

Casco Township Board of Trustees
Regular Meeting of June 16, 2014
@ 7:00 pm

Call to order- Allan led in the Pledge of Allegiance and called meeting to order at 7:00 pm

Present: Judy Graff, Allan Overhiser, Lu Winfrey, Cheri Brenner and 7 other interested people.

Absent: Josiah Jessup

Public Comment: Representative from Consumers Energy- Dennis McKee. Explained that Consumers Energy will be replacing all electrical meters in Allegan County. When the new meters are replaced you will be able to go online and check on your own electricity account.

Reports

Clerk - Brenner presented 4/21/14 minutes of regular meeting for approval. Judy made motion to approve 4/21/14 minutes. Lu seconded. All votes in favor. Motion carried. Also presented were minutes of the 4/21/14 Election Committee for approval. Allan made motion to approved these minutes. Lu seconded. All votes in favor. Motion Carried. The minutes of the 5/19/14 regular meeting was also presented for approval. Judy made motion to approve the 5/19/14 minutes. Lu seconded. All in favor. Motion Carried. Brenner presented general ledger accounts for approval to be amended:

Changes that had already been adjusted are as follows:

Acct.#101.247.82500 Assessors Seminars-Conventions corrected amt	\$458.00
Acct.#101.287.72000 Cemetery Fica-Medicare corrected amt	\$2,306.64
Joe Dubas checks were being expensed to 101.400.712 PlanBd/Appeal Fica-Medicare in error.	
Acct#101.287.7200 Cemetery Fica-Medicare corrected amt	\$153.20
Karen O'Shea's check was being posted to 101.400.71200 in error. Al Ellingsen chk#22530 was expensed to 101.276.7200 Cemetery Fica-Medicare in error instead of 101.400.7200 Plan-Bd Fica-Medicare in the amount of	\$167.14
Blanche Wilkinson chk# 22594 was expensed in error to 101.215.7200 Clerk-Fica-Medicare 101.215.72000 BOR Fica-Medicare in the amount of	\$17.21
Total amounts adjusted	\$3,102.19

Other Accounts To Be Amended

Casco General

101.253.80200 Treasurers Mileage (entered in budget)	\$338.27
101.209.799 Assessor-Misc Supplies	\$340.00
101.215.72000 Clerk Fica-Medicare	\$290.32
101.215.93800 Clerk-Equip Maint	\$49.32
101.247.79900 BD/Review-misc. supplies entered in budget	\$91.26

101.265.70200	BldgDeptWages	\$1330.25
101.265.93800	Bldg Dept-Equip Maintenance	\$381.00
101.276.72000	Cemetery-Fica-Medicare	\$1,992.70
101.276.90000	Cemetery-electricity	\$94.51
101.276.93900	Cemetery-misc maintenance	\$117.35
101.400.70400	Zoning- Clerical Wages	\$2,833.24
101.400.71200	PlanBd/Appeal Fica-Medicare	\$766.01
101.400.79800	Zoning-Misc expenses	\$50.00
101.400.90100	Zoning-Legal Advertising	\$449.00
101.850.96000	Other Activities-Assoc Dues	\$3,368.17
101.850.96903	Other Activities-Airport Authority	\$150.00
101.850.96904	Other Activities-Hospital	\$300.00
101.850.99012	Other Activities-Water/Sewer	\$300.00
Parks & Recreation		
208.000.66500	Interest Earned	\$6.67
208.750.76000	Recreation Consultants	\$7,440.25
208.750.80400	Recreation Signage	\$1,690.54
Casco Senior Services		
290.000.66500	Interest Earned	\$6.53
290.000.80100	Printing (add to budget)	\$90.20
Cemetery Fund		
209.000.66500	Interest earned	\$18.86
Fire Department		
206.000.40100	Fire-Property Taxes	\$1,695.93
Total to be amended		\$24,190.08

Lu made motion to approve the General Ledger accounts to be amended. Judy seconded. All votes in favor. Motion carried.

Cheri presented Casco Township incident report for May 2014 from Allegan County Sheriff Dept.

Cheri attended an MTA conference on June 11, 2014. One program on Ethics, and Public Service Laws, Values, and Choices, and Don't Be That Guy.

Don't Be That Guy was on understanding how to account for the financial activity, budgeting, as well as how to put internal controls into place.

Cheri explained that from this seminar and also the township's insurance company and the townships auditor recommended that any cash drawers should be set up in the general ledger.

