

BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES MEETING
THURSDAY, JANUARY 5, 2023, 7:00 P.M.
BRIDGEWATER TOWNSHIP HALL
10990 CLINTON RD, MANCHESTER, MI 48158

AGENDA

- I. CALL TO ORDER / ESTABLISH QUORUM / PLEDGE ALLEGIANCE
- II. CITIZEN PARTICIPATION
- III. APPROVAL OF BOARD MEETING MINUTES – DECEMBER 1, 2022
- IV. REVIEW AND APPROVE AGENDA
- V. UNFINISHED BUSINESS
 - A. Assessor’s Report – Stipulation for Hansen Farm Land Trust Property Tax Appeal
- VI. NEW BUSINESS
 - A. Approval of Claims Listing for December 1, 2022 through December 31, 2022
 - B. Board Appointments
 - C. Sewer System Access Permit and Service Agreement Form
 - D. MASCC Contract 2022-2023
 - E. Updated Fee Schedule
 - F. Joint Land Preservation Presentation
 - G. New Website Discussion
- VII. REPORTS & CORRESPONDANCE
 - A. Public Safety Report – Written report from MSP and WCSO
 - B. Zoning Administrator’s Report – Written report from Rodney Nanney
 - C. Supervisor’s Report
 - D. Clerk’s Report
 - E. Treasurer’s Report
 - F. Trustees’ Report
 - G. Planning Commission Report – Minutes included in board packet
 - H. Farmland Preservation Board Report – No meeting in December
- VIII. CITIZEN PARTICIPATION
- IX. ADJOURNMENT

Bridgewater Township Board of Trustees Minutes

I. CALL TO ORDER

1-Dec-22 meeting called to order by Supervisor Fromhart at 7:00 p.m. followed by the Pledge of Allegiance at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present:4 Trustee Faust; Trustee Fromhart; Trustee Ahrens, Trustee Oliver.

Absent:1 Trustee McQueer

Citizen attendance: 0

II. CITIZEN PARTICIPATION

- None

III. APPROVAL OF MINUTES

- Motion to approve the previous meeting minutes as drafted – Ms. Ahrens; support – Mr. Faust; vote – unanimous.

IV. REVIEW AND APPROVE AGENDA

- Motion to approve the agenda as presented – Mr. Faust; support –Mr. Oliver; vote – unanimous.

V. UNFINISHED BUSINESS

A. Sanitary Connection Fee Rate Study

- Kris Enlow from Beckett & Raedar presented the report. Based on the flow rates for the number of REU's a 4% increase is recommended each year starting in 2023 and ending in 2027.
Motion to approve Resolution 2022-08. – Mr. Faust; support – Mr. Oliver. vote – unanimous

B. ARPA Funds Discussion – Bridges and Culverts of Concern

- Supervisor Fromhart communicated with the WCRC getting on the list for federal funding for the Sheridan Road bridge. Sheryl from WCRC said the bridge is eligible for funding “off system” projects. Supervisor Fromhart will follow up with WCRC about adding Sheridan Road to the list and also to get estimates on costs of all culverts (local roads) for replacement.

VI. NEW BUSINESS

A. Approval of Budget amendments

- Supervisor Fromhart presented the following budget amendments: Other government – newsletter \$770.00, Township board designed representative \$500.00, Farmland preservation consultant \$60.00.

Motion to approve budget amendments – Ms. Fromhart; support – Mr. Oliver; vote – unanimous.

B. Approval of Claims Listing

- Motion to approve disbursements of \$29,222.38 for general operations and \$8,792.26 for sewer operations; total expenditure of \$38,014.64 for the month of November – Mr. Faust; support – Mr. Oliver; vote – unanimous

C. Board of Trustees 2023 Regular Meeting Dates Resolution

Motion to approve The Bridgewater Township Board of Trustee 2023 Regular Meeting Dates Resolution 2022-10– Mr. Oliver: support – Ms. Ahrens vote – unanimous

Bridgewater Township Board of Trustees Minutes

D. 2023 Board Appointments

- Motion to approve the appointment of Bonnie Greenwald to the Planning Commission to fill the remainder of Gretchen Barr's term ending December 31, 2024. Ms. Fromhart support – Mr. Oliver vote – unanimous.
- Motion to approve the reappointment of George Barbu and Dave Horney to the Planning Commission for a 3-year term ending December 31, 2025. Ms. Fromhart support – Mr. Faust vote – unanimous.
- Motion to approve the reappointment of George Barbu to the Zoning Board of Appeals as Planning Commission representative for a 3-year term ending December 31, 2025. Mr. Oliver support – Mr. Faust vote – unanimous.
- Motion to approve the reappointment of Dan McQueer and Grant Howard to the Farmland Preservation Board for a 2-year term ending December 31, 2024. Mr. Oliver support – Mr. Faust vote – unanimous.
- Motion to approve the reappointment of Cal Messing, Judy Klager, and Steve Wahl to the Board of Review for a 2-year term ending December 31, 2024. Mr. Oliver support – Mr. Faust vote – unanimous.

E. Snow Removal Contract

- Motion to approve Neff Trucking & Contracting, Inc bid for the 2022-23 snow removal. Ms. Fromhart; support – Ms. Ahrens vote – unanimous

F. WWTP SCADA Upgrades

- Motion to approve the WWTP SCADA Remote Access with monitoring system, Option 1 in the amount of \$15,550.00. Mr. Faust; support – Ms. Ahrens vote – unanimous

VII. REPORTS AND CORRESPONDENCE

A. Public Safety Report

- No report.

B. Supervisor's Report

- Hansen tax tribunal was discussed, and Supervisor suggested Mary Rider attend January's board meeting.
- Verbeek/Moyad property.
- Newsletter
- Hall rentals.
- FOIA requests.
- Cross framing.

Bridgewater Township Board of Trustees Minutes

- Cemetery – will contact Rich Lutton to remove trees. Dan McQueer offered to get spray and clean headstones.

C. Assessor's Report

- Hansen tax tribunal report was submitted.

D. Clerk's Report

- No report.

E. Treasurer's Report

- Tax bills were mailed December 1, 2022.
- CD from Old National Bank is maturing on January 4, 2023, treasurer to investigate other banks for better interest rates.

F. Trustees' Report

- Trustee Faust
 - No Report
- Trustee Oliver
Reported on the planning commission meeting, shared driveways issue. He reported about the Construction Authority search for a part time assistant is ongoing. He reported that MEC and Earth Com have been boring on Sheridan road putting in fiber optics lines.

G. Zoning Administrator's Report

- A written report from Mr. Nanney is included in the board packet.

H. Broadband Task Force Report

- No report.

I. Planning Commission

- A written report is included in the board packet.

J. Farmland Preservation Board Report

- No report

VIII. CITIZEN PARTICIPATION

- None

IX. ADJOURNMENT

- Ms. Fromhart adjourned the meeting at 9:20 p.m.

Bridgewater Township Board of Trustees Minutes

I. CALL TO ORDER

3-Nov-22 meeting called to order by Supervisor Fromhart at 7:04 p.m. followed by the Pledge of Allegiance at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Trustee Ahrens, Trustee Faust; Trustee Fromhart; Trustee McQueer.

Absent: Trustee Oliver

Citizen attendance: 0

II. CITIZEN PARTICIPATION

- None

III. APPROVAL OF MINUTES

- Motion to approve the meeting minutes of 6-Oct-22 as presented – Mr. Faust; support – Ms. Fromhart; vote – unanimous

IV. REVIEW AND APPROVE AGENDA

- Motion to approve the agenda as presented – Ms. McQueer; support – Ms. Ahrens; vote – unanimous

V. NEW BUSINESS

A. WATS FY 2023 Membership Dues

- Motion to approve \$200.00 for WATS FY 2023 Membership Dues – Ms. McQueer; support – Ms. Ahrens; vote – unanimous

A. Approval of Claims Listing

- Motion to approve disbursements of \$20,064.74 for general operations and \$14,075.77 for sewer operations; total expenditure of \$34,140.51 for the month of October – Ms. Fromhart; support – Ms. Faust; vote – unanimous

B. Sanitary Connection Fee Rate Study – Kristopher Enlow, Beckett & Raeder

- Board had discussion regarding the draft Rate Study.

C. ARPA Funds Discussion – Bridges and Culverts

- Board had a discussion regarding the culverts and bridges report we received from Washtenaw County Road Commission.

VI. REPORTS AND CORRESPONDENCE

A. Public Safety Report

- No report was received.

B. Supervisor's Report

- See board packet
- Attended Raisin River meeting.
- Motion to approve new water pump for the sewer plant in the amount of \$1,64.00. – Ms. Fromhart; support – Ms. Faust; vote – unanimous

Bridgewater Township Board of Trustees Minutes

C. Assessor's Report

- A report was received from Ms. Rider
- Motion to table stipulation request from the Hansen Farm Land Trust. – Ms. McQueer; support – Ms. Fromhart; vote – unanimous

D. Clerk's Report

- Clean up day was great; report will follow next month.
- We have sent 346 Absent ballots and received 220 back. Accuracy test went well.

E. Treasurer's Report

- Property taxes will be sent December 1st.
- Amy thanked Dan McQueer for tree removal.

F. Trustees' Report

- Trustee Faust
 - Needs inspection letter for WWCA for sewer connections.
- Trustee Oliver
 - Absent

G. Zoning Administrator's Report

- A written report from Mr. Nanney is included in the board packet

H. Broadband Task Force Report

- No report
-

I. Planning Commission

- The minutes are in the board packet

J. Farmland Preservation Board Report

- The minutes are available.

VII. CITIZEN PARTICIPATION

- None

VIII. ADJOURNMENT

- Ms. Fromhart adjourned the meeting at 9:22 p.m.

Type	Date	Num	Split	Amount
	22-Dec			
Bill	12/30/2022		AT&T	5253727 · Treasurer supplies & expenses \$0.00
Bill	12/30/2022		Cardmember Service	-SPLIT- \$1,223.89
Bill	12/30/2022		Clayton and Mary Rider Assessing Service	-SPLIT- \$1,991.67
Bill	12/30/2022		Consumers Energy	5265728 · Maintenance & Utilities \$106.91
Bill	12/30/2022		Detroit Edison Company - Hall	5265728 · Maintenance & Utilities \$49.02
Bill	12/30/2022		Detroit Edison Company - Street Lights	5440852 · Street lighting \$294.70
Bill	12/30/2022		Donald N. Pennington	-SPLIT- \$1,002.50
Bill	12/30/2022		Frontier	5265728 · Maintenance & Utilities \$119.89
Bill	12/30/2022		Iron Free & SoftWater Systems	5265728 · Maintenance & Utilities \$221.25
Bill	12/20/2022		Jon Way	-SPLIT- \$375.00
Bill	12/30/2022		Paychex - fees	5215727 · Clerk supplies & expense \$221.86
Bill	12/30/2022		Paychex - payroll	-SPLIT- \$7,557.30
Bill	12/9/2022		Washtenaw County Road Commission	5440846 · Road Improvements \$16,306.62
Bill	12/30/2022		Washtenaw County Road Commission	5440846 · Road Improvements \$16,067.82
	22-Dec			\$45,538.43

Bridgewater Township
Profit & Loss Budget vs. Actual
 April 2022 through March 2023

	Apr '22 - Mar 23	Budget	\$ Over Budget
Income			
Clean-up Day Grant	0	2,500	-2,500
Clean Up Donation	31	150	-119
4402 · Property tax - operation	1,896	90,500	-88,604
4405 · Property tax - fire millage	1,151	50,800	-49,649
4447 · Tax administration fee	13,193	35,500	-22,307
4448 · Tax collection fees	150	3,600	-3,450
4460 · Township permits	325	500	-175
4465 · Land division fees	625	600	25
4574 · Revenue sharing	118,168	154,959	-36,791
4665 · Interest Income	237	300	-63
4672 · Other Income	15	100	-85
4675 · Metro Auth.-restricted to roads	3,725	3,800	-75
4700 · Election Reimbursement	0	800	-800
Total Income	139,516	344,109	-204,593
Gross Profit	139,516	344,109	-204,593
Expense			
5101000 · Township Board			
5101703 · Trustee salary	3,745	4,994	-1,249
5101727 · Township supplies & expenses	286	500	-214
5101770 · Conferences & Training	125	500	-375
5102703 · Designated rep	0	500	-500
Total 5101000 · Township Board	4,156	6,494	-2,338
5171000 · Supervisor			
5171703 · Supervisor Salary	14,006	18,674	-4,668
5171727 · Supervisor Expense	118	1,000	-882
5209000 · Assessor			
5209705 · Board of Review expenses	1,164	1,300	-136
5209805 · Assessor Wages	17,125	22,800	-5,675
5209810 · Assessor Expense	1,214	2,500	-1,286
Total 5209000 · Assessor	19,503	26,600	-7,097
Total 5171000 · Supervisor	33,626	46,274	-12,648
5173000 · Other General Government			
5173715 · Social Security	4,241	5,000	-759
5173801 · Attorney & Consulting Expenses	1,020	1,500	-480
5173802 · Audit fees	0	6,000	-6,000
5173811 · Membership fees & dues	2,164	2,300	-136
5173890 · Newsletter (non-recyc)	770	770	0
5173895 · Website Administrator	500	500	0
5173912 · Insurance & Bonds	-828	7,000	-7,828
Total 5173000 · Other General Government	7,867	23,070	-15,203
5215700 · Clerk			
5173900 · Printing & publishing	265	500	-235
5174810 · Deputy Clerk	1,578	1,600	-22
5191727 · Election expense	4,715	5,000	-285
5215703 · Clerk salary	14,550	19,400	-4,850
5215727 · Clerk supplies & expense	2,732	3,200	-468
Total 5215700 · Clerk	23,840	29,700	-5,860
5253700 · Treasurer			
5253701 · Tax Collection Expense	1,604	2,500	-896
5253703 · Treasurer salary	15,806	21,075	-5,269
5253704 · Deputy Treasurer Wages	180	1,600	-1,420
5253727 · Treasurer supplies & expenses	1,366	2,000	-634
Total 5253700 · Treasurer	18,956	27,175	-8,219

