

COVERT TOWNSHIP BOARD OF TRUSTEES REGULAR BOARD MEETING MINUTES

**Tuesday, September 10, 2019 at 7:00 p.m.
Covert Township Hall**

The Regular Meeting of the Covert Township Board was brought to order by Supervisor Palgen at 7:00 PM.

The Pledge of Allegiance to the Flag was led by Supervisor Palgen.

Members Present: K. Harrington, D. Cook, D. Palgen, L. Taylor, W. Pritchard

Members Absent: None

Also Present: Roxanne Seeber, Township Attorney

Public Comment

- Rev. W. C. Askew, Sr., Van Buren County Road Commissioner, updated the board on State road budget and shared that the County is currently doing storm clean-up and have completed 5/10 requests from Covert. They will also be holding an informational meeting on October 24th, 2-4PM and 6-8PM for Townships, and be introducing a new application that allows residents to upload photos from their phone to report issues.
- Gail Patterson-Gladney, Van Buren County Commissioner District #1, shared the latest vote to keep the courthouse murals uncovered and encouraged citizens to email her their opinions on matters concerning the county commission at gladneyg@vbco.org. Ms. Patterson-Gladney also shared the recent contract with Advanced Correctional Healthcare and Market Van Buren.
- Barbara Norman, President of Van Buren United Civic Organization, thanked the board for their cooperation in allowing the organization to improve Senior Services funded by the Senior Millage.
- Carol Gage-Stewart, Covert resident, asked for an update on repairing the sidewalk to Dollar General. Supervisor Palgen responded that quotes are being gathered and it will be billed to Dollar General.

Chief Updates

- Police Chief Allen shared that several people were identified out of Battle Creek for stealing items out of parked vehicles. They also seized \$20,000 worth of stolen cell phones as part of a major investigation involving the

Michigan and Illinois State Police. Trustee Harrington requested that the monthly police report have a list of incidents in more detail and that they have free access to the Police Station.

- Fire Chief Myers presented a “New Baby Award” to Miguel Llerena and Matthew Schimmel for the safe delivery of a baby in an elevator. Chief Myers also shared that three (3) Stop the Bleed classes were conducted, hydrant testing is underway and that they currently have openings for part time employment.

Consent Agenda

- ***Draft*** Minutes of the August 13, 2019, Regular Board Meeting
- ***Draft*** Minutes of the August 20, 2019 Special Board Meeting Minutes
- Clerk’s Invoice Register Report and Payroll Period Reports as presented
- Treasurer’s Revenue Receipt Distribution, Banking, & Budget Report as presented
- Police Chief's Report as presented
- Fire Chief's Report as presented
- Public Work Report as presented

Motion by L. Taylor, seconded by W. Pritchard, **to approve** the Consent Agenda as presented.

Roll Call Vote: Yes: 5, No: 0, CARRIED

Meeting Minutes and Board Liaison Reports

- ***DRAFT*** August 21, 2019 Airport Authority Meeting Minutes were presented.
- ***DRAFT*** June 5, 2019 Senior Advisory Committee Meeting Minutes presented by D. Palgen.
- ***APPROVED*** June 20, 2019 and ***DRAFT*** August 22, 2019 Park Advisory Committee Meeting Minutes were presented by D. Cook.
- ***APPROVED*** March 20, 2019 and ***DRAFT*** August 21, 2019 Planning Commission Meeting Minutes were presented by L. Taylor.

Unfinished Business

Jeff Wingard, PE with Fleis and Vandenbrink presented the progress on Covert Township’s application for a USDA Rural Development Grant to fund the wastewater infrastructure needs.

Motion by L. Taylor, seconded by D. Cook, **to approve** removing from the table the Transfer Station Policy, the Transfer Station Attendant Job Description, and the 2019/2020 Transfer Station Fee Schedule.

Roll Call Vote: Yes: 5, No: 0, CARRIED

Motion by D. Palgen, seconded by W. Pritchard, **to approve** the Transfer Station Policy as drafted and presented to the Board effective November 1, 2019.

Roll Call Vote: Yes: 4, No: 1, CARRIED

Motion by D. Cook, seconded by K. Harrington, **to approve** the Transfer Station Attendant Job Description as presented, with the addition of specific financial responsibilities, effective November 1, 2019.

