

Approved January 29, 2019

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES BOARD MEETING**  
**Kochville Veterans Hall**  
**3265 Kochville Road, Saginaw, MI 48604**  
**MINUTES OF December 17, 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 Knowlton, Trustee Ferrell and Trustee Thon

ALSO, PRESENT: Steve London, Township Manager; Alan Malesky, Fire Chief; Mike Comstock, DPW Manager; Jamie Uptmor, Deputy Clerk; Kerri Malesky, Kochville Veterans Hall Director; Logan Zaun, Finance Coordinator. There was one other interested party/guest.

**Agenda Approval**

*Agenda for*  
*Kochville Township Board of Trustees*  
*Regular Monthly Meeting*  
*December 17, 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 Public Hearing & Regular Meeting Minutes – November 19, 2018*
  - *Payment of regular bills*
  - *Next Board of Trustee Meeting – Kochville Veterans Hall, January 28, 2019, 7:00 pm*
- 6) *Financial Report Ending – November 30, 2018*
- 7) *Communications/Information*
  - a) *Davis Road Waterline USDA Financing*
- 8) *Committee Reports:*
  - A. *Fire Chief*
  - B. *Public Works*
  - C. *DDA*
  - D. *Veterans Hall*
- 9) *Unfinished Business*
  - a) *Discussion / Motion –*
- 10) *New Business*
  - a) *Discussion / Motion – Resolution #18-25 - Kochville Township Board of Trustees 2019 Meeting Dates*
  - b) *Discussion / Motion – Parks and Recreation Master Plan*
  - c) *Discussion / Motion – Blue Cross Blue Shield Refund of \$1,032.03 for year 2017*
  - d) *Discussion / Motion – Township Holidays for 2019*
  - e) *Discussion / Motion – Invoice Cloud for online electronic bill payment and presentment*
  - f) *Discussion / Motion – Kochville Veterans Hall attic insulation project*
  - g) *Discussion / Motion – DPW 2004 Truck and associated equipment sale*
  - h) *Discussion / Motion – Water Contract Amendment*
  - i) *Discussion / Motion – Planning Commission Applicants*
  - j) *Discussion / Motion – Deputy Wages*
- 12) *Manager Comments*
- 13) *Board Comments*
- 14) *Adjourn meeting*

Motion by Trustee Thon and seconded by Clerk Machata to approve agenda as written. Motion carried.

### **Public Comments**

#### Beverly Yanca, 6730 Davis Road

- Stated one of her public comments from the November 19, 2018 Public Hearing and Board Meeting was incorrect.

### **Consent Agenda**

Corrections were made to the November 19, 2018 Public Hearing and Board Meeting Minutes. Motion by Trustee Thon and seconded by Supervisor Loiacano to approve the consent agenda with changes consisting of Board of Trustees Public Hearing & Regular Meeting Minutes of November 19, 2018; Payment of regular bills; Next Board of Trustee Meeting at Kochville Veterans Hall on January 28, 2019, 7:00 pm and addition of December 5, 2018 Special Board of Trustees Meeting Minutes. Motion carried.

### **Financial Report Ending November 30, 2018**

Treasurer Knowlton read the balance for each of the following funds for month ending November 30, 2018.

a) General Fund	\$1,226,943.32
b) Fire Fund	\$325,144.68
c) Kochville Veterans Hall	\$7,117.27
d) Garbage and Rubbish Collection Fund	(\$9,121.33)
c) Building Department Fund	\$192,196.24
d) Debt Services Fund – Kochville Road	(\$47,725.50)
e) Debt Service Fund – Fashion Square Ext	(\$3,779.73)
f) Capital Improvement Fund – Crossroads	\$0.00
g) Capital Improvement Fund – Davis Road	\$250,000.00
h) Capital Improvement Fund – Fashion Square	\$108,790.46
i) Sewer Fund	\$1,200,898.96
j) Water Fund	\$1,558,451.27
k) Tax Collection Fund	\$31,743.37
Total of all Funds \$	\$4,880,659.01

### **Communications/Information**

Davis Road Water Line Update – Supervisor Loiacano stated that the he sent a letter to the City of Saginaw requesting them to contribute more money to the Davis Road Waterline Project. He said he received a letter from the City of Saginaw stating they were only going to be paying for the 5 parcels already agreed upon.

**Department Reports** – reports read and filed

**Unfinished Business - None**

**New Business**

Resolution #18-25 - Kochville Township Board of Trustees 2019 Meeting Dates

Brief Discussion took place.

Motion by Treasurer Knowlton and seconded by Supervisor Loiacano to approve Resolution #18-25 – Kochville Township Board of Trustees 2019 Meeting Dates. Motion carried.