Dec 30, 2022
 Accrual Basis

Bridgewater Township Profit & Loss Budget vs. Actual April 2022 through March 2023

	Apr '22 - Mar 23	Budget	\$ Over Budget
5265000 · Building & Grounds			
5265728 · Maintenance & Utilities	5,221	7,500	-2,279
5265925 · Cemetery care	2,387	2,700	-313
5265980 · Building improvement & equipmen	494	5,000	-4,506
Total 5265000 · Building & Grounds	8,102	15,200	-7,098
5301800 · Public Safety			
5339727 · Fire protection billing expense	38,101	75,000	-36,899
Total 5301800 · Public Safety	38,101	75,000	-36,899
5400700 · Planning & zoning			
5400701 · Planning			
5400727 · Planning comm. wage & expense	2,275	5,500	-3,225
5400803 · Planning consultant - on-going	3,976	7,000	-3,024
5400806 · Farmland PB Consultant	60	60	0
5411810 · Conferences & Training	0	1,000	-1,000
Total 5400701 · Planning	6,311	13,560	-7,249
5410726 · Zoning			
5410704 · Land Division Processing Fees	1,600	1,500	100
5410727 · Zoning ad.wage & expense	5,580	7,500	-1,920
5411727 · Zon Bd of Appeals Expense	0	500	-500
Total 5410726 · Zoning	7,180	9,500	-2,320
Total 5400700 · Planning & zoning	13,491	23,060	-9,569
5440000 · Public works			
5440846 · Road Improvements	42,564	47,000	-4,436
5440847 · Drains at large	39,781	40,000	-219
5440849 · Clean-up Day	504	3,000	-2,496
5440852 · Street lighting	6,949	8,966	-2,017
Total 5440000 · Public works	89,796	98,966	-9,170
5500000 · Contingencies	0	500	-500
66900 · Reconciliation Discrepancies	-0		
Total Expense	237,936	345,439	-107,503
Net Income	-98,420	-1,330	-97,090

Bridgewater Township General Fund

Balance Sheet

As of December 31, 2022

Dec 30, 2022
Accrual Basis

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1002 · General Checking-Key Bank	162,200.22
1010 · General Savings-Key Bank	174,536.40
1016 · Bank of Ann Arbor 5yr	106,418.05
1017 · Old National 5 yr	118,737.71
Total Checking/Savings	561,892.38
Accounts Receivable	
1200 · Accounts Receivable	26,627.00
Total Accounts Receivable	26,627.00
Other Current Assets	
1081 · Due from Sewer Operations	1,341.68
1201 · Accounts Receivable 2	1,590.00
Total Other Current Assets	2,931.68
Total Current Assets	591,451.06
Fixed Assets	
1600 · Buildings	98,329.35
1610 · Equipment	28,244.21
1620 · Land	70,863.09
1630 · Siding & Windows	17,049.00
1640 · Township Hall Improvements	54,079.30
1650 · Accumulated Depreciation	-112,272.85
Total Fixed Assets	156,292.10
TOTAL ASSETS	747,743.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-413.04
Total Accounts Payable	-413.04
Credit Cards	
2050 · Comerica - Clerk/Treasurer	15.00
Total Credit Cards	15.00
Other Current Liabilities	
2202 · Accounts Payable.	-12,980.00
2217 · Escrow Deposits Payable	
2220 · Due to SMR-Elliott parcel	2,500.00
2233 · Due to SMR-Crego/Peltcs	-2,876.25
2252 · Due Metro General Contractors	1,000.00
2253-01 · Due to Bridgewater Commons	485.00
2255 · Barbu Escrow	5,011.25
2970 · Tillman Escrow	65.00
Total 2217 · Escrow Deposits Payable	6,185.00
Total Other Current Liabilities	-6,795.00
Total Current Liabilities	-7,193.04
Long Term Liabilities	
2900 · Deferred revenue-ARPA	181,543.75
Total Long Term Liabilities	181,543.75
Total Liabilities	174,350.71

Bridgewater Township General Fund

Balance Sheet

As of December 31, 2022

Dec 30, 2022
Accrual Basis

	<u>Dec 31, 22</u>
Equity	
3900 · Fund Balance	515,519.96
3940 · Invested in Capital Assets, Net	156,292.10
Net Income	-98,419.61
	<hr/>
Total Equity	573,392.45
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TOTAL LIABILITIES & EQUITY	<u><u>747,743.16</u></u>

Bridgewater Township Sewer Operation

Monthly Expenses

December 2022

Type	Date	Num	Name	Split	Amount
Dec 22					
▶ Bill	12/30/2022		Beckett & Raeder	Engineer	3,000.00
Bill	12/30/2022		DTE Energy	Electricity	1,932.17
Bill	12/30/2022		Faust Sand & Gravel, Inc.	Grinder Pump repairs	290.00
Bill	12/30/2022		Frontier	Phone Service	100.31
Bill	12/30/2022		Haviland	Chemicals	1,278.75
Bill	12/20/2022		Jon Way	Building & Grounds Ma...	180.00
Bill	12/30/2022		Michigan AgriBusiness S...	Treatment Plant	3,616.57
Bill	12/09/2022		Michigan Pump Sales	-SPLIT-	1,733.55
Bill	12/30/2022		Michigan Pump Sales	-SPLIT-	3,793.56
Bill	12/30/2022		State of Michigan	NPDES Permit	1,950.00
Bill	12/05/2022		Trace Laboratories	Building & Grounds Ma...	430.00
Bill	12/30/2022		USIC Locating Services, ...	Miss Dig Locator Service	128.38
Bill	12/30/2022		Village of Manchester	-SPLIT-	4,784.57
Dec 22					23,217.86

**Bridgewater Township Sewer Operation
 Profit & Loss Budget vs. Actual
 April 1 through December 30, 2022**

	<u>Apr 1 - Dec 30, 22</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Connection Fees	55,759.90	0.00
Interest Income Master Account		
Interest Income Checking	141.20	0.00
Total Interest Income Master Account	141.20	0.00
Operation Maintenance Income	74,070.00	0.00
Total Income	129,971.10	0.00
Gross Profit	129,971.10	0.00
Expense		
Collection System		
Billing		
Billing Clerk	100.00	0.00
Total Billing	100.00	0.00
Grinder Pump repairs	13,257.12	0.00
Miss Dig Locator Service	1,019.65	0.00
New Grinders	15,400.00	0.00
Total Collection System	29,776.77	0.00
Legal & Professional		
Engineer	4,965.00	0.00
Total Legal & Professional	4,965.00	0.00
Miscellaneous Expense	28.67	0.00
New Equipment	45,839.69	0.00
Treatment Plant		
Building & Grounds Maintenance	17,521.50	0.00
Chemicals	5,678.75	0.00
Electricity	15,510.74	0.00
Equipment Repairs	700.00	0.00
Generator Maintenance Contract	973.70	0.00
NPDES Permit	1,950.00	0.00
Phone Service	699.82	0.00
Plant Operator	26,619.18	0.00
Supplies	1,476.48	0.00
Treatment Plant - Other	4,366.57	0.00
Total Treatment Plant	75,496.74	0.00
Total Expense	156,106.87	0.00
Net Ordinary Income	-26,135.77	0.00
Net Income	<u><u>-26,135.77</u></u>	<u><u>0.00</u></u>

Bridgewater Township Sewer Operation

Balance Sheet

As of December 31, 2022

Dec 30, 2022

Accrual Basis

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Key-Sewer O/M	
Capital Improvements Reserve	36,000.00
Key-Sewer O/M - Other	3,929.65
Total Key-Sewer O/M	39,929.65
Key Sewer O/M Saving	180,279.04
Total Checking/Savings	220,208.69
Accounts Receivable	
Accounts receivable	4,045.00
Total Accounts Receivable	4,045.00
Other Current Assets	
Current Year Tx Roll Receivable	12,980.00
Due From Tax	17,459.10
Inventory Asset	65,756.00
Total Other Current Assets	96,195.10
Total Current Assets	320,448.79
Fixed Assets	
Accessory Building	53,320.00
Accumulated Depr - Access Bldg	-13,359.63
Equipment	101,752.20
Accumulated Depr - Equipment	-86,061.44
Sewer System Plant	1,966,444.05
Accumulated Depr - Sewer System	-827,544.78
Land	55,355.06
Total Fixed Assets	1,249,905.46
Other Assets	
Special Assessment Receivable	8,331.24
Total Other Assets	8,331.24
TOTAL ASSETS	1,578,685.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	-2,982.10
Total Accounts Payable	-2,982.10
Other Current Liabilities	
Due to General Fund	-20.00
Total Other Current Liabilities	-20.00
Total Current Liabilities	-3,002.10
Total Liabilities	-3,002.10
Equity	
Invested in capital assets, net	1,315,661.00
Unrestricted Funds (QB RE acct)	292,162.36
Net Income	-26,135.77
Total Equity	1,581,687.59
TOTAL LIABILITIES & EQUITY	1,578,685.49

MEMORANDUM

TO: BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES
FROM: LAURIE FROMHART, TOWNSHIP SUPERVISOR
RE: BOARD APPOINTMENTS
DATE: January 5, 2023

Supervisor recommends the re-appointment of Wayne Barnett as Bridgewater Township Representative to the Manchester District Library Board for a 4-year term ending December 31, 2026.

ACCESS PERMIT AND SERVICE AGREEMENT

Owner: _____

Site Address: _____

Parcel ID Tax Code: _____ Phone: _____

As a condition of service, the Owner hereby agrees to comply with all provisions of the Bridgewater Township ordinances regulating sewer connections, as adopted, or duly amended. The Owner acknowledges and agrees that authorized agents bearing proper credentials shall have reasonable access to the above described property for purposes of installing, inspecting, operating, maintaining, repairing, replacing or otherwise dealing with the components of the sewage disposal system such as the Grinder Pump, service pipes, valves or stub which are located on, under or adjacent to the above stated property which also includes accessibility to manholes.

If the premises are disturbed by exercise of any of the foregoing powers, the premises shall be restored to its original condition by the Operator.

Accepted by Land Owner: _____

Must be signed by the Land Owner.

Date: _____

INSPECTION APPROVAL

The grinder pump installed and all connections to the Bridgewater Township Sewer System at the above location has been inspected and approved by Bridgewater Township.

By: _____

Date approved: _____

**CONTRACT FOR THE SERVICES OF THE
MANCHESTER AREA SENIOR CITIZENS COUNCIL, INC.**

Bridgewater Township has determined to enter into a contract with the Manchester Area Senior Citizens Council, Inc. for certain services for the fiscal year beginning December 1, 2022.

TERMS AND CONDITIONS:

The Manchester Area Senior Citizens Council, Inc. (MASCC) will contribute the following:

1. Provide transportation at cost to senior citizens in order to facilitate the various listed services including access to medical necessities.
2. Operate a senior meals program at cost and deliver meals to shut-ins
3. Sponsor health related testing and screening without a management fee.
4. Organize and make available recreation and related activities.

Bridgewater Township will provide the following:

1. Make available to the MASCC general operating fund the amount of fifteen hundred dollars (\$1500.00).

DURATION OF PAYMENT

The terms of this contract will be in effect for the fiscal year December 1, 2022 through November 30, 2023. Thereafter, the contract shall be reviewed by the Bridgewater Township Board for renewal.

In return for the above-mentioned services, the MASCC will be compensated by Bridgewater Township with a single payment to be made on or before February 1, 2023.

Bridgewater Township

Authorization: _____
Signature and Title

MASCC

Authorization: _____
Signature and Title

Senior meals

From: Patricia Vaillencourt (pvaillencourt@comcast.net)

To: beemans@washtenaw.org

Cc: rmilkey@twp-manchester.org; sharonssupervisor@gmail.com; bridgewaterwpsupervisor@yahoo.com; llindemann@freedomtownshipmi.org

Date: Thursday, December 8, 2022 at 03:35 PM EST

Good afternoon, Shannon,

The Manchester community needs your help to ensure our seniors are provided meals.

For many years our very small senior citizens group provided meals in our local church basement and delivered meals to shut-in seniors. Last summer it became very apparent that it was no longer going to be a viable project for us to continue.

Last August I met with representatives of the county senior cafe, Meals on Wheels, program. We reviewed the program and discussed the opportunities now available and other participating communities in Washtenaw County that are benefiting.

The goal was to have the paperwork/process completed by Oct 1 so Manchester could benefit from the program. We put our current cook on notice that this program would be implemented. Since then, there have been emails and some communication back and forth, explaining that things were still in process. Our cook has graciously continued to take care of our meal needs but will not be available to us after the end of the year.

This is the email I received on December 2. "I have spoken with my direct Supervisor and he has informed me that this is being discussed at the management level and we hope to have an answer for you by the end of this month. We have experience some turnover in key positions at OCED and management is looking carefully at all requests and determining on a case by case basis if budget wise we are going to be able support any new partnerships. This includes bringing Manchester on as a partner program."

Unless we can get support to feed our seniors, come Jan. 1 there will be no meal program for the 4 townships and the village. Please intervene for us and help us make sure Manchester seniors get the same benefits that other seniors in Washtenaw County receive.

I have copied the 4 township supervisors as this directly affects their senior population.

