

**LOCKPORT TOWNSHIP REGULAR MEETING**  
**March 12, 2018**

**Purpose of the meeting:** Regular monthly meeting of the Lockport Township Board.

**Members Present:** Mark Major, Melissa Major, Mike Friesner, Beccy Friesner, Tammy Babcock, Theresa Gherna-Ankney, Paul Bungart, Doug Kuhlman, Rhonda Wright

**Members Absent:** Dale Hutson

**Call to order:** The March 12, 2018 meeting was called to order by Supervisor Mark Major at 7:00 p.m.

Mark Major lead the Pledge of Allegiance

The Board and visitors observed a moment of silence in memory of Wayne Timm.

**Approval of Agenda:** Tammy made a motion to accept the agenda as amended to read next meeting will be April 9, 2018. Paul seconded the motion. MOTION CARRIED 5-0.

**Approval of Minutes:** Tammy made a motion to accept the meeting minutes of February 12, 2018 as presented. Mike seconded the motion. MOTION CARRIED 5-0.

**Public Comments:**

- A. Dennis Allen, County Commissioner representing Lockport Township, presented information on the upcoming E-911 millage request. He said the biggest issue facing E-911 is the equipment is outdated and repairs are limited because of no availability of parts. The request is for 1.0 mils for seven years. The cost for a home with a taxable value of \$78,000 would be \$5.47 per year. All emergency agencies within the county would receive new equipment, at no further cost to that agency.

**Three Rivers Fire Department Report:**

- A. Chief Holcomb presented the 2017 and year to date incident report. Staffing currently consists of 14 career firefighter/EMS personnel, 12 are paramedic firefighters and two are firefighter basic EMTs. On call staff is 16-members cross trained as firefighter/EMS personnel. This allows for an emergency first response with two fire engines, a tanker, a ladder truck, two brush fire vehicles, a heavy rescue and four ambulances. The department is hoping this year to be able to purchase an additional power cot, upgrade some AED units, a surface/water response platform (boat), a new fire hose, and new rescue air bags.

**Centreville Fire Department Report:**

- A. Chief Loker presented the February 2018 run report. Of nine calls, two calls were in Lockport Township. He reported vehicle repairs have been costly the last six months. The department is still working on possibly purchasing a new fire truck to replace a current truck.

**Report from State Representative Aaron Miller:**

- A. Representative Miller reported the State of Michigan probably will not declare a state of emergency for the recent flooding in St. Joseph county.
- B. There was significant road damage from the recent flooding. There was a surplus of budget money last year (approximately \$160,000,000) for which the State will put toward road repairs.

- C. The Senate and House of Representatives along with the Governor will be up for election this year.
- D. Representative Miller would like to remind his constituents that he listens to local voters when making a voting decision. He asks that you contact his office with any questions or concerns.

**Enforcement Officer Report:**

- A. Doug provided the year to date Zoning Administration Permit Log. Year to date there have been two applications approved.
- B. He reported the property on Wilbur Road is now owned by the township and he has completed an assessment of the property condition. This property is in very bad condition. He will obtain bids for removing the house and bulldozing some trees on the property.
- C. Paperwork has been submitted to the Appellant Court due to the recent court decision on the Sports Complex. In regards to the lawsuit between the City of Three Rivers and St. Joseph County, the city has asked for a stay and the county has filed a summary disposition. Construction could still begin unless the township requests the judge to issue another stay order.

**Assessors Report:** No report available.

**Treasurers Report and Bills:**

- A. Mike reported the following monthly cash statement.  
Checking balance \$1,625.07 with \$14,660.08 transferred from SMB account, \$16,988.28 deposited and checks drawn in the amount of \$33,235.27. Outstanding checks are in the amount of \$64.08. Balance of accounts to date are checking account \$1,625.07; SMB savings account \$209,038.58 (\$92,000 for fire truck fund, revenue sharing of \$50,374); Flagstar savings account \$249,531.17; Horizon Bank CD \$178,198.67; Kellogg Community Credit Union CD \$75,931.94; Three Rivers Banking Center CD \$112,042.40; and Southern Michigan Escrow account \$12,263.00 for a total of \$838,630.83. Tammy made a motion to accept the treasurers report as presented, file the report and pay the bills. Paul seconded the motion. MOTION CARRIED 5-0.
- B. Doug will check on the progress of the property for which the escrow is currently being held.

**Comcast:**

- A. The Comcast contract was acceptable to the attorney, with a recommendation that the annual fee paid from Comcast to the township be increased from \$350 to five percent. Paul made a motion to accept the ten-year contract with the yearly fee kept at \$350 per year. Mike seconded the motion. Roll call vote: Mike-Yes, Paul-Yes, Tammy-Yes, Theresa-Yes, Mark-Yes. MOTION CARRIED 5-0.

**Domestic Assault Shelter:**

- A. The Domestic and Sexual Abuse Services sent a letter asking to help fund their emergency services, outreach and advocacy programs. The amount requested is \$945.50 for the year. The Board previously denied this request and still feels this is the best decision at this time.

**Federal Tax Information and Forms:**

- A. Rhonda reported the new 2018 Federal Tax Rates were implemented on February 15<sup>th</sup>. The current accounting program does not allow updates so monthly payroll will be manually calculated based on percentage rate withholding tables. Updated W-4's was included in the Board members packets and these need to be returned to Tammy or Rhonda by the next regular meeting.

### Committee Reports:

- A. Community Development-No meeting this month.
- B. Intergovernmental Relations-Paul attended the meeting. The Chamber reported on upcoming events of the MDOT meeting March 13<sup>th</sup> from 5-7 p.m. at COA, travel to Spain program on March 4<sup>th</sup> at Glen Oaks College, Leadership workshop on March 14<sup>th</sup> from 8:30 to noon, and the Three Rivers water festival will be from June 14<sup>th</sup> thru June 16<sup>th</sup>. Fabius Township reported they have approved their 2018/2019 budget. The Village of Constantine said they are happy with the help received during the recent flooding. They have received 11 applications for medical marijuana businesses. The City of Three Rivers is working on their upcoming budget. They also reported three people are interested in purchasing the old hospital property on Spring Street. The next meeting will be April 3<sup>rd</sup> at 8:00 a.m. and the public is invited to attend.
- C. ZBA-No meeting this month.
- D. Elections-The new election equipment has arrived and trainings are being held this month. The QVF program is changing and Tammy suggested we should look into a lap top computer and internet at the township hall. Mark will look into internet service available. AV applications are being sent out as of this day.
- E. Nottawa Library-Mike reported there are 29,202 items in the collection, the computer usage was 225, monthly circulation 5,180, Audiobooks—Children 96, OverDrive 241, Interlibrary loan 491, there are 2,247 total patrons and 2,369 people used the library. Lockport patrons checked out 488 items in February. Children’s author and illustrator Ruth McNally Barnshaw will be presenting a drawing class on April 3<sup>rd</sup>.
- F. Centreville Fire Department-Mark reported the budget has been signed by all three municipalities.
- G. Planning-No meeting this month.
- H. SCMCCI-Ed reported the auditing firm has completed the audit and will have a report at the March 28<sup>th</sup> meeting. Business remains steady at both offices. The board directed the administrator to develop a proposal and costs for updating, repairing and replacing some equipment and programs. The board voted unanimously to pay all subscriptions for each municipality to subscribe to the code and standards library. The next meeting in March 28<sup>th</sup> at 5:30 p.m.
- I. Three Rivers Library-Paul attending the meeting and reported the bank property purchase has been completed. The architect presented the remodeling design. The second floor, which is the children’s library, has a maximum of 75% load capacity. Cost for the renovation will be high and the library has money but may need to seek additional funds from the public either by donations or an increase in property taxes. Author Beverly Lewis will hold a book signing on April 14<sup>th</sup>. Lockport residents are using the library.
- J. Water Department-Mark attended the March 6<sup>th</sup> water board meeting. Changes are being made at the water board to save money. Rhonda will now be paying the monthly bills and processing payroll. The board is also trying to save money by going to a postcard billing system, however this will be in a few months. With the death of Wayne Timm, a position for a board member to fill the remainder of his term is now open. Mark made a recommendation to appoint Kelli Atkinson to fill the remainder of Wayne’s term. Theresa made a recommendation to appoint Linda Baker. The water board will hold interviews at the April 3<sup>rd</sup> meeting.
- K. Website-Melissa reported that the IP address has changed again. The website was viewed 1,551 times in February.

Old Business: None

New Business:

- A. With the changes happening within the water board, Mark will check on purchasing a mailbox and possibly installing a drop box into the hall.
- B. Mike would like to move items currently stored in his basement to the township hall. Tammy said there is a lot of items in Wayne's basement that will need to be moved too. Mike will price shelving units for the storage room.

**Adjournment:** Mike made a motion to adjourn the meeting at 8:45 p.m. Theresa seconded the motion. MOTION CARRIED 5-0.

The next regular scheduled meeting is 4/9/2018 at the Township hall.

Respectfully Submitted,

/s/  
Rhonda Wright  
Deputy Clerk

Minutes Approved: 04-09-2018