Parks and Recreation Master Plan

Clerk Machata stated the Parks and Recreation Committee approved the final draft at its November 7, 2018 Meeting and is recommending the Board of Trustees approve the Parks and Recreation Master Plan for 2018-2023.

Motion by Clerk Machata and seconded by Trustee Thon to approve the Parks and Recreation Master Plan for 2018-2023 as presented. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Blue Cross Blue Shield Refund of \$1,032.03 for year 2017

Township Manager London stated the township received a refund from Blue Cross Blue Shield for the calendar year 2017 in the amount of \$1,032.03. He is recommending the board to approve refunding the employees their 1% prorated amount which would be a total of \$7.73 between the employees.

Motion by Supervisor Loiacano and seconded by Treasurer Knowlton to refund the employees their prorated amount from the \$7.73. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Township Holidays for 2019

Discussion took place on the proposed township holidays for the 2019 calendar year. December 26, 2019 was questioned since it falls on a Wednesday which would have the Township Offices only open on Monday and Friday that week. Clerk Machata stated he was okay with removing December 26, 2019 as a holiday.

Motion by Supervisor Loiacano and seconded by Clerk Machata to approve the 2019 proposed holidays excluding Thursday, December 26, 2019. Motion carried.

Invoice Cloud for online electronic bill payment and presentment

Lengthy discussion took place. Treasurer Knowlton stated she has not been kept in the loop in regards to this matter and that the township is not ready yet. Treasurer Knowlton stated she is the one ultimately responsible for the money coming into the township. She stated more research needs to be done with consulting with other townships using online bill payment. No action taken.

## **New Business (cont.)**

### Kochville Veterans Hall attic insulation project

Kerri Malesky gave a brief overview of the project and three bids she received from contractors. Kerri is recommending MAG Insulation at a cost of \$8,920.00. If approved she stated the project would be completed near the end of January. Kerri stated that this project does qualify for a Consumers Energy rebate and could be as much as \$0.30 cents per square foot. Kerri stated that the township would be receiving a rebate of \$1,572.00 from Consumers Energy for the recent light replacement project at Veterans Hall.

Motion by Supervisor Loiacano and seconded by Trustee Ferrell to approve MAG Insulation at a cost of \$8,920.00. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

### DPW 2004 Truck and associated equipment sale

DPW Manager Mike Comstock is requesting the board to waive the disposal policy so he can sell the 2004 DPW truck and associated snow removal equipment by the best means possible. Brief discussion took place.

Motion by Trustee Thon and seconded by Treasurer Knowlton to waive the disposal policy to allow Mike Comstock to sell the 2004 DPW truck and associated equipment for no less than \$5,000.00.

Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

### Water Contract Amendment

Supervisor Loiacano stated that the USDA may require the township to amend the current 30-year water contract with the City of Saginaw to be as long as the USDA loan of 40 years for the Davis Road Waterline Project. Supervisor Loiacano is asking the board to pre-approve him to amend the contract if needed.

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve the Township Supervisor to amend the current 30-year water contract with the City of Saginaw if needed. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

### Planning Commission Applicants

Supervisor Loiacano stated that there are four people now interested in being appointed to the Planning Commission. The four people that are interested are Al Bader, Neal Frank, Mike Howerton, and Dennis Knowlton. He said the applicants will be attending the January Planning Commission meeting to introduce themselves. No action taken.

### Deputy Wages

Discussion took place on the Deputy Wages. Treasurer Knowlton stated she is still researching deputy wages at other townships comparable to Kochville Township and will have numbers come budget time.

**Manager Comments –**

Manager London stated he is still working on employee job descriptions and also looking at doing a benchmark (wage study). He stated that the Michigan Municipal League is a great resource for benchmarking. He said he should have the job descriptions completed for the January Board of Trustees meeting.

**Board Comments**

Trustee Ferrell

- Asked what the purchasing amount limit is that does not require board approval
- Wished everyone a Merry Christmas and happy & healthy New Year.

Trustee Thon - nothing

Treasurer Knowlton

- Wished everyone a Merry Christmas.

Clerk Machata

- Will be out of town December 26-30 and also January 19-27, 2019.
- Wished everyone a Merry Christmas and Happy New Year.

Supervisor Loiacano

- Thank you to everyone who helped with Christmas in Kochville.
- Wished everyone a Merry Christmas and Happy New Year.

**Adjournment**

Motion by Supervisor Loiacano and seconded by Trustee Ferrell to adjourn the meeting at 8:37 pm. Motion carried.

  
 \_\_\_\_\_  
 Kevin Machata, Clerk

1/29/19  
 \_\_\_\_\_  
 Date