

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES BOARD MEETING**  
**Kochville Veterans Hall**  
**3265 Kochville Road, Saginaw, MI 48604**  
**MINUTES OF January 27, 2020**

**Pledge of Allegiance/Roll Call**

The Board Meeting was called to order at 7:00 pm by Supervisor Loiacano at Kochville Veterans Hall. The Pledge of Allegiance was recited.

**PRESENT:** Supervisor Loiacano, Clerk Machata, Treasurer Knowlton, Trustee Ferrell and Trustee Thon

**ALSO, PRESENT:** Steve London, Township Manager; Chris VanLoo, Fire Chief; Mike Comstock, DPW Manager; Jamie Uptmor, Deputy Clerk; Kerri Malesky, Kochville Veterans Hall Director; Bruce Palmer, Zoning Administrator; Ann Coon, Accounting Clerk; Tyson McKinley, DDA Director; Chuck Pappas, Parks and Recreation Committee Chairman; Dennis Knowlton, Planning Commission. There were 1 other interested parties/guests.

**Agenda Approval**

Three items were added to the agenda under new business; 10J – Unused PTO payout; 10k – Railroad agreement; and 10L – Addendums to development agreement (Fashion Square Boulevard extension). Motion by Trustee Thon and seconded by Clerk Machata to approve agenda with changes. Motion carried.

*Agenda for  
Kochville Township Board of Trustees  
Regular Monthly Meeting  
January 27, 2020 7:00 p.m.  
Kochville Veterans Hall, 3265 Kochville Road*

- 1) *Open Meeting/Pledge*
- 2) *Trustee Member – Roll Call*
- 3) *Agenda Approval*
- 4) *Public Comment: Open / Close*
- 5) *Consent Agenda Approval*
  - *Board of Trustees Regular Meeting Minutes – December 16, 2019*
  - *Payment of regular bills*
  - *Next Board of Trustee Meeting – Kochville Veterans Hall, February 24, 2020, 7:00 pm*
- 6) *Financial Report Ending – December 31, 2019*
- 7) *Communications/Information*
- 8) *Committee Reports:*
  - A. Fire Chief B. Public Works C. DDA D. Veterans Hall*
- 9) *Unfinished Business*
- 10) *New Business*
  - a) *Discussion / Motion – Planning Commission 2019 Annual Report*
  - b) *Discussion / Motion – Township Renovations*
  - c) *Discussion / Motion – Fire Chief*
  - d) *Discussion / Motion – Wage Analysis*
  - e) *Discussion / Motion – Accounting Services*
  - f) *Discussion / Motion – Office Administrator Vacancy*
  - g) *Discussion / Motion – Resolution 20-01 – Poverty Exemptions*
  - h) *Discussion / Motion – Quote for MSOffice 365 E3*
  - i) *Discussion / Motion – Purchase of BS&A Module for Miscellaneous Receivables*
- 11) *Manager Comments*
- 12) *Board Comments*
- 13) *Adjourn meeting*

## Public Comment

### Chuck Pappas – Parks & Recreation Chairman

- The parks and recreation committee will be hosting a Euchre Tournament, Sunday, March 29<sup>th</sup> from 2 to 5 pm at Kochville Veterans Hall.
- Asked to add a special Parks Meeting February 5<sup>th</sup>.
- The committee is requesting to have the meetings start at 6:00 pm from now on instead of 6:30.

## Consent Agenda

Motion by Clerk Machata and seconded by Trustee Ferrell to approve consent agenda as written - Board of Trustees Regular Meeting Minutes – December 16, 2019; Payment of regular bills; Next Board of Trustee Meeting – **Kochville Veterans Hall, February 24, 2020, 7:00 pm.** Motion carried.

## Financial Report Ending December 31, 2019

Treasurer Knowlton read the balance for each of the following funds for month ending December 31, 2019.

a) General Fund	\$1,593,647.26
b) Fire Fund	\$420,707.77
c) Kochville Veterans Hall	\$10,412.75
d) Garbage and Rubbish Collection Fund	\$13,583.39
c) Building Department Fund	\$251,329.13
d) Debt Services Fund – Kochville Road	(\$49,613.75)
e) Debt Service Fund – Fashion Square Ext	(\$9,606.25)
f) Capital Improvement Fund – Krossroads	\$0.00
g) Capital Improvement Fund – Davis Road	\$250,000.00
h) Capital Improvement Fund – Fashion Square	\$0.00
i) Sewer Fund	\$1,564,171.37
j) Water Fund	\$1,765,380.13
k) Tax Collection Fund	\$652,090.04
Total of all Funds \$	\$6,462,095.84

## Communications/Information

Supervisor Loiacano stated he is working with USDA to finish up the Davis Road Waterline project. Supervisor Loiacano introduced Chris VanLoo, the new Fire Chief and Ann Coon, the new Accounting Clerk.

**Department Reports** - reports read and filed

**Unfinish Business – None**

**New Business**

### Planning Commission 2019 Annual Report

Brief discussion took place.

Motion by Supervisor Loiacano and seconded by Trustee Ferrell to approve the Planning Commission 2019 Annual report. Motion carried.

