

ALMENA TOWNSHIP  
27625 CR 375  
PAW PAW MI 49079

**ALMENA TOWNSHIP BOARD**  
**MEETING MINUTES**  
**APRIL 15, 2015**

The Almena Township Board met at the Township Hall. The meeting was called to order at 7:00 p.m. by Supervisor Van Tassel.

Roll call: Jerry Lentz, Jim Manning, Deedra Rhoa, Sheri Manning, Mark Roman, Sandra Rickli, and Bill Van Tassel.

**AGENDA APPROVAL:** Three additions were made under Unfinished Business: 1-Election entry door, 2-Farmers Market, and 3- 46<sup>th</sup> Ave. Road Project.

**MOTION:** **Motion** by Jerry Lentz to approve the agenda as amended, **second** by Jim Manning. **Motion approved.**

**MEETING MINUTES APPROVAL – March 11, 2015:**

Two corrections were made by Sheri Manning, on page 2 under Treasurer report; the third line the words delinquent personal property tax, the word personal should be deleted. The second paragraph under the Treasurer report, the words purchasing a laptop computer, the word laptop should be deleted.

**MOTION:** **Motion** by Sheri Manning to approve the meeting minutes of March 11, 2015 as amended, **second** by Bill Van Tassel. **Motion approved.**

**PRESENTATION/APPROVAL OF BILLS:**

The Clerk presented the monthly disbursements for the period of March 12, 2015 through April 15, 2015 in the amount of \$25,252.22.

**MOTION:** **Motion** by Sandra Rickli to approve bills in the amount of \$25,252.22 as presented, **second** by Bill Van Tassel. **Motion approved.**

**REPORTS:**

**Road Commission:** Al Svilpe was in attendance. He shared that crews are working on pothole repairs in the area at this time. There was discussion about potential upcoming projects.

**Commissioner:** Dick Godfrey was in attendance to share his monthly report.

A good problem that has developed is that the jail crew does not have enough members, due to low incarceration numbers.

**LIMITED PUBLIC COMMENT:**

**Deb Hurst,** Trestle Creek Farms Subdivision, praised the beautiful landscaping at the township entrance, as done by Jeanne DeRyke.

**REPORTS:**

**Clerk:** Sandra Rickli reported on the following: MTA has many upcoming education session opportunities if the board is interested. There are recent significant changes to the Michigan Freedom of Information Act; new requirements for every townships in regards to FOIA requests will take effect on July 1, 2015. MTA has the following upcoming education opportunities for township board members: June 18<sup>th</sup> MTA on the Road 2015 Regional Meetings at the Fetzer

Center at WMU, Kalamazoo 9:00 a.m. to 3:45 p.m. and 2015 Professional Development Retreats as follows: September 10-11 Supervisors; September 12-13 Trustees; September 23-24 Clerks, and September 29-30 Treasurers, additional information, including location, coming soon. It was also mentioned that the March 9<sup>th</sup> board meeting would need to be changed due to the Presidential Primary being changed to March 8<sup>th</sup>; this can be discussed in the future.

Treasurer: Sheri Manning reported on the following: She still has not settled with the county due to some computer issues. Delinquent personal property tax of \$1800 remains unpaid, which she continues to work on; \$400 of that was collected today.

Road Committee: The Road Committee needs to meet. A list of the top 5 roads that need to be repaved would be helpful. They will be on a road tour next week. More information is needed for the next board meeting.

Supervisor: Township Clean-up day will be Saturday, April 18<sup>th</sup> from 8am – 2 pm for Almena Township residents.

Good news to report on the farmers market vendors' daughter that was in need of a new kidney. A kidney has been found, the surgery has taken place and she is doing well.

Fire Board report: Antwerp Township indicated they are looking at the growth of their township and will be analyzing their fire needs, there may be changes coming. Paw Paw Fire Department is in discussion as to the needs for their fire department going forward. There will be an upcoming Supervisors meeting where more discussion will follow.

Forester report: Mark Janke has indicated that conditions are good to seek bids on harvesting wood, at the Almena Woods, at this time.

