

# **ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES January 11, 2016**

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Clerk Teri McNaughton on January 11, 2016 at 7:00PM

**Pledge of Allegiance:**

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

**Trustee Mroczek made Motion, Second by Trustee Marchetti,** to appoint Clerk McNaughton as the meeting Chairperson.

**Public Comments:**

Charles Clarke, Local Eagle Scout, shared with the board about his Eagle Scout project of benches built and placed at Gunn Park.

Jeremy Ryman from Friends of Cobus Creek gave a presentation requesting the board consider making a donation to the Watershed Study.

John Harsh - spoke regarding the Wastewater System

Bobby Donnelly - gave the board a handout to read

Paul Sniadecki - Escrow accounts and Special Assessment Districts

**Trustee Marchetti made Motion, Second by Trustee Duck,** to have Public Comment period at the beginning and end of the Board Meeting.

Aye: 3

Nay: 2                      Motion Carried

**Clerk McNaughton made Motion, Second by Trustee Mroczek,** to approve the agenda with the amendment of adding Public Comment at the end. All in favor, motion carried.

**Treasurer Christensen made Motion, Second Clerk McNaughton,** to approve the December 14, 2015 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 Mroczek made Motion, Second Treasurer Christensen** to approve bills from General Fund check numbers 5376-5425 and from Waste Water check numbers 4647-4669.

All in favor, Motion Carried

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

**Commissioner's Report: Commissioner Roseann Marchetti**

**Committee and Board Reports:**

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

**Wastewater Board:** Frank LaPierre, WW Administrator, gave a report and updates regarding maintenance and repairs and informed the board of his resignation as SAW Grant Administrator. The SAW Grant Administrator, as advised by Wightman and Associates, should be a contracted position.

**Fire Board:** Nothing to report

**Police Board:** Nothing to report

**Building/Grounds:** Nothing to report

**Planning Commission:** Home Occupation, 2015 Annual Report and election of PC Officers was approved.

**OLD BUSINESS:** nothing to report

**NEW BUSINESS:**

**Resolution #2016-1-11 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, McNaughton, Duck, Christensen, Mroczek

Nay: 0 Resolution Passed 5-0

**Parks & Recreation Plan Draft** - work is being done the update the 5 year plan.

**PUBLIC COMMENT:** Paul Sniadecki, John Harsh, Jeremy Ryman, Bobby Donnelly, Randy Szalai

Meeting adjourned at 8:17 pm

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

# **ONTWA TOWNSHIP SPECIAL BOARD MEETING MINUTES January 26, 2016**

**Call to order:** The Special meeting of the Ontwa Township Board was called to order by Clerk Teri McNaughton on January 26, 2016 at 12:36 pm.

**Pledge of Allegiance:**

**Present Board Members:** Clerk Teri McNaughton, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Leon Gilliam (arrived at 12:52pm), Trustee Jerry Duck, Trustee Mike Mroczek

**Absent:** Supervisor John Bossler

Waste Water Administrator, Frank LaPierre addressed the Board and answered questions regarding the condition of Ontwa Townships sewer lift stations and the severe neglect of maintenance of the lift stations and sewer system. Photographs were provided to show the severity and Waste Water Board Member, John Harsh, spoke with regards to specific locations and exact deficiencies. It was recommended to the board to take action by serving a letter of default to Severn and Trent Management Services. Review by the board regarding the recommendation and future management options were discussed.

**Motion made by Clerk McNaughton, Seconded by Treasurer Christensen,** to submit a letter of default to Severn Trent Environmental Services with the option of 90 days to comply or immediately terminate.

Discussion resulted in a **motion by Clerk McNaughton, Seconded by Treasurer Christensen,** to amend the original to read : to submit a letter of default to Severn Trent Environmental Services.

**Roll Call Vote:** Marchetti-yes, Christensen-yes, Mroczek-yes, Duck-yes, Gilliam-yes, McNaughton-yes. **Motion Carried 6-0**

**Motion made by Clerk McNaughton, Seconded by Trustee Mroczek,** to have immediate maintenance needs temporarily handled by Niles Wastewater Management and Dig It Corp.  
All in favor, motion carried

Public Comment: Roseann Marchetti  
Meeting adjourned at 1:26 pm

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

# **ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES February 8, 2016**

**Public Hearing** Regarding the Five Year Parks and Recreation Plan was called to order at 6:56 pm. Trustee Mroczek and Williams Works Representative, Chris Bertch, gave a brief overview of the plan and public comment by Paul Sniadecki and Randy Szalai.

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on February 8, 2016 at 7:04PM

## **Pledge of Allegiance:**

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

Public Comment: none

**Treasurer Christensen made Motion, Second by Supervisor Bossler,** to approve the agenda with amendment of adding Eagle Lake SAD Contract and not to include public comments at the end of the Board of Trustee Meeting Agendas. Roll Call Vote: Yeas: Gilliam, Christensen, McNaughton, Bossler. Nays: Marchetti, Mroczek, 4-2 motion carried.

**Treasurer Christensen made Motion, Second Trustee Marchetti,** to approve the January 11, 2016 Board of Trustee Meeting minutes and the January 26, 2016 Special Meeting. All in favor, Motion Carried

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

**Trustee Mroczek made Motion, Second Trustee Gilliam** to approve bills from General Fund check numbers 5426-5499 and from Waste Water check numbers 4670-4703. All in favor, Motion Carried

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

**Commissioner's Report: Commissioner Roseann Marchetti**

## **Committee and Board Reports:**

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

**Wastewater Board:** Frank LaPierre, WW Administrator, gave a report and updates regarding maintenance and repairs. He also gave a detailed presentation showing the differences in Service Providers and updates on the SAW Grant.

**Ambulance Board:** There is a meeting at the village hall 2-9-16 with several important agenda items.

**Fire Board:** Completed Budget

**Police Board:** Nothing to report

**Building/Grounds:** Wall is repaired and treasurers office is complete

**Planning Commission:** Site Plan approved

**OLD BUSINESS:** None

**NEW BUSINESS:**

**Five Year Parks & Recreation Plan Resolution #2016.02.08.0** (Full Copy in Resolution Book) **Motion to Adopt Resolution made by Clerk McNaughton, Second by Trustee Gilliam**

Roll Call Vote: Yeas: Marchetti, Gilliam, McNaughton, Christensen, Bossler, Mroczek  
Nays: none

Resolution Passed 6-0

**Clerk McNaughton made motion, Second Supervisor Bossler,** to use Sum Total Services as Ontwa Townships payroll service provider. All in favor, motion carried.

Treasurer Christensen and Clerk McNaughton shared information with the board about BS&A Governmental Software and will be getting more detailed information as we move into a new fiscal year and budgeting.

Clerk McNaughton shared information with the board about working with Kerry Collins to develop a new website with the capabilities of paying sewer and tax bills online.

**Resolution to fund a portion of the Cobus Creek Watershed Diagnostic Study Resolution #2016.02.08.1** (Full Copy in Resolution Book) Roll Call Vote: Yeas:

Marchetti, Gilliam, McNaughton, Bossler, Mroczek

Nays: Christensen

Resolution Passed 5-1

**Clerk McNaughton made motion, Second Supervisor Bossler,** to approve Aquatic Herbicide Contract for Eagle Lake Cass County, 2016. (Full Copy of the Contract attached) Roll Call Vote: Yeas: Marchetti, Gilliam, McNaughton, Christensen, Bossler, Mroczek Nays: none

Resolution Passed 6-0

Meeting adjourned at 8:37 pm

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

Official

## **ONTWA TOWNSHIP SPECIAL BOARD MEETING FEBRUARY 18, 2016**

The Ontwa Township Board meeting was called to order on February 18, 2016 at 10:30 A.M. at the Ontwa Township Hall with Supervisor John Bossler presiding.

**PRESENT:** Supervisor Bossler, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Mike Mroczek, Treasurer Meryl Christensen, by speaker phone Trustee Jerry Duck.

Absent: Clerk Teri McNaughton.

**Public Comments:** Supervisor Bossler asked that public comments be kept at 3 minutes. Jerry Marchetti stated to avoid open meeting violations, Monday February 15<sup>th</sup> meeting was cancelled because it was not on web site. From now on Open Meetings should be on the home page of web site, not under agenda/minutes.

Robert Donnelly – This board is not transparent. SAW Grant administration position, the one who applies for the position wrote the job description for the ad. Should the Township advertise better for this position.

Motion was made by John Bossler to approve the agenda as written, supported by Mike Mroczek and motion carries.

1) Ontwa W/W Alternative Service Provider presentation-Discussion on terminating Severn Trent's Contract at the end of February. Would like to see one vendor responsible for the whole system which would include a 90 day opt out agreement.

Frank La Pierre handed out the proposal from Infrastructure Alternatives Integrated Solutions (IAIS) and asked if John Rydbeck, Area Manager of IAIS would answer any questions from the Township Board. IAIS services Porter Township, Marcellus which has just added on Cedar Lakes and Cook Nuclear Plant. The comparables are much the same as for Ontwa as with Marcellus.

Ray Galovich will be our contact person.

Motion was made by John Bossler to hire Infrastructure Alternatives Integrated Solutions to replace Severn Trent effectively immediately , supported by Jerry Marchetti, roll call; Trustee Marchetti, yes, Trustee Gilliam, yes, Treasurer Christensen, yes, Trustee Mroczek, yes, Supervisor Bossler, yes and by phone Trustee Duck, yes, motion passed.

2) WW Consulting Agreement Approval – W/W Administrator would be in charge of daily operations and SAW Grant administrator will monitor repairs and maintenance. The notice was in the Argus and on website, the only consulting firm to apply was LogiHub Services LLC. LogiHub will be responsible to maintain records, funds will go through the Township Treasurer for disbursement.

Jerry Marchetti stated Frank resigned as Waste Waster Chairman per the legal opinion of our attorney, but she stated it is not a conflict for Mr. La Pierre to be W/W Administrator and SAW Grant administrator.

Leon Gilliam asked what Frank's position as Interim W/W Administrator and the board needs to appoint at next BOT meeting as the W/W Administrator.

This position was posted minimally verses other positions posted in the past, Question of Transparency. We must be consistent on Procedures. Follow the procedures in effect for hiring.

Motion by Supervisor Bossler to approve the resolution to hire LogiHub for the consulting firm for the SAW Grant Administration position, supported by Trustee Duck (per phone), roll call as follows: Trustee Marchetti, yes, Trustee Gilliam, yes, Treasurer Christensen, yes, Trustee Mroczek, yes, Supervisor Bossler, yes, and Trustee Duck, yes, by phone. Motion passed.

3) ClearGov Township Software, Mike Mroczek software presentation will be at 11:30. Software based on Population will cost Ontwa approximately \$5,000.00.

4) BS & A – Mike Mroczek for information only Ontwa being on the borderline on Quickbooks verses a governmental type of bookkeeping, he reported that BS &A could cost the Township approximately \$30,000.00 the first year depending what we need, then after that the support would be around \$2,500.00

John Bossler made a motion to adjourn at 11:31 am. Motion carries.

Respectfully Submitted,

Meryl Christensen  
Ontwa Township Treasurer



**ONTWA TOWNSHIP SPECIAL BOARD MEETING**  
**March 10, 2016**

The Ontwa Township Board meeting was called to order on March 10, 2016 at 10:04 A.M. at the Ontwa Township Hall with Supervisor John Bossler presiding.