Cheri said that she has set up a petty cash account in the general ledger for the two cash drawers (clerk's office & treasurer's office) in the township hall. These will also be reconciled every month by someone else that doesn't use the drawer.

Treasurer's Report-

Balances as follows in all accounts:

General Fund	Balance	\$606,270.49
Parks Fund	Balance	\$38,783.04
Senior Services Fund	Balance	\$34,129.58
Fire Dept Fund	Balance	\$634,088.11
Road Fund	Balance	\$315,164.48
Cemetery Care Fund	Balance	\$129,252.17
Collected Tax Acct	Balance	\$1,210.17
Lakeview Sewer	Balance	\$33,220.51
Lakeview Water	Balance	\$23,684.75
Pacific Sewer	Balance	\$40,716.37

Lu made motion to approve the following anticipated Bills

General Fund	Orders #22646-22700	in the amount of	\$34,520.89
Parks Fund	Orders #485-497	in the amount of	\$3,000.49
Seniors Fund	Orders #427-434	in the amount of	\$5,200.90
Collected Tax	Orders #2956-2958	in the amount of	\$19,900.61

Cheri seconded the Treasurers report. All in favor. Motion Carried.

Treasurer reported that all the delinquent taxes have been collected for 2013 and that she is working on 2014 tax bills.

Seniors Report-

Susan Katt gave a brief report of activities for the Senior Care Program.

It was recommended for the township to purchase a television offered by DeDe McMannis in the amount of \$300.00. Judy made motion to purchase the TV. Lu seconded. All votes in favor. Motion Carried. This will be expensed out of Building Dept. Capital Outlay account.

Allan announced that unfortunately there were two Casco Township long time residents passed away this week, Mina Bodfish and Vern Adkin. They will be greatly missed.

Parks-

It was reported that John Johnson, Allegan County Health Dept., also member of the Park & Recreation Committee, said that the Health Dept is trying to reinstate water testing. With the opening of the new beach, it was recommended that the Board of Trustees write a letter to Health Dept., Environmentalist Health Service Manager, Randy Rapp requesting to have the water monitored this year. Cheri said she would write this letter.

Also, the Park committee met on 6/10/14 at the north side of the Nature Preserve to discuss the condition of the trees and this brought further discussion on the future use of this park.

There will be a ribbon cutting ceremony on 08/12/14 @ 6:00 pm prior to the regular monthly meeting.

Hospital- No meetings

Water/Sewer- With Meijers building here has helped the financial situation of the authority.

Old Business

Hall carpeting & painting quotes- A quote for carpeting the hall in the amount of \$15,952.79 and this also includes moving furniture out of offices and also a quote for painting in the amount of \$1,170.00.

Judy made motion to allocate \$20,000 for the carpet and painting of the township hall. Lu seconded. All in favor. Motion carried.

Loan payment for Stefan Property

Allan explained that at the end of 2/28/14 the township had a surplus of \$378,163.01. He continued to explain that a township can run in to financial problems if you don't have a surplus. Because of this surplus Allan felt that the township could afford to pay off the Stefan Property Loan in the amount of \$133,289.27 out of the general fund.

Lu made motion to pay off the Stefan Property Loan. Judy seconded.

Roll call vote: Allan, yes, Lu, yes, Judy, yes, Cheri, yes

All votes in favor. Motion carried.

Resolution to authorize the Supervisor and Clerk to sign for Bank Financing

Allan read letter from the township's attorney, Ronald Bultje, for the financing of Orchard Avenue-Casco Township Sanitary Sewer Extension and Resolution No. 061614-09 which reads below;

RESOLUTION NO. 061614-09

WHEREAS, an Ownership Retaining Contract (the "Contract") by and between the Township and B & Z Company of Benton Harbor, Michigan (the "Seller") for the acceptance of a certain sanitary sewer extension (the "Extension"), an Assignment of Ownership Retaining Contract (the "Assignment") by and between the Seller and Chemical Bank (the "Bank"), and an Agreement (the "Agreement") by and between the Township and the Seller pertaining to warranties and other matters between the Township and the Seller with respect to the Extension, have all been prepared and presented at this meeting for review by the members of this Board; and

WHEREAS, the Contract provides that the Extension shall be purchased from the Seller for a price of approximately \$173,116.25, which will be financed, payable in 15 equal annual installments, with interest at the rate of 2.79 percent per annum, until the principal amount of the Contract has been paid in full; and

