

**WAYNE TOWNSHIP BOARD  
REGULAR MEETING MINUTES  
February 5, 2018**

1. **Call to Order:** Supervisor Butts called the meeting to order at 7:30 P.M.
2. **Attendance:** Frank Butts, present; Kurt Reich, present; Judith Fusko, present; James Griggs, present; Frank Maley, absent. Four Township residents (Michael Krager, Jr., Rob Hall, Carmen Wildes, and Craig Yeager) were present. One guest, Matt Weston, Dowagiac District Library Director, was present.
3. **Pledge of Allegiance:** The pledge to the United States flag was led by Butts.
4. **Invocation:** Butts gave the invocation.
5. **Approval of Minutes:** *Motion by Fusko to approve the minutes of the January 2, 2017 Board Meeting as printed. Support by Butts. Motion carried.*
6. **Treasurer's Report:** **General Fund Balance:** \$324,360.83; Receipts: \$78,925.71; Expenditures: \$29,008.65; **New General Fund Balance:** \$374,277.89; **Fire Department Fund Balance (includes Sinking Funds):** \$142,820.57; Receipts: \$8,813.56; Expenditures: \$600.05; **New Fire Department Fund Balance:** \$151,034.08; **Trust and Agency Accounts (Property Taxes, Special Assessment, and Fire Escrow) Balance:** \$46,988.45. *Motion by Reich to accept the Treasurer's Report as printed. Support by Butts. Motion carried.*
7. **Approval of Agenda:** Butts requested that Pier at Twin Lakes be added as Old Business, Item C. and Door Thresholds be added as New Business, Item G.
8. **Presentation by Guest Speaker:** Matt Weston, Dowagiac District Library Director, presented information on the two different building expansion designs (one story or two stories) being considered by the Dowagiac District Library Board and why more space is needed. He said that a meeting room is needed as are rooms for young people, teenagers, and adults. Weston said that computers are being used more and more—even by the youngest people and that wifi is available in the library. He said that there is more and more demand for library services. Weston said that the Library Board is planning on a millage election in the August State Primary with a hoped for completion of a library addition in 2020. There was discussion about the possible designs. Griggs said that he was concerned by the plan to remove the portion of the library that had been added in the 1970's. He said that he believed that removing that portion was a loss of important space. It was pointed out that the majority of people who responded to the survey wanted the addition and its "tube" removed. Griggs said that a problem had arisen at the Elkhart Public Library when an extra entrance was added. Fusko said that she prefers the two story addition and that she wants a basement to be included, especially for the availability of storage space. Butts said that he also supports the two story addition plan.
9. **Public Comments:** There were no Public Comments.
10. **Reports:**
  - A. **Building Inspector:** There was no report.
  - B. **Zoning Administrator:** There was no report.
  - C. **Electrical Inspector:** One Electrical Permit was purchased for \$166.00.
  - D. **Mechanical Inspector:** No Mechanical Permits were issued.
  - E. **Plumbing Inspector:** No Plumbing Permits were issued.
  - F. **Assessor:** Butts said that the March Meeting Dates for the Board of Review are in the resolution in the New Business section. He said that the Assessor had told him that the Assessment Notices should be going out next week and that the rate of inflation is 2.1%.
  - G. **Cemetery Manager:** Michael Krager reported that there had been one full burial and no sales of lots or plots. He said that he had spoken to DeDee Luke about serving on the Cemetery Board. Krager said that she informed him that due to a job, she could not attend meetings during the day. Fusko said that it would be possible to change the time of the meetings in the future. She said that a new meeting time could be discussed at the meeting on February 13.
  - H. **Fire Board:** The minutes of the Fire Board meeting were placed on file. Butts reported that there had been fourteen runs in January. He said that the new extrication equipment is in use. Butts said that he had registered them online to make sure that they are under warranty. He announced that the State had informed the department that they were not a recipient of a grant that had been applied for. Butts said that the Assessor has been given records of the two structure fires that had occurred in the Township this past year.
  - I. **Blight Inspector:** There were no new reports due to the snowy, very cold weather. **(1.) Earl, Kenneth;** **(2.) Graham, Robert;** **(3) Kladis, Dawn:** Reich said that he had been called by Kladis who told him that she was letting the house at Twin Lakes go back to the bank; **(4.) Roggow, Michael:** this case is on hold; **(5.) Jerrita Thielmann:** a working address is needed.
  - J. **Unsafe Building(s):** none

- K. **Zoning Violation(s): (1.)** It appears that more vehicles are being brought onto the property that used to be Big Bouys Toys. Butts said that the Planning Commission will take up the case at its March 8 meeting; **(2.)** Butts said that there is going to be a problem with a property owner at Twin Lakes who has built a large addition onto his cottage without having purchased any permits and which is too close to the property line.
  - L. **Planning Commission:** The next meeting of the Planning Commission will be March 8.
  - M. **Dowagiac District Library (DDL):** Reich did not have anything to add after the Director's report.
  - N. **Emergency Services Authority (ESA):** Butts said that in the final quarter of 2017 there had been 315 calls, with 91 being transports and 143 being priority one calls. The average time to get to the residence was 7:55. There were several questions about the information on the ambulance service.
  - O. **Treasurer:** Fusko went over her written report which was very thorough. She said that she will need to be talking to the USDA contact person to get a new pay schedule as there have been a few of the parcels which have paid the entire amount of the bill for the water system. This affects the amount of principle required to pay and interest needed to pay over the life of the loan. Fusko said that the County Treasurer had notified all of the local treasurer's to tell them that the County Board of Commissioners voted to purchase BS&A software for the County and all of the local municipalities for tax collection purposes. She said that this will make tax collection much simpler for all involved in the process of property tax collection.
  - P. **Clerk:** Reich said that he will be attending two training seminars –both required by the State of Michigan—concerning the QVF and the election cycle for 2018. He reminded the Board members of the election for the Dowagiac Union School District which will be held in May. He said that Fusko had suggested to him that some utility bills may need to be paid before the date of the regular Board meeting. **Motion by Butts that the Clerk and Treasurer be authorized to print, sign and send out any utility bill payments that are due before the next Board meeting. Support by Fusko. Motion carried.** Butts brought up the laptop computer that will be needed for the next election. **Motion by Butts to authorize the purchase of a laptop computer with a Windows 10 operating system to be used for elections in the Township not to exceed \$800.00 in price. Support by Fusko. Motion carried.**
  - Q. **Supervisor:** Supervisor Butts: **(1.)** reported that he had attended a 911 Authority meeting where it was reported that over 400 Cass County families have enrolled so far. He said that in the last three months there had been 29,344 calls to the 911 Center with about 8,000 being emergency calls; **(2.)** said that the State had sent notification of a hearing in Lansing concerning raising rates for SEMCO; **(3.)** reported Michigan Die Casting has yet to pay the fees the Township had paid to its attorney's legal firm for getting the transfer of the IFE from Premier Die Casting to Michigan Die Casting; **(4.)** said that the Road Commission had notified him of a serious problem with a drain under Atwood Road. The bottom of the culvert is bending up and could be very costly for the Township if it requires replacement. The Road Commission will try to repair the culvert at its own expense; **(5.)** reported that the DEQ has issued a permit to a home owner; **(6.)** said that Mrs. McCuddy has not paid for her half of the speed limit sign she had asked the Board to put up on Alan Terrace. There was consensus that in the future the resident will have to pay before the sign is installed; **(7.)** reported that Pride Care had paid its latest quarterly electric, propane and telephone bills; **(8.)** said that a company will be taking down the antenna tower on the Klett property on Twin Lakes Rd.; **(9.)** reported that he is planning on attending the "Imagine Cass" seminar at the Council on Aging meeting room on Cass/Decatur Road; **(10.)** said that the Mill Pond Association is continuing to pursue the project of weed control on the Mill Pond; **(11.)** reported that he had spent four hours with a representative from the USDA and was happy to be informed that the only issue not addressed with the Nubour St./Davis Lane water project is the fact that the pumping station needs a sign on it stating that it is part of a federal government project and that any vandalism will result in federal charges against the person(s); **(12.)** said that the contract for insect control could not be paid with this year's budget so we will pay the bill in April.
  - R. **Township Website:** There was no report.
  - S. **MEANDRS:** There was no report.
11. **Payment of Bills: Motion by Fusko to pay the list of bills. Support by Griggs. Motion carried.**
12. **Old Business:**
- A. **Township Hall/Fire Station Sign:** Work on the sign has been suspended until Spring.
  - B. **Road Work for 2018: Motion by Fusko to get work estimates on the list of roads that had been presented by Butts at the January meeting. Support by Reich. Motion carried.**
  - C. **Pier Problem at Twin Lakes:** Butts said that the Board had received a letter from Gary Pontius

that pointed out that the original pier had been put in by Earl House. There was Board consensus that the individual(s) who buys the House property will own the pier in question.

