

Approved January 27, 2020

KOCHVILLE TOWNSHIP BOARD OF TRUSTEES BOARD MEETING
Kochville Veterans Hall
3265 Kochville Road, Saginaw, MI 48604
MINUTES OF December 16, 2019

Pledge of Allegiance/Roll Call

The Board Meeting was called to order at 7:01 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; Alan Malesky, Fire Chief; Mike Comstock, DPW Manager; Tyson McKinley, DDA Director; There were 3 other interested parties/guests.

Agenda Approval

One item was added to the agenda under new business; 10h – Zoning Board of Appeals Reappointment. Also, the consent agenda approval will follow Item 10a due to meeting date for January 2020 not set yet. 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
December 16, 2019 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 – November 20, 2019*
 - *Payment of regular bills*
 - *Next Board of Trustee Meeting – Kochville Veterans Hall, January xx, 2020, 7:00 pm*
- 6) *Financial Report Ending – November 30, 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 – Resolution #19-27 - Township Board of Trustees 2020 Meeting Dates*
 - b) *Discussion / Motion – 2020 Township Holidays*
 - c) *Discussion / Motion – Township Hall Interior Renovation (main floor)*
 - d) *Discussion / Motion – Reappoint Russ Herlache to the Planning Commission for term, ending 12/14/22*
 - e) *Discussion / Motion – Reappoint Brian Swedorski, Barry Woods, Michael Smillie, and Scott Crofoot (alt.), to another two (2) year term on the Construction Board of Appeals*
 - f) *Discussion / Motion – Reappoint John Margaritis to DDA Board term ending 9/21/23*
 - g) *Discussion / Motion – Reappoint John Kaczynski to DDA Board term ending 12/15/23*
- 11) *Manager Comments*
- 12) *Board Comments*
- 13) *Adjourn meeting*

Public Comment

Beverly Yanca – 6730 Davis Road

- Stated that item 10f Treasurer Office Hours from the November 20, 2019 board meeting should not have been on the agenda and never discussed in public. She was very disappointed and embarrassed by what transpired. She asked if there was a code of conduct for the board. She wants the board members to respect each other in the meetings.

Patricia Bourdow – 6370 North Michigan

- Asked if the Township belongs to the MTA (Michigan Townships Association). Asked if members of other boards and committees for Kochville have access to MTA.
- Stated the board members need to respect one another.

Consent Agenda

Treasurer Knowlton stated that she wanted to add her response from the November 18, 2019 board meeting to Trustee Thon's comment about the abuse to agenda item 10f – Treasurer's office work hours. Trustee Ferrell stated she wanted her comment added where she agreed with Treasurer Knowlton's response. Treasurer Knowlton also wanted to add to one of her board comments. Trustee Ferrell wanted her board comment to be revised. (Note: these changes are shown in the November 16, 2019 Board Meeting Minutes in bold).

Motion by Supervisor Loiacano and seconded by Treasurer Knowlton to approve consent agenda with changes - Board of Trustees Regular Meeting Minutes – November 20, 2019; Payment of regular bills; Next Board of Trustee Meeting – **Kochville Veterans Hall, January 27, 2020, 7:00 pm**. Changes consisted of added comments under item 10f & Board Comments and grammatical errors.

Financial Report Ending November 30, 2019

Treasurer Knowlton read the balance for each of the following funds for month ending November 30, 2019.

a) General Fund	\$1,538,240.05
b) Fire Fund	\$301,868.52
c) Kochville Veterans Hall	\$10,574.15
d) Garbage and Rubbish Collection Fund	(\$8,529.61)
c) Building Department Fund	\$253,592.10
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	\$1,453,517.74
j) Water Fund	\$1,590,512.47
k) Tax Collection Fund	\$65,444.52
Total of all Funds \$	\$5,395,999.94

Communications/Information

Department Reports - reports read and filed

Unfinish Business - none

New Business

Resolution #19-27 – Township Board of Trustees 2020 Meeting Dates

The meeting dates were briefly discussed.

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve Resolution #19-27 Township Board 2020 Meeting Dates. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Township Holidays

The 2020 Township paid holidays which are stated in the employee handbook were discussed. The day after Christmas will not be recognized as a holiday due to it being on a Saturday.

Motion by Supervisor Loiacano and seconded by Treasurer Knowlton to approve the 2020 Township Holidays. Motion carried.

Township Hall Interior Renovation (main floor)

Mike Comstock stated he received three quotes to replace the flooring on the main floor of the township hall. The current flooring is 14 years old. The new flooring will consist of carpet tiles in the offices and a vinyl planking in the hallways, front stairway and front lobby. Mike is recommending approving the low bidder, Floor Trader at a cost of \$8,711.78.

