

BLAIR TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
January 10, 2017
6:00 P.M.
APPROVED

CALL TO ORDER: The regular meeting of the Blair Township Board of Trustees was held at 6:00 P.M. on January 10, 2017 at the Township Hall and was called to order by Supervisor Blonshine.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

ROLL CALL: Members Present: Zeits, Fitzpatrick, Wolfgang, Campbell, Blonshine, Clous and Kucera. Also in attendance were Director of EMS, Dan O'Brien, Fire Chief, Jim Carroll and 11 (eleven) guests.

LIMITED PUBLIC INPUT:

None stated.

APPROVAL OF AGENDA:

Moved by Wolfgang and second by Clous to approve the agenda with the following amendments:

Add item v: Agreement with Clark Hill and Municipal Finance Consultants Incorporated

Motion carried.

DECLARATION OF CONFLICT OF INTEREST:

None stated.

PRESENTATIONS/SPECIAL REPORT:

County Commissioner's Report: Cheryl Gore Follette, Grand Traverse County Commissioner spoke regarding the election of Carol Crawford as Chair and Ron Clous as Vice Chair, upcoming study sessions regarding pension issues and Commission on Aging.

Sheriff's Report: Deputy Matt Karczewski provided current and past months stats. He received two written confessions to the numerous break-ins and another person has been charged. He has visited the Chums Corner Child Development Center to read a book to the class and stayed for lunch.

ANNOUNCEMENTS/CORRESPONDENCE

Board Member Wolfgang discussed the May election; so far BATA is the only issue on the ballot. The new election equipment should be delivered to each township this spring.

Supervisor Blonshine spoke regarding numerous street lights that are out in the township and she would like others to contact the Township if they notice other lights that are out. She is compiling a list and will contact Cherryland Electric in the next few weeks to have them replaced. She also received an email from Penni Shafer regarding a resolution dated October 20, 2016 from TADL to not support a library in Blair Township.

Board Member Campbell spoke regarding the Department of Labor new overtime regulations currently being challenged in court, expansion of training grants for firefighters and encouraged all board members to review MTA expectations regarding statutory duties.

CONSENT CALENDAR:

<u>FUND</u>	<u>CHECK NUMBERS</u>	<u>TOTALS</u>	<u>REPORTS</u>
General Fund	#32661-#32718	\$ 83,692.85	Assessing Report
Ambulance Fund	#17796-#17841	\$ 51,523.38	EMS Report
Fire and Police Fund	#11030-#11065	\$ 42,624.60	Fire Dept. Report
Trust & Agency Fund	# 1910	\$ 73.00	Treasurer's Report
Sewer Bill Fund	#1827-#1836	\$ 7,936.65	Water Dept. Report
Sewer Assmt. Fund	# -0-	\$ -0-	Zoning Report
Water Assmt. Fund	# -0-	\$	Minutes December 13, 2016
Water Bill Fund	#4973-#5006	\$ 41,858.22	Regular Meeting
RD RRI Account	# -0-	\$ -0-	
RD Debt Retirement	# -0-	\$ -0-	
Milfoil Fund	# -0-	\$ -0-	

Moved by Wolfgang second by Kucera to approve the Consent Calendar with the addition General Fund check #32718 to KCI for assessment change notice postage. **Yes:** Kucera, Clous, Blonshine, Zeits, Campbell, Fitzpatrick and Wolfgang. **Motion carried.**

UNFINISHED BUSINESS:

a. Intercept Payments

The Director of EMS Dan O'Brien has been working diligently with the Treasurer to get the billing discrepancies taken care of. He has secured 5 corrected contracts and needs to initiate a contract with Benzie County.

b. Quote on Sign

Have received two quotes and would like one more, then budget for this expense in FY 2017/2018.

c. **Master Plan**

The Supervisor, Clerk & Treasurer have had a couple meetings with business owners regarding their thoughts, ideas, and input regarding the Master Plan. They are aware of the special board meeting on January 11, 2017 regarding the Master Plan. The business owners indicate that they will again hold a Business Association Meeting and would like Blair Township to be involved.

NEW BUSINESS:

a. **Township Attorney**

Moved by Wolfgang second by Clous to appoint Shawn Worden as the Township attorney effective immediately at a rate of \$175.00/hr. **Yes:** Zeits, Campbell, Fitzpatrick, Kucera, Wolfgang, Blonshine and Clous. **No:** None. **Motion carried.**

b. **Ed Draper Part time Paramedic/Firefighter**

When Ed Draper resigned as the Medical Director his letter of resignation stated that he would like to stay on as a part-time Paramedic/Firefighter. Since that time, he has indicated that he cannot commit the time. No further action needed.

c. **Full time Paramedic/Firefighter**

Moved by Wolfgang second by Kucera to appoint an interview committee for full time Paramedic/Firefighter position consisting of Fire Chief Carroll, Director of EMS O'Brien, Board Member Wolfgang and 2 full time EMS/Fire staff members. **Motion carried.**

d. **Medical Director/Paramedic/Firefighter Job Descriptions**

Moved by Wolfgang second by Blonshine to accept the job descriptions for Paramedic/Firefighter and Director of Emergency Medical Services with the following change to the Director of EMS description:

Item #17 Annually recommends a proposed EMS budget to the Township ~~Supervisor~~ Board.
Motion carried.

e. **Facebook Page/Website**

Rich Powell of High Profile who hosts Blair Township website discussed issues, security and problems that could arise with operating/changing own website.