**PRESENT:** Supervisor Bossler, Trustee Jerry Marchetti, Trustee Leon Gilliam, Trustee Mike Mroczek, Treasurer Meryl Christensen, Clerk Teri McNaughton

Absent: Trustee Jerry Duck

The Special Meeting was a work session for the 2016-2017 Fiscal Year Budget. No action was taken by the board. Each line item of income and expense was reviewed with discussion.

**Public Comments:** Randy Szlai  
Meeting Adjourned 12:07 pm

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

# **ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES March 14, 2016**

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on March 14, 2016 at 7:00PM

## **Pledge of Allegiance:**

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

Public Comment: none

**Supervisor Bossler made Motion, Second by Trustee Marchetti,** to approve the agenda striking Public Comment following New Business. All in favor, Motion carried.

**Treasurer Christensen made Motion, Second Trustee Gilliam,** to approve the February 8, 2016 Board of Trustee Meeting minutes and the February 18, 2016 Special Meeting. All in favor, Motion Carried

**Clerk McNaughton made Motion, Second Trustee Gilliam,** to approve the Treasurer's Report. Treasurer Christensen informed the board that a transfer of funds will be made to issue a check for the annual bond payment.  
All in favor, Motion Carried

**Supervisor Bossler made Motion, Second Treasurer Christensen,** to approve bills from General Fund check numbers 5500-5570 and from Waste Water check numbers 4704-4737.  
All in favor, Motion Carried

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

**Commissioner's Report: Commissioner Roseann Marchetti**

## **Committee and Board Reports:**

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

**Wastewater Board:** Frank LaPierre, WW Administrator, informed the board of the excellent progress that Infrastructure Alternatives is doing with the wastewater system.

Emergency repairs have been completed, lift stations are clean, continued analysis of the system and H2S is in balance. Past excessive costs from Severn Trent and Underground Pipe and Valve are being investigated.

The SAW Grant Asset Management activities are progressing as expected. A complete list of progress and future steps may be obtained in the clerks office where all recent Waste Water Reports are maintained.

**Ambulance Board:** The ambulance administrator has resigned and applications are being taken for a part-time administrator.

**Fire Board:** Nothing to report

**Police Board:** work on a union contract is taking place, the station is a safe zone exchange location, continued trainings include driving school and background investigation schooling.

**Building/Grounds:** Estimates for new window shades will take place this month.

**Planning Commission:** Nothing to report

**OLD BUSINESS:** None

**NEW BUSINESS:**

**Resolution #2016-03-14.1 TO ESTABLISH THE ONTWA TOWNSHIP BOARD OF TRUSTEES REGULAR SCHEDULE MEETING DATES FOR THE 2016-2017 FISCAL YEAR** (full copy found in Resolution Book)

**Motion made by Clerk McNaughton, Second by Supervisor Bossler**

**Roll Call Vote: yeas:** Gilliam, Marchetti, McNaughton, Christensen, Bossler

**Absent:** Mroczek, Duck

**Resolution Passed 5-0**

**Resolution #2016-03-14.2 TO APPOINT PROFESSIONAL SERVICE PROVIDERS FOR THE 2016-2017 FISCAL YEAR ACTIVITIES** (full copy found in Resolution Book)

**Motion made by Clerk McNaughton, Second by Supervisor Bossler**

**Roll Call Vote: yeas:** Gilliam, Marchetti, McNaughton, Christensen, Bossler

**Absent:** Mroczek, Duck

**Resolution Passed 5-0**

**Resolution #2016-03-14.3 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)

**Motion made by Clerk McNaughton, Second by Supervisor Bossler**

**Roll Call Vote: yeas: Gilliam, Marchetti, McNaughton, Christensen, Bossler**

**Absent: Mroczek, Duck**

**Resolution Passed 5-0**

**Clerk McNaughton made motion, Second by Trustee Gilliam,** to approve the Fireworks Permit for the Eagle Lake Improvement Association to be held on July 3 and 4th, 2016. All in favor, motion carried.

**Clerk McNaughton made motion, Second by Supervisor Bossler,** to approve the Inter-local Memorandum of Understanding held between Ontwa Township and the St. Joseph River Basin Commission. A full copy of the memorandum is found attached in the minutes. All in favor, motion carried.

**Clerk McNaughton made motion, Second by Supervisor Bossler,** to accept the 2016 Federal Poverty Guidelines and approve Assessor Gibert's recommendation of keeping the asset level set at \$15,000 + \$4,160 per additional household member for 2016. All in favor, motion carried.

Meeting adjourned at 8:02 pm

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

**ONTWA TOWNSHIP BOARD OF TRUSTEE PUBLIC HEARING  
2016-2017 BUDGET  
MINUTES  
March 29, 2016**

The Public Hearing for the 2016-2017 Fiscal year Budget, of the Ontwa Township Board was called to order by Supervisor Bossler, on March 29, 2016 at 6:00 pm

Public Comment from Paul Sniadecki: Requested that his written and signed submission become formal record (attached).

Public Comment from Gavin McNaughton: Questioned what is different this year in comparison to previous year.

Public Hearing Closed at 6:10pm upon motion by Supervisor Bossler and Second by Trustee Gilliam

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk



Supervisor Bossler read a letter of resignation from Trustee Leon Gilliam stating his last day in office as April 1, 2016.

Public Comment: Paul Sniadecki- stating that the budget needs to be passed by resolution and not by motion.

John Bossler made a motion to adjourn at 7:36pm. Motion carries.

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

Official

## **ONTWA TOWNSHIP SPECIAL BOARD MEETING**

### **March 31, 2016**

The Ontwa Township Board meeting was called to order on March 31, 2016 at 10:00A.M. at the Ontwa Township Hall with Supervisor John Bossler presiding.

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

Resolution 2016-03-31 TOWNSHIP GENERAL APPROPRIATIONS RESOLUTION A resolution to establish a general appropriations act for Ontwa Township; to define the powers and duties of the Ontwa Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution. (a full copy is located in the resolution book)

**Roll Call Vote:** Marchetti-yes, Christensen-yes, Mroczek-yes, Bossler-yes, Gilliam-yes, McNaughton-yes, **Motion Carried 6-0**  
Duck-absent

Resolution 2016-03-29.1 RESOLUTION TO SET SALARY/PAY FOR TOWNSHIP BOARD OF TRUSTEES/OFFICERS FOR FY2016-2017  
(a full copy is located in the resolution book)

**Roll Call Vote:** Marchetti-yes, Christensen-yes, Mroczek-yes, Bossler-yes, Gilliam-yes, McNaughton-yes, **Motion Carried 6-0**  
Duck-absent

Clerk McNaughton made motion, Second by Treasurer Christensen to set all Deputy pay at \$11.00 hourly. All in favor, motion carried.

Resolution 2016-03-31.2 RESOLUTION TO ADJUST/AMEND THE FY 2015-2016 BUDGET AS REQUIRED BY PUBLIC ACT 621 of 1978 (MCL 141.421-141.440)  
(a full copy is located in the resolution book)

**Roll Call Vote:** Marchetti-yes, Christensen-yes, Mroczek-yes, Bossler-yes, Gilliam-yes, McNaughton-yes, **Motion Carried 6-0**  
Duck-absent

Public Comment: Bobby Donnelly, Paul Sniadecki

Meeting Adjourned: 10:22 am  
Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk



# **ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES April 11, 2016**

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on April 11, 2016 at 7:00PM

## **Pledge of Allegiance:**

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

Public Comment: none

**Treasurer Christensen made Motion, Second by Supervisor Bossler,** to approve the agenda as amended. Adding #9 Ambulance Promissory Note #10 Trustee Gilliam's Resignation #11 Move Board Vacancy/Appointment to end of New Business. All in favor, Motion carried.

**Treasurer Christensen made Motion, Second Trustee Duck,** to approve the March 10, 2016 Special Meeting, March 14, 2016 Board of Trustee Meeting, March 29, 2016 Board of Trustee Public Hearing, March 29, 2016 Special Meeting (with 1 correction of striking the word no and correcting to yes), March 31, 2016 Special Meeting. All in favor, Motion Carried

**Trustee Duck made Motion, Second Trustee Mroczek,** 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 5571-5609 and from Waste Water check numbers 4704-4750. All in favor, Motion Carried

**Commissioner's Report: Commissioner Roseann Marchetti**

## **Committee and Board Reports:**

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

**Wastewater Board:** Frank LaPierre resigned as the Waste Water Administrator, and has been working with John Harsh to investigate suspicious over charges from former vendors of waste management. A detailed presentation by John Harsh was given, showing several of the over charges. Infrastructure continues to meet the expectations of

waste management and are doing a great job. (a copy of the power point presentation may be obtained from the waste water administrator)

**Ambulance Board:** Interviews have taken place for a part-time administrator and the inter-local agreement in place is in need of revision.

**Trustee Marchetti made motion, second Trustee Duck,** for approval of a member at large to be appointed by the Ambulance Board. Motion carried, 5-1 with Trustee Mroczek opposed.

**Trustee Marchetti made motion, second Trustee Duck,** to amend the Ambulance Inter-local agreement and remove Milton Township from the agreement. All in Favor, motion carried 6-0

**Fire Board:** Inter-local agreement updates

**Police Board:** Department stats are up, a Safe Exchange Zone is now in place at the police station for Custodial and Craigslist exchanges. Officer trainings continue and the fiscal year budget was approved.

**Building/Grounds:** New window shades will be installed this month.

**Trustee Marchetti made motion, second Trustee Duck,** to purchase slow-rise roller shades from Irvine Shade and Door in the amount of \$894.00. Roll Call Vote, All Board Members voted yes, Motion carried.

**Planning Commission:** Bentzer approval, Tolbert lot line adjustment approval, Zoning Amendments are in final stages.

## **NEW BUSINESS:**

Edwardsburg Sports Complex report from Jennifer Mackling. The complex has received a Grant, awarded to design and build a path from Claire Street in the village out to the sports complex. All of the approval has been completed and the path is expected to be complete in 2018. Miss Mackling is requesting that Ontwa Township be willing to maintain the path and work together with the sports complex to help them receive a grant from the state. Trustee Mroczek will work with Miss Mackling to have a detailed resolution at the next Board of Trustee meeting in May.

**Supervisor Bossler made motion, second Trustee Mroczek,** to appoint John Harsh as the new interim Waste Water Administrator. All in favor, motion carried.

Trustee Marchetti shared information regarding SCORE workshop to be held sometime in the near future. The workshop will focus on helping local businesses grow. It will be sponsored by the Chamber of Commerce.

Deputy Clerk, Karie Bolenbaugh made a presentation about updating our township website. She has researched numerous options and has been working with several different companies to find the best, most economical website development company to

meet the needs of our township. She has found that Civic-Plus, which specializes in municipal website development, would best meet our needs. They provide training and support. The approximate annual cost would be \$4,989 and would take 16-25 weeks to launch. Deputy Clerk Bolenbaugh will be scheduling an on-line, live meeting, to take place at the next Board of Trustee meeting in May.

Millage language approval for Fire, Ambulance and Police has been tabled until the next Board of Trustee meeting in May.

