

PINE GROVE TOWNSHIP MONTHLY BOARD MEETING MINUTES

June 1, 2022 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 -Attorney Catherine Kauffman
4. **Agenda:** Meert asked to add item #4 Planning Commission Secretary to Old Business. *Motion made by Meert, supported by Hephner to approve the agenda as amended. All yes, motion carried.*
5. **Consent Agenda:** *Motion made by Hephner, supported by Richardson to approve the Consent Agenda. All yes, motion carried.*
6. **Monthly Bills:** *Motion made by Richardson, supported by Smith to pay the monthly bills as presented in the amount of \$83,325.51. All yes, motion carried.*
7. **Public Comment:** * Resident asked if there was anybody to maintain the boat launch at North Lake. He stated that there is an old tire, weeds are very tall, broken fencing and if there is someone that is suppose to be maintaining it, it is not being done.
* Matt Nielson, running for State Representative for the 39th District introduced himself. He is a Retired Special Forces Lt. Colonel, served 20 years.
* Resident asked if he could get a listing of the Pine Grove Township tax payers and addresses. He stated that he wanted to send out a bulletin. Attorney Kaufman stated that he needs to submit a FOIA Request.
* Bloomingdale Communications gave a project update. Construction crews are finishing up in the Jericho area and will be moving to the northwest corner of the township next.
* Resident stated that she filed a complaint with the State Police that somehow her heating fuel tank connection was disconnect and it was dripping out for some time. This happened after she had made a blight complaint about the neighbor and a situation occurred when the Supervisor followed up on the complaint.
* Resident stated that he did not see anything on the agenda about the Kendall Drain. Supervisor stated that he had contacted the Drain Commission and they stated that the Kendall Drain was done a few years ago. Resident stated he thought differently on that.
* Resident asked if anything was found out about a large garbage pick up for Pine Grove Township like Otsego Township does. Hephner stated that Pine Grove Township cannot offer what Otsego does but Pine Grove Twp. has picked up several reported areas of garbage along the road.
8. **Correspondence and Reports:**
 - A. **Library:** Nothing at this time.
 - B. **Sheriff:** Submitted. 64 criminal complaints, 6 assaults, 5 larcenies (catalytic converters) Sheriff Deputy stated that he is willing to take over the OEO duties. He only reports to one person on the board. After a lengthy discussion a *Motion made by Sell, supported by Hephner to appoint Trustee Jessie Richardson to be the liaison officer with the contracted Sheriff Deputy for the Township. Roll Call: Richardson – Abstained, Meert – yes, Smith – no, Sell – yes, Hephner – yes. 3 Yes, 1 No, 1 Abstain. Motion carried.*
 - C. **County Commission:** Submitted.
 - D. **Road Commission:** None
 - E. **Fire Chief:** None
 - F. **Fire Board:** Submitted. Working on grant opportunities and bid for fire truck
 - G. **Ambulance:** Submitted 19 calls in May
 - H. **Treasurer:** T&A: \$9,937.95 **Checking:** \$747,093.33 **PNC Savings:** \$199,924.98
Tax: \$49,083.19 **Consumers: ARPA: \$154,902.54, Extra Protect Savings: \$250,331.69 Money Market: \$250,666.52**
Sell requested to transfer \$20 into the Tax account so that it will remain with a positive balance due to some returned checks fees. Sell also stated that any tax overpayments under \$3.00 does not get a refund. Any tax overpayment over \$3.00, a check is written and sent out. *Motion made by Hephner, supported by Richardson to allow the Treasurer to deposit any tax overpayments under \$3.00 into the General Fund and any overpayments over \$3.00 will be refunded for the 22-23 Tax Season. All yes, motion carried.*

Motion made by Richardson, supported by Meert to transfer funds from the General Fund into the Tax account in the amount of \$20 to cover the NSF charges from returned checks. All yes, motion carried.

I. Planning Commission: Nothing at this time.

J. KABA: Submitted. Permits for May: 7 Building, 9 Electrical, 10 Mechanical, 5 Plumbing. Fee's totaling \$5875.00.

K. OEO: None

9. **Committee Reports:** None

10. **Old Business:**

1. Appoint Alternate to ZBA: Meert stated that the Alternate for the Board of Appeals, Dan Baker, stated that he would also be the alternate for the Board of Review. *Motion by Hephner, supported by Sell to appoint Dan Baker to the Alternate position for the Board of Review. All yes, motion carried.*

2. Computer Upgrades; Review and Award Bid: Board reviewed and discussed the bids that were received. After a lengthy discussion the board decided to continue to look at all options for record storage. *Motion by Sell, supported by Meert to table the Computer Upgrades until next month. All yes, motion carried.* Sell stated that the Clerks computer is out of storage for backups and last month the board voted to add more storage. *Motion made by Hephner, supported by Smith to contract with Aanalytics for off-site storage for the clerk's computer for one year. All yes, motion carried.*

