

## Lawrence Township Regular Board Meeting January 12, 2017

The Lawrence Township Regular Board Meeting was called to order at 7:00 p.m.

Present: Spenner, Thompson, Tinker, Reynnells and Stroud

Also Present: Attorney Brien Heckman, Rick Boze, Jeff Moses, Don Hanson and Kyle Mead.

Motion made by Reynnells, 2<sup>nd</sup> by Stroud, to approve the December 8, 2016 Regular Board Minutes as amended and the December 15, 2016 Special Meeting Minutes as amended.  
 Roll call vote: All ayes. Motion carried.

Motion made by Tinker, 2<sup>nd</sup> by Stroud, to approve the January 12, 2017 expenditures as presented.  
 Roll call vote: All ayes. Motion carried.

**General Fund Totaling: \$17,428.65**

Date	Expenditure	Amount	Description
01/12/2017	Apex Software	\$445.00	Assessor Software Annual Renewal
01/12/2017	Associated Government Services	\$550.00	ZBA/Land Division/Enforcement
01/12/2017	Bronsink & Bos Equipment	\$923.52	Cemetery Equipment Repairs/Maint
01/12/2017	Consumer's Energy	\$192.97	Utilities-GF Fire Hall
01/12/2017	Consumer's Energy	\$0.00	Utilities-Bank Bldg-did not receive bill
01/12/2017	Consumer's Energy	\$38.00	Utilities - Bank Bldg Settlement
01/12/2017	Consumer's Energy	\$64.83	Utilities-Cemetery Memorial
01/12/2017	Cougar Mountain	\$1,782.00	Software Renewal
01/12/2017	First National Bank - Omaha	\$13.95	Treasurer Computer Services
01/12/2017	First National Bank - Omaha	\$189.86	Fuel/Cem Supplies/Library Maint/Bank Maint
01/12/2017	First National Bank - Omaha	\$281.48	Software/Postage/Supplies/Antivirus
01/12/2017	Flametamer Fire Protection	\$582.50	Annual Fire Ext Maint/Emergency Lights Maint - Library
01/12/2017	Flametamer Fire Protection	\$10.00	Annual Fire Extinguisher Inspection - Bank Building
01/12/2017	Frontier	\$94.94	Treasurer/Board Communications
01/12/2017	Frontier	\$47.02	Cemetery Communications
01/12/2017	Heckman Law PLLC	\$442.00	Legal Fees
01/12/2017	IRS	\$1,372.16	EFTPS Monthly Tax Payment
01/12/2017	Richardson Oil	\$207.57	Cemetery Fuel
01/12/2017	Ricoh	\$268.28	Copier Contract
01/12/2017	Rose's Service Center	\$515.96	Dump Truck Repair
01/12/2017	State of Michigan	\$237.64	Payroll Taxes

## Lawrence Township Regular Board Meeting

January 12, 2017

Page 2 of 7

01/12/2017	Van Buren County Clerk	\$700.00	Programming Fees
01/12/2017	Village of Lawrence	\$17.68	Garbage Service
01/12/2017	Village of Lawrence	\$66.76	Utilities-Bank Bldg
	<b>Subtotal</b>	<b>\$9,044.12</b>	
	<b>Payroll</b>		
01/12/2017	Donna Ghastin-Neyome	\$1,986.48	Assessor Salary
01/12/2017	Donna Spenner	\$979.10	Supervisor Salary
01/12/2017	Kim Thompson	\$931.18	Clerk Salary
01/12/2017	Mary Tinker	\$871.70	Treasurer Salary
	<b>Subtotal</b>	<b>\$4,768.46</b>	
	<b>Consent Items Already Paid</b>		
	State of Michigan	\$146.75	State Payroll Tax
	IRS	\$422.54	EFTPS Tax Payment
	Theresa Stroud	\$451.35	Dep Treasurer Wages (12/9/16; 1/6/17 )
	Barry Scott Earls	\$2,595.43	Sexton Wages (12/9/16; 12/23/16; 1/6/17)
	<b>Subtotal</b>	<b>\$3,616.07</b>	
	<b>Grand Total</b>	<b>\$17,428.65</b>	

**LTES Fund Totaling: \$28,119.95**

Date	Expenditure	Amount	Description
01/12/2017	Aflac	\$136.37	
01/12/2017	Bronson Healthcare Group	\$458.50	Pre-Employment Physical/Drug Screen - Gaborik
01/12/2017	Christina Benson	\$150.00	QR Training
01/12/2017	Consumers Energy	\$771.90	Utilities
01/12/2017	First National Bank - Omaha	\$1,034.11	Supplies/QR Training/Lap Top/Uniform Cleaning
01/12/2017	First National Bank - Omaha	\$523.73	FD & QR Training/Equip Maint/Supplies/Comm Promo
01/12/2017	Flametamer Fire Protection	\$690.00	Fire Extinguisher Annual Inspection
01/12/2017	Freightliner of Kalamazoo	\$911.94	Truck Repair #1721
01/12/2017	Frontier	\$141.04	Communications
01/12/2017	Gall's	\$41.28	QR Equipment
01/12/2017	IRS	\$420.70	EFTPS Payroll Taxes
01/12/2017	Kazoo Co Fire Chiefs Association	\$50.00	FD Training
01/12/2017	Martin Spring & Driveline, Inc	\$603.64	Truck Repair #1710
01/12/2017	Michigan Asso of Fire Chiefs	\$85.00	Membership Dues
01/12/2017	Mike Anchor	\$60.57	Communications & PP Equip Reimbursement
01/12/2017	Moses Fire Equipment	\$1,019.62	Adapters/Bunker Boots/Supplies/Equipment
01/12/2017	Moses Fire Equipment	\$6,139.00	1726 Refurbish Project
01/12/2017	Nye Uniform	\$64.45	QR Personal Protection Equipment
01/12/2017	Richardson Oil Co.	\$684.22	Fuel Expense (Nov & Dec 2016 Invoices)

Lawrence Township Regular Board Meeting

January 12, 2017

Page 3 of 7

01/12/2017	Ricoh	\$268.28	Copier Contract (Dec & Jan Invoices)
01/12/2017	Roe Comm	\$491.00	Radio Equipment
01/12/2017	State of Michigan	\$76.85	Payroll Taxes
01/12/2017	Touchtone Communications	\$38.19	Communications
01/12/2017	VB County Training Committee	\$250.00	FD Training
01/12/2017	Village of Lawrence	\$17.68	Garbage Service
01/12/2017	Village of Lawrence	\$135.63	Utilities
	<b>Sub Total</b>	<b>\$15,127.33</b>	
	<b>LTES Payroll</b>		
01/12/2017	Michael Beach	62.77	Wages
01/12/2017	Charles Carpp	\$31.17	Wages
01/12/2017	Michael Carpp	\$316.26	Wages
01/12/2017	Michelle Curtis	\$216.91	Wages
01/12/2017	Morgane Curtis	\$71.14	Wages
01/12/2017	Barry S. Earls	\$207.87	Wages
01/12/2017	James Fein	\$56.56	Wages
01/12/2017	John Gritter	\$14.54	Wages
01/12/2017	William Gaborik	\$14.98	Wages
01/12/2017	Rolla Hemingway	\$233.96	Wages
01/12/2017	Steven Lowe	\$273.39	Wages
01/12/2017	Kyle Mead	\$322.63	Wages
01/12/2017	Shawn Mead	\$174.08	Wages
01/12/2017	Eric Mills	\$79.28	Wages
01/12/2017	Linnea Rader	\$54.19	Wages
	<b>Sub Total</b>	<b>\$2,129.73</b>	
	<b>Consent Items Already Paid</b>		
	Michael Anchor	\$4,985.94	Chief Salary (12/9/16; 12/18/16; 1/6/17)
	IRS	\$1,822.46	EFTPS Payroll Tax
	Karen Hardin	\$3,569.52	Secretary Wages (12/9/16; 12/18/16; 1/6/17)
	State of Michigan	\$483.97	State Payroll Tax
	<b>SubTotal</b>	<b>\$10,861.89</b>	
	<b>Grand Total</b>	<b>\$28,118.95</b>	