**Clerk McNaughton made motion, second Treasurer Christensen,** to approve the proclamation and to support the Letter Carriers, Stamp Out Hunger Food Drive Day, to be held every year on the second Saturday in May. All in favor, motion carried

**Supervisor Bossler made motion, second Trustee Marchetti,** to accept Board of Trustee, Leon Gilliam's, resignation effective April 1, 2016. All in favor, motion carried

**Supervisor Bossler made motion, second Trustee Duck,** to appoint Board of Trustee Treasurer, Meryl Christensen, to the Police Board for a one year term (2017). All in favor, motion carried

**Supervisor Bossler made motion, second Trustee Mroczek,** to reappoint the following to the Planning commission for a three year term (2019): Robert Thompson, Don DeLong, Bill Mahaney. All in favor, motion carried

**Supervisor Bossler made motion, second Trustee Marchetti,** to appoint the following to the Zoning Board of Appeals:

Judy Kukla: 3 year term expiring in 2019

James Forlenza: 3 year term expiring in 2019 (alternate member)

Fritz Lambright: 3 year term expiring in 2019

All in favor, motion carried

**Supervisor Bossler made motion, second Trustee Mroczek,** to appoint the following to the Waste Water Board:

Brigid Forlenza: 3 year term expiring in 2019

Dan Stutsman: 2 year term, expiring in 2018

John Brandt: 3 year term expiring in 2019

**Supervisor Bossler made motion, second Trustee Mroczek,** to appoint Pat Makielski to serve as Ontwa Township Board of Trustee Member through the remaining 2016 term.

Roll Call Vote: Trustee Duck, no Trustee Mroczek, yes Supervisor Bossler, yes

Clerk McNaughton, no Treasurer Christensen, no Trustee Marchetti, no

Motion failed: 2-4

**Trustee Marchetti made motion, second Supervisor Bossler,** to appoint Jeff Kozinski to serve as Ontwa Township Board of Trustee Member through the remaining 2016 term.

Roll Call Vote: Trustee Duck, yes Trustee Mroczek, yes Supervisor Bossler, yes

Clerk McNaughton, yes Treasurer Christensen, yes Trustee Marchetti, yes

Motion carried: 6-0

Meeting adjourned at 9:09 pm

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

## **ONTWA TOWNSHIP SPECIAL BOARD MEETING**

### **April 26, 2016**

The Ontwa Township Board meeting was called to order on April 26, 2016 at 6:00 PM at the Ontwa Township Hall with Supervisor John Bossler presiding.

**PRESENT:** Supervisor Bossler, Trustee Jerry Marchetti, Trustee Jeff Kozinski, Trustee Mike Mroczek, Trustee Jerry Duck, Clerk Teri McNaughton.

Absent: Treasurer Meryl Christensen

Website Presentation from Civic Plus Representatives, Brian and Harlan.

Brian explained the history and benefits of Civic Plus and answered all of the questions that the board and community members present asked. The present capabilities of our current website, administration, security, ADA compliance and cost were all subjects of discussion. The board will continue discussion regarding Civic Plus and also gain more information about the current website capabilities.

The need for using and accepting credit cards was discussed by the board and more information will be upcoming at the next Board of Trustee Meeting in May.

Motion made by Supervisor Bossler, Second by Trustee Duck to approve the Ontwa Township Cass County Road Contracts for the FY 2016-17.

All in favor, Motion Carried 6-0

Public Comment

Jeff VanBell - comment regarding Civic Plus and measuring SEV.

Paul Sniadecki - compare costs with other Governments of similar size.

Joan Sniadecki - research capabilities of current website.

John Bossler made a motion to adjourn at 7:36pm. Motion carries.

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

# **ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES May 9, 2016**

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on May 9, 2016 at 7:01PM

## **Pledge of Allegiance:**

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

Public Comment: Lynn Christensen - website minutes  
Bobby Donnelly - website

**Supervisor Bossler made Motion, Second Trustee Duck,** to approve the agenda allowing Commissioner Roseann Marchetti to present when she arrives. All in favor, Motion carried.

**Supervisor Bossler made Motion, Second Trustee Kozinski,** to approve the April 11, 2016 Regular Board Meeting and the April 26, 2016 Special Board Meeting Minutes as presented. All in favor, Motion Carried

**Trustee Duck made Motion, Second Trustee Mroczek,** 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 5610-5684 and from Waste Water check numbers 4751-4786. All in favor, Motion Carried

## **Committee and Board Reports:**

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

**Wastewater Board:** Frank LaPierre reported the H2S levels recorded at the Moose Trail discharge point continue to be well below Elkhart's limits using Bioxide (calcium nitrate) as a control chemistry. Granger is having success with an alternative chemistry (magnesium hydroxide). We believe that it may offer benefits to what we are using now and continue to monitor their progress. The concrete pad supporting the control panel at Lift Station B-4 is crumbling, allowing the panel to tip dangerously. Dig-It Excavating has been contracted to remove the old concrete, excavate below it without disturbing the wiring and pour a new concrete pad about two feet thick which should cure the tipping

problem. Clean Earth has finished their gravity main cleaning for the year. About 1/4 of the total length of Ontwa's gravity system has now been cleaned and televised. The condition of our gravity system is rated good. Approximately half of the cost of the project was paid for by the SAW Grant. Over the years approximately 60 of our manholes have been paved over by contractors working for the Cass County Road Commission. This is not acceptable and CCRC has been asked to provide us with their plan for correcting the problem. We are conducting a survey of commercial and industrial customers to determine what types of materials are being discharged into our system. The forms were sent out on May 2, 2016. John Harsh was appointed as Chairman of the Waste Water Board and Brigid Forlenza as Vice Chair.

**Ambulance Board:** New Administrator/Paramedic, Dennis Closson, was hired and is now looking for a possible assistant.

**Fire Board:** Inter-local agreement updates are complete. The department helped with water at one of the lift stations.

**Police Board:** Officer contracts are being negotiated, DATA 911 Computer will be installed and hard wired into the patrol cars. John Bossler was appointed Chairman and Brigid Forlenza as Co-Chair of the Board.

**Building/Grounds:** New window shades were installed. Township Clean-up Days were a success with thirteen 40 yard dumpsters filled. Carl Higley and son were an integral part of the clean-up day success. It is suggested that the next clean-up day have identification requirements for vehicles dropping of trash.

**Planning Commission:** A lot line adjustment for the Edwardsburg Snowmobile Club on Redfield Road was approved. Land Split on Sherman Road passed. The Tyler Ross Preliminary Site Plan for Oak Springs was determined that the pre application was filed in accordance with the Zoning Ordinance and was passed by vote and will be sent to the Board of Trustees for Final Site Plan approval. The Ordinance Committee presented the Board of Trustees with a completed draft of the Zoning Amendments for Planning Commission approval.

Trustee Marchetti shared a report about Kraus Park clean-up. 9 students from Edwardsburg helped in the clean up and did a fantastic job.

#### **Commissioner's Report: Commissioner Roseann Marchetti**

**OLD BUSINESS:** Civic Plus Website representative sent the board information comparing other townships of similar and smaller size. Clerk McNaughton will be meeting with Kerry Collins to gain more information regarding future website development.

Resolutions to adopt Millage Ballot Language for Fire, Ambulance and Police were approved as follows:

#### **Resolution #2016-05-09.1 Proposal for the Renewal of the Fire and Ambulance**

**Services Millage** (Full copy found in Resolution Book) Roll call vote: All members in favor. Resolution adopted. 7-0

**Resolution #2016-05-09.2 Proposal for the Renewal of the Police Department Millage** (Full copy found in Resolution Book) Roll call vote: All members in favor. Resolution adopted. 7-0

**Resolution #2016-05-09.3 Proposal for Ambulance Service Millage** (Full copy found in Resolution Book) Roll call vote: All members in favor. Resolution adopted. 7-0

**NEW BUSINESS:**

**Supervisor Bossler made motion, second Trustee Duck,** to approve the amendments to the Inter-local Fire Service Agreement . (Full Copy of the Inter-local Fire Agreement is in official Book of Minutes) All in favor, motion carried.

**Resolution #2016-05-09.4 To Fund a Certified Traffic Count Program Utilizing Michiana Area of Governments (MACOG) Services** (Full copy found in Resolution Book) Roll call vote: **Yays:** Teri McNaughton, Mike Mroczek, Jeff Kozinski, Meryl Christensen, Jerry Duck, John Bossler **Nays:** Jerry Marchetti Resolution adopted. 6-1

**Clerk McNaughton made motion, second Trustee Marchetti,** to table GovPay discussion. All in favor, motion carried.

**Clerk McNaughton made motion, second Trustee Kozinski,** to allow the Uptown Improvement Association the use of the township parking lot for the US 12 Garage Sales to be held in August 2016. All in favor, motion carried.

Signage for Road Ends Discussion: No Parking signs at road ends around Garver Lake. Supervisor Bossler will be contacting local police authority about enforcement.

**Clerk McNaughton made motion, second Supervisor Bossler,** to approve Garver Lake Fireworks Permit for July 2, 2016 with a rain date of July 3, 2016. All in favor, motion carried.

Garver Lake Residents Curt Jacobi and Thomas Blume presented a need for weed control at Garver Lake and requested the board begin the process of developing a Special Assessment District. Further discussion led to the following motion.

**Clerk McNaughton made motion, second Trustee Duck,** to start process to develop Garver Lake Special Assessment District. All in favor, motion carried.

Meeting adjourned at 8:51 pm

Respectfully Submitted,

Teri McNaughton, Ontwa Township Clerk



# **ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES June 13, 2016**

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on June 13, 2016 at 7:00 PM

## **Pledge of Allegiance:**

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

Public Comment: Lynn Christensen - website minutes  
Cass County Drug Enforcement Team Presentation  
Under Sheriff Behnke

**Trustee Duck made Motion, Second Trustee Marchetti,** to approve the agenda. All in favor, Motion carried.

**Treasurer Christensen made Motion, Second Trustee Kozinski,** to approve the May 9, 2016 Regular Board Meeting Minutes as presented. All in favor, Motion Carried

**Trustee Duck made Motion, Second Trustee Marchetti,** 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 5685-5759 and from Waste Water check numbers 4787-4815. All in favor, Motion Carried

**Supervisor Bossler made motion, Second Jerry Duck,** to approve the Financial Report. All in favor, Motion Carried

## **Committee and Board Reports:**

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

**Wastewater Board:** John Harsh reported new SCADA operational. This system, which was funded by the SAW Grant, represents a major milestone in our ability to monitor the system. The new SCADA provides comprehensive real time and historical data on the system. The emergency generators at the lift stations have been serviced.

**SAW Grant Administrator:** Frank LaPierre of Wightman and Associates, Inc.

presented a report on the status of the SAW Grant.

**Ambulance Board:** New Administrator/Paramedic, Dennis Closson, Completed his first month in this position. Repairs to the transfer service ambulance cost \$3,800.00. The Ontwa Township Edwardsburg Ambulance Service reported a loss of \$6,000.00 for the month of May.

**Fire Board:** Inter-local agreement is being amended by Milton and Jefferson Townships. The Fire Department is financially sound.

**Police Board:** Construction to begin on new front lobby. Safe Exchange signs are up in front of the Police Station. The purchase of Haenni portable scales approved. The Police Department is financially stable.

**Building/Grounds:** Nothing to report.

**Planning Commission:** Nothing to report.

Trustee Marchetti shared a report about Kraus Park clean-up. 9 students from Edwardsburg helped in the clean up and did a fantastic job.

