

COVERT TOWNSHIP

REGULAR BOARD MEETING

Tuesday, December 12, 2023 at 6:00 PM

Covert Township Hall
73943 Lake St, Covert, MI 49043

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AS A COURTESY TO OTHERS PLEASE SILENCE ALL CELL PHONES.
THERE WILL BE TWO PERIODS FOR PUBLIC COMMENT – ONCE AT THE
BEGINNING AND AGAIN AT THE END OF THE MEETING.
PLEASE REFRAIN FROM QUESTIONS AND COMMENTS UNTIL THOSE
DESIGNATED TIMES.

AGENDA

1. Call to Order/Pledge of Allegiance

2. Roll Call

3. Approval of Agenda

Motion by _____, seconded by _____ to
approve/deny/table the agenda as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

4. Commissioner Updates

5. Public Comment – *please keep comments to three (3) minutes.*

6. Informational Updates

- a. Holiday Lighting Ceremony Recap
- b. Holiday Closure Dates – 12/22/2022 -1/1/2023
- c. Holtec International Press Release – Two Modular Reactors
- d. SHAWSA Request to Join & Other Developments
- e. Spark Grant Round #3 TA Assistance– Reading Garden

- f. Recognize Stanley Zurwalski and Jacqueline Zurwalski for their many years of service.

7. CONSENT AGENDA

- a. Draft Minutes of the November 14, 2023 Regular Board Meeting
- b. Clerk’s Invoice Register Report and Payroll Report
- c. Treasurer’s Revenue Receipt Distribution, Banking and Budget Report
- d. Emergency Expenditure Post-Review – Library Furnace Repair
- e. Fire & Police Department Report
- f. Department of Public Works Report
- g. FOIA Request Report
- h. Senior Services Report
- i. Safebuilt Permits Report

Motion by _____, seconded by _____ to approve/deny/table the Consent Agenda as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Barnes: _____, Taylor: _____, Cook: _____

8. BOARD AND COMMISSION MEETING MINUTES

Community Garden Advisory, Senior Advisory, Airport Authority and Zoning Board of Appeals did not meet in November. Planning Commission minutes pending.

- a. DRAFT Community Garden Advisory Committee 10/27/2023
- b. DRAFT Ordinance Review Board 11/13/2023
- c. DRAFT Historical Museum Advisory Board 11/13/2023
- d. DRAFT Planning Commission 11/15/2023 *pending*
- e. DRAFT Park Advisory Committee 11/16/2023

9. OLD BUSINESS

- a. **NCG Litigation Cost-Share Agreement between Covert Township and Van Buren County**

The Board asked that Van Buren County consider a new Cost-Share Agreement that removes the deposit of the 1% Administrative Fee to cover the initial costs of the NCG Litigation shared by the County and Covert Township. A revised agreement has been reviewed by Attorney Thall.

Motion by _____, seconded by _____ to approve/deny/table authorizing Supervisor Cook to present the revised Cost-Share Agreement to the Van Buren County Commissioners for consideration, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

b. Covert Park Beach & Campground Cabins

It has been recommended by the Park Advisory Committee to move two cabins to existing developed sites to both relieve the electrical demand on that part of the system, and provide up to 8 more parking spaces. DPW Manager George Piggee received two bids for moving the cabins. The subject was tabled pending more comparable bids.

Motion by _____, seconded by _____ to approve/deny/table the quote from _____ in the amount of \$ _____ to move two cabins at the campground, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

c. Nomination Recommendation to the District Library Board

Dan Hutchins, Executive Director of the Van Buren District Library, has submitted a letter asking the Covert Township Board to reappoint Mr. Wayne Rendell to the VB District Library Board of Trustees for another four-year term. The subject was tabled pending review of additional applicants.

Motion by _____, seconded by _____ to approve/deny/table re-appointing Wayne Rendell to represent Covert Branch Library on the Van Buren District Library Board for another four-year term, to expire December 31, 2027.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

d. Zoning Ordinance to Amend – Child Day Care Homes

A public hearing was held by the Planning Commission on April 19, 2023 with proposed changes to the Comprehensive Zoning Ordinance regarding Child Day Care Homes. The amendments were approved by the board at a Special Meeting on November 2, 2023, but we did not have them in Ordinance form nor have a notice of publication. A motion to approve the presented ordinance will be needed to adopt these changes. Ordinance to be provided.

Motion by _____, seconded by _____ to approve/deny/table of the proposed Ordinance to Amend Section 2.02 – Definitions and the proposed additions to Articles 4-9 and of Section 18.32 related

to ‘child care facilities’, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

e. Zoning Ordinance to Amend – Self-Storage Facilities

A public hearing was held by the Planning Commission on July 19, 2023 with proposed changes to the Comprehensive Zoning Ordinance regarding Self Storage Facilities. The amendments were approved by the board at a Special Meeting on November 2, 2023, but we did not have them in Ordinance form nor have a notice of publication. A motion to approve the presented ordinance will be needed to adopt these changes. Ordinance to be provided.

Motion by _____, seconded by _____ to
approve/deny/table of the proposed Ordinance to Amend Section 18.15 related to
temporary facilities on construction/building sites as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

f. Zoning Ordinance to Amend – Temporary Facilities on Construction/Building Sites

A public hearing was held by the Planning Commission on July 19, 2023 with proposed changes to the Comprehensive Zoning Ordinance regarding Temporary Facilities on Construction/Building Sites. The amendments were approved by the board at a Special Meeting on November 2, 2023, but we did not have them in Ordinance form nor have a notice of publication. A motion to approve the presented ordinance will be needed to adopt these changes. Ordinance to be provided.

