

# PINE GROVE TOWNSHIP MONTHLY BOARD MEETING MINUTES

May 3, 2023 7:00 p.m.

1. **Meeting was called to order** at 7:00 P.M. by Smith
2. **Pledge of Allegiance.**
3. **Roll Call: Present:** Richardson, Meert, Smith, Sell, Hephner **Also Present:** Atty. Catherine Kaufman
4. **Agenda:** Hephner requested to add items under Old Business, # 4 Basement Cleanup, #5 Data Guardian for Scanning. Meert asked to delete #2 Mi Gas Utility Ordinance Renewal as it has not been received. ***Motion made by Hephner, supported Richardson to approve the agenda with the addition of #4 and #5 and eliminate #2 under Old Business. All yes, motion approved.***
5. **Consent Agenda:** ***Motion made by Richardson, supported by Sell to approve the Consent Agenda. All Yes, motion carried.***
6. **Monthly Bills:** ***Motion made by Smith supported by Sell to approve the monthly bills for a total of \$38,734.25. All yes, motion carried.***
7. **Correspondence and Reports:**
  - A. **Sheriff:** Submitted. 46 township calls Hephner asked that a report on blight issues be included in the monthly report to the board with some #'s on properties being contacted.
  - B. **County Commission:** Submitted.
  - C. **Road Commission:** None
  - D. **Fire Chief:** None
  - E. **Fire Board:** Submitted. Gobles approved Brian Kronk as new Fire Chief and hoping for a smooth transition on June 30<sup>th</sup>. The outside sign is now working.
  - F. **Ambulance:** Submitted. 20 responses
  - G. **Treasurer: As of 3-31-23: Tax: \$-16.61 General: \$885,829.45 T&A: \$9,979.87 PNC Savings: \$199,919.38 Consumers Xtra Protect: \$250,625.38 Consumers Money Market: \$251,588.32 ARPA: \$310,007.88**
  - H. **Planning Commission:** Richardson reported that the PC is still working on the Master Plan and are hoping to do a final draft review at the next meeting on May 15<sup>th</sup> at 6 p.m. A welcome sign was discussed and need direction from board on what is wanted. Sell and Hephner will work together to come up with some more solid suggestions for the sign. Kehoe stated that it is his understanding that a welcome sign does not actually fall to the Planning Commission and possibly would not have to meet the sign size and setback requirements in the Zoning Ordinance. Attorney Kaufman stated that some of the things to consider is, will the Road Commission allow the sign to be put in the RC right of way and could the township try to lease from somebody on either end of the town. Attorney Kaufman stated that this would not have to be under the Planning Commission but the board would have to look at the setbacks first of all.
  - I. **KABA:** Submitted. 4 Building Permits
8. **Committee Reports: Building Committee:** Hephner stated that the last meeting was April 15<sup>th</sup>. Hephner stated that they discussed fire suppression in the township hall, a glass slider window into the Clerk/Treasure's office. Hephner asked if someone who plasters has been contacted. Smith stated that he has not had any call backs. Hephner asked to tackle getting some bids on plastering the walls in the building. Next meeting is May 8<sup>th</sup> at 6:30 pm. Hephner stated that the east side of the basement was cleaned and painted this date. Smith stated that the bids on the door will have to be advertised because the costs will be somewhere between \$8000 and \$10,000 to replace the three doors, leaving the door operator on the north door as it is in working condition. Smith stated it would be approx. another \$6000 to replace the door operator. Smith stated that he will prepare the advertisement. Smith also reported that he contacted Wonder Makers in Kalamazoo and they suggested the township purchase their own Radon Testing Kit and run the test. Smith stated that he has purchased the kit but with the current painting in the basement, will postpone conducting the Radon testing until that project is finished. Smith stated that the test is ran for 2-4 days and then sent in to be analyzed.
9. **Public Comment (limit two minutes):** Jacob with the Van Buren Conservation District and reported that there will be a recycling round up on June 24<sup>th</sup> in Paw Paw at the Van Buren County Community Mental Health Dept. on Hazen St. They will be taking Household hazardous waste, tires, electronics, Styrofoam, and paint. A resident asked if there was an ordinance against the cargo containers. Smith stated that if the containers are

the small ones, under 200 ft., they are allowed. If they are larger, they must get a building permit. Kehoe stated that they are on the agenda for the Planning Commission on May 15<sup>th</sup> at 6 pm. Pam Westcott reported that the Methodist Church in Kendall is hosting through Prominent Women Ministries, bible studies, workshops, coffee hours, sewing/crafting, and support groups. Call 269-941-3043 for more information.