**Building Fund Totaling: \$2,368.00**

Date	Expenditure	Amount	Description
01/12/2017	AGS (November 2016)	\$789.00	1 Bldg/1 Elect/1 Mech/1 Plumbing
01/12/2017	AGS (December 2016)	\$1,579.00	1 Bldg/1 Elect/2Mech
	<b>Total Proposed Expenditures</b>	<b>\$2,368.00</b>	

The following reports were presented to the Board:

- ✓ Sheriff's Department
- ✓ Road Commission
- ✓ Village of Lawrence
- ✓ Lawrence Township Emergency Services
- ✓ Treasurer
- ✓ Clerk
- ✓ Planning Commission
- ✓ County Commissioner

Rick Boze, representing the Van Buren County Sheriff's Department, informed the Board that there were 137 total dispatches for December 2016. Sign up for the Citizenship Academy begins this month.

Road Commissioner Rick Boze offered a reminder to citizens that a plow truck has to actually hit their mailbox in order for the Road Commission to pay for replacement. Mailboxes knocked down by the snow pushed by the plow will not be reimbursed. The township will receive a current copy of the VB Road Commissions' policy statements.

Commissioner Hanson reported that Tim McGee is the new director of the 911 Advisory Committee. Through new promotions, they hope to increase Smart 911 enrollment by 50%. There is a new 911 tower near Lawton. 911 dispatchers will be riding with patrol officers to get a better handle on how dispatchers impact the patrol officer's job in the field.

The VB/Cass Health Board will be opening the construction proposals for bid for the new Health Building at the ISD.

Van Buren County is anticipating a \$750K loss of revenue from the closing of the Palisades Plant. The County is in good shape currently, but will begin planning for the future revenue loss.

There was no report from the Village of Lawrence.

Chief Anchor informed the Board that after conducting a study of the electric use at his home to maintain the diesel engine on the QR truck in the winter, he estimates that it runs approximately \$14.08 per week. He has requested that the Board reimburse him for this expense.

A motion was made by Reynnells and supported by Stroud to approve reimbursement to Chief Anchor for increased electric usage based on \$200.00 per winter season for additional utilities at his residence. Roll call vote. All ayes. Motion carried.

Due to the recent increase in minimum wage, the LTES Salary Matrix must be revised. In a motion made by Reynnells and supported by Stroud, the Salary Matrix was updated effective January 1, 2017, affecting the salary for probationary firefighter and/or QR. Roll call vote. All ayes. Motion carried.

<b>Salary Matrix 6 (Minimum Requirement) Effective 1/1/2017</b>	<b>None (No Medical)</b>	<b>Probation</b>	<b>MFR Medical First Responder (Requires 100 hrs training)</b>	<b>EMT-B EMT Basic (Requires 300 hrs training)</b>	<b>EMT-S EMT Specialist (Requires EMT-B; Requires 150 hrs training; Total 450 hrs)</b>	<b>EMT-P EMT Paramedic (Requires min. 3 yrs of EMT-B; Requires 580 hrs training; Total 880 hrs)</b>
<b>None (No Fire)</b>		<b>\$ 8.90</b>	\$ 10.25	\$ 11.25	\$ 12.25	\$ 14.25
<b>Fire/EMS Chief – FO III &amp; EMT-B</b>	\$45,000/yr					
<b>Fire Assistant Chief – FO III</b>	\$2,000/yr					
<b>EMS Assistant Chief – EMT- B</b>	\$2,000/yr					
<b>EMS Medical Assistant</b>	\$ 600/yr					
<b>Fire Captain – FO II</b>	\$1,000/yr					
<b>Fire Lieutenant – FO I</b>	\$ 750/yr					
<b>Fire Secretary/Treasurer – FF II</b>	\$ 600/yr					
<b>Safety Officer – FF II</b>	\$ 600/yr					
<b>Training Officer – FF II</b>	\$ 1,000/yr					
<b>Medical Assistant</b>	600/yr.					
<b>Probation</b>	<b>\$ 8.90</b>	<b>\$ 9.25</b>	\$ 10.75	\$ 11.75	\$ 12.75	\$ 14.75
<b>FFI - Fire Fighter I (Requires 300 hrs training)</b>	\$ 10.25	\$ 10.75	\$ 11.25	\$ 12.25	\$ 13.25	\$ 15.25
<b>FFII - Fire Fighter II (Requires 125 hrs training if already FFI; Requires 360 hrs training if combined w/FFI)</b>	\$ 11.25	\$ 11.75	\$ 12.25	\$ 12.75	\$ 13.75	\$ 15.75
<b>FOI - Fire Officer I (Requires FFII for 3 yrs; Requires 112 hrs training; Total 472 hrs training)</b>	\$ 12.25	\$ 12.75	\$ 13.25	\$ 13.75	\$ 14.25	\$ 16.25
<b>FOII - Fire Officer II (Requires FO I; Requires 96 hrs training; Total 568 hrs training)</b>	\$ 13.25	\$ 13.75	\$ 14.25	\$ 14.50	\$ 14.75	\$ 16.75
<b>FOIII - Fire Officer III (Requires FO II; Requires 64 hrs training; Total 632 hrs training)</b>	\$ 14.25	\$ 14.50	\$ 14.75	\$ 15.00	\$ 15.25	\$ 17.25

