

draft

Special Meeting of the Burt Township Board

Monday, September 14, 2015

10:30 AM - Township Office

Attendance: Joseph Venturato, Lori McShane, Tara Dongvillo, Scott Wieting, Lois Leavenworth (late arrival)

Public Comment: None

Approval of Agenda: Motion offered by McShane, second by Dongvillo, to approve agenda
4 ayes

Old Business:

Rules of Conduct at board meetings: Motion by Wieting, second by McShane, to approve the final draft of the rules of conduct at board meetings, and to print them on the agendas for all board meetings. 4 ayes

Zoning ordinance enforcement: The board requested verification with the county before sending the second letter to the property on Wilson Street. Sheriff Hughes present for discussion and offered to deliver the letter.

New Business:

Preventative Maintenance on wells: Motion offered by Leavenworth, second by Dongvillo, to approve the cost proposal from Kleiman Ground Water Professionals, for conducting a preventative maintenance on all wells at Burt Township, as mandated by the DEQ, for a total cost of \$3,222.50. 5 ayes

Cherry Picker: Discussion and plan to investigate the purchase of a cherry picker to aid the DPW personnel with holiday decorations and various other tasks within the township.

Employee Discipline/Policies: Discussed the need to add a progressive discipline policy to our Employee policy manual with reference in the Board and Administrative policies as well. We will incorporate this into our new policies and present to the board for approval.

Assessor: Treasurer, clerk and supervisor met with the assessor to address recent complaints from taxpayers regarding the PRE/Homestead request form and procedure for getting this applied to their taxes, and explained the results to the board.

POLICY REVIEW: Continued review of revised Board and Administrative Policies.

Other:

Public Comment: None

Adjournment 12:30 PM.

Respectfully submitted September 22, 2015

Lori McShane, Clerk