

**MINUTES OF THE GEORGETOWN TOWNSHIP SERVICES COMMITTEE  
MEETING HELD MONDAY, MAY 17, 2010**

The meeting was called to order by the chairman at 8:00 a.m.

Present: Del South, Richard VanderKlok and Carol Scholma, members: Daniel Carlton, Township Manager; Dan Hamming, Fire Chief; Pam Haverdink, Senior Center Director; Sarah Mroz, secretary

Absent: none

No one was present in the audience and there were no public comments.

**#100517-01 - Minutes of April 19, 2010**

Moved by Richard VanderKlok, seconded by Carol Scholma, to approve the minutes as presented.

MOTION CARRIED UNANIMOUSLY.

**#100517-02 – Senior Center Request for Vans**

Attachments: [Request](#) from Senior Center  
[Update](#) on vehicles  
[Bus Contracts](#)

Note: The Services Committee considered this request at the last meeting and the consensus of the committee was to gather more information and continue the discussion at the next Services Committee meeting.

Pam Haverdink explained the growing need for an additional vehicle as they always have to plan for at least one bus down. She explained that two of the buses were down last week which caused a hardship. The way she sees it, no matter how old the vans are, just having an extra vehicle with a full size lift would be very helpful. She also passed out a list of bus contracts.

Daniel Carlton asked if these bus contracts use CMH funding for the transportation.

Pam Haverdink answered no.

Daniel Carlton asked how many riders were contracted from each company listed, and if these are for daily trips.

Pam Haverdink explained that these contracts are for daily transportation.

Daniel Carlton explained that we are currently under a state grant program to provide vehicles for the senior center to use for transportation. If we provide vehicles outside of the state grant program, we are then responsible for these vehicles and the associated costs. He explained that if we meet the need ourselves, it may be harder to get funding later on. He also explained that if we create a service, it creates a need for that service, and we cannot just get rid of it.

Daniel Carlton asked if it was possible to increase the contract rates.

Richard VanderKlok asked who sets the rates for transportation and if there is an option to increase the rates.

Daniel Carlton answered that the Township Board determines the rates.

Richard VanderKlok explained that he was not in favor of getting two vans, while it would be a great help, he agreed that once we're into it, you cannot get out of it. He looked at the vehicles available and felt that getting the one van (322) and raising transportation rates might be a good compromise solution.

Daniel Carlton explained that rates could be determined by establishing priority rides and whether rides are medical or non-medical related.

Moved by Richard VanderKlok, seconded by Carol Scholma, to recommend to the Township Board to accept the gift of one van (322) from Macatawa Area Express in Holland and also to discuss fee changes next month.

MOTION CARRIED UNANIMOUSLY.

### **#100517-03 – Fire Department Request**

Attachment: [Letter](#) of request from Chief Dan Hamming

Chief Dan Hamming explained that Homeland Security has put out a grant for a 90/10 allocation (90% from Homeland Security, 10% match from Georgetown Township). He is requesting authorization to write an application to purchase a new boat for fire suppression and additional extrication equipment. The boat would be used for fire suppression in case of a boat fire on a lake or river and would also benefit the dive team. If a new boat was purchased, the current boat would be sold. The extrication equipment would include power units, jaws, and a commercial set of air bags. He estimates the costs for this equipment to be around \$160,000 to \$180,000, so he would be writing for \$180,000 in the application.

Carol Scholma asked how the boat is different from what we currently have.

Chief Dan Hamming answered that it would include a hose for fire suppression and it would be a larger boat.

Del South asked if there have been any occurrences of boat fires in the past.

Chief Dan Hamming explained that there have been none.

Richard VanderKlok asked if it is possible to write a grant proposal for the equipment only, or if you wrote for both could you turn down a portion of the grant if the amount offered was not enough to cover the cost (90% of cost).

Chief Dan Hamming answered that there are areas to make choices on the grant as the grant application progresses.

Richard VanderKlok explained that he agrees with applying for the extrication equipment, but he hesitates on the boat as there have not been any boat fires in the past and he wonders whether it is necessary. However, he understands that it is possible to back out of a portion of the grant if the amount is too low.

Moved by Del South, seconded by Carol Scholma, to recommend to the Township Board to authorize Chief Dan Hamming to write a grant application for the purchase of extrication equipment.

**MOTION CARRIED UNANIMOUSLY.**

Richard VanderKlok explained that he would also like to consider applying for the grant to purchase the boat.

Moved by Richard VanderKlok, seconded by Carol Scholma, to recommend to the Township Board to authorize Chief Dan Hamming to apply for a grant to purchase a boat capable of fire suppression and rescue provided the grant will only be accepted if it covers 90% of the cost to purchase and no less.

**MOTION CARRIED UNANIMOUSLY.**

#### **#100517-04 – Parking Lot Repair**

Attachment: [Cost estimate](#)

Note: The Services Committee discussed the possibility of repairing the parking lot at the Township Office at the last meeting and the consensus of the committee was to authorize Daniel Carlton to obtain cost estimates for review and to make the decision at the next Services Committee meeting.

Daniel Carlton explained that the attachment was a cost estimate and that formal bids would be taken if the committee decides they would like to move forward.

Carol Scholma asked how long it would last if we did just the resurface.

Daniel Carlton answered that it would last a long time. He explained that the parking lot needs to be striped, and we just need to decide if the resurface is necessary. He also pointed out that this cost estimate does not include concrete work to fix the curbing, and this would probably cost an additional \$8,000.00.

Richard VanderKlok said that he would like to obtain bids and decide at that point.

Moved by Del South, seconded by Richard VanderKlok, to obtain bids for resurfacing and concrete work for review at the June Services Committee meeting.

MOTION CARRIED UNANIMOUSLY.

### **#100517-05 – Library AV Materials Policy**

Attachment: [Communication](#) of AV Materials Policy

Note: The Services Committee discussed the AV materials policy for the library at the last meeting and the consensus of the committee was to consider the policy at the next Services Committee meeting.

Richard VanderKlok said that he was comfortable with the current policy and likes the idea of allowing patrons the opportunity to view the damages on AV materials before they are repaired by the library staff.

Daniel Carlton also explained how Kent County libraries have started using a self-checkout, so they do not check the materials as they come and go through the library system.

The consensus of the committee was to discuss this further at the next Services Committee meeting.

### **#100517-06 – Plumbing Contract Renewal with PCI**

Attachment: Proposed [Plumbing Contract](#)

Daniel Carlton explained that the Township contracts PCI to handle all of our building, mechanical, electrical, and plumbing permits. The building, mechanical, and electrical contracts are set up as indefinite contracts which do not expire, however, the plumbing contract was originally only a three year contract. This proposed contract would extend the plumbing contract to an open ended contract with no expiration date.

Moved by Richard VanderKlok, seconded by Carol Scholma, to recommend to the Township Board approval of the proposed Plumbing Contract with Professional Code Inspections of MI, Inc.

MOTION CARRIED UNANIMOUSLY.

**#100517-07 – Discuss 36<sup>th</sup> Ave Land**

The committee discussed the possibility of acquiring land for future use.

**#100517-08 - Communications, Letters, and Reports**

Attachment: [Letter](#) regarding the ball field at 8<sup>th</sup> Ave Park

**#100517-09 – Adjournment**

The chairman adjourned the meeting at 9:20 a.m.