

**ONTWA TOWNSHIP BOARD MEETING
COUNTY OF CASS – EDWARDSBRG, MICHIGAN
MINUTES FOR ONTWA TOWNSHIP MONTHLY BOARD MEETING HELD ON
JANUARY 12, 2015**

6:00 – 7:00 BOT Work Session

1. Call to order- Called to order by Supervisor John Bossler @ 7:02pm
2. Pledge of Allegiance

***MOMENT OF SILENCE TO HONOR DOUG BROUSSEAU**

3. Approval of Meeting Agenda

Motion: Trustee Duck

Second: Trustee Gilliam

Motion Carried

4. Approval of Past Minutes

Motion: Clerk McNaughton

Second: Trustee Duck

Motion Carried

5. Treasurer's Report

Motion: Trustee Gilliam

Second: Trustee Mroczek

Motion Carried

6. Financial Report - Approval of Invoices.

Motion to pay township bills: Trustee Duck

Second: Clerk McNaughton

Motion Carried

Motion to pay old sewer bills:

Motion : Clerk McNaughton

Second: Trustee Mroczek

Motion Carried

7. Committee / Board Reports

a. Wastewater: John Brandt requests township look into contract with Elkhart to see if we are being charged double on items. Tabled at this time. Frank Lapierre reports reviewing wastewater contracts. Beth Westfall reports improvements in BOD levels. Supervisor Bossler appoints Jeremy Waller to the wastewater board.

b. Fire: Supervisor Bossler reports looking into dry wells for area lakes.

c. Ambulance: Trustee Marchetti reports financial shortage of 56K beginning March 1, 2015 due to personnel issues and receivables. Ambulance

to receive 272 millage April 1, 2015. Ambulance to draw 60K from millage effective immediately.

d. Police: No update

e. Planning Commission: Supervisor Bossler appoints Don Delong with backup as Joan Sniadecki.

f. Building & Grounds: Trustee Duck reports obtaining quotes on carpet, fence and gate. Funds to come from 2015 budget.

Ad Hoc Committee Reports

a. Finance & Accounting: Supervisor Bossler Preliminary 2015-16 Budget Review Date February 1, 2015. Would like budget by line item.

b. Policy & Procedure: Supervisor Bossler reports will be complete by next board meeting.

c. Human Resources - Wage / Compensation: Supervisor reports working on wage comparison.

d. Technical: Trustee Mroczek reports looking into new software.

Motion: To purchase Office 365 for township @ 17 per month per user.

Motion: Clerk McNaughton

Second: Trustee Gilliam

Motion Carried

8. County Commissioner Report - Roseann Marchetti

9. Unfinished Business

a. Suggestion/Comment Box -Temporary Sign has been made and posted

10. New Business

a. Assessor Brosseau passed away Jan. 1.

Supervisor Bossler has placed an ad on MI assessor site for replacement. Interim Assessor: Bill Gibert has been filling in for the township. Gibert is requesting \$4,000 monthly, Supervisor Bossler to negotiate.

b. Posting of Township Hours: Hours to be posted of 8am-4pm

c. Donate old PC Parts to Refurbished Business in Dowagiac: Clerk McNaughton will check with MTA to verify.

d. Library Funding Request: Wayne Hardin to get more information on library to house ordinance books.

e. Anti-blight Ordinance - Enforcement Process: Wayne Hardin discussed at work meeting getting 2nd party to remove waste after appropriate measures

taken with cost adding to homeowners tax bill. Clerk McNaughton will look into existing Blight Ordinance for updating.

f. Domestic & Sexual Abuse Services - Request for Support for DASAS of Three Rivers.

Motion to provide \$250: Trustee Marchetti

Second: Trustee Gilliam

Motion carried

11. Committee/ Board Mtg. Dates

* Police Board - 1/14/15 at 7pm

* Waste Water Board - 1/28/15 at 6:30pm

* Ambulance Board - 2/3/15 at 7pm

* Fire Board - 2/3/15 at 7:30pm

* Planning Commission 2/4/15 at 7pm

* ZBA Board - Scheduled as Needed

*Village Board Mtg. 1/26/15 at 7pm

12. Public Comments

Resident Randy Szilai questions appointment of WW board. Supervisor Bossler states to replace Bossler and Lapierre.

13. Announcements

a. Township Building Closed 1/19/15 and 2/16/15

14. Final Board Comments Nothing at this time

15. Next Regular Township Board Meeting -2/9/15

Motion to adjourn: Clerk McNaughton

Second: Supervisor Bossler

Motion carried

Meeting adjourned 8:50pm

Respectfully Submitted,

Teri McNaughton

Ontwa Township Clerk

ONTWA TOWNSHIP REGULAR BOARD MEETING FEBRUARY 9, 2015

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on February 9, 2015 at 7:02PM

Pledge of Allegiance

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Mike Mroczek, Trustee Jerry Duck.

Supervisor Bossler made a Motion, Second Clerk McNaughton, to appoint Karen Meyers as Recording Secretary for the Board of Trustee Meetings at a rate of \$60 per meeting.

Motion Carried

Supervisor Bossler made Motion, Second Trustee Marchetti, to approve the agenda.

Discussion: Amend agenda to include Commissioner's Report following the approval of bills.

Motion Carried with said amendment

Supervisor Bossler made Motion, Second Clerk McNaughton, to approve the January 12, Board of Trustee Meeting Minutes

Motion Carried

Treasurer Christensen made Motion, Second Clerk McNaughton, to approve the Treasurer's Report.

Motion Carried

Treasurer Christensen made Motion, Second Trustee Gilliam, ~~to approve bills as presented from General Fund and Wastewater Fund~~^ to approve bills from General Fund check numbers 4712-4770 and from Waste Water check numbers 4411-4431

Discussion: Trustee Duck asked for more time to review bills prior to meeting. Trustee Duck asked question about check paid to Wastewater from the General Fund. Clerk McNaughton explained that funds to pay Semco Energy were paid out of Wastewater and should have been paid from the General Fund and check was written to reconcile the error.

Motion Carried

County commissioner report: Roseann Marchetti reported

Presentation from Ewardsburg Sports Complex: An informational presentation was made by ESC Board Director, Bret Hendrie.

Committee reports:

Wastewater Chair, John Brandt reported looking at a 9% increase for the township. Matt Davis is going to provide more specific information regarding the SAW Grant.

Recommended all bills be paid and that Matt Davis of Whiteman and Assoc. will review previous Whiteman and Assoc. bills. Beth Westfall reports a need to focus on chemical costs, proactive inspections to minimize emergencies, reduce surcharges and penalty costs if at all possible. Severn Trent is under new supervision and is working well with Ontwa Township.

Ontwa compliance order – testing begins February 16, one test per month for 6 months. The goal is to reduce H2S and remove \$40K fines. The Wastewater Board is investigating cheaper chemicals and mechanical changes.

Audience question: Are we continuing to get more fines?

Wastewater Board Member, Beth Westfall responded: "Nothing as of late, the old compliance order from Elkhart is gone and a new order is in place, could get more fines mid February." The next meeting Wastewater Board Meeting is February 25, 2015 at 6:30PM in the Township Hall.

Ambulance Board: Trustee Marchetti reports, we have a wonderful 8 member crew that provides excellent service. There is a challenging financial situation with budget difficulties that will need to be managed for the upcoming fiscal year. It will be a challenge to continue with great service with money allotted.

Fire Board: Supervisor Bossler reports, Budget approved and passed. Discussion on dry hydrants versus wells.

Police Board: Trustee Gilliam reports, Chief Kozal is looking at ways to cut costs. He is working with insurance companies and his officers to make a better police department. A lot of changes are happening and the department is moving in a positive direction. The Station is in need of a water heater, office desk and any office donations are welcome. The Chief would like to have an Open House when the station is finished to welcome the public.

Planning Commission: Clerk McNaughton reports, a lot line adjustment was approved and an incomplete Land Split Application was sent back to the zoning administrator to complete before coming back to the Planning Commission. A checklist is going to be created to help in this process.

Ad Hoc Finance Committee: A Motion was made by Trustee Duck, Second Trustee Mroczek, to accept the Working Draft as of 2/9/15 of the Policy and Procedure Manual.

Discussion: The Board will make changes to modify the draft as necessary. Frank LaPierre will print this information as needed, no further meetings on policies/procedures manual.

Motion Carried

Michigan Township Association (MTA) meeting update: Jan 27-30 in Grand Rapids. 5 Board members attended. Attended many meetings to learn about a plethora of things

vital to township management. There is a binder as well as a thumb drive to offer the public access to this information.

OLD BUSINESS:

Clarification: Office 365 purchase approval from January 12, 2015 meeting is for 10 users at \$17/month per user.

Supervisor Bossler made Motion, Second Clerk McNaughton, to appoint Don Delong to the Planning Commission effective immediately. Don will replace Clint Dreager. His term will expire in 2016.

ACH – Clerk McNaughton will look into online bill payments, it is taken off the table for further discussion with the board until thorough review of processes can be determined.

Construction Code Library Resolution: Supervisor Bossler proposed a resolution to approve funds for the new legal requirement of a Construction Code Library, not exceed \$3,100. (Full copy of Resolution #2015-2-9a found in Resolution Book)

Roll Call Vote: Trustee Marchetti, yes; Trustee Gilliam, yes; Trustee Duck, yes; Trustee Mroczek, yes; Clerk McNaughton, yes; Treasurer Christensen, yes; Supervisor Bossler, yes.

Resolution Passed

Blight ordinance: tabled for next meeting due to weather challenges

Wastewater/Deputy Clerk: looked at combining roles, too much overlap in position, not feasible. Wastewater administrator is needed.

Old equipment/obsolete equipment: Equipment will be put on the website for bids as it becomes available.

NEW BUSINESS:

Supervisor Bossler made Motion, Second Trustee Duck, to appoint Bill Gibert as the Interim Assessor for Ontwa Township with a salary of \$2,000/month. The position is retroactive to 1/1/2015 and will continue until the position is permanently filled.

Motion Carried

Supervisor Bossler made Motion, Second Trustee Gilliam, to reduce the required time to post job vacancies from 21 days to 10 days.

Motion Carried

Supervisor Bossler made Motion, Second Clerk McNaughton, to eliminate the one hour pre-meeting prior to the regularly scheduled Board of Trustee Meeting.

Discussion: Trustee Mroczek wanted to clarify that additional meetings could always be called by Special Meeting if necessary.

