

**BARODA TOWNSHIP**  
**Board Meeting Minutes**  
**December 20<sup>th</sup>, 2021**

The Baroda Township Board met on Monday December 20<sup>th</sup>, 2021 at 9091 First St in the Municipal Buildings meeting room, Baroda. Present were Board Members Dennis Krotzer, David Wolf, Christina Price, William Hurst and Larry Klug. There were 9 audience members. The meeting was opened at 7:00pm with a recitation of the Pledge of Allegiance.

**GUEST-** Ryan Keough was introduced as an applicant interested in filling the vacancy of the Current Zoning Administrator. After further discussion this will be postponed to work out the details of the Zoning Administrator for the Township.

**Library Report**

Jessica Ishmael presented the Library Report from Lincoln Township. November's total circulation was 13,131; total digital circulation was 18,037 with Baroda Townships at 846. Listed in the report was the Programming that was being offered in December 2021.

**Police Report-** Supervisor Dennis Krotzer read the Police Report from Chief Shawn Martin with a total of 209 calls. Lake Twp. had 136, Baroda Twp. 33, Baroda Village 23 and 17 outside our jurisdiction. He also discussed the need to raise the Police Millage in the 2022 Election to be able to match the Townships portion to Baroda Lake Police Department. This will be discussed at future meetings. He also reported the Baroda Lake Police Departments Police Budget. After further discussion it was agreed to pay \$199,000.00 along with anything extra that will be figured out at the Townships Budget meetings moving forward in 2022. David Wolf made a motion to approve the Baroda Lake Police Budget as presented, seconded by William Hurst. By Roll Call Vote – Voting Yes; Larry Klug, David Wolf, Dennis Krotzer, William Hurst and Christina Price. Voting No, None. Motion Carried

**Fire Department Report**

Supervisor Dennis Krotzer gave the Fire Department report as Fire Chief Jeff Gaul was absent due to possible exposure of Covid. He reported total incidents for the month of November 2021 were 3 and Year to Date is 58. He reported the total hours of training for November was 57 hours, monthly sessions 54 hours. Burn Permits requested, year to date total is 94.

He also reported that Doug deBest will be retiring from the Baroda Township Fire Department as of December 31<sup>st</sup>, 2021 and Doug deBest emailed a request on December 1<sup>st</sup>, 2021 for his retirement party to be held on December 27<sup>th</sup>, 2021 to receive his recognition of pins and plaques of 15 years of service and that he would like his Turnout gear to be able to continue to teach fire service courses here in the State of Michigan. After further discussion of the current Policy for purchasing pins and plaques it was noted by the Clerk that the current policy does not give permission to spend the money without Board approval and it only approves spending unlawful expenditures for these items with no budgeted approval amount. She also stated that she agrees Doug deserves the Plaques, but does not agree with how things were handled with purchasing the items before being presented and voted on at a Board Meeting. Supervisor Dennis Krotzer stated that the Policy will need to be updated with a spending limit. Trustee David Wolf does not agree and thinks the Policy is ok. Clerk Price presented a bill from Supervisor Dennis Krotzer to be reimbursed for purchasing Plaques from Twin City Awards for Doug deBest's Retirement, after further discussion David Wolf made a motion to approve the reimbursement payment, seconded by Larry Klug. By Roll Call Vote – Voting Yes; Larry Klug, David Wolf, Dennis Krotzer, William Hurst. Voting No, Christina Price. Motion Carried 4 to 1.

Supervisor Dennis Krotzer stated that the Village Treasurer's vehicle had a shattered window from an object flying from either the Townships Lawn Mower or Leaf Blower. He believes this is from when the Fire Department does their Training on vehicles in the back parking lot. He mentioned a new location behind the Fire Department or possibly down at the Village garage.

