

Blendon Township
Board Meeting Minutes
October 18, 2021

1. **The meeting was called to order** at 7:00 pm by Supervisor, Kevin Peters
2. **Invocation** was given by Supervisor, Kevin Peters
3. **The Pledge of Allegiance** was recited by attendees.

4. **Roll Call: PRESENT:**
 - Kevin Peters, Supervisor
 - Greg Golembiewski, Treasurer
 - Jeff Meyer, Trustee
 - Don Vander Kuyl, Trustee
 - Robin Overway, Clerk

ATTENDING: Kurt Gernaat, Fire Chief

5. **Motion to approve the agenda** with the following additions was made by Don Vander Kuyl, support by Robin Overway
 - *New Business: (d) Resolution 2021-10.01*
 - *Correspondence: (b) ARPA funds, (c) Termination Letter, (d) Alzheimer's Email*Motion Carried 5-0
6. **Motion to approve the September 20, 2021, meeting minutes** was made by Greg Golembiewski, support by Don Vander Kuyl:

Motion Carried 5-0
7. **Motion to approve the invoices dated September 21, 2021, to October 18, 2021,** was made by Greg Golembiewski, support by Don Vander Kuyl.

Motion Carried 5-0
8. **Public Comment for items on the agenda: None**
9. **Treasurer's Report:**
 - As Submitted
 - Next month will have an itemized list of the cost of the new fire truck.
 - Currently interviewing new financial institutions
10. **Clerk's Report:**
 - As Submitted
 - ARA application approved. Receiving \$711,956.00 grant
 - Potentially removing modems from voting machines
11. **Supervisor's Report:**
 - Verbal
 - Met with Williams & Works
 - Continuing the bike path process on Port Sheldon and 48th Ave
 - Working on securing the easements
 - All engineering will be complete and ready to open the bidding process by mid-December.

- Would like the bike path completed by the end of June 2022.
- Consult with Jim Scales concerning the Township Manager Position.

12. Monthly Reports:

- a. Fire Department Activity Report
 - None Submitted
- b. Building Permit Report
 - As Submitted
- c. Building and Grounds Report
 - None Submitted
- d. Preliminary Planning Commission Minutes
 - As Submitted
 - Highlighted by Trustee, Jeff Meyer
 - Discussion ensued concerning the following:
 - At what point has Farmhaus Cider outgrown its current facility?
 - How many more changes is the Planning Commission going to allow at the current facility?
- e. Emergency Services Board Minutes
 - Highlighted by Chief Gernaat
 - Millage up for renewal in 2022
 - Looking at going to a single wage for firefighters

13. New Business:

- a. **Ordinance 2021-10.01**
 - Zoning Text Amendment
 - Addition of Mini-warehouse and self-storage units as permitted uses in the Light Industrial Zoning District
 - ***Motion to approve Ordinance 2021-10.01, an ordinance to add mini-warehouse and self-storage units as a permitted use in the Light Industrial Zoning District, was made by Don Vander Kuyl, support by Robin Overway,***
Motion Carried 5-0
- b. **Old Election Laptops**
 - Robin Highlighted
 - Discovered we can sell old equipment at a reduced rate.
 - Currently housing multiple outdated laptops from 2008 and 2017.
 - The (3) laptops from 2017 can be sold for \$50 each
 - ***Motion to allow the sale of the old laptops for the cost of \$50 each was made by Don Vander Kuyl, support by Greg Golembiewski.***
Motion Carried 5-0
- c. **Cemetery Woods Clean-up:**
 - Kurt Gernaat presented the following estimate from Integrity Tree Service.
 - Item 1: Parking Expansion and Clean-up: (\$2,665.50)
 - Clean-up down branches and debris left from the harvester from the existing parking lot to the established woods; approximately 40' from the asphalt and pile of debris in the large brush pile.
 - Cut down the dead maple near the east edge
 - Grind all stumps whole root ball in the ground
 - Level holes from the stump grinder.
 - Prep for seed by others

- Item 2: Cut Down Dead Pine (\$1,585.00)
 - Cut down the dead pine trees in south of the parking lot and east of the fire barn.
 - Approximately 20 trees
 - Fall trees into the woods and leave lay
 - No clean-up
- Item 3: Maintenance Building Area (\$3,350.00)
 - Clean-up down branches and piles of debris left from the harvester from the area south of the building.
 - Pile debris in the existing large brush pile to be burned by others.
 - Grind all stumps and whole root ball in the ground
 - Level holes from the stump grinder
 - Prep for seed by others
- Discussion ensued
- **Motion to approve the estimate provided by Integrity Tree Services for the completion of Items 1, 2, and 3 was made by Don Vander Kuyl, support by Greg Golembiewski.**

Motion Carried 5-0

d. **Resolution 2021-10.01:**

- Budget Amendment – Line-item Adjustments
- **Motion to approve Resolution 2021-10.01 was made by Don Vander Kuyl, support by Jeff Meyer.**

Roll Call: Yay: Peters, Overway, Golembiewski, Meyer, Vander Kuyl
Nay:

Motion Carried 5-0

14. **Old Business:**

a. **Township Manager:**

- Supervisor Kevin Peters highlighted all documents, minutes, and correspondence, regarding the township manager position, since 2019.
- Board reviewed the current ordinance draft as prepared by Township Attorney, Jim Scales, dated 4.07.2020.
 - Changes were made to the ordinance by the board.
 - Peters – comfortable approving the ordinance with the changes that were discussed and implemented.
 - Meyer – feels that the ordinance cannot be voted on tonight because there should be a public hearing and there was nothing published stating that the board would be voting.
 - Decision to send the current ordinance draft back to Jim Scales to implement the changes and for clarification.
 - Vote to be taken at the November meeting.
- Job Description:
 - The Board discussed the potential job description for the position.
 - Golembiewski – feels that the current job description is somewhat incomplete. There is nothing listed about education requirements.

- Decide to have admin ask Jim Scales if there is any document that he could provide that would be helpful in the creation of the job description for this position.

b. **Employee Handbook:**

- With the exception of Supervisor Peters, the board did not review the document.
- Township Attorney, Jim Scales, was not consulted as recommended be done at the September meeting.
- Supervisor Peters reviewed the document and highlighted the changes that he felt should be made.
 - There was discussion on these changes.
 - Discussion on Holidays and vacation time
- Supervisor Peters instructed the Board and Staff to have all changes and questions to admin for discussion at the next meeting.

c. **Budget vs. Actual Report:**

- Errors in the Social Security – Medicare Withholding for many departments
 - Clerk Overway states that this is due to journal entries and is an easy fix.

15. **Public Comments for items that were not on the agenda:**

- Joel Hoving questioned if there were water pressure problems at the cemetery and if the well was going dry.

16. **Correspondence for Information Purposes:**

- a. Letter: Ottawa County Ground Water Board
- b. ARPA funds
- c. Termination Letter – Extra Hands Cleaning LLC
- d. Alzheimer’s Support email

17. **Upcoming Events:**

- a. Planning Commission Meeting – **November 2, 2021**
- b. Township Board Meeting – **November 15, 2021**

18. **Adjournment:**

- a. With no other business to be brought before the Board, a motion to adjourn at 9:05 pm was made by Don Vander Kuyl, support by Robin Overway.

Motion Carried 5-0

Recorded via Audio Tape by Tina Vander Schuur
Submitted by Robin Overway, Township Clerk