Motion Carried

Supervisor Bossler made a Motion, Second Trustee Marchetti, to fill the vacant position on the Zoning Board of Appeals with Sandra Seanor. Sandra is a current member of the Planning Commission and the appointment is consistent with the Planning Commission By-laws. The appointment will be effective immediately and expires March 31, 2015, with a reappointment April 1, 2015.

Motion Carried

Supervisor Bossler made a Motion, Second Clerk McNaughton, to approve the position of Waste Water Administrator at an annual salary of \$5,400 to \$7,200 per year.

Motion Carried

Trustee Duck made a Motion, Second Mroczek, to approve an Ad Hoc Wage Compensation Committee for the 2015-1016 budget year.

Motion Carried

Treasurer Christensen, Trustee Marchetti, Trustee Duck were appointed to the Wage Compensation Committee

The Board discussed having a Special Meeting of the Township Board on February 18, 2015 at 5:00 pm to Interview 3 Candidates for Township Assessor, Appoint Township Assessor, Work on the 2015-16 Fiscal Year Budget and make a resolution regarding a sewer rate increase for Ontwa Township residents. Trustee Mroczek recommended Special Meeting Posts be put on colored paper.

Motion to Set Dates for the Regular Meetings of the Township Board: Supervisor Bossler made a motion Second Clerk McNaughton, to set the dates of the Ontwa Township Regular Board of Trustee Meetings for the 2015 Calendar Year. (Full copy of motion dates are included on separate page)

Motion Carried

Resolution to increase sewer rates for Granger. Supervisor Bossler proposed resolution, Second Trustee Duck, to increase treatment, collection and transportation rates 12.1% for sewage from the St. Joseph County Regional Water and Sewer District (Granger). (Full copy of Resolution #2015-2-9b can be found in the Resolution Book)
Discussion: It is recommended by Waste Water Administrator, Frank LaPierre, that the board raise Granger rates by 12.1 % . Granger flow is between 700,000-735,000 gallons (\$2750/month). Identified some high pollutants coming from Granger. Resolution was read by Clerk McNaughton.

Roll Call Vote: Trustee Marchetti, yes; Trustee Gilliam, yes; Trustee Duck, yes; Trustee Mroczek, yes; Clerk McNaughton, yes; Treasurer Christensen, yes; Supervisor Bossler, yes.

Resolution Passed

Supervisor Bossler Read the Committee and Board Meeting Dates

PUBLIC COMMENTS:

5 Audience Members made public comments regarding meeting topics and actions.

Supervisor Bossler Adjourned the Meeting at 9:16PM

Respectfully Submitted,

Teri McNaughton
Ontwa Township Clerk

February 23, 2015

Pledge of Allegiance

Absent: Trustee Mike Mroczek

Approval of Previous Meeting Minutes: Motion by Supervisor Bossler and seconded by Clerk McNaughton to approve the minutes from the February 9, 2015 Regular Ontwa Township Board Meeting.

Amended motion made by Treasurer Christensen and seconded by Trustee Gilliam.
Motion carried.

Interview Candidates for Ontwa Township Supervisor:

The three candidates excused themselves from the meeting so the board could deliberate.

Assessor Level for Bill Gibert was discussed and board members spoke to the need of a Level 3 being necessary in the future.

Assessor

Motion Carried

no

Resolution Regarding the Sewer Rate Increase for Ontwa Township, Supervisor Bossler made motion, seconded by Trustee Duck, to pass Resolution 2015-02-23 to increase the sewage collection, treatment and transport rate for customers in the District by 9% effective the

first billing after the date of this resolution. (Full copy of Resolution #2015-02-03 can be found in the Resolution Book)

Roll Call Vote: Supervisor Bossler, yes; Trustee Gilliam, yes; Clerk McNaughton, yes; Trustee Duck, yes; Treasurer Christensen, yes
Trustee Marchetti, no.
Resolution passed

Trustee Mike Mroczek arrived at 6:40 pm

5 minute recess called at 6:46 pm, reconvened at 6:53pm

Work on the 2015-2016 Fiscal Year Budget

The Board, with input from Deputy Supervisor Paul Sniadecki, reviewed the Proposed Budget by line item.

Discussion points were as follows:

Revenue Sharing; Other Revenues; Budget Stabilization; Trustee Board Member Pay;
Contingency Fund;
Board Member Salaries; Elections; Assessor Salary; Building and Grounds Repairs and Improvements; Police Training Budget; Road Work Repairs; Township Secretary Compensation; Township Treasurer Compensation; Health Insurance Benefits.

Public Comments: none

Motion by Supervisor Bossler, Second Clerk McNaughton; to adjourn

All in favor, motion carried

Meeting adjourned at 9:07 pm

Respectfully Submitted,

Teri McNaughton

Teri McNaughton
Ontwa Township Clerk

ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES March 9, 2015

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on March 9, 2015 at 7:00PM

Pledge of Allegiance: Led by Boy Scout Troop 593 of Edwardsburg, MI

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee, Trustee Jerry Duck.

Absent: Trustee Mike Mroczek

Supervisor Bossler made Motion, Second Trustee Marchetti, to approve the agenda.

Discussion: Amend the agenda to remove John Harsh - Waste Water Design Investigation (Mr. Harsh was unable to attend)
Motion Carried with said amendment

Supervisor Bossler made Motion, Second Clerk McNaughton, to approve the Feb 23, 2015 Special Board of Trustee Meeting Minutes
All in favor, Motion Carried

Supervisor Bossler made Motion, Second Trustee Gilliam, to approve the Treasurer's Report.
All in favor, Motion Carried

Treasurer Christensen made Motion, Second Clerk McNaughton, to approve bills from General Fund check numbers 4788-4829 and from Waste Water check numbers 4433-4450.
All in favor, Motion Carried

Presentation from Jeff McCray of Burnham & Flowers Insurance: An informational presentation was made by Jeff McCray outlining our present Liability Insurance Coverage.

Clerk McNaughton made a motion, Seconded by Trustee Duck, to increase insurance coverage for building contents from \$27,690 to \$50,000.
All in favor, Motion Carried

Committee reports:

Waste Water: Waste Water Chair, John Brandt reported that Frank LaPierre will be a welcome member back on the Waste Water Board and was pleased with the work he did as Ontwa Township's Waste Water Administrator. The Board received a letter from the Elkhart Board of Public Works stating that they are happy to be working with Ontwa

Township. The Waste Water Board gave the Board of Trustees a letter (see attachment) with recommendations regarding Wightman and Associates invoices. Chairman Brandt also reports looking into storage options for chemicals at CR 6.

Ambulance Board: Trustee Marchetti reports there are financial pressures, however, they have balanced budget. They are meeting monthly to stay on top of financial issues.

Fire Board: nothing to report

Police Board: Trustee Gilliam reports the budget is in order and that Chief Kozal made an adjustment for training. A new taser and defiberlator battery investment were made along with a new back door for the office. The Chief appointed a new full time officer and Clerk.

Planning Commission: Clerk McNaughton reports there was a presentation made by Cyndi Herms of Friends of Cobus Creek about a Water Shed Study and trying to raise funds to complete the study. Commission members are continuing to update forms and when they are complete they will be available for the public to view. Supervisor Bossler spoke with regards to community development and Ontwa Townships Master Plan from years ago, and would like to see the board move forward with meeting some of the goals stated in the master plan.

OLD BUSINESS:

Construction Code Library Resolution: A letter was received from the County giving an update on the progress being made to secure the Construction Code Library and to house it in Cassopolis.

Blight Code Enforcement: Zoning Administrator, Wayne Hardin, is asking for quotes to clean up blight at certain properties. The Ontwa Township Clean-Up dates are coming up and he is sending letters out to those not in compliance.

NEW BUSINESS:

Supervisor Bossler made Motion, Second Treasurer Christensen, to approve Resolution to hire part-time Assessor Bill Gibert.

(Full Copy Found in Resolution Book #2015-03-09-4)

Roll Call Vote: Trustee Marchetti, yes; Trustee Gilliam, yes; Supervisor Bossler, yes; Trustee Duck, yes; Clerk McNaughton, yes.

Resolution Adopted

Supervisor Bossler made Motion, Second Trustee Gilliam, to approve Resolution to Adjust/Amend the Fiscal Year 2014-2015 Budget as Required by Public Act 621 of 1978 (MCL 141.421-141.440)

(Full Copy Found in Resolution Book #2015-03-09-1)

Roll Call Vote: Trustee Duck, yes; Treasurer Christensen, yes; Supervisor Bossler, yes; Trustee Gilliam, yes; Clerk McNaughton, yes; Trustee Marchetti, yes.

Resolution Adopted

Supervisor Bossler made Motion, Second Trustee Gilliam request for funds to collect and remove waste during Township Clean-up days, April 24 and 25 not to exceed \$2,800. Waste containers and disposal will be supplied by Michiana Disposal Services of Niles, MI. Their total cost for the service is \$2,690, the same as last year. Monies for this project are included in the Fiscal Year 2016 Budget.

A competitive bid was received from Waste Management in the amount of \$3,896 for roughly the same services.

Discussion: Trustee Marchetti asked if the Village of Edwardsburg was included in the Clean-up Days. Answered yes by Carl Higley.
All in favor, Motion Carried

Supervisor Bossler made a Motion, Second Trustee Marchetti, to fill the vacant position on the Zoning Board of Appeals with Sandra Seanor. Sandra is a current member of the Planning Commission and the appointment is consistent with the Planning Commission By-laws. The appointment will be effective immediately and expires March 31, 2015, with a reappointment April 1, 2015.
Motion Carried

Supervisor Bossler made a Motion, Second Trustee Gilliam, to approve the Resolution to Appoint Professional Service Providers for the Fiscal Year 2015-2016 Activities.

(Full Copy Found in the Resolution Book #2015-03-09-0)

Discussion: Treasurer Christensen requests that Greater Niles Community Federal Credit Union be added to official depositories for the township.

Roll Call Vote: Treasurer Christensen, yes; Trustee Duck, yes; Clerk McNaughton, yes; Trustee Marchetti, yes; Trustee Gilliam, yes; Supervisor Bossler, yes.

Resolution Adopted

Supervisor Bossler made a Motion, Second Trustee Duck, to approve Township General Appropriations Resolution #2015-03-09-2 for the Fiscal Year 2015-2016

Discussion: Trustee Duck has questions regarding estimated income difference from previous years. Deputy Supervisor Paul Sniadecki will confirm amounts and review line items with regards to the Income, Recording Secretary, Insurance and General Fund Balance. A recommendation was made to have a Special meeting on March 23, 2015.

