

**BRIDGEWATER TOWNSHIP  
BOARD OF TRUSTEES MEETING  
MINUTES OF MEETING  
THURSDAY, OCTOBER 1, 2015**

**I. CALL TO ORDER**

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Smith at 7:03 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 Trustees David Faust and Geoffrey Oliver.

Also Present: Auditor Philip R. Rubley

Attendance: 3

**II. CITIZEN PARTICIPATION**

There were no public comments.

**III. APPROVAL OF MINUTES**

**Smith moved to approve the September 3, 2015 meeting minutes as drafted. McQueer seconded the motion which was adopted unanimously.**

**IV. REVIEW AND APPROVE AGENDA**

**Smith moved to approve the agenda as presented. Oliver seconded the motion which was adopted unanimously.**

**PRESENTATION OF AUDIT REPORT – PHILIP RUBLEY**

Philip Rubley presented the audit of the Township financial statements for fiscal year ending March 31, 2015. Rubley explained pages 3 through 9 of the audit report consists of management's discussion and analysis with a comparison analysis of governmental activities and business-type activities for 2014 and 2015. Rubley reported the Township's total governmental fund equity is \$433,788 which is a very strong position and that the Township could pay two years of operating expenses without any revenue if those expenses were equal. Rubley noted the Board can assign or commit the fund equity for improvements in the future but nothing can be permanently assigned or committed and that only sources of revenue can be restricted. Rubley reported the sewer fund total net assets are \$1,704,107 with a net income of \$49,132 after depreciation which is a very strong position for a utility fund. Rubley reported the cash flow statements are reflected on pages 20 and 21, and the ending balance of the tax collection fund is shown on page 22. Rubley also reported the notes to financial statements are listed on pages 23 through 35 with the budgetary comparison schedule reflected on page 36 which shows the original budget, amended budget, actual budget, and variance with the amended budget. Rubley stated he issued an unqualified opinion which is the highest opinion he can rendered and is not one that is easily given. Rubley stated the Township's accounting system is very good, things balanced very well, and that he had excellent help with personnel. Rubley noted the Township does qualify to be audited biannually based on its population and because it no longer carries a bond for the sewer system.

**Public Safety Report**

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

**V. REPORTS AND CORRESPONDANCE**

#### **A. Treasurer's Report**

McQueer submitted a written report to the Board.

#### **B. Clerk's Report**

Fromhart reported on the cremation burial of a resident's sister and thanked Trustee Oliver for his help. Fromhart reported the 800 MHz millage renewal proposal cannot be held on the Presidential Primary due to changes in election law, the worker's compensation payroll audit is scheduled for October 8<sup>th</sup> and a recent FOIA request is asking for employee earning records for 2013 and 2014. Fromhart also reported she received complaints from residents on Clinton Road about hearing explosions which they later discovered were caused by a neighbor shooting at an exploding target.

#### **C. Supervisor's Report**

Smith reported he is in the process of completing the Miss Dig membership paperwork and that the Village of Manchester may do the location work for the Township. Smith reported while he was filling out the Miss Dig paperwork he discovered the county actually owns the WWTP and that Township is leasing the WWTP from the county. Smith reported the county has agreed the Township should be the title holder of the WWTP and is currently working with the Township attorney to resolve the issue of ownership. Smith also reported the WWTP had no permit violations this summer and the plant operator is working on fixing the leaky clarifier by vacuuming it out and pouring sealant on it. Smith noted he is meeting with the Township assessor and Township attorney tomorrow to discuss Rustic Glen's MTT hearing that is scheduled for October 7<sup>th</sup>.

#### **D. Trustees' Report**

Oliver reported the WWCA met and they are doing well financially and seeing an increase in permits.

#### **E. Written Reports**

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

### **VI. PRIORITY BUSINESS**

#### **A. Approve Disbursements from September 4, 2015 – October 1, 2015**

**Oliver moved to pay the monthly bills from the general and sewer funds in the total amount of \$22,218.81. Faust seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.**

#### **B. WWTP**

Smith noted the Township attorney is currently working with the county to resolve the issue of ownership of the WWTP that he previously reported on.

#### **C. Parking Lot**

Faust and Oliver presented two plan drawings for parking lot improvements. The Board discussed the proposed plans and agreed to have Faust and Oliver prepare a bid of estimated costs for the Board to consider and discuss next month.

#### **D. Supplier Invoice Procedure**

Fromhart reported she received a statement from Attorney Lucas with two invoices attached for his work on the civil infractions ordinance and review of Peter DeLoof's letter. The statement also listed several invoices for Rustic Glen but were not included with the statement. Fromhart reported she contacted Lucas' office requesting a copy of the invoices and was told the Supervisor had all the invoices on Rustic Glen. Fromhart reported she had prepared a check for the full amount of the statement assuming she would get a copy of the invoices from the Supervisor only to find out that the Supervisor didn't have the invoices. Fromhart reported she voided the

check and prepared a check for the two invoices she received and informed Lucas' office accordingly. Smith reported he had previously reviewed a statement from Lucas that was wrong and received a revised statement but no invoices were attached. Smith indicated he would follow up with Lucas regarding the Rustic Glen invoices.

#### **VII. CITIZEN PARTICIPATION**

There were no public comments.

#### **VIII. ADJOURNMENT**

**Fromhart moved to adjourn the meeting at 9:30 p.m. Oliver seconded the motion which was adopted unanimously.**

Respectfully submitted,  
Laurie Fromhart  
Bridgewater Township Clerk

APPROVED