

**SPRING ARBOR TOWNSHIP
BOARD MEETING
AUGUST 11, 2014**

The regular meeting of the Spring Arbor Township Board was held Monday, August 11 2014, at 7:00 p.m., with the following members present: Supervisor Marston Fortress, Clerk Julia Stonestreet, Treasurer Colleen Gibbs Trustees James Buck, Joel Freehling, Dave Herlein and Troy Ganton. Absent: none. The Pledge of Allegiance was led by Supervisor Fortress.

Guests: Julie Alexander County Commissioner and Russ Ratkiewicz

Public Comment: Opened at 7:03 p.m. Julie Alexander expounded on JDOT and the one year assessment of the collaborative effort between Jackson County and Calhoun County; the Lime Like situation and the Medical Care Facility Millage. Closed Public Comment at 7:08 p.m.

The formal meeting was suspended for a tour of the new addition of the Public Safety Building. All the board members except Stonestreet visited the new facility. The board returned to the meeting room at 7:25 p.m. and the formal meeting resumed.

Expenditures: Motion was made by Herlein and seconded by Freehling to approve the following expenditures for July: General Fund expenditures totaling \$53,693.72; Fire Department Fund expenditures totaling \$25,695.98; Street Light Fund expenditures \$3,901.20; Public Improvement Fund expenditures totaling \$78,103.60; Building Inspection Fund expenditures totaling \$3,444.26; Sewer Fund expenditures totaling \$86,936.76; Water Fund expenditures totaling \$36,317.31; Trust and Agency Fund expenditures totaling \$462.00; Tax Collection Fund totaling 244,947.29; Becky Cunningham Historical Fund \$330.00. Roll Call: 7 yes. Approved. Motion was made by Freehling and seconded by Buck to pay outstanding invoices totaling \$189,133.96. Roll Call: 7 yes. Approved

Minutes: Motion was made by Stonestreet and seconded by Buck to accept the minutes of the July 14, 2014 regular board meeting with one correction. (Vote of 6 yes not 67) Approved.

Consent Agenda: Motion was made by Herlein and seconded by Buck to accept the following items under the consent agenda consisting of the financial reports for July 2014; the general ledger report of revenues and expenditures for July 2014; Zoning/Building permit report for July 2014; Parks Committee meeting minutes of July 21, 2014; Public Safety Committee meeting minutes of July 29, 2014. Approved.

The financial report showed the following balances as of July 31, 2014:

General Fund Cash	\$32,027.24
Certificate of Deposit	878,165.83
Fire Operations Cash	(26,479.93)
Fire Operations CD	987,524.99

Street Light Fund Cash	43,617.34
Street Light Fund MM	.00
P.I.F. Cash	26,545.45
P.I.F. Certificate of Deposit	11.69
Building Inspection Fund Cash	9,313.83
Building Inspection Fund CD	64,269.18
Trust and Agency Fund Cash	.00
Historical Fund Cash	(335.32)
Historical Endowment Fund CD	17,392.78
Sewer Funds	892,945.20
Water Funds	313,134.06
Current Tax Collection MM	252,886.06
Fixed Assets	2,000.00
Total	<u>\$3,493,018.40</u>

REPORTS:

Police and Fire Report: Chief Ratkiewicz reported on the month's activities. Motion was made by Herlein and seconded by Stonestreet to accept the Public Safety report of July 2014. Approved.

OLD BUSINESS:

Becky Cunningham Historical Committee: Clerk Stonestreet reported that no definite new information has been found but is still looking. A motion was made by Stonestreet and seconded by Ganton to table this item until next month. Approved.

NEW BUSINESS:

Fire Millage: Supervisor Fortress reported that the Public Safety Committee recommended the renewal of the Fire Millage. Motion made by Ganton and seconded by Freehling to approve the placing of the Fire Millage renewal on the November 2014 ballot. Roll Call: 7 yes. Approved.

Fixed Asset Reconciliation: Supervisor Fortress reported that there has been a problem reconciling the Fixed Assets with the auditors for some time. The auditors would like to get this reconciled and for the township to take over the entries that should be done. To that end the auditors would like to work on reconciling the Fixed Assets and train the Clerk to make the entries. Supervisor Fortress would like to recommend that the Rehmann Robson auditors reconcile the assets and train the Clerk for a fee of no more than \$3,000. Motion was made by Ganton and seconded by Freehling to approve the expenditure. Roll Call: 7 yes. Approved.