Clerk McNaughton made a motion, Second Trustee Duck, to table the previous motion for Resolution and have a Special Board Meeting on March 23, 2015, so that further review can be done.
All in favor, Motion Carried

Supervisor Bossler made a motion, Second Trustee Marchetti, to approve Resolution to Set Salary/Pay for Township board of Trustees/Officers for the Fiscal Year 2015-2016.
Roll Call Vote: Clerk McNaughton, yes; Treasurer Christensen, yes; Trustee Gilliam, yes; Supervisor Bossler, yes; Trustee Marchetti, yes; Trustee Duck, yes.
Resolution Adopted

Clerk McNaughton moved to set the Salary for the Supervisor at \$21, 075.00 for the fiscal year 2015-2016. Supported by Trustee Gilliam
Roll Call Vote: Treasurer Christensen, yes; Clerk McNaughton, yes; Supervisor Bossler, yes; Trustee Gilliam, yes; Trustee Duck, yes; Trustee Marchetti, yes.
Resolution Adopted

Clerk McNaughton moved to set the Salary for the Treasurer at \$21, 075.00 for the fiscal year 2015-2016. Supported by Trustee Gilliam
Roll Call Vote: Trustee Duck, yes; Treasurer Christensen, yes; Trustee Marchetti, yes; Clerk McNaughton, yes; Trustee Gilliam, yes; Supervisor Bossler, yes.
Resolution Adopted

Trustee Gilliam moved to set the Salary for the Clerk at \$21, 075.00 for the fiscal year 2015-2016. Supported by Trustee Duck
Roll Call Vote: Supervisor Bossler, yes; Treasurer Christensen, yes; Trustee Marchetti, yes; Clerk McNaughton, yes; Trustee Duck, yes; Trustee Gilliam, yes.
Resolution Adopted

Supervisor Bossler moved to set the Salary for the Trustees at \$3,000.00 for the fiscal year 2015-2016. Supported by Clerk McNaughton
Roll Call Vote: Supervisor Bossler, yes; Clerk McNaughton, yes; Trustee Marchetti, yes; Trustee Duck, yes; Trustee Gilliam, yes; Treasurer Christensen, yes.
Resolution Adopted

Trustee Marchetti moved to table any additional pay or compensation increases until a recommendation from a Compensation Board is made. The Compensation Board will be appointed by the Supervisor and should have their recommendation to the board by May 11, 2015. The current health insurance will continue until a board decision is made.
Supported by Supervisor Bossler.
Discussion around special committee to address compensation.
All in favor, Motion Carried

Supervisor Bossler made motion, Second Trustee Gilliam, to adopt Resolution to Hire Part-Time Waste Water Administrator.

Discussion: Trustee Duck inquired about job description. Answer: was posted on the website and in the newspaper.

Roll Call Vote: Trustee Marchetti, yes; Trustee Duck, yes; Trustee Gilliam, yes; Supervisor Bossler, yes; Clerk McNaughton, yes; Treasurer Christensen, no.

Resolution Adopted 5 yes, 1 no.

Supervisor Bossler made motion, Second Trustee Duck, to reappoint Frank LaPierre to the position on the Waste Water Board. This is the position he vacated while serving as the temporary Waste Water Administrator. This appointment shall run through June 2015.

All in favor, Motion Carried

Trustee Gilliam made motion, Second Clerk McNaughton, Board Members receive compensation to sit on non-statutory duty board.

PUBLIC COMMENTS:

Jeff Higley: comment regarding Robert's Rules of Order
comment regarding Paul Sniadecki pay for Waste Water Admin./Deputy Supervisor

Kevin O'Neil: comments and suggestions regarding insurance and protection requests to have a "public comment" time before Budget Passing at March 23, 2015 Special Meeting

Carl Higley: Addressed County Commissioner Roseann Marchetti regarding roads

Kris Thomas: Suggested creating a "constituent committee" or community awareness board to help understand liabilities with sewer and other areas of township concern.

Randay Sazali: Question regarding Assessor Pay. Answered by Supervisor Bossler

Trustee Duck Motioned to Adjourned. Supported by Trustee Marchetti
Meeting adjourned at 9:36PM

Respectfully Submitted,

Teri McNaughton
Ontwa Township Clerk

OFFICIAL

ONTWA TOWNSHIP SPECIAL BOARD OF TRUSTEE MEETING MARCH 23, 2015

Call to Order: The special meeting of the Ontwa Township Board was called to order by Supervisor Bossler, on March 23, 2015 at 7:00pm

Pledge of Allegiance

Roll Call

Board Members Present: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Jerry Duck, Trustee Leon Gilliam,
Absent: Trustee Mike Mroczek

Public Comment:

Randy Szalai - Question regarding the Budget Stabilization amount from the previous year and where the money is now.

Deputy Supervisor Sniadecki responded: The Budget Stabilization was added last year and may be used between now and March 31, 2015. The current board will only use money from current income and will not dig into savings. The money should be in CD's/Savings. The Treasurer should provide a report each quarter showing all funds in every account. Part of the General Fund is the Budget Stabilization number. Contingency currently in the fund was over spent by \$100k before November 2014.

Trustee Marchetti asked Treasurer Christensen about current CD Balance and Cash on hand.

Treasurer Christensen Responded: Does not know and would have to look up on her computer.

Pat Bellaire - Question regarding estimates for General Fund Balance. Commented that living in the current year is a good thing and recognized that there isn't any money in the Township Budget to support roads. Also asked about the budget stabilization phase and ~~running the tax rolls~~.

Treasurer Christensen and Trustee Duck responded to Ms. Bellair's question regarding the tax rolls. Deputy Supervisor Sniadecki also responded and said the board worked the best they could with the information that was provided in previous budgets. Also stated that if there is excess money in the Assessors account it would go to the General Fund.

Public Comments Closed at 7:16pm

Treasurer Christensen commented: Howard Township does get medical insurance, but not elected officials. Deputies get an hourly rate plus insurance.

Resolution (#2015-03-23 found in Resolution Book) to approve the 2015-2016 Fiscal Year Budget was presented and approved upon a roll call vote as follows:

Trustee Marchetti yes; Trustee Duck yes; Trustee Gilliam yes; Treasurer Christensen yes; Clerk

McNaughton yes; Supervisor Bossler yes;

Trustee Mroczek absent.

Resolution Adopted

Motion made by Supervisor Bossler, Seconded by Trustee Gilliam, to appoint Rick Huff, Sandy Seanor and Nick Donis to a three member Ad Hoc Committee to review compensation for all hired, elected and appointed township employees. The purpose of the committee is to determine the appropriate total compensation for all employees. The committee will report their findings to the Board of Trustees on or before May 11, 2015.

Discussion: Treasurer Christensen stated that Mr. Donis was behind her recall and is not the best representative for the committee. She thought it would be people from the community that didn't have a lot to do with the township and that Sandi Seanor is on the Planning Commission.

Trustee Gilliam stated that he understands her concerns.

Trustee Duck suggested that someone other than Mr. Donis be appointed.

Clerk McNaughton made reference to the original motion which states that "...the Supervisor will appoint the committee."

Supervisor Bossler stated that he spoke to three professionals who would work well as a Compensation Board.

Trustee Marchetti spoke positively to the integrity of Mr. Donis and didn't know that Treasurer Christensen would have such a conflict. Trustee Marchetti made a motion to table the motion, did not receive a second. Supervisor Bossler asked for a roll call vote.

Roll Call Vote:

Trustee Gilliam - no

Clerk McNaughton - yes

Trustee Marchetti - no

Supervisor Bossler - yes

Trustee Duck - no

Trustee Mroczek - absent

Treasurer Christensen - no

Motion failed

Motion made by Trustee Duck to adjourn the meeting, seconded by Trustee Marchetti.

All in favor motion carried.

Meeting adjourned at 7:51 pm

Respectfully Submitted,

Teri McNaughton
Clerk

ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES April 13, 2015

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on April 13, 2015 at 7:00PM

Pledge of Allegiance:

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Jerry Duck, Trustee Mike Mroczek

Trustee Duck made Motion, Second Trustee Marchetti, to approve the agenda.

Discussion: Amend the agenda to add: Steve Lucas update on Adamsville Road project and Review of Eagle Lake July 4th Fireworks Application.

Motion Carried with said amendment

Trustee Duck made Motion, Trustee Mroczek, to approve the March 23, 2015 Special Board of Trustee Meeting Minutes

Discussion: Amendment to strike statement regarding tax rolls

All in favor, Motion Carried with said amendment

Trustee Marchetti made Motion, Second Gilliam, to approve March 9, 2015 Regular Board of Trustee Minutes.

Trustee Duck made Motion, Second Trustee Marchetti, to approve the Treasurer's Report.

Discussion: Treasurer Christensen is going to take \$200,000 from the General Fund balance and place in a CD. All in favor, Motion Carried

Treasurer Christensen made Motion, Second Trustee Duck, to approve bills from General Fund check numbers 4830-4872 and from Waste Water check numbers 4460-4479. All in favor, Motion Carried

Financial Report: Clerk McNaughton reports that adjustments need to be made to balance 2014-2015 FY Budget due to checks being drawn on accounts after the previous Board Meeting. Resolution for said adjustments will follow in "New Business" on agenda.

Trustee Duck made comments regarding income line items on the Budget Performance Report. Clerk McNaughton will modify the spreadsheet for easier interpretation.

Road Commissioner Report: Steve Lucas, Managing director at Cass County Road Commission stated their perspective is on taking care of customer. As needed, changes will be made a service request form will be available for the public to report problems.

However, if employees can report the problems, it will minimize the calls from public. There are 27 Hourly Employees, 9 Administrative staff members and 5 Commissioners. Adamsville Road will get worked on this year, funding is available and the engineering work done. Completion date is set for September 11, 2015.

Commissioner's Report: Commissioner Marchetti offered literature on farmers drain off and water shedding. She provided a business card for anyone to be able to reach her. Essential Standards Construction Codes library: Commissioner Marchetti has been gaining interest in all towns and villages to create construction code library. Cass District Library is great place to host such a library. The library hopes to be open mid-summer.

Watershed Study: Cynthia Herms of Friends of Cobus Creek is part of Elkhart conservation club, the group is forming steering a committee to review all water shed in Indiana and hopes for Ontwa Township to support the study. The Watershed Study will be \$60K. A \$45K grant was applied for and they will be notified in June if any money will be received.

