the Township’s code of Ordinances, to amend 155.083 C Commercial District (B) Permitted Uses; to add subsection (13) Bulk Fuel Storage (Propane).”

Motion carried by unanimous voice vote.

**MOTION TO APPROVE GENERAL FUND LINE ITEM TRANSFERS**

Trustee Glynn moved, seconded by Clerk Behnke the following transfers:

|  |  |  |
| --- | --- | --- |
| **FROM** | **TO** | **AMOUNT** |
| 101-740 Postage | 101-727 Office Supplies | $196.19 |
| 998-999 Contingencies | 215-705 Deputy Clerk Salary | $678.27 |
| 998-999 Contingencies | 225-920 Software Annual Fee | $243.86 |
| 998-999 Contingencies | 265-775 Town Hall Supplies | $164.23 |
| 998-999 Contingencies | 805-708 ZBA Compensation | $49.97 |
| 998-999 Contingencies | 805-875 Planning Comm/ZBA Clerical | $48.10 |

Motion carried by unanimous roll call vote.

**MOTION TO APPROVE LINE ITEM TRANSFERS FOR**

**INDIANA LAKE WEED CONTROL FUND**

Clerk Behnke moved, seconded by Trustee Zuhl the following transfer

|  |  |  |
| --- | --- | --- |
| **FROM** | **TO** | **AMOUNT** |
| Fund Balance | 241-700 Water Quality | $2401.00 |

Motion carried by unanimous roll call vote.

**MOTION TO APPROVE BUILDING DEPT. LINE ITEM TRANSFERS**

Treasurer Kuriata moved, seconded by Supervisor Saunders. Discussion.

|  |  |  |
| --- | --- | --- |
| **FROM** | **TO** | **AMOUNT** |
| 249-717 Electrical Inspections | 249-705 Mechanical Inspections | $2,056.00 |
| 249-717 Electrical Inspections | 249-708 Pre Inspection Fees | $301.00 |
| 249-717 Electrical Inspections | 249-709 Clerical | $143.00 |
| 249-933 Computer Equipment | 249-802 Training | $1,066.00 |
| 249-740 Supplies | 249-910 Insurance | $43.26 |

Motion carried by unanimous roll call vote.

**MOTION TO APPROVE LINE ITEM TRANSFERS IN MAGICIAN LAKE WEED CONTROL**

Supervisor Saunders moved, seconded by Treasurer Kuriata. Discussion.

|  |  |  |
| --- | --- | --- |
| **FROM** | **TO** | **AMOUNT** |
| Fund Balance | 244-804 Permits and Licenses | $2,775.00 |

Motion carried by unanimous roll call vote.

**MOTION TO APPROVE LINE ITEM TRANSFERS IN PUBLIC SAFETY FUND**

Clerk Behnke moved, seconded by Treasurer Kuriata. Discussion.

|  |  |  |
| --- | --- | --- |
| **FROM** | **TO** | **AMOUNT** |
| 207-728 Police Dept Supplies | 207-866 New Equipment | $1,077.32 |

Motion carried by unanimous roll call vote.

**OTHER BUSINESS**

The public hearing on the budget will be held Tuesday March 26, 2019 at 12noon. It has been sent to be published as required with at least 6 days prior notice. The special meeting to approve the budget and salaries will take place immediately after the public hearing on the budget. The new clerk was not aware of the requirement to publish the notice 6 days prior to the public hearing, but this is not the only time there has been more than 1 meeting in a month and this will allow for any additional information regarding the road budget. The notice for the special meeting to take place after the public hearing on the budget, will be posted on the bulletin board on 3/14/19 as required.

**PUBLIC COMMENT**

Trustee Glynn inquired about the upcoming plans/projects for road projects/expenses. Supervisor Saunders reviewed a list. Discussion: concern that some of those roads were recently paved; Trustee Glynn noted the county did not appear to address the areas of concern listed by the township; Supervisor Saunders noted there are also 2 culverts that will need to be replaced; Supervisor Saunders noted he and Trustee Glynn will need to drive and look at some of these projects to determine if they are necessary and appropriate.

**ADJOURNMENT**

Supervisor Saunders adjourned the meeting at 8:34 p.m.

Prepared by: Lorri Behnke, Clerk

Dated: March 13, 2019

To be approved: April 10, 2019.