10. **Old Business:**

1. **New Website:** Smith handed out estimates on new website costs and each estimate was discussed. *Motion by Smith, supported by Hephner to approve Shumaker Technologies to create a new web design at the quoted price of \$2,495.00. Discussion:* Hephner stated that 3 people from the board that use the website regularly be on a committee to work with Shumaker Technologies while creating the new web site and was agreed to by all members. *Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell – yes, Hephner – yes. All yes, motion carried.*
2. **MI Gas Utility Ordinance Renewal: Tabled**
3. **Park at North Lake:** Smith stated there is a small amount of the ARPA monies that have not been allocated. Sell and Hephner stated they believed all the monies had been allocated and Hephner suggested the park at North Lake be tabled until next meeting and look into the allocations of the ARPA monies before proceeding with the park at North Lake discussion. Smith stated he was just looking for approval to get estimates on the cost for a small pavilion with a cement pad because the North Lake Association has graciously offered to buy a picnic table for the pavilion. Sell stated that she was not in favor of bathrooms but did favor the idea of a pavilion. Yaple stated the township has graciously provided Port-a-potties at North Lake and would like to suggest if the township is going to get bids for cement work, the township consider putting permanent cement pads for the Port-a-potties for stability and cleanliness. **Tabled until next meeting.**
4. **Cleanup of Basement:** Hephner stated last month it was approved to have J&L Janitorial begin the cleaning in the basement, which they began today. They cleaned the floor in the east room and painted the floor with an epoxy sealer and found that the floor is sucking up all the epoxy paint and suggested a second coat and quoted an additional \$500 to the bid that was approved last month. *Motion made by Sell, supported by Meert to approve an additional \$500 for J&L Janitorial for a second coat for the basement floor. All yes, motion carried.*
5. **Data Guardian for Scanning: Tabled** Hephner stated she has also found numerous boxes of documents that are not required to save and would like to have Data Guardian do another pick up of boxes of records to be destroyed. Hephner stated it would be far less expensive than the first time but will prepare an estimate.

11. **New Business:**

1. **VBCRC Project Approvals:** Smith presented five 2023 Maintenance Project Program Sheets from the Van Buren Co. Road Commission. Dust control was budgeted for \$35,000 and came in at \$35,055. Sell stated that she wanted to go over all the projects and costs before making any decisions. Smith stated that he did not make copies for everyone as they are program sheets that need to be signed and sent back to the VBCRC. Hephner stated that she wasn't signing them but still wanted an opportunity to review them before making informed decisions. Smith stated that the 32<sup>nd</sup> Street project was budgeted for \$202,000.00 and came in at \$196,256.85. Gravel was budgeted at \$40,000 and came in at \$35,790. Tree Removal and Ditching on 23 ½ St. came in at \$21,574.56 and Tree and Stump Removal and Ditching on 2<sup>nd</sup> Avenue came in at \$22,198.15. Meert asked how many applications of dust control was in the cost and Smith stated that it included 3 applications, just before Memorial Day, end of June and in August. Hephner asked where the gravel goes and Smith stated that it goes where it is needed as areas are identified. Hephner asked about the ditching and where that money comes from, Smith stated that it comes out of the Special Project fund that was discussed two months ago. Sell stated that the two ditching projects and the 32<sup>nd</sup> St. project is out of the Special Project fund and the three projects total \$240,000.00 and is about \$12,000 under what was budgeted. Sell stated that she approves all the projects except for the 32<sup>nd</sup> St. Project as she does not believe it is necessary. After a discussion on the 32<sup>nd</sup> Street Project, *Motion made by Sell to accept all of the bids, excluding the 32<sup>nd</sup> St Project and see if there is somewhere we can better use those funds. Hearing no support Smith declared the motion dead.*

*Motion made by Smith to approve all five projects as presented from VBCRC.* Meert stated she wanted time to go over the project sheets and review budget figures before voting. Hephner stated she would like

to see all the financial sources before voting on these 5 projects. **Smith withdrew his motion.** Smith announced at this time he was calling for a Special Meeting next Wednesday, May 10<sup>th</sup> at 7 p.m. to approve or not approve the VBCRC Projects. Smith stated he would email the project sheets to everyone on the board. Hephner asked for the Auditor's sheet that shows the carry over amounts from last year. Smith stated that the VBCRC Project Program Sheets will be tabled until the Special Meeting on Wednesday, May 10, 2023 at 7 p.m.

