

Approved June 18, 2018

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES
REGULAR BOARD MEETING
Kochville Veteran's Hall
3265 Kochville Road Saginaw, MI 48604
MINUTES OF
May 21, 2018**

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.

Roll Call:

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

ALSO PRESENT: Steve London, Township Manager; Alan Malesky, Fire Chief; Mike Comstock, DPW Manager; Bruce Palmer, Zoning Administrator; Chris Jacobs, DDA Director; Steve Rutkowski, Spicer Group and one other interested party/guest

Agenda Approval

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve the agenda as written. Motion carried.

*Agenda for
Kochville Township Board of Trustees
Regular Monthly Meeting
May 21, 2018 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 – April 16, 2018
 - Board of Trustees Special Meeting Minutes – May 4, 2018
 - Payment of regular bills
 - Next Board of Trustee Meeting – **Kochville Township Hall, June 18, 2018, 7:00 pm**
- 6) **Financial Report Ending – April 30, 2018**
- 7) **Communications/Information**
 - a) Davis Road Waterline USDA Financing – Jim
- 8) **Committee Reports:**
 - A. Fire Chief
 - B. Public Works
 - C. DDA
 - D. Veteran's Hall
- 9) **Unfinished Business**
 - a) Discussion / Motion –
- 10) **New Business**
 - a) Discussion / Motion – Kochville Vet Center Classic Car Show
 - b) Discussion / Motion – Employee manual updates
 - c) Discussion / Motion – Resolution #18-11 Deputy Treasurer Pay
 - d) Discussion / Motion – Resolution #18-12 – Authorizing publication of notice intent to issue bonds
 - e) Discussion / Motion – Arc Online / Arc Map program
 - f) Discussion / Motion – Pension Contributions
 - g) Discussion / Motion – 2018 Property Unit Foreclosures
 - h) Discussion / Motion - Sidewalk Ordinance Amendments

Agenda (cont.)

New Business (cont.)

- i) Discussion / Motion - Water billing dates and shut off*
- j) Discussion / Motion – Fire Board of Appeals Reappointments*
- k) Discussion / Motion - New “development permit” application*
- l) Discussion / Motion – DDA Board, John Howell reappointment*

12) Manager Comments

13) Board Comments

14) Adjourn meeting

Public Comment – No public comment.

Consent Agenda

Motion by Trustee Thon and seconded by Clerk Machata to approve consent agenda with change consisting of Board of Trustees Regular Meeting Minutes of April 16, 2018 – Special Board Meeting Minutes of May 4, 2018; Payment of regular bills; Next Board of Trustee Meeting at Kochville Township Hall on June 18, 2018, 7:00 pm. Change was typographical error in Minutes of May 4, 2018 Minutes. Motion carried.

Financial Report Ending April 30, 2018

Treasurer Brewster read the balance for each of the following funds for month ending April 30, 2018.

a) General Fund	\$1,104,297.84
b) Fire Fund	\$483,857.56
c) Kochville Veterans Hall	\$13,166.99
d) Garbage and Rubbish Collection Fund	\$57,293.37
c) Building Department Fund	\$102,269.06
d) Debt Services Fund – Kochville Road	(\$56,727.50)
e) Debt Service Fund – Fashion Square Ext	\$6,482.77
f) Capital Improvement Fund – Krossroads	\$80,000.00
g) Capital Improvement Fund – Davis Road	\$250,000.00
h) Capital Improvement Fund – Fashion Square	\$108,790.46
i) Sewer Fund	\$978,928.31
j) Water Fund	\$1,251,512.86
k) Tax Collection Fund	\$1,000.00
Total of all Funds \$	\$4,380,871.72

Communications/Information

Davis Road Water Line Update – Supervisor Loiacano stated he is working with Wanda to make sure all the files and paperwork are up to date. Kochville Township will be looking at possibly applying for a loan through the USDA since the township will not be receiving the grant.

Department Reports – reports read and filed

Unfinished Business - None

New Business

Kochville Car & Bike Show

Chris Jacobs stated that the DDA is putting on a Kochville Car & Bike Show to help raise money for the Veterans Family Fund. The car show will be held on August 2, 2018 from 10 am to 2 pm at Garber Buick on Bay Road. Yeo and Yeo is offering their parking lot for attendees. Chris is looking for the board to just acknowledge the event. Motion by Supervisor Loiacano and seconded by Trustee Thon to acknowledge the Kochville Car & Bike Show on August 4, 2018. Motion carried.

Employee Manual Updates

Township Manager Steve London stated he would like to keep the moratorium in effect for another 90 days so he can review the Employee Manual more in depth and bring changes back to the board after 90 days.

Motion by Trustee Thon and seconded by Supervisor Loiacano to extend moratorium 90 days for the employee manual. Motion carried.

Resolution #18-11 – Deputy Treasurer Pay

Treasurer Brewster stated that the resolution cannot say “salary” and have the pay stipulated at an hourly rate. Treasurer Brewster also stated he wanted to pay the Deputy Treasurer \$12.00 per hour instead of the proposed \$10.00 per hour in the Resolution. Discussion took place and the word salary would be changed to “wages” and the hourly rate will be \$12.00 per hour.