Thank you,
Pat Vaillencourt, Village President
Village of Manchester

**BRIDGEWATER TOWNSHIP FEE SCHEDULE
ADOPTED: JANUARY 5, 2023**

NON-REFUNDABLE FEE

ESCROW DEPOSIT

ZONING BOARD OF APPEALS		
Appeal of Administrative Decision-Residential	Not applicable	\$750.00
Appeal of Administrative Decision-Business	Not applicable	\$1,000.00
Variance-Individual Residential	Not applicable	\$750.00
Variance-Business	Not applicable	\$1,000.00

Escrow funds will be used to cover estimated costs of the engineer, planner and for legal, if any, and for all other actual costs incurred by the Township in processing any applications before the Zoning Board of Appeals including, without limitation, any costs for any special meetings and any publication costs. Any costs in excess of the stated escrow amounts shall be paid prior to the applicant receiving a final decision from the ZBA. If costs are less than the escrowed amounts, the escrow balance shall be returned to the applicant.

REZONING-MAP CHANGES		
All Commercial, Industrial, Subdivision, Condominium	Not applicable	\$3,000.00
All Others	Not applicable	\$2,500.00 per parcel for first 5 acres plus \$125.00 per acre over 5 acres

Escrow funds will be used to cover estimated costs of the engineer, planner and for legal, if any, and for all other actual costs incurred by the Township in processing any applications rezoning map changes including, without limitation, any costs for special meetings, publication and providing required notices. Any costs in excess of the stated escrow amounts shall be paid prior to the applicant receiving a final decision from the Township. If costs are less than the escrowed amounts, the escrow balance shall be returned to the applicant.

ZONING ORDINANCE TEXT CHANGES		
Application fee	Not applicable	\$1,500.00

Escrow funds will be used to cover estimated costs of the engineer, planner and for legal, if any, and for all other actual costs incurred by the Township in processing any applications rezoning text changes including, without limitation, any costs for special meetings, publication and providing required notices. Any costs in excess of the stated escrow amounts shall be paid prior to the applicant receiving a final decision from the Township. If costs are less than the escrowed amounts, the escrow balance shall be returned to the applicant.

LAND DIVISION		
Land Division	\$175.00	Not applicable
Additional per split (when submitted same time)	\$50.00	Not applicable
Additional reviews (when surveys are incorrect)	\$100.00 plus \$25.00 per additional split	Not applicable
Processing Boundary Adjustments	\$225.00	Not applicable

SPECIAL MEETINGS-APPLICANT REQUEST		
Township Board	\$400.00	Not applicable
Planning Commission	\$600.00	Not applicable

DEVELOPMENTAL - SPECIAL LAND USE APPLICATION (Medium and multiple density housing, subdivisions, mobile home parks, site condo projects, wireless communications towers, commercial development, mineral extraction and light industrial development)		
Special Land Use Application	Not applicable	\$5,500.00 per parcel for first 10 acres plus \$125.00 per acre over 10 acres
Revisions to application within 6 months	Not applicable	\$1,500.00

Escrow funds will be used to cover estimated costs of the engineer, planner and for legal, if any, and for all other actual costs incurred by the Township in processing any special land use applications including, without limitation, any costs for pre-application conferences, special meetings, publication and providing required notices. Any costs in excess of the stated escrow amounts shall be paid prior to the applicant receiving a final decision from the Township. If costs are less than the escrowed amounts, the escrow balance shall be returned to the applicant.

DEVELOPMENTAL - SITE PLAN APPLICATIONS (Medium and multiple density housing, subdivisions, mobile home parks, site condo projects, wireless communications towers, commercial development, mineral extraction and light industrial development. Applicants shall pay all direct costs associated		
Site plan application/review	Not applicable	\$5,500.00 per parcel for first 10 acres plus \$125.00 per acre over 10 Acres
Revisions to Site Plan within 6 months	Not applicable	\$1,500.00

Certificate of Zoning Compliance All Developmental/Business applications	\$100.00	Not applicable
Minor Site Plan Review	Not applicable	\$2750.00 per parcel for first 10 acres plus \$125 per acre over 10 acres
Escrow funds will be used to cover estimated costs of the engineer, planner and for legal, if any, and for all other actual costs incurred by the Township in processing any site plan applications including, without limitation, any costs for pre-application conferences, special meetings, publication and providing required notices. Any costs in excess of the stated escrow amounts shall be paid prior to the applicant receiving a final decision from the Township. If costs are less than the escrowed amounts, the escrow balance shall be returned to the applicant.		
RESIDENTIAL		
Special Land Use Application	Not applicable	\$750.00
Certificate of Zoning Compliance (build, add, rebuild, garages/pole barns)	Not applicable	Not applicable
Waiver of Zoning Compliance (reshingle, reside)	Not applicable	Not applicable
Certificate of Zoning Compliance (Fencing non ag. & decks)	Not applicable	Not applicable
Site Plan	Not applicable	\$250.00
Ponds-Section 1228 of Zoning Ordinance- Bond Amount	Not applicable	Not applicable
Escrow funds will be used to cover estimated costs of the engineer, planner and for legal, if any, and for all other actual costs incurred by the Township in processing any special land use or site plan review for a single family residence including, without limitation, any costs for pre-application conferences, special meetings, publication and providing required notices. Any costs in excess of the stated escrow amounts shall be paid prior to the applicant receiving a decision from the Township Board. If costs are less than the escrowed amounts, the escrow balance shall be returned to the applicant.		
MINERAL EXTRACTION OPERATIONS (effective April 13, 2004) (Reference to complete Mineral Extraction Fee Schedule for details)		
Pre-Application, Application and First Annual License Cost	Not applicable	\$10,000.00
Annual Inspection Cost (payable at time of license issuance)	Not applicable	\$5,000.00
License Renewal Cost	Not applicable	\$5,000.00
Variance Application Review Cost	Not applicable	\$5,000.00
Amendment Cost	Not applicable	\$5,000.00
Appeal Fee	Not applicable	\$1,000.00
Escrow funds will be used to cover estimated costs of the engineer, planner and for legal, if any, and for all other actual costs incurred by the Township in processing any mineral extraction license applications, performing annual inspections, reviewing license renewals, reviewing variance requests, processing amendment requests and processing any appeal, including, without limitation, any costs for pre-application conferences, special meetings, publication and providing required notices. Any costs in excess of the stated escrow amounts shall be paid prior to the applicant receiving a final decision from the Township. If costs are less than the escrowed amounts, the escrow balance shall be returned to the applicant.		
PLANNED UNIT DEVELOPMENT (PUD)		
Application through final PUD review	Not applicable	\$5,000.00
Escrow funds will be used to cover estimated costs of the engineer, planner and for legal, if any, and for all other actual costs incurred by the Township in processing any plan unit development application including, without limitation, any costs for pre-application conferences, special meetings, publication and providing required notices. Any costs in excess of the stated escrow amounts shall be paid prior to the applicant receiving a final decision from the Township. If costs are less than the escrowed amounts, the escrow balance shall be returned to the applicant.		
PRIVATE ROADS (Private Roads includes Extension to Existing Private Roads)		
Application for Private Road	Not applicable	\$5,000.00
Application for Variance	Not applicable	\$1,500.00
Inspection Fees	Not applicable	\$1,500.00
Escrow funds will be used to cover estimated costs of the engineer, planner and for legal, if any, and for all other actual costs incurred by the Township in processing any private road applications, inspecting any private roads for compliance with Township ordinances and for processing any variance requests including, without limitation, any costs for pre-application conferences, special meetings, publication and providing required notices. Any costs in excess of the stated escrow amounts shall be paid prior to the applicant receiving a decision from the Township Board. If costs are less than the escrowed amounts, the escrow balance shall be returned to the applicant.		
FREEDOM OF INFORMATION REQUESTS		
Paper Copies - Standard Letter or Legal Size	\$0.10 per page	Not applicable
Paper Copies - Non Standard Size	Actual cost incurred	Not applicable

