

**BRIDGEWATER TOWNSHIP
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
THURSDAY, AUGUST 4, 2011**

I. CALL TO ORDER

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Mull at 7:02 p.m. with a moment of silence/silent prayer followed by the pledge of allegiance to the flag at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Supervisor Jolea Mull, Clerk Laurie Fromhart, Treasurer Amy Riley and Trustees Dave Faust and Geoff Oliver.

Attendance: 7

II. CITIZEN PARTICIPATION

Terry Blackmore, executive director of the Washtenaw Area Transportation Study, requested that the Board appoint a representative to the West District Act 7 countywide transit board. Blackmore said this is a **one-time** meeting which she anticipates will last approximately 2 hours. Blackmore stated the purpose of the meeting is to enter into an interlocal agreement whereby a transit selection committee will be created comprised of one representative from each community in the western district. Blackmore explained the transit selection committee will develop and undertake the solicitation of applications for a countywide transit authority board representative. Blackmore noted this does not commit the Township to participating in the process that may remain in effect for 10 years.

Wes Cowden, Board of Review member, reported on the July 19, 2011 Board of Review meeting. Cowden reported the Board heard two one year hardship reduction application cases, one was turned down unanimously and the other was given a 25% reduction. Cowden noted other corrections were made to the assessment roll and the Board will not meet again until December.

Ron Smith, Board of Review member, reported the Board of Review followed the Township's adopted federal guidelines for poverty exemptions but noted that the Township can set its own cap for poverty exemptions like some other Townships do. Smith also reported he researched some recycling options for the Township at the request of the Supervisor. Smith indicated New Boston has a recycling authority managed by private contractors which operates very professionally and efficiently. Smith said the Township could have a number of bins at various locations but the cost would depend upon where the materials are hauled. Smith said Ann Arbor may take our recyclables since they are facing financial problems. Smith commented that the Township should be concerned about Ann Arbor's financial situation and decide whether it wants to participate in the same type of system with the WWRA.

Sheriff Jerry Clayton commented that he is getting out to different locations to talk about public safety. Clayton said the Sheriff's Department has been working closely with the police services steering committee to identify the price and cost of a deputy. Clayton said they have identified the price of a deputy at \$150,000 and the cost at \$176,000. Clayton indicated the cost of a deputy includes salary, fringe benefits, vehicle, and all support staff. Clayton reported the Board of Commissioners have committed to the price of \$150,000 for 2012 with a one percent increase each year through 2015. Clayton noted the County will pay the difference of approximately \$20,000 for the cost of each deputy. Clayton also reported they have prepared a report at the request of SWWCOG comparing services for contracted and non-contracted communities.

III. APPROVAL OF MINUTES

Riley moved to approve the July 7, 2011 meeting minutes as amended. Oliver seconded the motion which was adopted unanimously

IV. REVIEW AND APPROVE AGENDA

Fromhart moved to approve the agenda as amended with the addition of item H. PA 116 Application. Oliver seconded the motion which was adopted unanimously.

Public Safety Report

Sergeant Radzik submitted a written report to the Board.

V. PRIORITY BUSINESS

A. Approve Disbursements from July 8, 2011 – August 4, 2011

Fromhart requested to add the auditor's bill in the amount of \$4650 and a bill for computer repair service in the amount of \$30 to this month's disbursements, amending the total accounts payable for the general fund to \$61,390.47 and for the sewer fund to \$7167.25. Mull questioned the amount of \$3857.23 shown on the balance sheets for "due from sewer operations" and "due to general fund". Fromhart explained this is for the treasurer's sewer billing services under the sewer fund that is paid out of the general fund. Fromhart said the accountant advised that a check be issued from the sewer fund to pay the general fund for the amount owed. **Riley moved to pay the monthly disbursements from the General and Sewer funds for the total amount of \$68,557.72. Mull seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, Mull yes, Oliver yes, Riley yes. Motion passed.**

