

**BAINBRIDGE TOWNSHIP  
REGULAR BOARD MEETING MINUTES**

**January 14, 2019**

**CALL TO ORDER**

Supervisor, Bill Hodge called the January 14, 2018 meeting of the Bainbridge Township Board of Trustees to order at 7:00 p.m. at the Bainbridge Township Hall, 7315 Territorial Road. The meeting began with ringing of the bell and the Pledge of Allegiance to the flag.

**Present:** B. Hodge, N. Weber, J. Yetzke, D. P. Hiler-Molter, D. Baiers / **Absent:**

**PUBLIC COMMENT**

- Opened: 7:01p.m. Closed: 7:02 p.m.

**APPROVAL OF AGENDA**

- Motion by P.H. Molter / B. Hodge to add Clean Cut Settlement, and Baker vs. Bainbridge as agenda items and to approve December 10, 2018 agenda with additions. (attached)

**All in Favor**

**POLICE REPORT**

- Sgt. Josh Sutherland, Berrien County Sheriff's Department gave November's activity report with handouts.

**APPROVAL OF CONSENT AGENDA**

- **Consent Agenda** – Motion by N. Weber / D. Baiers to approved Consent Agenda, Check Detail and Payroll in the amount of \$59,710.02 (attached)

Recorder called roll: P.H. Molter, D. Baiers, B. Hodge, N. Weber, J. Yetzke

**Motion Carried**

**TREASURER REPORT**

- Reports presented. Last day taxes can be paid at Township will be February 28, 2019. (attached)

**REPORTS/SUPERVISOR:**

- Assessor, Building, Electrical, Enforcement, Fire, Mechanical, and Pride Care (attached)

**UNFINISHED BUSINESS:**

- None

**NEW BUSINESS:**

- **Zoning Board of Appeals (ZBA) Appointment** - Motion by J. Yetzke / N. Weber to approve appointment of Gary Zilke to the ZBA for a 3 year term, January 16, 2019 to January 16, 2022.  
Recorder called roll: B. Hodge, J. Yetzke, N. Weber, P.H. Molter, D. Baiers **Motion Carried**
- **Berrien County Road Dept. – Cost Sharing** - Board Members reported on meeting attended with Road Commission. Cost sharing is approximately \$52,000 for Road Commission and Township. (attached)
- **Fire Contracts – Benton Charter Township & Sister Lakes – Benton Charter Township Fire** - Motion by P.H. Molter / D. Baiers to extend option to renew contract another year.  
Recorder called roll: D. Baiers, N. Weber, B. Hodge, P.H. Molter, J. Yetzke **Motion Carried**  
**Sister Lakes Fire** – Motion by D. Baiers / N. Weber to extend option to renew contract another year.  
Recorder called roll: **Yes** - J. Yetzke, P.H. Molter/, N. Weber D. Baiers. **No** - B. Hodge  
**Motion Carried**
- **2019-20 Building Permit Fees** – Motion by J. Yetzke / D. Baiers to approve 2019-2020 Building Permit Fee Schedule (attached)  
Recorder called roll: D. Baiers, J. Yetzke, N. Weber, B. Hodge, P.H. Molter **Motion Carried**
- **2018-19 3<sup>rd</sup> Quarter Budget Amendment** - Motion by P.H. Molter / D. Baiers to approve Budget Amendments as presented (attached)  
Recorder called roll: P.H. Molter, J. Yetzke, B. Hodge, N. Weber, D. Baiers **Motion Carried**
- **2019-20 Employee Wage Expenses** - No action till February meeting.
- **2019-20 Township Fee Schedule** - Motion by N. Weber / J. Yetzke to approve 2019-2020 Township Fee Schedule. (attached)  
Recorder called roll: J. Yetzke, N. Weber, B. Hodge, P.H. Molter, D. Baiers **Motion Carried**
- **MTA Conference** – Motion by D. Baiers / N. Weber to approve April, 2020, MTA Conference by Supervisor Hodge with an approximate cost of \$670.00. (attached)  
Recorder called roll: D. Baiers, N. Weber, P.H. Molter, J. Yetzke, B. Hodge **Motion Carried**
- **Boyer Cemetery Tree Removal** – No Action. Supervisor will secure a bid to have tree removed and surveying of Cemetery for February meeting.
  
