

Approved September 26, 2016

The regular meeting of the Kinderhook Township Board was called to order by Wayne Barnes on Monday, August 29, 2016 at 7:30 p.m. at the Kinderhook Township Hall. The pledge was recited to the American flag. Wayne Barnes, Supervisor, Jody Lewis, Trustee, Gary Stetler, Trustee, Dwayne Weber, Treasurer, and Cynthia Carpenter, Clerk were present.

The minutes of July 25, 2016 were approved as presented.

Correspondence:

- None of note.

Commissioner's Report:

- The Commissioner presented the July report which included:
 - Tire Collection
 - Operation Clean Sweep DEQ Grant
 - Audit which showed a fund balance up 2% from 2014.
- Terry Kubasiak, County Clerk, spoke about the new election equipment that will be available throughout the state in late 2017. A percentage will need to be paid by the township. It was her suggestion the township budget between \$2-4,000. For the new equipment The RFP's are at the Board of Election for review. She would like to have the equipment in the County by the end of 2017.

Sheriff's Report:

- The Sheriff was not present to report.

Financial Report:

- Clerk Carpenter reported August's operating expense to be \$20,941.69 and revenues of \$4,642.52. Trustee Stetler moved supported by Trustee Lewis to accept the Clerk's report and pay the bills; motion carried.
- Treasurer Weber reported the July Summary Balance Sheet which included:
 - Assets \$473,929.30
 - Receivables \$2,203.13
 - Other Assets \$142,579.30
 - Total Assets \$618,711.73

Clerk Carpenter made a motion to accept the Treasurer's Report with support from Trustee Stetler; motion carried.

Zoning Report:

- Zoning Administrator Siler presented the Report for July 2016. Four permits were issued and eleven violations were reported. 4 are still open with 2 on hold until the September Planning Meeting.

Cemetery Report:

- Sexton Baker reported two burials for the month and he sold two grave sites.

Old Business:

- Rental Agreement –Trustee Lewis noted some verbiage cleanup on the rental agreement and the addition of a ½ day rate with clarification for “non-profit” uses. Treasurer Weber made a motion to approve the updated copy with support from Trustee Stetler; motion carried.
- Credit Card Use Policy Resolution – was presented, reviewed, and approved.

New Business:

- A new policy of the Treasurer was presented for a cost savings to the Township. Receipts for tax collection will no longer be automatic. If a person would like a receipt, they may request an electronic receipt or send a stamped self- addressed envelope requesting a receipt with their tax payment.
- Special Assessment for the Private Roads – The Branch County Road Commission has notified the Townships that as of October 1, 2016 they will no longer take care of the Special Assessment Districts. MTA was contacted for an opinion and they advised against Townships being involved in these special assessment districts. Supervisor Barnes stated that if the Township stays involved in these special districts, by collecting the fees, they need to be involved contracting for the roads, or we can dissolve the districts and return the responsibility to the home owners. If that is the decision of the Board, any excess dollars will be returned to the homeowners. “We as a Township cannot hold the dollars and pay someone to take care of your roads, stated Barnes.” The Road Commission will open the roads for emergency equipment if necessary. Trent Arver, County Road Commission Director made the decision April 28th and did not notify the Townships until July 18th which has given us little time to make a decision regarding this. Supervisor Barnes stated, “These are private drives, they are not the Townships responsibility to maintain. It is the responsibility of the homeowners to maintain their roads. Harbaugh Drive culvert was discussed and Wayne stated he has looked at it and it is in the road right of way and is the County’s responsibility. Supervisor Barnes stated that he feels it is the best that each group should take care of their own roads. This should provide better service, possibly quicker service.

ACTION: Supervisor Barnes made a motion to discontinue to the Special Assessment Districts and return any extra dollars after all bills are paid. Trustee Stetler seconded the motion; motion carried. Trustee Lewis made a motion to remove the 2016 Special Assessment from the tax roll, Treasurer Weber provided support; motion carried. Supervisor Barnes will send a letter stating what we have decided and everyone will receive a copy of the letter from the Road Commission. He encouraged everyone to contact Trent Arver with any additional questions they may have. Supervisor Barnes stated, “I feel we made a decision to the best of our ability, although it is not a popular decision.”

- Paul Plant from Taylor, Plant, and Watkins was in attendance to present the Bi-annual audit. Mr. Plant stated that this was a good year for the Township and the Township is in good shape. He also stated the Township increased the fund

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balance from previous year. He did recommend, however, that the beginning fund balance should be included in the Budget.

Citizen Comments:

- A zoning question was fielded by Zoning Administrator Siler.
- It was also reported there is a street light out on US 27.

Meeting adjourned 9:10 p.m.

Respectfully submitted by,

Cynthia Carpenter
Clerk