Friends of Cobus Creek are requesting a support letter from the Ontwa township board to aid in support of the grant requests. They are also asking Ontwa Township for \$30K to complete study with Friends of Cobus Creek together. They will continue to ask private individuals for help and are hosting an event to raise more money to support Cobus Creek.

Clerk McNaughton made Motion, Seconded by Trustee Gilliam, to have Supervisor Bossler draft a support letter to Friends of Cobus Creek in favor of a watershed study.

All in favor. Motion Carries

Committee Reports:

Wastewater: John Brandt said bills being paid and PO System is working. There was one surcharge of \$1K. The challenge at hand is Source Technology needs their chemical storage trailer back. Wastewater Board member, Jeremy Waller found trailer totaling \$3750, and is asking the board to approve up to \$4K for trailer. Time is of the essence due to the immediate need for the trailer.

Clerk McNaughton made Motion, Seconded by Trustee Duck, to approve funds up to \$4K to purchase a trailer to house chemicals at CR 6 end of line. The funds will come from the Waste Water Fund account #610-958 Repair-Other.

Roll call vote: Shows all in support. Motion Carries

Fire: Nothing new to share

Ambulance: There is an anonymous donation of \$3,000 from the a village resident and the Ambulance Board is asking for the Township support a \$3000 donation as well. An ambulance engine needs repair and could be turning some revenue. Supervisor Bossler and Trustee Marchetti are working on rewriting the inter-local agreement.

Police: Trustee Gilliam was voted on as Chairman of the board and John Bossler is co chair, Nancy Stoner is Secretary. There are full time officer applications submitted and Chief Kozal will be interviewing. The Police Board has an opening for a Citizen At Large Member on the Police Board. May 13 is next meeting at 6PM.

Building/Grounds: Trustee Duck made Motion, Seconded by Trustee Mroczek, to purchase carpet from Collins and Co. \$9,969.18.

Roll Call Vote: Shows all in support. Motion Carried

Planning Commission: A letter from Chairman Marbach was read. A suggestion for a part time planner to help community development, improve bike paths, watershed and invest in the community. Trustee Marchetti suggested that Mark Edelson would be a great resource for this type of role, he is knowledgeable, and detail oriented. The board would like to have a joint meeting with the Planning Commission to have a presentation, question and answer time with Mr. Edelson. Clerk McNaughton will find out if the Planning Commission invites the Township Board to a meeting or vice versa.

ADHOC Committee Reports:

Supervisor Bossler: The Independent Audit, required by the State of Michigan, has been scheduled for May of 2015. This will be done three to four months earlier than it was done in the past.

OLD BUSINESS:

Blight Code enforcement update: The Clerk made site visits with Larry Shed from South Bend. His proposal is \$100 minimum charge to clean up for first hour, each hour after is \$30/hour. He also works with Martins and covers insurance at \$700/year. Larry will come to local community meetings and donates to local charities.

Deputy pay: Waiting for Compensation Committee Report

Amend fiscal year 2014-2105 fiscal year budget: **Resolution # 2015-04-13** (found in Resolution Book) **made by Clerk McNaughton , Seconded by Supervisor Bossler,** to Adjust/Amend the FY 2014-2015 Budget as Required by Public Act 621 of 1978 (MCL 141.421-141.440)

Roll Call Vote: Shows all in support. Resolution Carried

Board Support for Prelim site plan: Trustee Mroczek said concerns have been raised about public safety.

Trustee Mroczek made Motion, Seconded by Clerk McNaughton, to prepare communication letter to CCRC regarding proposed BAS site on Eagle Lake Road. Confirm letter from PC Chris Marbach and the report by William & Works. Concern for safety of all citizens and visitors. All in favor. Motion carried

Fireworks on 4th of July by Eagle Lake improvement Association, permit passed. Rain date is July 5th.

Motion by Clerk McNaughton, Seconded by Trustee Mroczek, to approve application for Eagle Lake fireworks by Eagle Lake Improvement Association to be held July 4th or 5th as rain date. All in favor. Motion carried.

PUBLIC COMMENT:

Carl Higley offered information regarding the Eagle Lake Road Launch Site Project.

Diana Nita, Ontwa Township Deputy Clerk, shared information regarding the financial spread sheet discussed in the Financial Report.

Ben Slocum –

- travels US 12 on Eagle Lake Road. Complaint about old Dock restaurant debris and would like it cleaned up.
- A property on the north side of the channel has at one time had 3 vehicles behind a tree. Is it permissible to be fixing vehicles?

Township clean up days April 24 and 25.

Public accuracy test for May 5 election is April 30 at 11AM.

Meeting adjourned at 9:48PM

Motion by Duck, Marchetti second.

Respectfully Submitted,

Teri McNaughton

Ontwa Township Clerk

OFFICIAL

ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES May 11, 2015

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on May 11, 2015 at 7:00PM

Pledge of Allegiance:

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Jerry Duck, Trustee Mike Mroczek

Supervisor Bossler made Motion, Second Clerk McNaughton, to approve the agenda.

Discussion: Amend the agenda to add: Garver Lake July 4th Fireworks Application and add Police Board meeting 5/18/2015.

Motion Carried with said amendment

Trustee Duck made Motion, Supervisor Bossler, to approve the April 13, 2015

Regular Board of Trustee Meeting Minutes

All in favor, Motion Carried

Trustee Duck made Motion, Second Trustee Gilliam, to approve the Treasurer's Report.

All in favor, Motion Carried

Treasurer Christensen made Motion, Second Trustee Duck, to approve Waste Water Checks 4451-4459.

All in favor, Motion Carried

Supervisor Bossler made Motion, Second Trustee Duck, to approve bills from General Fund check numbers 4873-4953 and from Waste Water check numbers 4480-4503.

All in favor, Motion Carried

Supervisor Bossler made Motion, Second Trustee Gilliam, to approve the Financial Report.

All in favor, Motion Carried

Guest, Larry Shead, shared information regarding his potential role and costs with possible Blight Ordinance clean up actions in our community. The board reviewed options, but did not take any action as to contractual or employment actions concerning Mr. Shead's company.

Clerk McNaughton made Motion, Second Trustee Duck, to schedule Blight Ordinance Public Hearings for three properties, upon the expiration of the 10 day response requirement.

All in favor, Motion Carried

Commissioner's Report: Roseann Marchetti advised as to improvements in the Register of Deeds filing area, and the Courts "Day in Court" education program for children in the Public Schools.

Standing Commissions, Committees and Boards Reports:

Wastewater Board: Chairperson John Brandt and Board Member, Frank LaPierre gave a detailed report on the recent successes of the Bioxide System being used to reduce H2S issues. A full copy of his report can be found in the Official Book of Minutes, dated May 11, 2015.

Fire Board: Nothing new to report.

Ambulance Board: Supervisor Bossler shared his concerns about the Ambulance Service Cash Flow and Budget issues that were discussed at the Ambulance Board Meetings. He also shared that the Inter-Local Agreement was in need of amendment. **Trustee Marchetti made Motion, Second Clerk McNaughton,** to approve transferring \$5,000 from our contingency fund to support our ambulance truck repair.

Roll Call Vote: Yeas - Duck, Marchetti, Bossler, McNaughton, Christensen, Mroczek

Nays - Gilliam

Motion Carried

Police Board: There is an opening for an At-Large Member on the police board, and the opening was posted for applicants.

Building/Grounds Committee: Carpet has been ordered and should be installed in the near future.

Planning Commission: There were 2 Approvals for Land Split/Lot Line Adjustments made. New forms for the Zoning Administration and residents are moving forward. Member Don DeLong has been working hard gaining information on pedestrian trails for our community.

Road Commission Liaison: Nothing new to report.

ADHOC Committee Reports:

Compensation Committee: A Final Report has been submitted and can be found in the Official Book of Minutes, dated May 11, 2015.

OLD BUSINESS:

A letter was sent to Friends of Cobus Creek in support of their continued efforts.

NEW BUSINESS:

Resolution # 2015-5-11-1 (found in Resolution Book) **to execute contracts with the Cass county Road Commission to repair and/or maintain certain local roads based on the FY 2015-2016 budget allocations. Motion by Trustee Mroczek, Seconded by Clerk McNaughton.**

Roll Call Vote - All board members in favor

Resolution Passed

Trustee Duck made Motion, Second Treasurer Christensen, to reject purchase of tax reverted properties.

All in favor, motion carried

Planning Commission Appointments:

Reappoint Chris Marbach with term expiration of 3/31/2018

Reappoint Shane Szalai with term expiration of 3/31/2018

Appoint Bob Thompson with term expiration of 3/31/2016

Motion made by Supervisor Bossler, Second Trustee Duck. All in favor, Motion Carried

Waste Water Board Appointment:

Reappoint Frank LaPierre with term expiration of 6/30/2018

Motion made by Supervisor Bossler, Second Trustee Mroczek. All in favor, Motion Carried

Zoning Board of Appeals Appointments:

Appoint Joan Sniadecki as Member with term expiration of 3/31/2018

Appoint Jeffery Brown as Alternate with term expiration of 5/31/2016

Motion made by Supervisor Bossler, Second Trustee McNaughton. 5 yes - 2 no, Motion Carried

Resolution # 2015-05-11-2 (found in Resolution Book) **to adopt position descriptions for various Ontwa Township Employees.**

Motion by Supervisor Bossler, Second Clerk McNaughton

Roll Call Vote

Yeas - Marchetti, Gilliam, McNaughton, Bossler, Mroczek, Duck

Nays - Christensen

Resolution Passed

Resolution # 2015-05-11-3 (found in Resolution Book) **to set additional compensation for certain township board of trustee/officers.**

Motion by Supervisor Bossler, Second Trustee Mroczek

Roll Call Vote - All board members in favor

Resolution # 2015-05-11-4 (found in Resolution Book) **to set annual compensation for certain township employee- secretary.**

Motion by Supervisor Bossler, Second Trustee Mroczek

Roll Call Vote - All board members in favor

Supervisor Bossler made Motion, Second Trustee Gilliam, to have Ontwa Township participate in the Memorial Day festivities at Gunn Park and to request funds not to exceed \$250 for an Ontwa Booth and related materials. The materials will be available for future events.

All in favor, motion carried

Motion by Supervisor Bossler, Second Clerk McNaughton, to authorize Supervisor Bossler to engage in negotiating a final settlement of the outstanding bills related to the proposed waste water treatment plant with Cass County, related vendors and contractors. Supervisor Bossler will have the authority to agree on a final settlement subject to the Board of Trustees approval.

