

Approved January 22, 2018

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Kochville Veterans Hall  
3265 Kochville Road Saginaw, MI 48604  
MINUTES OF  
December 18, 2017**

**Pledge of Allegiance/Roll Call**

The Board Meeting was called to order at 7:02 pm by Supervisor Loiacano at Kochville Veterans Hall. The Pledge of Allegiance was recited.

**Roll Call:**

PRESENT: Supervisor Loiacano, Clerk Machata, Treasurer Brewster, Trustee Ferrell & Trustee Thon

ALSO PRESENT: Jeff Zittel, Township Manager; Alan Malesky, Fire Chief; Mike Comstock, DPW Manager; Kerri Malesky, Kochville Veterans Hall Director; Jamie Uptmor, Deputy Clerk; Chris Jacobs, DDA Director; Bruce Palmer, Zoning Administrator, Vanessa Warren, OHM Advisors; Scott Crofoot, and one other interested party/guest.

**Agenda Approval**

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve agenda with addition of New Business 10 (e) – appoint Scott Crofoot as an alternate to Construction Board of Appeals. Motion carried.

*Agenda for  
Kochville Township Board of Trustees  
Regular Monthly Meeting  
December 18, 2017 7:00 p.m.  
Kochville Veteran's Hall, 3265 Kochville Road*

- 1) **Open Meeting/Pledge**
- 2) **Trustee Member – Roll Call**
- 3) **Agenda Approval**
- 4) **Public Comment:** Open / Close
- 5) **Consent Agenda Approval**
  - Board of Trustees Regular Meeting Minutes – November 20, 2017
  - Payment of regular bills
  - Next Board of Trustee Meeting – Kochville Veterans Hall, January 22nd, 2018, 7:00 pm
- 6) **Financial Report Ending** – November 30, 2017
- 7) **Communications/Information**
  - a) Davis Road Waterline USDA Financing – Jim
- 8) **Committee Reports:**
  - A. Fire Chief
  - B. Public Works
  - C. DDA
  - D. Veteran's Hall
- 9) **Unfinished Business**
  - a) Discussion / Motion –
- 10) **New Business**
  - a) Discussion / Motion – Resolution 17-26 – 2018 Board of Trustees Meeting Dates
  - b) Discussion / Motion – Fire Department Policy Revision - #1050 Compensation Policy
  - c) Discussion / Motion – Fire Department Policy Revision - # 1109 – Physicals Policy
  - d) Discussion / Motion – Fire Department New Policy - #1010 Incident Reporting Policy
  - e) Discussion / Motion – Construction Board of Appeals reappointment – Brian Swedorski until 12/21/19, Barry Woods until 12/21/19 & Michael Smillie until 12/21/19
  - f) Discussion / Motion – Planning Commission Reappointment – Don Jackson until 12/29/19
  - g) Discussion / Motion – Zoning Board of Appeals Reappointment – Ron Robishaw until 12/29/20
  - h) Discussion / Motion – OHM Engineering Grant Application
  - i) Discussion / Motion – Kochville Township office closure dates for Holidays in 2018 calendar year

*Agenda (cont.)*

*New Business (cont.)*

- j) Discussion / Motion – Resolution #17-27 – refundable re-inspection fees*
- k) Discussion / Motion – Parks & Recreation Master Plan update*
- l) Discussion / Motion – KTFD Fire Station Radio Room remodel*
- 12) Manager Comments**
- 13) Board Comments**
- 14) Adjourn meeting**

**Public Comments - None**

**Consent Agenda**

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve consent agenda consisting of - Approval of Regular Board Meeting minutes of November 20, 2017, Payment of the Regular Bills, and next Regular Kochville Township Board Meeting: Monday, January 22, 2018 at 7 pm. Motion carried.

**Financial Report Ending October 31, 2017**

Treasurer Brewster read the balance for each of the following funds for month ending November 30, 2017.

a) General Fund	\$959,079.65
b) Fire Fund	\$355,839.89
c) Kochville Veterans Hall	\$14,113.40
d) Garbage and Rubbish Collection Fund	(\$3,080.55)
c) Building Department Fund	\$121,097.68
d) Debt Services Fund – Kochville Road	(\$49,079.00)
e) Debt Service Fund – Fashion Square Ext	(\$4,435.98)
f) Capital Improvement Fund – Krossroads	\$80,000.00
g) Capital Improvement Fund – Davis Road	\$250,000.00
h) Capital Improvement Fund – Fashion Square	\$108,790.46
i) Sewer Fund	\$995,742.00
j) Water Fund	\$1,309,691.97
k) Tax Collection Fund	\$18,473.93
<b>Total of all Funds \$</b>	<b>\$4,156,233.45</b>

**Communications/Information**

Davis Road Water Line Update – Supervisor Loiacano stated the City of Saginaw sent letters to their Davis Road water customers to inform them that their water would not be shut off in December of 2017 as they originally had hoped to do. Everything is all set with applying for the USDA Grant and we are just waiting to see if the state budgeted money for the USDA grants.

**Department Reports – reports read and filed**

**Unfinished Business – None**

**New Business**

Resolution #17-26 – 2018 Board of Trustees meeting dates – Motion by Clerk Machata and seconded by Supervisor Loiacano to approve Resolution #17-26 – 2018 Board of Trustees meeting dates. Motion carried.

