

**BIRCH RUN TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 12, 2016**

Supervisor Ray Letterman called the January Regular Meeting of the Birch Run Township Board to order at 7:00 p.m. Also present for the board were Corey Trinklein, Clerk; Karen Parlberg, Treasurer; Pam Moore, Ed Magnus, Fred Sheridan & Brady Totten, Trustees. Approximately 3 people were in the audience. Others present were Brad Thomas for the Department of Public Works, David Matzke for the Fire Department and Jeanette Morrish for the Library.

PASSED: Motion by Totten seconded by Moore to approve the ~~December 8, 2015~~ **JANUARY 12, 2016** Agenda as amended.

Yeas: Magnus, Letterman, Parlberg, Sheridan, Totten, Trinklein, Moore

Nays:

December 8, 2015 Regular Meeting Minutes were discussed.

PASSED: Motion by Magnus seconded by Sheridan to approve the December 8, 2015 Regular Meeting Minutes as amended.

Yeas: Letterman, Parlberg, Sheridan, Totten, Trinklein, Moore, Magnus

Nays:

PASSED: Motion by Sheridan seconded by Totten to approve Invoices through 1/6/16 totaling \$78,267.45.

Yeas: Parlberg, Sheridan, Totten, Trinklein, Moore, Magnus, Letterman

Nays:

PUBLIC COMMENT: 7:04 p.m. to 7:06 p.m.

Lee Simms – Commented on the hiring process for the last position that became available, how can you advertise on Sunday and vote on Monday to hire someone.

Kurt Kiessling – The DPW is doing a great job with snow removal.

TRUSTEE COMMENTS:

Corey Trinklein – Presented Clerk's January Financial Reports & business license update.

Karen Parlberg – Presented Treasurer's January Financial Reports.

Ray Letterman – No Comments

Pam Moore – No Comments

Ed Magnus – ~~Bay City~~ **BUENA VISTA** has been having issues with their water, that is one of the reasons we are trying to close off dead ends. Getting a stirring unit in the water tower will also help circulate the water to avoid some of those type of issues.

Fred Sheridan – No Comments

Brady Totten – No Comments

DEPARTMENT REPORTS:

DPW – Brad Thomas reported the water bills had an issue with the due date. There was a fire hydrant on Rathbun Way that was leaking due to getting hit by a vehicle.

Fire Dept. – Dave Matzke reported there were 461 calls for 2015. A 5" hose was ~~ran~~ **RUN** over by a driver at a fire who drove off the road to get around the blocking vehicles. For the last approximately 9 years there has been an issue with the pager systems, they are currently looking at different ways to fix this problem, more information will be forthcoming.

Library – Jeanette Morrish reported it has been pretty quiet except for Carmen's retirement.

There were 10 applicants for the assistant librarians' position. The adult reading program will be starting soon.

PASSED: Motion by Magnus seconded by Sheridan to approve the January 2016 Budget Amendments as presented.

Yeas: Sheridan, Totten, Trinklein, Moore, Magnus, Letterman, Parlberg

Nays:

PASSED: Motion by Magnus seconded by Totten to approve purchasing a new fire department emergency response vehicle from Signature Ford at a cost of approximately \$45,000.00.

Yeas: Totten, Trinklein, Moore, Magnus, Letterman, Parlberg, Sheridan

Nays:

PASSED: Motion by Magnus seconded by Sheridan to approve Administrative Resolution #05-05 (Emergency Expenditures) as amended, Administrative Resolution #09-05 (Agenda – Agenda Procedure and Updating) as amended, Administrative Resolution #14-05 (Bi-Weekly Pay) as amended, Administrative Resolution #15-05 (Smoke Free Facilities and Vehicles Policy) as amended, Administrative Resolution #17-05 (Investment Policy) as amended, Administrative Resolution #19-05 (Resolution for Imposition of Property Tax Administrative Fee) as amended, Administrative Resolution #20-05 (Citizen and Board Committee Establishment Term of Appointment and Organization) as amended, and Administrative Resolution #25-05 (Social Security Number Privacy Policy) as amended.

Yeas: Moore, Magnus, Letterman, Parlberg, Sheridan, Totten, Trinklein

Nays:

PASSED: Motion by Magnus seconded by Totten to approve the elimination of Administrative Resolution #01-14 (Birch Run Township Meeting Dates) and the elimination of Administrative Resolution #01-15 (Birch Run Township 2015 Meeting Dates).

