

PINE GROVE TOWNSHIP MONTHLY BOARD MEETING MINUTES

November 1, 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:** Attorney Josh Thall
4. **Agenda: Motion by Smith, supported by Richardson to approve the agenda. All yes, motion carried.**
5. **Consent Agenda: Motion made by Richardson, supported by Hephner to approve the Consent Agenda. All yes, motion carried. Motion by Sell, supported by Hephner to approve the Minutes of the Special Meeting Minutes of October 4, 2023. All yes, motion carried.**
6. **Monthly Bills: Motion made by Smith, supported by Sell to approve the monthly bills for a total of \$139,827.64 All yes, motion carried.**
7. **Correspondence and Reports:**
 - A. **County Commission: Submitted.**
 - B. **Sheriff: Submitted.** Deputy Tarner reported 73 complaints in Township for October. Dep. Tarner will report to Clerk Meert for anything related to Blight enforcement.
 - C. **Road Commission:** CR388 Project bid was to be completed by November 15, however with the inclement weather, that date may be extended.
 - D. **Fire Chief:** Time change is coming up and should be a reminder to change the batteries in smoke detectors. 183 calls for service for 2023.
 - E. **Fire Board:** Waiting on the \$30,000 from the grant
 - F. **Ambulance: Submitted.** Is willing to do an AED demonstration at a future meeting.
 - G. **Treasurer: As of 9-31-23: Tax: \$17,457.62 General: \$870,864.49 T&A: \$9,962.36 PNC Savings: \$199,911.35 Consumers Xtra Protect: \$251,043.17 Consumers Money Market: \$252,093.29 ARPA: \$319,163.35.**
 - H. **Planning Commission:** Kehoe reported that it was a mandatory, brief meeting with no business and welcomed a new member, Mark Visser. November meeting will probably be cancelled.
 - I. **KABA: None**
8. **Committee Reports: Building Committee:** Pam Visser reported that they had a brief meeting and discussed fire rated storage and Sell stated she has someone looking for a fire safe. Pam asked about the mold remediation and Smith reported that the request for bids is out with a due date of 11-14-23. Sell stated that she will reach out to Building Restoration. The next Building Committee meeting will be 12-**Supervisors Update on Projects:** Smith reported that the doors have been installed, the generator has been installed and is functional. Smith reported that the water has not been completed, waiting on a water conditioner. Smith reported that they are still waiting on parts for the pump at the cemetery.
9. **Public Comment (limit two minutes):** Eric stated that nothing has been done with the Kendall Drain, he stated that he talked with Brett W. (Road Commission) about the drainage issues.
10. **Old Business:**
 1. **Map of Township: Motion by Richardson, supported by Sell to enlarge the high-definition township map for up to \$275.00. All yes, motion carried.**
 2. **E-Mail Policy:** Smith reported that the email policy came back from Attorney Kaufman. Hephner stated that she will not download township business on her personal phone so the township needs to provide her with some type of technology to conduct township business on. Smith stated that he did see where that was warranted. Meert stated that if the township is going to require township officials to use the .gov emails that the township should provide a way for the township officials to conduct township business on. Meert stated that she will not use it on her personal phone. Sell stated that she had a conversation with Attorney Kaufman who agreed that this version of the policy is too restrictive for Pine Grove Township. After a brief discussion of the email policy, it was agreed to table this for another revision. **Motion by Hephner, supported by Meert for the township to provide some type of device to the Township Board officers to conduct township business on. All yes, motion carried.**

3. **Filling Vacancy at Transfer/Recycle Center:** Smith reported that there are three people interested in this position, Ken Coburb, Rob Rynd, and Ron Housted. Smith will request all three to submit a resume prior to the next board meeting and have them attend the next board meeting for an informal interview.
 4. **Security Camera System:** Meert stated that the state has provided a new Ballot Drop Box and mandates that it has camera surveillance 24/7. Meert stated that the box has been installed and the state will pay to install the camera surveillance, but maintenance would be a township cost. Meert stated that she has received two estimates for 6 camera and a separate quote for an intercom system. Bid on the 6 camera is \$2,191.02 and Meert believes the state will pay for the initial installation, if not, at least half of it and then there is a monthly maintenance fee. The intercom bid is for \$492.69. *Motion by Meert, support by Sell to purchase the 6-security cameras (which includes a recorder and monitor for the office) and pay the monthly fees. Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell – yes, Hephner – yes. All yes, motion carried. Motion by Hephner, supported by Richardson to purchase the intercom system for \$492.69 plus the monthly fees. Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell -yes, Hephner – yes. All yes, motion carried.*
 5. **Replace Wire to Speed Sign:** Smith reported that Esper looked at the wire for the Speed sign when they were at the township on another job and they estimated between \$1,100.00 and \$1,600.00 to replace the wiring. Motion by Smith, supported by Hephner to have Esper Electric to repair the wire to the speed sign, not to exceed \$1,600.00. 4 yes, 1 no. Motion carried.
11. **New Business:**
1. **Approve Funding for Ditching Work Lakeshore Dr:** Smith presented a County Road Commission project to fix the ditch on Lakeshore Drive, it has been an issue flooding the road for \$3,810.15. Motion by Smith, supported by Sell to approve the County Road Commission to complete project # 497.2189 for a cost of \$3,810.15. All yes, motion carried.
 2. **Litter Ordinance:** Smith presented a litter ordinance. After a brief discussion, the litter ordinance example will go to Attorney Kaufman to rewrite for Pine Grove Township specifically and go from there.
 3. **Job Description Transfer Station Attendants:** The job description was reviewed and after a short discussion, changes were discussed and will be sent back to the attorney to add/delete and change some of the verbiage. Tabled until next month.
 4. **Resolution to Approve New Zoning Master Plan:** *Motion by Richardson, supported by Sell to adopt the resolution for the 5-year Master Plan. Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell – yes, Hephner – yes. All yes, motion carried.*
 5. **Mail Senior Information:** Sell reported that Paw Paw Senior Center supplied a sample flyer and she and Meert edited it and sent it to KCI for a quote to send out to all Pine Grove Township seniors, estimated to be approx. 1000, at a cost of \$1,142.17. Sell stated that Pine Grove is issuing Paw Paw Senior Center approx. \$30,000.00 a year and to date, there are only about 8 seniors that are active participants, so the word needs to get out. *Motion by Richardson, supported by Hephner to mail the flyers to all the residents of Pine Grove Township, not to exceed \$3,000.00. All yes, motion carried.*
 6. **New Trees in Yard at Township Office:** After a brief discussion, Motion by Hephner, supported by Meert to purchase 3 Norway Spruce for roughly \$1000 each. Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell – yes, Hephner – yes. Motion carried.
12. **Member Comment:** Meert presented a paper, Principals of Township Governance Excellence from MTA and would like everyone to look at it and the Code of Ethics policy for the next meeting as it should be adopted by all township governments.
13. **Adjournment:** *Motion made by Richardson, supported by Hephner to adjourn. All yes, motion carried.*

Adjourned at 8:29p.m.

Respectfully submitted,

Michelle Meert, Pine Grove Twp. Clerk