

Ontwa Township Board of Trustees Meeting Minutes
January 13, 2020
Minutes
www.ontwatwp.org

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:00pm on January 13, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustees Jeff Kozinski, Jerry Duck, Dan Stutsman and Dawn Bolock were present.

Approval of Agenda: Trustee Stutsman made a motion to approve, second by Trustee Kozinski. All in favor, motion passed.

Public Comment: Ed Patzer of 23383 Lakeview Dr. and John Harsh of 23412 S. Shore spoke.

Approval of Consent Agenda: Trustee Stutsman made a motion to remove General Checking and Wastewater Fund from Consent Agenda to amend both, second by Trustee Duck. Trustee Duck made a motion to approve the amended Consent Agenda, Second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays. Clerk VanBelle added check numbers 7614-7615 to General Checking and check numbers 5889-5990 to Wastewater. Trustee Bolock made a motion to approve the additional checks, second by Trustee Kozinski, motion passed on a roll call vote: 7 ayes 0 nays.

SMC President – Dr. Joe Odenwald was introduced as the new president of SMC

Commissioner's Report - Commissioner Roseann Marchetti – Lawless Park has been designated as a National Dark Sky Park.

Committee Board Reports:

Zoning Administrator - LeRoy Krempec - update on properties in the township

Wastewater – Mike Mrozcek- Surcharges to Granger Sewer District became effective on January 1.

Ambulance - Trustee Stutsman – New ambulance is expected to be delivered in March and plans are to keep 3 ambulances in operation. The start time for the ambulance meetings will be changed to 6pm beginning in March. Meetings will continue to be held every other month.

Police - Treasurer Christensen – The department will order a new Ford Explorer. As a result of recent donations, the Police Department has been able to order additional equipment for the officers.

Buildings & Grounds - Trustee Duck - No report

Planning Commission - Trustee Bolock – There was no meeting this month.

Township Roads - Trustee Kozinski – Possibility that resurfacing of Lawndale may be bumped up to 2021.

Fire Board - John Bossler – There was no meeting this month.

Old Business: No old business

New Business:

Canadian National Railway Grant: The grant is in the amount of \$25,000 and will be used for cleanup/improvement of the property from US 12 to Elkhart Road. It is a 100% matching grant and donations will be accepted from citizens and businesses. After Board discussion Clerk VanBelle made a motion to approve a \$10,000 donation from the Township to kick off the program to start the required match, second by Trustee Kozinski. These funds will come out of the 2021 budget. Motion passed on a roll call vote: 7 ayes 0 nays.

Resolution regarding Funding for Township Recreational Activities: After discussion Trustee Duck made a motion to approve Resolution 2020-01-13.1 to approve a disbursement of \$10,000. Effective April 1, 2020 to the Edwardsburg Sports Complex for the provision of recreational services to Township residents, second by Supervisor Marchetti. Motion passed on a roll call vote: 5 ayes 1 nay (Treasurer Christensen). Because he is a Board member of the Sports Complex, Trustee Kozinski abstained.

Dockside Landing – Step 2 – Ken Jones Jr reviewed two changes to Step 1 and explained the process of Step 2, which, if approved, will grant permission by the Board to proceed with infrastructure. Trustee Stutsman made a motion to approve proceeding with Step 2, Second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Announcements: Next regular Township Board meeting will be February 10th, Ambulance Board January 14th, Police Board February 12th, Wastewater Board January 22nd, Planning Commission February 5th.

Adjourn: Trustee Duck made a motion to adjourn, second by Trustee Kozinski. Meeting adjourned at 8:39 pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver

Ontwa Township Board of Trustees Meeting Minutes

February 10, 2020

Minutes

www.ontwatwp.org

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:00pm on February 10, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustee Jerry Duck, Trustee Dan Stutsman and Trustee Dawn Bolock were present. **Absent:** Trustee Jeff Kozinski

Approval of Agenda: Trustee Stutsman made a motion to approve, second by Trustee Duck. Clerk VanBelle made a motion to amend the agenda to add under new business #4 reschedule March BOT meeting to March 12th. Trustee Duck seconded. All in favor, motion passed.

Public Comment: No public comment

Approval of Consent Agenda: Clerk VanBelle made a motion to amend the consent agenda by adding general check #7649-7656, Fire check#1021, Ambulance check#1022 and Police check #1517 seconded by Treasurer Christensen. Trustee Bolock made a motion to approve as amended, seconded by Trustee Duck. Approved on a roll call vote 6 ayes, 0 nays. Absent trustee Kozinski.

Commissioner's Report - Commissioner Roseann Marchetti – 3 vehicles for Sheriffs dept purchased, \$75k veterans grant approved, new director at Woodlands.

Committee Board Reports:

Zoning Administrator - LeRoy Krempec – no report – absent from meeting.

Wastewater – Trustee Stutsman gave update and told about CT Electric/Cummings Sales & Services.

Ambulance - Trustee Stutsman – New ambulance is expected to be delivered in March. Income from transfers lagging. Fully staffed for two Ambulances.

Police - Treasurer Christensen – Next meeting March 11th at the Village Hall.

Buildings & Grounds - Trustee Duck - No report

Planning Commission - Trustee Bolock – There was no meeting this month.

Township Roads - Trustee Kozinski – Absent – no report.

Fire Board - John Bossler – Absent - Supervisor Marchetti said on budget for year. Fire board members re-appointed for 2020-2021.