Motion by _____, seconded by _____ to
approve/deny/table of the proposed Ordinance to Amend Section 11.03, Section
12.04 and Section 13.02, related to temporary facilities on construction/building
sites, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

10. NEW BUSINESS

a. Fire Department – Replace Two Radios

Chief Allen would like to replace two Motorola radios. This is consistent with the rotation plan to update two radios a year for three years.

Motion by _____, seconded by _____ to approve/deny/table purchasing two radios for the Fire Department from Motorola Solutions in the amount of \$17,289.18, as presented in Quote #2382819.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

b. Fire Department – Replace Two Arm Chairs

Two reclining chairs in the day room of the Fire Department are broken and need to be replaced.

Motion by _____, seconded by _____ to approve/deny/table the purchase of two reclining chairs from Country House Furniture in the amount of \$1400, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

c. Fire Academy Sponsorship Request

Chief Allen has three Police Officers and a new EMT who would like to attend the Fire Academy this winter.

Motion by _____, seconded by _____ to approve/deny/table sponsoring four employees to the Fire Academy at \$150 per person, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

d. EMT Class – Two Police Officers

Chief Allen would like to sponsor two police officers to attend EMT class this winter.

Motion by _____, seconded by _____ to approve/deny/table sponsoring two officers to attend EMT class in the amount of \$3900, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

e. Police/Fire Complex – New Lock System

The original system at the complex is difficult to manage as it is largely manual and keeping track of access codes is cumbersome. This could result in a security

issue. It is recommended we upgrade the entire system. Although we only budgeted \$7,000 for this, Chief Allen has made adjustments to the capital outlay plan to accommodate this cost, which would be spread 80% to Fire and 20% Police. Only one quote was able to be received.

Motion by _____, seconded by _____ to approve/deny/table purchasing a new lock system for the Fire/Police Complex from _____, in the amount of \$ _____, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

f. Transfer Station Crushed Concrete – Recycling Infrastructure Grant

The drive at the transfer station needs resurfacing. Laying crushed concrete is a planned expense included in the transfer station upgrades partially funded by the Recycling Infrastructure Grant. The program budget is attached.

Motion by _____, seconded by _____ to approve/deny/table purchasing a new lock system for the Fire/Police Complex from _____, in the amount of \$ _____, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

g. Retain Old Expedition for Dept of Public Works

The Department of Public Works has requested the Township retain the 2010 Ford Expedition for use by the department. This township vehicle is being replaced by the old police cruiser for use by Township officials and was scheduled to be disposed.

Motion by _____, seconded by _____ to approve/deny/table transferring the 2010 Ford Expedition to the Department of Public Works for use by the department.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

h. Cummins Generator Maintenance Agreement

A three year maintenance agreement on the Township's three generators is ready for renewal.

Motion by _____, seconded by _____ to

approve/deny/table authorizing Supervisor Cook to sign a three year agreement with Cummins Sales & Service to service our three generators in the amount of \$3,543.18, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

i. Covert Park Beach & Campground Manager Contract

The Campground Manager Contract was reviewed by Attorney Koches. Changes are highlighted in yellow and include the security deposit for the residence. The candidates have agreed to the changes.

Motion by _____, seconded by _____ to approve/deny/table the revised Campground Manager Contract for the 2024 season, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

j. Planning Commission Resignations

Two Planning Commission members, Joe Frabotta and Keneisha Harrington, have resigned. The vacancy has been advertised.

Motion by _____, seconded by _____ to approve/deny/table appointing _____ to the Covert Township Planning Commission, to complete the three-year term to expire September 14, 2024.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

Motion by _____, seconded by _____ to approve/deny/table appointing _____ to the Covert Township Planning Commission, to complete the three-year term to expire August 11, 2025.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

k. Housing Commission Term Expirations

Per Act 18 of 1933, members of the first commission shall be appointed for the terms of 1 year, 2 years, 3 years, 4 years, and 5 years respectively, and annually thereafter 1 member shall be appointed for the term of 5 years. Over the years, the appointment schedule has not been kept and therefore we must reset the terms.

Attached is a suggestion based on studying records of past appointments. This would create a vacancy.

Motion by _____, seconded by _____ to approve/deny/table re-appointing Barbara Merriweather to the Covert Township Housing Commission, for an additional 5-year term to expire 2/13/2028.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

Motion by _____, seconded by _____ to approve/deny/table modifying the term expiration from 7/3/2023 to 7/3/2026, for Barbara Norman to the Covert Township Housing Commission.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

I. Wastewater Budget 2023/2024

The municipal wastewater system is maintained via a proprietary fund that is funded by users of the system, therefore it was omitted from the appropriations act adopted in June 2023 for the 2023-2024 fiscal year. The USDA is asking for a budget due to outstanding bonds.

Motion by _____, seconded by _____ to approve/deny/table adopting the wastewater budget for the 2023/2024 fiscal year.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

m. Municipal Septic Waste Removal & Cleaning of Tank

The west septic tank is due to be pumped and cleaned to help mitigate TIN levels.

Motion by _____, seconded by _____ to approve/deny/table quote #Q-3ED-9A1-77AC from Plummer's Environmental Services in the amount of \$10,890, as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

11.Public Comment – *please keep comments to three (3) minutes.*

12.Any Other Business

13.Adjourn

Motion by _____, to adjourn at _____PM.

Next Regular Township Board Meeting will be held Tuesday, January 9, 2024 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.