

SILVER CREEK TOWNSHIP BOARD OF TRUSTEES

Regular Monthly Meeting Minutes

October 9th, 2024 6:30 pm | Township Hall

Supervisor Braman called the meeting to order at 6:30p.m.

The Pledge of Allegiance was recited

Roll Call Attendance- (All present): Treasurer Behnke, Clerk Honn, Supervisor Braman, Trustee Feirick, Trustee Glynn | Absent: none

Approval of Agenda carried by Roll Call vote as follows:

Yes- Clerk Honn, Supervisor Braman, Trustee Feirick, Trustee Glynn, Treasurer Behnke | No- none

Public Comment was open at 6:32p.m. with no comments presented, closed at 6:32p.m.

Motion moved by Clerk Honn, supported by Treasurer Behnke, and carried with a roll call vote, to approve the Consent Agenda – members voted as follows:

Yes - Clerk Honn, Supervisor Braman, Trustee Feirick, Trustee Glynn, Treasurer Behnke | No- none

Consent Agenda included:

1. Approval of minutes from September 11th and September 19th, 2024 regular meeting
2. Approval of bills & claims totaling \$ 122,215.72
 - General Fund \$ 51,327.20
 - Public Safety Fund \$ 2,412
 - Building Dept Fund \$ 33,092.85
 - Public Improvement Fund \$ 27,225.00
 - Indian Lake Sewer Fund totaling \$ 8,158.67
3. Approval to renew contract for Snow Plow services with Mitchell's Lawncare
4. Acceptance of Annual Financial Statement

Public Safety Updates & Reports

Police/ Fire/ Ambulance – Supervisor Braman gave update on the last Ambulance Authority meeting with no contract being accepted yet, but discussed SMCAS and LifeCare. Next meeting will be on Oct 28th @4p.m. at City Hall in Dowagiac.

Building & Zoning (reports enclosed in packet)

Commissions & Board reports & discussions

Parks & Recreation/Russom Park – Trustee Glynn updated that the press box was almost completed. Russom Park board meets on Oct 15th at the townhall.

Planning Commission – Special Use Hearing Sept 25th- the application was denied based on multiply factors.

Trustee Glynn stated that they may wish to reapply; it was stated that they would need to wait 1 year.

Sewer Board – meets Oct 10th – audit completed- details on file with Clerk

Discussion on Accounting Services agreed to set aside the remaining accountant budget for Maner Costerisan and the Clerk stated that they were still looking for an accountant, but no luck yet.

Drafted & posted on 10/16/2024

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Discussion about Payroll schedule and Payroll processing – Clerk stated that she is working on resolving this with the Treasurer and Attorney and will be presenting a Payroll Policy soon.

Financial Reports

Discussion of Audit: Annual Financial Report FY24 –the Clerk likes the new auditor and appreciated the thorough process. The report is available in the Clerk’s office. Excitement was expressed for the closing out of 2 funds and reduction of cash accounts.

Clerk’s Quarterly Reports (balance sheet and Revenue & Expenditure reports enclosed in packet)- no one had questions

Treasurer’s Quarterly Reports (cash summary report enclosed in packets)

Motions:

5. Resolution 24-19: 2024-2025 Special Appropriations Act
⇒Motion CARRIED. Moved by Treasurer Behnke, supported by Clerk Honn, Roll Call vote as follows:
Yes- Supervisor Braman, Trustee Feirick, Trustee Glynn, Treasurer Behnke, Clerk Honn | No- none
6. Motion to approve McKenna for Master Plan services *not to exceed \$30,000*
⇒Motion CARRIED. Moved by Trustee Glynn, supported by Clerk Honn, Roll Call vote as follows:
Yes- Treasurer Behnke, Clerk Honn, Supervisor Braman, Trustee Feirick, Trustee Glynn | No- none
7. Motion to add utility arrears to tax bills as a municipal lien pursuant to ordinance §50.094 in addition to Act 179 of 1939, in the amounts up to:
 - \$ 45,451.45 on behalf of Sister Lakes Area Utility Authority
 - \$ 26,815.87 on behalf of Indian Lake Sewer
 - \$ 1,586.76 on behalf of City of Dowagiac Public Works⇒Motion CARRIED. Moved by Clerk Honn, supported by Trustee Glynn, Roll Call vote as follows:
Yes- Clerk Honn, Supervisor Braman, Trustee Feirick, Trustee Glynn, Treasurer Behnke | No- none
8. Motion to amend Resolution 24-03: Supervisor’s Salary –
 - a. Discussion ensued on why the salary resolutions were being adjusted for both Supervisor and Clerk. The Clerk pointed out that the new board members are not required to do any of the items that the current board appointed the current members to, only their statutory duties. The additional pay for those extra duties should not be included in the resolution for the official salary as the new board and officials will need to determine who will be delegated those duties and the new officials would need to agree to such duties. No salary was being reduced. On the advisement from MTA, the resolutions were revised.

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⇒Motion CARRIED. Moved by Trustee Glynn, supported by Clerk Honn, Roll Call vote as follows:
Yes- Supervisor Braman, Trustee Feirick, Trustee Glynn, Treasurer Behnke, Clerk Honn | No- none

9. Motion to amend Resolution 24-04: Clerk's Salary

⇒Motion CARRIED. Moved by Trustee Glynn, supported by Trustee Feirick, Roll Call vote as follows:
Yes- Trustee Feirick, Trustee Glynn, Treasurer Behnke, Clerk Honn, Supervisor Braman | No- none

10. Motion to increase the usage of ARPA funds used for "BS&A cloud project" to the total amount of \$53,023.00 (increased by \$3,023)

⇒Motion CARRIED. Moved by Supervisor Braman, supported by Behnke, Roll Call vote as follows:
Yes- Trustee Glynn, Treasurer Behnke, Clerk Honn, Supervisor Braman, Trustee Feirick | No- none

11. Motion to approve a subcommittee for internal STR policy and operating implementation *including a \$20/hr stipend for the facilitator, not to exceed \$1,000.*

⇒Motion CARRIED. Moved by Treasurer Behnke, supported by Clerk Honn, Roll Call vote as follows:
Yes- Treasurer Behnke, Clerk Honn, Supervisor Braman, Trustee Feirick, Trustee Glynn | No- none

Public Comment was open at 7:30p.m. and comments were heard- complaint about the availability of agenda on website.

Motion to Adjourn was offered by Treasurer Behnke, supported by Trustee Feirick, and carried with unanimous support. Meeting was adjourned at 7:31p.m.

Silver Creek Township Clerk