Old Business: No old business

New Business:

Board Appointments: Supervisor Marchetti made a motion to re-appoint all 8 people whose terms are expiring to a term ending in 2023. Trustee Duck Seconded. See attached list. All in favor motion passed. Supervisor Marchetti made a motion to appoint Dave Stiffler to complete Fritz Lambright term ending in 2022, seconded by Trustee Stutsman. All in favor motion passed.

CT Electric/Cummings Sales and Service - Wastewater: After discussion Trustee Stutsman made a motion to approve funding not to exceed \$3500.00 total for labor and materials, to add generator run signals to the Mission dialers at JPC-1, B3, and B4 lift stations, seconded by Trustee Duck. Motion passed on a roll call vote: 6 ayes 0 nays. Trustee Kozinski absent.

Re-Schedule BOT Meeting – Clerk VanBelle made a motion to reschedule the BOT March meeting from March 10th to March 12th because of the presidential primary. Seconded by Supervisor Marchetti, all in favor motion passed.

Announcements: Next regular Township Board meeting will be March 12th, Ambulance Board March 17th, Police Board March 11th, Wastewater Board February 26nd, Planning Commission March 4th.

Adjourn: Trustee Stutsman made a motion to adjourn, second by Trustee Duck. Meeting adjourned at 7:28 pm.

-BOARD REAPPOINTMENTS

PLANNING COMMISSION

DICK GATES-2023

MIKE MROCZEK-2023

SANDY SEANOR-2023

WASTEWATER

JEFF VANBELLE-2023

BRUCE CASSIDY-2023

ZONING BOARD OF APPEALS

JEFF BROWN-2023

SANDY SEANOR-2023

JOE TREDWAY-2023

NEW APPOINTMENT-WASTE WATER BOARD

DAVE STIFFLER-2022 COMPLETING FRITZ

LAMBRIGHT TERM

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: March 12, 2020

Recording Secretary

Linda Weaver
Linda Weaver

Ontwa Township Board of Trustees Meeting Minutes

March 12, 2020

Minutes

www.ontwatwp.org

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:00pm on March 12, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustees Jeff Kozinski, Dan Stutsman and Dawn Bolock were present. Trustee Duck was present by phone.

Approval of Agenda: Trustee Kozinski made a motion to add 2020 Road Projects as item #7 under New Business, second by Supervisor Marchetti, and Trustee Stutsman made a motion to add Lawn Mowing Bids as item #8 under New Business, second by Treasurer Christensen. All in favor, motion passed.

Public Comment: Scott McCall of 68412 Lazy Lane spoke.

Approval of Consent Agenda: Clerk VanBelle made a motion to amend February Meeting Minutes, second by Treasurer Christensen. Treasurer Christensen made a motion to approve the amended Consent Agenda, second by Trustee Bolock. All in favor, motion passed.

Commissioner's Report: Commissioner Roseann Marchetti: Hazardous Waste Collection will be April 25th from 9am-12pm at the lower parking lot of the County Building. Used tire drop off will be August 15 at the lower parking lot of the County Building.

Committee Board Reports:

Zoning Administrator: No report

Wastewater: Brigid Forlenza- Received permits for the two dry hydrants, one will be located on Redfield Road at the canoe launch and the other will be by the bridge on Christiana Drive. Bids will be received for fencing around JCP1.

Ambulance: Trustee Stutsman- Delivery date for the new ambulance has been pushed back to May.

Police: Treasurer Christensen- The Department will be getting a new squad car in May.

Buildings & Grounds: No report

Planning Commission: Trustee Bolock- Two site plans and the Annual Report were approved at the last meeting.

Township Roads: Trustee Kozinski- plans are being discussed to designate May 6th as Ride/walk to School Day.

Fire Board: No report

Old Business: No old business

New Business:

Krause Park: Supervisor Marchetti- The township received a grant from Burnham & Insurance Group for improvements to Krause Park. It will be used to replace mulch in the playground area.

Resolution to appoint professional service providers: Clerk VanBelle made a motion to approve Resolution 2020-03-12.1 to retain Edwardsburg Argus as the official newspaper for all legal and official township business, Kruggel, Lawton & Company as the township auditors, Chemical Bank, GW Jones Bank and Circle Federal Credit Union as official depositories for all township funds, Williams & Works and Wightman & Associates as the Professional Engineers for the township and Bauckham, Sparks, Thall, Seeber and Kaufman P.C. attorneys at law and Mika Meyers PLC (wastewater). All appointments are for fiscal year 2020-2021. Second by Trustee Kozinski. Motion passed on a roll call vote:7 ayes 0 nays.

Resolution to establish regular meeting hours: Clerk VanBelle made a motion to approve Resolution 2020-03-12.3 to establish dates of the monthly Board of Trustees meetings for the fiscal year of 2020-2021, which are held on the 2nd Monday of each month at 7pm. Second by Treasurer Christensen. Motion passed on a roll call vote:7 ayes 0 nays.

Resolution to adopt the annual exemption option: Clerk VanBelle made a motion to pass Resolution 2020-03-12.2 to adopt Section 8 of 2011 Public Act 152 for fiscal year 2020-2021. Second by Trustee Duck. Motion passed on a roll call vote: 6 ayes 1 nay (Treasurer Christensen).

Planning Commission Annual Report: Trustee Bolock made a motion to approve the 2019 Annual Ontwa Township Planning Commission Report. Second by Treasurer Christensen. All in favor, motion passed.

