

## Spring Arbor Township Board - January 14, 2008

The regular meeting of the Spring Arbor Township Board was held Monday, January 14, 2008, at 7:00 p.m., with the following members present: Supervisor Will DeGraaf, Clerk Randi Holthouse, Treasurer Gloria Melchiori, Trustees Marston Fortress and Troy Ganton. Trustee Patricia Short arrived at 7:02 p.m. The Pledge of Allegiance was led by the Supervisor.

Guests were: Ken Wyatt, Russ Ratkiewicz, Earl Poleski and Stan Lyon.

**Public Comment:** Public comment opened at 7:02 p.m.

Earl Poleski, County Commissioner, reported that the Sheriff's department has requested an upgrade to their software and hardware. Funds for this project would probably be generated from a new 911 surcharge yet to be determined. The Sheriff's department also reported that they are satisfied with the current traffic safety in the county. The new members of the road commission are now in place and Ken Straub is the Acting Superintendent of that commission. He also commented that the county has now closed on the purchase of property for the new animal shelter, that they will be reevaluating the incinerator and that they will be looking at the wastewater treatment plant in Leoni Township.

**Expenditures.** Motion was made by Ganton and supported by Holthouse to approve the following expenditures for December 2007: General Fund expenditures #45794-45928 totaling \$54,655.37; Fire Department Fund expenditures #45794-45928 totaling \$33,296.11; Street Light Fund expenditure #45794 totaling \$3,658.68; Public Improvement Fund expenditure #45799 totaling \$4,475.00; Building Inspection Fund expenditures #45796-45928 totaling \$3,085.70; Sewer O & M Fund expenditures #45797-45928 totaling \$32,402.75; Water O & M Fund expenditures #45835-45928 totaling \$1,851.62; Trust & Agency fund expenditures #1899-1900 totaling \$561.00; Tax Fund expenditures #4229-4232 totaling \$10,538.02; and, Historical Fund expenditure #45863 totaling \$545.00. Roll call: 6 yes.

**Minutes.** Motion was made by Williams and supported by Ganton to approve the regular board meeting minutes of December 10, 2007; carried. Trustee Short suggested that the job description for the Zoning Administrator should include a requirement to attend Zoning Board of Appeals meetings.

**Consent Agenda.** Motion was made by Ganton and supported by Melchiori to approve the following items under the consent agenda consisting of the financial reports for December 2007; general ledger report of revenues and expenditures for December 2007; Senior Center Advisory Board minutes of December 12, 2007; Security Task Force minutes of January 4, 2008; and, Planning Commission minutes of January 8, 2008. The financial report showed the following balances as of December 31:

General Fund Cash	\$24,604.60
Certificate of Deposit	288,160.01
Fire Operations Cash	4,190.18
Fire Operations CD	270,121.00
Street Light Fund	(10,721.78)
Public Improvement Fund	0.00

P.I.F. Certificate of Deposit	33,451.74
Building Inspection Fund	(397.27)
Falling Waters Endowment Fund	(545.00)
Falling Waters Endowment Fund CD	31,038.41
Sewer Funds	1,113,509.00
Water Funds	321,135.59
Trust & Agency Funds	0.00
Current Taxes carried.	1,047,922.41;

**REPORTS:**

**A. Police and Fire Reports.** There were 63 medical rescue runs, four fire alarms, four mutual aid calls, 11 fire runs, and no carbon monoxide incidents, bomb threats or Hazmat responses during December. Police statistics include: 167 complaints, 28 accidents, 20 tickets, seven verbal warnings, three arrests, no semis ticketed and 13 back-up calls to other departments.

The Chief of Police reported that the month of December finished out relatively quiet, and that the year, when compared to the prior year, was down slightly across several categories. The police department coordinated efforts with County National Bank to help out a family at Christmas time. They also worked with their local association to participate in a program called "Shop With A Cop". Wal-Mart and Little Ceasar's were also involved in the community program. The radios that the Chief was waiting for were received from the Sheriff's department through a Homeland Security grant. He also received a check from the local village and township police association for \$1,500.00 to use towards equipment needs for the department. Thefts of catalytic converters have seemed to slow down for now.

Motion was made by Ganton and supported by Fortress to approve the police and fire reports; carried.

**B. Building Permit Reports.** The report of building permits issued during the month of December showed miscellaneous permits for a total value of \$17,200. No new home permits were issued compared to six in December 2006, although one commercial building permit was issued. Motion was made by Fortress and supported by Short to accept the building permit report; carried.

