

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
February 8, 2011

Township Board work session was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at 5:00 p.m.

PRESENT:
Supervisor Libby Heiny-Cogswell
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Grace Borgfjord
Trustee Dave Bushouse
Trustee James Grace

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, and 12 interested people.

Public Comment

Derek Robinson, representing State Representative Margaret O'Brien, advised Rep. O'Brien will be holding local office hours at the Township Hall on March 11th.

Trustee Vacancy – Applicant Interviews

The Board interviewed the following applicants for the Trustee vacancy:

Scott Ernstes
Lee Larson
John Nieuwenhuis
Neil Sikora
Scott Spicer

Deputy Fire Chief Position Description

A recommendation from Fire Chief Barnes and the Personnel Committee to change the deputy fire chief position to a salaried position and provide the position with an emergency response vehicle was before the Board. He advised the recent search to fill the vacant position had not been successful due in part to these issues.

Board discussion ensued regarding the recommendation to establish a step chart salary for the position. Clerk Everett, Trustees Bushouse and James Grace were not in support of the step chart, Trustee Borgfjord was in favor. There was also discussion regarding the need to supply the position with a vehicle for emergency responses. Clerk Everett and Treasurer Culp were not in favor.

Motion by Bushouse, second by James Grace to approve the position as a salaried position with a range of \$64,000 to \$74,000 to be negotiated with qualified applicants and provide a vehicle for the position. Carried 5-1 with Borgfjord voting no.

The Board work session adjourned at approximately 6:55 p.m.

Supervisor Heiny-Cogswell called the regular meeting to order at 7:05 p.m.

PRESENT:
Supervisor Libby Heiny-Cogswell
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Grace Borgfjord
Trustee Dave Bushouse
Trustee James Grace

Also present were Township Attorney James Porter, Township Engineer Marc Elliot, and 10 interested people.

Motion by Borgfjord, second by Culp to approve the January 11th regular meeting minutes. Carried.

Income to the General, Building, Fire, Sewer & Water Funds of \$27,264.27 and disbursements of \$328,026.25 were reported. Motion by Borgfjord, second by Culp to accept the receipts and disbursements report. Carried.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Stan Rakowski, 7151 West G Avenue, commented he was disappointed the trustee applicant interviews conducted during the work session were not recorded.

KALAMAZOO COUNTY COMMISSIONER'S REPORT

Brandt Iden, 12th District Kalamazoo County Commissioner provided an update of recent Kalamazoo County Commission activities.

RESOLUTION OF SUPPORT US 131 INTERCHANGE

Supervisor Heiny-Cogswell presented a proposed resolution in support of the effort for a full interchange for the US 131 highway and current US 131 business route. She advised this effort has been ongoing for some time and there is an opportunity to use earmarked Federal money to fund a pre-preliminary study for which the Township had previously pledged \$5,000. She noted at this time, no Township funds are being requested and other jurisdictions and businesses have also pledged funds or provided resolutions of support.

Motion by James Grace, second by Borgfjord to adopt a resolution of support for a full interchange for the US 131/BR131 interchange. Roll call showed Bushouse-yes, Everett-yes, Culp-yes, Borgfjord-yes, James Grace-yes, Heiny-Cogswell-yes.

FIRE CORPS PROGRAM

The request from the Fire Department regarding the formation of a Fire Corps Program, a citizen volunteer group to provide civilian support services to Fire Department functions, i.e., public education, scene photographers, community outreach, was before the Board for further consideration after the initial presentation at the January 11th meeting. Fire Chief Barnes reviewed the initial project would establish a Fire Department photographer, Homeland Security grant funding is available through Kalamazoo County Emergency Management Office to provide equipment and uniforms, citizen participants would receive extensive training and be limited in the scope of their allowed activity.

Motion by James Grace, second by Heiny-Cogswell to approve participation in the program with periodic updates to the Board. Carried.

EMPLOYEE HANDBOOK CHANGE SECTION 5.5

A revision to Section 5.5 of the Employee Handbook regarding Full Time Fire Personnel Relief Driver Pay was before the Board, the change being removing the sentence stating the Fire Chief will review projected Relief Driver pay with the Fire Commissioner prior to the pay cycle.

Motion by Everett, second by Borgfjord to adopt a resolution to approve the proposed change as presented. Roll call showed James Grace-yes, Borgfjord-yes, Culp-yes, Everett-yes, Bushouse-yes, Heiny-Cogswell-yes.

UPDATE POSITION DESCRIPTIONS

Updated position descriptions for Fire Department Administrative Assistant, Assessing Department Administrative Assistant and Deputy Treasurer were before the Board, adding the essential job functions to each description and removing dispatcher duties from the Fire Department Administrative Assistant position.

Motion by Borgfjord, second by Culp to approve the updates as presented. Carried.

PLAN DOCUMENTS/TRANSFER AGREEMENT 401 (a) PENSION & 457 (b) DEFERRED COMPENSATION PLANS

Supervisor Heiny-Cogswell advised final plan documents for the 401(a) pension and 457(b) deferred compensation plans had been received with formal action necessary to transfer the plans to Greenleaf Trust.

Trustee James Grace advised he would abstain from voting as he had not yet reviewed the documents.

Motion by Everett, second by Culp to adopt a resolution to approve the 401(a) and 457(b) plans and establish Greenleaf Trust as the dedicated trustee. Roll call showed Bushouse-yes, Everett-yes, Culp-yes, Borgfjord-yes, Heiny-Cogswell-yes, James Grace-abstain.

PINEHURST SANITARY PUMP STATION FINAL PAYMENT

A request from Langshaw Farms for final payment regarding the Pinehurst sanitary sewer pump station was before the Board. Attorney Porter noted this project was completed in 2008 but had an ongoing issue regarding the amount owned under contract, which has been resolved. He further advised Mr. Langshaw has signed a release in full since the bond company for the project has gone out of business.

Motion by James Grace, second by Borgfjord to approve final payment in the amount of \$3,000. Carried.

RESOLUTION OF SUPPORT – 18th ANNUAL WALK FOR WARMTH

A resolution supporting the 18th Annual Kalamazoo County Walk for Warmth to be held on February 26th was presented. The event raises funds to provide emergency heating assistance for those in need who do not qualify for aid from other sources.

Motion by Everett, second by Culp to adopt a resolution supporting the 18th annual Kalamazoo County Walk for Warmth. Carried.

**OTHER BUSINESS
TOWNSHIP PURCHASING POLICY**

Supervisor Heiny-Cogswell advised draft #3 of the proposed Township Purchasing Policy, with changes requested by the Board in previous reviews and discussion had been completed.

Motion by Borgfjord, second by Culp to approve draft #3 as presented. Carried.

BOARD MEMBER COMMENTS

Trustee/Fire Commissioner James Grace noted that during the recent severe weather event, members of the Fire Department volunteered 123 hours of station coverage.

Trustee Bushouse suggested a resolution of recognition for Township resident Greg Jennings.

Trustee Borgfjord noted an anonymous donation of \$15,000 has been made to the Oshtemo Historical Society for their continued efforts in restoration of the Drake House.

Trustee Borgfjord also noted Township Engineer Marc Elliott's chili won the recent Downtown Kalamazoo chili cook off.

Trustee Borgfjord also noted she attended the recent "Catalyst University" and found it very worthwhile.

Supervisor Heiny-Cogswell thanked those who had offered condolences on the recent death of her father.

There was no further business and the meeting was adjourned at approximately 8:00 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COGSWELL
Supervisor