

Regular Meeting of the  
Ingham Township Board of Trustees

March 20, 2017

Meeting was called to order by Supervisor Elliott at 7:00.

Roll: Present: Braman, Harns, Speck, Parsons, Elliott

Absent: None

**Minutes:** Braman made the motion which was supported by Harns to accept the February minutes as submitted. All in favor.

**Ingham County Sheriff** Deputy Hewitt reported that in the last 6 weeks that she has been tracking crime in Ingham Township there have been no crimes to personal property or people reported.

**Citizens' Concerns:** Emma Malcangi state that she has concerns about a man soliciting her neighborhood trying to sell cosmetics. Deputy Hewitt responded that she had not heard of that specific person but encouraged all to contact the sheriff's office when there are solicitors about so that they can be questioned.

**Fire Department:**

- Insurance Rep Kevin Decker will be meeting with the fire fighters on April 5<sup>th</sup>
- Preparing for budget
- Speck reminded Chief to make sure all documents saved to server
- Elliott stated that he would like the Assistant Chief's job description to be changed, adding in that the assistant chief will immediately step in as acting chief in the event that the chief is not able to do so until the township board can take further action.  
Harns made the motion which was seconded by Braman to change the assistant chief's job description as suggested by Elliott.  
Roll: Ayes: Braman, Harns, Speck, Parsons, Elliott  
Nays: none
- Speck made the motion which was supported by Harns to pass a resolution to allow Mike Yanz to submit grants requests for the fire department.  
Roll: Ayes: Braman, Harns, Speck, Parsons, Elliott  
Nays: none
- Performance reviews are due May 1<sup>st</sup>.
- SOP's are to be reviewed annually and they were completed in March of 2016
- Fire Department lap top is to be returned and kept at the fire department.

**New Business:**

Parsons requested \$400 to purchase new copier. Fax machine not working. The copier that Speck and the Board of Review was using quit working during the March Meeting. Parsons will get new one and Speck and Board of Review will use hers.

Braman made the motion which was supported by Harns approved the purchase of a new copier not to accede \$400.

Roll: Ayes: Braman, Harns, Speck, Parsons, Elliott  
Nays: none

Speck is requesting \$100 to purchase new chair for her office.

Braman made the motion which was supported by Harns approved the purchase of a new chair not to accede \$100.

Roll: Ayes: Braman, Harns, Speck, Parsons, Elliott  
Nays: none

Parsons made the motion which was supported by Speck to allow the township to pay the bills for the Consumers and Village water and sewer for the fire department throughout the year and be reimbursed in June.

Roll: Ayes: Braman, Harns, Speck, Parsons, Elliott  
Nays: none

**Budget Amendments:**

Fire Department:

- Move \$125 out of snow removal and add to insurance

Township

- Move \$3750 out of Insurance and move \$2000 to park, \$600 to assessors, and \$150 to assessors training.

Braman made the motion which was supported by Harns approved the budget amendments as submitted.

Roll: Ayes: Braman, Harns, Speck, Parsons, Elliott  
Nays: none

**Payment of Bills:**

Braman made the motion which was supported by Harns pay the township and fire department bills as submitted.

Roll: Ayes: Braman, Harns, Speck, Parsons, Elliott

Nays: none

Harns made the motion which was seconded by Braman to adjourn.

All in favor. Meeting adjourned at 7:50.

Respectfully submitted by

A handwritten signature in blue ink that reads "Marie E. Parsons". The signature is written in a cursive style and is centered on the page.

Marie E Parsons, Clerk