Yeas: Parlberg, Sheridan, Totten, Trinklein, Moore, Magnus, Letterman

Nays:

PASSED: Motion by Sheridan seconded by Moore to approve hiring Expert Human Resources, LLC to review and update the Township's Administrative Resolutions, Personnel Policy Manual & Job Descriptions at a cost of \$950.00.

Yeas: Trinklein, Moore, Magnus, Letterman, Parlberg, Sheridan

Nays: Totten

PASSED: Motion by Magnus seconded by Sheridan to approve setting the Planning Commission and Zoning Board of Appeals pay for the Chairperson to \$80.00 per meeting, the Secretary to \$60.00 per meeting, the Vice-Chair to \$50.00 per meeting except when performing Chairperson's duties, then \$80.00 per meeting, and General Members to \$50.00 per meeting.

Yeas: Moore, Magnus, Letterman, Parlberg, Sheridan, Totten, Trinklein

Nays:

PASSED: Motion by Totten seconded by Sheridan to approve setting the Board of Review pay to \$50.00 per meeting.

Yeas: Magnus, Letterman, Parlberg, Sheridan, Totten, Trinklein, Moore

Nays:

PASSED: Motion by Parlberg seconded by Moore to approve Administrative Resolution #01-16 (2016 Meeting Dates) as presented.

Yeas: Parlberg, Sheridan, Totten, Trinklein, Moore, Magnus, Letterman

Nays:

PASSED: Motion by Totten seconded by Sheridan to approve the 2016 Township Holiday Closing Dates as amended.

Yeas: Sheridan, Totten, Trinklein, Moore, Magnus, Letterman, Parlberg

Nays:

PASSED: Motion by Sheridan seconded by Moore to approve Resolution #2016-01 (Amend Public Monies) as presented.

Yeas: Totten, Trinklein, Moore, Magnus, Letterman, Parlberg, Sheridan

Nays:

TABLED: Motion by Magnus seconded by Totten to table the review of the Personnel Policies and Procedures Manual.

Yeas: Moore, Magnus, Letterman, Parlberg, Sheridan, Totten, Trinklein

Nays:

PASSED: Motion by Magnus seconded by Sheridan to approve the Township retaining any interest/penalties incurred from all taxes collected.

Yeas: Parlberg, Sheridan, Totten, Trinklein, Moore, Magnus, Letterman

Nays:

PASSED: Motion by Magnus seconded by Sheridan to approve paying Precinct Chairpersons \$175.00 per election, Precinct Co-Chairpersons \$160.00 per election, Precinct Inspectors \$150.00 per election, Receiving Board Members \$50.00 extra per election, and half day Election Inspectors \$75.00 per election.

Yeas: Totten, Trinklein, Moore, Magnus, Letterman, Parlberg, Sheridan

Nays:

PASSED: Motion by Magnus seconded by Parlberg to approve advertising in the Birch Run Herald for election workers.

Yeas: Parlberg, Sheridan, Totten, Trinklein, Moore, Magnus, Letterman

Nays:

PASSED: Motion by Magnus seconded by Totten to approve changing the mileage reimbursement rate to \$0.54 per mile.

Yeas: Sheridan, Totten, Moore, Magnus, Letterman, Parlberg

Nays: Trinklein

PASSED: Motion by Sheridan seconded by Magnus to approve hiring Tara DiBerardino as a part-time assistant librarian at a wage of \$10.00 per hour starting pay.

Yeas: Totten, Trinklein, Moore, Magnus, Letterman, Parlberg, Sheridan

Nays:

PASSED: Motion by Magnus seconded by Sheridan to approve setting the preliminary budget review meeting for February 9th at 7:00 pm at the Government Room.

Yeas: Moore, Magnus, Letterman, Parlberg, Sheridan, Totten, Trinklein

Nays:

PUBLIC COMMENT: 9:06 p.m. to 9:08 p.m.

Lee Simms – The word in the community is that there is marijuana being grown in the Township and he feels that it should be looked into.

PASSED: Motion by Parlberg seconded by Moore to adjourn at 9:08 p.m.

Yeas: Totten, Trinklein, Moore, Magnus, Letterman, Parlberg, Sheridan

Nays:

Corey Trinklein

Birch Run Township Clerk

Approved: February 9, 2016 _____