

TOWNSHIP OF THORNAPPLE

Eric Schaefer, *Supervisor* / Debra K Buckowing, *Treasurer* / Cindy A. Willshire, *Clerk*
 Curt Campbell, *Trustee* / Ross DeMaagd, *Trustee* / Kim Selleck, *Trustee* / Sandra Rairigh, *Trustee*

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 PO Box 459 - 200 E Main St. - Middleville, MI 49333



REGULAR MEETING ZOOM MEETING & IN PERSON January 10, 2022

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

TIME: 7:00 P.M.

ROLL CALL:	Buckowing: Campbell: DeMaagd: Rairigh:	Present Present – Arrived 5 minutes after start. Present Present	Schaefer: Selleck: Willshire:	Present Present Present
OTHERS PRESENT:	Catherine Getty, Chief Eaton, Amy Brown, Frank Fiala, Jerrie Fiala, Brad Lambert, Dan Dykstra, Charles Brown, Larry Schaidt, Patricia Rayl joined via zoom.			

4. APPROVAL OF PRINTED AGENDA:

MOTION STATED:	Buckowing – Motion to approve the printed agenda as amended with the addition of 11 D. Irving EMS Contract to New Business.
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved by voice vote. 6 ayes, 0 no's and 1 absent.

5. APPROVAL OF CONSENT AGENDA: Rairigh asked about whether the DLSA meeting minutes were in the packet. Schaefer stated they weren't as they wouldn't be approved until their next meeting. Schaefer said TAPRC meeting minutes also needed to be excluded from the consent agenda.

MOTION STATED:	Buckowing-Motion to approve the consent agenda as amended without B. DLSA Meeting Minutes and J. TAPRC Meeting Minutes.
MOTION SUPPORTED:	Willshire
MOTION STATUS:	Approved by voice vote. 7 ayes and 0 no's.

6. FIRST PUBLIC COMMENT: Ms. Rayl stated to Chief Eaton that she had found some information regarding streetlights and would email him tomorrow.

7. COUNTY REPORT:

County Commissioner Catherine Getty:	Commissioner Getty said officers were elected to committee with the biggest change being that Bruce Campbell and she had been assigned to the Barry Eaton Health Department board. ARPA funds would be discussed at their January 25 County of the Whole meeting.
Board Response:	Schaefer thanked Commissioner Getty for the information.

8. RESERVED TIME: Brad Lambert from the Barry County Road Commission reviewed the 4-year plan made between Thornapple Township and BCRC. The township has committed \$100,000 each year for four years for road maintenance within the township. Lambert gave a slide presentation to the board. In 2021, the township gravel cost was \$459,449 and BCRC contributed \$549,869 to township gravel. BCRC also has been working on tree cutting throughout the county. Work has been done in Thornapple Township this year and is ongoing. Lambert also explained that subdivisions can no longer be public roads. Current public subdivisions make up 7% of BCRC system. PASER is the evaluation system used by BCRC to measure the condition of the roads. BCRC has one of the lowest percentages of poor roads (score of 4 or lower) in the state. BCRC front loaded the budget for Thornapple Township and was able to do a lot of chip sealing which helps maintain the roads, so they last longer. Thornapple is one of eleven townships in the county with a 4-year plan. \$369,856 per year is the average cost to maintain the roads. However, there have been several federal projects also completed. Some of the projects are Patterson, Whitneyville, Finkbeiner, Cherry Valley were all done with federal funds. Most townships are trending downward in the amount of funds committed to road maintenance while the cost of material is on the rise. BCRC is hoping to offer a road tour in March but will have to wait and see if it is safe. Lambert asked the board if they had any questions for him. Rairigh asked him how long it takes for a response once a service request is placed on their website under the "Report a Problem" link. Rairigh stated she'd tried a few times but not had a response. She had reported a missing street sign at Moe and Parmalee Road. Lambert said he would look into it but understood that the website was checked regularly. Larry Schaidt asked if the developer had to pay for all the costs of the road. Lambert stated that it had always been the case that a developer paid to build the road in a new subdivision. It's just that now there will not be any that are made public after that. They will have to be paid for by special assessment or otherwise private arrangement. DeMaagd stated that he had not realized this review at the board meeting was in place of the regular public meeting and hadn't prepared all his questions and comments in advance. However, his main concern was regarding the Cherry Valley and M-37 project. Lambert stated there had been many concerns raised regarding the change of the approach both before and after the project was completed. He said MDOT was responsible for the design and had decided to go ahead with their plan regardless of input from BCRC. Lambert invited DeMaagd to stop by his office and that they would talk in more detail if he wanted. Selleck asked Lambert why Noffke's north south portion was in so poor of condition and yet it was the east west portion that had been worked on in the last year. Lambert said that the 4-year plan had details on which projects were included and that there were no public subdivision roads included so there were no funds allocated to that project. Chief Eaton asked if there were any public subdivisions that were cul-de-sacs. Lambert said he wasn't sure on that point as there are so many of them throughout the county that he would have to look into it. He said over time, some were made public and some private as the specifications of the thickness of the road and the width of public roads are different than private roads. This is mainly due to the equipment used by the BCRC for maintenance.