Wastewater Servpro-Clean WW Building: Trustee Stutsman made a motion to approve contracting Servpro of Cass & St. Joseph Counties to clean the wastewater building at a cost not to exceed \$1,300. Second by Trustee Bolock. Motion passed on a roll call vote: 6 ayes 1 nay (Trustee Kozinski).

2020 Road Projects: Trustee Kozinski made a motion to approve the proposed list of road repairs for Ontwa Township. Second by Treasurer Christensen. Motion passed on a roll call vote: 7 ayes 0 nays. Listing attached.

Lawn Mowing Bids: Two bids were presented to the Township for lawn bids for 2020. Trustee Stutsman made a motion to approve McCall's Outside Chores. Second by Trustee Bolock. Motion passed on a roll call vote: 7 ayes 0 nays.

Announcements: Next regular Township Board meeting will be April 13th, Ambulance Board March 17th, Police Board April 8th, Wastewater Board March 22, Planning Commission April 1st. There will be a public hearing on the 2020-2021 budget on March 26 at 10am at the Township Hall. Clean up days for Ontwa Township residents will be April 25 from 9am-3pm.

Adjourn: Trustee Kozinski made a motion to adjourn, second by Trustee Stutsman. Meeting adjourned at 8:03 pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver

Ontwa Township Board of Trustees Meeting Minutes

April 13, 2020

Minutes

www.ontwatwp.org

Due to the Township being closed the meeting was conducted via Zoom. The Public was invited.

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:00pm on April 13, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustees Dawn Bolock and Dan Stutsman were present. Trustee Kozinski joined at 7:15 and Trustee Duck joined at 7:25.

Approval of Agenda: Trustee Bolock made a motion to approve the agenda, second by Trustee Stutsman. All in favor, motion passed.

Public Comment: No public comment.

Approval of Consent Agenda: Clerk VanBelle made a motion to approve the Consent Agenda, second by Trustee Stutsman. Motion passed on a roll call vote: 5 ayes 0 nays. Trustees Kozinski and Duck were absent.

Commissioner's Report: Commissioner Roseann Marchetti: County Building is closed, but administration staff is working. The deadline to respond to the census survey has been extended to July 21, 2020.

Committee Board Reports: Due to the closure the only report was Ambulance

Zoning Administrator: Leroy Krempec-

Wastewater: Brigid Forlenza-

Ambulance: Trustee Stutsman- March income was the highest all year. New ambulance arrival date has been pushed back to June.

Police: Treasurer Christensen-

Buildings & Grounds: Trustee Duck-

Planning Commission: Trustee Bolock-

Township Roads: Trustee Kozinski-

Fire Board: John Bossler-

Old Business: No old business

New Business:

Krause Park: Supervisor Marchetti- Trustee Bolock made a motion to accept the bid, as discussed by Supervisor Marchetti, from Penchura LLC to replace mulch in the playground area at Krause Park at a cost of \$14,700. Second by Trustee Kozinski. Motion passed on a roll call vote: 6 ayes, 0 nays. Trustee Duck was absent.

Resolution to adopt millage ballot language for Fire and Ambulance Services: Clerk VanBelle made a motion to approve Resolution 2020-04-13.1, a renewal of existing millage, second by Trustee Bolock. Motion passed on a roll call vote: 6 ayes 0 nays. Trustee Duck was absent.

Resolution to adopt millage ballot language for Police Department: Trustee Bolock made a motion to approve Resolution 2020-04-13.2, a renewal of existing millage, second by Trustee Kozinski. Motion passed on a roll call vote: 6 ayes 0 nays. Trustee Duck was absent.

Resolution to adopt millage ballot language for Ambulance Service: Trustee Bolock made a motion to approve Resolution 2020-04-13.3, a renewal of existing millage, second by Trustee Stutsman. Motion passed on a roll call vote: 7 ayes 0 nays.

Announcements: Announcements: The next regular Township Board meeting will be held May 11. Procedure for the meeting will be posted on the website. No other Township meetings are scheduled at this time.

Adjourn: Trustee Kozinski made a motion to adjourn, second by Trustee Stutsman. Meeting adjourned at 7:40 pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver

Draft

Ontwa Township Board of Trustees Meeting Minutes

May 11, 2020

Minutes

www.ontwatwp.org

Due to the Township being closed the meeting was conducted via Zoom. The Public was invited. Information on joining the meeting are posted on the website each month.

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:01pm on May 11, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustees Dawn Bolock, Dan Stutsman, Jeff Kozinski, and Jerry Duck were present.

Approval of Agenda: Trustee Duck made a motion to approve the agenda, second by Trustee Kozinski. All in favor, motion passed.

Public Comment: No public comment.

Approval of Consent Agenda: Treasurer Christensen made a motion to approve the Consent Agenda, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Commissioner's Report: Commissioner Roseann Marchetti: Millage for County Medical Care Facility will be on August ballot.

Committee Board Reports:

Zoning Administrator: Leroy Krempec-

Wastewater: Brigid Forlenza- Annual sewer line cleaning will begin and work at Krause Park has begun and will be completed by the end of the week.

Ambulance: Trustee Stutsman- Fiscal year ended with \$28K in the black. Due to lack of calls some staff will be laid off.

Police: Treasurer Christensen-

Buildings & Grounds: Trustee Duck-

Planning Commission: Trustee Bolock-

Township Roads: Trustee Kozinski- Lane Road dust control has been added to the 2020 Ontwa Township Road Proposal.