B. Annual Audit & Auditor's Report

Gary Owen with Robertson, Eaton & Owen P.C. reported on the annual audit for fiscal year ended March 31, 2011. Owen indicated their schedule of findings and responses are the same as last year noting the formal deficiency in the preparation of the financial statements footnotes being audited. Owen said this is a common note and is nothing out of the ordinary. Owen noted total governmental fund assets are down by \$120,000 due to the expiration of the road millage and the police protection millage expiring at year end. Owen indicated there is \$52,000 in reserves for roads but there are no reserves for police services. Owen reported revenues were down by \$73,000 while expenditures went up by \$43,000 with a loss of \$140,000 for the year. Owen again noted this is due to the expiration of the road and police millages. Owen reported on the budget versus actual for the year and noted the Township received \$13,000 in revenues from mineral extraction license fees. Owen indicated the Board was over budget by \$16,133 for the year. Owen reported on the statement of net assets for the sewer fund and noted they took out the deferred revenue from liabilities at the recommendation of the Township's accountant. Owen reported \$145,000 of unrestricted funds is available in the sewer fund. Owen stressed that the Board should keep a careful watch over the sewer fund by doing all it can to keep the money there. Owen also stressed to try and collect as much revenue as possible since state-shared revenues are projected to continue to decrease. **Riley moved to approve the audit prepared by Robertson, Eaton & Owen P.C. for fiscal year ended March 31, 2011. Mull seconded the motion which was adopted unanimously.**

C. Washtenaw County Parks Rezoning Request

Mull reported she consulted with Township attorney Fred Lucas regarding proper procedure after the board deliberated on this item last month and perceived that the Planning Commission's findings of fact were lacking because they did not cite specific sections of the zoning ordinance. Mull reported that Lucas recommended referring the matter back to the Planning Commission for additional reasons/findings of fact with reference to specific portions of the zoning ordinance to support the planning commission's decision. Mull also noted that Lucas advised that the Board may refer to portions of the site plan in reaching its decision so long as the site

plan is not the only basis for the decision. Faust stated he thought the Board already directed the Planning Commission to amend its findings of fact last month and expressed displeasure in making the county wait another month before a decision is rendered. Mull reported the Board tabled the matter last month and must by motion formally remand the matter to the Planning Commission. **Mull moved to remand the Washtenaw County Parks and Recreation Commission's application to rezone parcels Q 17-29-400-026 and Q 17-32-100-022 from AG to CP to the Planning Commission for a more complete findings of fact. Fromhart seconded the motion which was adopted unanimously.**

D. Freedom of Information Act (FOIA) Coordinator Appointment

Mull reported the Board received Riley's resignation as FOIA coordinator on July 20, 2011 which was effective immediately. Mull thanked Riley for her years of service in this position and noted the FOIA Coordinator is typically assigned to the Clerk since she is the keeper of all records. Fromhart said she is willing to serve in this role but noted in some jurisdictions the Supervisor acts as the FOIA Coordinator. Riley agreed and listed several communities where the Supervisor serves as the FOIA Coordinator. **Mull moved to appoint Laurie Fromhart as FOIA Coordinator. Faust seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, Mull yes, Oliver yes, Riley yes. Motion passed.**

E. Washtenaw County Transit Plan

Mull reported the Board has previously discussed the option of completely withdrawing from this plan before sending a representative to the countywide transit board meeting. Mull said she still did not want to see the township involved due to the rural community and economic issues facing township residents. Mull added this is about self-sustaining government and by opting out now sends a message to stop asking our people for more money. **Mull moved to opt-out of the meeting to negotiate the West District Act 7 countywide transit board representative based on the Board's consensus not to pursue countywide transit in Bridgewater Township. Oliver seconded the motion which was adopted unanimously.**