9. EMERGENCY SERVICES REPORT:

A. LED Stop Signs – Chief Eaton said he'd like to purchase the handheld LED signs which would be more visible at night than the reflective ones they currently have.

MOTION STATED:	Buckowing – Motion to approve purchase of two handheld LED stop & slow signs for a total not to exceed \$400.00.
MOTION SUPPORTED:	Rairigh
MOTION STATUS:	Approved by roll call. 7 yes votes and 0 no votes.

ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes
	Campbell:	Yes	Selleck:	Yes
	DeMaagd:	Yes	Willshire:	Yes
	Rairigh:	Yes		

B. Garage Door Repair – Chief Eaton asked to have garage door opener #5 replaced as it is acting up just like door opener #6 was about two months ago. It’s the same issue - the brass gear against the steel shaft. It is 18 years old and needs to be replaced. Eaton said he would like to see all the doors openers replaced now as prices are on the rise and door opener #3 is starting to act up. The price has already gone up \$100 since the last purchase a couple of months ago. Campbell asked if there was enough in the budget for it. Eaton said there was in building maintenance as a 50/50 split between Fire and Ambulance. Willshire said there was about \$6,000 left in the budget for both the fire and ambulance sides.

MOTION STATED:	Campbell – Motion to approve purchase of replacement openers for garage doors # 2,3,4, and 5 at TTES building at a cost not to exceed \$5,600.00.
MOTION SUPPORTED:	Rairigh
MOTION STATUS:	Approved by roll call. 7 yes votes and 0 no votes.

ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes
	Campbell:	Yes	Selleck:	Yes
	DeMaagd:	Yes	Willshire:	Yes
	Rairigh:	Yes		

C. SCBA Recertification – Chief Eaton asked for approval to get tanks recertified from Fire Pros. They are required to get the tanks recertified every 5 years and they are at that point. He contacted West Shores in Allendale and Fire Pros in Grand Rapids. He believes Fire Pros have the best price and has heard that from other fire departments as well. Their trip fee is to come pick them up and bring them back. They will have to do them in a rotation, so they have enough on hand as needed. Rairigh asked Eaton if he was going to have his staff make trips. Eaton said it was a possibility, but at that price it wouldn’t be any cheaper to have staff do it. Buckowing asked how many bottles there were. Eaton said 43 and that it would be paid through the fire apparatus account. Eaton said they put a DOT recertification label on the tank and provide an electronic file showing they’ve been certified. DeMaagd asked if the tanks come back filled. Eaton clarified no, they have to be emptied, then sent out, they take out the valves, put in new o-rings, then they certify them and send them back. They get filled at the station. Willshire asked which

account the funds should come from. Eaton said not gear, but rather the fire apparatus account. DeMaagd asked Buckowing if certify is what she meant and Buckowing agreed that was what she meant rather than refill. DeMaagd then supported motion. Buckowing asked which account was apparatus and it was clarified that it is repair & maintenance-vehicle. This is because they are mounted on the fire trucks.

MOTION STATED:	Buckowing – Motion to approve hiring Fire Pros to recertify 43 SCBA tanks at a cost of \$35 each plus 3 or 4 trips for a cost of \$45 per trip and to be funded through GL account # 206-000-939.000 for an amount not to exceed \$1685.00.
MOTION SUPPORTED:	DeMaagd
MOTION STATUS:	Approved by roll call. 7 yes votes and 0 no votes.

