



# **WEESAW TOWNSHIP**

## **County of Berrien**

13518 State Street, P.O. Box 38  
New Troy, Michigan 49119  
Telephone (269) 426-3002 • Facsimile (269) 426-7114



### **Special Board Meeting**

Thursday, November 20, 2008 @ 6:00 p.m.

The meeting was called to order by Irene Oman at 6:00 p.m.

All in attendance were requested to stand and Pledge the Allegiance to the flag.

**Roll Call:**     **PRESENT** \_\_\_\_\_

Karen Thompson-Trustee  
Wanda Green-Trustee  
Irene Oman-Supervisor  
Jane Tackett-Treasurer  
Melodie Culverhouse-Clerk

**BOARD GRATITUDE**-Irene thanked the past 4 year's board for their service. Irene Stated "We, as a new board, have a lot on our plates and if you, as a resident, have any problems or concerns we hope to resolve and settle problems in a timely manner."

**SET/AMEND AGENDA ITEMS**-No items to be added or amended.

**CONTACT ATTORNEY**-The township attorney has been contacted with a request, for clarification, of the proper paperwork needed to be sure our Twp is in compliance so we are not liable for Law Suites, etc.

**PAPERWORK**-Township Clerk must have all information for 1099's before checks to Tree Services can be released.

**OFFICE HOURS**-Clerk to be in the office from 9:30 am to 4:30 pm (lunch 12:30-1:30)

Treasurer (during Tax season) 9 am to 12 pm Wednesday's & Thursday's

Supervisor-on Friday's but will post dates on door.

**MEETING DATES**-Meetings, after the December meeting, will be held on the Third Wednesday of each month. Irene asked the input of the audience to see if there were any other meetings being held on that night. No one came forward.

**APPROVAL FOR ATTENDING MTA CONVENTION**-the cost, etc for this event was not available. A vote to table, the discussion, was made by Wanda with a second from Karen- All Ayes-motion passed. (Only Irene and Melodie would be attending)

**PUBLIC COMMENTS-Other/Hearing of Person Present:** Kay English stated it was considerate of the board to take other meeting, dates/times, in consideration when setting the date and times for the Weesaw Board meetings. Phil Miller said the new board should cross all our T's and dot all the I's, considering what the past board had done.

**ADJOURNMENT**-a motion by Jane to adjourn the meeting at 6:00 was seconded by Wanda-All Ayes

Respectfully Submitted- Melodie Culverhouse, Clerk      **NEXT REG. MEETING**  
**12/9/08**

**Weesaw Township Regular Board Meeting**  
**December 9, 2008**

Meeting called to order at 7:30 pm by Supervisor Oman.

**The Pledge to the Flag** was recited by all.

**Roll Call:**                      Board Present:  
Karen Thompson, Trustee  
Wanda Green, Trustee  
Irene Oman, Supervisor  
Jane Tackett, Treasurer  
Melodie Culverhouse, Clerk

**Approval of minutes:** The minutes from the following Special and Regular Meetings were approved:  
September 2008, October 2008, November 13, 2008, November 18, 2008 and November 20, 2008. Note: The approval of past meeting minutes not

approved, under the past board, was just a formality, per the MTA Lawyer. Wanda Green made the motion to approval the above meetings, with the second by Melodie Culverhouse.  
Motion passed with all Ayes.

**Correspondence:** None to report.

**Clerk: Approval of Accounts Payable:**

A motion by Wanda Green to accept the Accounts Payable Report as presented, with Karen Thompson placing the second, motion carried with all Ayes.

**Sheriff's Dept. Report:**

Sgt Campbell reported that there were 19 complaints worked in the Twp for October 2008, 10 Tickets issued and 1 arrest.  
Sgt Campbell reported that there have been houses broken into, in the Twp, and the Sheriff's Dept should be called if you see anything.

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Questions from the audience regarding Snowmobiles, such as: What is the speed limit in town for snowmobiles (same as for cars), can they ride on your property, (right of way is 33 ft from center of road), what are some reasons a snowmobile driver can receive a ticket? (No helmets, intoxicated, speed, to name a few)

See report attached.

**Set or Amend Agenda:** Wanda Green made a motion to accept the agenda as provided, with Karen Thompson's second. Motion passed with all Ayes.

**OLD BUSINESS:**

**MTA Conference/ Training attendance costs.**

Irene Oman and Melodie Culverhouse would be attending.  
Cost for Train transportation: \$54.40 for Melodie, Sr. Rate and \$64.00 for Irene, Reg. rate.

Hotel Cost would be \$127.00/night, each for the Courtyard by Marriott, Three nights. Conference is for four days.

Motion by Wanda Green to approve Irene Oman and Melodie Culverhouse to attend the MTA conference was presented, with Jane Tackett placing the second. Motion passed with all Ayes.