Provident Accident and Life Insurance for Firefighters: The Supervisor reported that it is time for the renewal of the Firefighters Accident and Life insurance. With a few upgrades the policy will be \$4,304 annually - a change of 6.4%. A motion was made by Herlein and seconded by Buck to approve expenditure. Roll Call: 7 yes. Approved.

Long Range Park Plan: The Parks Committee recommended that the Board approve their Long Range Parks Plan. A motion was made by Stonestreet and seconded by Freehling to approve long

range parks plan. Roll Call: 7 yes. Approved.

Contract Inspectors Resolution: Supervisor Fortress explained that a question has arisen regarding the building inspectors and their liability insurance while working for the township. After much discussion with Burnham and Flower Insurance Agency, it was determined that the contract inspectors should be appointed by the board then our insurance will cover them in so far as their work for the township. A resolution was presented that appoints the inspectors and their substitutes by name and that they will be covered by the Township liability insurance in regard to the statutory and governmental requirements that may apply exclusively to Spring Arbor Township. A motion was made by Ganton and seconded by Freehling to approve the resolution. Roll Call: 7 yes. Approved.

Property and Liability Insurance Renewal: Supervisor Fortress reported that it was time for the annual approval of the Property and Liability Insurance. The annual increase plus additional options along with the building of the Public Safety addition that brought the premium to \$23,797. A motion was made by Herlein and seconded by Ganton to approve the payment of the annual insurance premium. Roll Call: 7 yes. Approved.

Lawn edging: The Supervisor would like approval to spend no more than \$400 to have the lawn care company “edge” the township office lawn. Motion was made by Ganton seconded by Herlein to approve the expenditure to beautify the lawn. Roll Call: Yes - Buck, Ganton, Freehling, Fortress Herlein and Stonestreet. No – Gibbs. Approved.

Police Garage Approach: The approach to the Police Garage is in need of a change from the original plans. It is recommended that the original asphalt approach be abandoned (credit to be issued on the cost of the addition) and a concrete approach be installed at a cost of \$12,000. Motion was made by Herlein and seconded by Ganton to approve the change in the bid of the addition. Roll Call: 7 yes. Approved.

Combined Insurance Presentation to employees: Tom Harmon, a township resident and Combined Insurance agent would like to opportunity to present his product to the township employees (Combined Insurance is a direct competitor with AFLAC.) A motion was made to allow Mr. Harmon to make presentations to those employees that are interested with the understanding that the board is not endorsing the insurance, that there is no additional cost to the Township. Motion made by Herlein and seconded by Freehling – Approved.

Employee Health Insurance: Burnham and Flower Insurance is advising us that the Health Insurance is going to increase by 5% at the renewal date of December 1. The supervisor recommends that we accept the increase and continue with the insurance as it stands. Motion made by Ganton and seconded by Freehling to approve the expenditure for the renewal. Roll Call: 7 yes. Approved.

December/January Office Hours: In looking ahead at the calendar the Supervisor noted that Friday December 26 and Friday January 2 are both days after regularly scheduled office closings. Supervisor Fortress asked that the board approve the closing of the office on those two days. Hourly

employees may take vacation or personal days to be paid for those days. Motion made by Ganton and seconded by Buck to approve the closings. Approved.

Mobile Home Encroachment: The supervisor has reported on the status of the mobile home that is encroaching on Township Property on Dearing Road. After many discussions with Miller Trailer Park and the owner of the mobile home there has been no advancement on the problem. Fortress would like to begin litigation to have the mobile home removed from our property. Motion was made by Ganton and seconded by Freehling to authorize the attorney at White and Hotchkiss to move forward with having the mobile homes removed from our property and to seek costs. Roll Call: Yes - Buck, Ganton, Freehling, Fortress Herlein and Stonestreet. No – Gibbs. Approved.

Administrative Policy: A motion was made by Gibbs and seconded by Stonestreet to table the vote on the Administrative Polices Manual Part 1 until the next meeting. Approved.

(Trustees Ganton and Gibbs left the meeting.)

Annual Conference: A motion was made by Herlein and seconded by Buck to approve up to \$5,000 to allow those Board members who wish to attend the annual MTA conference in January to be prepared for reserving rooms at the convention hotel and to direct the Clerk to reserve rooms at the first availability. Roll call: 5 yes. Approved.

PUBLIC/BOARD COMMENT: The board thanked Joel Freehling for his work with the Parks Committee.

ADJOURNMENT: Meeting was adjourned at 8:30 p.m.

Julia Stonestreet
Township Clerk

Approved at the September 8, 2014 regular board meeting