

COLOMA CHARTER TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
October 11, 2006

CALL TO ORDER

Supervisor Kenneth Parrigin called the regular meeting to order at 7:00 p.m. at the Coloma Charter Township Hall, Coloma, Michigan. Present for the Township: Supervisor Kenneth Parrigin, Clerk Debra Olsen, Treasurer Lance Becht, Trustees Edward Helbling, Robert Molter, Cynthia Aviles and Bryan Duffield.

The Pledge of Allegiance was led by Supervisor Parrigin.

CONSENT AGENDA

Treasurer Becht presented the consent agenda and reported that the finance committee met and approved bills totaling \$177,605.99. Moved by Treasurer Becht, seconded by Trustee Aviles to approve the consent agenda and finance report. ROLL CALL VOTE: Helbling, yes; Molter, yes; Becht, yes; Parrigin, yes; Olsen, yes, Aviles, yes; Duffield, yes. NAYES – 0. MOTION CARRIED.

PRESENTATIONS AND ANNOUNCEMENTS

Auditors from Plante & Moran gave a presentation regarding the township's recent audit. Jane went over the letter to the township giving suggestions for improving internal controls. Kenley stated the Deputy Treasurer Karin Miller did a fabulous job in assisting the auditors and presented the cleanest records they have seen in years. He went on to review the financial report with the township board. Trustee Aviles discussed the auditor's concern regarding low sewer rates and how the current rate does not cover the cost of the sewer. Treasurer Becht is going to research updating the rates.

Clerk Olsen announced the annual MTA conference will be held January 23-26 in Detroit. Any board member wishing to attend needs to contact her by the end of October.

Clerk Olsen announced a handicap door will be installed on the front of the building and is scheduled for completion before the November General Election.

CORRESPONDENCE

None

Coloma Charter Township Board of Trustees

October 11, 2006

Page 2

## COMMITTEE REPORTS

Clerk Olsen stated the Personnel Committee met and discussed updating the personnel handbook. The Personnel Committee wants to meet with Plante & Moran to discuss improving internal controls and updating the Deputy Clerk and Deputy Treasurer job descriptions. The fourth Thursday of every month at 10:00 a.m. has been established as an annual staff meeting date.

Trustee Aviles announced the CWAEDC annual meeting will be held November 2. The location has yet to be determined. At their last meeting they discussed a new philosophy, updated the office managers job description and a name change to community development.

Supervisor Parrigin reported Wil-O-Paw Drive will be started next week.

Treasurer Becht announced the sewer board extended the plant manager contract for one year.

## OLD BUSINESS

Engineer George Granger presented pay estimate #13 from Compton Inc. for water service connections for the month of September in the amount of \$3,185.00.

Moved by Trustee Duffield, seconded by Trustee Molter to approve pay estimate #13 to Compton Inc. for \$3,185.00. ROLL CALL VOTE: Molter, yes; Becht, yes; Parrigin, yes; Olsen, yes; Aviles, yes; Duffield, yes; Helbling, yes.  
NAYES – 0. MOTION CARRIED.

Engineer George Granger also announced water main lines will start to be laid next week. The water lines will start at the corner of Little Paw Paw Lake Road and North Coloma Road, continue east to Interlochen Road then south to Paw Paw Lake Road.

## NEW BUSINESS:

Clerk Olsen announced the appointment of the following election inspectors for the November 7, 2006 General Election. Precinct 1 – Kathryn Robinson, Chairperson, Judy Clark, Larry Easton, Lerita Fellows, Nancy C. Dings, Karen Higginbottom, Linda Piehl and Theresa Van Pelt. Precinct 2 – Merry Burkholder, Chairperson, Barbara Cason, Caryn Krieger, Linda Sternaman, Dorothy Thurlow, Helen Vollrath, and Janet Winnell.

Coloma Charter Township Board of Trustees  
October 11, 2006  
Page 3

Clerk Olsen read a homelessness resolution sent to the township board by the Housing Resource Network of Berrien County. The resolution was tabled for a lack of information.

**PUBLIC COMMENT:**

Rob Hoffman inquired about his pending water hookup.

Moved by Trustee Aviles, seconded by Trustee Duffield the meeting be adjourned at 7:49 p.m.

Respectfully submitted,

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Debra Olsen, Clerk

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Kenneth Parrigin, Supervisor

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Date Approved: