

**CHARTER TOWNSHIP OF VAN BUREN  
BOARD MEETING MINUTES  
SEPTEMBER 4, 2018**

Supervisor McNamara called the meeting to order at 7:00 p.m. in the Board Room. Present: Supervisor McNamara, Clerk Wright, Treasurer Budd, Trustee Frazier, Trustee Martin, Trustee Miller and Trustee White. Others in attendance: Secretary Montgomery, Public Services Director Best, Human Resource Director Sumpter, Executive Assistant Selman, Fire Marshall McInally and an audience of two (2).

Treasurer Budd announced the passing of former Trustee Donna Clark, requested a moment of silence and expressed condolences and sympathy to the family on behalf of the entire Board.

**EXECUTIVE SUMMARY OF THE AGENDA:** Supervisor McNamara outlined the items appearing on the agenda, announced the removal of New Business item #6 to consider approval of Resolution 2018-22 Reimbursement of Travel, Meal and Lodging Expenses Policy and the addition of a new item to consider approval of the selection of Blue Ribbon Contracting by Eagle Creeks to rebuild the French Landing Dam South embankment.

**ADOPTION OF THE AGENDA:** Frazier moved, Miller seconded to approve the agenda as amended. Motion Carried.

**ADOPTION OF CONSENT AGENDA:** Martin moved, Miller seconded to approve the Consent Agenda. [Work Study Session minutes of August 20, 2018, Closed Session minutes of August 20, 2018, Board Meeting minutes of August 21, 2018, Prepaid List of August 23, 2018, Prepaid List of August 30, 2018, Voucher List of September 4, 2018, Approval of Resolution 2018-19 Michigan Township Association Certificate of Excellence in Taxes, Approval of the 2019 Holiday Schedule]. Motion Carried.

**PUBLIC HEARING:** None.

**CORRESPONDENCE/ANNOUNCEMENTS/PRESENTATIONS:** A box for worn flags has been placed in the Public Safety Department lobby, Mayser USA will host a job fair on Tuesday, September 11, 2018 from 9:00 a.m. until 4:00 p.m. they are seeking production workers and have approximately 75, jobs to fill. Information about the job fair is available on the Township website, the Clerk's Office Facebook page and on Comcast cable channel VBT12, the State of Michigan has issued a Fish advisory for Belleville Lake and multiple areas in the Huron River Water Shed. Individuals are advised not to eat fish from the lake. There is no threat to the Township drinking water and the lake is safe to use for recreational purposes. More information can be found on the Township website ([www.vanburen-mi.org](http://www.vanburen-mi.org)) and at the State of Michigan website ([www.michigan.gov/pfasresponse](http://www.michigan.gov/pfasresponse)) and the Van Buren Fire Department in conjunction with the LDFA will hoist the ladder truck in remembrance of the victims of 911 at the Grace Lake Corporate Center on September 11, 2018 at 10:00 a.m.

**PUBLIC COMMENT (Unfinished and New Business):** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

Frazier moved, Miller seconded to approve the second (final) reading of Ordinance 08-21-18 to rezone parcel V125-83-047-99-0007-701 (9275 Haggerty Rd.) from C-1, General Business to OT, Office Technology. Roll Call Vote. Yeas: McNamara, Budd, Wright, Frazier, Martin, Miller and White. Motion Carried. The request has been reviewed and approved by the Planning Commission and a Public Hearing was held on August 8, 2018 during which no public comment was received. The rezone allows the applicant to pursue an office technology development on the site

Wright moved, Budd seconded to approve the second (final) reading of Ordinance 08-21-18 (1) changes to the Charter Township of Van Buren Zoning Ordinance 5-2-17 (2) to add the High Tech, Data Processing, and Computer Centers use to the M-1, Light Industrial zoning district. Roll Call Vote. Yeas: McNamara, Budd, Wright, Frazier,

Martin, Miller and White. Motion Carried. This change in the current zoning ordinance adds the additional use within the M-1 zoning district.

Budd moved, Miller seconded to approve the purchase of a 2018 Ford F-150 4x4 Super Crew from Atchinson Ford for the Fire Department. Roll Call Vote. Yeas: McNamara, Budd, Wright, Frazier, Martin and Miller. Nays: White. Motion Carried. A year end model became available locally at State pricing. It will be used to interview and transport fire victims and transport equipment. Funds that were to be requested in the 2019 budget will be removed. Trustee White expressed displeasure with the option package included on the vehicle preferring a vehicle with standard items only. Trustee Frazier expressed a desire to have a better process in place.

Frazier moved, Miller seconded to approve Resolution 2018-20 Purchasing Policy. Roll Call Vote, Yeas: McNamara, Budd, Wright, Frazier, Martin and Miller. Nays: White. Motion Carried. Board members discussed the sealed bid requirement for purchases \$20,000.00 and higher which shall be approved by the Township Supervisor and/or Township Board. Trustee White expressed displeasure with the language that allows the Supervisor bid approval.

Martin moved, Wright seconded to approve Resolution 2018-21 Credit Card Policy with an amendment that requires a receipt be turned in within fourteen days of use. Roll Call Vote. Yeas: McNamara, Budd, Wright, Martin and Miller. Nays: Frazier and White. Motion Carried. The resolution separates the Purchasing Policy as a stand-alone from the current policy in place under resolution 2012-18. Board members discussed failure to turn in a receipt which may result in the employee being held responsible for the transaction. Board members opposed indicated they preferred to change the word "may" to "shall" since it has been past practice. Other Board members expressed that situations may arise where a receipt may be lost if an employee's wallet was stolen and felt "shall" was too harsh.

Supervisor McNamara called a recess at 7:47 p.m. The meeting reconvened at 7:50 p.m.

Wright moved, Martin seconded to approve the selection of Blue Ribbon Contracting by Eagle Creek to rebuild the French landing Dam South embankment. Motion Carried. Routine maintenance is needed on the south embankment. Funds are set aside annually in the Reserve Fund for Dam repair. The Public Services and Eagle Creek recommend Blue Ribbon Contracting for this service in the amount of \$59,225.00.

**REPORTS:** None.

**PUBLIC COMMENT NON-AGENDA ITEMS:** Resident questioned the wording of "shall" vs. "may" as it pertained to Resolution 2018-21.

**BOARD COMMENT NON-AGENDA ITEMS:** Board members expressed how pleased they were that the McBride paving project has been completed, appreciation of the Treasurer's office for seeking the Michigan Township of Excellence in taxes, announced that Public Safety Day will be held on Saturday, September 15, 2018 in the Menards parking lot from 10:00 a.m. until 2:00 p.m., and discussed grounds issues that are being addressed at the Otisville cemetery and the presence of poison ivy.

**ADJOURNMENT:** Miller moved, Frazier seconded to adjourn at 7:53 p.m. Motion Carried.

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Leon Wright, Township Clerk

Date: \_\_\_\_\_

\_\_\_\_\_  
Kevin McNamara, Supervisor

Date: \_\_\_\_\_