Non-Paper Copies on Physical Media	Actual cost incurred	Not applicable
Mailing Envelopes	Actual cost incurred	Not applicable
Hourly Labor Wage (In 15 minute increments)	\$17.96 per hour	Not applicable
Deposit-If the anticipated charges for a requested record will exceed \$50.00, a good faith deposit of one half of the total anticipated charges shall be required.		
Waiver of Fees—If an individual submits an affidavit stating that he or she is receiving public assistance or is able to state facts showing inability to pay fees because of indigency, a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request.		
SEWER CONNECTION APPLICATION FEES		
Sewer Connection Tap Fee - 2023	\$22,895.55	Not applicable
Sewer Connection Tap Fee - 2024	\$23,811.37	Not applicable
Sewer Connection Tap Fee - 2025	\$24,763.82	Not applicable
Sewer Connection Tap Fee - 2026	\$25,754.38	Not applicable
Sewer Connection Tap Fee - 2027	\$26,784.55	Not applicable
Grinder Pump Fee plus 10% admin & shipping	Market Value	Not applicable
Easement Fee	\$125.00	Not applicable
Inspection Fee	\$75.00	Not applicable
OTHER FEES NOT LISTED ABOVE		
Addressing	\$50.00 per address	Not applicable
Sign Permit	\$50.00 per sign	Not applicable
Temporary Building or Dwelling removal deposit	Not applicable	\$1,000
Zoning Books	\$25.00 plus mailing fee \$5.00	Not applicable
Design Standard	\$50.00 plus mailing fee \$5.00	Not applicable
Master Plan	\$25.00 plus mailing fee \$5.00	Not applicable
Tax Roll	\$50.00 plus mailing fee \$5.00	Not applicable
Assessment Roll	\$50.00 plus mailing fee \$5.00	Not applicable

Re: Land Preservation Presentation & CTPP Wrap-Up

From: Summer Roberts (summer@washtenawcd.org)

To: bridgewaterwpsupervisor@yahoo.com

Cc: rmilkey@twp-manchester.org

Date: Thursday, December 8, 2022 at 11:14 AM EST

Hi Laurie,

I believe Manchester Township Supervisor Ron Milkey (cc'd) reached out to you earlier this week about joining the land preservation presentation happening on February 16, 2023, from 7:00 pm - 8:30 pm. Since we had been in contact about holding a presentation in Bridgewater, I wanted to reach out and support the idea of a combined presentation. If the Bridgewater Board agrees, I would be happy to promote the event to Bridgewater residents as well. Please let Ron know your interest by Dec 30th or let him know if you need to respond following your January 5th board meeting. We are hoping to finalize the location and get some promotional mailings out in early January.

Thanks,

Summer Roberts
Community Forester



Assisting residents with the conservation, management and wise use of natural resources in Washtenaw County since 1948.

On Fri, Nov 18, 2022 at 3:05 PM Summer Roberts <summer@washtenawcd.org> wrote:

Hi Laurie,

I hope you are doing well!

I'm following-up on Bridgewater Township's interest in a presentation about land preservation and conservation easements. As I mentioned when we last spoke, I'm working with a group of agencies to do a traveling presentation and meet-and-greet. Here's a typical agenda:

- 5pm: Presenters arrive to set-up and do a tech check
- 6pm - 7:15: Presentation (general overview of land assessment, land management, and land protection options in the area) & Q/A
- 7:15 - 7:45: Meet-and-Greet - presenters answer questions 1:1 and provide materials
- 7:45 - 8:00pm: Presenters pack-up and depart

We are currently scheduling out into February, March, or April. Please let me know if there are some preferred days/times. We could move the timeline up and/or condense to present ahead of or during a regularly scheduled Board or Farmland Preservation meeting if so desired. Once I hear back from you I will reach out to my partners with the options.

Also, I wanted to wrap-up a few items from the Community Trees Pilot Project. I have digital copies of all the documents that I can bring on a USB drive whenever we schedule the above presentation. In the meantime, if residents would like a digital copy, they will be able to find the public facing documents and aggregated survey results [on our website](#) by early December. The WCCD also has a few copies from each municipality at our office on Zeeb Road, but these will primarily be for display rather than distribution.

Please let me know if you have any questions or concerns and I look forward to scheduling a land preservation presentation in Bridgewater!

Best,

Summer Roberts
Community Forester



705 N. Zeeb Rd., Suite 201 • Ann Arbor MI 48103
Office: (734) 302-8715 • www.washtenawcd.org

Assisting residents with the conservation, management and wise use of natural resources in Washtenaw County since 1948.

Bridgewater Township

Zoning Administrator Report

2022 Summary of Activities

The following is a summary of permit, addressing, and ordinance enforcement activities during 2022:

2022 Year in Review for Zoning Administrator Services

Approved Zoning Permits	New Dwellings	2
	Additions to Existing Dwellings	3
	Agricultural Buildings	1
	Swimming Pools	1
	Private Solar Arrays	7
	Other Accessory Structures	0
	Other (deck, fence, etc.)	3
Addressing assignments		3
Ordinance enforcement issues or complaints investigated/resolved		5

December 2022

During this period, the following applications were received, reviewed, and acted upon. Also included is a summary of ordinance enforcement and administration activities:

Zoning Compliance Certificates and Administrative Site Plan Approval:

None this month

Addressing Assignment:

None this month

Ordinance Enforcement:

None this month

Ordinance Administration and Other Items of Interest:

Telephone calls and emails. During this period, I received telephone calls/emails regarding requests for zoning district information and a property-specific question from an appraiser.

Respectfully submitted,

Rodney C. Nanney
Zoning Administrator

FW: Update for Washtenaw Schedule

From: Chris Scharrer (clscharrer@dcstechnology.com)

To: bridgewaterwpsupervisor@yahoo.com

Date: Thursday, December 8, 2022 at 06:57 AM EST

Hi Laurie,

Thought you might be interested in this email from Matthew Sams of Mercury Broadband. You will likely start seeing some activity from them marketing their wireless services, (I think their installation on the old MCI/Verizon tower on Schneider may be up and running now). However, I have heard that the local sales reps might be saying that fiber is still a couple years away (perhaps to sell the wireless), but this information below is from the top. Matthew is saying they will be starting with this area in January. I will keep watching it, but if he follows through on this, Bridgewater might be ahead of much of the county with the fiber projects.

