

**BERRIEN TOWNSHIP BOARD OF TRUSTEES  
AUGUST 9, 2018 MEETING MINUTES**

The Berrien Township Board of Trustees met on Thursday, August 9, 2018 at the 7:00 p.m. at the township hall. Supervisor Bryan Bixby called the meeting to order and opened with the pledge to the flag.

Members present: Supervisor Bryan Bixby, Treasurer Paul Sprung, Trustees Julie Burke, Jeff Marks, Harold Bishop and Clerk Mary Jane Dean.

Also present: Deputy Julius Grau, auditor Ryan Marschke reporters Deb Haight, Mary Simko, Heidi Miller and two residents.

**AUDIT REPORT:**

Ryan Marschke reported on the township audit for year ending March 31, 2018. The revenue that was budgeted was \$643,807.00 and actual was \$738,279.00 The expenses budgeted were \$517,807 and actual was \$715,426.00 the actual end of the year fund balance was \$896,892.00. He stated that the Township is in excellent financial condition well organized and debt free.

**AGENDA:**

Paul Sprung made a motion seconded by Julie Burke to approve the agenda with one an addition for a report on the election. All ayes, none opposed. **MOTION CARRIED.**

**MINUTES:**

Paul Sprung made a motion seconded by Harold Bishop to approve the July 10, 2018 minutes as presented. All ayes, none opposed. **MOTION CARRIED.**

**BILLS:**

Julie Burke made a motion seconded by Harold Bishop to approve the township bills in the amount of \$22,907.83 for payment. All ayes, none opposed. **MOTION CARRIED.**

**FIRE BILLS:**

Julie Burke made a motion seconded by Harold Bishop to approve the joint fire bills in the amount of \$5,282.98 with the township share of \$3,412.80 for payment. All ayes, none opposed. **MOTION CARRIED.**

**JONES RD.**

The township will receive \$63,000 from the State Disaster and Emergency Contingency Fund that was applied on Jones Rd. for the flooding to repair the old drainage tiles that had collapsed during the heavy rains in February. Jones Rd. sank 18 inches south of Pokagon Rd. Supervisor stated we want to get the tiles repaired this year and in 2019 we will work on the road.

**WINDY ACRES and S. LAKE CHAPIN:**

It was decided to have an informational meeting on September 25, 2018 meeting for the residents on Windy Acres Lane and S. Lake Chapin Rd. A special assessment would be set up the residents on Windy Acres. The residents that want S. Lake Chapin Rd. 1320 feet past existing asphalt are willing to pay for the work.

**DAWN HAVEN/MAPLE LANE:**

Supervisor stated that the recent rains have delayed the ditch and culvert work to correct the drainage

**HALL CLEANING:**

Mary Jane Dean made a motion seconded by Paul Sprung to have Heidi Miller to do the hall cleaning twice a month for \$150.00 per month with taxes withheld. All ayes, none opposed. **MOTION CARRIED.**

**PROPERTY EXEMPTION POLICY:**

This policy pertains for a request for a property tax exemption from real or personal property tax for certain non-profit charitable institutions. This needs to be adopted to comply with the requirements that the assessor needs when her records are audited. Paul Sprung made a motion seconded by Harold Bishop to adopt the policy as presented. All ayes, none opposed. **MOTION CARRIED.**

**CASEY ESTATES MASTER DEED:**

Mr. and Mrs. Trecartin purchased property from Mr. Casey Mammen the drawing they were given of the parcel did not match the description of the land on the deed and did not reflect the amount of lakefront view as that they originally had thought they had purchased. The amendment is being requested to include in the deed what was in the drawing originally provided to them. Paul Sprung made a motion seconded by Julie Burke to approve the request for the amendment to Casey Estates Master Deed. All ayes, none opposed. **MOTION CARRIED.**

**ELECTION REPORT:**

Clerk Dean reported that the new equipment worked very well. Many voters tried the new touch screen voting system VAT and were impressed with how easy it was and that it wouldn't let you spoil your ballot. One thing with both precincts in the same room we were only allowed one VAT so it can be a problem if there becomes a line to use it we may need to look at purchasing another but that isn't cheap. Precinct I had 358 (78) VAT voters and 83 AV voters. Precinct II had 333 (19) VAT voters and 62 AV voters.

**BUILDING PERMITS:**

Six building permits were issued for an estimated amount of \$117,500.00 for the month of July. Four electrical permits were issued for a fee of \$549.00.

**EMERGENCY MANAGEMENT:**

Julius reported that FEMA had an exercise on June 21 to demonstrate how to evacuate a hospital in a timely manner. Lakeland had within 4 hours to evacuate all three hospitals during an unannounced exercise conducted by 5DMRC. On August 29 a special Pathogens & Ebola Virus Disease: EMS & transportation in Howell. September 25 Lakeland Nile will be conducting a FS exercise. September 28 the 5<sup>th</sup> annual Jackson Trauma Symposium drones how to assist us.

**FINANCIAL REPORT:**

Revenue for the month of July was \$76,973.25 and expenses were \$38,722.27. Total assets for July 2018 were \$906,856.62 compared to July 2017 at \$829,205.81.

Meeting adjourned at 8:05 p.m.

  
\_\_\_\_\_  
MARY JANE DEAN BERRIEN TOWNSHIP CLERK

  
\_\_\_\_\_  
BRYAN BIXBY BERRIEN TOWNSHIP SUPERVISOR