

PINE GROVE TOWNSHIP MONTHLY BOARD MEETING MINUTES

August 4, 2021 7:00 p.m.

1. Meeting was called to order at 7:00 P.M. by Supervisor Smith.
2. Pledge of Allegiance.
3. **Roll Call:** Present: Meert, Smith, Sell, Hephner Absent: Richardson
Also Present: Catherine Kaufman, Attorney
4. **Consent Agenda:** *Motion made by Sell, supported by Meert, to approve the consent agenda with a correction in the July 7, 2021 Meeting Minutes to reflect that KABA took in \$927,708 in the month of June. All yes, motion carried*
5. **Monthly Bills:** *Motion made by Smith, supported by Sell, to pay the monthly bills as presented in the amount of \$34,304.61. All yes, motion carried. Motion made by Smith, support by Hephner to allow Meert to pay the bills that come in this month and present the receipts at next months meeting. All yes, motion carried.* Attorney Kaufman will prepare a resolution allowing Clerk to pay reoccurring bills received after monthly meeting date for approval at next months meeting.
6. **Public Comment:** None
7. **Correspondence and Reports:**
 - A. **Library** – Proposed drawing and estimate to be presented before the end of the month.
 - B. **Sheriff** – submitted
 - C. **County Commission** – submitted
 - D. **Road Commission** – None
 - E. **Fire Chief** – None
 - F. **Fire Board** – Kehoe stated that they were not able to have a fire board meeting last month because they did not have a quorum. Hephner stated that the fire board needs to appoint someone to represent Pine Grove Township so that they can hold monthly meeting with a quorum. Hephner stated that one member from the City of Gobles has resigned and has not been replaced but that is not Pine Grove Townships problem to resolve. Hephner stated that she has talked to a couple of people that may be interested. Attorney Kaufman stated that it should not be another board member, that it should be a Pine Grove citizen. Kehoe stated that he and Hephner can arrange a date that they can meet with the Gobles representative so they can complete a meeting in August. Meert will post a notice in the paper for interested persons to apply to be on the Fire Board.
 - G. **Ambulance** - None
 - H. **Treasurer** – T&A: \$10,084.61 General Checking: \$1,097,676.19 Savings: \$199,928.38 Tax \$11.53
 - I. **Planning Commission** – Meeting changed to August 18th to meet with Bear Priest, Attorney Kaufman, Consultant Rebecca Harvey to go over ordinances for Short-Term Rentals.
 - J. **KABA** – Fee’s for permits issued in July is \$4,694 Total Building Permit fees taken in for July is \$278,287.
 - K. **Ordinance Enforcement Officer** – None
8. **Committee Reports:** **American Rescue Plan:** Representatives from Southwest Michigan Communications Inc. did a presentation on two current projects they are working on that require additional ARPA funds from local government agencies related to a broadband expansion in Pine Grove Township, USD-RUS ReConnect Round 1 and Round 2. Hephner stated that there is a Webinar on August 11 at 11 a.m. Hephner stated that she is not available that day to watch it and was wondering if anyone else on the board would like to watch it. Smith asked Hephner if she would send an email out to everyone and Hephner stated that she would get that sent out. Hephner also thanked Sell for getting the ARPA forms filled out and submitted. Smith stated that he received information back on what is needed to put a toilet at the North Lake Public Access and he stated that he would also like to get some type of permanent non destructible picnic table for that area. Meert stated that she read that the funds could be used for office expansion, that possibly the township could look at using the monies for a building expansion as this building is not big enough for holding

elections in. Hephner stated that Pine Grove should have an application form to be filled out for requesting funds from ARPA funds. Smith stated that he could get a copy of the application from Van Buren.

9. **Old Business:**

1. **Recycle Center Fees:** Sell and Hephner presented all the facts and questions they could come up with for the Recycle Center. After a lengthy discussion, Hephner stated that they would take all the comments and decisions the board made and have a new presentation next month. *Motion made by Meert, supported by Smith to have a free yearly recycling pass for Pine Grove Township property owners. All yes, motion carried.*
2. **Select New IT Company:** Smith stated that Pine Grove Twp. needs a new IT company. Smith stated that he and Michelle have contacted companies and received estimates back from several companies. After a discussion on the different companies' services and costs, Smith recommended Hi-Tech. *Motion made by Smith, supported by Hephner to contract with Hi-Tech Integrated Technologies out of Portage, Michigan. All yes. Motion carried.*
3. **Attorney Kaufman with Zoning Information:** Kaufman stated that she is meeting with the Planning Commission specifically to address ordinances that address Short Term Rentals on August 18 and would prefer to meet with them first before reporting to the Board. Smith stated that he would be sending everyone, including Attorney Kaufman a finalized agenda by the Wednesday prior to the monthly meeting so that everyone can familiarize themselves with the agenda items prior to the meeting.
4. **Interlocal Fire Agreement:** Attorney Kaufman stated that to her knowledge, there has been no meeting in regards to discussion on continuing the Interlocal Fire Agreement with the City of Gobles. Kaufman stated that since there was no board resolution for termination by July 1, 2021, basically, the contract is automatically renewed.

10. **New Business:**

1. **Appoint New Land Division Co-Ordinator:** Smith stated that the Zoning Administrator Bear Priest, KABA, currently takes care of land divisions for Pine Grove Township, however, he does not have access to the files of prior land divisions of the parent property, therefore, it should actually come under the umbrella of the Assessor, Ben Brousseau. Ben Brousseau has agreed to handle the land splits, at a higher wage, and supplied a new contract with the new annual salary increase from \$6,000.00 to \$8,400.00. *Motion made by Meert, supported by Sell to appoint Ben Brousseau as new land division coordinator. All yes. Motion carried. Motion made by Hephner, supported by Smith, to enter into a contact with Ben Brousseau for services to Pine Grove Township. All yes. Motion carried.*
2. **2021 Road Projects, 32nd St. Bid:** Smith stated that the 32nd St. project went out to bid and came back at \$213,269.05 which is quite a bit higher than the original estimate. Hephner stated that there is only \$198,000 in the budget and clearly not enough to do this project. Smith stated that the consensus of this board is to not proceed with this project at this time. The engineering work is done if the township wants to put it out for bid again in early 2022.
3. **Approval of Audit for 2020/2021:** *Motion made by Hephner, supported by Sell to approve the 2020/2021 audit. All yes. Motion carried.*
4. **Transfer of Funds from General Account:** Sell stated that the current bank is now being bought out by Huntington Bank and they will no longer insure monies over \$250,000 FDIC so she would like to move a good chunk of checking account monies into another banking institution to keep the monies safe. Sell stated that she has checked out several banking institutions, OMNI, Lake Michigan Credit Union, and Consumers Credit Union and found some of the best places are credit unions, however, they require meeting minutes. Sell stated that she needs board approval to move these funds. *Motion made by Smith,*

supported by Meert to move some checking account funds into other financial institutions as the Treasurer deems necessary. All yes. Motion carried.

11. **Public Discussion:** None

12. **Member Comment:** Meert stated that she received a 911 Service Plan Update from the County advising the township of its right to serve as its own PSAP and dispatch their own public agencies. The Board agreed that this will not be an option for Pine Grove Township.

Adjournment: 8:48 p.m.

Respectfully submitted,
Michelle Meert, Pine Grove Twp. Clerk