Fire Board: John Bossler- Calls are down and some firemen training began today.

Old Business: No old business

New Business:

Fireworks: Clerk VanBelle made a motion to approve applications for Eagle Lake and Garver Lake July 4th fireworks, second by Trustee Kozinski. All in favor, motion passed.

Clean Earth Wastewater: Trustee Stutsman made a motion to accept the proposal from Clean Earth to begin annual sewer. line cleaning and repair to a section of pipe on Elkhart Road, not to exceed \$45,000. Second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

McCall's Outdoor: A proposal from McCall's for some work needed at the Township will be considered later.

Discussion followed on options to modifications at the Township Hall after reopening to secure the health of staff and customers.

Announcements: Announcements: The next regular Township Board meeting will be held June 8. Procedure for the meeting will be posted on the website. No other Township meetings are scheduled at this time.

Adjourn: Trustee Duck made a motion to adjourn, second by Trustee Kozinski. Meeting adjourned at 7:35 pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver

Draft

Ontwa Township Board of Trustees Meeting Minutes

June 8, 2020

Minutes

www.ontwatwp.org

Due to the Township being closed the meeting was conducted via Zoom. The Public was invited. Information on joining the meeting is posted on the website each month.

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:01pm on June 8, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustees Dawn Bolock, Dan Stutsman, Jeff Kozinski, and Jerry Duck were present.

Approval of Agenda: Trustee Stutsman made a motion to approve the agenda, second by Trustee Kozinski. All in favor, motion passed.

Public Comment: No public comment.

Approval of Consent Agenda: Trustee Bolock made a motion to approve the Consent Agenda, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Commissioner's Report: Commissioner Roseann Marchetti: A second Food Fair Drive Up will be held on June 12th, 13th, & 14th. Cass County reopening plan was approved. The County Fair will be held this year, but the Fair Board has yet to determine the format.

Committee Board Reports:

Zoning Administrator: Leroy Krempec-

Wastewater: Brigid Forlenza- Trash containers have been placed at Eagle Lake Road and three more will be provided by the county. Twenty-seven thousand feet of pipe and 4 lift stations were cleaned last month.

Ambulance: Trustee Stutsman- The Ambulance is currently back at full staff.

Police: Treasurer Christensen-

Buildings & Grounds: Trustee Duck-

Planning Commission: Trustee Bolock-

Township Roads: Trustee Kozinski-

Fire Board: John Bossler- Some repairs will be done to the station as well as residing the building.

Old Business: No old business

New Business:

Fireworks Application: Trustee Kozinski made a motion to approve applications for Juno Lake July 4th fireworks, second by Trustee Stutsman. All in favor, motion passed.

Township Credit Card: Following discussion of obtaining a credit card to avoid township officials from needing to use personal credit cards for township purchases, and to write a policy for the use of such card, Trustee Kozinski made a motion to approve. Second by Trustee Duck. A policy will be presented at the July Board Meeting. Motion passed on a roll call vote: 7 ayes 0 nays.

Covid preparedness plan: The Covid-19 Preparedness and Response Plan provided by township lawyers was voted down on a roll call vote. 1 aye (Supervisor Marchetti) 6 nays (Clerk VanBelle, Treasurer Christensen, Trustees Kozinski, Duck, Stutsman and Bolock). A plan will be prepared and presented to the Board during the July meeting. The Township will remain closed at this time; however, appointments can be made by calling the township office at 269.663.2347

Announcements: Announcements: The next regular Township Board meeting will be held July 13. Procedure for the meeting will be posted on the website. Cass County Plan Commission will

meet June 24th. No other Township meetings are scheduled at this time. Township Trash Days have not been rescheduled.

Adjourn: Trustee Stutsman made a motion to adjourn, second by Trustee Duck. Meeting adjourned at 8:20 pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver

Ontwa Township Board of Trustees Meeting Minutes

July 13, 2020

Minutes

www.ontwatwp.org

Due to the Township being closed the meeting was conducted via Zoom. The Public was invited. Information on joining the meeting is posted on the website each month.

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:00pm on July 13, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustees Dawn Bolock, Dan Stutsman, Jeff Kozinski, and Jerry Duck were present.

Approval of Agenda: Supervisor Marchetti made a motion to approve the agenda with amendments to add building permits to monthly reports and air duct cleaning under new business. Second by Trustee Duck. All in favor, motion passed. Minutes from the special meeting held on June 19, 2020 were read by Supervisor Marchetti. Motion to approve by Trustee Kozinski, second by Trustee Bolock. Motion passed on a roll call vote: 7 ayes 0 nays.

Public Comment: No public comment.

Approval of Consent Agenda: Trustee Kozinski made a motion to approve the Consent Agenda, second by Trustee Duck. Motion passed on a roll call vote: 7 ayes 0 nays.

Commissioner's Report: Commissioner Roseann Marchetti: Election inspector training is available online at the Cass County website. The Van Buren/Cass County Health Department is working on a back to school plan.

Committee Board Reports:

Zoning Administrator: Leroy Krempec-working on various properties.

Wastewater: Brigid Forlenza-St. Joe county wants to expand. The agreement will be amended. The discharge will be domestic flow.

Ambulance: Trustee Stutsman- New ambulance has arrived

Police: Treasurer Christensen- Starboard Marina donated a boat to the police department.