2. **ORV Ordinance:** Smith stated the township needs to look at adopting an ORV Ordinance. Attorney Kaufman stated it's a process that comes under the DNR laws, that if you do not want ORV operating on the roads in Pine Grove Township, a map has to be developed that designates which road they could run on and then a requirement under the statute that would require a Public Hearing, noticing, and holding it. Attorney Kaufman already has an ordinance drafted from other municipalities if the board would like to take a look at that to get the ordinance started. Attorney Kaufman will forward that ordinance draft to everyone's email.
3. **Renewal/Extension Ambulance Agreement:** Attorney Kaufman read the agreement and gave her approval to approve. **Motion by Hephner, supported by Sell to accept the lease extension agreement. All yes, motion carried.**
4. **Additional Office Employees:** Smith stated that he has heard time and time again that people trying to come in here to do business and nobody is here or they can't get here during the hours that we are operating and suggest that the board take a serious look at putting someone on to do maybe an additional 20 hours a week to cover some afternoon hours. Sell stated that beginning in June she will be back to her normal hours and will be here in the afternoons on Tuesdays and her Deputy will be here on Fridays, whatever hours that are needed. Hephner stated that presently there is someone here every day for some period of time, evening hours on Monday and Tuesday, 9-3 on Tuesdays nine months out of the year, 9-12 Monday, Wednesday, Thursday and Friday. Hephner stated that working in this building for 11 years prior to coming back as a Trustee, there were days that no one came in for services and that has happened to everyone that has worked in this office to this day. Hephner stated that perhaps before hiring additional hours, that the board take a look at advertising the hours there is someone here. After a discussion, hours should be laminated and posted on the doors and the drop box outside.
5. **Blight Notice:** Smith stated that he would like to publish a Blight Notice in the Reminder that Pine Grove residents need to clean up their properties now that spring is here as the Blight Officer will be making rounds checking for unlicensed and inoperable vehicles and rubbish. Smith will write the notice and Meert will proof it.
6. **Computers:** Sell stated the Assessor was complaining about her computer and how slow it is. Sell advised that the Township had received a bill for the Malware and anti-virus, along with current back ups and they charged an extra \$154. The extra fee was due to the "public computer" not being on Windows 10 or newer, so they have now begun to charge an extra fee to have the Malware and anti-virus on the older computers as they are no longer supported by Windows. Sell suggested it might be time to get a quote to upgrade the Clerk and Treasure's computers (the Supervisor's computer is fairly new) and then use one of those to replace the "public computer". Sell stated the current contract for computer back up services is up in June, and we will be using the NAS going forward, Advantage for cloud storage and backup, and use their services for malware and anti-virus. Smith stated Meert is using a laptop for elections that is old and needs to be replaced as well. Sell stated she has talked to Advantage and they just need a list of what the township would like replaced and he will submit a quote. **Motion made by Hephner, supported by Smith to pursue replacing the two desk top computers for the Clerk and the Treasurer and also the Clerk's laptop for elections. All yes, motion carried.**
7. **Headlee L-4029:** After a review of the Headlee L-4029, **Motion was made by Smith, supported by Hephner to accept the Headlee Rollback figures as presented: Roll Call: Richardson - yes, Meert – yes, Smith – yes, Sell – yes, Hephner – yes. All yes, motion carried.** Smith advised that the current fire and road millages expire in December of 2024, so that millage renewal proposals should go on the August 2024 ballot.

12. **Member Comment:** Smith stated he will call Shumaker tomorrow to begin on the new website. Smith stated the Boy Scouts from Lawrence cleaned out all the recyclable paper at the recycle center, totaling approx. ½ semi. Smith asked if there was a written policy for the standard operations and job duties at the Recycle Center. Hephner stated they have not been looked at in years but believes the document exists. Smith stated he would like to see a copy of it.
13. **Adjournment:** *Motion made by Richardson, supported by Smith to adjourn. All yes, motion carried.*

*Adjourned at 8:58 p.m.*

Respectfully submitted,

Michelle Meert, Pine Grove Twp. Clerk