**OLD BUSINESS:** Inter-Local Fire Agreement- tabled. The respective Townships to meet.

#### **NEW BUSINESS:**

**Oak Springs Site Condo:** Discussion held in regards to the Warranty Deed restrictions pertaining to restrictions for residential use. Master Deed received by Board of Trustees not the most current copy. Proposed site condominium site plan submitted by Stephenson Land Survey not legible. Larger copies are requested. Documents then need reviewed by counsel.

**Trustee Duck made motion, second Trustee Mroczek,** to table until July meeting. All in favor, Motion carried.

**Pleasant Lake Special Assessment:** Pleasant Lake resident Jeff Van Belle spoke to the need for weed control at Pleasant Lake and requested the board begin the process developing a Special Assessment District. Further discussion led to the following motion.

**Supervisor Bossler made motion, Second by Trustee Duck,** to start the process to develop Pleasant Lake Special Assessment District. All in favor, motion carried.

**Resolution #2016-06-13 to approve Zoning Ordinance Amendments** (Full copy found in Resolution Book) Roll call vote: **Yays:** Mike Mroczek, Jerry Duck, Jeff Kozinski, Meryl Christensen, John Bossler, Jerry Marchetti **Nays:** ~~Jerry Marchetti~~

Resolution adopted. 5-4 6-0

**Supervisor Bossler made motion, second Jeff Kozinski,** to approve Juno Lake Fireworks Permit for July 3, 2016 with rain date of July 4, 2016. All in favor, motion carried.

**Trustee Duck made motion, second Jeff Kozinski,** to approve Ontwa Township Employment Police update. Roll Call vote: **Yays:** Mike Mroczek, Jerry Duck, Jeff Kozinski, Jerry Marchetti, John Bossler, **Nays:** Meryl Christensen. Motion passed

**Resolution 2016-06-13-1 to tentatively approve Special Assessment District for Garver Lake and it's Channels** (Full copy found in resolution book). Roll call vote:

**Yays:** Mike Mroczek, Jerry Duck, Meryl Christensen, Jeff Kozinski, Jerry Marchetti, John Bossler. Resolution adopted 6-0

Public Hearing to be held July 11, 2016 at 6:45 PM

Meeting adjourned at 9:32 pm

Respectfully Submitted,

Teri McNaughton, Ontwa Township Clerk

# **ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES June 13, 2016**

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on June 13 , 2016 at 7:00PM

**Pledge of Allegiance:**

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

Public Comment: Lynn Christensen - website minutes  
Cass County Drug Enforcement Team Presentation  
Under Sheriff Behnke

**Trustee Duck made Motion, Second Trustee Marchetti,** to approve the agenda  
All in favor, Motion carried.

**Trustee Christensen made Motion, Second Trustee Kozinski,** to approve the May 9, 2016 Regular Board Meeting as presented. All in favor, Motion Carried

**Trustee Duck made Motion, Second Trustee Marchetti ,** 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 5685 -5759 and from Waste Water check numbers 4787-4815. All in favor, Motion Carried.

**Supervisor Bossler made Motion, Second Jerry Duck** to approve the Financial Report  
All in favor, Motion Carried

**Cass County Commissioner Report Roseann Marchetti**

**Committee and Board Reports:**

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

**Wastewater Board:** John Harsh reported new SCADA operational. This system, which was funded by the SAW Grant, represents a major milestone in our ability to monitor the system. The new SCADA provides comprehensive real time and historical data on the system. The emergency generators at the lift stations have been serviced.

**Saw Grant Administrator:** Frank LaPierre of Wightman and Associates , Inc. presented a report on the status of the SAW Grant.

**Ambulance Board:** New Administrator/Paramedic, Dennis Closson, completed his first month in this position. Repairs to the transfer service ambulance cost 3,800.00. The Ontwa Township Edwardsburg Ambulance Service reported a loss of 6,000.00 for the month of May.

**Fire Board:** The Inter - Local Agreement being amended by Milton and Jefferson Townships. The Fire Department is financially stable.

**Police Board:** Construction to begin on new front lobby. Safe Exchange signs are up in front of Police Station . The purchase of Haenni portable scales approved. The Police Department is financially stable.

**Building/Grounds:** nothing to report.

**Planning Commission:** no report

**OLD BUSINESS:** Inter - Local Fire Agreement - tabled. The respective Townships to meet

#### **NEW BUSINESS:**

**Oak Springs Crossing Site Condo:** Discussion held in regards to the to the Warranty Deed restrictions pertaining to restrictions for residential use. Master Deed received by Board of Trustees not the most current copy. Proposed site condominium site plan submitted by Stephenson Land Survey not legible. Larger copies were requested. Documents then need reviewed by counsel.

**Trustee Duck made motion, second Trustee Mroczek,** to table until July meeting . All in favor, motion carried.

**Pleasant Lake Special Assessment :** Pleasant Lake resident Jeff Van Belle spoke to the need for weed control at Pleasant Lake and requested the board begin the process developing a Special Assessment District. Further discussion led to the following motion.

**Supervisor Bossler made motion, second by Trustee Duck,** to start the process to develop Pleasant Lake Special Assessment District. All in favor , motion carried.

#### **Zoning Ordinance Amendments:**

**Resolution #2016-06-13 to approve Zoning Ordinance Amendments** (full copy found in resolution Book) Roll call vote:

**Yays:** Mike Mroczek, Jerry Duck, Jeff Kozinski, Meryl Christensen, John Bossler. **Nays:** Jerry Marchetti Resolution Adopted 5-1

**Supervisor Bossler made motion, second Jeff Kozinski** , to approve Juno Lake Fireworks Permit for July 3, 2016 with a rain date of July 4, 2016 . All in favor motion carried.

**Trustee Duck made motion, second Jeff Kozinski** , to approve Ontwa Township Employment Policy update. Roll call vote: **Yays:** Mike Mroczek, Jerry Duck , Jeff Kozinski, Jerry Marchetti, John Bossler **Nays:** Meryl Christensen . Motion passed

**Resolution 2016-06-13-1 to tentatively approve Special Assessment District for Garver Lake and it's Channels ( full copy found in resolution book).** Roll call vote: **Yays:** Mike Mroczek, Jerry Duck, Meryl Christensen, Jeff Kozinski, Jerry Marchetti, John Bossler Resolution Adopted 6-0

Public Hearing to be held July 11, 2016 at ~~6:45~~ 7 pm

Meeting adjourned at 9:32 pm

Respectfully Submitted,

Teri McNaughton, Ontwa Township Clerk

# **ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES July 11, 2016**

**Pleasant Lake SAD Public Hearing held at 6:30 pm and concluded at 6:50 pm  
Garver Lake SAD Public hearing scheduled to be held at 6:45 pm began at 6:50 pm  
and concluded at 7:08 pm (Minutes for each Public Hearing are attached)**

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on July 11, 2016 at 7:08 PM

**Pledge of Allegiance:**

**Moment of Silence held for victims of the Dallas Police and the Berrien County Courts office that were killed.**

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

Police Chief, Tim Kozal addressed the Board and the audience regarding the upcoming millage renewal and addressed the issues of safety and preparedness for similar tragic events that have been occurring across the United States. The Chief encouraged citizens to support the millage renewal.

Cass County Council on Aging, the millage renewal committee gave a presentation highlighting the work and benefits of the council and encouraged everyone to vote in support of their millage renewal.

**Public Comment:**

Peggy Ellis - Spoke in support of her husband, Terry Ellis, for Cass County Sheriff

Carl Higley - Directed questions and comments to Commissioner, Roseann Marchetti regarding the Adamsville Road paving project

Nick Donis - Complimented the Edwardsburg/Ontwa Police Department for their effort and work on a recent burglary case.

**Supervisor Bossler made Motion, Second Trustee Moroczek,** to approve the agenda, striking item #9 Road Commission- Steve Lucas and #1 under Old Business, Oak Springs Site Condo and an addition under New Business #4 Resolution Service Providers  
All in favor, Motion carried.

**Supervisor Bossler made Motion, Second Treasurer Christensen,** to approve the June 13, 2016 Regular Board Meeting Minutes as presented.  
Trustee Marchetti asked to have his vote changed from a "Nay" to a "Yay" for the Resolution #2016-06-13 Zoning Ordinance Amendment, he stated that he recalled voting "yay".  
All in favor, Motion Carried

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

**Treasurer Christensen made Motion, Second Trustee Kozinski ,** to approve bills from General Fund check numbers 5760-5811 and from Waste Water check numbers 4816-4834. Motion Carried 6-1 with Trustee Duck voting Nay

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

#### **Committee and Board Reports:**

**Zoning/Planning Administrator:** Leroy Krempec presented his monthly report and spreadsheet and explained that his report will no longer include property owner names. He went on to explain the Road Commissions schedule for Adamsville Road construction.

**Wastewater Board:** John Harsh reported on several topics including manhole assessments and needed repairs, necessity of replacement valves and good relations with Elkhart Public Utilities.

**SAW Grant Administrator:** Frank LaPierre of Wightman and Associates, Inc. presented a report on the status of the SAW Grant.

**Ambulance Board:** There will be an Ambulance Open House on Saturday, July 23, 2016 from 1-5 pm.

**Fire Board:** Inter-local agreement is near completion.

**Police Board:** The Chief is proactive in having his officers involved in updated trainings.

**Building/Grounds:** Nothing to report.

**Planning Commission:** Nothing to report.

Trustee Marchetti shared a report about Kraus Park clean-up. 9 students from Edwardsburg helped in the clean up and did a fantastic job.

**OLD BUSINESS:**



**Trustee Mroczek made motion, seconded by Clerk McNaughton,** to amend the Employee Benefits to include the specific holidays. All in favor, motion carried.

**NEW BUSINESS:**

**Clerk McNaughton made motion, seconded by Treasurer Christensen,** to hire Signworks to remove and dispose of existing canopy and install new canopy on the township hall. The total amount is not to exceed \$8,220.00 Monies for the improvement were budgeted for. Roll Call Vote: All in favor, Motion carried. 7-0

**Moved by Clerk McNaughton, Seconded by Trustee Duck:**

**Resolution #2016-07-11.1 TO APPROVE AND LEVY SPECIAL ASSESSMENT FOR PLEASANT LAKE AND BACK LOTS SPECIAL ASSESSMENT DISTRICT** (Full copy found in Resolution Book) Roll call vote: **Yays:** Mike Mroczek, Jerry Duck, Jeff Kozinski, Meryl Christensen, Teri McNaughton, Jerry Marchetti, John Bossler, **Nays:** NONE Resolution adopted. 7-0

**Moved by Clerk McNaughton, Seconded by Supervisor Bossler:**

**Resolution #2016-07-11.2 TO APPROVE THE CREATION OF THE GARVER LAKE AND CHANNELS SPECIAL ASSESSMENT DISTRICT** (Full copy found in Resolution Book) Roll call vote: **Yays:**, Jerry Duck, Jeff Kozinski, Meryl Christensen, Teri McNaughton, Mike Mroczek Jerry Marchetti, John Bossler **Nays:** NONE Resolution adopted. 7-0

**Moved by Trustee Mroczek, Seconded by Clerk McNaughton :**

**Resolution 2016-07-11.3 TO AMEND PROFESSIONAL SERVICE PROVIDERS FOR THE FY 2016-2017** (Full copy found in resolution book). The amendment regarding the official newspaper for all legal and official business for the Township of Ontwa. Change made from The Edwardsburg Argus to Leader Publications

**Roll Call Vote: Yays:** Jerry Marchetti, Teri McNaughton, Mike Mroczek, Jerry Duck, John Bossler **Nays:** Jeff Kozinski, Meryl Christensen Resolution passed 5-2

Meeting adjourned at 9:00 pm

Respectfully Submitted,

Teri McNaughton, Ontwa Township Clerk

## **ONTWA TOWNSHIP SPECIAL BOARD MEETING**

### **July 22, 2016**

The Ontwa Township Board meeting was called to order on July 22, 2016 at 10:00 AM at the Ontwa Township Hall with Supervisor John Bossler presiding.