Buildings & Grounds: Trustee Duck-no report

Planning Commission: Trustee Bolock- 1st meeting to be held since shut down will be August 5th.

Township Roads: Trustee Kozinski-

Fire Board: John Bossler- The Fireside fire was determined to be accidental

Old Business: Report on Pleasant Lake drain by Bruce Campbell. Work to begin on August 3. Project is funded by MDOT. M62 will be closed between Hess and Yankee.

New Business:

Resolution to Establish Absent Counter Voting Board: Clerk VanBelle made a motion to approve the resolution, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Resolution for a Township Credit Card: Clerk VanBelle made a motion to approve the resolution, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

New Server for the Township: Supervisor Marchetti made a motion to approve the purchase and installation of a new server not to exceed \$7,000. Second by Treasurer Christensen. Motion passed on a roll call vote: 7 ayes 0 nays.

J.C. Fencing Quote for Wastewater – Twilight St.: Trustee Stutsman made a motion to approve the purchase and installation of the fencing not to exceed \$9,457. Second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Local Purchase of Tax Reverted Properties: Trustee Kozinski made a motion to not purchase the properties, second by Treasurer Christensen. Motion passed on a roll call vote: 7 ayes 0 nays.

Quotes for Picnic Tables: Trustee Kozinski made a motion to purchase 4 picnic tables for Krause Park from Penchura. Second by Trustee Bolock. Motion passed on a roll call vote: 7 ayes 0 nays.

Non-Statutory Duties: Supervisor Marchetti made a motion to approve compensation to two employees, second by Trustee Duck. Motion passed on a roll call vote: 6 ayes 1 nay (Christensen).

Air Duct Cleaning: Trustee Stutsman made a motion to approve air duct cleaning by VACMAN at a cost not to exceed \$1,970. Second by Treasurer Christensen. Motion passed on a roll call vote: 7 ayes 0 nays.

Announcements: Announcements: The next regular Township Board meeting will be held August 10. Procedure for the meeting will be posted on the website. The hazardous waste and tire drop off will be August 15, from 9am-12pm, at the Cass County Road Commission on O Keefe St.

Adjourn: Trustee Stutsman made a motion to adjourn, second by Trustee Duck. Meeting adjourned at 8:48 pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver

Ontwa Township Board of Trustees Meeting Minutes

August 12, 2020

Minutes

www.ontwatwp.org

Due to the Township being closed the meeting was conducted via Zoom. The Public was invited. Information on joining the meeting is posted on the website each month.

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:03pm on August 12, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustees Dawn Bolock, Dan Stutsman, Jeff Kozinski, and Jerry Duck were present.

Approval of Agenda: Treasurer Christensen made a motion to approve the agenda, second by Trustee Kozinski.

Public Comment: No public comment.

Approval of Consent Agenda: Treasurer Christensen made a motion to approve the Consent Agenda, with amendment to the July meeting minutes. Supervisor Marchetti said to add requested amendment as item 6 to the agenda. Motion to approve was second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Amendment to July Meeting minutes: Treasurer Christensen made a motion to amend July minutes under Non-Statutory Duties, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Commissioner's Report: Commissioner Roseann Marchetti: Hazardous waste and tire drop off will be August 15, from 9am-12pm at Road Commission on O'Keefe St. All Aboard start date is August 17.

Committee Board Reports:

Zoning Administrator: Leroy Krempec-Suggested the township office be closed on Saturday because of traffic congestion due to annual US 12-yard sales.

Wastewater: Projects to approve in tonight's meeting are raising the manhole behind Maple Café, C-1 lift station improvements, and dry hydrant project.

Ambulance: Trustee Stutsman- no report

Police: Treasurer Christensen- Board chairman for 2021 will be Jerry Marchetti.

Buildings & Grounds: Trustee Duck- no report

Planning Commission: Trustee Bolock-Two land divisions were addressed and the site plan for Roland Dr. was postponed.

Township Roads: Trustee Kozinski-No report

Fire Board: John Bossler- Audit complete, outdoor lighting at the fire station has been replaced.

Old Business: No old business

New Business:

5 Year Park and Recreation Plan-2 proposals: Trustee Bolock made a motion to accept the Williams & Works proposal not to exceed \$5,220, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays. Plann Commission will decide on which program within the proposal to accept.

Dockside Landing Final: Trustee Bolock made a motion to approve the final site submittal, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Wastewater C-1 Lift Station Improvements: Trustee Stutsman made a motion to approve the proposal from Selge Construction at a cost not to exceed \$245,000, second by Trustee Bolock. Motion passed on a roll call vote: 7 ayes 0 nays.

Wastewater Manhole Repair: Trustee Stutsman made a motion to approve the proposal from Selge Construction at a cost not to exceed \$4,500, to raise the manhole behind the Maple Café, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Dry Hydrants: Treasurer Christensen made a motion to approve the proposal from Selge Construction to install 2 dry hydrants at a cost not to exceed \$13,000, second by Trustee Stutsman. Motion passed on a roll call vote: 7 ayes 0 nays.

Discussion regarding election worker pay followed by Clerk VanBelle asking if the Board wanted her to hold election worker's checks until the September Board meeting or if it is ok to mail them out now. The Board agreed the checks should not be held.

Announcements: Announcements: The next regular Township Board Zoom meeting will be held September 14, Ambulance Board September 8, Police Board August 13, Wastewater Board August 26, Planning Commission Zoom meeting September 2. The hazardous waste and tire drop off will be August 15, from 9am-12pm, at the Cass County Road Commission on O Keefe St.