**Township Attorney Recommendations:**

*Katherine Clements:* The MTA Attorney stated that we should not pay the bill, presented by Mrs. Clements, as there was **no** Board Approval prior to the work being done. Check has been voided.

*Cliff Rogers:* Irene Oman stated that the Original Police Report can not be found so we must first get a copy of the report and once we have the report we can set-up a meeting with the Prosecuting Attorney. We will keep everyone informed as we progress with this situation.

**NEW BUSINESS:**

**Purchase Order Policy:** A copy of the proposed Purchase Order Policy,

Resolution, was given to each Board Member, Wanda Green noted that, as we do not have a Water Department, the approval of the Twp. Clerk or the Twp. Treasurer, should be amended and the word From should be changed to Form further down in the Resolution. Wanda Green made a motion to accept this Resolution, as amended, with Karen Thompson placing the second. Motion passed with all Ayes. The Resolution would be #16-08.

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**New Vacuum Cleaner Purchase:** The Vacuum that the Twp.had, has gone bad, and Wanda had brought her own Vacuum here to do the floors. Wanda would like to have her Vacuum returned. Melodie Culverhouse made the motion to purchase a new Vacuum for the Twp., with the cost not to exceed \$300.00, Karen Thompson made the second. Motion passed with all Ayes.

**Office Equipment Purchases:** Irene stated that the desks that are being used for the Receptionist, the Zoning Administrator and the Supervisor all belong to Dave Heiniger along with one file cabinet. These need to be replaced. This is being worked on.

We also need, at least, one more telephone line for the Twp. offices. The additional cost/month would be \$36.73 for one line. Installation of \$12.00/line and \$120.00 labor would also be incurred. There would be additional cost to have the line brought into the building.

A motion by Wanda Green to add a telephone line, seconded by Jane Tackett was made, with the motion passing with all Ayes.

New Two Line telephones have been priced out at \$149.99 for the main phone with a Digital answering machine and a cost of \$49.99 for all extra phones needed in the Twp. hall, three (3) phones would be needed.

A chair for the Clerk's office would be purchased at a cost of \$59.99.

**Snow Removal:** Irene Oman stated that the first time the Twp. Parking lot was plowed

her son was the person who was contacted to plow the lot.

As no bids were requested prior to the new Board's installation, Burkholder's, who have done the plowing for many years, was

contacted

regarding doing the plowing for this winter, they would be interested in continuing doing our Snow Plowing. Wanda Green made a motion to have Burkholder's do the plowing this year, with a second from Karen Thompson, motion passed with all Ayes. Next year we will advertise

for bids for the parking lot and cemetery plowing.

**Planning Commission Appointments (2):** Wanda Green was reappointed as the Board's

Representative for the commission, a four year term, by a motion from Irene Oman and a second from Melodie Culverhouse, motion carried all Ayes.

Anyone interested in being on the Planning Commission should contact Irene Oman, as we need input from the Twp's people.

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**Building-Quotes to correct MIOSA safety standards:** Two quotes were received to

correct the overhead door's, to have the Electric Eyes installed to have the

door's go back up if there is an obstruction, one quote was received from Newman Doors and one from Guse-Hahn Garage Doors, Inc. The bid from Newman was: \$1,440.00 with the bid from Guse-Hahn being \$1,128.00. Melodie Culverhouse made a motion to accept the Guse-Hahn bid, with a second from Jane Tackett, motion carried, all Ayes.

**Department Reports:**

**Ambulance:** Rich Macigewski reported: Seven (7) calls were made. It was noted that there was an invoice #16446, dtd 7/1/08, for \$400.00 for Radio fees that has not been paid to the County of Berrien. Clerk is

to contact David Agens and request a copy of this invoice and pay the invoice.

**Fire:** Jack Hojara was not able to attend the meeting but gave clerk, Melodie Culverhouse their report. There were: Three (3) call for November, (1) Pole fire, (1) Mutual Aid (Galien) and (1) PI accident.

**SWAG: (see attached sheets for report)** Mike Metz stated that they are sadly in need of more members, there are always vacant seats.

**Also attached:** See the Group's purpose and goals.

**Recreation Committee:** No Quorum to hold meeting.

**Beautification Committee:** Nothing to report.

**Public Comments:** Mrs. Charles Ray wanted to know how the taxes for the Drain were

Calculated. Irene stated she would contact Roger Zielke to find out this information for her.

**Adjournment:** Wanda Green made a motion to adjourn the meeting, seconded by Jane Tackett at 8:08 pm. Motion carried with all Ayes.

***The next Regular Board Meeting will be held on Wednesday, January 21<sup>st</sup>.***

***Respectfully submitted:***

***Melodie Culverhouse  
Clerk***