The Chief presented additional repairs for the 1726 Refurbish Project that are within budget but not included in the original approved quote. After some discussion, a motion was made by Thompson and second by Tinker to approve those additional repairs as presented. Roll call vote. All ayes. Motion carried.

Treasurer Tinker submitted the financial report for December 2016. She noted that LTES has a mature CD at First State Bank.

Clerk Thompson presented the December 2016 financial statements. She requested a budget amendment be made to two cost centers.

In a motion made by Thompson and second by Reynnells, an increase of \$1,200 will be made to 191 Election cost center to adjust to \$2,690 and an increase of \$1,700 to the 266 Fire Hall cost center to amend to \$5,000. Roll call vote. All ayes. Motion carried.

The ZBA had no report, due to no new applications.

The Planning Commission had no new information to report.

Under Old Business on the Agenda, the zoning administration update was tabled until the February meeting due to no reference checks having been received.

A reminder of the joint meeting of the Village and Township, scheduled for January 24, 2017 at 7:00 p.m.

Under New Business, a motion was made by Stroud and second by Spenner to approve a Resolution to adopt the amended Master Plan. Roll call vote. All ayes. Resolution adopted.

**RESOLUTION OF THE LAWRENCE TOWNSHIP**  
**BOARD OF TRUSTEES**

**REGARDING APPROVAL OF THE MASTER PLAN**

**Said resolution is adopted at a REGULAR meeting held on 01/12/2017 at 7:00 P.M.  
at 205 N. Paw Paw St., Lawrence, MI 49064.**

**WHEREAS**, the Lawrence Township Planning Commission has prepared a proposed Master Plan for the future use, development and preservation of lands within the Township in accordance with procedures set forth in Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3839;

**WHEREAS**, on August 23, 2016, the Planning Commission held a public hearing to consider approval of the proposed Master Plan, following the publication of notice and after expiration of the statutory comment period, in accordance with the Michigan Planning Enabling Act;

**WHEREAS**, the Planning Commission approved the proposed amended Master Plan in accordance with the provisions of the Michigan Planning Enabling Act; and

**WHEREAS**, pursuant to Section 43(3) of the Michigan Planning Enabling Act, the Township Board may also approve or reject the Township Master Plan, after approval thereof by the Planning Commission.

**NOW, THEREFORE, BE IT RESOLVED**, that the Lawrence Township Board of Trustees has approved the Lawrence Township Master Plan attached hereto as Exhibit A.

Resolution offered by Stroud and supported by Spenner.

Roll Call Vote:

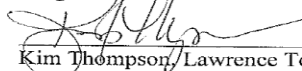
Yes: Stroud, Reynells, Thompson, Tinker, Spenner

No: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED**

I hereby certify the foregoing constitutes a true and complete copy of a resolution adopting the amended Master Plan by the Lawrence Township, County of Van Buren, Michigan, Board of Trustees, at a regular meeting held on 01/12/2017.

Date: Jan 12, 2017

  
Kim Thompson, Lawrence Township Clerk

The upcoming annual MTA conference in April will be attended by Stroud, Spenner and Thompson.

With no further business to attend to, a motion to adjourn was made by Reynnells and second by Stroud.

Meeting adjourned at 8:43 p.m.

Respectfully Submitted,

Attest,

Kim Thompson, Clerk

Donna Spenner, Supervisor