

## PINE GROVE TOWNSHIP MONTHLY BOARD MEETING MINUTES

October 4, 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:**
4. **Agenda: Motion by Sell, supported by Hephner to approve the agenda. All yes, motion carried.**
5. **Consent Agenda: Motion made by Hephner, supported by Sell to approve the Consent Agenda. All Yes, motion carried.**
6. **Monthly Bills: Motion made by Richardson, supported by Smith to approve the monthly bills for a total of \$81,176.22 All yes, motion carried.**
7. **Correspondence and Reports:**
  - A. **County Commission: Submitted.**
  - B. **Sheriff: Submitted.** Deputy Turner reported 78 calls for service in Pine Grove Twp., 38 traffic stops in the construction area in the last two weeks, the Sheriff's Dept. is 1900 call of service over last year and are down 6 deputies. It is Car/Deer time and drivers need to be aware. Dep. Turner presented a blight complaint update.
  - C. **Road Commission: None**
  - D. **Fire Chief:** Chief Kronk reported 163 calls to date. Open House on Wednesday, October 11<sup>th</sup> from 6pm-8pm at the fire station with hot dogs and popcorn.
  - E. **Fire Board:** Kehoe reported that the truck chassis delivery is delayed to January. \$30,000 grant was approved.
  - F. **Ambulance: None.**
  - G. **Treasurer: As of 7-31-23: Tax: \$100,000.86 General: \$899,753.67 T&A: \$9,965.28 PNC Savings: \$199,912.76 Consumers Xtra Protect: \$251,001.91 Consumers Money Market: \$252,010.44 ARPA: \$310,137.85.** Sell reported that the resolution on the investment policy is still being worked on.
  - H. **Planning Commission:** Next meeting Oct. 16<sup>th</sup> at 6 p.m.
  - I. **KABA: Submitted.**
8. **Committee Reports: Building Committee: UPDATE ON PROJECTS:** Hephner reported the mold remediation and asbestos removal needs to be addressed and made a motion to put those two items out to bid. Hephner reported the building restoration was completed. Sell stated the fire suppression needs to be addressed as well. Sell asked Chief Kronk if that was something the fire department would be able to help out with and he stated yes. **Motion by Hephner, supported by Sell to solicit bids for mold remediation and asbestos abatement in the basement. All yes, motion carried.** Hephner reported she had a lock smith in and got the last two file cabinets opened. Once the file cabinets are all emptied, she will begin putting permanent records into them. Data Guardian will pick up the container again next week and she is hoping she will have everything cleaned out by then so it will be the last month to contract with Data Guardian. Smith reported the doors are scheduled to be installed October 24-25<sup>th</sup>. Smith reported the pump at the cemetery will be done next week. Smith reported the generator is being installed this week. Smith reported he will be calling the gas people tomorrow to come out and run the gas pipe, so hopefully the generator will be on line in the next two or three weeks. Smith reported if the water conditioner comes in today or tomorrow, the plumber will be here tomorrow or Friday. Smith reported he is meeting on the new website on Friday and will then schedule training. Smith reported the power to the speed sign was installed incorrectly to begin with and when they did the road work, it was dug up, so Esper Electric will look at what needs to be done to get that corrected. Sell advised that the Road Commission came in and obtained the information needed to contact the original installers of the Speed Sign. Consensus was to leave it until the road is done to see who is going to be covering the cost to replace the wiring. Next Building Committee meeting is October 9, 2023 at 6:30 p.m.
9. **Public Comment (limit two minutes):** Dan Baker stated he had some experience with the Planning Commission and the fire department and would like to be a part of the Building Committee meeting. He was told he would be welcomed. Pam Westcott stated the church holds bible study on Monday mornings, 7 am.

Thursday nights is women's coffee clutch and they are holding human trafficking educational meetings. Steve Flowers advised he was at the last meeting and complained of the papers being thrown into his yard and it is still continuing. Smith advised him it is still being looked into. Kathy Garratt stated the township officials are too busy to return her call. Eric Mathis gave an update on his progress on the Kendall Drain.

