

Spring Arbor Township Board - November 10-2008

The regular meeting of the Spring Arbor Township Board was held Monday, November 10, 2008, at 7:00 p.m., with the following members present: Supervisor Marston Fortress, Clerk Randi Holthouse, Treasurer Gloria Melchiori, Trustees Troy Ganton, Scott Rogers, Patricia Short and Brent Williams. The Pledge of Allegiance was led by the Supervisor.

Guests were: Mel Rice, Earl Poleski, Larry & Connie Clanton, Ken Wyatt, John Eiler, Joel Freehling, Tim McEldowney, Russ Ratkiewicz, John Williams, Stan Lyon and Jack Dexter.

The Supervisor welcomed Joel Freehling to the board. Mr. Freehling stated that he's looking forward to being on the board.

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

Commissioner Earl Poleski discussed the budget process that the county is working on right now and their plans to reduce expenses over the next couple of years. Public comment closed at 7:07 p.m.

Expenditures. Motion was made by Ganton and supported by Williams to approve the following expenditures for September 2008: General Fund expenditures #46890-47014 totaling \$64,221.28; Fire Department Fund expenditures #46891-47013 totaling \$40,192.44; Street Light Fund expenditure #46939 totaling \$4,181.87; Building Inspection Fund expenditures #46913-47013 totaling \$2,907.56; Sewer O & M Fund expenditures #46896-47013 totaling \$62,630.50; Water O & M Fund expenditures #46925-47013 totaling \$23,208.74; and, Tax Fund expenditures #4339-4352 totaling \$2,733,071.32. Roll Call: 7 yes. Motion was made by Ganton and supported by Short to approve the following expenditures for October 2008: General Fund expenditures #47015-47112 totaling \$48,037.42; Fire Department Fund expenditures #47017-47112 totaling \$11,672.96; Street Light Fund expenditures #47017 and #47069 totaling \$4,171.14; Building Department Fund expenditures #47016-47112 totaling \$1,567.86; Sewer Fund expenditures #47017-47112 totaling \$51,827.24; Water Fund expenditures #47017-47112 totaling \$73,361.97; Trust & Agency Fund expenditures #1920-1921 totaling \$1,104.00; and, Tax Fund expenditures #4353-4359 totaling \$1,195,603.67. Roll Call: 7 yes.

Minutes. Motion was made by Short and supported by Ganton that approval of the minutes be tabled until after New Business, Item D; carried.

Consent Agenda. Motion was made by Ganton and supported by Williams to approve the following items under the consent agenda consisting of the financial reports for October 2008; general ledger report of revenues and expenditures for October 2008; Senior Center Advisory Board minutes of August 10, 2008 and October 15, 2008; Planning Commission minutes of September 9, 2008; and, Audit Committee minutes of October 29, 2008. The financial report showed the following balances as of October 31:

General Fund Cash	\$54,632.78
Certificate of Deposit	259,623.68
Fire Operations Cash	15,413.79
Fire Operations CD	478,413.58
Street Light Fund	(5,313.37)

Public Improvement Fund	0.00
P.I.F. Certificate of Deposit	67,702.78
Building Inspection Fund	(4,433.22)
Falling Waters Endowment Fund	0.00
Falling Waters Endowment Fund CD	31,206.47
Sewer Funds	879,253.67
Water Funds	311,784.74
Trust & Agency Funds	0.00
Current Taxes	20,033.36;
carried.	

REPORTS:

A. Police and Fire Reports. There were 50 medical rescue runs, two fire alarms, six mutual aid calls, 13 fire runs, one carbon monoxide incident, and no Hazmat responses, or bomb threats during October. Police statistics include: 212 calls, 25 accidents, 27 tickets, 22 verbal warnings, seven arrests, and 10 assists to other departments.

The Chief of Police reported that the month was busy with several accidents and larcenies. The department also participated in defensive tactics training and assisted at the Trunk or Treat event.

The Fire Chief reported that the department recently offered First Responder training; they participated with the Trunk or Treat event; they have seen fewer fires this year than in years past; they were turned down for the FEMA grant; and recently switched to new cell phone service.

Motion was made by Short and supported by Williams to accept the police and fire reports; carried.

B. Zoning & Building Permit Reports. The report of building permits issued during the month of October showed miscellaneous permits for a total value of \$44,000.00. Motion was made by Ganton and supported by Williams to accept the zoning and building report; carried.

C. Supervisors Report. Advised the board: of the appearance of the carpet at the senior center; of the status of the water main extension project; that the storm water project is completed; that a request for a fireworks permit was received; and that a funds transfer to the building department was required by the State.

