

AGENDA
BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES
February 6, 7:00 p.m.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

Public Comment: Any person shall be permitted to address a meeting of the Township Board.
Public comment shall be carried out in accordance with following board rules and procedures:

1. Comments shall be directed to the board, with questions directed to the chair.
2. Any person wishing to address the board shall state his or her name and address.
3. Persons may address the board on matters that are relevant to Township government issues.
4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board member's questions. The chair shall control the amount of time each person shall be allowed to speak.

APPROVE MINUTES: January 2, 2014 Regular Meeting

REVIEW AND APPROVE AGENDA

PUBLIC-SAFETY REPORT

REPORTS & CORRESPONDANCE

1. Treasurer's Report
2. Clerk's Report
3. Supervisor's Report
4. Trustees' Reports
5. Written Reports: Zoning Administrator Report, Assessor Report, Planning-Commission Minutes

REGULAR AGENDA

1. Financials, Approve Disbursements
2. AMAR, Mary Rider
3. Resolution: Poverty Guidelines
4. Resolution: 2014-2015 Meeting Dates
5. Ecology Commissioner
6. 2014-2015 Budget Presentation

CITIZEN PARTICIPATION

ADJOURN

Upcoming Meetings and Events:

Township Planning Commission: February 10,, Bridgewater Township Hall, 7:00 p.m.

Township Board of Trustees: March 6, 2014 Bridgewater Township Hall, 7:00 p.m.

Southwest Washtenaw Council of Governments: TBA, 7:30 p.m.

WWTP Committee: March 6, 2014, 6:30 p.m.

Bridgewater Township Road Committee: TBA

**BRIDGEWATER TOWNSHIP
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
THURSDAY, DECEMBER 5, 2013**

I. CALL TO ORDER

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Smith at 7:01 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 Wes Cowden.

Absent: Trustee David Faust.

Also Present: Planning Commission Chair David Horney, Township Constable Michael Meeks, and Township Secretary Judith Klager

Attendance: 0

II. CITIZEN PARTICIPATION

There were no public comments.

III. APPROVAL OF MINUTES

Cowden moved to approve the November 7, 2013 meeting minutes as amended. Smith seconded the motion which was adopted unanimously.

IV. REVIEW AND APPROVE AGENDA

Fromhart moved to approve the agenda as amended with the addition of Planning Commission appointments under item 2. McQueer seconded the motion which was adopted unanimously.

Public Safety Report – No report

V. REPORTS AND CORRESPONDANCE

A. Treasurer's Report

McQueer submitted a written report to the Board regarding tax collection and sewer billing. McQueer also reported that according to Dan Myers Washtenaw County Public Works Director all sanitary sewer bonds were called as of December 1, 2013. McQueer noted she was unable to find anyone interested in bidding on snow removal and she is currently working on a cash receipt policy.

B. Clerk's Report

Fromhart requested Board approval to formally adopt the MTA's sample FOIA policy as the Township's official FOIA policy. **Smith moved to adopt the MTA's sample FOIA procedures policy as the Township's official FOIA procedures policy. McQueer seconded the motion which was adopted unanimously.** Fromhart reported on a recent meeting with the Township accountant, purchase of new Township receipt books, public hearing publication and adjacent property owner notification for the Holy Ascension Romanian Orthodox Monastery SLU application, fire billing, cemetery inquiry, website updates, WATS funding, and town hall rental liability insurance coverage.

C. Supervisor's Report

Smith reported trees have fallen across the fence at the sewer farm and requested the Board's approval to allow him to remove them. **McQueer moved to have the Supervisor remove the fallen trees at the sewer plant.**

Cowden seconded the motion which was adopted unanimously. Smith reported he attended a couple of BOC subcommittee meetings that are considering whether they should absorb the duties and responsibilities of the road commission as part of County government. Smith also reported WCPARC found a farm dump on the Dindoffer property and are conducting an environmental impact study but that nothing else is happening with the property.

D. Trustees' Report

No report.

E. Written Reports

Board packets included reports from the Assessor, Zoning Administrator, and Planning Commission. Horney reported on the November 11th Planning Commission meeting.