Adjourn: Trustee Stutsman made a motion to adjourn, second by Trustee Kozinski. Meeting adjourned at 8:03 pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver

Ontwa Township Board of Trustees Meeting Minutes
September 14, 2020
Minutes
www.ontwatwp.org

Due to the Township being closed the meeting was conducted via Zoom. The Public was invited. Information on joining the meeting is posted on the website each month.

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:00pm on September 14, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustees Dawn Bolock, Dan Stutsman, and Jerry Duck were present. Trustee Kozinski joined at 7:25pm.

Approval of Agenda: Trustee Duck made a motion to approve the agenda, second by Treasurer Christensen. Motion passed on a roll call vote: 6 ayes 0 nays. Trustee Kozinski was absent.

Public Comment: John Bossler and Kevin Mast both spoke on the condition of the roads in Regal Place.

Approval of Consent Agenda: Trustee Bolock made a motion to amend the Consent Agenda, second by Trustee Stutsman. Motion passed on a roll call vote: 6 ayes 0 nays. Trustee Kozinski was absent. Clerk VanBelle amended the Consent Agenda to add checks to the General Checking, Wastewater, and Special Assessment funds. Trustee Stutsman made a motion to approve the amended Consent Agenda, second by Trustee Duck. Motion passed on a roll call vote: 6 ayes 0 nays. Trustee Kozinski was absent.

Commissioner's Report: Commissioner Roseann Marchetti: Hazardous waste/tire drop off was held on August 15th at the road commission on O'Keefe Street and was a great success. Lawless Park will host star gazing events on September 18th & 19th until 2am, October 16th & 17th until 12pm, November 13th & 14th until 12pm, and December 18th & 19th until 12pm

Audit Report: Patrick Sage of Kruggel Lawton presented the annual financial status of the Township. Trustee Stutsman made a motion to approve the report, second by Trustee Duck. Motion passed on a roll call vote: 6 ayes 0 nays. Trustee Kozinski was absent.

Committee Board Reports:

Zoning Administrator: Leroy Krempec- recommended the Board work with the Planning Commission to repeal old ordinances by resolution and enforce the rules withing the IPC. Looking into flooding issues on South Shore.

Wastewater: Brigid Forlenza- issues with a main break at JPC and damage done by drilling into a force main were resolved.

Ambulance: Trustee Stutsman- The audit was approved. A Special Ambulance Board meeting will be held September 15th at 6pm. If more than 10 people attend the meeting will be held outside.

Police: Treasurer Christensen- Audit reported in the August meeting was good. The Police Chief received a 4% raise.

Buildings & Grounds: Trustee Duck-no report

Planning Commission: Trustee Bolock- land division on Roland Drive was approved.

Township Roads: Trustee Kozinski- Regal Place is a proposed project for 2021, working with Road Commission on options for Lakeview, looking into remedies for drainage on South Shore.

Fire Board: John Bossler- No meeting last month, the audit was approved in the previous meeting.

Old Business: No old business.

New Business:

Public Hearing on Increasing Property Taxes and Resolution: Trustee Bolock made a motion to suspend the Board meeting and enter a public meeting on property taxes, second by Trustee Stutsman. Motion passed on a roll call vote: 7 ayes 0 nays. Trustee Stutsman made a motion to open the public meeting on increasing property taxes, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes, 0 nays. Supervisor Marchetti called for public comment. There was no public comment. Clerk

VanBelle made a motion to approve resolution 2020-09-14, second by Trustee Bolock. Motion passed on a roll call vote: 6 ayes 1 nay (Duck). Trustee Stutsman made a motion to close the public hearing, second by Trustee Duck. Motion passed on a roll call vote: 7 ayes, 0 nays. Trustee Stutsman made a motion to return to the regular Board meeting, second by Treasurer Christensen. Motion passed on a roll call vote: 7 ayes 0 nays.

Resolutions for SAD Districts (Pleasant, Morton, Garver, Eagle, Regal) – Clerk VanBelle made a motion to approve resolution 2020-9-14.1 for Pleasant Lake per parcel assessment of \$300. per year for front parcels and \$94.38 per back parcels, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Clerk VanBelle made a motion to approve resolution 2020-9-14.2 for Morton/Christiana Lake per parcel assessment of \$120. per year, second by Trustee Duck. Motion passed on a roll call vote: 7 ayes 0 nays.

Clerk VanBelle made a motion to approve resolution 2020-9-14.3 for Garver Lake per parcel assessment of \$115. per year, second by Trustee Stutsman. Motion passed on a roll call vote: 7 ayes 0 nays.

Clerk VanBelle made a motion to approve resolution 2020-9-14.4 for Eagle Lake and channels per parcel assessment of \$109. per year, second by Trustee Bolock. Motion passed on a roll call vote: 7 ayes 0 nays.

Clerk VanBelle made a motion to approve resolution 2020-9-14.5 for Regal Place Subdivision per parcel assessment of \$35. per year, second by Trustee Duck. Motion passed on a roll call vote: 7 ayes 0 nays.

