

**BURR OAK TOWNSHIP BOARD MEETING MINUTES**

**DECEMBER 4, 2023**

MEMBERS PRESENT: M. Gould, R. Baker, T. Cronkhite, G. Letts, K. Wickey

VISITORS PRESENT: D. Hutson, A. Garl, d. Thrasher, T. Conklin, K. Sikorski, D. Griffin, A. Good, L. Kelley

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

APPROVAL OF MINUTES: A motion was made by Baker and supported by Wickey to approve the November meeting minutes. Motion passed.

VISITOR COMMENTS: None

CORRESPONDENCE: A risk review was conducted by Par Plan and they provided a follow-up letter with recommendations to the Township. The notable items listed were: 1) Get contracts with subcontractors; 2) Create an employee handbook; 3) Create a Cemetery Ordinance to enforce rules/regulations; 4) Verify joint operations are insured, ie. with the Village/Fire Department.

PA116 AGREEMENTS: Two PA116 Agreements were submitted from the Conservation Office on behalf of Lyndon Kelley for Township approval. A motion was made by Baker and supported by Letts to approve both agreements.

TREASURER'S REPORT: The following account balances were reported: Checking - \$5998.43, MM - \$20,586.31, MM \$47,198.23. A motion was made by Cronkhite and supported by Baker to receive the report and place it on file. Motion passed.

ASSESSOR'S REPORT: The December Board of Review will be Dec 11 at 9 am at the Township Hall. Current members of BOR are Anne Good and Allen Kasdorf. Matt Craven is the alternate. We need a third member. If Matt wants to take this position, a new alternate will be appointed. The requirement for new members is a 3-hour training with the Assessor.

One land division was reported.

2024 ROAD WORK: Several members of the Board met with the Road Commission on Nov. 6<sup>th</sup> to discuss road needs and projects to consider for 2024. Current plans include upgrades on Carpenterson, Hackman, and Middle Colon. These will be done at the County's expense. Witt Lake Road needs attention and this will be a 50/50 cost split between the County and Township. Several options were proposed. A motion was made by Baker and supported by Wickey to fix the section of Witt Lake between Carpenterson and Spaid (1 mile) at a cost of \$28,750 to the Township. A role call vote was taken; all voted to approve. Motion passed.

LIBRARY STATUS: The Board has been reviewing the relationship with the Township Library, including funding provided by the Township as well as how the library uses their current funds, specifically, their Endowment fund. The Township attorney provided some research on Township Library operations/funding and provided some opinions for the Township to consider. After reviewing all items along with input from Library Board members present it was concluded that the way we operate currently is the best for all concerned. The Township would like some items addressed. A motion was

made by Baker and supported by Cronkhite to continue to support the Burr Oak Township Library at the current level of support with the following stipulations: 1) they rewrite the bylaws concerning the Endowment Fund to utilize it for capital improvements or similar needs; 2) they come up with a 5-year plan for the library and provide it to the Township. A role call vote was taken; all voted to approve. Motion passed.

2024 COMMITTEE ASSIGNMENTS: The following assignments were agreed upon by common consent.

- Cemetery – Mary Gould and Beverly Greshaw
- Planning Commission – Kevin Wickey
- Fire Board – Mary Gould
- Ambulance Committee – Rich Baker

2024 MEETING DATES: Meeting dates were reviewed for the Township Board, Planning Commission, and Zoning Board of Appeals. Township meetings will continue to be on the first Monday of each month at 6 pm. If the first Monday is a holiday (or observed), we will meet on the 2<sup>nd</sup> Monday.

CEMETERY: None

PLANNING COMMISSION: Next meeting is January 15<sup>th</sup>.

FIRE DEPARTMENT: New software will be implemented on January 1<sup>st</sup> for real-time reporting. They will use tablets on-scene of a fire/rescue call. This will keep reporting up-to-date and compliant. The cost for the software is \$3600/yr.

The Fire Dept. is using the State's Burn Ordinance since the Township doesn't have one.

AMBULANCE: At the last meeting, better response times and better staffing was reported.

PAYMENT OF BILLS: A motion was made by Cronkhite and supported by Letts to pay bills amounting to \$18,206.53. A role call vote was taken; all voted to approve. Motion passed.

The meeting adjourned at 7:30 pm.

Tina Cronkhite, Clerk