VI. PRIORITY BUSINESS

A. Approve Disbursements from November 8, 2013 – December 5, 2013

Fromhart reported the balance sheets for fiscal year ended March 31, 2013 now match the audited financials as a result of her work with the accountants. Fromhart summarized the changes to the balance sheets and noted McQueer will be following up with the accountants to zero out the due from tax and due from County line items for this fiscal year. **Smith moved to pay the monthly disbursements from the general and sewer funds in the amount of \$22,804.88. Cowden seconded the motion. Roll Call Vote: Cowden yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

B. MDLB & PC Appointments

Fromhart moved to accept the Supervisor's nomination of Gerianna Cooley-Howard to the Manchester District Library Board as trustee to fill the remaining term of Wayne Barnett ending December 31, 2014. McQueer seconded the motion which was adopted unanimously. Fromhart moved to accept the Supervisor's nomination of David Horney and Thomas Wharam to the Planning Commission to 3 year terms ending December 31, 2016. Cowden seconded the motion which was adopted unanimously.

C. Master Plan

Smith provided the Board with copies of the Planning Commission's draft documents for Chapters 6, 7 and 9 of the Master Plan's and expressed concerned that some of the proposed changes are not consistent with the rural character of the Township. The Board briefly discussed the proposed updates to the Master Plan and suggested a joint workshop with the Planning Commission in January.

D. Snow Removal Contract

Smith reported the Board received an amended contract from Green Meadows for all 3 Township properties by the push or monthly installments. The Board briefly discussed contracting by push or installment and decided by push was the better option. **Smith moved to approve Green Meadows 2013-2014 Winter Snow Removal Bid by push and amending the contract to indicate any snow fall equaling 2-3 inches and salting at 2 inches with the provision to add markers around the handicap parking space. Cowden seconded the motion. Roll Call Vote: Cowden yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

E. Connecting Communities Initiative

The Board acknowledged receipt of the Connecting Communities Initiative and expressed no interest in the program.

VII. CITIZEN PARTICIPATION

Klager commented that it would be nice if the Township had a map of the cemetery on the wall in the hall.

VIII. ADJOURNMENT

Cowden moved to adjourn the meeting at 9:14 p.m. Smith seconded the motion which was adopted unanimously.

Respectfully submitted,
Laurie Fromhart
Bridgewater Township Clerk

APPROVED

**BRIDGEWATER TOWNSHIP
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
THURSDAY, JANUARY 2, 2014**

I. CALL TO ORDER

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Smith at 7:00 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 Wes Cowden.

Also Present: Township Constable Michael Meeks and Ecology Commissioner Grant Howard.

Attendance: 0

II. CITIZEN PARTICIPATION

Grant Howard requested an update on the Dindoffer NAPP Nomination and expressed concern that the Board may be considering opening up the Riverbend Preserve Consent Judgment to include the Dindoffer property to connect trails. Howard also expressed concerned that the Board may have changed its position regarding opposition to trails in the Township.

III. APPROVAL OF MINUTES

Cowden moved to approve the December 5, 2013 meeting minutes as drafted. McQueer seconded the motion which was adopted unanimously.

IV. REVIEW AND APPROVE AGENDA

McQueer moved to approve the agenda as amended with the addition of #8 WWCA Proposed Fee Schedule Increase. Smith seconded the motion which was adopted unanimously.

Public Safety Report

No report. Smith reported the November report was so inaccurate he didn't forward it on to the Board. Smith also reported that SWWCOG discussed the inaccurate sheriff reports at their last meeting and reported the problem to Commissioner Ping.

V. REPORTS AND CORRESPONDANCE

A. Treasurer's Report

McQueer submitted a written report to the Board regarding winter tax collection. McQueer also reported two veteran exemption cases and one hardship case resulted in a refund of summer taxes due to December Board of Review action.

B. Clerk's Report

Fromhart reported on the County Clerk's December 11th meeting, website updates, WCRC second preliminary review letter of the Riverbend Preserve, WCPARC Master Plan for planned greenways, Board of Review training registration, purchase of new shovel for town hall, and new boardroom tables.

