

****DRAFT****

**COVERT TOWNSHIP BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES**

**Tuesday, October 9, 2018 at 7:00 p.m.
Covert Township Hall**

REGULAR MEETING

The regular meeting of the Covert Township Board was brought to order by D. Palgen at 7:00 PM.

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

Members Present: D. Cook, D. Palgen L. Taylor, M. Rendell

Members Absent: K. Harrington

Also Present: Harold Schuitmaker, Covert Township Attorney

Public Comment

- Rev. W. C. Askew, Sr., Van Buren County Road Commissioner, shared progress of Covert projects and details of an informational session regarding the County's road millage proposal to appear on the November General Election ballot.
- Gail Patterson-Gladney, Van Buren County Commissioner District #1, gave a report to the Board on developments from the County. 2018 plat books are also available for purchase.
- Barbara Norman, Covert resident, commented that the contractor that completed the road work on 75th Ave was in and out in two days as promised.
- Dorothy Holmes, Covert resident, shared information and comments from the Road Commission meeting she attended earlier in the week.
- Margarete Cooper-McDonald, Covert resident, asked if the walkway from the Public Housing facility to the Post Office was complete and that she cannot safely use it.

Chief Updates

Fire Chief Myers presented an update on Fire Department activities, including activities during "Fire Safety Month" and how to obtain burn permits.

Consent Agenda

- *Draft* Minutes of the September 11, 2018 Regular Board Meeting
- “Draft” Minutes of the September 18, 2018 Special Board Meeting
- 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 D. Cook, **to approve** the Consent Agenda as presented.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Meeting Minutes and Board Liaison Reports

- Planning Commission August 15, 2018 Approved Meeting Minutes and September 19, 2018 Draft Meeting Minutes, were presented by L. Taylor.
- Park Advisory Committee June 21, 2018 Approved Meeting Minutes, August 23, 2018 Approved Meeting Minutes, and September 20, 2018 Draft Meeting Minutes, were presented by D. Cook.
- Zoning Board of Appeals March 8, 2018 Approved Meeting Minutes, and August 8, 2018 Draft Meeting Minutes were presented by L. Taylor.
- Election Commission October 2, 2018 Meeting Minutes were presented D. Cook.

Unfinished Business

Jeff Wingard from Fleis and Vanderbrink presented a proposal to complete the application process for a loan and possible grant from the USDA to complete Capital Improvements on Covert Township’s Wastewater System.

Chief Updates (Continued)

Police Chief Allen presented information to the public regarding a recent increase in larcenies and breaking and entering. He urged the public to call 911 if they see anything suspicious and to request property inspections if they plan to leave home for a period of time.

New Business

The following properties have orders to raze or repair structures not in compliance with the International Property Maintenance Code, provisions of the State Construction Code and/or the Housing Law of Michigan. D. Palgen addressed the

following properties individually and gave property owners an opportunity to comment.

- 2018-01: Karen Sue Curtis/Brandy Schultz, 70538 28th Avenue
Comments: Two representatives addressed the board and commented that the yard is picked up and mowed, the skirting has been replaced and electric restored.
- 2018-10: Lloyd Whitelow, 74229 CR-378, *Comments: Jack Hess commented that he owns the equipment that is in the lawn and is currently in probate court to collect.*
- 2018-11: Walter Jackson, 71041 32nd Ave, *Comments: Mr. Jackson explained that he had purchased the property with the existing damage to the barn and is in the process of removing the debris so the Building Inspector can get another look.*
- 2018-12: Harold Davis, 70882 CR-378, *Comments: No one present.*
- 2018-15: Raquel Garcia, 45281 82nd Street, *Comments: No one present.*
- 2018-19: Anthony Greenbay, 47119 M-140, *Comments: Darryl Greenbay explained that his uncle is currently residing in the residence and they do not want to evict him and do not know what to do.*
- 2018-21: Raymond Lewis, 25940 75th Street, *Comments: Two representatives commented that they are having difficulty evicting the people in the trailer, even with the eviction notice. They are also trying to find financing to make repairs.*

Motion by D. Palgen, seconded by M. Rendell **to approve** the request of Dangerous Buildings Hearing Officer David Leroy to uphold his orders and enforce the orders by any lawful means and to further modify the orders by requiring the property owners to place the yard/property into compliance with the International Property Maintenance Code provisions of the State Construction Code and the Housing Law of Michigan by the elimination of all unlicensed and/or inoperable motor vehicles and the parts thereof, tires, rags, household garbage, litter, trash, brush piles; construction materials, unused and unusable machinery, debris, wood and plastic items, barrels, indoor furniture, discarded items, and any other unused/unusable items that have been left or stored in the yard on the following parcels:

