

CHESTER TOWNSHIP MINUTES-Regular Meeting

July 13, 2015

Supervisor Meerman called the meeting to order at 7:00 p.m. Other Board members present: Dianne Berenbrock, Troy Goodno, Ed Kelly & Jan Redding.

Agenda Approval-

Motion by DB to approve the agenda as presented. Second-GM, motion carries.

Public Comment-

None

Consent Agenda-

Minutes of 6/8/2015.

Financial report & payment of bills.

Motion by TG to adopt the consent agenda as presented. Second-EK, motion carries.

Township Reports-

Community Policing-monthly report was presented

Planning Commission-TG reported on discussions at the Planning Commission meeting regarding setbacks

Fire Department-Chief Sheridan reported on the monthly calls.

Unfinished Business-

Website Update-a proposal was presented for revising and updating the existing website. Motion by GM to accept the proposal for \$2000 to create the framework for the new site, and an additional \$2000 over the next few months for moving the pages from our existing site to the new one. Some of the work can be done by Township staff to save money in the process. Second-EK, motion carries.

Social Media-policies for how the Township deals with social media sites, and also how Township employees use online and social media during work hours were discussed. JR will prepare some drafts to review.

New Business-

Budget Review-the budget for the first quarter of the 2015-16 fiscal year was reviewed. No amendments were necessary.

Assessing Contract-current Township assessor will be on medical leave for an undetermined amount of time, effective immediately. To cover the assessing department during that time, Chester Township will contract with Ottawa County. Motion by EK to appoint Michael Galligan, Ottawa County Equalization Director as Chester Township assessor as of July 14, 2015, for a period of up to two months. A fee of \$875 per month will be paid to the County for these services. The County will provide staff to maintain the current assessment roll, and assist Township staff with the ongoing operations. Second-TG, motion carries.

Retirement Accounts-the money designated for contribution by the Township into IRA accounts for Board members was discussed. The current method of handling the accounts will need to be revised to meet new regulations. Several options were reviewed, and it was moved by GM to distribute the money directly to the Board members to put in their IRA accounts on their own, if they wish. Second, EK, motion carries.

Mobile Home Park Licensing-a letter was received from the State notifying the Township that an inspection was now required in order for mobile home park operators to complete their licensing process. It was unclear what the Township is responsible for approving, and more information will be needed. Deadline for operators to apply for their license is September 30.

Klein Fireworks Permit-motion by EK to approve the application for a fireworks permit for July 18 by Rick Bassett on behalf of the Klein family. Second-TG, motion carries.

Propane Contract-a proposal was received from Suburban Propane, but it was decided that additional proposals should be solicited. Motion by GM to check with other suppliers. Staff is authorized to contract with any supplier they feel provides the best value. Second-EK, motion carries.

Adjournment-

Motion to adjourn at 8:30 p.m.

Janice Redding

Chester Township Clerk

(Any document referenced in these minutes is on file in the Clerk's office)