F. Townhall Updates

Fromhart reported that Oliver contacted her with no notice on the morning of July 11th informing her that the electrician was going to start the job of the electrical upgrade. Fromhart reported the electrical outlets were installed without a written contract from the contractor and mounted on the outside of the wall. Fromhart said it was her understanding that the outlets would be recessed in the wall. Oliver reported it was his understanding from last month's meeting that the Board was in a hurry to get the job done so he went ahead and told the electrical contractor to start. Oliver indicated the outlets could not be recessed because of a beam that runs along the base of the walls. Fromhart noted the contractor and Oliver never communicated to the Board that the outlets could not be recessed. Mull noted according to the meeting minutes **of June 2, 2011 and July 7, 2011** the Board required a written contract and ~~that Oliver acted unilaterally and~~ the Board needs to decide how to fix it. Fromhart said the Board needs to decide if this is what they want. Fromhart said the Board is trying to improve the hall and having outlets mounted on the outside of the wall is extremely unattractive. Oliver said he would contact the contractor to have them removed. **Oliver moved to have the electrical outlets removed. Faust seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, Mull yes, Oliver yes, Riley yes. Motion passed.**

Fromhart reported she received the MBS contract for vinyl siding and replacement windows. Fromhart also reported she met with Kevin Busch with MBS and he will be drafting some conceptual drawings for an addition. Fromhart said if the Board decides to go ahead with the addition Busch said they will be able to reuse the some of the siding from the back of the building. Faust provided Fromhart with a copy of the architect's plans. **Riley moved to approve the contract with Michigan Building Specialties dated July 20, 2011 for vinyl siding and replacement windows and the down payment in the amount of \$8,050. Mull seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, Mull yes, Oliver yes, Riley yes. Motion passed.**

The Board discussed options for a Township flag. Mull agreed to do some research as to cost and bring that information to the September meeting. Mull requested if the Board has any design ideas in addition to what has been previously presented and discussed to bring them to the September meeting. The Board also discussed the need for a mailbox at town hall. Riley reported the MML bill was mailed on June 15th but she just received the bill today and the Township's insurance policy was cancelled because of the delay. Riley indicated the problem is that mail is being sent to the hall's physical address and therefore gets lost. Riley reported she received a note from the Manchester post office mail carrier advising the Township to install a mailbox at the hall. **Fromhart moved to install a mailbox at town hall along the driveway. Riley seconded the motion. Roll Call Vote: Faust no, Fromhart yes, Mull yes, Oliver no, Riley yes. Motion passed.**

G. Attorney Services

Mull reported that attorney services have not been evaluated in the past like other contracted services and thought now was a good time to do so since Lucas has fallen short in some areas. Mull said she is not looking to completely replace Lucas but thought another firm may be able to meet some of our legal needs. Mull said she stumbled across Schaedler and Lacasse and provided the board with their background information. Mull noted they already represent several municipalities and charge a municipal hourly rate of \$100 and a paralegal hourly rate of \$50. Mull indicated if the Board was interested in evaluating this firm further she would ask them to attend the September meeting. The consensus of the Board was to continue with Lucas' services for now.

H. PA 116 Application

Fromhart reported she received a PA 116 application from Dale and Barb Vershum on July 15, 2011. Fromhart indicated she forwarded their application to the Washtenaw County Soil Conservation District (WSCD) but has not received a response to date. Riley reported the Board can go ahead and approve the application tonight but will have to wait until the Clerk receives comments from the WSCD before sending it on to the state. Fromhart noted that the WSCD must respond within 30 days. **Riley moved approval of the PA116 application for a Farmland and Open Space Program agreement submitted by Dale and Barb Vershum for 10.97 acres in section 21 received on July 15, 2011. Mull seconded the motion which was adopted unanimously.**

VI. REPORTS

A. Treasurer's Report

Riley reported tax money is coming in fast and that a resident on Parker Road paid off their sewer assessment.

B. Clerk's Report

The financial statements were included in the Board's packets.

C. Supervisor's Report

No report.

D. Written Reports

Board packets included reports from the Zoning Administrator and Planning Commission.

VII. CITIZEN PARTICIPATION

There was no public comments.

VIII. ADJOURNMENT

Riley moved to adjourn the meeting at 9:37 p.m. Oliver seconded the motion which was adopted unanimously.

Respectfully submitted,
Laurie Fromhart
Bridgewater Township Clerk

APPROVED