**ROLL CALL VOTE:**

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano

Nays: None

Fire Department Policy Revision - #1050 Compensation Policy – Chief Malesky stated that the position of Medical Responder was added due to having personnel that only do medical. Treasurer Brewster asked about the verbiage in the line for responders receiving a \$200.00 bonus for achieving tenure of every 5 years of service. He stated “one-time” should be added before the word bonus. Chief Malesky agreed. Motion by Trustee Thon and seconded by Supervisor Loiacano to approve the Fire Department #1050 Compensation Policy revisions with the change as discussed. Motion carried.

Fire Department Policy Revision - #1109 Physicals Policy – Chief Malesky stated that the term firefighter was being replaced with Emergency Responder in this policy due to having medical only personnel in addition to firefighters. The policy also has revised verbiage stating that just firefighters will also receive a pulmonary function test. Motion by Supervisor Loiacano and seconded by Trustee Ferrell to approve the Fire Department #1109 Physicals Policy. Motion carried.

Fire Department Policy - #1010 Incident Reporting Policy – Chief Malesky stated that this is a brand new policy to establish a set time frame as to when incident reports need to be completed. There is currently not a policy in place for completing incident reports. Motion by Trustee Thon and seconded by Treasurer Brewster to approve the Fire Department #1010 Incident Reporting Policy. Motion carried.

Construction Board of Appeals reappointments - Motion by Trustee Ferrell and seconded by Supervisor Loiacano to reappoint Brian Swedorski, Barry Woods, and Michael Smillie to the Construction Board of Appeals with term ending 12/21/2019. Motion carried.

Added Item – Appointing Scott Crofoot as alternate to the Construction Board of Appeals – Bruce Palmer stated he wanted to have an alternate for the Construction Board of Appeals and is recommending Scott Crofoot. Motion by Clerk Machata and seconded by Supervisor Loiacano to appoint Scott Crofoot as an alternate to the Construction Board of Appeals with term ending 12/21/2019. Motion carried.

Planning Commission reappointment - Motion by Supervisor Loiacano and seconded by Trustee Thon to reappoint Don Jackson to the Planning Commission with term ending 12/29/2020. Motion carried.

Zoning Board of Appeals reappointment - Motion by Treasurer Brewster and seconded by Supervisor Loiacano to reappoint Ron Robishaw to the Zoning Board of Appeals with term ending 2/29/2020. Motion carried.

OHM Engineering Grant Application – Jeff Zittel stated that he would like to apply for grant money to help with the cost of fixing the erosion issues of the ponds at Krossroads Park and would like to hire OHM Advisors to help write for the grant. Jeff introduced Vanessa Warren from OHM Advisors and she explained the 3 different types of grants that were available. Vanessa recommended applying for a grant from the Land and Water Conservation Fund (LWCF). Vanessa stated this grant best fits the needs of the township and has the best odds of success. The grant is a 50% match with a request amount of \$30,000 to \$150,000.

Motion by Treasurer Brewster and seconded by Supervisor Loiacano to approve hiring OHM Advisors at a cost of \$6,000.00 to write for the grant from Land and Water Conservation Fund for Krossroads Park Pond stabilization. Motion carried.

ROLL CALL VOTE:

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano

Nays: None

Kochville Township office closure dates for Holidays in 2018 calendar year - Motion by Clerk Machata and seconded by Trustee Ferrell to approve Kochville Township office closure dates for Holidays in the 2018 calendar year. Motion carried.

Resolution #17-27 – refundable re-inspection fees – Bruce Palmer explained the reasoning for having refundable re-inspection fees. Motion by Trustee Thon and seconded by Supervisor Loiacano to approve Resolution #17-27 – refundable re-inspection fees. Motion carried.

ROLL CALL VOTE:

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano

Nays: None

Parks and Recreation Master Plan update – Manager Zittel explained that the current Parks and Recreation Master Plan will be obsolete in 2018 and will need revising. Manager Zittel recommended hiring OHM Advisors to revise the Parks and Recreation Master Plan. Motion by Clerk Machata and seconded by Supervisor Loiacano to approve hiring OHM Advisors at a cost of \$10,550.00 to update the Kochville Parks and Recreation Master Plan that is expiring in 2018. Motion carried.

ROLL CALL VOTE:

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano

Nays: None

KTFD Fire Station radio room remodel – Chief Malesky explained that the radio room in the fire station needs to be updated to suit more current needs. The updates will be primarily be all cosmetic. Chief Malesky recommending awarding the work to the lowest bidder which was Sharper Image Reconstruction at a cost of \$5,500.00. Motion by Trustee Thon and seconded by Supervisor Loiacano to approve hiring Sharper Image Reconstruction at a cost of \$5,500.00 to remodel the Kochville Township Fire Station radio room. Motion carried.

ROLL CALL VOTE:

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano

Nays: None

**Manager Comments** – none

**Board Comments**

Trustee Thon – None

Treasurer Brewster

- Asked Chief Malesky to try and get driver's license numbers for cost recovery bills
- Health Insurance for the township would be increasing about 15% for 2018 calendar year
- He would like to start a record in the office of liens on properties within the township to keep better track of them when inquiries are made by the county.

Clerk Machata

- Is out of town Tuesday January 2<sup>nd</sup> thru Monday January 8<sup>th</sup> and reachable by phone if needed
- Wished everyone a Merry Christmas and Happy New Year

Supervisor Loiacano

- The township is looking for people to be on the Board of Review and Zoning Board of Appeals
- Wished everyone a Merry Christmas and Happy New Year

Trustee Ferrell

- Wished everyone a Merry Christmas and safe and Happy New Year

**Adjournment**

Motion by Clerk Machata and seconded by Treasurer Brewster to adjourn the meeting at 7:43 pm. Motion carried.

  
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Kevin Machata, Clerk

1-23-18

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Date