5 Replacement Computers: Treasurer Christensen made a motion to approve the quote to purchase 5 new computers for the Deputy Supervisor, Deputy Clerk, Deputy Treasurer, Township Secretary, and Township Assessor at a cost not to exceed \$5,000, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Cass County Interlocal Agreement for County Designated Assessor: After discussion the Agreement was defeated by a roll call vote. 1 aye (Supervisor Marchetti), 6 nays (Stutsman, Duck, Bolock, Christensen, Kozinski, VanBelle)

Connector Path Final Billing: Trustee Kozinski made a motion to approve invoices from the Cass County Road Commission as final billing for the connector path in the amount of \$51,227.13, second by Trustee Stutsman. Motion passed on a roll call vote: 7 ayes 0 nays.

Wastewater closed session Zoom Board meeting: The BOT will hold a special closed session Zoom meeting on September 29th at 11am.

Announcements: Announcements: The next regular Township Board Zoom meeting will be held October 12th at 7pm, No Ambulance Board meeting in October, Police Board will meet October 15th, Wastewater September 23rd, Planning Commission Zoom meeting October 7th.

Adjourn: Trustee Duck made a motion to adjourn, second by Trustee Stutsman. Meeting adjourned at 9:08 pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver

Ontwa Township Board of Trustees Meeting Minutes

October 12, 2020

Minutes

www.ontwatwp.org

Due to the Township being closed the meeting was conducted via Zoom. The Public was invited. Information on joining the meeting is posted on the website each month.

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:00pm on October 12, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustees Dawn Bolock, Dan Stutsman, and Jerry Duck were present. Trustee Kozinski joined at 7:08pm.

Approval of Agenda: Trustee Stutsman made a motion to approve the agenda, second by Treasurer Christensen. Motion passed on a roll call vote: 7 ayes 0 nays.

Public Comment: Mike Parrish of 23700 S. Shore spoke of drainage problems on S. Shore Dr.

Approval of Consent Agenda: Trustee Bolock made a motion to approve the Consent Agenda, second by Trustee Duck. Motion passed on a roll call vote: 7 ayes 0 nays.

Commissioner's Report: Commissioner Roseann Marchetti: Drive up flu shots will be available, by appointment, on October 16th from 9am to 1pm at the Council on Aging. Also, on October 24 at SMC from 10am-2pm. Appointments are needed and can be done at vbcassdhd.org and click on Schedule Your Flu Shot to register.

Committee Board Reports:

Zoning Administrator: Leroy Krempec - Hours for the Zoning Administrator will be adjusted temporarily to 9am-12pm Mondays, Tuesdays, and Wednesdays and Saturdays by appointment only. He will be available by phone/text at 574-292-0820.

Wastewater: Brigid Forlenza - The 1st Amendment to the agreement between the Township and the St. Joseph County Regional Water and Sewer District has been completed.

Ambulance: Trustee Stutsman - Two medics have been laid off. The next Ambulance Board meeting will be October 14th at 6pm.

Police: Treasurer Christensen - No meeting last month. The next meeting of the Police Board will be October 14th at 6pm.

Buildings & Grounds: Trustee Duck - no report

Planning Commission: Trustee Bolock - Site plan for Krupp's was approved at the last meeting.

Township Roads: Trustee Kozinski - Reviewing 2020-2021 projects.

Fire Board: Supervisor Marchetti - Operation is running smoothly.

Old Business: No old business.

New Business:

Trick or Treat Hours: Trustee Stutsman made a motion to have Trick or Treat hours in Edwardsburg from 5:30-7:30pm on Saturday October 31st, second by Trustee Kozinski. All in favor, motion passed. The Village hours will be from 6-7:30pm.

Snowplow Bids: The Township received two snowplow bids. Trustee Bolock made a motion to accept the bid from Jacobs Bobcat Service, second by Trustee Stutsman. Motion passed on a roll call vote, 7 ayes 0 nays.

Domestic and Sexual Abuse Services: Trustee Stutsman made a motion to donate \$1,250. to DASAS second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Cass County Interlocal Agreement for County Designated Assessor: Clerk VanBelle made a motion to approve the Agreement, second by Trustee Duck. Motion passed on a roll call vote 7 ayes 0 nays.

Sanitary Sewage Disposal Resolution/Amendment: Trustee Stutsman made a motion to approve Resolution 2020-10-12.1, second by Trustee Kozinski. Motion passed on a roll call vote 7 ayes 0 nays.

Announcements: The next regular Township Board Zoom meeting will be held November 9th at 7pm, Ambulance Board meeting October 14th, Police Board will meet October 15th, Wastewater October 28th, Planning Commission meeting November 4th.

Adjourn: Trustee Duck made a motion to adjourn, second by Trustee Kozinski. Meeting adjourned at 7:59pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver

Ontwa Township Board of Trustees Meeting Minutes

November 9, 2020

Minutes

www.ontwatwp.org

The meeting was conducted via Zoom. The Public was invited. Information on joining the meeting is posted on the website each month.

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:00pm on November 9, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustees Dawn Bolock, Dan Stutsman, and Jerry Duck were present. Trustee Kozinski was absent.

Approval of Agenda: Trustee Stutsman made a motion to approve the agenda with an amendment to add the Treasurers report, second by Trustee Duck. Motion passed on a roll call vote: 6 ayes 0 nays.

Approval of Consent Agenda: Trustee Duck made a motion to approve the Consent Agenda, second by Treasurer Christensen. Motion passed on a roll call vote: 6 ayes 0 nays.

Treasurers Update: Treasurer Christensen gave an update on the status of the Township's CD's

Commissioner's Report: Commissioner Roseann Marchetti: Chief Judge Susan Dobrich will receive the Daniel J. Wright lifetime achievement award on November 24 for exceptional service to children.