**Fire Hydrant Rental with the Village- Postponed**

**Washer - Postponed**

**Fire Departments Policy and Procedures – Postponed & to be presented to the Fire Board for review**

**Fire Departments Fire Chief, Assistant Fire Chief Description, Position Descriptions – Postponed**

**Medic One** – Supervisor Dennis Krotzer presented Medic Ones report.

### **Treasurers Report**

William Hurst presented the Treasurers report as of November 30<sup>th</sup>, 2021, Baroda Township Funds had cash balances as follows: General Fund = \$390,032.62 Library Fund = \$64.57, Road Fund = \$4,118.20, Baroda Police Fund = \$96,967.54, Fire Maintenance Fund = \$64,703.91 Fire Equipment Fund = \$23,501.46, Rubbish Fund = \$122,765.18 Building Fund = \$56,673.82, Water Fund = \$144,863.66 and Tax Fund = \$43,942.83. Larry Klug made a motion to accept the Treasures Report as presented, David Wolf Seconded. Vote – All yes. Motion Carried. Treasurer William Hurst presented an agreement between the Township and The Berrien County Board of Commissioners to provide Tax Processing service which will utilize BS&A application and Software. With this agreement there is an annual software fee of \$2,356.00. After further discussion Larry Klug made a motion to approve the agreement and payment as presented, seconded by David Wolf. By Roll Call Vote – Voting Yes; Larry Klug, David Wolf, Dennis Krotzer, William Hurst and Christina Price. Voting No, None. Motion Carried

### **Assessors Report**

Supervisor Dennis Krotzer presented the Assessors report from Angela Story.

### **Ordinance Officer Report**

No Report

### **Clerks Report**

\* Christina Price presented the Bills Report. After discussion David Wolf moved to approve the bills report, seconded by William Hurst. By Roll Call Vote – Voting Yes; Larry Klug, David Wolf, Dennis Krotzer, William Hurst and Christina Price. Voting No, None. Motion Carried

\*Clerk Price presented the Budget Amendments for December 2021, after further discussion Dennis Krotzer made a motion to approve the amendments as presented, seconded by Larry Klug. Vote-All Yes. Motion Carried.

\*Clerk Price presented the Quarterly Budget Report for review.

\*Clerk Price reported that the Planning Commission met in December and they are recommended that the Board appoints Tom Lippert to the Planning Commission. After further discussion Christina Price made a motion to appoint Tom Lippert to fill William Hurst term on Planning Commission.

\*Clerk Price presented an agreement that was approved by the Baroda American Legion to permanently move the Election Precinct to Legions Hall moving forward in 2022. The agreement states that the Township would need to add the Legion as an additional on their insurance. After further discussion Christina Price made a motion to approve the agreement along with the \$100.00 additional insurance fee for adding the Legion on Election Days, seconded by Dennis Krotzer. Vote-All yes. Motion Carried.

\*Clerk Price presented the new two new senate bills that could affect the Townships Ballot Drop by needing a camera and certification with additional steps to collecting the mail. After further discussion the Clerk is to check to see if the Township legally needs a drop box.

\* Clerk Price- Made a motion to pay a bill from James Furkis the Townships Hearing Officer for \$75, seconded b Dennis Krotzer. Vote- All Yes. Motion Carried.

\*Clerk Price- Made a motion to reimburse a bill from Supervisor Dennis Krotzer for new door stops for the Municipal Building, seconded by David Wolf. Vote- All yes. Motion Carried.

## **Unfinished Business –**

### **Maintenance:**

**Maintenance Garage Foundation Issues – Postponed**

**Welder for Maintenance Department- Postponed**

**Concrete Mixer – Postponed until the next budget cycle**

**Chip and Seal on Keehn Road-Postponed until 2022**

**Water Contract with Lake Twp- Postponed**

**Zoning Board of Appeals Committee-Postponed**

**Grants for Ruggles Cemetery expansion- Postponed**

**Grants for Hess Lake Park expansion or improvements-Postponed**

**Baroda Township Improvements Program-Postponed**

**American Rescue Plan Act Update – Postponed**

**Chart of Accounts-** Clerk Price presented the Board with the newly updated chart of accounts.

**Rubbish Contract Draft Revised Copy –** After further discussion David Wolf made a motion to approve the Rubbish Agreement as presented, seconded by Larry Klug. . By Roll Call Vote – Voting Yes; Larry Klug, David Wolf, Dennis Krotzer, William Hurst and Christina Price. Voting No, None. Motion Carried

**Hess Lake Park Camera’s –** Postponed until a later date.

**Cemetery Ordinance Draft Revised Copy – Postponed**

**Maintenance Cell Phone – Postponed**

**Road Department Preliminary Road Plans – Postponed**

**Quote for Lighting at Hess Lake Park –** After further discussion it was decided to give Dave Ravitch a copy and see what light location he would need for the park cameras.