ROLL CALL VOTE:	Buckowing: Yes	Schaefer: Yes
	Campbell: Yes	Selleck: Yes
	DeMaagd: Yes	Willshire: Yes
	Rairigh: Yes	

D. Turnout Gear – Chief Eaton requested approval to purchase 5 sets of turn out gear. Each set includes boots, coats, pants, gloves, and helmets. Buckowing asked what happens after new employees are sent to fire school and if they do not stay with TTES what happens to the gear. Eaton confirmed the gear stays with TTES. However, the problem is the sizes. When new people come in, they may not have the size needed. Willshire asked if it all comes out of fire. Eaton said yes, he believes there is about \$4,000.00 in uniform and protective gear and Willshire said there is closer to \$10,000.00. Buckowing asked Willshire if the auditor asked if they should come out of capital outlay. If so, there are funds available in that account to use. Buckowing said that it is necessary gear to have for firefighters. Eaton said that the supplier is looking at an 8% increase in cost. Willshire asked Eaton what the total was. He said NTE \$17,000.00.

MOTION STATED:	Willshire – Motion to approve the purchase of five sets of turn out gear for a cost not to exceed \$17,000.00.
MOTION SUPPORTED:	Buckowing
MOTION STATUS:	Approved by roll call. 7 yes votes and 0 no votes.

ROLL CALL VOTE:	Buckowing: Yes	Schaefer: Yes
	Campbell: Yes	Selleck: Yes
	DeMaagd: Yes	Willshire: Yes
	Rairigh: Yes	

E. Chief's Run Report Summary – Chief Eaton reviewed the December Monthly Report included in the board packet. He said there were 6 calls on the morning of the big windstorm with a broken pole in front

of Bradford White and wires down all over the township. There was a 102.7% increase from December 2020 as compared with December of 2021. YTD increase is 42.88% increase, up 440 calls from last year.

F. AccuMed Report – Chief Eaton asked if everyone had a copy of the report. He explained that the information is from 2020 as the information from 2021 was not complete by the time of the request. Eaton directed the board's attention to compare Thornapple to compare to other agencies in the Southwestern Michigan area. He had the board look at agency C and the number of advanced life services volume to basic life services volume and speculated that perhaps they may have been putting in more IVs than necessary and as a result were getting more payments. But what Eaton wanted the board to see was the amount of recovery per run Thornapple Township was getting. Eaton said they are doing quite well. Then he explained the payor mix portion of the report. He explained self-pay that it is both when someone pays directly, or the insurance company sends them a check who then pays. Also, at 26% having commercial coverage that represents people who are working and have coverage that way. It shows the landscape of people using the ambulance services and that TTES is performing well when it comes to billing and recovering costs. Buckowing said that she feels the payor mix tells something about the demographics of the township. Buckowing thanks the chief for this report and it gives them a better understanding of what is happening.

Buckowing asked Eaton with the December Monthly Report showing a large increase over last year and yet still continue to have staffing issues, how is the staff doing. Chief Eaton said it is difficult for Klutman to complete the run sheets when he is continually stopping to go on ambulance calls, but he is working on getting staff trained on how to complete them and he is coming in off-shift to keep up so that he isn't interrupted. Buckowing said she has been hearing about provider burnout and just had concerns for our staff. Eaton said they had picked up three EMT's from our own staff getting additional training which has helped. However, they still need more part-time medics. If someone were to get hurt and was out for an extended time, they would be short staffed. Buckowing asked Eaton if he had considered applying for a grant to help with that. Eaton said he knows there is a federal grant called the safer grant. However, the problem with it is that only for the first two years it is fully funded, then the next two years it is funded 50% and then after that, the department has to pay it all on their own. What many have seen happen is that the department then lays them off work because they can't afford to pay them. So sometimes people ask up front if the job is being funded by the safer grant and will not accept the job knowing they will likely be laid off after four years. Buckowing said she just wanted Chief Eaton to know that if he saw a grant he would like to apply for, that the township office staff would be happy to help and work with the chief to get the information necessary to apply for the grant.

10. UNFINISHED BUSINESS: ARPA Funds Status: Audit Completed – Approved (\$514,551.00) Schaefer said this is just a reminder that there is a meeting with Jennifer Heinzman next week to discuss ideas on how to spend the funds. Buckowing also reminded the board that the MTA was holding an online presentation on ARPA fund spending tomorrow at noon and encouraged the members to attend. Commissioner Getty stated that Michigan's Treasury also held a webinar today and all the slides and information is available. Getty said a link in the Township Insight takes you to the webinar.