**PRESENT:** Supervisor Bossler, Trustee Jerry Marchetti, Treasurer Meryl Christensen  
Trustee Mike Mroczek, Trustee Jerry Duck, Clerk Teri McNaughton.  
**Absent:** Trustee Jeff Kozinski

**Clerk McNaughton made motion, Seconded by Supervisor Bossler,** to authorize Catherine Kaufman, attorney from Baukman and Sparks to work with the Special Assessment Districts in the township.

Discussion: Who would pay for attorney fees for meeting and for services to the Special Assessment Districts? Trustee Mroczek presented information for an alternative attorney to work with the districts. It was suggested by Trustee Duck that the board pay for the services, due to past negligence from years past.

All in favor, motion carried. 6-0

Clerk McNaughton collected names and telephone numbers of those present who would like contacted when a confirmed date and time was set for Attorney Kaufman.

Public Comment was held throughout the meeting.

John Bossler made a motion to adjourn at 10:33 AM

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

# **ONTWA TOWNSHIP REGULAR BOARD MEETING MINUTES AUGUST 8, 2016**

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on August 8, 2016 at 7:00 PM.

## **Pledge of Allegiance:**

**Present Board Members:** Supervisor John Bossler, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Jeff Kozinski, Trustee Mike Mroczek and Trustee Jerry Duck.

**Absent:** Clerk Teri McNaughton.

**Public Comment:** Jeff VanBelle – Thanks to the board for arranging the meeting with Attorney Kauffman.  
Scott Teter – Circuit Court Judge candidate.

Motion was made by Trustee Duck to approve the **Agenda**, second by Trustee Kozinski. All in favor, motion carried.

Motion was made by Trustee Kozinski to approve the **July 11, 2016 Regular Board Meeting Minutes** with amendments, second by Treasurer Christensen. All in favor, motion carried.

Motion was made by Supervisor Bossler to approve the **July 22, 2016 Special Board Meeting Minutes**, second by Trustee Mroczek. All in favor, motion carried.

Motion was made by Supervisor Bossler to approve the **Treasurer's Report**, second by Trustee Duck. All in favor, motion carried.

Motion was made by Supervisor Bossler to approve bills from **General Fund check numbers 5812 – 5857 and from Waste Water check numbers from 4835 – 4858**, second by Trustee Duck. All in favor, motion carried.

Discussion on **Financial Report** question on line item expense 101-103-957 Misc., will discuss at next months meeting.

## **Committee and Board Reports:**

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

**Wastwater Board:** John Harsh, goal to repair present system and regular maintenance on system. Experienced a power outage on Sunday July 24, 2016 effected B-2, B-4 East End Eagle Lake, and B-3 Island Dr. Repairs were made to lift stations promptly. B-3 Island Dr and JPC-1 lift stations need to have stand alone generators. Repair needed on 14 manholes. B-4 Eagle Lake lift station erosion problems.

Motion was made by Supervisor Bossler to approve \$45,000.00, not to exceed, for the repair of 14 high priority man holes that have been damaged by H2S. Second by Trustee Mroczek. **Roll call vote: Yays:** Trustee Marchetti, Trustee Kozinski, Trustee Duck, Trustee Mroczek, Treasurer Christensen, Supervisor Bossler. **Motion carried.**

Motion was made by Supervisor Bossler to approve Bouldermand Landscaping to repair the seawall at B-4 Eagle Lake Rd lift station not to exceed \$1,850.00, second by Trustee Duck. **Roll call vote: Yays;** Trustee Marchetti, Trustee Kozinski, Trustee Mroczek, Trustee Duck, Treasurer Christensen, Supervisor Bossler. **Motion Carried.**

**Ambulance:** Trustee Marchetti thanked everyone for their support in the approval of the millages. Reported the two back up trucks have been repaired and are back in service.

**Fire:** Supervisor Bossler reported the Fire Departments audit is completed. They are still working on the Inter-Local agreement.

**Police:** Treasurer Christensen reported that the department has had good case closures, tickets were up and calls for service were up. The new Explorer is ready for the road. Training is high priority. Supervisor Bossler added would like the board to look into re-writing open container and noise ordinance. To install signs at Garver Lake road ends, No Parking. Street light needed at intersection of Lisa Terrace and Morton Dr.

**Building and Grounds:** Trustee Duck had bids for landscaping the front of the office. Trustee Duck made a motion to approve Tobin Landscaping to landscape the township for \$1,000.00, second by Trustee Kozinski. **Roll call vote: Yays:** Trustee Marchetti, Trustee Kozinski, Treasurer Christensen, Trustee Mroczk, Trustee Duck, Supervisor Bossler. **Motion Carried.**

Discussion on office modification to delay another month but was decided to go ahead with the construction of wall and doors for the zoning and building administrators. Motion was made to approve the office rehab not to exceed \$3,150.00, second by Trustee Mroczk. **Roll call vote: Yays:** Trustee Duck, Trustee Kozinski, Trustee Marchetti, Trustee Mroczk, Treasurer Christensen, Supervisor Bossler. **Motion Carried.**

**Planning Commission:** Dawn Bolock reported the approval of a loading dock at CFB.

**OLD BUSINESS:**

Received information on Thursday, August 4<sup>th</sup> or Friday, August 5<sup>th</sup> pertaining to **Oak Springs Site Condo**. Information was forwarded to our Attorney for discussion at next months meeting.

**Pleasant Lake SAD:** Jeff VanBelle reported the paperwork is in order for the Pleasant Lake SAD according to Attorney Kauffman.

**Garver Lake SAD:** Kurt Jacobi reported a new public hearing will be next month. Don Delong reported on chemicals being considered and that the DEQ will have to approve before they issue the permit for weed control.

Motion was made by Trustee Mroczk to have the **Special Public Meeting** at 6:30 PM on September 12, 2016. Second by Trustee Duck, motion carried.

#### **NEW BUSINESS:**

**Mechanical/Plumbing Inspector** Ed Wainwright is retiring as of August 15, 2016.

Supervisor Bossler made a motion that as Supervisor he may sign the contract for John Dobberteen for the Mechanical/Plumbing Inspector for the fiscal year 2016 – 2017, second by Trustee Mroczek, motion carried.

**Golf Cart Community:** Mark Hosaflook presented Michigan Vehicle Code Act 300 of 1949 requesting the Board to consider a Golf Cart Community. Discussion included safety issues and the need to consult the local police, Sherriff and Prosecuting Office. Tabled until the September meeting.

**Direct Deposit:** Motion was made by Trustee Kozinski to terminate Direct Deposit for township payroll, second by Trustee Mroczek, motion carried.

#### **ANNOUNCEMENTS:**

August 19<sup>th</sup> there will be a SCORE workshop along with the Edwardsburg Chamber on “Growing your Business”. Open to the entire community.

Garver Lake Special Public Meeting September 12<sup>th</sup> at 6:30.

Meeting adjourned at 8:57

Respectfully Submitted,

Meryl A. Christensen, Ontwa Township Treasurer

## **ONTWA TOWNSHIP SPECIAL BOARD MEETING**

### **August 22, 2016**

The Ontwa Township Board meeting was called to order on August 22, 2016 at 6:29 PM at the Ontwa Township Hall with Supervisor John Bossler presiding.

**PRESENT:** Supervisor Bossler, Trustee Jerry Marchetti, Treasurer Meryl Christensen, Trustee Mike Mroczek, Trustee Jerry Duck, Clerk Teri McNaughton.  
**Absent:** Trustee Jeff Kozinski

The meeting of the board was called to address/confirm the Special Assessment Roll for Pleasant Lake Weed Control. The comments from property owners were heard and the board discussed whether or not to include the three properties that are on back lots and do not have any access to the lake.

Motion was made by Clerk McNaughton, Seconded by Trustee Duck to remove the following parcels from the assessment roll, as they are back lots without deeded access to Pleasant Lake.

Parcel # 14-090-005-026-00

Parcel # 14-090-005-027-00

Parcel # 14-090-005-028-00

All in favor, motion carried.

Resolution # 2016-8-22.1 RESOLUTION TO APPROVE AND LEVY SPECIAL ASSESSMENT FOR PLEASANT LAKE AND BACK LOTS SPECIAL ASSESSMENT DISTRICT (full copy found in the Resolution Book)

Moved by Clerk McNaughton, Supported Trustee Duck

Roll Call Vote:

Yeah: Jerry Marchetti, Teri McNaughton, Meryl Chirstensen, Mike Mroczek, Jerry Duck, John Bossler

Nay: 0

Absent: Jeff Kozinzki

6-0

Public Comment: Paul Sniadecki

Meeting adjourned at 6:45pm.

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

Ontwa Township  
September 12, 2016  
Board of Trustee Minutes

**Call to Order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor Bossler at 7:00 pm on Monday, September 12, 2016.

**Pledge of Allegiance:**

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

Motion made by Supervisor Bossler to amend the agenda and add Resolution to Set the Truth in Taxation Hearing before Public Comment. Trustee Marchetti also added "MTA Workshop Discussion" under New Business. All in favor.

Supervisor Bossler made motion, seconded by Clerk McNaughton, to adopt Resolution #2016-9-12.3, Resolution to Set Truth in Taxation Hearing (Full copy found in Resolution Book)

Roll call vote

Aye: Trustee Marchetti  
Trustee Kozinski  
Clerk McNaughton  
Treasurer Christensen  
Trustee Mroczek  
Trustee Duck  
Supervisor Bossler

Nay: 0

Resolution Adopted: 7-0

Supervisor Bossler opened the Truth in Taxation Public Hearing at 7:08 pm and the following residents are on record for comments:

Paul Sniadecki, 23949 North Shore Drive, Edwardsburg, MI. Mr. Sniadecki stated that the Truth in Taxation expresses the will of the people and that he is in support of the Police, Fire and Ambulance millages.

Motion was made by Trustee Mroczek and seconded by Clerk McNaughton to close the public hearing.

Motion was made by Clerk McNaughton and seconded by Treasurer Christensen to adopt Resolution #2016-9-12.4

Resolution to approve Levy of increased Tax Rate (Full copy found in Resolution Book)

Roll call vote

Aye: Trustee Marchetti  
Trustee Kozinski  
Clerk McNaughton  
Treasurer Christensen

Nay: 0

Trustee Mroczek  
Trustee Duck  
Supervisor Bossler

Resolution Adopted: 7-0

**Public Comment:**

Paul Sniadecki - Edwardsburg Argus to be the official newspaper of publication for Ontwa Township, Policy Manual and procedures

Robert Donnelly - Policy and procedures approval of funds. Questions addressed to Supervisor Bossler about purchases made without board approval and SAW Grant checking account signers. Raised question regarding agreement with CBI, Waste Water Vendor.