## **New Business –**

**James Phiefer Resignation Letter for Zoning Administrator –** Christina Price read a letter of resignation from James Phiefer. After further discussion David Wolf made a motion to accept his resignation as of December 31<sup>st</sup>, 2021, seconded by Christina Price. Vote-All Yes. Motion Carried. It was also decided to post a job opening for this position on Facebook, Website, Post Office.

**Ruggles Cemetery Accident/Claim –** Is postponed until insurance companies figure out the details.

**Quotes for Old Pavilion Kitchen Doors and Windows –** Supervisor Dennis Krotzer stated that he will be getting quotes on enclosing the Old Pavilions Kitchen as there has been vandalism.

**Rescind the letter of Termination to Lincoln Township Library-** Christina Price made a motion to approve the Rescind letter to Lincoln Township, seconded by David Wolf. Vote-All Yes. Motion Carried.

**Review Lincoln Townships Library Contract Renewal for 2022 –** Supervisor Dennis Krotzer stated that he plans to work on the renewal contract with Jessica Ishmael from Lincoln Township Library.

**Broadband Connectivity in Baroda Township –** Supervisor Dennis Krotzer reported that he has attended multiple meetings in regards to Broadband and will be taking the lead with gathering information for the Board.

**Resolution 2021-11 to Accept Written Protest to the Board of Review –** Supervisor Dennis Krotzer Offered the Resolution, seconded by Christina Price. By Roll Call Vote – Voting Yes; Larry Klug, David Wolf, Dennis Krotzer, William Hurst and Christina Price. Voting No, None. Motion Carried

**BOR Resolution 2021-12 to Provide for Alternate Starting Dates -** Supervisor Dennis Krotzer offered the Resolution, seconded by David Wolf. By Roll Call Vote – Voting Yes; Larry Klug, David Wolf, Dennis Krotzer, William Hurst and Christina Price. Voting No, None. Motion Carried

**BOR Resolution 2021-13 to Adopt Federal Poverty Guidelines -** Supervisor Dennis Krotzer offered the Resolution, seconded by Larry Klug. By Roll Call Vote – Voting Yes; Larry Klug, David Wolf, Dennis Krotzer, William Hurst and Christina Price. Voting No, None. Motion Carried

**BABA Membership Application** – Supervisor Dennis Krotzer presented the BABA Application. David Wolf made a motion to approve joining the Membership, further discussion: Clerk Christina Price asked to postpone this until next month so the Township can make sure this is a legal transaction, request was denied. Supervisor Dennis Krotzer seconded the Motion. By Roll Call Vote – Voting Yes; Larry Klug, David Wolf, Dennis Krotzer. Voting No, Christina Price. William Hurst Abstained as he is on the Board of BABA. Motion Carried 3 to 1 vote.

**Hinman Cemetery Insurance Claim** – It was reported that a headstone was knocked off its base and will need to be repaired.

**Budget Meeting January** – After further discussion it was decided on by the Board to meet on January 13<sup>th</sup>, 2022 at 6:00pm.

**Bank Accounts for Ambulance and Road Funds** – Clerk Price mentioned that the Township will need to open a new account for the Ambulance Fund. After further discussion William Hurst is to gather information on opening a new account for the Ambulance Fund and separating Library and Road from the General Fund.

**Minutes-**

After further discussion David Wolf made a motion to accept the minutes as presented, supported by William Hurst. Vote-All Yes. Motion Carried.

**Supervisors Comments** – None

**Audience Comments** – Cindy Shepard asked if there would be additional audit fees once funds are separated. Audra Johnson asked about the cares act money and if the Township has any plans yet. She also mentioned about running water and sewer to the field on the west side of Hess Lake Park to maybe put the New Fire Station there.

Supervisor Dennis Krotzer ended the meeting at 9:23pm.

Christina Price,  
Baroda Township Clerk