

MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP BOARD OF TRUSTEES  
May 11, 2023

The May 11th meeting was called to order by Clerk Brunner at 6:31 p.m. Roll call taken. Present: Brunner, Bundle, Gillam, Mendenhall. Absent: Hass

Additional Attendees: Kevin and Rose Kelsheimer, Mary Howie, Merry Clark, Troy Adams, Dallas Austin, Dan Nowak, Jeff Carmen.

Pledge to the Flag – pledge led by Kevin Kelsheimer.

Supervisor Hass arrived at 6:46. Clerk Brunner turned the meeting over to Supervisor Hass.

**PUBLIC COMMENTS:** Mr. Carmen and Mr. Nowak asked the board for assistance with resolving a penalty that Mr. Nowak had received due to a PRE issue. Mr. Nowak had met with Assessor, Shalice Northrop and Supervisor Hass and felt there had been no resolution in waiving the penalty for claiming homestead on two residences. There were questions as to where responsibility lies as Bill Kays was the assessor at the time. Clerk Brunner will follow up with Assessor, Shalice Northrop to get final determination.

Troy Adams asked for clarification about funds being owed to other funds found during the audit process as discussed at the last meeting. Clerk Brunner explained that these funds were once kept all together in one account and over a number of years money had been borrowed from the general fund most likely because expenses outweighed revenue in those accounts. This is something that occurred during a period of years under the previous board and the auditor had brought it to the boards attention. We are now settling accounts. No special assessment accounts have been shorted funds.

**CORRESPONDANCE:** None

**APPROVAL OF MINUTES:** Moved by Brunner, supported by Mendenhall to approve the minutes as presented. Motion Approved.

**TREASURER'S REPORT:** Mendenhall presented report. Moved by Gillam, supported by Brunner to approve the treasurer's report as presented. Motion Approved.

**PAYMENT OF BILLS:** Brunner presented payment of bills. Moved by Bundle, supported by Mendenhall to approve payment of bills as presented. Motion Approved.

**OLD BUSINESS:**

1. Discussion on whether to approve purchasing Pivot Point assessing software as requested by Shalice Northrop to improve efficiency of working in the field. There is money in the assessor's budget to cover the expense. Questions were raised by as to whether she could use the software for other townships. The licensing is for a specified number of parcels within a specific jurisdiction. Another question was if we chose to discontinue the use of the software, would we lose the data? There is a hard copy and data is imported into BSA so there is no risk to losing the data. Moved by Hass, seconded by Bundle to approve the purchase. Motion Approved.

**NEW BUSINESS:**

1. The meeting for the annual budget hearing set for Monday, June 26, 2023 at 6:30 pm.

**EMERGENCIES SERVICES/UTILITIES:**

- Central Cass Ambulance:** Emergency meeting scheduled for Friday, May 12, 2023 at 7:00 pm.
- Central Cass Inter-local Fire Department:** No report
- Edwardsburg Fire Department:** No report
- CAUA:** Next Meeting set for May 15, 2023.

**INSPECTORS REPORTS:**

- Zoning/Code Enforcement:** Steve Allen emailed report for board to review.
- Building:** No report
- Plumbing/Mechanical:** No report
- Electrical:** No report

**BOARD OF REVIEW:** hearings went well, a few residents questioned tax increase since the cap was removed.

**PLANNING & ZONING COMMISSION:** Meeting held April 26, 2023 to review the revised zoning ordinance draft. They were to send questions and further changes to Mark Eidelson for review. Dallas Austin asked about public access to the draft. Brunner advised he could pay for a physical copy or he could review a copy in the township office.

**ZONING BOARD OF APPEALS:** None

**CONSTRUCTION BOARD OF APPEALS:** Organizational meeting held on April 24, 2023. Mr. Adams stated he couldn't believe that the township had never held a CBA before. Hass explained most issue involve zoning issues and those are brought before the Zoning Board of Appeals.

**OTHER BUSINESS:** None

Budget meeting: June 21, 2022 at 6:30 pm  
Next regular meeting: June 8, 2022 at 6:30 pm

With no other business before the board, meeting adjourned at 6:58.

Respectfully submitted,



Jennifer Brunner  
Clerk