

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
April 8, 2021

The April 8, 2021 meeting was called to by Supervisor Hass at 6:30 p.m. Roll Call was taken.
Present: Bundle, Brunner, Gillam, Glaze, Hass.

Additional Attendees: Harold Eltzroth

Pledge of Allegiance by all.

PUBLIC COMMENTS: None

CORRESPONDENCE: Joe Bellina-Cass County Road Commission email.

APPROVAL OF MINUTES: Motion by Bundle, seconded by Glaze to approve the March 11, 2021 minutes as presented. Motion approved.

TREASURER'S REPORT: Treasurer's report given by Glaze. Motion by Brunner, seconded by Gillam to approve the report as presented. Motion Approved.

PAYMENT OF BILLS: Payment of Bills report showing checks from March 11-March 29 in the amount of \$22,716.87. Discussion to pay Mary Brown \$150 and Naomi Crisswell \$200 for assisting Glaze in the transition to Treasurer. Motion by Bundle, seconded by Hass to approve payments as presented with the addition of these additional checks. Motion approved.

OLD BUSINESS:

- Fifth Third Bank/Paycor update - Brunner stated we are completing the process of setting up direct deposit with some areas of concern with our representative.
- Clean-up Day update - Will be held Saturday, May 1st from 8:00 am to 2:00 pm. Brunner confirmed American Waste will be there. Tires will be received for fees. No hazardous waste.
- Kirkdorffer Pavillion/Joe Broussard garden signs - Discussion held about township funds not being used for this purpose. Board understands that we or other community members could contribute toward this recognition. No decision made. Quotes will be presented at the next meeting. Hass will check with attorney for guidance.
- Hess Road demolition - Board decision to hold on demolition. Resident needs to comply regarding removing the motor home from the front of the property. Hass will update Zoning Solutions. General discussion about how blight should be handled. Hass will contact Zoning Solutions to state that the Board supports property investigation be complaint based or upon observation of extreme blight.

NEW BUSINESS:

- Dust control quote - Presented by Hass. Southwestern Michigan Dust Control submitted \$15,000 quote for June 2021 and September 2021 applications. Motion by Brunner, seconded by Bundle to approve the quote. Motion approved. Hass will contact to schedule.
- Assessor Shalice Northrup employment status/fees - Brunner and Hass met with Northrup to discuss. She is now incorporated and has requested to be an independent contractor. The Board has been legally advised by our attorney and auditor that an Assessor must be an employee of the township not an independent contractor. Determined that we will decline the request to become an independent contractor. Motion by Bundle, seconded by Gillam. Motion approved.
- Mr. Freeland/Indigan Lane update - Joe Bellina-Cass County Road Commission emailed response to Resident Freeland's letter about Indigan Lane road work.
- Hall rental fee increase - Discussion about increasing the fees to \$100 for township residents and \$125 for non-residents. Motion by Gillam, seconded by Brunner. Motion approved.
- Seasonal Storage fee change to square footage from flat fee - Discussion about how to determine square footage fee. Possibility of rental for summer months. Should Township require proof of insurance? Tabled until fees are established. Hass will research.
- New flag - Hass will locate a new flag.
- Business cards - Authorized for Glaze from Preferred Printing.

EMERGENCY SERVICES/UTILITIES:

- Central Cass Ambulance - Hass reported.
- Central Cass Inter-local Fire Department - Hass reported January 27 meeting information. Next scheduled meeting May 27th
- Edwardsburg Fire Department - Eltzroth reported April 6 meeting information.
- CAUA - Hass reported next meeting April 19th at 2:30 pm.

BOARD OF REVIEW: No business to report.

PLANNING & ZONING COMMISION: Regular meeting on March 17 held. Work sessions on April 15 and April 28 held to continue work on ordinance revisions.

ZONING BOARD OF APPEALS: No business to report.

OTHER BUSINESS:

- Kerry Collins will work on restoring desk top computer used by Bundle at home, which is having issues. Agreement that a new computer may be purchased if needed.
- No food will be purchased for clean-up day on May 1st.
- Special election May 4th for Edwardsburg Schools and road millage. Bundle will put together a flyer with Road Commission/Township information regarding plans for road repair to inform residents on clean-up day.
- Glaze will need to run for Treasurer at mid-term election in 2022 because she was appointed to fill a vacancy during a current term.

With no other business before the Board, Gillam moved to close the meeting, seconded by Bundle. At 8:15 pm. Hass adjourned the meeting.

Jefferson Township

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Special Meeting of the Jefferson Township Board of Trustees

The April 8, 2021 special meeting was called to order by Clerk Brunner at 8:00 PM. Roll Call was taken. Present: Hass, Brunner, Bundle, Glaze. Absent: Gillam

PUBLIC COMMENTS: None

NEW BUSINESS:

- Discussion regarding the Supervisor and Treasurer being signatories on the Fifth Third bank account. Determination was made that only the Clerk and Deputy Clerk are to be signatories on the account. Previously both the Supervisor and Treasurer had been signatories. Brunner moved that the Supervisor Hass be removed from the account and newly appointed Treasurer Debra Glaze is not added to the account. Bundle supported. Roll call vote. Motion approved.

Other Business:

With no other business to come before the Board, motion to adjourn was made by Brunner, seconded by Bundle. Motion carried, and the meeting was adjourned at 8:05 PM.

Respectfully submitted,

Jennifer Brunner
Clerk