WHERE AS, the Contract is, pursuant to the Assignment, to be assigned by the Seller to the Bank; and

WHEREAS, despite the Assignment, certain warranties and other obligations of the Seller to the Township pursuant to a construction contract for the Extension, are to remain in full force and effect as between the Township and the Seller, as is provided in the Agreement; and

WHEREAS, it is necessary to approve the Contract, the Assignment and the Agreement;

NOW, THEREFORE, BE IT RESOLVED:

1. The negotiations and discussions completed by the Township officials with respect to the Contract, the Assignment, the Agreement and construction of the Extension are ratified, affirmed and approved.

2. The Contract, Assignment and Agreement are approved in all respects substantially in the form presented at this meeting.

3. The Supervisor and the Clerk are each authorized and directed to execute the Contract and to deliver the same to the Seller and the Bank substantially in the form presented at this meeting, with such changes therein as the Supervisor and the Clerk may approve, such approval to be conclusively evidenced by the execution of the Contract by the Supervisor and the Clerk.

4. The Supervisor and the Clerk are each authorized and directed to execute the Agreement and to deliver the same to the Seller substantially in the form presented at this meeting, with such changes therein as the Supervisor and the Clerk may approve, such approval to be conclusively evidenced by the execution of the Agreement by the Supervisor and the Clerk.

5. The useful life of the Extension acquired pursuant to the Contract is hereby determined to not be less than 15 years.

6. The Supervisor and the Clerk are each directed and authorized to execute such additional documentation and take such other action as shall be necessary to effectuate the execution and delivery of the Contract, the assignment thereof to the Bank pursuant to the Assignment, and also the execution and delivery of the Agreement.

7. The assignment of the Contract by the Seller to the Bank is hereby approved.

8. The Township covenants to include in its budget each year a sufficient sum to pay all of its obligations under the Contract including, but not limited to, the principal of and interest thereon and, if necessary, to levy ad valorem taxes on all taxable property in the Township for such purpose, subject to constitutional and statutory limitations.

9. The Township designates the Contract as a "qualified tax-exempt obligation" under Section 265(b) of the Internal Revenue Code.

10. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

Lu made motion to approve Resolution No. 061614-09. Judy seconded.

Roll Call Vote: Judy Graff, yes, Lu Winfrey, yes, Allan Overhisor, yes, Cheri Brenner, yes.

All votes in favor:

Yahs: 4

Nays: 0

The signed documents are on file at the Township Hall.

New Business

In the new budget for 2014/2015 \$20,000 has been budgeted out of the cemetery fund for a pole barn for Sexton's equipment.

Allan felt that the employees of the township deserve a 3% cost of living raise effective July 1, 2014. The board agreed with Allan on this issue.

Also, Allan mentioned that we need to create a new line item for Website Coordinator and to be compensated \$100.00 per month. Cheri currently is fulfilling this position.

The July Board of Review date will be July 22, 2014 @ 1:30pm.

Allan got a request to possibly clear the 1st Street for a better view. Allan asked the Park Committee to look into this issue.

Request from Lynx Network Group seeking permit approval for the installation of aerial and underground facilities. Lynx will be installing fiber optic cables placed within the public right of way along roadways underground and on utility poles. (The map is included with these minutes.)

Allan made motion to approve. Lu seconded.

Roll call vote: Cheri, yes, Allan, yes, Lu, yes, Judy, yes

Marilyn Jessup's term on the Library Board has expired and she has agreed to continue on the board. Allan nominated Marilyn Jessup to be on the Library Board. Cheri supported. Lu seconded. All votes in favor. Motion Carried.

The ZBA Board has a vacancy we need to appoint someone to this board. If anyone is interested please contact Allan Overhiser or Cheri Brenner.

Allan presented a petition from Theresa Ruppert requesting to have to construct new road paving and any needed culverts for 71st St, from 103rd north to Hawkshead under the supervision of Allan Overhiser. The petition will be on file at the Clerk's office.

The summer Newsletter is going out in the summer 2014 taxes there was so much to write about that when Cheri had the newsletter completed she had to print it on legal size paper.

Lu made motion to adjourn. Judy seconded.

Meeting adjourned at 9:00 pm.

Minutes prepared by Cheri Brenner, Clerk

Attachments-

Lynx Network Group

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Cheri Brenner
Casco Township Clerk

269-637-4441