Motion by Clerk Machata and seconded by Trustee Ferrell to approve Resolution #18-11 with proposed changes. Motion carried.

ROLL CALL VOTE:

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano Nays: None

Resolution #18-12 – Authorizing publication of notice intent to issue bonds

Supervisor Loiacano stated that since the township would not be receiving the USDA Grant the principal amount for issuance of capital improvement bonds needs to be increased. The township originally approved the amount not to exceed \$300,000.00. The amount now needs to be amended to not exceed \$470,000.00. Discussion took place.

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve Resolution #18-12- authorizing publication of notice of intent to issue bonds. Motion carried.

ROLL CALL VOTE:

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano Nays: None

Arc Online / Arc Map program

Mike Comstock stated that currently the DPW cannot make changes in the field to the GIS maps, they can only be made on Mike’s computer in his office. Mike stated that as of March 2019 the township will need a license in order make changes to the GIS maps. Mike stated that most of the cost for equipment and license would be picked up by a Saw Grant through the DDA which expires October 31, 2018. Mike then turned over the floor to Steve Rutkowski of Spicer Group and Steve explained the process of getting the necessary equipment and software. Step 1 would be to obtain the license for \$1,350.00 which money from the Saw Grant can be used. After the initial cost there would be an annual fee of \$400.00 for the program which includes an uplink cost. Discussion took place. Motion by Trustee Thon and seconded by Supervisor Loiacano to move forward with the program through the Saw Grant. Motion carried.

ROLL CALL VOTE:

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano Nays: None

Pension contributions

It was proposed to change the retirement contributions by the township from annually to monthly. This would work better for potential growth as money will be contributed monthly instead of once a year. The change would be prorated from April 1, 2018 and Hayden Boensch's contribution would be back dated to when he was hired full time and the amount would be \$2,009.60.

Motion by Supervisor Loiacano and seconded by Clerk Machata to switch pension contributions from annually to monthly effective April 1, 2018 and backdate \$2,009.60 for Hayden Boensch prior to April 1, 2018. Motion carried.

ROLL CALL VOTE:

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano Nays: None

2018 Property Unit Foreclosures

Supervisor Loiacano stated the township has the option to purchase parcel 18-13-4-25-2002-000 that is in foreclosure which is located on North Michigan between Liberty and Pierce Roads. Discussion took place and the consensus was to not purchase the property.

Motion by Trustee Thon and seconded by Treasurer Brewster to not purchase parcel 18-13-4-25-2002-000. Motion carried.

Sidewalk Ordinance revisions

Supervisor Loiacano presented the proposed changes to the Sidewalk Ordinance #17-08 and asked the board members to review them. Supervisor Loiacano stated he would like to hold the public hearing at the June 18, 2018 Board Meeting.

Motion by Treasurer Brewster and seconded by Clerk Machata to hold a public hearing for Sidewalk Ordinance amendments on June 18, 2018. Motion carried

Water billing dates and shut off

Treasurer Brewster stated that there have been some issues with a short time frame between when the utility bills are sent out and the due dates. Discussion took place on the matter. Clerk Machata stated that the postal service has many issues with mail being delivered in a timely fashion. No action taken.

Fire Board of Appeals reappointments

Chief Malesky stated all the current members of the Fire Board of Appeals would gladly continue serving and requested they all be reappointed. Motion by Supervisor Loiacano and seconded by Trustee Thon for the reappointments to the Fire Board of Appeals consisting of Rick Humphreys and Michael Smiley for 1-year term ending May 31, 2019 and Brian Swedorski, Curt Tucker and Melvin Kuhl for a 2-year term ending May 31, 2020. Motion carried.

New "development permit" application

Bruce Palmer, Zoning administrator, stated that after consulting with the FEMA representative in regards to areas in the township within the flood plain that they recommended having this type of permit. Motion by Trustee Thon and seconded by Trustee Ferrell to approve the new "development permit" application. Motion carried.

DDA Board, John Howell reappointment

Chris Jacobs stated that John Howell wants to continue serving on the DDA Board and that the DDA Board already approved reappointing him but the Township Board needs to do the same in order for him to officially be reappointed.

Motion by Supervisor Loiacano and seconded by Clerk Machata to reappoint John Howell to DDA Board for a 4-year term ending March 31, 2022. Motion carried.

Manager Comments

Steve London thanked the board for their vote of confidence to have him serve as Kochville Township Manager.

Board Comments

Trustee Thon - nothing

Clerk Machata

- Welcomed Steve London as Township Manager
- The new Election Equipment has been delivered and training will be sometime in June
- Will be out of town Wednesday May 30 thru Friday June 2nd.

Supervisor Loiacano –Watch yourself on the roads this weekend.

Treasurer Brewster - nothing

Trustee Ferrell

- Wished everyone to have a good Memorial weekend and drive safe.

Adjournment

Motion by Clerk Machata and seconded by Supervisor Loiacano to adjourn the meeting at 8:22 pm.
Motion carried.



Kevin Machata, Clerk

6-23-18

Date