C. Supervisor's Report

Smith reported he discovered the Township leases 5 acres of land to the Vershum family that has been in effect since 2002 and renews automatically unless either party decides to terminate 20 days in advance of the renewal term. Smith noted the Township receives no money for the lease and the Board may want to consider putting it

out for bid to make it available to other farmers. Smith agreed to follow up with Vershum's first before the Board made any decision. Smith reported Tetra Tech will be performing another hydrology test of the sewer plant on January 6th and a follow up meeting is scheduled for January 20th to discuss the basis of design and hydrology of the plant. Smith also reported he received a letter from WCPARC Director Bob Tetens regarding acquisition of the Dindoffer property and noted the County would be required to go through the Planning Commission's review process for approval by following the Township's procedures, rules and regulations.

D. Trustees' Report

Faust reported on a couple of recent break-ins in the area and Cowden reported on the December 9th Planning Commission meeting.

E. Written Reports

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

VI. PRIORITY BUSINESS

A. Approve Disbursements from December 6, 2013 – January 2, 2014

Fromhart requested board approval for the recent purchase of 3 new grinder pumps. **Smith moved to approve the purchase of 3 new grinder pumps and electrical units from Dubois-Cooper in the amount of \$11,058. Cowden seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed. Smith moved to approve the monthly disbursements from the general and sewer funds in the total amount of \$29,044.99. Faust seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

B. Nomination of Dan McQueer to ZBA

Smith recommended the appointment of Dan McQueer to fill the current vacancy on the ZBA. **Smith moved to accept the Supervisor's nomination of Dan McQueer to the Zoning Board of Appeals. McQueer seconded the motion which was adopted unanimously.**

C. Approval of Snow Removal Bid

Smith reported Green Meadows withdrew their bid that the Board approved last month because their schedule was filled for the year and that McQueer received the current bid from Felip's M&D Auto Service Inc. Fromhart reported T&N Service recently plowed the town hall and sewer plant but did not put in a bid because they can't service the Bridgewater Depot before 7 a.m. **McQueer moved to approve Felip's M&D Auto Service, Inc. snow removal bid as presented. Cowden seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

D. Road Committee

Smith reported the Board needs a recommendation from the Road Committee regarding brining of Township roads so it can be added to next year's fiscal budget. Smith also reported Faust and Wharam terms have expired and recommended renewing their terms. **Fromhart moved to reappoint Dave Faust and Tom Wharam to the Road Committee for 3 year terms ending December 2016. McQueer seconded the motion which was adopted unanimously.**

E. Sewer Committee

Smith reported the sewer committee hasn't been active in a while and needs to meet to address inspection of manholes, valve boxes, air relief structures, and flushing of the main line to Henes. Smith noted current members are only himself and Dave Faust.

F. Joint Board of Trustees & Planning Commission Workshop

Smith reminded Board members of the joint workshop meeting scheduled for January 13th at 6:00 p.m. Smith noted hard copies of the proposed draft master plan were mailed to all board and commission members.

G. Budget 2014-2015 Overview

Smith reported he will be presenting the proposed budget for 2014-2015 next month. Smith noted it appears the Township could handle a reduction in the monthly fees for operation and maintenance for the sewer plant. McQueer reported she would like to bring a proposal to the Board with cash flow projections to lower the monthly maintenance and operation fees by \$20. Smith indicated this is a possible change he may propose for next year's budget.

H. WWCA Proposed Fee Schedule Increase

Cowden presented the WWCA proposed fee schedule increase which will help balance the budget with an estimated increase of \$2500. Cowden requested Board approval. **Smith moved to accept the WWCA fee schedule increase as presented. McQueer seconded the motion which was adopted unanimously.**

VII. CITIZEN PARTICIPATION

There were no public comments.

VIII. ADJOURNMENT

Fromhart moved to adjourn the meeting at 8:53p.m. McQueer seconded the motion which was adopted unanimously.