3. New Building: Approve Bid Letting for Clearing of Trees/Brush: After a lengthy discussion of steps that needed to be taken before the clearing of trees and brush could take place, a *Motion by Richardson, supported by Sell to table the Bid Letting for Clearing of Property on CR 388. 4 yes, 1 nay, motion carried.*

4. Planning Commission: Meert stated that at the last Board meeting, the Planning Commission wages were reviewed and everyone received a \$15 increase, except for the Secretary, who received a decrease. Meert stated that she would like to amend this to reflect that the Secretary receive a \$15 increase as well. *Motion made by Richardson, supported by Hephner to return the PC Secretary to the original wages plus \$15 to \$265 per meeting. All yes, motion carried.* Per the discussion, next month all the boards wages will be reviewed.

11. **New Business:**

1. Review and Approve Repair to 12th Avenue; near CR 388: Smith presented a quote from the Road Commission regarding the repairs on 12th Avenue and stated that that is the section of road coming down from the dairy farm on 12th Avenue. Smith stated that it keeps washing out and the road commission dumps loads of gravel in there a couple times a year but it keeps washing out. After a lengthy discussion, *motion made by Smith, supported by Hephner to table the 12th Avenue Repair until the board can obtain further information. All yes, motion carried.*

2. Headlee Rollback for current Fiscal Year: Smith presented the Headlee Rollback worksheet for 2022. After a discussion and advice from Attorney Kaufman, *Motion made by Smith, supported by Sell to approve the Headlee Rollback for Fiscal Year 2022. All yes, motion carried.*

3. Appointment of 2 Notary Positions: Smith stated that it was brought up that it might be appropriate to have a couple of Public Notary's working at the Township. Sell stated that she gets asked all the time if there is a notary available. Meert stated that she was one before and that Deb Marculis stated that she would be willing to be one. Meert stated that it was about \$185 per person to become a notary for a 6-year period and covered under a \$10,000 bond. Smith stated that he was a notary as well. *Motion made by Richardson, supported by Hephner, to have the clerk, the treasurer and the deputy clerk become notaries and the township will pay the fees. All yes, motion carried.*

4. Budget Amendment: Smith stated with the township looking at purchasing new computer equipment and also the preliminary costs associated with the property and new building site, that maybe the budget should be amended ahead of time to cover these costs. Smith stated that the board needs to start thinking about these costs and how to proceed with amending the budget to cover these costs. Smith stated that he will put this on the agenda for next months meeting for further discussion.

5. Solicit Community Members to Sit on Building Committee: Smith stated that he would like to see some members of the community be on a committee for the new building, perhaps 3 or 4 citizens in addition to a couple of people from the board to make up a sufficient committee for this project. A citizen asked how the community was told about the building, how is it being funded and how can the board go ahead with a multi-million-dollar project without the community knowing anything about it. Attorney

Kaufman stated that the Township Board has the right to decide whatever they want to decide to do in terms of building a new township hall, not building a new township hall, fixing this township hall. Attorney Kaufman has already clarified that the township cannot put this question on the ballot, they could do surveys, other means of getting public input, perhaps a committee. Attorney Kaufman stated that it is totally up to the elected officials to make the decisions on what if anything they are going to do. Attorney Kaufman stated that it concerns her that the township officials are operating in a building with black mold and it makes her concerned about the liability for the people who work here and citizens who come in. Another resident stated that as a citizen of this township, the mold should be taken care of in this building as another building is not going to be going up in the next 30 days, so people are not working in the black mold. Hephner stated that there needs to be an organized plan for all of these things, the steps necessary to make a viable plan to make this happen and agreed that the mold needs to be addressed. ***Motion made by Richardson, supported by Hephner to get bids on mold remediation on the township hall. All yes, motion carried.*** Smith stated that going ahead with discussion on the Building Committee, and how to go about getting citizens interest, it was decided that the township would post for Letters of Interest through the website and the sign.

12. **Member Comments:** Richardson asked if there was anything more learned about the burned out Kincaid building. Attorney Kaufman stated that the township is enrolled in Fire Insurance Withholding and advised that the insurance company should be contacted. Meert stated that she received a phone call today that an ambulance backed into the building and did some minor damage. Life's insurance company will pay for the repairs but is wondering if there is a local company that the township uses that could be recommended.

Motion made by Smith, supported by Meert to adjourn. All yes, motion carried.

Adjournment: 9:29 p.m.

Respectfully submitted,

Michelle Meert, Pine Grove Twp. Clerk