



**Public Hearing Budget meeting
ROSS TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN
March 30, 2023 @5:30pm**

Attendee Name	Title	Roll Call Status
Christina Hutchings	Supervisor	Present
Alexander Harris	Clerk	Present
Syndee Genung	Treasurer	Present
Diana Langshaw	Trustee	Present
Michael Bekes	Trustee	Present
Lynn Harmon	Trustee	Present
Mike Sulka	Trustee	Present
Rob Thall	Attorney	Present

Also in attendance were about 10 interested residents.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

The pledge of Allegiance was recited.

Agenda

Motion: To accept the Agenda as presented.

Moved By: Sulka Seconded by: Langshaw

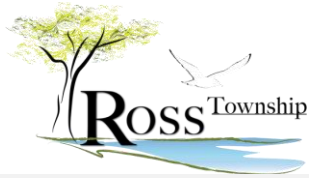
Vote: Unanimous all Ayes

Result: Carried

Public Hearing Open 5:46pm

Phoebe Moreo – Community Volunteer, 40% of Ross Townships income comes from State of Michigan Sales Tax. Ross Township only receives a 1% administrative fee from all property tax bills. The Township received a check for \$24,788 from Michigan State University for Payment in Lieu of Taxes (PILT) in March.

Connie Lavender- Noticed the draft budget needed a correction for department 215 - Clerk.



Purposed budget

Estimated township general fund expenditures for the fiscal year shall total \$1,021,406 for the various township activities. Estimated Township Fire Fund expenditures shall total \$421,003.

Motion: To accept the purposed budget with amendments made.

Moved By: Bekes Seconded by: Langshaw

Vote: Unanimous all Ayes

Result: Carried

Adjournment

Upon a motion duly made by Bekes and seconded by Sulka the Board voted unanimously to adjourn the meeting. 5:53pm.

Respectfully Submitted,

Alexander D Harris
Township Clerk



**Board Meeting Minutes
ROSS TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN
March 30, 2023 @ 6:00pm**

Attendee Name	Title	Roll Call Status
Christina Hutchings	Supervisor	Present
Alexander Harris	Clerk	Present
Syndee Genung	Treasurer	Present
Diana Langshaw	Trustee	Present
Michael Bekes	Trustee	Present
Lynn Harmon	Trustee	Present
Mike Sulka	Trustee	Present
Rob Thall	Attorney	Present

Also in attendance were about 10 interested residents.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

The pledge of Allegiance was recited.

Agenda

Motion: To accept the Agenda as presented.

Moved By: Langshaw Seconded by: Bekes

Vote: Unanimous all Ayes

Result: Carried

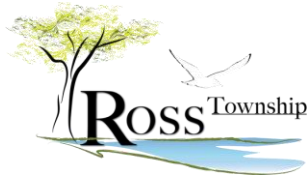
Consent Agenda

Amended Motion: To accept the consent Agenda, double checking the accuracy of the final version of the March 15 minutes as changes were recommended to and accepted by Clerk Harris prior to the meeting.

Moved By: Bekes Seconded by: Harmon

Vote: Unanimous all Ayes

Result: Carried



Citizen Comment

Phoebe Moreo – The townships accounting software BS&A needs help, to balance the Townships funds, and update the chart of accounts. The request to have CPA Jean Gemerich join the Volunteer staff to help update the General Ledger.

Mary Carol Wilkins – Regarding an error of paying BCBS \$1000 more per month since January, she was concerned that she was called out as the source of the error in an email and wanted to clarify that she would not have processed those bills as they do not go through the Office Manager position?

Community Volunteer Appointment

Motion: To have Jean Gemerich work with the Clerks office to train and work on the General Ledger at the Clerk's direction.

Moved By: Sulka Seconded by: Harris

Vote: Unanimous all Ayes

Result: Carried

Department Comments and Committee Reports

Fire Chief Doug Bogema – Budgeted \$420,000 for the fire department. Snow/Ice storm had responded to 24 calls in 30 hours. 60 calls last month, 25% increase. Relieved only 25 calls this month. New Tanker Truck is in the garage. The newest truck purchase is awaiting a pump to be installed. This is the 130th year for the Village Augusta Fire Department, look to celebrate with an ice cream social in the Augusta Park. Next year will be the 70th year for the Township Hall Fire Department. AARPA funds for fans on truck, also looking at buying about 10 AED units to have strategically located throughout the township. Buy AED from Stryker \$2,000 a piece. MSU should have 4 and has none. (Bekes is suggesting work done on this paragraph to make it easier to read – less choppy sentences. But it would be at Alex's discretion)

Planning Commission – Michael Bekes – had a PC meeting on March 27th where the PC approved a Special Land use for a 2,500 accessory building. The Annual Report should be to the Board at the May meeting and the fourth Monday of every month will be the PC meeting schedule for the 2023 fiscal year. Elections were held with Michael Moore as the Chairman, Sherri Snyder as the Vice Chair and Pam Sagar as the Secretary. The View shed ordinance changes will be presented at a public hearing at the April 24th PC meeting.