Supervisor Blonshine would like a Facebook page for Blair Township to increase communication with the public. She will research other townships social media policies, and will draft a policy to bring to next meeting.

f. Appointment of Planning Commission Member

Moved by Blonshine second by Kucera to appoint Andy Nickerson to Planning Commission for a 3 year term expiring 11/30/2019. **Motion carried.**

g. Appointment of Township Board Representative to Fire Board

Chief Carroll stated that the board is complete and to keep as is. No action taken.

h. Notary Public

Supervisor Blonshine discussed the desire to have a Notary Public available at the Township for residents. Tracie Campbell and Jane Beuthin have submitted applications for approval.

i. Easter Egg Hunt in the Park

Moved by Clous second by Fitzpatrick to approve First Annual Easter Egg Hunt in Blair Township Park on April 8, 2017, not to exceed \$500.00 for supplies. **Yes:** Blonshine, Wolfgang, Zeits, Clous, Fitzpatrick, Kucera and Campbell. **No:** None. **Motion carried.**

j. Township Clean up day

Supervisor Blonshine will get quotes and revisit at budget time.

k. Retirement Plan-Medical Director

Moved by Wolfgang second by Blonshine to allow Director of EMS Dan O'Brien to continue contributing employee portion to MERS. **Motion carried.**

l. MERS Retirement for Township Employees

Moved by Wolfgang second by Clous to switch Township employees from North American Life Annuity to MERS 457B Plan effective with the next pay period. Township will still contribute 11%. **Yes:** Campbell, Zeits, Wolfgang, Blonshine, Clous, Kucera and Fitzpatrick. **No:** None. **Motion carried.**

m. FICA Budget Amendments

Moved by Fitzpatrick second by Clous to move FICA from each cost center to Township Board FICA line item. **Yes:** Clous, Blonshine, Zeits, Campbell, Fitzpatrick, Wolfgang and Kucera. **No:** None. **Motion carried.**

n. Cell Phone Reimbursement-Medical Director & Fire Chief

Moved by Clous second by Fitzpatrick to reimburse Medical Director and Fire Chief \$50.00 a month towards cell phone, as they are on call 24/7. **Yes:** Blonshine, Zeits, Campbell, Fitzpatrick, Wolfgang, Kucera and Clous. **No:** None. **Motion carried.**

o. MAMC Clerk's Institute

Moved by Blonshine second by Zeits to allow Board Member Wolfgang to attend Clerk's Institute, not to exceed \$1105.00. **Yes:** Zeits, Campbell, Fitzpatrick, Wolfgang, Kucera, Clous, Blonshine. **No:** None. **Motion carried.**

p. BS & A Quote

Moved by Wolfgang second by Clous to purchase BS & A software and move \$15,000 from Contingency to Town Board other services line item for BS & A software with the balance to be budgeted in the 2017/2018 fiscal year. **Yes:** Campbell, Fitzpatrick, Wolfgang, Kucera, Clous, Blonshine, Zeits. **No:** None. **Motion carried.**

q. MTA Conference in Lansing

Moved by Clous second by Blonshine to approve attending the MTA Conference in Lansing. **Yes:** Fitzpatrick, Wolfgang, Kucera, Clous, Blonshine, Zeits, Campbell. **No:** None. **Motion carried.**

Recess @ 8:02 pm.
Reconvened @ 8:12pm

r. Possible Land Acquisition

Moved by Clous second by Zeits to go into closed to discuss the possible land acquisition. **Yes:** Wolfgang, Zeits, Clous, Fitzpatrick, Blonshine, Campbell, Kucera. **No:** None. **Motion carried.**

Closed regular meeting at 8:13 pm.
Went into to closed session at 8:13pm.
Came out of closed session at 8:36pm.

Moved by Clous second by Zeits to come out of closed session. **Motion carried.**

Moved by Clous second by Blonshine to open regular meeting @ 8:37pm. **Motion carried.**

Moved by Wolfgang and second by Fitzpatrick to approve the minutes of the closed session. **Yes:** Wolfgang, Zeits, Clous, Fitzpatrick, Blonshine, Campbell and Kucera. **Motion carried.**

s. Surplus Thermal Imaging Camera

Moved by Wolfgang second by Zeits to declare one MSA Evolution 5000 Thermal Imaging Camera as surplus and advertise with a minimum bid to \$800.00. **Yes:** Kucera, Campbell, Fitzpatrick, Clous, Blonshine, Wolfgang, Zeits. **No:** None. **Motion carried.**

t. **Check Request Form**

Discussion on proposed Check Request form which will be renamed Purchase Requisition form.

u. **Increase Deputy Treasurers Hours**

Moved by Clous second by Fitzpatrick to increase Deputy Treasurer hours to 40 hours a week, at \$14.00 hour, effective 1/24/2017. **Yes:** Wolfgang, Kucera, Clous, Blonshine, Zeits, Campbell, Fitzpatrick. **No:** None. **Motion carried.**

v. **Clark Hill and Municipal Financial Consultants Incorporated**

Moved by Wolfgang second by Blonshine to sign the agreement with Clark Hill and Municipal Financial Consultants Incorporated.

PUBLIC INPUT:

There was none.

ADJOURNMENT: 8:57pm

Jane Beuthin
Deputy Clerk