Planning Commission: Mark Roman reported that the public hearing did not take place yet for the Verizon Wireless Tower consideration due to the unknown 1500 ft. noticing requirement for Wireless Towers. Election of Officers has taken place: Chairman - Ron Marvin, remains the same, Vice Chairman - Steve Manning, remains the same, and Secretary - Mark Roman, remains the same for the 2015-16 Fiscal Year.

Parks and Recreation: Trustee Jerry Lentz reported that the postcard regarding the survey is now ready to be mailed to the residents of Almena Township, with the revisions that were requested. As advised by the Township Attorney, Bill Van Tassel officially resigns from the Parks and Recreations Committee and the Farmers Market.

## **NEW BUSINESS**

1. Household Hazardous Waste Agreement: The Kalamazoo County Hazardous Waste Agreement was reviewed by the board. It was suggested that due to new per participant fees increase from \$34.75 to \$37.50 that they would like all municipalities to review/approved the amendments to the contract. It was the consensus of the board that the \$4000 budgeted for this every year has never been used entirely, so the contract will remain as is because it is already in place. It was the consensus to have the Supervisor relay this information to KCHW as such.
2. Paw Paw Quick Response Team Agreement: As received from the Paw Paw Quick Response team, the annual contract fee for the 2015-16 fiscal year of \$6000.  
**MOTION:** **Motion** by Jerry Lentz to approve the Paw Paw Quick Response Team Agreement of \$6000 for the 2015-16 Fiscal Year, to be signed by 2 township board officials and returned, **second** by Jim Manning. **Motion approved.**
3. Paw Paw Fire Department bill:  
**MOTION:** **Motion** by Mark Roman to approve the PPF 2015 annual bill in the amount of \$34,845 plus \$10,000 for equipment, **second** by Jerry Lentz. **Motion passed.**

4. Wireless Telecommunication Facility:

It has been determined that the application is not yet complete and a decision for recommendation, by the PC to the Township Board, cannot be made yet. In recent discussions it was determined that it may be in the best interest of the Township to hire an Expert (Specialist) to review the Verizon Wireless Tower application that has been submitted to the Planning Commission for review. Richard Comi, Consultant, with The Center for Municipal Solutions would be the expert extremely qualified to review this and give his official opinion.

**MOTION:** **Motion** by Mark Roman to contract with Richard Comi to review and assess the wireless telecommunications tower site plan application for Almena Township, for a fee not to exceed \$6000, **second** by Deedra Rhoa. **Motion approved.**

**UNFINISHED BUSINESS**

1. Entry door for election:

**MOTION:** **Motion** by Jerry Lentz to spend \$2200 to install a new election entry for precinct 2 at the rear (south) end of the meeting room, **second** by Bill Van Tassel. **Motion passed.**

2. Farmers Market: There were questions, in regards to, if we are communicating with the Farmers Market vendors in regards to no planned budget for the market this year and if they are going to look into insurance coverage. It was suggested to check with the Lawrence Farmers Market to ask if they have a contract with their vendors and if they have insurance coverage for the market. Their market is held in the Lawrence park. The Almena Farmers Market traditionally begins on the first Saturday in June. The Supervisor will relay this information to the Farmers Market vendors.

3. 46<sup>th</sup> Ave. Road Project: The project estimate for the 46<sup>th</sup> Ave. project estimate is \$48,396.50. This is only a bid so the actual could be more or less when complete. **MOTION:** **Motion** by Mark Roman to approve the 46<sup>th</sup> Ave. project from M-40 to 33<sup>rd</sup> St. not to exceed \$48,396.50, **second** by Jim Manning. **Motion approved.**

**MOTION:** **Motion** by Mark Roman to authorize Bill Van Tassel to move forward with the Road Commission; to proceed with the 30<sup>th</sup> St. road project from 46<sup>th</sup> Ave. north to CR 653, with the project not to exceed \$606,216 which would be spread over 2 years, **second** by Jim Manning. **Motion approved.**

**OPEN PUBLIC COMMENT:** None

**ADJOURNMENT** –

**MOTION:** **Motion** by Jerry Lentz to adjourn the meeting, **second** by Jim Manning. **Motion passed.** The meeting adjourned at 8:40 p.m.

Approval date: May 13, 2015

ALMENA TOWNSHIP

CC: Township Board (7)  
Planning Commission (8)  
ZBA (5)  
Attorney David Lewis