New Business

Office Feedback with the Clerk was openly discussed amongst the board members, coming to a consensus to keep transparency and work towards being a better team. The request to have the Health Savings Account payment made by the Clerk the following day for employees A.Harris and M.Rugg was agreed upon. Additional subject matter included:



- Perception should be considered regarding response times to inner office email requests.
- Perception should also be considered with regard to working in an office with no view into the office (covered up door window) with doors locked when present in the office.
- Draft minutes should be published timely after all meetings.
- Volunteer Phoebe will continue the migration to the chosen payroll vendor BASIC at the direction of Clerk Harris instead of postponing the transition due to lack of Clerk time.
- Clerk Harris will follow all Secretary of State restrictions on opening or accessing ballot boxes or bags, including maintaining written records of seal serial numbers when seals are broken and others are applied.

Appointments of ZBA

To support the Planning Commission recommendation, Michael Bekes agreed to represent the Planning Commission on the Zoning Board Of Appeals.

Motion: Nominate Mike Bekes to represent the Planning Commission on the Zoning Board of Appeals.

Moved By: Langshaw Seconded by: Genung

Vote: Unanimous all Ayes

Result: Carried

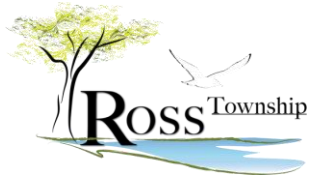
ARPA 2023 – American Rescue Plan Act

Bekes asked the Board to come to the April meeting prepared to discuss ARPA fund expenditures for 2023. Doug Bogema agreed to prepare a report to the board regarding ARPA funding to date for the fire department with recommendations on how to spend the balance of the \$40,000 allocated for last year and this year. The report should be in the Board's hands at least one week prior to the April 18th Board meeting. Supervisor Hutchings was also given the task to post for a grant writer and to bring a list of potential grants to the Board at the April 18th Board meeting for consideration. All who have ideas on APRA expenditures were encouraged to present their ideas at the April Board meeting as well.

GLSWA – Sherman Lake Sewer Connection invoice

Motion: To accept and pay the GLSWA invoice of \$128,709.50

Moved By: Bekes Seconded by: Langshaw



Vote: Unanimous all Ayes

Result: Carried

Salary Resolution Township Supervisor

A 3% increase from the previous salary.

Motion: To accept the Salary Resolution for \$51,680 per year

Moved By: Sulka Seconded by: Bekes

Vote: Unanimous all Ayes

Result: Carried

Salary Resolution Township Treasurer

A 3% increase from the previous salary.

Motion: To accept the Salary Resolution for \$51,680 per year.

Moved By: Langshaw Seconded by: Hutchings

Vote: Unanimous all Ayes

Result: Carried

Office Manager/Deputy Supervisor

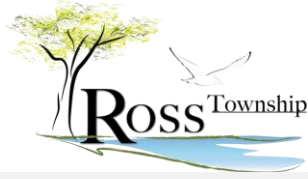
A 3% hourly pay increase

Motion: To accept the hourly rate increase to \$20.60

Moved By: Duly made and seconded.

Vote: Unanimous all Ayes

Result: Carried



Ross Township General Appropriations Act 2023-2024 Fiscal year Resolution

Amended Motion: To accept the proposed \$1,021,406 total expenses for 2023/2024 fiscal year and amend the resolution to read “Adopt Cost Center Budget”.

Moved By: Bekes Seconded by: Genung

Vote: Unanimous all Ayes

Result: Carried

Recording Equipment

Supervisor Hutchings, as our Technology Manager, was given the task to identify a robust meeting recording system that would be easy for Clerk Harris to use in the transcription process. The benefit of having the device owned by the Township was discussed. If Hutchings recommendation is acceptable to Harris and the price is less than \$500, she has authority to purchase. When purchased, the recording equipment can be used by other departments if desired. Intent of the project was to not use personal equipment for recording in the future.

RFP – Planning Activities Consultant

Requests for Proposal for a Planner to work with the Planning Commission, ZBA and Zoning Administrator will be sent out in April. The vendor list includes MCCENNA, WILLIAMS & WORKS, LANGWORTHY and SAFE BUILT.

Approved Grant Writer

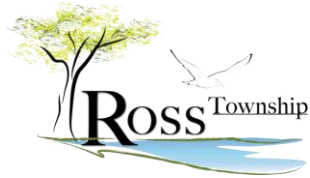
The candidate would need to do the grant research to see what is appropriate for the Township. Community Volunteer?

Motion: Post Grant Writer Position with a budget of \$4,000.

Moved By: Bekes Seconded by: Langshaw

Vote: Unanimous all Ayes

Result: Carried



Trustee

Harris_ The May 2nd Election is being prepared for, sending out 1,980 Applications, 800 AV Ballots, and we will train new election inspectors on April 13th and 14th.

Harmon_ What can we do everyday to make each other successful, ask yourself, am I upholding what residents of this township expect of me?

Hutchings_ We had the team building yesterday and have been tasked to work together.

Genung_ Tax Season is over and I am thankful for that.

Adjournment

Upon a motion duly made by Sulka and seconded by Bekes the Board voted unanimously to adjourn the meeting. 8:00pm.

Respectfully Submitted,

Alexander D Harris
Township Clerk