Roll Call Vote - All board members in favor

Motion by Supervisor Bossler, Second Trustee Gilliam, to accept the disclosure letter from the Ontwa Township Secretary stating that she is also employed by the

Edwardsburg Ambulance Service to complete their payroll and that she does so during non-Ontwa Township work hours.

All in favor, motion carried

Motion by Clerk McNaughton, Second Trustee Mroczek, to approve fireworks application for Garver Lake in the year 2015.

All in favor, motion carried

PUBLIC COMMENT:

Kevin O'Neil - suggestions regarding: Blight Arrangements, County Reimbursement, Ambulance Transfer Business

Dick Booth - comment of thanks regarding property clean up near Eagle Lake and question about Recycle Bins for Township.

Carl Higley - comments regarding: Township Clean Up Days, Police Chief, Public Relations, Committee and Board Members.

Resident from Garver Lake Area - Garver Lake Lift Station Beautification concerns

Meeting adjourned at 9:32PM

Motion by Duck, Marchetti second.

Respectfully Submitted,

Teri McNaughton

Ontwa Township Clerk

ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES June 8, 2015

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on June 8, 2015 at 7:00PM

Pledge of Allegiance:

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Jerry Duck, Trustee Mike Mroczek

Trustee Mroczek made Motion, Second Trustee Gilliam, to approve the agenda.

Discussion: Amend the agenda to add: Midwest Energy Right-of-Way Permit, Road End Ordinance and Ambulance Inter-Local Agreement
Motion Carried with said amendment

Treasurer Christensen made Motion, Trustee Mroczek, to approve the May 11, 2015 Regular Board of Trustee Meeting Minutes. All in favor, Motion Carried

Trustee Duck made Motion, Second Trustee Gilliam, to approve the Treasurer's Report. All in favor, Motion Carried

Treasurer Christensen made Motion, Second Trustee Duck, to approve bills from General Fund check numbers 4954-5006 and from Waste Water check numbers 4504-4529. All in favor, Motion Carried

Trustee Mroczek made Motion, Second Trustee Gilliam, to approve the Financial Report.
All in favor, Motion Carried

Commissioner's Report: Roseann Marchetti reported on several happenings in the county. August 15 residents may drop off used tires at the fair grounds.

Guest: Timothy Tancey, Chamber of Commerce President, addressed the Board about Chamber business and how the Board may support the Chamber.

Boards Reports:

Wastewater Board: Frank LaPierre gave a detailed report on the recent successes of the Bioxide System being used to reduce H₂S issues. The Township passed the June compliance with Elkhart. The Wastewater Board has two openings for new members and is considering meeting once every 2-3 months instead of monthly.

Fire Board: Supervisor Bossler reported that the Fire Board is looking into the possibility of installing dry hydrants around area lakes.

Ambulance Board: Supervisor Bossler informed the Board that the \$3,000 from an anonymous donor in the village has not yet contributed to the repair of the Ambulance. e He also shared that the Inter-Local Agreement with the Village of Edwardsburg has been drafted and would like the Boards comments.

Police Board: The opening for At-Large Member on the police board has not yet been filled, but they are reviewing 5 applicants. A Police vehicle has gone to auction as well and the Chief is in the process of hiring a full time officer.

Building/Grounds Committee: Carpet will be installed on June 22, 2015 and our offices will be closed that day.

Planning Commission: There was no meeting this month but the PC Board would like to have a work session planned with the Board of Trustees to discuss a variety of community interests.

Road Commission: Sandy Beach will be repaired and the gravel part of Lane Road will have dust control done for \$350.

OLD BUSINESS:

A spreadsheet to track the clean up efforts of blight in our township was presented.

Motion made by Clerk McNaughton, Second by Supervisor Bossler, to hire Larry Shead as contractor to clean up blight properties currently not in compliance with the Township Blight Ordinance. All in favor, motion carried

Motion made by Supervisor Bossler, Second by Trustee Duck, to add an addendum to the original contract with Cass County Road Commission to repair the street around a manhole prior to the repaving of Sandy Beach Drive. Total cost for the repair is \$650. Funds for this project will be taken from the wastewater budget.

All in favor, motion carried

NEW BUSINESS:

Motion made by Clerk McNaughton, Second by Trustee Mroczek, to approve Right-of-Way Telecommunications Permit for Midwest Endergy to install fiber optic lines of existing poles in our township. All in favor, motion carried

Motion made by Clerk McNaughton, Second by Supervisor Bossler, to approve Fireworks Permit for Philip Fitzgerald of F&F All Seasons Inc. at 22506 Pearl St. Edwardsburg, Mi for July 4 & 5, 2015. All in favor, motion carried

Resolution #2015-06-08 To Adopt Board Agenda Transparency Policy (full copy found in Resolution Book)

Resolution Made by Clerk McNaughton, Second by Trustee Mroczek.

Roll Call Vote: All Board members in favor, Resolution Passed

Resolution # 2015-06-08-2 To Adopt Ontwa Township FOIA Procedures and Guidelines.

Resolution Made by Clerk McNaughton, Second by Trustee Duck.

Roll Call Vote: All Board members in favor, Resolution Passed

Motion made by Trustee Duck, Second by Trustee Marchetti, to have Michiana Recycling place two containers for residents to drop off recycling at Ontwa Township.

Discussion regarding said motion led the board to Table the motion until more information is made available.

Motion made by Trustee Mroczek, Second by Trustee Duck, to allow landscape to be done at the C1 lift station with fencing and landscaping cost not to exceed \$650 for fencing and \$1,040 for shrubbery. All in favor, motion carried

PUBLIC COMMENT:

Rudy Gourdine - addressed the Board and residents on the issue of fracking in Ontwa Township.

John Harsh - addressed the Board and residents about FOIA policy and procedures.

Karen Meyers - addressed the Board and residents about the need for improving the Memorial Day Festival.

Meeting adjourned at 9:16 pm

Respectfully Submitted,

Teri McNaughton

Ontwa Township Clerk

ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES July 13, 2015

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on July 13, 2015 at 7:00PM

Pledge of Allegiance:

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Jerry Duck, Trustee Mike Mroczek

Supervisor Bossler made Motion, Second Trustee Gilliam, to approve the agenda.

Discussion: Amend the agenda to add: Public Comment following Road End Ordinance Motion Carried with said amendment

Treasurer Christensen made Motion, Trustee Mroczek, to approve the June 8, 2015 Regular Board of Trustee Meeting Minutes. All in favor, Motion Carried

Trustee Mroczek made Motion, Second Trustee Gilliam, to approve the Treasurer's Report. All in favor, Motion Carried

Treasurer Christensen made Motion, Second Clerk McNaughton, to approve bills from General Fund check numbers 5007-5075 and from Waste Water check numbers 4530-4543. All in favor, Motion Carried

Trustee Gilliam made Motion, Second Trustee Marchetti, to approve the Financial Report. All in favor, Motion Carried

Commissioner's Report: Roseann Marchetti shared about the County's work on their budget and that it is open enrollment for insurance. The 4-H Fair is August 2-8.

Boards Reports:

Wastewater Board: Supervisor Bossler selected John Harsh to serve on the Wastewater Board with a term expiration of June 2017. Trustee Duck and seconded by Trustee Mroczek to approve the appointment. All in favor, motion carried.

Fire Board: Nothing to report

Ambulance Board: Trustee Marchetti reported that the interlocal agreement is being reviewed by the village and will come to the Township Board for approval. Also reported that finances

continue to be tight. Discussion: The previously approved \$5,000.00 check to the Ambulance for engine repairs has not yet been given to the Ontwa Edwardsburg Ambulance. There were questions and discussion surrounding the anonymous \$3,000.00 donation from an Ontwa Township resident that was not received and is no longer expected to be given to the Ambulance Service. Trustee Marchetti shared the original motion from the June 8, 2013 Board of Trustee Meeting that approved the \$5,000.00 and nothing was contingent upon the \$3,000.00 donation. Trustee Duck shared that it was his understanding that Township was donating money to match the funds being given by the anonymous donor. Clerk McNaughton stated that the Board made the decision under the assumption that there was a \$3,000.00 anonymous match and suggested that the board look into previous Ambulance Board minutes to review the information.

Trustee Marchetti made a motion, Second Treasurer Christensen, to pay the \$5,000 and requested a roll call vote.

No: Mroczek, Duck, Bossler, Gilliam, McNaughton

Yes: Marchetti, Christensen

Supervisor Bossler shared that he is resigning from the Ambulance Board and appointing Pat Makielski. **Motion by Clerk McNaughton, Second Trustee Gilliam** to approve Pat Makielski as member of Ambulance Board.

Roll Call Vote:

Yay: McNaughton, Bossler, Gilliam, Mroczek, Duck

Nay: Marchetti, Christensen

Motion Carried

Police Board: New Board Member Bridget Florenza was appointed. Police Chief Kozal reported the hiring of a new full-time officer and that a lot of positive things are taking place in our community.

Building/Grounds Committee: Carpet is being looked at by the manufacturer and we should have information within a week or two.

Planning Commission: Phil Steele resigned from the Board. Motion by Supervisor Bossler, Seconded by Trustee Duck to appoint Dick Gates to the Planning Commission, term expiration March 2017. All in favor, motion carried

Two Public Hearings were held with one approval. Detailed information may be obtained in the Planning Commission meeting minutes.

Road Commission: Nothing to report.

ZBA: Jeff Brown will fill the permanent position on the board with a term expiration of March 2017, Bill Schirf will hold the alternate position, expiration March 2016.

Supervisor Bossler made motion to approve the ZBA appointments, seconded by Clerk McNaughton. All in favor. Motion carried

OLD BUSINESS:

Blight: Clerk McNaughton shared that action will be taken on Saturday, July 18, 2015 to clean up property located on Beach Drive. Clerk McNaughton met with the property owner and offered the owner the opportunity to contact Larry Shead independently and schedule the Saturday clean up with him so the township would not have to be involved, but if they neglect to make the arrangements the township will have him clean up the blight and add the expense to their tax bill.

Recycling: Clerk McNaughton reports that Michiana Recycling only has dumpsters that open completely on the top and will look into other containers and try to make a proposal for us.

NEW BUSINESS:

Police Chief Kozal: A presentation was given by Police Chief Kozal about the progress and future needs of the Ontwa Edwardsburg Police Department. Chief Kozal requested the Boards approval of ballot language for a millage increase. (A full copy of the ballot language may be found attached to the July 13, 2015 official minutes)

Clerk McNaughton made a motion to approve the ballot language as presented, Seconded by Trustee Gilliam. Motion carried with a 6 yes, 1 no vote.

