

# *Vergennes Township*

Regular Meeting Minutes

December 19, 2011

The regular meeting of the Vergennes Township Board was called to order by Tim Wittenbach at 7:00 pm in the Vergennes Township Hall.

Members Present: Tim Wittenbach -Supervisor  
Jean Hoffman -Treasurer  
Mari Stone -Clerk  
Rick Gillett -Trustee  
Al Baird -Trustee

The agenda for the December 19, 2011 meeting was approved as presented with the addition of Accounting Software Package Discussion and Election Assistant Discussion. Motion made by Jean Hoffman; seconded by Al Baird. **Motion Carried.** The minutes for the November 21, 2011 meeting were approved as presented. Treasurer's report and bills were read and approved with the addition of the fuel bill. Motion made by Al Baird; seconded by Rick Gillett. **Motion Carried.**

## **Unfinished Business:**

There was no unfinished business.

## **New Business:**

### **1. Resolution to Authorize Use of Receiving Boards for Elections-**

Stone informed the board regarding the use of receiving boards for elections. The receiving board would receive the paperwork from the precinct workers and check to make sure that everything was filled out and signed correctly before the Clerk brings it to the County on election night. Hoffman motioned to adopt Resolution 2011-2, authorizing the Clerk to use a receiving board for all elections; seconded by Gillett. **Motion Carried**

### **2. Fire Authority Budget Update**

The Lowell Area Fire Authority bought a suburban last year. Half of the cost was covered by grant money. The rest of the cost was supposed to be covered with a loan, however, there were problems with getting one. The City of Lowell covered the shortfall. The Fire Authority needs to repay the city, and balance the budget for the end of their fiscal year. Discussion concerned having a better grasp of unplanned expenditures and reworking the cost-sharing formula at some point. Stone motioned to pay \$6035.05 to the Fire Authority to cover the shortfall and create a small surplus fund; seconded by Gillett. **Motion Carried**

### **3. Appointments**

**Planning Commission-** Wittenbach made a motion to nominate Nate Post for the Planning Commission; seconded by Gillett. **Motion Carried**

**Zoning Board of Appeals-** Hoffman made motion to nominate Roger Odell for the Board of Appeals; seconded by Baird. **Motion Carried**

**Construction Board of Appeals-** Stone made motion to nominate Tom Mendendorp for the Construction Board of Appeals; seconded by Hoffman. **Motion Carried**

**Advisory Boards-** Stone motioned to re-nominate the same representatives on the Advisory boards; seconded by Gillett. **Motion Carried**

### **4. Collection of Summer Taxes for LAS, GRCC and KISD**

Hoffman informed the board that the LAS, GRCC and KISD taxes need to be approved annually. Wittenbach made motion to support the collection of summer taxes for LAS, GRCC, and KISD; seconded by Gillett. **Motion Carried**

### **5. Meeting dates in 2012-**

Stone presented board with calendars for 2012 that include meeting dates, holidays, elections, etc. Monthly board meetings would be kept to every third Monday night. Hoffman motioned to approve the dates in the 2012 calendar; seconded by Baird. **Motion Carried**

### **6. Holiday Hours in 2012-**

Wittenbach motioned to approve holiday hours as presented on 2012 calendar; seconded by Hoffman. **Motion Carried**

### **7. Set Budget Meeting Date**

Board discussed possible times for the Budget Meeting. The budget meeting is set for Wednesday, January 11<sup>th</sup> at 10am.

### **8. Accounting Software Package Discussion**

Stone discussed with board the possibility of using a different accounting software package through BS&A. The change in software would be less than \$16,000 after training and installation of the new program, and BS&A is willing to extend the payments over 5 years with no interest. Stone has been using the current program for over 10 years, and is concerned that it will fail at some point soon. Gillett motioned to accept the Accounting Software Package and move forward with it; seconded by Hoffman. **Motion Carried**

## **9. Election Assistant Discussion-**

Stone informed the board regarding the progress of getting a new election assistant. Stone had four inquiries for the new position. This person would work on the Qualified Voter File, absentee ballot process, equipment testing, election precinct set up, etc. The assistant would train in the town hall for the month of January before the elections. Stone recommended Heather Hoffman for the position. Gillett motioned to hire Heather Hoffman as the new election assistant; seconded by Baird. **Motion Carried**

### **Citizen's Comments:**

Bruce Langlois came to the board to ask if they would be willing to drop the Civil Infraction tickets that had been recently issued for himself and his father the property owner, Bruce Sr. Langlois has been running a road maintenance and landscaping business on the Beckwith Dr. property without a permit. He had received warnings regarding the un-approved business several times, and ended up applying for a HBB about a year ago, but never followed through with the required documentation. He had told the Zoning Administrator that he had plans to move the business to a newly purchased home elsewhere. However, this fall, pallets of salt and plowing equipment showed up on the property again, so a violation ticket was issued. His date in front of a magistrate is set for January 9<sup>th</sup>. Langlois is currently residing in Lowell Township, and stated that he has moved all of his equipment and supplies to his residence there. He informed the board that he would not be doing any more business on his father's property in Vergennes Township. After listening to Langlois and questioning him about the situation, it was felt by members that the charges could be dropped. However, if it happens again, the board will immediately issue another ticket and will press the matter firmly. Wittenbach motioned to drop the tickets and cancel the date with the magistrate for Bruce Langlois; seconded by Baird. **Motion Carried**

Jeanie Vandersloot informed the board that a Board of Appeals meeting is set for Wednesday, January 18<sup>th</sup>. The main subject will be an appeal from a woman who is trying to build her house closer to the road than normally allowed. She wants this because her house needs to be handicapped accessible.

Meeting adjourned at 7:50 pm.

Respectfully Submitted,

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Mari Stone, Vergennes Township Clerk