Thanks

[Chris Scharrer](#) RCDD/NTS/OSP – CTS-D
C (734) 604 8000

From: Matthew Sams <matthew.sams@mercurybroadband.com>

Sent: Wednesday, December 7, 2022 3:24 PM

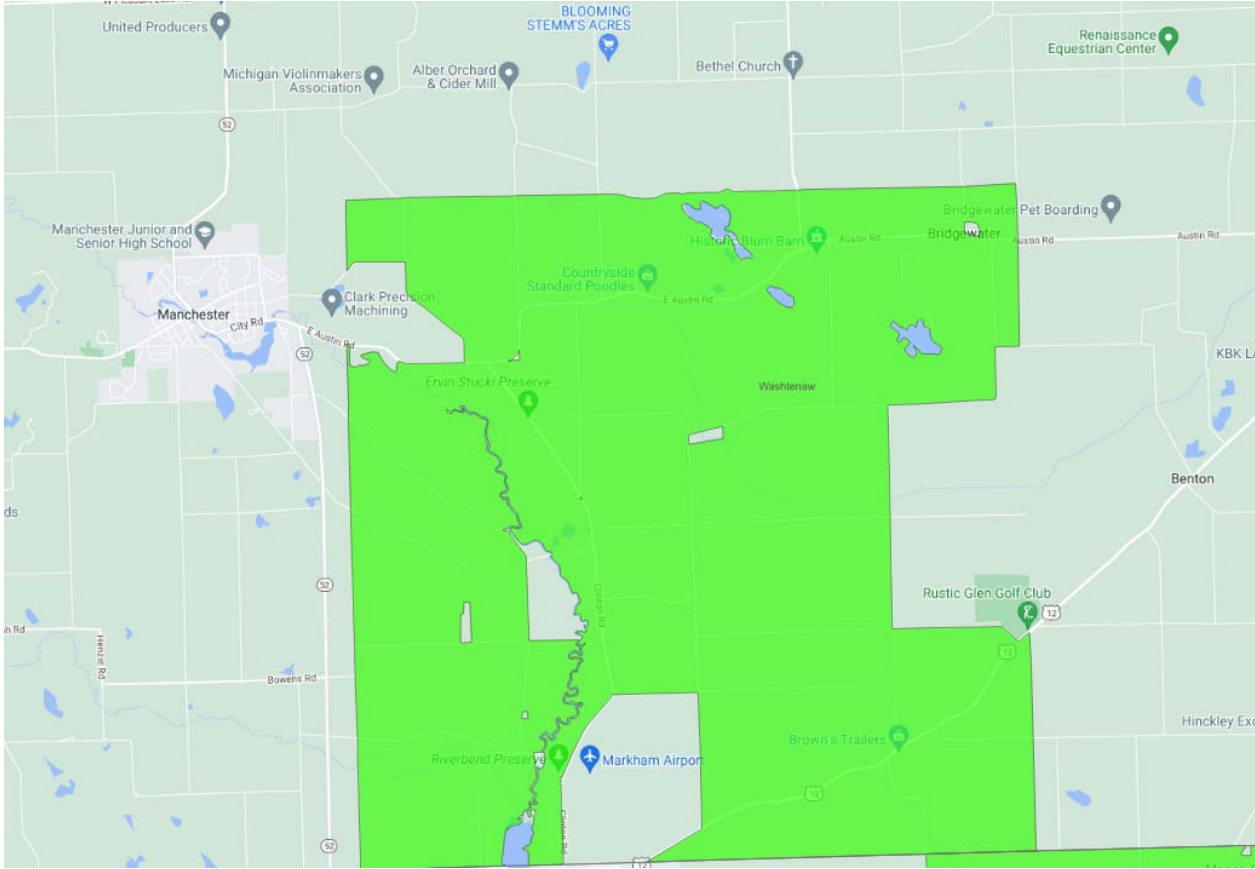
To: Chris Scharrer <clscharrer@dcstechnology.com>

Subject: Re: Update for Washtenaw Schedule

Hi Chris,

No changes on the fixed wireless side of things. We will be kick-starting fiber builds in the southern side of the county in January of 23.

Here's the first build area will be around Manchester:



Sincerely,



Matthew Sams, Chief of Staff
 Mercury Broadband - Kansas City, Missouri
 M - (785) 506-4449 | O - (800) 354-4915 x5004
matthew.sams@mercurybroadband.com | www.mercurybroadband.com

From: Chris Scharrer <clscharrer@dcstechnology.com>
Date: Wednesday, December 7, 2022 at 2:17 PM
To: Matthew Sams <matthew.sams@mercurybroadband.com>
Subject: Update for Washtenaw Schedule

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi Matt,

I haven't heard from you in awhile and thought I would check in and see how things are going for Washtenaw. Last time we talked about this you said that fixed wireless construction was well underway with 17 sites coming online in Q3/Q4 2022 and fiber builds would start in Q4.. I am getting inquiries daily; can you please give me a status of where the work is being done?

Thanks

RE: Animal slaughtering/processing

From: Kristofer Enlow (kenlow@bria2.com)
To: david.horney@tetrattech.com
Cc: bridgewaterwpsupervisor@yahoo.com
Date: Thursday, December 22, 2022 at 09:39 AM EST

Dave,

This is a great question. There are provisions within the Sewer Ordinance that would allow a full connection, but the facility could be required to install pre-treatment and provisions for the Township to monitor (sample) the wastewater (Section 5.5). There are specific pollutant limits (Section 8.2) that they would have to meet. We would need some more information from the facility about what they expect as sewage flows and what would be in the sewage flows as well. That might help determine whether or not some of the pre-treatment would be required. If the Township were to monitor the wastewater flows, we should discuss that internally as well as that would be a Township expense.

If the applicant is seriously considering a connection to the sanitary sewer, I would suggest that we meet with them, along with Laurie, to discuss it further.

Kristofer Enlow, P.E.
Partner

Beckett&Raeder, Inc.

Making Great Places for over 55 Years

535 West William St., Suite 101
Ann Arbor, MI 48103

Office: 734.663.2622
Direct Line: 734.216.2975

Grand Rapids, MI 616.585.1295
Petoskey, MI 231.347.2523
Traverse City, MI 231.933.8400
Toledo, OH 419.242.3428

Please visit us at www.bria2.com

From: Horney, David <David.Horney@tetrattech.com>
Sent: Saturday, December 17, 2022 12:36 PM
To: Kristofer Enlow <kenlow@bria2.com>
Subject: Animal slaughtering/processing

I spoke with someone this week as a follow up to their interest in the establishment of a small scale animal slaughtering/processing facility. In your opinion what is an option for this in the hamlet (sewered) area?

- Connection would not be allowed
- Connection would be allowed, but only for sanitary (no process waste)
- Connection for everything, but may require surcharges for values above the local limits.

Also do you have any idea if we were to allow any process water/waste what we would likely need to assign them as a REU value for billing purposes? Thanks.