Resolution #2015-07-13a To Adopt the Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act (full copy found in Resolution Book)

Roll Call Vote: All Board members in favor, Resolution Passed

Motion made by Clerk McNaughton, Second by Trustee Gilliam, to accept the Headlee 2015 millage reduction fraction and not have a Truth in Taxation Hearing.

All in favor, motion carried.

Eagle Lake SAD: Presentation to the board from Margie Allen and Lori Mroczek detailing the treatment of invasive species and the renewal of the Special Assesement.

(A full copy of the SAD information may be found in the Clerk's Office)

Motion made by Clerk McNaughton, Second by Trustee Duck, accept the Eagle Lake Associations Special Assessment District (SAD) Resolution (#2015-13-1a) as presented. All in

favor, motion carried

Road End Ordinance: Supervisor Bossler presented the Road End Ordinance (#07-13-2015) and made motion to adopt the Road End Ordinance, second by Trustee Marchetti.

Opened the meeting up to public comment regarding the ordinance. Six members of the community addressed the board with their concerns, questions or support of the Road End Ordinance. The Board discussed the issues and **Supervisor Bossler moved to recind his motion, second by Trustee Marchetti.** All in favor, motion carried

Clerk McNaughton made motion to table the Road End Ordinance, second Trustee Gilliam. All in favor, motion carried

Trustee Marchetti made motion, seconded by Clerk McNaughton, to purchase UIA Banner in the amount of \$150.00 to be displayed in the community. All in favor, motion carried

PUBLIC COMMENT:

Tom Marosz - addressed the Board and residents regarding the Ontwa Township Audit Committee.

John Harsh - addressed the Board and residents about the possibility of a Waste Water pretreatment facility near May Street and M62.

Meeting adjourned at 9:48 pm

Respectfully Submitted,

Teri McNaughton

Ontwa Township Clerk

ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES August 10, 2015

Public Hearing: Eagle Lake Special Assessment District was held at 6:55pm

The Clerk had no submissions from residents to be read and no one made any public comment. Motion to end the Public hearing at 6:58pm was made by Trustee Duck, Seconded by Trustee Gilliam. All in favor, motion carried.

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on August 10, 2015 at 7:00PM

Pledge of Allegiance:

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Jerry Duck, Trustee Mike Mroczek

Supervisor Bossler informed the public that the Road End Ordinance would be tabled and no decisions regarding it would be made at this meeting.

Discussion was raised by Treasurer Christensen regarding the Agenda and the need to follow the Agenda Transparency Policy adopted by the board on June 8, 2015.

Trustee Duck made Motion, Second Trustee Mroczek, to use original agenda and add the SAW Grant Resolution, Resolution to Fund and Proceed with Update to Parks and Recreation Plan, and Audit Report Meeting.
All in favor, motion carried.

Treasurer Christensen made Motion, Second Clerk McNaughton , to approve the July 13, 2015 Regular Board of Trustee Meeting Minutes. All in favor, Motion Carried

Clerk McNaughton made Motion, Second Trustee Duck, to approve the Treasurer's Report. All in favor, Motion Carried

Trustee Duck made Motion, Second Treasurer Christensen, to approve bills from General Fund check numbers 5076-5139 and from Waste Water check numbers 4543-4558. All in favor, Motion Carried

Trustee Gilliam made Motion, Second Treasurer Christensen, to approve the Financial Report. All in favor, Motion Carried

Commissioner's Report: Commissioner Roseann Marchetti shared information regarding the following:

New Mapping Service, Soil Erosion, Tire Drop off at County Fairgrounds, EDC Grant Planning Sessions, 2015-16 Budget.

OLD BUSINESS:

Blight: Clerk McNaughton shared that there have been 5 successful compliances in the township and others are moving forward.

Recycling: Clerk McNaughton reports that Michiana Recycling does not have the type of dumpsters available for recycling that the township would want to use for recycling. Waste Management, Reliable Waste and Borden Waste Services will be contacted about such containers.

Road End Ordinance: Trustee Gilliam shared his thoughts regarding the ordinance and his desire to make known the public access sites on the lakes for residents to use. Clerk McNaughton inquired the need for the ordinance. No further discussion.

NEW BUSINESS:

Supervisor Bossler made a motion, Seconded by Trustee Duck, to approve the expenditures of funds, not to exceed \$3,000.00 for the Fall Clean up of 2015. All in favor, motion carried.

Motion made by Trustee Duck, Second by Trustee Gilliam, to approve fireworks permit for Shawn Ashbaugh. All in favor, motion carried.

Resolution #2015-08-10a To Approve and Levy Special Assessment for the Renewal of Eagle Lake and Channels Special Assessment District (full copy found in Resolution Book) Discussion: Clerk McNaughton asked if the Resolution had been reviewed by the township attorney. Trustee Mroczek confirmed that it had been.

Resolution: Trustee Mroczek, Second Trustee Marchetti
Roll Call Vote: All Board members in favor, Resolution Passed

SAW Grant: discussion to be held during the Waste Water Board Report

Resolution to Fund and Proceed with Update to Parks & Recreation Plan:
Discussion to place on agenda at a Special Meeting of the Board, tentatively set for August 31, 2015.

Audit Meeting: Audit Committee Meeting set for August 13, 2015 at 2pm. Discussion to place Detailed Audit Review on agenda at a Special Meeting, tentatively set for August 31, 2015.

Committee and Board Reports:

Wastewater Board: Waste Water Chairman Frank LaPierre made the recommendation to pay the outstanding invoices to Wightman & Associates. Representative Matt Davis from Wightman responded to questions from the board regarding the balance and monies owed to Cass County and to Wightman. A detailed invoice will be provided to the township.

Chairman LaPierre presented information regarding the SAW Grant. Matt Davis and Frank LaPierre answered board questions. Discussion: Treasurer Christensen asked if

the resolution was presented to the attorney for review. Paul Sniadecki, Waste Water Administrator, stated that since the Resolution was only to allocate funds and begin work on the previously accepted SAW grant, there was no need for attorney review. (Attached to the minutes is a letter explaining the benefits of the SAW Grant Program for Ontwa Township)

Resolution #2015-08-10b to Proceed with State of Michigan S.A.W. Grants Scope of Work, Allocate the Required Mathing Funds from the Wastwater Funds, and Appropriately Align Township Waste Water System Operations (full copy found in Resolution Book)

Resolution: Clerk McNaughton, Second Trustee Duck
Call Vote: All Board members in favor, Resolution
Passed

Roll

Fire Board: Audit is complete and will be reviewed at upcoming meeting.

Ambulance Board: Finances continue to be tight but are above their goal in revenue. An Ad-hoc Committee is meeting with the Ambulance Administrator this week.

Police Board: Nothing new to report

Building/Grounds Committee: Carpet is going to be replaced. New carpet, at the expense of Collin's and Company is ordered and awaiting installation. Fixing windows, and work for the Treasurers office is still being looked into.

Planning Commission: New Member Richard Gates joined the Board. A home occupation on Redfield Rd. was approved as well as a lot line adjustment. A presentation by Margie Allen about the Waterfront Overlay District and a presentation by Don Delong about the future of non-motorized trails for our township was given.

Road Commission: Nothing to report.

ZBA: Variance was granted at July 28th meeting.

PUBLIC COMMENT:

Kevin O'Neil - Board Agenda Transparency Policy - The difference between policy and procedure. Policies are the rules and Procedure is the management of the rules.

Meeting adjourned at 8:35 pm

Respectfully Submitted,

Teri McNaughton

Ontwa Township Clerk

ONTWA TOWNSHIP SPECIAL BOARD OF TRUSTEE MEETING

September 3, 2015

Call to Order: The special meeting of the Ontwa Township Board was called to order by Supervisor Bossler, on September 3, 2015 at 6:01pm

Pledge of Allegiance

Roll Call

Board Members Present: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Jerry Duck, Trustee Leon Gilliam,
Absent: Trustee Mike Mroczek

Kevin Raade of Shaffer & Layher presented a summary of the 2015-2016 Audit. An overview shows a Fund Balance of \$758,135. It is a decrease from the prior year due to Road Contract Costs, Building Improvements, Township Electronic Sign, and Ambulance funds. The township has a healthy General Fund Balance with 12 months reserve in the Fund Balance.

The Sewer operating revenue was \$107,000. It is an increase from the prior year. There were prior period adjustments from payables due to Wightman & Associates.

6:13pm Trustee Mroczek is in attendance.

Resolution 2015-9-3a To fund and update to the Ontwa Township Parks & Recreation Plan, and to proceed to engage appropriate professionals, to assist in the preparation to the updated plan prior to the March 1, 2016 State of Michigan deadline for review and approval of such plans. (A full copy is attached and may be found in the Resolution Book)

Roll Call Vote:

Trustee Gilliam - yes	Clerk McNaughton - yes
Trustee Marchetti - yes	Supervisor Bossler - yes
Trustee Duck - yes	Trustee Mroczek - yes
Treasurer Christensen - yes	

Resolution Adopted

The Board interviewed two candidates for the Ontwa Township Zoning/Planning Administrator Position. After discussion a motion was made by Clerk McNaughton, Second by Trustee Marchetti, to negotiate a contract with Leroy Krempec to fill the part-time position of Zoning/Planning Administrator for Ontwa Township.

Roll Call Vote: All Board Member - yes, Motion Carried

Don DeLong, Planning Commission Member, gave a presentation for Ontwa Trails and the Complete Streets Initiative.

Resolution 2015-9-3-b Supporting the Michigan Department of Transportation Complete Streets Initiative as outlined in Public Act 134, and Public Act 135 of 2010. (A full copy is attached and may be found in the Resolution Book)

Roll Call Vote:

Trustee Gilliam - yes	Clerk McNaughton - yes
Trustee Marchetti - yes	Supervisor Bossler - yes
Trustee Duck - abstained	Trustee Mroczek - yes
Treasurer Christensen - yes	

Resolution Adopted

Public Comments were heard throughout the meeting.

Meeting adjourned at 8:13 pm

Respectfully Submitted,

Teri McNaughton
Clerk

ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES September 14, 2015

Public Hearing: Eagle Lake Special Assessment District was held at 7:00pm

The Clerk had no submissions from residents to be read and no one made any public comment in opposition of the Confirmation of the Eagle Lake Special Assessment District Roll. Motion to end the Public hearing at 7:11pm was made by Trustee Duck, Seconded by Trustee Marchetti. All in favor, motion carried.

