

## PINE GROVE TOWNSHIP MONTHLY BOARD MEETING MINUTES

August 2, 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: *Motion by Richardson, supported by Meert to approve the agenda. (Two yes votes, discussion on who supported the motion and a vote was not asked for again or motion approved.***
5. **Consent Agenda: *Motion made by Sell, supported by Smith to approve the Consent Agenda. All Yes, motion carried.***
6. **Monthly Bills: *Motion made by Sell supported by Richardson to approve the monthly bills for a total of \$33,880.33 All yes, motion carried.***
7. **Correspondence and Reports:**
  - A. **County Commission: Submitted.**
  - B. **Sheriff:** Submitted. Deputy Turner reported 63 complaints for July 2023. Hephner stated with the repairs she's helping with at the township hall, she has noticed the semi's traveling through the village quite early and traveling quite fast. Deputy Turner stated he can have his Captain order the Speed Sign to be put up. It collects data and will help him know when traffic is blowing through the village.
  - C. **Road Commission: None** No word on CR 388 Repairs getting started
  - D. **Fire Chief: None**
  - E. **Fire Board:** Kehoe stated he should be notified soon on the Grant Applications. December is when the new Fire Truck Chassis is expected to be delivered and payment will be due. Attorney Kaufman advised that perhaps the Fire Board should submit a written request for additional operations funds through the ARPA funds.
  - F. **Ambulance: None**
  - G. **Treasurer: As of 6-30-23: Tax: \$51.09 General: \$900,169.22 T&A: \$9,971.11 PNC Savings: \$199,915.37 Consumers Xtra Protect: \$250,916.66 Consumers Money Market: \$251,839.30 ARPA: \$310,085.17.** Sell stated she is in the process of moving over some of these accounts to a different bank to get more FDIC coverage and a lot better interest rate.
  - H. **Planning Commission:** Richardson stated the September meeting has been moved to the 26<sup>th</sup> at 6 p.m., to hold a Public Hearing on the Master Plan draft.
  - I. **KABA:** Submitted. For July 2023: 2 building permits, 4 electrical, 4 mechanicals, 1 plumbing
8. **Committee Reports: Building Committee:** Next building committee meeting is August 10<sup>th</sup> at 6:30 p.m. Hephner stated the soffit needs some repairs. Smith stated TNT could probably do that. Sell will contact TNT.
9. **Public Comment (limit two minutes):** Kathy Garrett stated that Pine Grove Township's previous sexton, Jim Sumner, has passed away. There will be no service. Kathy Garrett asked if there was anything that could be done with the tree at CR653, also a tree at Oak and CR388. Smith stated he will bring it up along with some other areas to the Road Commission. Kathy Garrett stated on Friday, August 4<sup>th</sup>, the Kendall Store has been owned by Walter and Kathy for 23 years. They are giving away free hot dogs and cupcakes. Craig Yaple stated Saturday, August 5<sup>th</sup>, the North Lake Association is having their annual meeting, tentatively at 10 a.m. at the public swimming beach and would welcome any board members to attend. Rob Jones stated a few years ago the township changed the rules at the recycling center. It has been a couple of years since he's been there. Rob stated he took some stuff down there and it was construction materials. He did not know that construction material was not accepted. He stated the guy running the place was extremely rude. Sell stated that some prices were changed recently but not accepting construction material has not changed.
10. **Old Business:**
  1. **Tuck Point Bids:** Smith stated he received 1 bid for Tuck Pointing for \$8,900.00. Hephner stated she had some concerns regarding the bid as it was on an Invoice and not a bid sheet and to her, an invoice is a bill for services received. She would hate to approve something without the work clearly being a bid, and

not having anything else to compare to it. She believes it should be re-advertised. Meert agreed that the “bid” on the invoice was not clear or specific as to what is being done for \$8900.00. **Motion by Meert, supported by Sell to re-advertise for Tuck Point bids and not accept the bid from Standard Concrete. All yes, motion carried.**

