

**BOWNE TOWNSHIP BOARD OF TRUSTEES MEETING
MONDAY, NOVEMBER 18, 2019 7:00 P.M.**

The regular monthly meeting of the Bowne Township Board of Trustees was held on Monday, November 18, 2019 at 7:00 p.m. in the Historic Township Hall located at 8240 Alden Nash Avenue SE., Alto, Michigan 49302. Supervisor Wilcox call the meeting to order.

MEMBERS PRESENT: **RANDY WILCOX – SUPERVISOR**
 SANDRA L. KOWALCZYK – CLERK
 TAMMI WINGEIER – TREASURER
 DAVID FUSS – TRUSTEE

MEMBERS ABSENT: **ROBERT FLYNN – TRUSTEE**

OTHERS PRESENT: **RICK VRIESENKA – FIRE CHIEF**
 JOSH MANNARD – INFRASTRUCTURE ALTERNATIVES
 CARA DEWEERD – STUDENT
 KAELA METTERNICK – STUDENT

MINUTES:

Motion by Treasurer Wingeier that the minutes of the October board meeting be approved as presented, supported by Trustee Fuss. Motion carried.

TREASURER’S REPORT: GENERAL FUND CASH	\$297,092.75
GENERAL FUND TIME CERTIFICATES	\$ 49,353.23
GENERAL FUND MONEY MARKET	\$132,378.01
FIRE FUND CASH	\$ 89,607.45
FIRE FUND TIME CERTIFICATES	\$186,190.62
FIRE BUILDING FUND	\$ 39,083.37
FIRE EQUIPMENT FUND	\$204,919.10
SEWER FUND CASH	\$277,683.45
SEWER FUND TIME CERTIFICATES	\$ 73,924.32
CURRENT TAX ACCOUNT CASH	\$136,991.10

Motion by Clerk Kowalczyk that the treasurer’s report be approved as presented, supported by Trustee Fuss. Motion carried.

MONTHLY BILLS DUE & PAYABLE FOR NOVEMBER 2019:

Motion by Trustee Fuss that the monthly bills be allowed and paid, supported by Clerk Kowalczyk. Motion carried.

GENERAL FUND CHECKS #11902-11959	\$ 85,687.37
FIRE FUND CHECKS #6891-6917	\$ 8,072.86
SEWER FUND CHECKS #2678-2683	\$ 17,380.33
CURRENT TAX CHECKS #4471-4475	\$ 3,029.78

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FIRE DEPARTMENT REPORT:

Chief Vriesenga reported 17 runs for the past month. The new truck is on order. Our gas monitors need replaced and an order has been placed for two at \$1,000 each. They recently had new emergency lights for the back and side of engine number 8 to increase its visibility.

FREPORT FIRE DEPARTMENT REPORT: No report received.

PROFESSIONAL CODE INSPECTIONS REPORT: 5 Permits issued - Construction value - \$291,504.00.
Kirt Stoltzfug-14000 60th Street SE-Pole Building, Josh Morrison-8113 Timpson Avenue-Pole Building, William Paiz-8475 Fawn Crest Drive SE-Addition to Residence, Jeff Miller-9675 Freeport Avenue SE-Pole Building, Yonker Fischer Properties-11988 64th Street SE-Sign.
3RD QUARTER REPORT: 11 Permits were issued-Total Construction Value-\$1,097,192.00.

ALTO SANITARY SEWER REPORT:

Operator Mannard reported he is meeting with Engineer Mike Oezer to address the best course of action to correct the phosphorus that is currently at 0.7 mg/L and should be at 0.5 mg/L, he will keep us informed of their progress. The second air filter release was found to be sticking open just like the other one had in early September. Replacements had already been ordered but had not arrived yet. A temporary fix was installed until the replacements arrive. Received a ferric chloride delivery of 3000 gallons. Entered into a new contract with a trapping service. Advantage Animal Control will be making bi-weekly visits to the plant for muskrat/groundhog control. Installed new ferric chloride pump. The old pump. The old pump was no longer working and unfortunately out of warranty. Replaced the injection valve on the chemical feed line which had plugged. The was likely the cause of the prior pumps failure. He mentioned at the last meeting that he had found a new company to potentially supply us with aerators for the lagoons. A quote for 3HP surface aerators from the Scott Aerator Company out of Holland Michigan came in at \$17,396. In reference the cost for 4 of the aerators that we have now would be \$35,000.