#### 10. Old Business:

1. **Map of Township:** Smith reported he has a high-resolution map of Pine Grove Township and he will email that to everyone to review.
2. **E-Mail Policy:** Smith reported that he updated the e-mail policy and will be sending it to Attorney Kaufman for review. Smith stated he will no longer do any township business through text messaging on his personal phone, email only or phone, and all members of the board should do the same.
3. **Planning Commission Vacancy:** Smith reported the vacant position on the Planning Commission was advertised and only one application came in. *Motion by Smith, supported by Hephner to appoint Mark Visser to the Planning Commission for a 2-year term. All yes, motion carried.*
4. **Payment to BCI from ARPA Funds:** Smith reported BCI submitted another request for payment. Sell stated a separate check should be issued per invoice. Sell stated the first invoice is for \$17,948.16 and the second invoice is for \$71,435.27, for a total of \$89,383.43. *Motion by Meert, supported by Sell to pay the two invoices to BCI out of the ARPA funds. All yes, motion carried.*

#### 11. New Business:

1. **Approve Funding for Early Voting:** Meert presented the invoice for the Early Voting Supplies for the County to run the 9 days of early voting next year in the amount of \$1,500.00. *Motion by Smith, supported by Hephner to pay the \$1,500.00 to Van Buren County for Early Voting costs. All yes, motion carried.*
2. **Approve KABA Budget FY 2024:** Smith presented the KABA FY 2024 Budget. *Motion by Hephner, supported by Smith to approve the KABA FY 2024 Budget. All yes, motion carried.*
3. **Senior Services Agreement with Paw Paw:** Gary Schantz, Director of Paw Paw Senior Center, reported they are looking to renew their contract with Pine Grove Township. Gary reported they have 640 members that attend the center from 5 different townships and other areas and have added many more activities. *Motion by Meert, supported by Hephner that Pine Grove Township renew their contract for 1/4 mil for Paw Paw Senior Services for 2024. All yes, motion carried.* Sell will review the cost of sending out mailers.
4. **Tree Work at Township Office:** Smith reported there are 4 pine trees outside that are seriously infected with needle rot. Smith reported he had two certified arborists to look at them and both stated that the trees are dying. Smith reported he received bids to take down the 4 trees, grind up the stumps, remove everything and lift the canopy. Smith reported he received 2 bids, one from J&S Tree for \$2,800.00 and Trimrite Tree Service for \$3,675.00. *Motion by Hephner, supported by Smith to contract with J&S Tree Service for \$2,800.00 to remove 4 trees and lift the canopy, grind the stumps and remove everything from property. All yes, motion carried.*
5. **Tree Work at Earl Cemetery:** Smith received two bids for tree work at Earl Cemetery. *Motion by Hephner, supported by Meert to contact with J&S Tree Service for the tree work at Earl Cemetery. 4 yes, 1 opposed, motion carried.* Sell voiced her concerns after reading that pruning the oaks before November could be damaging and asked that Smith relay the concerns to J&S and ask if they can do those after November. Smith stated he would.
6. **Replacing Transfer Station Worker-Resigned:** Smith received verbal resignation from one of the recycle attendants, but stated attendant would continue to fill in until a new person was hired. Sell requested the resignation be effective immediately as there is issues between the two workers. The remaining worker will take the other hours until another worker is employed. Smith stated he will be there on Saturday afternoon and will let him know that he is done and get the keys.
7. **ADT Camera for Entry Ways and Drop Box:** Meert reported she has to have a camera installed on the new Ballot Drop Box per law and the state will pay for that camera at this time. Sell stated that she is here alone at night many times and would like to have camera's installed on all the doors. *Motion by*

*Hephner, supported by Sell to spend up to \$2000.00 per security camera with ADT. All yes, motion carried.*

12. **Member Comment:** Richardson stated the street lights at Oak and Lake, and Lake and Cherry and 27<sup>th</sup> streets need to be fixed. Sell stated she will get on line and look into it.

13. **Adjournment:** *Motion made by Smith, supported by Hephner to adjourn. All yes, motion carried.*

*Adjourned at 8:45p.m.*

Respectfully submitted,

Michelle Meert, Pine Grove Twp. Clerk