

**JEFFERSON TOWNSHIP**  
24725 Jefferson Center Street  
Cassopolis, MI 49031

**Board of Trustees Meeting Minutes**

November 14, 2024

**Call to Order:** Supervisor Hass called the meeting to order at 6:30 p.m.

**Roll Call:** Brunner-present, Bundle-present, Gillam-present, Hass-present, Mendenhall-present.

**Additional attendees:** Ron Bellaire, Mark Howie, Dallas Austin, Jeff Locke, Gerry Bundle

**Pledge to the flag:** Recited

**Correspondence:** None

**Public Comment:** None

**Approval of Agenda:** Moved by Mendenhall, supported by Gillam to approve the agenda with the correction of the meeting date. Motion approved.

**Approval of Minutes:** Moved by Brunner, supported by Bundle to approve the minutes of the October 10, 2024, BOT meeting. Motion approved.

**Treasurer's Report:** Moved by Brunner, supported by Hass to approve the treasurer's report as presented. Motion approved.

**Payment of Bills:** Moved by Mendenhall, supported by Bundle to approve the payment of bills as presented. Motion approved.

**Old Business:**

1. Acrem garage door estimate; this item was tabled last month, and the board will continue to hold on making any decisions. Supervisor Hass will seek out additional estimates to replace the bad motor for future consideration.
2. Custodial Update: Erica Evans has not shown up or communicated with Clerk Brunner about continuing employment with the township. Ms. Brunner has tried to reach out by phone and text with no response. Ms. Bundle has offered to serve in the role of township custodian.

**New Business:**

1. New term appointments of BOT members to various boards as follows:
  - a. Edwardsburg Fire Board: Jeff Gillam. Willie Eltzroth will also continue to serve as a representative for the township.
  - b. Central Cass Interlocal Fire Board: Dean Hass. Willie Eltzroth will also continue to serve as a representative for the township.
  - c. Central Cass Ambulance Authority Board: Della Bundle. Della will also serve as the board's secretary. Jenny Brunner will serve as substitute.
  - d. Township Zoning Board of Appeals: Jenny Brunner. Jenny will also serve as the board's secretary. Della Bundle will serve as substitute.
  - e. Township Construction Board of Appeals: Karla Mendenhall. Karla will also serve as the board's secretary.
  - f. Township Planning & Zoning Commission: Jeff Gillam
  - g. CAUA: Dean Hass

2. The township board previously approved using the remaining \$539.04 of ARPA funds toward the purchase of a new E-pollbook laptop. Ms. Brunner has learned that there will be a new security grant through the Bureau of Elections. She would like to apply for the grant to cover the cost of the new laptop. She offered the expense of replacing the township toilets to be partially reimbursed with the remaining ARPA funds. Moved by Bundle, supported by Gillam to apply the remaining ARPA funds to the cost of toilet replacement. Motion approved.
3. Election Update: Ms. Brunner shared voter turnout for the November 5, 2024, General Election. She also shared what a great resource we have in our County Clerk, Monica McMichael in her role of administering early voting for the County and her support of all local clerks.
4. Consideration of Hall Rental. The board discussed continued interest in once again renting the township hall for events. The board discussed past issues that raise liability issues. The township would have to greatly increase the rental fee and consider hiring someone to serve as a security officer during events. The board is not prepared to undertake this right now.
5. Consideration of stipend to Newberg Township for Ambulance Mutual Aid. Mr. Hass said that Newberg Township had started to invoice townships in the CCAA for all mutual aid calls. The CCAA board has met with representatives of Newberg Township multiple times and has concerns about continued charging of townships for mutual aid. Mutual aid has dropped dramatically with SMCAS covering the majority of calls. The CCAA board offered a one-time stipend of \$8000.00 to be paid by the CCAA townships to offset the expenses incurred by Newberg Township for increased mutual aid calls to cover the period between Pride Care leaving and SMCAS covering the area. Jefferson, Calvin, LaGrange, Penn townships would each contribute \$2000.00. Moved by Brunner, supported by Bundle to approve the funds. Roll Call Vote: Gillam-yes, Mendenhall-yes, Hass-yes, Bundle-yes, Brunner-yes.

#### **Inspectors Reports:**

1. **Zoning/Code Enforcement:** Steve Allen, code enforcement officer, submitted his monthly report.
2. **Building:** No report submitted.
3. **Plumbing/Mechanical:** John Dobberteen has been hired and is now performing inspections.
4. **Electrical:** Mr. Bellaire reports things have slowed down.

#### **Emergency Services/Utilities Reports:**

1. **Cass Ambulance:** Zoom meeting held on Wednesday, November 13<sup>th</sup>. Discussion of temporary contract offered by SMCAS. Discussion of funding going forward between the two ambulance authorities. The CCAA board agrees that the 50/50 split will be the best way to proceed.
2. **Central Cass Fire Department:** Chief Locke reported a high call volume in the last two months with 50 calls. Over 190 calls for the year so far.
3. **Edwardsburg Fire Department:** Meeting in December
4. **CAUA:** Nothing to report

#### **Township Board Reports:**

1. **Planning & Zoning Commission:** Mr. Bundle shared that the board met on October 16<sup>th</sup> for their regular meeting and to consider a Special Land Use Permit for an event barn. The SLUP was granted. The next meeting is January 15, 2025, at 7:00 pm
2. **Zoning Board of Appeals:** No business
3. **Construction Board of Appeals:** No business.
4. **Board of Review:** Mr. Austin shared that the board is scheduled to meet on December 12, 2024, at 5:30 pm.

**Public Comment:**

1. Mr. Bellaire is considering becoming a certified Michigan Code inspector within the next few years and conducting classes. He asked if the township building might be available for use for these types of events. The board will consider this.
2. Mr. Hass will be evaluating roads within the township for next summer's road project. He asked if anyone has recommendations for roads to be evaluated for work. He knows Davis Lake St. needs work. Ms. Brunner recommended looking at White St.
3. Mr. Austin has noticed some pooling of water on recently paved/repared roads in the township. He will get a list of specific areas that we can report to the road commission.
4. Mr. Locke thanked Ms. Brunner for working with LaGrange township to address funding of the fire department.

Next regular Board of Trustees meeting: December 12, 2024, at 6:30 p.m.

With no other business before the Board at 7:06 p.m. Moved by Mendenhall, supported by Bundle to adjourn. Motion approved. Meeting adjourned.

Respectfully submitted,



Jennifer Brunner, Clerk