- 2018-01: Parcel#: 80-07-001-030-01/Address: 70538 28th Ave.
- 2018-10: Parcel#: 80-07-015-080-00/Address: 74229 CR-378
- 2018-11: Parcel#: 80-07-013-019-20/Address: 71041 32nd Ave.
- 2018-12: Parcel#: 80-07-012-021-00/Address: 70882 CR-378

- 2018-15: Parcel#: 80-07-031-043-00 /Address: 45281 82nd St.
- 2018-19: Parcel#: 80-07-035-029-00 /Address: 47119 M-140
- 2018-21: Parcel#: 80-07-003-045-00 /Address: 25940 75th St.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Case 2018-05: Margaret Russell, 40214 76th Street

D. Cook opened sealed bids from contractors to perform the demolition and cleanup of structures on the property in accordance with the orders from the Dangerous Building Hearing Officer.

Motion by L. Taylor, seconded by M. Rendell, **to approve** the bid from Jack’s Excavating and Trucking in the amount of \$7400 to demolish said structures and clear debris at the property located at 40214 76th Street in Covert Township (Parcel #80-07-028-031-00) as ordered by the Dangerous Hearing Officer and the Covert Township Board.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by D. Palgen, seconded by L. Taylor **to approve** the revised site plan for the proposed Carry-Out Bakery located at 30932 M-140 Hwy as recommended by the Covert Township Planning Commission.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by L. Taylor, seconded by D. Cook, **to approve** the renewal of the annual contract with AccuMed Billing for reporting software and billing as presented.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by L. Taylor, seconded by M.Rendell, **to approve** the sale of the 1992 Pierce Dash Engine Fire Truck as scrap metal, and use the revenue toward the new fire truck.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by D. Palgen, seconded by D. Cook, **to approve** the purchase of the following exercise equipment for the exercise room of the Police/Fire Complex, in the total amount of \$4,754, upon inspection of the current weight bar to determine whether a new one is needed:

MLW-14 Monster Lite Wall Mount System	\$1,450.00
Rogue Adjustable Bench 2.0	\$545.00
Ohio Bar Black/Bright Zinc	\$564.00

Rogue 1000lb Bumper Set High Temp	\$1,775.00
Rogue USA Aluminum Collars	\$100.00
Horizontal Plate Rack 2.0	\$320.00

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by M. Rendell, seconded by D. Palgen, **to approve** the purchase of the Laser Tech True Speed SX BT Model Speed Measurement Unit for the Police Department in the amount of \$1995.00.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by D. Palgen, seconded by D. Cook, **to approve** the purchase of both Casualty and Property Terrorism coverage from Berends, Hendricks and Stuit Insurance, in the amount of \$300.00

Roll Call Vote: Yes: 1, No: 3, Absent: 1 CARRIED

Motion by L. Taylor, seconded by M. Rendell, **to authorize** Department of Public Works Manager, George Piggee to obtain bids from contractors to excavate and install a sidewalk at the Covert Community Park, as recommended by the Park Advisory Committee, in three phases with prices for both concrete and asphalt.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by L. Taylor, seconded by M. Rendell, **to approve** the request of Covert Park, Beach and Campground Manager, Robin Abshire to increase her annual contract by \$6,800.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

D. Cook opened sealed bids from contractors to perform the demolition and cleanup of a storage shed at the Park and Campground as detailed in the Request for Proposal.

Motion by D. Palgen, seconded by D. Cook, **to table** awarding the shed demolition contract until all associated costs for the Restroom/Shower Facility building project have been compiled and the Board approves the building of the Restroom/Shower Facility.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by D. Palgen, seconded by M. Rendell, **to approve** the Covert Township Accounts Payable Policy as presented.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by D. Palgen, seconded by D. Cook **to approve** the Covert Township Expenditure Authorization Policy as presented.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by L. Taylor, seconded by D. Cook, **to approve** the Covert Township Expense Reimbursement Policy as presented.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by L. Taylor, seconded by D. Cook, **to approve** payment of \$58,743.16 to Van Buren County as presented.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Geoff Parrett of Parrett Company presented three options to replace the printer/copier at Township Hall.

Motion by D. Cook, seconded by D. Palgen, **to approve** the purchase of the SHARP MX-3050V printer in the amount of \$5,256.50 from Parrett Company.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by D. Palgen, seconded by D. Cook, **to approve** additional ditching to be performed by the Van Buren Road Commission, in the amount of \$14,285.01.

Roll Call Vote: Yes: 4, No: 0, Absent: 1 CARRIED

Motion by L. Taylor **to adjourn** at 9:04 p.m.

Next Regular Board Meeting Tuesday, November 13, 2018 at 7:00 p.m.

Daywi Cook, *Covert Township Clerk*