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on September 14, 2015 at 7:11PM

Pledge of Allegiance:

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Jerry Duck, Trustee Mike Mroczek

Supervisor Bossler introduced guest, Catherine Kaufman, Ontwa Township's attorney.

Supervisor Bossler made Motion, Second Trustee Duck, to approve the agenda and move North American Forest Products-Rezoning Request to the first item under New Business. All in favor, motion carried.

Trustee Mroczek made Motion, Second Trustee Gilliam , to approve the August 10, 2015 Regular Board of Trustee Meeting Minutes and the September 3, 2015 Special Meeting of the Board of Trustee Minutes. All in favor, Motion Carried

Clerk McNaughton made Motion, Second Supervisor Bossler, to approve the Treasurer's Report. All in favor, Motion Carried

Supervisor Bossler made Motion, Second Treasurer Christensen, to approve bills from General Fund check numbers 5140-5198 and from Waste Water check numbers 4559-4580. All in favor, Motion Carried

Supervisor Bossler made Motion, Second Trustee Mroczek, to approve the Financial Report. All in favor, Motion Carried

Commissioner's Report: Commissioner Roseann Marchetti shared information regarding the following: Board of Commissioners approved budget and an appointment the EDC. Cass County Courts were awarded grants to support specific needs. More information may be obtained by contacting Commissioner Roseann Marchetti.

OLD BUSINESS:

Blight: Clerk McNaughton stated that the new zoning administrator will be handling blight and will have new report at next months Board of Trustee Meeting.

Recycling: Clerk McNaughton reported that waste services have been contacted but does not have any confirmed numbers to report at this time.

NEW BUSINESS:

Supervisor Bossler made a motion, Seconded by Trustee Duck, to approve the zoning change for North American Forest Products as approved by the Planning Commission from Commercial 2 to Industrial 2. All in favor, motion carried.

Motion made by Supervisor Bossler, Second by Clerk McNaughton, to approve the 2014-15 Audit. All in favor, motion carried.

Resolution #2015-09-14 TO ESTABLISH THE PER PARCEL ASSESSMENT AMOUNT FOR THE 2015 WINTER TAX BILL, for the EAGLE LAKE AND CHANNELS SPECIAL ASSESSMENT DISTRICT (S.A.D.) (full copy found in Resolution Book)

Resolution: Clerk McNaughton, Second Trustee Mroczek

Roll Call Vote: All Board members in favor, Resolution Passed

Resolution #2015-09-14-a TO CONFIRM ASSESSMENT FOR SPECIAL ASSESSMENT DISTRICT (full copy found in Resolution Book)

Resolution: Clerk McNaughton, Second Trustee Marchetti

Roll Call Vote: All Board members in favor, Resolution Passed

Supervisor Bossler made motion, Second Trustee Duck, Resolution #2015-09-14b To adopt the updated By-laws of the Ontwa Township Wastewater Board dated July 2015 (full copy found in Resolution Book) All in favor, motion carried

Supervisor Bossler made Motion, Second Trustee Mroczek, to appoint Frank LaPierre as the interim Wastewater Administrator until a permanent administrator is selected. All in favor, motion carried

Trustee Duck made Motion, Second Supervisor Bossler, to hire a part-time accountant at a

rate of \$30/hour, not to exceed \$5,000.00 for this fiscal year.

The duties of this person will be to develop an accounting policy and procedures manual and review internal controls, develop fixed asset schedules and other accounting related duties that become apparent as the manual is developed, consistent with auditor requirements. 6 -yes, 1-no, motion carried.

Supervisor Bossler made motion, Second Trustee Duck, to approve repair of broken drainage inlet on South Shore Drive. Based on Cass County Road Commission review and assessment cost \$3,300.00. All in favor, motion carried.

Supervisor Bossler made Motion, Second Trustee Mroczek, to approve the hiring of Leroy Krempec, new Zoning/Planning Administrator. All in favor, motion carried.

Supervisor Bossler made Motion, Second Trustee Gilliam, to approve the commitment to donate land to Ontwa/Township Edwardsburg Police Department for construction of a new police station. Predicated upon the voters approval of the millage to fund construction. All in favor, motion carried.

Resolution #2015-09-14-c TO AUTHORIZE USE OF AUTOMATED CLEARING HOUSE (ACH) ARRANGEMENTS AND ELECTRONIC TRANSACTIONS OF FUNDS (full copy found in Resolution Book) Motion by Clerk McNaughton, Second Supervisor Bossler.

Roll Call Vote: All Board members in favor, Resolution Passed

Committee and Board Reports:

Wastewater Board: Waste Water Chairman Frank LaPierre requested that the board approve the purchase of a new pump for the C1 lift station. 3 quotes were obtained.

Supervisor Bossler made Motion, Second Trustee Mroczek, to approve the purchase of a new 20hp pump for the C1 lift station. Cost not to exceed \$20,000.

Roll Call Vote: All Board members in favor, Motion Carried.

Fire Board: Audit is complete and was approved.

Ambulance Board: Trustee Marchetti reported that there were some concerns with the compliance of the existing village and township by-laws. Changes were made to comply the by-laws. Ambulance call volume has been up, funds continue to be tight with a \$25,000 budget deficit projected.

Police Board: Chief Kozal has been sending team members to training and working on millage to build a new police station. They are also working on addressing the traffic flow around Edwardsburg Schools.

Building/Grounds: Window repair quotes are coming in and a quote for removal of the faded awning and purchase and installation of new awning was received.

Planning Commission: Nothing to report.

Road Commission: Adamsville Road project is nearly complete and the road commission has a new facebook page.

ZBA: Efforts are being made to ensure the legality of all variances and zoning regulations are being upheld.

Trustee Duck shared that he will be meeting with the assessor for a question and answer session to better understand how the assessment process works and invites the public to attend as well. The meeting date and time will be posted at the township office.

PUBLIC COMMENT:

Margie Allen addressed the board concerning invasive species/algae found at Eagle Lake.

Paul Sniadecki voiced concerns regarding several board actions.

Meeting adjourned at 8:41 pm

Respectfully Submitted,

Teri McNaughton

Ontwa Township Clerk

ONTWA TOWNSHIP SPECIAL BOARD OF TRUSTEE MEETING

September 22, 2015

Call to Order: The special meeting of the Ontwa Township Board was called to order by Supervisor Bossler, on September 22, 2015 at 10:01am

Roll Call

Board Members Present: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Leon Gilliam,

Absent: Trustee Mike Mroczek, Trustee Jerry Marchetti, Trustee Jerry Duck,

Motion to approve the agenda made by Treasurer Christensen, second by Trustee Gilliam. All in favor, motion carried.

Ordinance 2015-9-22 **An Ordinance to amend the Ontwa Township Zoning Ordinance by the rezoning of certain property located in Land Section 18 from a "C-2" General Commercial district zoning classification to a "I-2" Heavy Industrial district zoning classification; and to repeal all ordinances or parts of ordinances in conflict.** (A full copy is attached and may be found in the Ordinance Book)
The said property is that of North American Forest Products.

Roll Call Vote:

Trustee Gilliam - yes	Clerk McNaughton - yes
Trustee Marchetti - absent	Supervisor Bossler - yes
Trustee Duck - absent	Trustee Mroczek - absent
Treasurer Christensen - yes	
Ordinance Adopted	

Resolution 2015-9-22a **RESOLUTION TO HIRE PART-TIME ZONING ADMINISTRATOR**

That LeRoy Krempec be hired as the part-time Zoning Administrator at an annual rate of \$10,150 effective September 15, 2015, with no benefits. (A full copy is attached and may be found in the Resolution Book)

Roll Call Vote:

Trustee Gilliam - yes	Clerk McNaughton - yes
Trustee Marchetti - absent	Supervisor Bossler - yes
Trustee Duck - absent	Trustee Mroczek - absent
Treasurer Christensen - yes	
Resolution Adopted	

Public Comments

Paul Sniadecki - questions regarding the Zoning Administrator status of independent contractor or employee of the township.

Brigid Forlenza - responded to Mr. Sniadecki comments

Meeting adjourned at 10:09 am

Respectfully Submitted,

Teri McNaughton
Clerk

ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES October 12, 2015

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on October 12, 2015 at 7:00PM

Pledge of Allegiance:

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Jerry Duck, **Absent:** Trustee Mike Mroczek

Trustee Gilliam made Motion, Second Trustee Marchetti, to approve the agenda. All in favor, motion carried.

Treasurer Christensen made Motion, Second Trustee Gilliam, to approve the September 14, 2015 Board of Trustee Meeting. All in favor, Motion Carried

Trustee Christensen made Motion, Second Trustee Gilliam, to approve the September 22, 2015 Special Meeting of the Board of Trustee Minutes. All in favor, Motion Carried

Clerk McNaughton made Motion, Trustee Gilliam, to approve the Treasurer's Report. All in favor, Motion Carried

Treasurer Christensen made Motion, Second Clerk McNaughton, to approve bills from General Fund check numbers 5199-5243 and from Waste Water check numbers 4581-4599. All in favor, Motion Carried

Supervisor Bossler made Motion, Second Trustee Gilliam, to approve the Financial Report. All in favor, Motion Carried

Commissioner's Report: Commissioner Roseann Marchetti

OLD BUSINESS:

Blight: Zoning/Planning Administrator, Leroy Krempec presented his monthly report and spreadsheet.

Recycling: Clerk McNaughton introduced Kyle Woolsey from Himco Waste-Away Services. Mr. Woolsey explained the company's recycling program and answered questions from the

board. 1 - 8 cubic yard dumpster with weekly pick up is \$60 monthly with a \$4.95 fuel charge. There is a 36 month agreement that can be changed.

Resolution #2015-10-12 TO HIRE PART-TIME ZONING/PLANNING ADMINISTRATOR

(A full copy found in Resolution Book.)

Resolution: Supervisor Bossler, Second

Trustee Duck

Roll Call Vote: All Board members in favor,

Resolution Passed 6-0

Resolution #9-22-2015 is hereby repealed

NEW BUSINESS:

Resolution #2015-10-12A TO ADJUST /~~AMEND~~ AMEND THE FY 2015-2016 BUDGET AS REQUIRED BY PUBLIC ACT 621 OF 1978 (MCL 141.421.141.440) (full copy found in Resolution Book)

Resolution: Clerk McNaughton, Second Treasurer Christensen

Roll Call

Vote: All Board members in favor, Resolution Passed 6-0

Motion by Supervisor Bossler, Second by Trustee Duck, to set the Ontwa Township Trick or Treating Hours for Saturday, October 31, 2015 from 5:00 pm to 7:00pm. All in favor, Motion Carried

Treasurer Christensen update the Board with her findings on the Special Assessment Districts dates and balances.