- **2019-20 Adopt Poverty Exemption Asset Test** – Resolution offered by P.H. Molter / D. Baiers to adopt 2019 Poverty Guidelines and Asset Test. (attached)  
Recorder called roll: J. Yetzke, P.H. Molter, N. Weber, B. Hodge, D. Baiers. (attached) **Resolution Carried**
- **2019-20 Board of Review Meeting Dates** – Resolution offered by N. Weber / D. Baiers Establishing Alternative Board of Review Meeting Dates. (attached)  
Recorder called roll: N. Weber, P.H. Molter, B. Hodge, D. Baiers, J. Yetzke **Resolution Carried**
- **2019-20 Annual Investment & Depositories** – Resolution offered by D. Baiers / J. Yetzke to adopt 2019-20 Investment and Depository Designation. (attached)  
Recorder called roll: B. Hodge, J. Yetzke, P.H. Molter, N. Weber, D. Baiers **Resolution Carried**
- **2019-20 Establish Regular Board Meeting Dates** – Resolution offered by N. Weber /P.H. Molter to Establish Regular Township Board Meetings Dates for Fiscal Year 2019-2020. (attached)  
Recorder called roll: D. Baiers, J. Yetzke, P.H.Molter, B. Hodge, N. Weber **Resolution Carried**
- **Addition to Wage Classification/Job Description** – Motion by J. Yetzke / N. Weber to approve Office Manager position. (attached)  
Recorder called roll: B. Hodge, N. Weber, J. Yetzke, P.H. Molter, D. Baiers **Motion Carried**

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- **Wage /Job Description to Office Manager** – Motion by B. Hodge / D. Baiers to approve salary of \$15.50 for Office Manager position with new job description. (attached)  
Recorder called roll: D. Baiers, P.H. Molter, B. Hodge, N. Weber, J. Yetzke **Motion Carried**
- **Evaluation on Yearly Basis** – Motion by D. Baiers / P.H.Molter to approve a yearly job evaluation of Office Manager. (attached)  
Recorder called roll: B. Hodge, N. Weber, P.H. Molter, J. Yetzke, D. Baiers **Motion Carried**
- **Offer Position / Office Manager** – Motion b B. Hodge / N. Weber to offer Office Manager position to Barb Abbott with wages starting January, 2019.  
Recorder called roll: D. Baiers, P.H. Molter, J. Yetzke, N. Weber, B. Hodge **Motion Carried**
- **Clean Cut LLC Settlement** – Motion by P.H. Molter / N. Weber to accept offer of \$21,000.00 settling the claim of repairs made on Daiken Peters Drain allowing Township Attorney and Clerk to file necessary paperwork. (attached)  
Recorder called roll: J. Yetzke, N. Weber, B. Hodge, D. Baiers, P.H. Molter **Motion Carried**

**PUBLIC COMMENT:**

- Opened: 8:04 p.m. Closed: 8:04 p.m.

**CORRESPONDENCE:**

- **Lake Michigan College** – January 21, 2019 – Martin Luther King Jr. Celebration
- **Baker vs. Bainbridge Township** was given a motion by Judge Howard, Berrien County, to dismiss the case against Bainbridge Township by Susan Baker on the fact there was no merit for law suit.

**ADJOURN:**

- Motion by J. Yetzke / N. Weber to adjourn at 8:09 p.m.

All in favor  
**Motion Carried**

***Respectfully Submitted,***

***Patty Hiler-Molter, Clerk***

*All matters listed under the Consent Agenda are considered routine by the council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required it will be removed from the Consent Agenda and considered separately.*