11. NEW BUSINESS:

A. Progressive Duncan Lake Sewer – Change in service request – Schaefer explained that Progressive AE had requested an additional fee increase of \$15,000 for the DL Sewer project. The planning took up a substantial chunk of the original portion of the \$53,758 amount of the project. At this point, there would only be about \$8,000.00 for the entire construction portion of the project which is not enough. There is a fee increase they have asked for. Schaefer said he doesn't see how they can do the project without Progressive AE. DeMaagd asked if it is being paid for by restricted funds. Campbell said yes it is, it is not coming from the general fund.

MOTION STATED:	Campbell – Motion to approve a pay with restricted funds increase of \$15,000.00 to Progressive AE for a change in service fee for additional designs for the DLSA lagoon upgrade.
MOTION SUPPORTED:	Selleck
MOTION STATUS:	Approved by roll call. 7 yes votes and 0 no votes.

ROLL CALL VOTE:	Buckowing: Yes	Schaefer: Yes
	Campbell: Yes	Selleck: Yes
	DeMaagd: Yes	Willshire: Yes
	Rairigh: Yes	

B. Thornapple Township and DLSA – Schaefer is asking to put a down payment on the Triplepoint sewer components that would also come out of the restricted funds. By putting a down payment of 20% this would lock in the pricing and decrease the timing of the project. It is very important to get this project done before fall and this would help move the project along. DLSA has asked the township board to consider making the down payment in order to get the ball rolling on the project. Rairigh asked how much was in the restricted funds. Buckowing said that as of the end of December there was \$127,000.00, but would increase over the next few weeks by about \$23,000.00 because the sewer payments are coming in. Schaefer said that by making the down payment it may ultimately decrease the overall cost. Schaefer asked Larry Schaidt if he would like to speak about this. He said that if they purchased the components through Progressive AE rather than from Triplepoint there would be a mark up fee. Buying them directly, they would be saving that cost which is likely about 15%. Buckowing asked if once the bonding was complete, would the funds be moved back to the restricted fund. Schaefer said yes that was the plan. Campbell said that at that point the reserves would be reestablished at that point.

MOTION STATED:	Willshire – Motion to approve a \$45,000.00 down payment with restricted funds (20% of total cost) to Triplepoint for Duncan Lake sewer components.
MOTION SUPPORTED:	Buckowing
MOTION STATUS:	Approved by roll call. 7 yes votes and 0 no votes.

ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes
	Campbell:	Yes	Selleck:	Yes
	DeMaagd:	Yes	Willshire:	Yes
	Rairigh:	Yes		

C. Boardroom & Office Chairs – Schaefer said he would like to have the township purchase 28 used office task chairs from a local company. They would be cleaned and delivered for a total price of \$1,652.00. Campbell asked what the name of the local company was. Schaefer said it was United Asset Management. Willshire asked what would happen with the old chairs. Schaefer said he wasn't sure but wondered if maybe they would take them. Rairigh wanted to add that this has been something that has been talked about for 4 or 5 years. DeMaagd admitted he thought the \$1,652.00 was the price per chair. Schaefer said they would be opened to possibly donating some other office furniture to the township.

MOTION STATED:	Rairigh – Motion to approve the purchase of 28 used office task chairs for a total price not to exceed \$1,652.00.
MOTION SUPPORTED:	Selleck
MOTION STATUS:	Approved by roll call. 7 yes votes and 0 no votes.

ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes
	Campbell:	Yes	Selleck:	Yes
	DeMaagd:	Yes	Willshire:	Yes
	Rairigh:	Yes		

D. Irving Ambulance Service Contract – This contract has gone to the attorney and been reviewed and there are just two lines that are still needing to be completed at this time. Buckowing asked about the blanks in the contract. Schaefer asked Chief Eaton for the dates of service and payment due date. Eaton stated he did not know yet as he didn't know the end date of the current provider. Originally the provider's contract was due to end June 1, however parties had asked the end date to be moved to the first of the year. Furthermore, it would take time for dispatch to update their cad system before Eaton would know what the dates would be. Willshire wondered if it would be needed to table it or rather vote on it now and the dates could be completed at a later date. Buckowing asked if perhaps the EMS committee could be authorized to finalize the dates of service and payment due date.

