

**Royalton Township Board of Trustees
Regular Board Meeting May 9, 2022
Royalton Township Hall**

The regular May 9, 2022 meeting of the Royalton Township Board of Trustees was called to order at 7:00 P.M. by Supervisor Robert Basselman.

Members Present: Robert Basselman, Supervisor; Rachel Bernard, Clerk; Michael Eisenhart, Treasurer; Julie Marsh, Trustee; Jason Ackerman, Trustee

Members Absent: None

Others Present: Steve Tilly, Township Manager; Bill Boyd, Building/Official Zoning Administrator; Juliana Knot, Herald Palladium

Motion by Bernard to approve the agenda as presented. Seconded by Eisenhart.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain: (Motion carried 5-0)

Motion by Ackerman to approve the April 11, 2022 Regular Board minutes and the Executive Committee Meeting minutes as presented. Seconded by Marsh.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain: (Motion carried 5-0)

Eisenhart presented the Treasurer's Report showing a fund balance of \$2,915,692.17 in UFCU for April 2022.

Motion by Marsh to approve the Treasurer's Report as presented. Seconded by Ackerman.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain: (Motion carried 5-0)

Motion by Eisenhart to approve the payment of bills for April 2022 totaling \$643,806.23. Seconded by Ackerman.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain: (Motion carried 5-0)

Motion by Eisenhart to approve the payment of payroll for April 2022 totaling \$22,510.61. Seconded by Marsh.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain: (Motion carried 5-0)

Planning Commission Report: Did not meet in April. No action was taken.

Library report presented; May programming was submitted prior to the meeting. No action was taken.

Sheriff's report March 2022 was submitted prior to meeting. No action was taken.

Old Business: None

New Business:

Berrien County Sportsman's Club and the Compton Traditional Bowhunters Archery Shoot were discussed. The proposed dates are June 16 – 19, 2022.

Motion by Eisenhart to approve the Outdoor Assembly Permit Application by the Berrien County Sportsman's Club for the Compton Traditional Bowhunters Archery Shoot taking place June 16 – 19, 2022. Seconded by Marsh.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain:

(Motion carried 5-0)

The Berrien County Road Department submitted the bids for the Landings Subdivision (\$169,116.25) and S. Royal Curve (\$55,775.55). The Landings Subdivision bid was not available for the April meeting. Manager Tilly recommends to the Board approval of the Landings and Derfla Drive road work. **Motion by Eisenhart to approve the Berrien County Road Department bids for the Landings Subdivision and S. Royal Curve and to wait and do the proposed portion of Marquette Woods and Derfla Drive in 2023-2024 season. Seconded by Ackerman.**

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain:

(Motion carried 5-0)

Treasurer Eisenhart recommends to the Board that a new position of Office Clerk be approved. A new Deputy Treasurer will be hired and will learn the new credit card and tax system being implemented. The current Deputy Treasurer will continue as Office Clerk until her retirement in approximately 18 months. Two candidates have been interviewed and one is interested in the position if approved by the Board.

Motion by Eisenhart to approve the new position of Office Clerk. Seconded by Bernard.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain:

(Motion carried 5-0)

Mail Management/Quadiant has provided the Township with two bids for postage machines. The iX-5 model is auto-fed and would cost \$130.99/mo. The iX-3 is basically the same just not auto-feed capable and would cost

\$77.99/mo. Clerk Bernard recommends the approval of the iX-3 Series Quadient mailing system for the Township Hall.

Motion by Bernard to approve the iX-3 Series bid from Mail Management/Quadient. Seconded by Eisenhart.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain: (Motion carried 5-0)

Tilly recommend the purchase of a 36" copy/scanner for the Township so that all of the old permits and site plans can be scanned in and stored electronically. Each scanned document than can be attached to their corresponding property numbers in BS&A and the paper copies can be eliminated. Eisenhart recommends purchasing one with a larger screen as they got better reviews, but more research will need to be done.

Motion by Ackerman to approve the purchase of a 36" copy/scanner up to a cost of \$10,000. Seconded by Eisenhart.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain: (Motion carried 5-0)

Bill Boyd, the Township Building Official and Zoning Administrator submitted a Notice of Retirement on May 5, 2022. He would like his last day to be September 2, 2022 which would allow the Township 90 days to find a replacement. **Motion by Eisenhart to accept Bill Boyd's Notice of Retirement effective September 2, 2022. Seconded by Bernard.**

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain: (Motion carried 5-0)

Business from Audience: None.

Items not on Agenda: The Bear Lake lift station pump that was approved four months ago just arrived and was installed. Basselman recommends that Tilly look into replacing the second pump, as it is running much longer than the new one just installed, in that subdivision so that the old pump can be used as a spare.

Motion by Eisenhart to have Tilly look into replacing the second Bear Lake lift station pump. Seconded by Bernard.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain: (Motion carried 5-0)

Committee Reports:

Tilly stated that the Water Authority does not meet until later in the week; nothing to report.

Eisenhart (Fire Board) stated that the new breathing apparatuses have arrived and they are awaiting the new air tanks. The Fire Board would like to invite the Berrien County Training Council President to their next meeting to discuss the requirements of having to complete Fire I and II which amounts to approximately 350 hours of training in Berrien County when the State of Michigan only requires completion of Fire I. It is difficult to recruit new fireman with that amount of training time required.

Motion to adjourn by Bernard at 7:35 PM. Seconded by Marsh.

Ayes: Basselman, Bernard, Eisenhart, Ackerman and Marsh

Nays:

Absent:

Abstain:

(Motion carried 5-0)

Respectfully Submitted,

Rachel Bernard, Clerk

DRAFT