Motion by Supervisor Loiacano and seconded by Trustee Thon to approve Floor Trader to install new flooring at the Township Hall at a cost of \$8,711.78. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Reappoint Russ Herlache to the Planning Commission for term ending 12/14/22

Motion by Supervisor Loiacano and seconded by Trustee Ferrell to reappoint Russ Herlache to Planning Commission for term ending 12/14/22. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Reappoint Brian Swedorski, Barry Woods, Michael Smillie, and Scott Crofoot (alternate) to two (2) year term on the Construction Board of Appeals

Brief discussion took place.

Motion by Supervisor Loiacano and seconded by Trustee Ferrell to reappoint Brian Swedorski, Barry Woods, Michael Smillie, and Scott Crofoot (alternate) for two (2) year term on the Construction Board of Appeals ending 12/21/21. Motion carried.

Reappoint John Margaritis to DDA Board term ending 9/21/23

Brief discussion took place.

Motion by Clerk Machata and seconded by Supervisor Loiacano to reappoint John Margaritis to DDA Board term ending 9/21/23. Motion carried.

New Business (cont.)

Reappoint John Kaczynski to DDA Board term ending 12/15/23

Brief discussion took place.

Motion by Supervisor Loiacano and seconded by Trustee Thon to reappoint John Kaczynski to DDA Board term ending 12/15/23. Motion carried.

Added Item – Zoning Board of Appeals Reappointment

Brief discussion took place.

Motion by Clerk Machata and seconded by Supervisor Loiacano to reappoint Supervisor Loiacano to Zoning Board of Appeals term ending 12/17/22. Motion carried. Supervisor Loiacano abstained.

Manager Comments

- The correct generator for Veterans Hall will be delivered and set on the pad on 12/17/19 and connected on 12/19/19.
- The healthcare change over for dental and vision all went through.
- There will be new W4 forms for employees.
- The office holiday potluck will be Wednesday, 12/18/19 from Noon to 1 pm.
- Stated that it is tradition for a retiring firefighter to receive their helmet and that Chief Malesky will be receiving his helmet when he retires.

Motion by Supervisor Loiacano and seconded by Trustee Ferrell for Chief Malesky to receive his fire helmet when he retires. Motion carried.

- Stated that the Fire Chief position was offered to current City of Saginaw Fire Chief, Chris VanLoo and Chris accepted the position and will be working with Chief Malesky on the transition.
- Stated that Logan will be doing payroll the week of December 30, 2019 due to Ann being off on vacation that was already scheduled in advance of her being hired as Accounting Clerk.

Board Comments

Trustee Ferrell

- Wished everyone a Merry Christmas and Happy New Year and to remember what we are celebrating this time of year.
- Asked how much training Logan is still doing with Ann. Manager London said it is very limited.

Treasurer Knowlton

- As required for the Treasurer's office to be open until 5 pm for one day between Christmas and New Years, the Kochville Township Treasurer's office will be open until 5 pm on Monday, December 30, 2019 to accept tax payments.
- Wished everyone a Merry Christmas and hope everyone has a fantastic New Year.

Trustee Thon - nothing

Board Comments (cont.)

Clerk Machata

- Asked about the status of Office 365. Supervisor Loiacano is still looking into it and he is worried that the township's data is sitting out on someone else's server where we have no control. Supervisor Loiacano also stated he wants to find out what it costs for backups. Clerk Machata stated that the fire department uses Office 365 and that the entire Township should be consistent and all be using the same program. Clerk Machata also stated the Clerk's office will be looking into the BS&A module where employee timesheets can be done online. BS&A does not communicate with google but will with Office 365. Clerk Machata also stated by going paperless for timesheets would eliminate the cost of the punch cards, the labels with employee names for the punch cards, the time to put the labels on the cards, the time to photo copy the punch card onto the back of the paper timesheets.
- Clerk Machata thanked Fire Chief Malesky for his commitment, dedication and outstanding service to Kochville Township the past 25 years.
- Wished everyone a Merry Christmas and Happy New Year.

Supervisor Loiacano

- Still working with USDA to finalize the Davis Road Waterline.
- Wished everyone a Merry Christmas and Happy New Year.
- Thanked Chief Malesky for his service.

Adjournment

Motion by Supervisor Loiacano and seconded by Clerk Machata to adjourn the meeting at 8:06 pm.
Motion carried.



Kevin Machata, Clerk

2-2-2020
Date