Committee Board Reports:

Zoning Administrator: Leroy Krempec – Burning issues need to be handled by the Police Department.

Wastewater: Brigid Forlenza – Working on preliminary design for C1, and amendment to the Ontwa/Elkhart sewer agreement.

Ambulance: Trustee Stutsman – Ambulance Board meeting for November has been cancelled.

Police: Treasurer Christensen – The first responder hazard pay reimbursement has been received.

Buildings & Grounds: Trustee Duck - no report

Planning Commission: Trustee Bolock – There were 424 responses to the Parks and Recreation Survey.

Township Roads: Trustee Kozinski – No report.

Fire Board: John Bossler – Many problems with open burning this year.

Old Business: No old business.

New Business:

Alarm System for Wastewater Building: Trustee Stutsman made a motion to hire Koorsen Fire & Security at a onetime charge of \$2,513.82 to install the system. There will be a monthly monitoring fee of \$40. Second by Treasurer Christensen, Motion passed on a roll call vote. 6 ayes, 0 nays.

2021 Poverty Guidelines: Trustee Stutsman made a motion to approve the 2021 Poverty Guidelines for Ontwa Township, second by Treasurer Christensen. Motion passed on a roll call vote, 6 ayes, 0 nays.

Zoom Coordinator: Supervisor Marchetti made a motion to appoint Clerk VanBelle as Township Zoom Coordinator, Second by Trustee Duck. Motion passed on a roll call vote, 5 ayes, 1 nay (Christensen) Clerk VanBelle abstained.

Announcements: The next regular Township Board Zoom meeting will be held December 14th at 7pm, Ambulance Board meeting cancelled for October, Police Board will meet November 12th, Wastewater November 25th, Planning Commission meeting December 2nd.

Adjourn: Trustee Stutsman made a motion to adjourn, second by Trustee Duck. Meeting adjourned at 7:57pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver

Ontwa Township Board of Trustees Meeting Minutes

December 14, 2020

Minutes

www.ontwatwp.org

The meeting was conducted via Zoom. The Public was invited. Information on joining the meeting is posted on the website each month.

Call to Order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Jerry Marchetti at 7:00pm on December 14, 2020.

Pledge of Allegiance:

Roll Call: Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Sharee Davis-Leist, Trustees Meryl Christensen, Dawn Bolock, Dan Stutsman, and Jeff Kozinski.

Approval of Agenda: Trustee Christensen made a motion to approve the agenda second by Trustee Stutsman. Motion passed on a roll call vote: 7 ayes 0 nays.

Approval of Consent Agenda: Trustee Bolock made a motion to approve the Consent Agenda, second by Trustee Kozinski. Motion passed on a roll call vote: 7 ayes 0 nays.

Commissioner's Report: Commissioner Roseann Marchetti - The County passed a resolution declaring a state of emergency to allow the County to continue with remote meetings through January 31, 2021. Authority has been restored to Woodlands through Resolution.

Committee Board Reports:

Zoning Administrator: Leroy Krempec – On going zoning issues are being resolved although the Township office is officially closed. There will be a Plann AD Hoc Planning meeting December 15, at 11:00am.

Wastewater: Brigid Forlenza – The third amendment to the Interlocal Agreement with Elkhart and Cass County for sewage treatment services has been completed.

Ambulance: Trustee Stutsman – The ambulance department is back to full staff and all three ambulances are running.

Police: Trustee Christensen – The AED's are in service.

Buildings & Grounds: - No report

Planning Commission: Trustee Bolock – Williams and Works presented the parks survey. The next step is to send it to the Board of Trustees, after aa review by the Planning Commission.

Roads: Trustee Kozinski – In the budget for 2021 is \$225,000 for resurfacing and \$15,000 for pavement markings.

Fire Board: John Bossler – The meeting for December was cancelled. The old fire truck has been sold for \$10,000.

Old Business: No old business.

New Business:

Resolution Wastewater Interlocal Agreement – 3rd amendment: Trustee Stutsman made a motion to approve Resolution 2020-12-14.1 with amendments, second by Trustee Bolock. Motion passed on a roll call vote. 7 ayes, 0 nays.

Reappointment 2-year term for Board of Review: Supervisor Marchetti made a motion to approve the reappointment of all the members of the Board of Review for 2021, second by Trustee Stutsman. Motion passed on a roll call vote, 7 ayes, 0 nays.

BOT Resolutions: Supervisor Marchetti made a motion to pass Resolution 2020-12-14.2 honoring Jerry Duck for his years of service to the public, second by Trustee Stutsman. Motion passed on a roll call vote, 7 ayes, 0 nays. Treasurer Davis-Leist made a motion to pass Resolution 2020-12-14.3 honoring Trustee Christensen for her years of service as the Ontwa Township Treasurer, second by Trustee Stutsman. Motion passed on a roll call vote, 7 ayes, 0 nays.

Announcements: The next regular Township Board Zoom meeting will be held January 11th, 2021, Ambulance Board meeting will be held January 13th, Police Board will meet January 14th, Wastewater December 23rd, Planning Commission meeting January 6th.

Adjourn: Trustee Bolock made a motion to adjourn, second by Trustee Christensen. Meeting adjourned at 7:44pm.

Respectfully submitted:

Tina VanBelle, Ontwa Township Clerk

Date Approved: _____

Recording Secretary

Linda Weaver