UNFINISHED BUSINESS:

A. AT&T Right-of-Way Permit Extension. Motion was made by Ganton and supported by Holthouse to approve the request from AT&T for an extension of their permit through the Metro Act to use the public right-of-ways through December 31, 2010. Roll Call: 7 yes.

NEW BUSINESS:

A. Amend Senior Center Bylaws. Motion was made by Ganton and supported by Williams to amend the bylaws of the Senior Center Advisory Board to reflect that the membership representing Spring Arbor Township residents be reduced from 75% to 55%. Roll Call: 7 yes.

B. Appointment to Senior Center Board. Motion was made by Ganton and supported by Williams to appoint Dave Mulholland to the Senior Center Advisory Board; carried.

C. Fireworks Permit. Motion was made by Ganton and supported by Williams to confirm the approval of the fireworks permit requested by Night Magic Displays for September 28, 2008; carried. Motion was made by Short and supported by Ganton to approve the request by Night Magic Displays for a fireworks permit to be held on December 5, 2008 at Spring Arbor University; carried.

D. Minutes Policy. Motion was made by Short and supported by Williams to approve the policy for recording minutes based on Robert's Rules of Order (see attached policy); carried.

E. Building Department Funds Transfer. Motion was made by Short and supported by Ganton to transfer \$17,897.00 from the General Fund to the Building Department Fund to cover a budget deficit. Roll Call: 7 yes. Trustee Williams suggested that the staffing in the building department needed to be evaluated.

F. Resolution – Law Enforcement Standards. Motion was made by Holthouse and supported by Williams to approve the resolution in opposition to the Michigan Commission on Law Enforcement Standards related to a 520-hour standard for police officers. Roll Call: 7 yes.

G. Assessment Records Policy. Motion was made by Ganton and supported by Holthouse to adopt the policy related to the availability of assessment records to the public; carried.

H. Rezoning – Spring Arbor University. Motion was made by Williams and supported by Ganton to accept the recommendation of the Planning Commission and County Affairs and approve the rezoning request from Spring Arbor University, RZ08-10, to rezone parcel #000-12-16-351-006-00 from Suburban Residential (RS-1) to Multiple Family Residential (RM-1). Roll Call: 7 yes. Motion was made by Ganton and supported by Holthouse to accept the recommendation of the Planning Commission and County Affairs and approve the rezoning request from Spring Arbor University, RZ08-11, to rezone parcel #000-12-16-351-005-00 from Suburban Residential (RS-1) to Multiple Family Residential (RM-1). Roll Call: 7 yes.

I. Audit Committee Recommendations. Motion was made by Short and supported by Ganton that financial statements be ready by May 31 of each fiscal year; carried. Motion was made by Short and supported by Ganton to recommend that general ledger accounts be reconciled to their underlying accounts; carried. Motion was made by Short and supported by Williams to revise the current procedure for the payment of invoices with appropriate reviews and development of a procedure for this process to be presented to the board for approval; carried. Motion was made by Williams and supported by Ganton to appoint an independent person to review and approve changes to the payroll master records; carried. Motion was made by Short and supported by Williams to have an independent person review payroll input and output; carried. Motion was made by Ganton and supported by Williams to increase the capital assets threshold to \$2,500.00 and to initiate an annual physical inventory of fixed assets; carried. Motion was made by Short and supported by Williams to have personnel review practices and develop written procedures for areas noted that

do not have "separation of duties"; carried. Motion was made by Ganton and supported by Williams to award a one-year contract for the audit to Rehmann Robson at the same price as the 2007-08 audit. Roll Call: 7 yes.

J. Administration of Treasurer's Office. Larry Clanton, Treasurer-Elect, presented a proposal to the board for reorganization of the Treasurer's office. Motion was made by Rogers and supported by Williams that the board has an expectation that the Treasurer will spend 30 hours per week in the office as was past practice; carried. Motion was made by Holthouse and supported by Williams that effective as of November 20, 2008, the Treasurer's pay will be an hourly rate based on a 30-hour work week. Roll Call: 7 yes.

K. Minutes. Motion was made by Short and supported by Williams that the minutes be corrected based on the policy approved by the board; carried.

CORRESPONDENCE:

Township Law News.
Newspaper articles.
Letters from Comcast.

PUBLIC/BOARD COMMENT: Public comment opened at 9:26 p.m.

Public comment closed at 9:51 p.m.

Adjournment. Motion was made by Rogers and supported by Short to adjourn the meeting at 9:51 p.m.; carried.