## New Business (cont.)

### Township Hall Renovations

Bruce Palmer presented the proposed renovations to the second floor of the township hall. Bruce is requesting the project to be done in two phases. Bruce is also requesting approve phase one at a cost of \$12,000.00 and the funds will be taken from the 2019-2020 Building department budget. Bruce also stated that he is proposing that he and Kevin Stevens will perform most of the general construction work in order to save the township money. Bruce stated he is a licensed builder and would like to act as the general contractor and oversee the project. Discussion took place.

Motion by Supervisor Loiacano and seconded by Trustee Thon to approve the project in two phases. Motion carried.

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve phase one at a cost of \$12,000.00 to be paid for out of the 2019-2020 Building Department Budget. Motion carried.

#### ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

### Fire Chief

Steve London stated that the Township Board needed to take formal action to approve the new fire chief per township ordinance.

Motion by Supervisor Loiacano seconded by Treasurer Knowlton to approve Chris VanLoo as the new Kochville Township Fire Chief. Motion carried.

### Wage Analysis

Lengthy discussion took place about the wage analysis. Clerk Machata stated he would like to see the township establish the nine step pay increase that is in the wage analysis. It was suggested to have a special meeting/workshop with Mr. Nottley present to discuss the wage analysis report. Steve London said he would contact Mr. Nottley about his availability and reach out to the board about potential dates. No action taken.

### Accounting Services

Supervisor Loiacano discussed the proposal to hire the accounting firm Homman to help with preparing the budget, audit and balancing the books. Lengthy discussion took place. It was determined to not hire an accounting firm and that everyone can work together to prepare the budget and work with our current auditor with any questions that may arise pertaining to the financials. No action taken.

### Office Administrator Vacancy

Discussion took place. Steve London stated he has been in touch with one of the applicants who applied for the Accounting Clerk position to see if they had interest in the Office Administrator position. It was asked if the township needed to advertise the position vacancy for legality purposes. Steve London stated he could place an advertisement on the township's website.

The job description for the position was discussed and it was determined to remove any responsibilities pertaining to planning and zoning.

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve the changes to the Office Administrator Job description. Motion carried.

**New Business (cont.)**

Resolution #20-01 – Poverty exemptions

Motion by Supervisor Loiacano and seconded by Trustee Thon to approve Resolution #20-01 – Poverty Exemptions. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Quote for MSOffice 365 E3

Supervisor Loiacano discussed the proposal from Vector for MSOffice 365 E3. The monthly cost would be \$1,490.00 per month. Brief discussion took place.

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve purchasing MSOffice 365 E3 from Vector at a cost of \$1,490.00 per month. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Purchase of BS&A Module for Miscellaneous Receivables

Mike Comstock stated that the township currently has no way of tracking invoices that are sent out, such as fire department cost recovery. This module would allow invoices to be tracked. The initial cost would be \$4,115.00 and the annual fee would be \$400.00 per year.

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve the purchase of the BS&A module for Miscellaneous Receivables at a cost not to exceed \$4,115.00. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Added item – Payout of unused PTO

Steve London stated that the current policy per the employee manual for paying out of unused PTO to employees is fifty cents on the dollar. Steve London is proposing two changes to the current employee manual. The first being to change the yearly payout when an employee can request a maximum of 40 hours at 50% their hourly rate changed to up to 80 hours at 100% of their hourly rate. The second being to change when an employee leaves or resigns they currently are paid up to 40 hours at 50% of their hourly rate to pay up to 40 hours at 100% of their hourly rate.

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve the proposed changes for payout of unused PTO. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Added agreement – Railroad Agreement Resolution #20-02

Tyson McKinley spoke about the agreement. This agreement pertains to the bike path extension that will connect with the bike path in Tittabawassee Township.

Motion by Supervisor Loiacano and seconded by Clerk Machata to approve Resolution #20-02 Railroad Agreement. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

## New Business (cont.)

### Added item – Addendums to Development Agreement for Fashion Square Boulevard Extension

Tyson McKinley presented three proposed changes pertaining to the Fashion Square Boulevard Extension project. Brief discussion took place.

Motion by Supervisor Loiacano and seconded by Trustee Thon to approve the three proposed addendums to the Development Agreement for Fashion Square Boulevard Extension. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

## Manager Comments

- The Planning Commission voted to put the master plan out for bid.
- The backup generator at Veterans Hall is fully operational.

## Board Comments

Trustee Ferrell - none

Treasurer Knowlton

- The townships mileage reimbursement form needs to be adjusted from \$0.58 cents per mile to the new rate of \$0.57.5 cents per mile.
- Welcomed Chris VanLoo as the new Fire Chief

Trustee Thon

- Commended Bruce Palmer on the Planning Commission Annual Report and his work with the township hall renovations.

Clerk Machata

- Welcomed Chris VanLoo as the new Fire Chief.
- The March 10, 2020 Presidential Primary Election is fast approaching.

Supervisor Loiacano

- Thanked everyone for all their time and efforts lately with everything going on.

## Adjournment

Motion by Clerk Machata and seconded by Trustee Ferrell to adjourn the meeting at 9:24 pm. Motion carried.

  
Kevin Machata, Clerk

3-1-2020

Date