

**BRIDGEWATER TOWNSHIP  
BOARD OF TRUSTEES MEETING  
MINUTES OF MEETING  
THURSDAY, JULY 9, 2015**

**I. CALL TO ORDER**

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Smith at 7:05 p.m. followed by the pledge of allegiance to the flag at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Supervisor Ronald Smith, Clerk Laurie Fromhart, Treasurer Michelle McQueer and Trustee David Faust.

Absent: Trustee Geoffrey Oliver.

Attendance: 4

**II. CITIZEN PARTICIPATION**

A resident expressed concern regarding the impact to our local roads from the Rover Pipeline project and informed the Board that the Township can be compensated if it negotiates early with them.

**III. APPROVAL OF MINUTES**

**Smith moved to approve the June 4, 2015 meeting minutes as drafted. Faust seconded the motion which was adopted unanimously.**

**IV. REVIEW AND APPROVE AGENDA**

**Smith moved to approve the agenda as amended with the addition of item #8 Newspaper of Record. McQueer seconded the motion which was adopted unanimously.**

**Public Safety Report**

The Sheriff's Department submitted a written report to the Board for law enforcement activities for the month of May 2015.

**V. REPORTS AND CORRESPONDANCE**

**A. Treasurer's Report**

McQueer submitted a written report to the Board.

**B. Clerk's Report**

Fromhart reported she posted the new zoning applications and freedom of information act forms on the Township website, the Township audit is scheduled for August 3<sup>rd</sup> and a possible county-wide renewal millage for the 800 MHz project may be scheduled for the November election. Fromhart also reported she received notice from the Township's vendor Paychex that receipt of payroll packages may be delayed due to changes with the U.S. postal service. Fromhart noted payroll packages are mailed to her home office which include monthly, quarterly, and year-end reports which are records of the Clerk's office and declined to have them mailed directly to the Treasurer's office per her request. Fromhart agreed instead to separate the monthly paychecks from the payroll packages and deliver them directly to the Treasurer's office for disbursement.

**C. Supervisor's Report**

Smith reported WWTP construction work is almost complete on modifications to the first clarifier and work is scheduled to begin soon on modifications to the second clarifier. Smith noted there is still a problem with the skimmers and the plant operator is taking remedial measures to correct the problem. Smith also noted the

WWTP is meeting its permit limits however the weather has not been really hot and a lot of water has been flowing through the plant due to all of the rain. Smith reported on the status of a property boundary dispute in the hamlet and indicated there is nothing the Township can do until proper forms are filed with the Township assessor. Smith also reported a Rover Pipeline meeting is scheduled for July 14th at 10:30 a.m. at Dexter Township hall.

**D. Trustees' Report**

No report.

**E. Written Reports**

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

**VI. PRIORITY BUSINESS**

**A. Approve Disbursements from June 5, 2015 through July 9, 2015**

**Smith moved to pay the monthly bills from the general and sewer funds in the total amount of \$16,768.99. Faust seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

**B. Road Projects**

The Board discussed the condition of Township roads and potential road projects and agreed to have the Supervisor request that Boettner Road be added to the WCRC's capital improvement plan.

**C. Auditor Commitment Letter**

**Smith moved to accept Philip R. Rubley, C.P.A. commitment letter for the audit of the Township's financial statements for fiscal year ending March 31, 2015. McQueer seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

**D. Fee Discussion (Permit)**

Smith reported he discussed the zoning compliance fee with the new Zoning Administrator and recommended that the Board eliminate the \$100 fee. The Board discussed current fees and if they are reasonable and reflect actual costs incurred by the Township. The Supervisor suggested charging nominal fees with escrows established for most projects. Fromhart expressed concerned about placing all fees in escrow that would require billing for the Township's time creating more administrative work. The Board agreed to have the Supervisor and Clerk review the fee schedule and present a proposal in September.

**E. Decriminalization Ordinances**

The Board reviewed and discussed the proposed civil infractions and decriminalization ordinances. **Fromhart moved to adopt Bridgewater Township Municipal Civil Infractions and Municipal Civil Infractions Bureau Ordinance #69 as amended changing Manchester Enterprise to The Sun Times News under certification of adoption and publication. McQueer seconded the motion which was adopted unanimously. Fromhart moved to adopt Bridgewater Township Decriminalization Ordinance #70 as amended changing Manchester Enterprise to The Sun Times News under certification of adoption and publication. McQueer seconded the motion which was adopted unanimously.**

**F. Cash Receipt Policy**

Fromhart proposed amendments to the Township's cash handling and receipting policy adding the Clerk and eliminating the petty cash provision. **McQueer moved to adopt the amended Cash Handling and Receipting Policy as presented. Smith seconded the motion which was adopted unanimously.**

### **G. Attorney Bill**

Fromhart reported she received numerous invoices from Lucas on June 30<sup>th</sup> and requested the invoices be placed on the Board's agenda for review and discussion. Fromhart reported it has been an ongoing problem receiving bills from Lucas on a monthly basis. Fromhart noted she emailed Lucas on March 19<sup>th</sup> advising that the Township's fiscal year ends March 31<sup>st</sup> and that any outstanding invoices for services be received in her office no later than March 27<sup>th</sup>. Fromhart reported the current invoices include billing dating back to the Township's last fiscal year. Fromhart indicated when bills are so delinquent it takes more administrative time to review and has found that the Township has been double billed in the past. Fromhart also reported the last time Lucas billed the Township for services dating back to the previous fiscal year he gave the Township a credit for those charges. McQueer suggested sending a letter to Lucas advising him that the Township expects to be billed on a monthly basis with certain perimeters or for the Board to consider pursuing a retainer agreement for services. **McQueer moved to add invoice charges from Fred Lucas's firm in the amount of \$1670 to the account payables for July. Faust seconded the motion. Roll Call Vote: Faust yes, Fromhart no, McQueer yes, Smith yes. Motion passed.**

### **H. Newspaper of Record**

Fromhart reported that Washtenaw Now is no longer publishing public notices effective June 25, 2015 and requested the Board approve The Sun Times as the Township's official newspaper of record. **Fromhart moved to approve The Sun Times News as the Township's official newspaper of record. Smith seconded the motion which was adopted unanimously.**

### **VII. CITIZEN PARTICIPATION**

A resident commented that another resident complained to her that the property owner on Michigan Avenue just brought in another trailer load of junk.

### **VIII. ADJOURNMENT**

**Smith moved to adjourn the meeting at 8:55 p.m.**

Respectfully submitted,  
Laurie Fromhart  
Bridgewater Township Clerk