

BURR OAK TOWNSHIP MEETING MINUTES

NOVEMBER 7, 2016

6:00 PM

MEMBERS PRESENT: M. Gould, T. Cronkhite, G. Letts, D. Porter, R. Baker

VISITORS: D. Hutson, J. Wells, D. Stanke, M. Lackey, B. Greshaw, R. Ultz, L. Thornton

APPROVAL OF AGENDA: A motion was made by Baker and supported by Porter to approve the agenda. Motion passed.

APPROVAL OF MINUTES: A motion was made by Letts and supported by Porter to approve the minutes of the October meeting. Motion passed.

VISITORS COMMENTS: Mr. Lackey and Mr. Stanke asked questions of the Board regarding enforcement of Township Ordinances.

CORRESPONDENCE: We received recommendations from Pam Baker as a follow-up to our meeting for our risk review for the Township's insurance. The suggestions will be reviewed after the first of the year.

TREASURER'S REPORT: A sales tax check was received for \$24,016. The following account balances

were reported:	Money Market	\$39,050.09
	Checking	<u>\$ 6,007.29</u>
		\$45,057.38

A motion was made by Cronkhite and supported by Baker to receive the report and place it on file. Motion passed.

ASSESSOR'S REPORT: Two land divisions/boundary adjustments were reported. The Assessor shared the state inflation rate was determined to be an increase of .9%.

TREASURER'S PRINTER: A motion was made by Cronkhite and supported by Baker to purchase a new HP printer for the Treasurer for printing copies of tax receipts since the County will no longer be offering this service. Cost is \$169.99 and will be ordered by the Assessor. Motion passed.

LEAF PICKUP/SNOW PLOWING BIDS: The Sexton contacted a few different businesses to give bids on leaf pick up and snow plowing. The only responses he received were from Denny Gray for snow plowing at the same rate as last year and from the Village of Burr Oak for leaf removal at a cost of \$1100 for the season – includes both cemeteries. A motion was made by Baker and supported by Letts to hire Denny Gray for snow plowing. A separate motion was made by Baker and supported by Cronkhite to hire the Village to pick up leaves. Both motions passed.

OFFICE FURNITURE: Cronkhite found some used office furniture for sale to furnish the office in the Township Hall. The clerk will be using the office since the Village moved to a new location. A motion was made by Baker and supported by Gould to purchase 2 desks, 3 file cabinets, one table, & office chairs for \$700. Motion passed.

LIBRARY AUDIT: There were some problems locating all the documents needed for the auditor to complete the audit in a timely manner. Several suggestions were discussed to make this easier in the future. One solution that everyone thought would help is to add the Township Treasurer to all the library accounts (including CD's) so she could talk to the bank and get information as needed. The Treasurer also volunteered to take over the library bookkeeping. We will talk to Anne Good about these changes.

CEMETERY: The foundations were completed for the monuments being repaired by Fackler. The broken window in the chapel still needs to be fixed. Porter was going to try to fix it but did not have the right materials to complete it.

PLANNING COMMISSION: The County held a public meeting to seek input on the development of the County park to be developed on Plumb Lake. Diane Bland attended and said it was a very positive meeting.

FIRE DEPARTMENT: A representative from the Medical Control Board shared some information with the department about new medical training they will be receiving, including use of Epi-pens and blood sugar checks. Also, there will be an update of 911 service – St. Joseph County will be one of the later counties to upgrade. When this happens, we will need to upgrade all radios.

AMBULANCE COMMITTEE: Minutes were distributed to the Board from the last meeting. The next meeting will be in January.

PAYMENT OF BILLS: A motion was made by Letts and supported by Porter to pay bills amounting to \$18,251.63. A roll call vote was taken; all members voted to approve. Motion passed.

INTERNET: Rich will see if internet is working at Fire Hall and what we need to do to use it or if we need to install new service.

The clerk was presented with a plaque for 16 years of service. I have enjoyed working with everyone over the past 16 years! Thank you!

The meeting adjourned at 7:30 p.m.

Tina Cronkhite

Township Clerk