13. **New Business:**

- A. **Renewal of Building Inspector Contractor for Don Herter:** *Motion by Fusko to renew the employment contract with Don Herter to serve as the Wayne Township Building Inspector. Support by Griggs. Motion carried.*
- B. **Vote on Butts Attending the MTA Conference in April:** Butts said that he has decided to attend the MTA Annual Conference and would like permission from the Board to attend. There was consensus that the information provided by the conference is helpful to the attendee as well as the Township. *Motion by Reich to pay the \$404.00 registration fee for Butts to attend the 2018 MTA Annual Conference. Support by Griggs. Motion carried.*
- C. **Resolution R-18-02-01 to Establish an Escrow Fund to Collect Monies for Special Permits Dealing with the Zoning Ordinance (such as a Special Use Permit):** It was agreed that the purpose of this resolution is to prevent all of the Township residents from paying for a special permit that would benefit just one person or a very small group—especially legal fees. (see last month's minutes for the complete discussion) *Motion by Judith Anne Fusko to adopt Resolution R-18-02-01. Support by James K. Griggs. Roll call vote: Judith Anne Fusko, yes; James K. Griggs, yes; Frank L. Butts, yes; Kurt E. Reich, yes. (Frank Maley was absent.) With four yes votes and zero no votes, the resolution was declared adopted.*
- D. **Resolution R-18-02-02 to Set the Dates and Times of the March Board of Review Meetings:** *Motion by James K. Griggs to Approve the Proposed Days and Times for the March Board of Review Meetings. Support by Judith Anne Fusko. Roll call vote: James K. Griggs, yes; Frank L. Butts, yes; Kurt E. Reich, yes; Judith Anne Fusko, yes. (Frank Maley was absent.) With four yes votes and zero no votes, the resolution was declared adopted.*
- E. **Resolution R-18-02-03 to Waive the \$5.00 Per Day Penalty Fee and Interest for Failure to File a Property Transfer Affidavit in a Timely Manner:** *Motion by Frank L. Butts to adopt Resolution R-18-02-03. Support by Judith Anne Fusko. Roll call vote: Frank L. Butts, yes; Kurt E. Reich, yes; Judith Anne Fusko, yes; James K. Griggs, yes. (Frank Maley was absent.) With four yes votes and zero no votes, the resolution was declared adopted.*
- F. **Resolution R-18-02-04 to Approve the Poverty Exemption Application and to Adopt the Federal Guidelines and Asset Standards Which Are a Part of the Application:** *Motion by James K. Griggs to adopt Resolution R-18-02-04 Setting the Poverty Exemption Amounts and Application. Support by Judith Anne Fusko. Roll call vote: James K. Griggs, yes; Frank L. Butts, yes; Kurt E. Reich, yes; Judith Anne Fusko, yes; James K. Griggs. (Frank L. Maley was absent.) With four yes votes and zero no votes, the resolution was declared adopted.*
- G. **Door Thresholds:** Butts asked for permission to purchase two door thresholds for the Meeting Room outside door and the door between the Fire Department and the Township Hall because of all of the air (cold air and diesel fumes air) coming under the doors. *Motion by Reich to approve Butts' request to purchase and install two door thresholds for the Township Hall. Support by Fusko. Motion carried.*

14. **Public Comments: Craig Yeager:** Yeager said that it appears that MEC is having problems with the billing system for the internet service it is providing. Several people who were at the meeting agreed with him.

15. **Adjournment:** *Motion by Griggs that the meeting be adjourned. Support by Fusko. Motion carried.*

The meeting was adjourned at 9:05 P.M.

Kurt Reich, Clerk