Roll Call Vote: Yes: 5, No: 0, CARRIED

Motion by D. Cook, seconded by W. Pritchard, **to approve** the 2019/2020 Transfer Station Fee Schedule as requested and presented to the Board effective September 11, 2019.

Roll Call Vote: Yes: 2, No: 3, FAILED

New Business

John Biek, Indiana Michigan Power Customer Service Representative, presented the proposal to replace Covert Township's street lights with LED fixtures.

Motion by D. Palgen, seconded by W. Pritchard, **to approve** authorizing Supervisor Palgen to sign the contract between Indiana Michigan Power and Covert Township to upgrade existing street light fixtures to LED street light fixtures and maintain the street lighting system for Covert Township.

Roll Call Vote: Yes: 4, No: 1, CARRIED

Motion by K. Harrington, seconded by L. Taylor, **to table** accepting the donation of a Life Jacket Loaner Board from Safe Kids Coalition Greater South Haven at no cost to the Township, to install at the Covert Park Beach and Campground.

Roll Call Vote: Yes: 3, No: 2, CARRIED

Motion by D. Palgen, seconded by D. Cook, **to approve** adopting the State of Michigan Bureau of Construction Codes Permit and Inspection Fee Schedule.

Roll Call Vote: Yes: 4, No: 1, CARRIED

Glenn Lindsey, SAFEbuilt Regional Operations Manager, presented details of the services available to Covert Township.

Motion by W. Pritchard, seconded by D. Palgen, **to approve** the Professional Service Agreement with SAFEbuilt as presented effective January 1, 2020.

Roll Call Vote: Yes: 4, No: 1, CARRIED

Motion by D. Palgen, seconded by D. Cook, **to approve** the purchase of the BS&A Building Department Software Module at a cost not to exceed 12,615.00, plus an annual fee of \$785 for the first two years.

Roll Call Vote: Yes: 4, No: 1, CARRIED

Motion by D. Palgen, seconded by W. Pritchard, **to approve** the Vacation and Sick Policy for Non-Union Employees as presented.

Roll Call Vote: Yes: 5, No: 0, CARRIED

Motion by K. Harrington, seconded by W. Pritchard, **to approve** Free Transfer Station Days for two weekends; October 11th and 12th and October 18th and 19th, 2019.

Roll Call Vote: Yes: 5, No: 0, CARRIED

Motion by D. Cook, seconded by D. Palgen, **to approve** project #497.3052 as quoted from the Van Buren County Road Commission for the cross-pipe Replacement on 40th at a total cost to Township of \$4,633.98.

Roll Call Vote: Yes: 5, No: 0, CARRIED

Motion by D. Cook, seconded by W. Pritchard, **to approve** paying Matthew Schimmel from the police budget for any police work he will be doing for Covert Township.

Roll Call Vote: Yes: 5, No: 0, CARRIED

Motion by D. Palgen, seconded by W. Pritchard, **to approve** adopting the proposed Park Fee Rate effective 2020 as presented, with an addition of a 5% veteran's discount for day use and an increase to the seasonal rate to \$3,000.

Roll Call Vote: Yes: 4, No: 1, CARRIED

Motion by D. Cook, seconded by K. Harrington, **to approve** authorizing McKenna and Associates to update and review the revised 5-Year Park and Recreation Plan, not to exceed \$750.

Roll Call Vote: Yes: 5, No: 0, CARRIED

Information

- Trick or Treat is Thursday October 31, 2019 from 5pm to 6pm at the Police/Fire Complex.
- Construction for the Campground washroom is scheduled for September 16th. Electrical has already been re-routed.
- The property on 32nd and M 140 anticipate construction in spring 2020 and have yet to submit building plans.
- Wilderness Dunes is still discussing options to extend water to their area.
- A Special Meeting of the Township Board is scheduled for September 24th at 6pm to discuss selling the old Medical Building and changes to insurance.
- Quality Paving gave a quote to repair the walkway from public housing to the post office. Wightman and Associates, as well as Public Housing Commission, will review.

Motion by L. Taylor to adjourn at 9:41 p.m.

Submitted by Daywi Cook, Township Clerk

Next Regular Board Meeting- Tuesday, October 8, 2019 at 7:00 p.m.