Approved: X

**Pokagon Township Regular Meeting Board Minutes**

**March 13, 2019**

The meeting of the Pokagon Township Board was called to order on Wednesday March 13, 2019 at 7:00 pm. Roll call of members showed the following members present: Linda Preston, Gary Mihills, Kevin Young and Renee Meiser. Absent: Bob Shaffer. Supervisor Linda Preston opened the meeting and led the pledge of allegiance.

Motion made by Gary and supported by Kevin to approve the February 13, 2019 regular meeting minutes with the addition of the “excerpt” section into the body of the minutes and the February 19, 2019 special meeting minutes as presented. All ayes. Motion carried by voice vote.

**PUBLIC COMMENT:**

Brandon Hebard of Wightman presented the Township Hall Feasibility Study to the board and audience. Floor Plan, cost study, and timeline (schedule) was discussed. Preferred Option 3 which consists of remodeling the existing 2000 sf of the Pokagon Township Hall and the addition of approximately 1000 sf of office and vestibule area. Jerry Bement questioned the total expense and what it covered as well as suggestions regarding: energy efficiency, skylights, bullet proof window at walk up window, radiant floor heat. All taken into consideration by the board and Brandon of Wightman.

\*\*\* Gary moved and Kevin supported to authorize Brandon/Wightman to move forward with the Feasibility Study proposal to begin the Schematic Design (next phase). All ayes. Motion carried.

**REPORTS**

**Supervisor:**  Linda: attended MTA capital conference, reappointed to Habitat board.

**Clerk:** No report

**Treasurer:**

Reported Gen Fund balance at $498,090.85 as of February 28, 2019.

Winter Tax collection complete. BS&A download scheduled for April 5 and July 1st going live with program.

Allocated funds transfer:

\*\*\* Kevin moved and Gary supported to transfer funds from Pokagon fire fund to fire sinking (vehicle) fund in the amount of $54,458.00. All ayes. Motion carried.

**Assessor:**  Bill Kays not present. Linda reported that BOR dates are this week, with 8 appeals on Monday. BOR member Jerry Bement attended BOR training and thanked the board for sending him as it was a great experience.

**Building Inspector:**  1 permit

**Zoning Administrator& Blight:** Joe True (absent)

Zoning- no activity

Blight: no activity/ weather

**Ambulance:**

SMCAS- 8 calls Gary reported they are using a road safety system which monitors driving on the frontline trucks

Pride Care- 8 priority 1 calls, 9 priority 2 calls = 17 total with a 7 min 17 sec average

**Fire Department:**

Indian Lake: Doug Shaffer present / 7 calls per report.

Pokagon VFD: Gary read report / 8 calls

Letters were provided to the board from Chuck Bower / Pokagon VFD – regarding training hours mandated by the State to increase fire training from 24 hours to 240 hours. Linda will look into the specifics.

**Zoning Board of Appeals:** None

**Planning Commission-** Planning Commission will have Quarterly meeting and Public Hearing for the new Zoning Ordinance on March 26th 2019 at 6:00 pm at the township hall.

**Cemetery Board:**  Bob Shaffer absent. No report. Doug Shaffer requested that an address and sign be obtained for the Summerville Cemetery for locating purposes. Linda will contact the county for information. A claim will be made to Farm Bureau Insurance for fence damage when an estimate is received for the work.

**Transfer station:** Closed (due to weather) May open March 16th.

**Bills:**

Motion made by Gary and supported by Kevin to pay bills as submitted in the amount of $55,146.17 Motion carried by roll call vote.

**Unfinished Business:**

DMK donation proposal- board discussion of pros and cons of accepting donation of the lot.

\*\*\* Kevin moved and Gary supported to authorize Linda to move forward with accepting the donation of the DMK lot donation to Pokagon Township. All ayes. Carried.

SAD Inn D Inn Drive – Special Meeting on March 27th at Silver Creek Township Hall at 7:00 pm.

2019 Township Meeting Calendar with the August meeting being on August 7th instead of August 14th and the same Holidays (closed dates) as in 2018

\*\*\* Linda moved and Kevin supported to accept the 2019 Meeting schedule as presented. All ayes. Carried.

Budget Amendments:

$8000.00 from Contingency to Gen Fund Accounting -$5119.00 / Cemetery $24,147 / $1000.00 to Capital Outlay / $200.00 to BOR

\*\* Linda moved and Kevin supported

Budget Amendments will be provided by Linda at the April Meeting:

**New Business:**

LRSB Meeting – Linda attended- financial review

The board took action on adopting the 2019-2020 budget.

\*\* General fund budget: Linda moved and Gary supported to accept the 2019-2020 general fund budget as presented. All ayes. Carried.

\*\* Fire fund budget: Linda moved and Gary supported to accept the 2019-2020 fire fund budget as presented. All ayes. Carried.

\*\* Ambulance fund budget: Linda moved and Gary supported to accept the 2019-2020 ambulance fund budget as presented. All ayes. Carried.

\*\* Cemetery fund budget: Linda moved and Gary supported to accept the 2019-2020 cemetery fund budget as presented. All ayes. Carried.

Linda would like to use the Township Hall on March 24th

Furnace required repair

County FOIA training on June 26th 9-4 pm

PA-57 explanation

Treasury Department- Chart of Accounts training / October

A special meeting was scheduled for March 19th at 4:30 pm to discuss road projects and contracts for 2019.

Linda moved and Gary supported to adjourn.

Meeting adjourned at 9:25 pm.

Renee Meiser / Clerk

Pokagon Township Board Minutes