Treasurer Christensen made motion, seconded by Trustee Kozinski, to approve past meeting minutes dated August 8, 2016 (Regular Board Meeting), August 22, 2016 (Special Board Meeting), and August 22, 2016 (Pleasant Lake Special Assessment District Public Hearing). All in favor.

Clerk McNaughton made motion, seconded by Trustee Mroczek, to approve the Treasurer's Report. All in favor.

Supervisor Bossler made motion, seconded by Clerk McNaughton, to approve General Fund check #'s 5858-5937 and Wastewater 4859-4908. All in favor.

An invoice from Waste Management was brought to the board for review. The invoice was for trash pick up at the east end of Eagle Lake on DNR property. The invoice lists Eagle Lake Association as the contact and Ontwa Township as the "bill to" address. The board had discussion and a motion was made by Trustee Kozinski, seconded by Trustee Mroczek, not to pay the invoice. All in favor.

**Commissioner's Report - Roseann Marchetti**

Road Commissioner, Steve Lucas shared with the board the plans for construction on Adamsville Road. It is set to begin September 30, 2016 and conclude October 12, 2016. The construction schedule for all Cass County roads may be found on the road commissions website. The county is working on new ways to preserve roads with new methods and bio-seal testing. For more information the public is welcome to contact Mr. Lucas at the Road Commission.

**Committee/Board Reports**

**Zoning Administrator** - No report for this meeting

**Waste Water** - John Harsh reported heavy rains and storm water made the pumps run long and hard. A disaster was averted at the Eagle Lake lift station and pumper trucks had to be used. The issue of residents sump pumps draining into the sewer is a matter that will have to be addressed. It is illegal to drain sump water into the sewer lines and the township is hopeful that residents will take action to fix this issue. Supervisor Bossler made a motion, seconded by Clerk McNaughton, to terminate the contract with Logihub Services, effective 9-12-2016. All in favor.



**Ambulance** - There is a meeting September 13, 2016 in which they hope to get approval to purchase a new ambulance. There is the possibility in the future of the Ambulance requesting a loan from the township in the amount of \$40,000.

**Fire** - Continued work on the inter-local agreement is taking place and the audit is complete.

**Building and Grounds** - The new awning/sign is complete and work on getting a new phone system is starting.

**Planning Commission** - The Edwardsburg Snowmobile Club site and a 20 acre land split were approved at the last meeting.

Supervisor Bossler appointed Trustee Mike Mroczek to the Planning Commission to replace Clerk Teri McNaughton as the board's representative. Clerk McNaughton made motion, seconded by Trustee Kozinski, to send Don DeLong, to a conference at Michigan State. The cost is \$95.00. All in favor.

### **Old Business**

#### **Oak Springs Site Condo -**

Township Attorney, Catherine Kaufman addressed the board and stated that she has reviewed the Master Deed and is satisfied with the changes and advised the board that it is in compliance with the township's zoning requirements. The issue of variances for Street Lighting, Sidewalks and Landscaping were discussed and a motion made by Trustee Kozinski, seconded by Clerk McNaughton to approve step one for Oak Springs Site Condo and allow a variance for sidewalks. Street lighting and landscaping shall be complied with.

Roll call vote

Aye: Trustee Jeff Kozinski  
Clerk Teri McNaughton  
Trustee Mike Mroczek  
Treasurer Meryl Christensen

Nay: Trustee Jerry Marchetti  
Trustee Jerry Duck  
Supervisor John Bossler

Motion Carried 4-3

**Pleasant Lake Special Assessment District** - Clerk McNaughton made motion, seconded by Trustee Duck to adopt Resolution #2016-9-12.5. Preamble and Resolution Concerning Pleasant Lake and Backlot Owners Improvement Special Assessment District (Full copy in Resolution Book)

Roll call vote

Aye: Trustee Kozinski  
Trustee Marchetti  
Trustee Mroczek  
Clerk McNaughton  
Treasurer Christensen  
Trustee Duck

Nay: 0

### **New Business**

**Auditor** - Mike Layher shared with the board that the audit is nearing completion and should be ready for a full report and next months Board of Trustee Meeting.

**Direct Deposit** - Motion made by Clerk McNaughton, seconded by Trustee Kozinski to reinstate direct deposit for township employees. All in favor.

**SAW Grant** - Treasurer Christensen made motion, seconded by Clerk McNaughton to remove John Bossler and Frank LaPierre from the SAW Grant checking account and add Teri McNaughton, Karie Bolenbaugh, Meryl Christensen and Sharee Davis-Leist as the signers for the account. All in favor.

**Eagle Lake SAD Annual Redetermination** - Clerk McNaughton made motion, seconded by Trustee Mroczek to adopt Resolution #2016-9-12.6  
Resolution to Establish the Per Parcel Assessment Amount for the 2016 Winter Tax Bill, for the Eagle Lake and Channels Special Assessment District (Full copy found in Resolution Book)

Roll Call Vote

Aye: Trustee Kozinski  
Trustee Marchetti  
Clerk McNaughton  
Treasurer Christensen  
Trustee Mroczek  
Trustee Duck  
Supervisor Bossler

Nay: 0

Resolution Adopted: 7-0

**Road End Procedures** - Supervisor Bossler made motion, seconded by Trustee Duck, to adopt Resolution #2016-9-12.7

Resolution to Confirm Ontwa Township's Policy Governing the Regulating of Road Ends and Alleys for Ingress and Egress, and Placement and Construction of Piers and/or Docks, on All Waters Located in Ontwa Township (Full copy found in Resolution Book)

Roll call vote

Aye: Trustee Marchetti  
Trustee Kozinski  
Clerk McNaughton  
Treasurer Christensen  
Trustee Mroczek  
Trustee Duck  
Supervisor Bossler

Nay: 0

Resolution Adopted: 7-0

**Edwardsburg Argus** - Trustee Marchetti made motion, seconded by Trustee Kozinski, to adopt Resolution #2016-9-12.8

Resolution to Declare the Edwardsburg Argus Newspaper as the Official Newspaper of Record for all Legal and Official Business of Ontwa Township

Roll call vote

Aye: Trustee Marchetti  
Trustee Kozinski  
Clerk McNaughton  
Treasurer Christensen  
Trustee Mroczek  
Trustee Duck  
Supervisor Bossler

Nay: 0

Resolution Adopted: 7-0

**MTA Workshop** - Trustee Marchetti made motion, seconded by Trustee Kozinski, to authorize the following board members and the Deputy Supervisor to attend the MTA "On the Road" workshop on September 29, 2016, in Kalamazoo, MI at a cost of \$101.00 per person.

Jerry Duck, Dan Sutsman, Dawn Bolock, Meryl Christensen, Brigid Forlenza and Jerry Marchetti

Roll call vote

Aye: Trustee Marchetti  
Trustee Kozinski  
Treasurer Christensen  
Trustee Mroczek  
Trustee Duck  
Supervisor Bossler

Nay: Teri McNaughton

Resolution Adopted: 6-1

Meeting Adjourned 9:33 pm

Respectfully Submitted,

Teri McNaughton  
Ontwa Township Clerk

draft

# ONTWA TOWNSHIP SPECIAL BOARD MEETING

## September 21, 2016

The Ontwa Township Board meeting was called to order on September 21, 2016 at 9:00 AM at the Ontwa Township Hall with Supervisor John Bossler presiding.

**PRESENT:** Supervisor Bossler, Trustee Jerry Marchetti, Treasurer Meryl Christensen, Trustee Mike Mroczek, Trustee Jerry Duck, Clerk Teri McNaughton.  
Absent: Trustee Jeff Kozinski

The meeting of the board was called to address Police Power Ordinances:

1. Possession of Alcoholic Liquor in Public Places
2. Motor Carrier Safety Act of 1963
3. MI Motor Vehicle Code

Police Chief Kozal addressed the board regarding each ordinance.

Meeting adjourned to contact Attorney Catherine Kaufman to advise proper method of ordinance adoptions.

Motion made by Clerk McNaughton, Seconded by Trustee Mroczek to adopt Ordinance #2016-09-21.1 Ontwa Township Consumption or Possession of Alcoholic Liquor in Public Places Ordinance.

Yay: Trustee Marchetti  
Clerk McNaughton  
Trustee Mroczek  
Treasurer Christensen  
Trustee Duck  
Supervisor Bossler

Nay: 0

Absent: Trustee Kozinski

Adopted: 6-0

Motion made by Clerk McNaughton, Seconded by Trustee Duck to adopt Ordinance #2016-09-21.2 Ordinance to Adopt the Michigan Motor Vehicle Code by Reference and to Amend the Uniform Traffic Code

Yay: Trustee Marchetti  
Clerk McNaughton  
Trustee Mroczek  
Treasurer Christensen  
Trustee Duck  
Supervisor Bossler

Nay: 0

Absent: Trustee Kozinski

Adopted: 6-0

Motion made by Clerk McNaughton, Seconded by Trustee Duck to adopt Ordinance  
#2016-09-21.3 Ordinance to Adopt the Motor Carrier Safety Act of 1963

Yay: Trustee Marchetti                      Nay: 0

Clerk McNaughton

Trustee Mroczek

Treasurer Christensen

Trustee Duck

Supervisor Bossler

Absent: Trustee Kozinski

Adopted: 6-0

Public Comment

Randy Szalai

Meeting adjourned at 9:40 AM.

Respectfully Submitted,

Teri McNaughton

Ontwa Township Clerk

# ONTWA TOWNSHIP SPECIAL BOARD MEETING

## September 21, 2016

The Ontwa Township Board meeting was called to order on September 21, 2016 at 9:00 AM at the Ontwa Township Hall with Supervisor John Bossler presiding.

**PRESENT:** Supervisor Bossler, Trustee Jerry Marchetti, Treasurer Meryl Christensen, Trustee Mike Mroczek, Trustee Jerry Duck, Clerk Teri McNaughton.  
Absent: Trustee Jeff Kozinski

The meeting of the board was called to address Police Power Ordinances:

1. Possession of Alcoholic Liquor in Public Places
2. Motor Carrier Safety Act of 1963
3. MI Motor Vehicle Code

Police Chief Kozal addressed the board regarding each ordinance.

Meeting adjourned to contact Attorney Catherine Kaufman to advise proper method of ordinance adoptions.

Motion made by Clerk McNaughton, Seconded by Trustee Mroczek to adopt Ordinance #2016-09-21.1 Ontwa Township Consumption or Possession of Alcoholic Liquor in Public Places Ordinance.

Yay: Trustee Marchetti  
Clerk McNaughton  
Trustee Mroczek  
Treasurer Christensen  
Trustee Duck  
Supervisor Bossler

Nay: 0  
Absent: Trustee Kozinski

Adopted: 6-0

Motion made by Clerk McNaughton, Seconded by Trustee Duck to adopt Ordinance #2016-09-21.2 Ordinance to Adopt the Michigan Motor Vehicle Code by Reference and to Amend the Uniform Traffic Code

Yay: Trustee Marchetti                      Nay: 0  
Clerk McNaughton  
Trustee Mroczek  
Treasurer Christensen  
Trustee Duck  
Supervisor Bossler                      Absent: Trustee Kozinski

Adopted: 6-0

Motion made by Clerk McNaughton, Seconded by Trustee Duck to adopt Ordinance  
#2016-09-21.3 Ordinance to Adopt the Motor Carrier Safety Act of 1963

Yay: Trustee Marchetti                      Nay: 0

Clerk McNaughton

Trustee Mroczek

Treasurer Christensen

Trustee Duck

Supervisor Bossler

Absent: Trustee Kozinski

Adopted: 6-0

Public Comment

Randy Szalai

Meeting adjourned at 9:40 AM.

