

PORTER TOWNSHIP

Regular meeting, Porter Township Board, April 12, 2011 7:00 p.m. Administration Building
Meeting called to order at 7:00 p.m. by Supervisor Harvey with the pledge to the flag.

Roll call taken. Present were Harvey, Russell, Croninger, Northrup and Wylie

Minutes The minutes for the following meetings presented: March 8 regular meeting, March 22 Settlement Day, March 23 Special Meeting; March 24 Special Meeting; April 5 road tour minutes; April 5 Agenda meeting.

Motion made by Northrup and supported by Wylie to approve these minutes. Motion carried.

Treasurer's report General Fund \$186,506.47; Money market \$278,839.40; total sewer funds \$3,662,507.32.

Motion made by Russell and supported by Northrup to accept the Treasurer's report. Motion carried.

Correspondence Read.

Introduction Gordon Bickel introduced the new County Administrator, Charlie Cleaver. He addressed the board and the audience briefly.

Also introduced State Representative Matt Lori. He also addressed all present and advised what they are trying to get done in Lansing.

Porter Fire Report Mason 5 fire; 8 emergency medical; Porter 2 fire; 16 emergency medical.

Building Report For March 2011 value of project \$386,943.00 in new and remodeling construction.

Sewer Plant Report from Tippman

Presentation Commissioner Bickel presented the Township with a Michigan Flag from Representative Lori. He was thanked for the gift.

Bills Township bills in the amount of \$31,202.29 and sewer department \$29,508.19 Motion made by Northrup and supported by Croninger to approve the bills as presented. Motion carried.

Gundy Report Has till June to get something done.

Septage Report Wylie reported still working on this. Also may be getting some help from Wightman to make the needed repairs at the plant to be able to accept the septage. This was a design flaw in the building plans.

Budget Amendment did not plan for the demo buildings which we need to have taken care of. After discussion, motion made by Wylie and supported by Croninger to budget \$25,000 for the demolition of buildings from the Township Carry over funds. Roll call vote: Harvey yes; Russell yes; Croninger yes; Northrup yes; Wylie yes. Motion carried.

Newspapers and Banks As we no longer have an Annual Meeting, need to approve papers and banks. Motion made by Russell and supported by Croninger to approve the Elkhart Truth and South Bend Tribune as newspapers of record and continue to keep the Township funds in Peoples Bank and Chemical Bank. Sewer funds are in Peoples and General Fund money is in Chemical Bank. Motion carried.

Mileage rate Motion made by Russell and supported by Harvey to approve .51 per mile to conform to the amount approved by the Federal Government. Motion carried.

Lot Line Adjustment Have a request from Julie Kline and one from Ed Levy to make a lot line adjustment. After looking over these applications, motion made by Northrup and supported by Wylie to approve these requests. Motion carried.

Wetlands Application Wylie presented the proposed new Wetlands Application form with the needed changes. Motion made by Russell and supported by Wylie to approve this Application form. Motion carried.

Land Split Have an application from Bill White to make a land split. After examining the request, motion made by Northrup and supported by Croninger to approve the split. Motion carried.

Resignation Received a resignation from Connie Bickel to resign from her position in the Sewer Department. Motion made by Russell and supported by Croninger to accept the resignation. Motion carried.

New Hire Have hired Brandy Bowen to replace Connie Bickel in the Sewer Department. Pat Keirn also will be leaving in May so Brandy will replace both of them. This position answers to the entire Township Board. Motion made by Russell and supported by Croninger to hire Brandy for this position. Motion carried.

Verhamme property In November they were given till May to get hooked to the sewer. A letter has been sent to them to remind them of this. They agreed to do this by the 9th of May. If nothing done by that time, will be turned over to Enforcement officer.

Wages Croninger is asking for a .50 increase for Nancy DuFour as she is now doing more sewer payment collections as well as tax payments. One person is being eliminated in the Sewer Department. Motion made by Croninger and supported by Wylie to give this increase to begin with the May payroll. Roll call vote: Wylie yes;

Northrup yes, Harvey yes; Croninger yes; Russell yes. Motion carried 5 yes votes.

Election inspectors May 3 Russell asking for approval for Pat Keirn, Nancy DuFour and Rose King to work this election to be held on May 3. This is a school election and the wages set forth for school election inspections is set by St. Joe County. Motion made by Croninger and supported by Harvey to approve the inspectors. Motion carried.

Minutes for Committees and Commissions Reminder that these minutes are also subject to FOIA and there must be a copy given to the Township Clerk

Server for computers We need to replace the server. The quote from Mapletonics is over \$8,000. Have a request from Goodcreek IT Solutions to look at the server and make a quote to replace it and the cost of transferring all the data from all the computers. This is from a resident, Dave Tan who deals with computers. Motion made by Russell and supported by Croninger to give him access to the server so he can make a quote. Motion carried. Russell asked that it be done after hours so as not to possibly interfere with the workings at the Township office.

Sewer Budget Presented with a sewer budget by the Sewer committee. After looking it over, motion made by Wylie and supported by Northrup to adopt the budget. Motion carried.

Demo House In Union We have authorization from the Dangerous Buildings Hearings Officer to proceed with the demo of the house in Union. Have had several bids but several of the bids seemed to be open ended in case of running into more expense than anticipated. Have one bid from John Heckman that would be all inclusive. After discussion, motion made by Harvey and supported by Russell to authorize Heckman to take down the house. Roll call vote: Harvey yes; Russell yes; Croninger yes; Northrup no, Wylie yes. Motion carried 4 yes, 1 no. Will contact John.

Delinquent Sewer Bills Pursuant to Ordinance 2-1-04 Article VI Section 705, the Township can charge miscellaneous customer fees as necessary for service, repair and related administrative costs. After discussion regarding the sending out of notices of delinquent sewer bills the following resolution offered:

Resolution motion made by Russell and supported by Northrup

Whereas the number of delinquent sewer bills over \$100 is rising, and;
Whereas collection letters are being sent quarterly to try to collect the debt, and;
Whereas the cost of processing and mailing the bills is increasing, and;
Whereas the Township can impose an administrative fee as needed pursuant to Ordinance 2-1-04 Article VI Section 705, now;
Therefore be it resolved that Porter Township will impose a \$5.00 service fee to these bills to help defray the costs, and;
Be it further resolved that these fees will be added to the next quarter mailing.

Roll call vote: Northrup yes; Russell yes; Croninger yes; Wylie yes; Harvey yes. Resolution motion carried with 5 yes votes.

Personnel Issue Motion made by Harvey and supported by Croninger to go into closed session with Carl Klappauf. Roll call vote Harvey yes, Russell yes, Croninger yes, Northrup yes, Wylie yes. Motion carried.

Adjourned to closed session at 8:25

Called back to order at 8:30 p.m. by motion made by Wylie and supported by Northrup.

The personnel issue has been resolved Closed session minutes to be destroyed 4/13/2012

Sewer Board Alternate Still need one.

Planning Commission report Nagy gave report

ZBA report Yeomans gave report on ZBA hearing

Sewer Board Report Klappauf gave report

Sewer Department Report from Keirn

Reports from County Commissioners Bickel and Arnold as well as Fournier from the Road Commission

Did temporary patching on boat launch on Baldwin Lake

Public Comments

Motion made by Wylie and supported by Northrup to adjourn. Motion carried. Meeting adjourned at 9:00

Marty Russell

Porter Township Clerk.