2. **Generator Bids:** Smith stated he received 3 bids for a generator. Sell stated she noticed that Kerwin Electric was not included and Smith stated that he had not received it. Hephner asked if the DeHaan Heating and Cooling for \$1100.00 is separate? Smith stated that’s for gas. Hephner stated, it is separate from the generator bids but it is an integral part of one of these bids because the gas line has to be run, is that correct? Smith stated yes. **Motion by Hephner, supported by Meert to accept the bid from Esper Electric for \$11,275.00 for the 26kw generator and install, and DeHaan Heating and Cooling for the gas pipe work at \$1,100.00. Roll Call: Richardson – no, Meert -yes, Smith – yes, Sell – yes, Hephner – yes. Smith did not state if the motion passed.**
3. **Plumbing Bids:** Smith stated he received 3 bids: Zimmermans for a total of \$9,603.58. Rodgers Plumbing bid came in at \$5,000, \$7,200 with a water softener. Sumner bid for a total of \$6,550. After a brief discussion; **Motion by Hephner, supported by Sell to accept the Sumner bid with the addition of up to \$6,800.00 to include the outside faucet. Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell - yes, Hephner – yes. Motion carried.** Smith stated he would contact Sumner’s the next day to see if that is acceptable to them.
4. **VBCRC De-Berming:** Smith stated the reason De-berming is back on the agenda is because it was brought to attention that 6<sup>th</sup> Avenue was in dire need of de-berming also. Smith stated he went back to the Road Commission to have them write a new sheet for just doing 6<sup>th</sup> Avenue and the way their system operates is all the de-burming has to go on one sheet under one project number, so the whole project comes back to the board. The board previous approved the \$3,120.00 for 12<sup>th</sup> Avenue last month so now it is up for consideration to approve the additional \$5,000.00 for 6<sup>th</sup> Avenue. **Motion by Hephner, supported by Smith to approve the VBCRC De-Berming of 12<sup>th</sup> Avenue and 6<sup>th</sup> Avenue for a total of \$8,120.00. Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell – yes, Hephner – yes. All yes, motion carried.**
5. **New Web Site:** Smith stated that the mockup of the new website had been emailed to everyone and asked if everyone had a chance to look at it. Hephner asked what the time frame for the completion of the website was and Smith stated as soon as they get all the feedback and all the information and pictures, they can get it completed and then maybe by September some time. Hephner asked if the board would see it again before it was final and Smith stated yes.
6. **Michigan Gas Franchise Renewal:** **Motion by Smith, supported by Hephner to adopt the Michigan Gas Franchise Renewal. Roll Call: Richardson – yes, Meert – yes, Smit – yes, Sell -yes, Hephner – yes. All yes, motion carried.** Attorney Kaufman will arrange the publication of the summary once Clerk Meert provides the Ordinance #.
7. **Additional Painting Expense:** Smith read a quote from R & B Jones Painting to power wash and stain the back deck and to paint the window trims on the outside. The total bid is \$1000.00. Sell asked if the new doors are already painted and Hephner stated no, that they come primed and R & B Jones is already contracted to paint them. **Motion by Sell, supported by Richardson to accept the R & B Jones bid to power wash and stain the back deck and paint the exterior of the windows for \$1,000.00. Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell -yes, Hephner – yes. All yes, motion carried.** Richardson asked about the windows and Smith stated the one with a hole has been replaced and didn’t realize there was another window that needed replacing. Richardson stated there was another that was all foggy as it has lost its seal. Smith stated that window can be looked at for replacement.

#### 11. **New Business:**

1. **Cemetery Records:** Smith stated Sexton Jeff Gasper has been keeping records on an Xcel Spreadsheet. Smith stated he contacted a couple of different companies to get an idea of what it would cost to put all three cemeteries’ records into a program. After a discussion, Meert stated more research should be done before putting anything out to bid and agreed the township should use ARPA funds. Comstock Township will be contacted as they have a new program that they like.
2. **Draft Audit Approval:** **Motion by Richardson, supported by Smith to accept the draft audit from Seigfried and Crandall. All yes, motion carried.**

- 3. Recycle Center:** Hephner stated she has been contacted about unprofessional behavior at the Recycle Center. Without going into specifics, some uncalled commenting by one of the workers down there and then wanted to let the board know that she discovered there is a lock on the front of the Recycle Center, there is no lock on the back gate. Hephner had Sell ordered a lock for the back gate that has been left open and it is now locked in the back as well. Jeff has a key as well. Sell stated she has addressed the unprofessional behavior again.
12. **Member Comment:** Sell asked Smith if he could let her know if he has not heard back on a bid from a business she has suggested before the bid deadline so she can reach out so that tonight's incident does not happen again. Richardson asked if there was still a 5-year rotation for the chip seal on the roads. Smith stated that was a long time ago and the VBCRC is trying to get a 5-year plan, not just a 5-year rotation. Richardson asked if the roads being chip sealed, will they be fog sealed? Smith stated there is no chip seal this year for the township. Richardson asked why 653 is being chip sealed and Smith stated it is a county road not a local road and there is no township money being spent on that. Richardson asked if an answer can be obtained from the road commission regarding CR 388. Smith stated he asks every month and they do not have an answer. Meert stated she had a request from a resident if a modern water usable system could be placed in the Kendall Cemetery, apparently the old hand pump is not working. After a discussion, maybe it needs a new pump. An electric water supply is not really feasible.
13. **Adjournment:** *Motion made by Richardson, supported by Smith to adjourn. All yes, motion carried.*

*Adjourned at 8:45 p.m.*

Respectfully submitted,

Michelle Meert, Pine Grove Twp. Clerk