MOTION STATED:	Rairigh – Motion to approve the Ambulance Services Contract between Thornapple Township (as provider) and Irving Township (as recipient) with the caveat that the Thornapple Township EMS committee would be authorized to finalize the effective date and payment due date within the contract when further details are received. It will then be signed and sent to Irving Township for approval.
MOTION SUPPORTED:	Buckowing

MOTION STATUS:	Approved by roll call. 7 yes votes and 0 no votes.
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ROLL CALL VOTE:	Buckowing:	Yes	Schaefer:	Yes
	Campbell:	Yes	Selleck:	Yes
	DeMaagd:	Yes	Willshire:	Yes
	Rairigh:	Yes		

12. COMMITTEE REPORTS:

A. Administration (Schaefer, Buckowing, Willshire)

B. Cemetery (Willshire, DeMaagd, Rairigh) It has been very busy lately.

C. Middleville DDA Report (Schaefer) – Schaefer said they would be meeting tomorrow to finalize the band lineup for this summer.

D. Elections (Willshire, Buckowing, Schaefer) – Willshire said she is waiting to hear if there will be an election in May.

E. Emergency Services (DeMaagd, Schaefer, Rairigh) – Chief Eaton said in light of the two recent tragedies in Philadelphia and New York that he would urge everyone to please check their smoke detectors.

F. Finance (Buckowing, Willshire, Rairigh)

G. Parks and Recreation Representative (Getty) They are on track with winter trainings, and they met last week to continue working on getting ready for spring. They have decided to try for a year to go to bi-monthly meetings on the third Thursday of the month.

H. Personnel – Compensation (Willshire, Campbell, Schaefer)

I. Property and Public Utilities (Selleck, DeMaagd, Campbell)

J. Roads and Highways (Campbell, DeMaagd, Selleck)

K. Duncan Lake Sewer (Campbell, Selleck, Schaefer) Schaefer said there will be a meeting tomorrow and they will look at potential offers for those who may want to hook-up.

13. SECOND PUBLIC COMMENT PERIOD: Dave Dykstra asked Chief Eaton for information on how they have been spending the contributions that his family had made in memory of his son Dan and nephew Mark. Buckowing thanked Dave and his family for all they've done for the community and that the township really appreciates it.

14. POLL OF MEMBERS:

Kim Selleck (Trustee) – Looking forward to a good 2022 and hopes for an end to the pandemic. Selleck said that he feels there needs to be some guidelines on spending that are in effect even when there are staff changes.

Sandy Rairigh (Trustee) – Stated that it has been a couple of years since the salaries were split between statutory and non-statutory duties. Rairigh would like to see a report at the next Budget meeting showing what everyone has been doing in regard to those duties.

Ross DeMaagd (Trustee) – DeMaagd asked why the Chief still doesn't have the latitude to spend money that is in his budget. For example, does the board really need to be asked to spend \$400 on signs. Also, the SCBA tanks have to be re-certified which is required. DeMaagd asked if the board really wants to hear all these items. Campbell agrees it could just go through the EMS committee except for major purchases. DeMaagd asked if a new policy is needed or if they can just make the change.

Curt Campbell (Trustee) – Campbell asked Buckowing if the 2017 spending policy is just for board members and not for the chief. Campbell said he would be good with hearing about purchases through the EMS committee meeting minutes.

Deb Buckowing (Treasurer) – Buckowing agreed with Campbell about EMS minutes recording the spending. Buckowing reminded the board that the MTA conference was coming the end of April and asked everyone to contact Denise to let her know if they were going to attend so she could purchase tickets as a group. She asked this be done before next week Wednesday when they have the next Budget meeting. Buckowing also asked the board to consider moving the Thornapple Township board meeting time to 5 pm, 5:30 pm, 6 pm since the school board meeting meets at 7 pm and people who may want to attend both meeting may not be able to.

Cindy Willshire (Clerk) – Nothing to share.

Eric Schaefer (Supervisor) – Schaefer let the board know that the Barry County Home Show had been canceled due to lack of vendors. This is likely because the building industry is so busy right now.

15. ADJOURNMENT:

TIME: 8:48 P.M.

MOTION STATED:	Willshire
MOTION SUPPORTED:	Buckowing
MOTION STATUS:	Approved by voice vote. 7 ayes and 0 no's.



Amy Brown, Recording Secretary

Approved 2/14/2022