Respectfully Submitted,

Teri McNaughton

Ontwa Township Clerk



**Ontwa Township  
October 10, 2016  
Board of Trustee Minutes**

**Public Hearing for Garver Lake Special Assessment District was held at 6:46 pm.  
There were no comments for or against the Special Assessment.  
Public Hearing was closed at 6:52pm.**

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on October 10, 2016 at 7:00 pm.

**Pledge of Allegiance:**

**Present Board Members:** Supervisor John Bossler, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Jeff Kozinski, Trustee Mike Mroczek, Trustee Jerry Duck.

**Public Comment:**

Sam Garwood – problem with sewer hook-up.

Paul Sniadecki – We are the Watchdogs, know the rules follow the rules.

Robert Donnelly – Handout of Conflict of Interest, contract with John Harsh, H2S problems.

Greg Newhart – Division of property of off of S. Shore Dr., question on notification and publication of notice.

Jennifer Jones from Restorative Lake Services gave a presentation on Aquatic Lake management.

Mike Lahyer from Kruggel Lawton CPA passed out the 2016 audit report.

Motion was made by Trustee Duck to amend the agenda to include under New Business,  
8 - Restorative Lake Service Contract

9 – Initial MACOG Report

10 – Niles Area Transportation (NATS) Travel Demand Forecast

Supported by Trustee Marchetti, all in favor to approve the agenda as amended.

Supervisor Bossler made a motion to approve the September 12 Garver Lake Special Minutes, September 12 Township Board Minutes, September 21 Special Board Minutes and October 6 Special Board Minutes. Supported by Trustee Kozinski and motion carried.

Trustee Mroczek made a motion to approve the Treasurer Report and the Quarterly Report, Supported by Trustee Duck and motion carried.

Treasurer Christensen made a motion to approve General checks 5937 – 5974 and Wastewater checks 4909 – 4919. Supported by Trustee Kozinski and motion carried.

**Commissioner's Report** – Roseann Marchetti

Mark Herman - candidate for Circuit Court Judge.

**Committee/Board Reports**

**Zoning Administrator** – Leroy Krempec presented his monthly report and spreadsheet.

**Wastewater** – John Harsh reported C.T. Electrical Services has examined our control panels, replaced and/or upgraded numerous minor components, so our panels should be in proper operating condition.

Supervisor Bossler made a motion to approve the replacement of three pumps at a cost not to exceed \$15,000.00. Supported by Jerry Duck, roll call; Yays: Trustee Duck, Trustee Kozinski, Trustee Marchetti, Trustee Mroczek, Treasurer Christensen, Supervisor Bossler. Abstaining: Clerk VanBelle. Motion carried 6-0.

Trustee Kozinski made a motion to install lockable service disconnect within clear view of the control panel at B-1 and C-2 lift stations not to exceed \$3,500.00. Supported by Trustee Mroczek and motion carried 6-0. Clerk VanBelle abstained.

Supervisor Bossler made a motion to approve landscaping by North Star Landscaping at the B-4 lift station to repair damage caused by having trees removed not to exceed \$1,800.00. Supported by Trustee Marchetti and motion carried 6-0. Clerk VanBelle abstained.

Kevin Marks an engineer from Wightman & Associates gave an update on lining the 14 manholes, damage caused by high H2s levels.

Ryan Stroud from Wightman & Associates gave a short update on the SAW grant.

**Ambulance** – Trustee Marchetti made a motion to do a short term loan of up to \$40,000.00 for the ambulance service to be paid back with payments from tax millage. Supported by Trustee Duck, roll call; Yays: Trustee Marchetti, Trustee Kozinski, Treasurer Christensen, Trustee Mroczek, Trustee Duck, Supervisor Bossler, motion carried 6-0. Clerk VanBelle abstained.

**Fire** - No report.

**Police** – Treasurer Christensen reported that the calls for service, reports written, traffic tickets were all down for the month of August. The department received \$20,000.00 for the School Resource Officer and Chief Kozal changed Officer Andres hours to noon-midnight so the time is split with Officer Erickson as SRO. There is a presence at the school and there is coverage on the road. Press release regarding the mail theft arrest,

through the investigation approximately 10 stolen debit/credit cards were located in the possession of the two occupants of the vehicle.

**Building and Grounds** – Trustee Duck mentioned he has started receiving bids for snow plowing. Trustee Duck will follow up with Leroy Krempec on purchasing new telephones for the office.

**Planning Commission** – Trustee Mroczek reported the land division, land split was approved on October 5. Zoning Ordinance was approved and working on the map.

**Old Business:**

**Fire Inter-Local Agreement** – some adjustments need to be made and will present next month.

**Waste Management Bill** – Motion was made by Trustee Kozinski to pay the \$120.00 to Waste Management, supported by Treasurer Christensen, discussion followed. Motion carried.

**New Business;**

**Garver Lake Assessment Roll** – Supervisor Bossler made a motion to accept the Resolution concerning Garver Lake Aquatic Plant Control and Lake Improvements Special Assessment District and roll. Supported by Trustee Duck, after discussion motion was rescinded.

Motion made by Trustee Kozinski to approve resolution and after verifying the roll with contingency if parcel #14-090-009-073-00 needs to be removed. Supported by Trustee Duck, Roll Call: Yays: Trustee Marchetti, Trustee Kozinski, Clerk VanBelle, Treasurer Christensen, Trustee Mroczek, Trustee Duck, Supervisor Bossler. Motion Carried 7-0.

**Connector Path-** Motion was made by Treasurer Christensen to approve the Resolution authorizing Ontwa Township to make Co-Applications for Grants to provide Matching Funds for the construction of the Edwardsburg Sport Complex (ESC) Connector Path, and to Provide a One Time Contribution, and Commitment of \$10,000.00, Supported by Trustee Kozinski, Roll Call; Yays; Trustee Marchetti, Trustee Kozinski, Clerk VanBelle, Treasurer Christensen, Trustee Mroczek, Trustee Duck, Supervisor Bossler, motion carried 7-0.

**MTA Treasurers Seminar-** Motion was made by Treasurer Christensen to approve for the treasurer and deputy treasurer to attend “Treasurers’ Guide to Tax Collection” November 22, 2016 not to exceed \$233.50 which includes a guidebook for the office. Supported by Trustee Duck, motion carried.

**Trick or Treat Hours** – Motion was made by Supervisor Bossler for trick or treat hours be from 6:00 – 7:30, supported by Trustee Duck, discussion followed, motion was rescinded. Motion was made by Supervisor Bossler for Trick or Treat Hours be 5:30 – 7:30 Monday October 31, 2016, supported by Trustee Kozinski and motion carried.

**Pitney Bowes Meter** – Agreed to discuss next month.

**Burnham & Flowers Annual Renewal** – Agreed to discuss next month.

**Restorative Lake Services** – Motion was made by Treasurer Christensen to approve the contract for the Professional Aquatic Consulting Services for Eagle Lake, supported by Trustee Kozinski, motion carried.

**MACOG** – Trustee Mroczek distributed handouts for the initial MACOG study that was done in Ontwa Township.

**Niles Area Transportation Study (NATS)** – Trustee Mroczek distributed handouts from the September 27, 2016 meeting of NATS on travel demand forecast.

**Announcements:**

**General Election** November 8<sup>th</sup>, polls open at 7 am and close at 8 pm.

Next Regular Township Board Meeting will be November 14, 2016 at 7:00 pm.

Motion was made by Trustee Kozinski to adjourn the meeting at 9:47 pm, supported by Supervisor Bossler and motion carried.

Respectfully Submitted,

Meryl A. Christensen  
Ontwa Township Treasurer

Motion by Trustee Kozinski to approve the October 10, 2016 minutes, supported by Trustee Mroczek and motion carried.

**Ontwa Township  
November 14, 2016  
Board of Trustee Minutes**

**Call to order:** The regular monthly meeting of the Ontwa Township Board was called to order by Supervisor John Bossler on November 14, 2016 at 7:00 pm.

**Pledge of Allegiance:**

**Present Board Members:** Supervisor John Bossler, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustee Jerry Marchetti, Trustee Jeff Kozinski, Trustee Mike Mroczek and Trustee Jerry Duck.

**Public Comment:**

Dan Stutsman regarding the spending authority limitations.

Mike Lahyer from Kruggel Lawton CPA, gave a closure report on the audit. The incompliance's mentioned in our audit have all been corrected.

Margie Allen thanked the board, work has been greatly appreciated.

Mike Regan appreciation to the boards work.

Motion was made by Treasurer Christensen to approve the agenda as amended to include under Wastewater board reports to include the appointment on the Wastewater Board. Building and Grounds report to include phone system, security system and snow plowing. Fire Department report to include the Inter-Local agreement. Supported by Trustee Kozinski approve the agenda as amended and motion carried

Trustee Kozinski made a motion to approve the October 10, 2016 minutes. Supported by Trustee Mroczek and motion carried.

Supervisor Bossler made a motion to approve the Treasurer Report. Supported by Trustee Mroczek and motion carried.

Trustee Mroczek made a motion to approve SAW Grant checks #1508 – 1512 supported by Trustee Duck. Roll Call: Yays; Trustee Marchetti, Trustee Kozinski, Clerk VanBelle, Treasurer Christensen, Trustee Mroczek, Trustee Duck and motion carried.

Supervisor Bossler made a motion to approve General checks #5975 – 6054 supported by Trustee Kozinski and motion carried.

Supervisor Bossler made a motion to approve Special Assessment checks #511 and 512 supported by Trustee Kozinski and motion carried.

Supervisor Bossler made a motion to approve Wastewater checks #4920 – 4953, supported by Trustee Kozinski and motion carried.

Treasurer Christensen made a motion to approve Check #6023 in the amount of \$121.00 to Lori Mroczek for work collecting data via phone calls and visits to local businesses for MACOG study. Supported by Supervisor Bossler and motion carried.

Motion was made by Treasurer Christensen to approve the financial reports, supported by Trustee Kozinski and motion carried.

### **Commissioner's Report – Roseann Marchetti**

#### **Committee/Board Reports**

**Zoning Administrator** – Leroy Krempec presented his monthly report and spreadsheet. Discussion on leaf burning,

**Wastewater** – John Harsh reported still making progress. Schell fence has been contacted for slats in fence for lift station at Sandy Beach. B-1 and C-2 in compliance with OSHA. Manholes have been lined and complete.

Trustee Kozinski on recommendation of the wastewater board made a motion to purchase 2 pumps at B-1 and JPC-1 for \$3,000.00. Supported by Trustee Mroczek, roll call; Yays: Trustee Duck, Trustee Kozinski, Trustee Marchetti, Trustee Mroczek, Clerk VanBelle, Treasurer Christensen, Supervisor Bossler. Motion carried 7-0.