Resolution #2015-10-12-B FOR CONTINUING FUNDING FOR THE EDWARDSBURG AMBULANCE SERVICE (full copy found in Resolution Book)

Resolution: Trustee Marchetti, Second Trustee Duck

Roll Call

Vote: Aye: Marchetti, Bossler

Nay:

McNaughton, Gilliam, Duck, Christensen Resolution Failed

Committee and Board Reports:

Wastewater Board: SAW Grant preparations are going well, the new pump is in and working smoothly. A surcharge schedule will be issued to St. Joe County. Currently working on maintenance.

Fire Board: Fire truck is being painted.

Police Board: Millage vote is Nov. 3, 2015, the Chief's one year anniversary is coming up and will have a performance review.

Building/Grounds: Window repair quotes have been done. Motion by Trustee Duck, Second Supervisor Bossler, to have D & M Glass repair the leaking front windows. Total of \$3250.00. All in Favor, Motion Carried

Planning Commission: Approval for DUO Form and tabled Tyler Ross case for further information.

PUBLIC COMMENT:

Dave Frazer - questioned zoning administrator regarding farm land ordinances. John Harsh - recommended having a shred-a-thon at the township and taking donations

Meeting adjourned at 9:00 pm

Respectfully Submitted,

Teri McNaughton
Township Clerk

Ontwa

ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES November 9, 2015

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on November 9, 2015 at 7:00PM

Pledge of Allegiance:

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Jerry Duck, Trustee Mike Mroczek

Treasurer Christensen made Motion, Second Trustee Gililam, to approve the agenda with the amendment of removing new business item number 5, Manhole Cover Repair . All in favor, motion carried.

Treasurer Christensen made Motion, Second Trustee Duck, to approve the October 12, 2015 Board of Trustee Meeting minutes with corrected spelling error. All in favor, Motion Carried

Clerk McNaughton made Motion, Second Trustee Mroczek, to amend the minutes from the September 22, 2015 Board of Trustee Meeting. Strike the word certain and add the parcel # 14-090-018-005-01. All in favor, Motion Carried

Clerk McNaughton made Motion, Second Trustee Gilliam, to approve the Treasurer's Report. All in favor, Motion Carried

Clerk McNaughton made Motion, Second Treasurer Christensen to approve bills from General Fund check numbers 5244-5305 and from Waste Water check numbers 4600-4615. All in favor, Motion Carried

Trustee Duck made Motion, Second Trustee Marchetti, to approve the Financial Report. All in favor, Motion Carried

Commissioner's Report: Commissioner Roseann Marchetti

OLD BUSINESS:

Blight: Zoning/Planning Administrator, Leroy Krempec presented his monthly report and spreadsheet.

Recycling: Clerk McNaughton made motion, Seconded by Treasurer Christensen, to table Township Recycling discussion until Spring. 6-1 Motion Carried

NEW BUSINESS:

Resolution #2015-11-9 TO ADJUST /AMEND THE FY 2015-2016 BUDGET AS REQUIRED BY PUBLIC ACT 621 OF 1978 (MCL 141.421.141.440) (full copy found in Resolution Book)

Resolution: Clerk McNaughton, Second Trustee Gilliam

Roll Call Vote: Aye: Marchetti, Gilliam, McNaughton, Duck, Christensen, Bossler

Nay: Mroczek Resolution Passed 6-1

Trustee Duck made motion, Second by Trustee Marchetti, to have Glass Doctor install and complete windows for the treasurer's office and Richard Cox frame, install and finish the door for the treasurer's office. Monies to be drawn from account line item 101-265-931 not to exceed \$1,500.00

Resolution #2015-11-9a For Continuing Funding for the Edwardsburg Ambulance Service (full copy found in Resolution Book)

Resolution: Marchetti, Second Trustee Gilliam

Roll Call Vote showed All in favor, Resolution Passed 7-0

Clerk McNaughton made motion, Second by Trustee Mroczek, to approve the Eagle Lake/Ontwa Township Special Assessment District contract with Restorative Lake Services.

Roll Call Vote showed All in favor, Motion Carried 7-0

Committee and Board Reports:

Wastewater Board: A full copy of the Waste Water Board Report from Frank LaPierre is found attached in the minutes.

Clerk McNaughton made motion, Second by Supervisor Bossler, to approve the purchase of another 20hp pump for the maintenance of the Waste Water line. Monies not to exceed \$20,000.00

Roll Call Vote showed All in favor, Motion Carried 7-0

Clerk McNaughton made motion, Second by Supervisor Bossler, to approve the hiring of Charles Carlin, CPA, to assist the Waste Water Administrator and Clerk with accounting and quickbooks operations, as previously approved at the September 14, 2015 Board of Trustee Meeting. Monies will be drawn from the Waste Water fund.

All in favor, Motion Carried

Fire Board: The new Fire Truck is ready and running.

Police Board: Millage was voted down at the Nov. 3, 2015 election. Police Chief Kozal is looking into other ways to move forward with improvements.

Building/Grounds: Window repairs been done. Will wait to test for leaks and then fix the drywall.

Planning Commission: nothing to report

PUBLIC COMMENT:

Paul Sniadecki - comments regarding leaf burning, budget and line items

Kevin O'Neil - comments regarding line items under/over, ambulance service transfers and 1 year anniversary of the new board

Meeting adjourned at 9:08 pm

Respectfully Submitted,

Teri McNaughton
Ontwa Township Clerk

**ONTWA TOWNSHIP SPECIAL BOARD MEETING
MINUTES
November 24, 2015**

Call to order: The Special meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on November 24, 2015 at 11:05am.

Pledge of Allegiance:

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Jerry Duck, Trustee Mike Mroczek

Ambulance Administrator, Spencer Miller addressed the Board and answered questions regarding the Ambulance finances and budget. There was significant discussion regarding the ambulance transfer service and its viability.

No action was taken by the township Board of Trustees.

Public Comment: Three residents spoke during public comment regarding the board discussion.

Un-named Gentleman
Pat Makielski
Paul Sniadecki

Meeting adjourned at 12:53 pm

Respectfully Submitted,

Teri McNaughton
Ontwa Township Clerk

ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES December 14, 2015

Call to order: The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on December 14, 2015 at 7:00PM

Pledge of Allegiance:

Present Board Members: Supervisor John Bossler, Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Jerry Duck, Trustee Mike Mroczek

Trustee Gilliam made Motion, Second by Trustee Mroczek, to approve the agenda with the amendment of changing and moving new business item number 6, to SAW Grant /WW Administrator. All in favor, motion carried.

Treasurer Christensen made Motion, Second Trustee Mroczek, to approve the November 9, 2015 Board of Trustee and November 24, 2015 Special Meeting minutes. All in favor, Motion Carried

Clerk McNaughton made Motion, Second Trustee Marchetti, to approve the Treasurer's Report. All in favor, Motion Carried

Trustee Duck made Motion, Second Trustee Gilliam to approve bills from General Fund check numbers 5306-5375 and from Waste Water check numbers 4616-4646. All in favor, Motion Carried

Supervisor Bossler made Motion, Second Treasurer Christensen, to approve the Financial Report. All in favor, Motion Carried

Resolution #2015-12-14a TO ADJUST /AMEND THE FY 2015-2016 BUDGET AS REQUIRED BY PUBLIC ACT 621 OF 1978 (MCL 141.421.141.440) (full copy found in Resolution Book)

Resolution: Clerk McNaughton, Second Trustee Duck

Roll Call Vote: Aye: Marchetti, Gilliam, McNaughton, Duck, Christensen, Bossler, Mroczek Nay: 0 Resolution Passed 7-0

Commissioner's Report: Commissioner Roseann Marchetti

OLD BUSINESS:

Supervisor Bossler made motion, Second by Trustee Mroczek to refer the Sewer Hook-up Fees and monthly charges to the Ontwa Township Wastewater Board for the Edwardsburg Sports Complex. All in favor, motion carried.

NEW BUSINESS:

Police Chief Kozal gave a presentation about Safe Recycling for the Christmas Holiday and encourages everyone to dispose of large boxes safely as not to alert potential thieves.

Supervisor Bossler made motion, Second by Trustee Mroczek to remove and replace the concrete collar on the manhole cover- including new casting. Located at 68222 Christiana Drive for \$2,615.00. Work to be completed by Selge. per CCRC
Roll Call Vote showed All in favor, motion carried 7-0

Supervisor Bossler made motion, Second by Trustee Marchetti to appoint Bruce Cassady to vacant Wastewater Board position. All in favor, motion carried.

Board Discussion: No action taken
Park and Recreation Plan
2016-17 Road Repairs

Committee and Board Reports:

Blight: Zoning/Planning Administrator, Leroy Krempec presented his monthly report and spreadsheet.

Wastewater Board: Frank LaPierre, WW Administrator, gave a report and updates regarding maintenance, repairs and SAW Grant.

Resolution #2015-12-14 Authorizing the Expansion of the Waste Water Administrator to include SAW Grant Administrator Funded by SAW Grant Appropriations to Manage the SAW Grant Awarded to Ontwa Township, Michigan
(A full copy of the Resolution #2015-12-14 found in the Book of Resolutions)

Resolution made by Supervisor Bossler, Second by Trustee Duck.

Roll call vote: Yay: Marchetti, Gilliam, McNaughton, Christensen, Duck, Mroczek,
Bossler Nay: 0 Resolution Passed 7-0

Fire Board: The Fire Chief and Crew were present at the meeting to present the new fire truck.

Police Board: Police Chief Kozal continues to make strides in improving the Edwardsburg/Ontwa Police Department.

Building/Grounds: Window are ready for drywall, the Treasurer's Office door has been installed and windows should be installed soon.

Planning Commission: Don DeLong will be working other Planning Commission members to move forward with a Grant Application. There was significant conversation regarding Ontwa Trails.

PUBLIC COMMENT:

Randy Szalai - comments regarding Edwardsburg Sports Complex

Don DeLong - comments regarding Ontwa Trails

John Harsh - comments regarding new pump operation

Meeting adjourned at 9:23 pm

Respectfully Submitted,

Teri McNaughton
Ontwa Township Clerk