WINDOWS 10 UPGRADES TO SERVER & 6 COMPUTERS \$8,197.88:

The following is a quote for a Windows 2019 Server meeting and exceeding the minimum hardware requirements for BSA.net software-\$4,037.88. Additional components we will be able to use our existing Battery Backup to protect the server from power outages and surges. Server Backup: Veritas System Recovery (VSR) - \$1,480.00. VSR will backup the entire server for disaster and data recovery options. Two additional external hard drives would be under \$150 each to have 3 total (\$400). There is a small maintenance annual renewal fee on the software as well. We can review the backup in detail if needed. Set up and implementation of the Windows 2019 server and (6) workstations will require approximately 1 ½ days on site and then some time doing pre-set-up with configuration of the server and Windows updates. This would include configuring and ordering the server and components, setting up users, migrating data, security, backup configuration, BSA setup (migrating from the old server to the new

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server). 2 days will be needed and they will be assisted by a Windows Server Certified Engineer in order to transition smoothly, total estimation price \$2,280.00. The grand total is \$8,197.88.

Motion by Clerk Kowalczyk that we accept the quote from Addorio Technologies of \$8,197.88 to upgrade to Windows 2019, supported by Treasurer Wingeier. Motion carried.

RESOLUTION TO ADD DELINQUENT SEWER CHARGES TO THE 2019 TAX ROLL:

A resolution by Clerk Kowalczyk to add the delinquent charges, penalties, interest, and additional 6% of the aggregate amount be entered upon the tax roll for the December 1, 2019 tax levy against the properties shown on Exhibit A pursuant to Section 7.6 of the Bowne Township Sewer Ordinance, as amended, and said amounts shall be collected and said lien enforced in the same manner as provided for the collection of taxes assessed upon the tax roll and the enforcement of the lien for taxes assessed upon the roll, supported by Trustee Fuss. Ayes: Fuss, Wilcox, Kowalczyk and Wingeier. Nays: None. Absent: Flynn. RESOLUTION DECLARED ADOPTED.

CONTRACT RENEWAL FOR GIS SERVICES THRU PROGRESSIVE AE FOR 3 YEARS:

Progressive AE proposes a three-year contract to provide all services described herein for a lump sum of \$17,100 including expenses, billed on a quarterly basis of \$1,425 commencing July 31, 2019 which includes Parcel Management: includes parcel splits and updating, Provide Cemetery updates and maps, Section breakouts: continue updating the section breakout maps at 22x18 of Bowne Twp. With the parcels and parcel numbers overlaying the aerial photography for use by the Bowne Township Assessor, Zoning and land use updates, Master Plan documents and updates includes consultation with the township planner and site analysis for zoning requests, Road classification updates, School District changes or updates, Utility information updates, Website: work with the webmaster for Bowne Township for ideas to provide GIS layers to the township website.

Motion by Clerk Kowalczyk that we renew our contract with Progressive AE for GIS services for 3 years at a total cost of \$17,100 billed quarterly at \$1,425, supported by Trustee Fuss. Motion carried.

CORRESPONDENCE: Representative Thomas Albert monthly "Coffee Break News".

Consumers Energy letter stating the intended time to restore the ground is between the middle of April thru October. Area disturbed for the Township Office buildings conversion to natural gas.

ADJOURNMENT:

Motion by Treasurer Wingeier that the meeting be adjourned at 7:32 p.m., supported by Trustee Fuss. Motion carried.

Sandra L. Kowalczyk, Clerk