Treasurer Christensen on recommendation from the wastewater board made a motion to purchase chemical inducing pump not to exceed \$2,000.00, supported by Trustee Duck. Roll call: Yays; Trustee Marchetti, Trustee Kozinski, Clerk VanBelle, Treasurer Christensen, trustee Mroczek, Trustee Duck, Supervisor Bossler motion carried.

#### **Supervisor Bossler announced the resignation of Frank Lapierre from the Wastewater Board.**

**Ambulance** –The new ambulance is in operation. Last 2 months the revenues have been looking really good. Last month had 99 runs. There was a donation from an individual who was so pleased by the care and professionalism from the ambulance that they gave \$500.00.

**Fire** – Inter-Local Agreement finally has been reviewed and ready to approve.

Motion was made by Supervisor Bossler to approve Inter-Local Agreement. Supported by Trustee Kozinski and motion carried.

**Police** – Treasurer Christensen reported that the calls for service, reports written, traffic tickets are remaining the same. Financials are still on track. Chief Kozals annual

evaluation was completed, he received 4.9 out of 5. Approved a 5% raise for Chief Kozal, salary going from \$60,000.00 to \$63,000.00. Chief Kozal has posted for a new police officer.

**Building and Grounds** – Trustee Duck discussed the postage meter.

Trustee Marchetti made a motion to stay with our current system until it fails and can no longer be repaired, then lease a new unit. Supported by Trustee Kozinski and motion carried.

Trustee Marchetti made a motion to have Jacobs Lawn Service do our snowplowing for 2016-2017 at the price of \$65.00. Supported by Treasurer Christensen and motion carried.

Trustee Marchetti made a motion to purchase a new Toshiba 10 button digital four line LCD Speaker phone system consisting of 11 phones from Indiana Electronics Communications at a price of \$5,885.00 plus the 7 year warranty for \$570.00 totaling \$6,455.00, installed, supported by Trustee Kozinski. Roll call: Yays; Trustt Marchetti, Trustee Kozinski, Clerk VanBelle, Treasurer Christensen, Trustee Mroczek, Trustee Duck and motion carried 7-0.

Trustee Duck made a motion to purchase from Indiana Electronics Communications a 2 camera monitoring system at a cost of \$1,700.00 installed supported by Trustee Mroczek. Discussion- the need of cameras due to hostile work environment, who will be able to view the camera, will check with our lawyer.

Roll call: Yays; Trustee Marchetti, Treasurer Christensen, Trustee Duck, Supervisor Bossler. Nays; Trustee Kozinski, Clerk VanBelle, Trustee Mroczek. Motion carried 4-3.

**Planning Commission** – Trustee Mroczek reported nothing to report.

**Old Business:**

**New Business;**

Trustee Mroczek made a motion to approve the RESOLUTION TO CONFIRM ONTWA TOWNSHIP'S POLICY GOVERNING "DEDICATEDDISPUTED USE" FOR INGRESS AND EGRESS, AND PLACEMENT AND CONSTRUCTION OF PIERS AND/OR DOCKS, ON ALL WATERS LOCATED IN ONTWA TOWNSHIP. Supported by Trustee Duck: Roll call; yays; Trustee Marchetti, Trustee Kozinski, Clerk VanBelle, Treasurer Christensen, Trustee Mroczek, Trustee Duck, Supervisor Bossler and motion carried 7-0.

Motion made by Trustee Mroczek to table the spending authority for Supervisor, Clerk & Treasurer to next month, supported by Treasurer Christensen and motion carried.

**Supervisor Bossler appointed Mike Mroczek to the Wastewater Board.**

**Announcements:**

Christmas Carry In Luncheon will be on Thursday December 8<sup>th</sup> at noon at the Ontwa Township Hall.

Trustee Kozinski announced congratulations to the Edwardsburg Football Team going to Semi-State. They will be playing Muskegon on Saturday November 19<sup>th</sup> at Kentwood Michigan. GOOD LUCK EDDIES.

Trustee Marchetti thanked Trustee Mroczek and Supervisor Bossler for their contribution and work to the Township Board.

Next Regular Township Board Meeting will be December 12, 2016 at 7:00 pm.

Motion was made by Trustee Kozinski to adjourn the meeting at 8:20 pm, supported by Supervisor Bossler and motion carried.

Respectfully Submitted,

Meryl A. Christensen  
Ontwa Township Treasurer



## **Ontwa Township Board of Trustees Meeting Minutes December 12, 2016**

**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 12, 2016.

### **Pledge of Allegiance:**

**Present Board Members:** Supervisor Jerry Marchetti, Clerk Tina VanBelle, Treasurer Meryl Christensen, Trustee Dawn Bolock, Trustee Jerry Duck, Trustee Jeff Kozinski, Trustee Dan Stutsman. Each Board Member introduced themselves to include a short background on each.

**Public Comment:** Paul Sniadecki encouraged the Board to strive for the MTA Award of Excellence. Inquired if the spending authority requisition policy is still in place. Stated the Budget Reports have not been in the last two meeting packets as stated in the Resolution of March 2016 they would be. Asked for more aggressive guidelines with regards to transparency. Carl Higley commended the Board for their hard work and time given to the township.

**Approval of Agenda:** Motion was made by Treasurer Christensen to add to New Business Resolution 2015-06-08 and Resolution 2016-12-12-3, and to approve the Agenda as amended. Seconded by Trustee Kozinski. Motion carried.

**Approval of Consent Agenda:** Move to approve by Supervisor Marchetti the Consent Agenda which includes the treasures report, wastewater fund report, general checking report and the financial report. Second by Trustee Duck. Motion carried.

**November Meeting Minutes:** Treasurer Christensen moved to approve November Minutes as amended to include, under Wastewater Committee Board Reports, Supervisor Bossler announced the resignation of Frank Lapierre from the Wastewater Board and appointed Mike Mroczek to the Wastewater Board. Second by Trustee Duck. Motion carried.

**Commissioner's Report – Rosanne Marchetti:** Commissioner Marchetti encouraged everyone to visit the website [WWW.yourEconomy.org/profile/index.ye](http://WWW.yourEconomy.org/profile/index.ye) to compare the economic progress of not only Edwardsburg but any municipality you would like to research and compare. Some data is available dating back to 2000.

The Michigan Historic Preservation Network will hold it's next meeting on January 24, 2017 at the Road Commission from 4-6pm. Bonine House has extended it's open house to include Friday, December 16 and Saturday December 17 from 2-6.

Thanks to the community for another successful cookie walk.

### **Committee Board Reports:**

**Zoning Administrator** - Leroy Krempec - Reported on zoning violations for the months of October 3 thru December 5. He will be working with the Plan Commission to resolve low acreage areas within the ag/residential areas to participate in 4-H. Plans to revise the Burn Ordinance to better protect the health, safety, and wellbeing of the township residents. Will also be reviewing other ordinances to update as needed.

**Wastewater** - John Harsh - Progress continues on a long neglected sewage disposal system. The new pump for the Eagle Lake lift station has arrived and is being tested. On Dec. 12 the area experienced a 4 hour power outage which included 3 of the 4 lift stations. He will be discussing the installation of a generator with the Wastewater Board and look into the possibility of purchasing a portable lift station.

**Ambulance** – Supervisor Marchetti – A new part-time administrator, Dennis Closson, is doing a good job. It appears the Ambulance Board will not need to ask the Township for a loan.

**Police** – Treasurer Christensen – no new business

**Buildings & Grounds** – Trustee Duck – Updated telephone system is on order for the Township Hall.

**Planning Commission** – Trustee Bolock – no new business. The Commission will be working on the Master Plan.

**Township Roads** – Trustee Kozinski – no new business

#### **Old Business:**

**Wainwright late billings.** Treasurer Christensen reported on sewer billings dating back to 2005 that were not billed to the township. Two options to resolve this matter are to either pay the entire invoice of \$2,767.80 or to pay what the statute of limitations allows going back to 2011 to an amount of \$1,787. Treasurer Christensen moved to approve payment of the entire invoice. Second by Tina Vanbelle. **Motion failed on a roll call vote. 2 ayes, 5 nays (Marchetti, Bolock, Duck, Kozinski, Stutsman)**

Motion to approve payment of \$1,787 made by Trustee Stutsman, second by Dawn Bolock. **Motion carried. 5 ayes, 2 nays (Christensen, Vanbelle)**

**Spending Authority for Immediate Needs Resolution 2016-12-12-1** – Trustee Stutsman moved to approve second by Trustee Duck. **Motion carried on a roll call vote. 7 ayes, 0 nays.**

#### **New Business:**

**Appointment of Deputies:** Supervisor Marchetti made a motion to appoint the following deputies – Bridig Forlenza as Deputy Supervisor, Sharee Leist as Deputy Treasurer, and Linda Weaver as Deputy Clerk. Second by Trustee Duck. **Motion carried.**

**Appointment of Linda Weaver as FOIA Coordinator:** Clerk VanBelle motioned to approve second by Trustee Duck. **Motion carried.**

**Schell Fence Quote:** Trustee Duck made a motion to accept the Schuell Fence quote to install vinyl slats in fencing at C1 (Lake & Hamilton Streets) and EPW1 (Elkhart and Sandy Beach Roads) not to exceed \$2,250 as recommended by the WW Board. Will get citizens input on color and the alarm light will still be visible. Second by Trustee Bolock. **Motion carried on a roll call vote. 7 ayes, 0 nays.**

**Wightman Consulting Agreement** – Trustee Duck made a motion to accept Resolution 2016-12-12-2. Second by Trustee Bolock. **Motion carried on a roll call vote. 7 ayes, 0 nays.** Kevin Marsh will act as Chief Engineer.

**Appointment to Wastewater Board:** Supervisor Marchetti made a motion to appoint John Bossler to the Board. Second by Trustee Duck, **motion carried.**

**Board of Review Appointment** - Supervisor Marchetti made a motion to reappoint Marilyn Cobb and Paul Deets for a two year term beginning January 1, 2017. Second by Trustee Duck. **Motion carried.**

**Appoint Trustee Appointment to Boards:** Supervisor Marchetti made a motion to appoint the following Board of Trustee members to the following township Boards:

Planning Commission - Dawn Bolock

Ambulance Board - Dan Stutsman

Wastewater Board - Dan Stutsman

Police Board - Meryl Christensen & Jerry Marchetti

Second by Trustee Duck **motion carried.**

**Transparency Resolution:** Treasurer Christensen made a motion to rescind and replace Resolution 2015-06-08. Second by Trustee Kozinski **motion carried.**

**Agenda Resolution:** Treasurer Christensen made a motion to approve Board Agenda Policy Resolution 2016-12-12-3 that will replace 2015-06-08. Second by Dawn Bolock. **motion carried.**

**Announcements:** The Township Hall will be closed for Christmas on December 23 and 26, and for New Years December 30, 2016 and January 2, 2017.

The Wastewater Board will meet January 5, 2017 at 7pm.

In the future all Board Meetings and their dates and times will be noted on the Board of Trustee Agenda.

**Adjourn:** Treasurer Christensen made a motion to adjourn second by Trustee Kozinski Meeting adjourned at 8:03

Respectfully submitted:

\_\_\_\_\_

Date Approved: \_\_\_\_\_

Tina VanBelle, Ontwa Township Clerk

Recording Secretary:

\_\_\_\_\_  
Linda Weaver