**C. Supervisor's Report.** Advised the board: of the status of ordinance compliance by cell tower companies; of the report issued regarding completed road projects in the county using federal funds and of his recommendation for an improvement to the King Rd. and Spring Arbor Rd. intersection; of the status of the Parma Township wastewater system; and, of the status of revenue sharing payments received. The Supervisor informed the board that Wakefield Ct. is now a public road as the county has approved all of the changes to the road. He also distributed a letter to board members regarding his resignation effective March 31, 2008.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**A. Road Improvement Plan Change.** The Supervisor discussed his recommended change to the intersection of King Rd. and Spring Arbor Rd. His recommendation would change the intersection to 90 degrees instead of the existing angle to improve the vision of traffic. Motion was made by Fortress and supported by Short to approve

the recommendation of the Supervisor regarding the intersection at King Rd. and Spring Arbor Rd. and to direct the Supervisor to communicate the desire of the Township; carried.

**B. Security Task Force Recommendations.** The Security Task Force reviewed the recommendations submitted out of Budget Committee. Those recommendations included a letter from the auditor dated December 12, 2007 with three recommendations, minutes of the Budget Committee dated December 5, 2007 with nine recommendations, and a listing of 16 recommendations from the Chief of Police dated November 21, 2007.

Motion was made by Short and supported by Fortress to accept the following recommendations in the letter from the auditor dated December 10, 2007:

1, where it says that a document will be reviewed, verified, approved and the like, the person doing the review, verification, etc. should initial and date the document as evidence of the work performed;  
and 2, moving the sewer and water fund cash (i.e., checking account) to County National Bank ; carried. Item number three from the auditor's letter will be referred back to the Budget Committee.

Motion was made by Short and supported by Holthouse to accept the recommendations in the Budget Committee minutes of December 5, 2007, as follows:

1, Deposit receipt slips should be verified by the Clerk's office after the Treasurer's office has made the deposit;  
2, The Clerk's office will be responsible for the issuance of all checks, the assigning of account numbers and maintaining the invoice and vendor files. A person other than the check preparer (Supervisor) should approve all signed checks. This will be done through a log of all the checks, verifying there is appropriate documentation for each check and all checks are present sequentially. The Treasurer's office will be responsible for mailing the Accounts Payable checks;  
3, An individual should review the bank statement before being given to the Treasurer. The Clerk can review the bank statement and the Supervisor can review the bank reconciliation;  
4, Annually, the Township Board should approve the authorized banks and check signers on record for the Township (April board meeting);  
5, An individual should review all investment statements before being given to the Treasurer;  
6, Accounting personnel should be subject to a background check before hiring;  
7, Journal entries should be reviewed by someone other than the preparer;  
8, The cash funds for Sewer and Water should be transferred to the checking account at County National Bank ;  
with the exception of the last item, number nine; carried. Item number nine from the December 5, 2007 Budget Committee minutes will be referred back to the Budget Committee.

Motion was made by Short and supported by Fortress to accept the following recommendations in the letter dated November 21, 2007 from the Chief of Police:

1, Change the safe combination whenever an employee in the office quits, including the door key to the vault room;  
3, Have special cash drop envelopes made up to put the cash drops in;  
4, Install a key box in the office area;  
11, Install an outside drop box, via mail slot, so that payments (tax, sewer and water payments) could be made after hours;  
12, Have criminal, credit history and background checks for new hires;

16, Have either the State Police or the Sheriff's department do the investigation if criminal activity occurs. This will prevent conflict of interest and a bias-free investigation; carried.

The remaining items from the Chief of Police's letter will be referred to the Budget Committee or the Supervisor and Chief of Police for review.

**C. Software Upgrade for Metered Water Billing.** Treasurer Melchiori explained that BS&A Software can do an upgrade to our Utility Billing program to accommodate importing the water meter reads directly from Summit Township and applying the 10% increase to it automatically, rather than the billing department doing it via a spreadsheet. Motion was made by Fortress and supported by Holthouse to approve the \$800 programming fee for the software upgrade and request that BS&A not hard code the percentage amount, but instead allow us to put in the percentage amount for the calculation in the program. Roll Call: 6 yes.

**CORRESPONDENCE:**

Letters from Comcast.

Newsletter from FSC&S, OMM, Par-Plan and the NATaT Report.

Thank-you letter; newspaper articles.

**PUBLIC/BOARD COMMENT:** Public comment opened at 8:00 p.m.

**Stan Lyon.** Stan Lyon asked if the Supervisor would be able to procure the flyover for the Memorial Day Parade. The Supervisor indicated that he is working on it.

**Trustee Short.** Trustee Short asked if there were any flooding complications in the Cottage and Second street areas with the recent snow melt. She also thanked the Supervisor for his service to the Township.

**Treasurer Melchiori.** Treasurer Melchiori indicated that she would be sad to see the Supervisor leave.

**Trustee Ganton.** Trustee Ganton reported that Mel Rice, Charlie Ragain, Jim Kohl and himself were the volunteers for the Christmas decorations.

**Clerk Holthouse.** Clerk Holthouse reminded everyone that the following day is Election Day.

**Adjournment.** Motion was made by Ganton and supported by Fortress to adjourn the meeting at 8:04 p.m.; carried.