Dave Horney | Project Scientist
Cell +1 (734)320-5336 dave.horney@tetrattech.com

RE: Updates

From: Tom Thompson (thompson@vil-manchester.org)

To: bridgewaterwpsupervisor@yahoo.com

Date: Friday, December 16, 2022 at 10:11 AM EST

Laurie,

Yesterday, Brent Jones, Jon Chandler, Brian Kunzleman, and myself (Manchester employees) went to the plant to remove the failed 2hp pump in the EQ tank and replace it with a new pump we purchased from Jett. We had to go inside the tank to remove rag build-up on the cable guides so we could pull out the old pump. We got the new pump installed and wired up. This took all afternoon.

Next, we're going to work out a plan to turn valves so the new pump can be put into service. The problem we're having is that the metal valve extensions have rusted completely off and we have no way to turn the valves from up top. We need to remove the rusty nut from the top of the valve so we can put a tool on them to turn them. We're fabricating a tool to try and remove them from up top versus having to go back down in the tank to remove them by hand using a grinder. Hopefully we can work on them again this afternoon.

I'm still waiting to meet Randy from RJ Welding to look at making the brackets fit on the new 5hp EQ mixer pump, I haven't heard from him yet today.

Yes, Kennedy services all brands of pumps.

Thanks,
Tom

From: Laurie Fromhart [mailto:bridgewaterwpsupervisor@yahoo.com]
Sent: Thursday, December 15, 2022 5:17 PM
To: thompson@vil-manchester.org
Subject: Re: Updates

Ok thanks for the updates. Please keep me posted on your progress. Does Kennedy have any experience with Jett pumps?

Laurie Fromhart
Bridgewater Township Supervisor
734-223-2766

On Tue, Dec 13, 2022 at 1:08 PM, Tom Thompson

<thompson@vil-manchester.org> wrote:

Hi Laurie,

Kennedy came out this morning to investigate the new (from garage storage) Flygt pump tripping in the EQ tank. The pump was removed from the tank and they took it to their shop to see what the problem is. They went ahead and wired up one of the new 5hp pumps that Bridgewater purchased from Jett. This pump has a different bolt pattern so the slides do not directly fit the pump and need to be modified. I called Randy from RJ Welding and he's going to meet me at the plant on Friday to see what we need to do to get the slide bracket to fit the new pump so we can drop it in the tank and (hopefully) return it to service.

While the Kennedy repairman was there we got an alarm for a seal-failure (water entering the internal cavity of the pump) for a different pump. It is the back-up pump (2hp) in the EQ tank that pumps down the tank when it gets to a certain depth. We do have two spare 2hp pumps in the garage that are ready to be installed in its place. I'll keep you posted as to when we can get one of the new pumps from the garage installed. That would leave us with one spare 2hp pump. In the meantime, the other pump is in service so there should be no issues.

Thanks,
Tom

Thomas J. Thompson
Village of Manchester
Water Superintendent
(734) 428-7171

Updates regarding your DTE Account

From: DTE Energy (dte-energy@dteenergy.com)

To: bridgewaterwpsupervisor@yahoo.com

Date: Thursday, December 8, 2022 at 11:30 AM EST

Having trouble viewing images? Please click [here](#) to view as a web page.

To ensure future delivery of e-mails, please add DTE Energy (dte-energy@dteenergy.com) to your safe sender list or address book.



December 8, 2022

Dear DTE Lighting Customer,

As a valued customer, we are writing to update you on a recently approved order by the Michigan Public Service Commission (MPSC), and any impact to your community. You will see this increase reflected on your bill backdating to November 25, 2022.

While we have not had a rate increase in nearly three years, DTE understands that the streetlight cost component for our municipal customers represents a large annual expense. The new rate means continued value-added services that come with being an outdoor lighting customer. These services include routine inspections of all underground-fed light posts, identification of assets that require painting and replacement, testing and replacement of underground streetlight cables, a LED cleaning program, and continuation of our new, proactive night patrol program.

We value our partnership with your municipality and are available to discuss any questions you may have regarding the new rates. For additional information, or to learn about energy-saving opportunities, please contact your assigned Account Manager or call us at **800.548.4655**. You can also email your questions to comm_lighting@dteenergy.com.

Ben Manzella
Account Manager
benedetto.manzella@dteenergy.com

Sincerely,
Chris Hartley
Manager, Sales and Business Development
DTE Community Lighting

BRIDGEWATER TOWNSHIP
PLANNING COMMISSION MEETING
MONDAY 7 PM DECEMBER 19, 2022

Meeting Minutes (draft)

- I. CALL TO ORDER Meeting called to order at 7PM
- II. ROLL CALL AND DETERMINATION OF A QUORUM – Introduction of new member - Introduced newest member of PC Ms. Bonnie Greenwald serving the remaining portion of the term vacated by the departure of Ms. Gretchen Barr. Horney, Iwanicki, Oliver, and Greenwald present. Barbu absent. Quorum declared.
- III. REVIEW AND APPROVE AGENDA – It was noted that item IV had an incorrect date. This was corrected and the agenda was approved as amended. Horney moved, Iwanicki support. Passed on unanimous voice vote.
- IV. APPROVAL OF MINUTES
 - A. November 21, 2022 Planning Commission meeting – It was noted that there was no marking on the header to indicate “minutes of the meeting”. This was corrected and the meeting minutes approved by unanimous voice vote. Horney moved, Oliver support.
- V. CITIZEN PARTICIPATION – None
- VI. PUBLIC HEARINGS – None (none scheduled)
- VII. OLD BUSINESS
 - A. Modification of existing plan of use for Historic Blum Farm Event Venue (set public hearing date) - discussion of the request for the modification of the operating plan involving the number of events per week and the months that they would be allowed. Set public hearing date for February 20th, 2023 after Mr. Nanney reminded the PC that due to our early meeting date in January we will not have enough lead time to follow legal publication requirements. Oliver

moved, Greenwald support. Horney, Iwanicki, Oliver and Greenwald – Aye.
Barbu – Absent

B. Shared drive/private road ordinance – discussion of the difference between standards for private road and shared drive. Oliver to seek clarification with trustees on if they wish us to have middle point between shared drive and private road.

C. Damien’s meats (animal processing/slaughtering) – Horney shared that he had contact from representative from Damien’s Meats regarding siting in the hamlet, and had passed on questions regarding sewer connection to township engineer.

VIII. NEW BUSINESS

A. Election of officers – deferred due to the absence of Mr. Barbu.

B. Meeting dates for 2023 – Set meeting dates for 2023. Dates will be January 9th, February 20th, March 20th, April 10th, May 15th, June 19th, July 10th, August 21st, September 18th, October 9th, November 20th, and December 18th. Horney moved, Oliver support. Horney, Oliver, Iwanicki, and Greenwald - Aye Barbu - Absent

IX. COMMUNICATIONS

A. Zoning Administrators Report – as submitted

B. Trustees Report – Oliver reported nothing significant pertaining to PC

X. INFORMATIONAL ITEMS – Mr. Nanney reported that lame duck session of the legislature had done very little of consequence prior to their adjournment.

XI. PUBLIC COMMENT – None

XII ADJOURNMENT – Horney moved, Oliver support. Passed by unanimous voice vote. Meeting adjourned 9:35.