Respectfully submitted,
Laurie Fromhart
Bridgewater Township Clerk

- Roll call Vote – Wes Cowden –yes Cal Messing– yes Dave Horney– yes
Mark Iwanicki – yes Tom Wharam- yes
- Rodney Nanney explained that two pieces of information needed. SLU approval and the site plan

VII. New Business

A. Joint work session with Trustees for Master Plan (January?)

- Rodney suggested that we have this during the regular Planning Commission
- Wes Cowden suggested that we do this one hour before meeting, 13-Jan-14 starting at 6:00 PM
- Tom Wharam will inform Laurie Fromhart that the meeting will start earlier than normal

B. Vision session with hamlet residents (February?)

- Dave Horney said that this should not happen during the regular meeting
- Rodney Nanney suggested that meeting be done in February or March

C. Election of officers

- Dave Horney opened the floor to nominations
- Mark Iwanicki nominated Dave Horney for chair
- Second to motion - Cal Messing
- Roll call Vote – Wes Cowden –yes Cal Messing– yes Dave Horney– yes
Mark Iwanicki – yes Tom Wharam- yes
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- Dave Horney nominated Tom Wharam for secretary
- Second to motion - Wes Cowden
- Roll call Vote – Wes Cowden –yes Cal Messing– yes Dave Horney– yes
Mark Iwanicki – yes Tom Wharam- yes
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- Tom Wharam nominated Cal Messing as vice chair
- Second to motion - Dave Horney
- Roll call Vote – Wes Cowden –yes Cal Messing– yes Dave Horney– yes
Mark Iwanicki – yes Tom Wharam- yes

D. Report to Trustees

- Dave Horney will generate the Planning Commission annual report
- The financial report does not need to be completed until March

E. Discussion of site plan

- Dave mentioned the items needed for approval of the SLU
- Need elevation with description of the chapel
- Need approval from Washtenaw County Road Commission for the driveway
- Need a better description of the location of the driveway
- Need a detailed (preliminary) site plan because the given site plan does not show match the aerial
- Dave Horney gave Stefana Romanov pages from the master Plan on what has to be supplied, what requirements need to be satisfied
- Rodney Nanney supplied cards with the suggestion to call with questions

- Need height, width and depth of the chapel
- Need a maintenance plan, supplied on the episcopate's letter head
- Need a copy of the application for a driveway permit
- Dave Horney said that the lack of public opposition says that the neighbors have no concerns
- Mark Iwanicki asked if the two items could be separated. Bill DeGroot said that if the SLU was approved, the church could move ahead with planning
- Have approval from WC for soil and
- Motion to approve the SLU for the Holy Ascension Romanian Orthodox Monastery Cemetery contingent on the completion of section 5.302 in the ~~Master Plan (ZONING ORDINANCE)~~ Zoning Ordinance and completion of the preliminary site plan – Wes Cowden
- Second to motion - Cal Messing
- Roll call Vote –

Wes Cowden –yes	Cal Messing– yes	Dave Horney– yes
Mark Iwanicki – yes	Tom Wharam- yes	
- Tom Wharam will send the draft minutes from tonight's meeting via email

VIII. Old Business

A. Kosmalski SLU

- The paving has been done. Sidewalk needs to be complete. Inspections need to be completed.

B. Master Plan review

- Rodney Nanney walked through chapter 9, Transportation Plan
- Motion to extend the meeting to 9:15 – Dave Horney
- Second to motion - Cal Messing
- Vote – unanimous

IX. Communications

A. Report from Zoning Administrator – Carl Macomber

- No report

B. Report on 7-Nov-13 Board of Trustees meeting – Wes Cowden

- Wes Cowden reported on the highlights of the Board of Trustees meeting
- The minutes are on record

X. Informational Items

- None

XI. Public Comment

- None

XII. Adjournment

- Next meeting: 13-Jan-14 at 6:00 P.M.
- Motion to adjourn – Dave Horney
- Second to motion – Mark Iwanicki
- Vote – unanimous

Meeting adjourned at 9:19 P.M.

APPROVED

I. 13-Jan-14 meeting called to order 6:04 P.M. by Cal Messing

II. Roll Call

~~Wes Cowden~~ Cal Messing ~~Dave Horney~~
Mark Iwanicki Tom Wharam

III. Joint Work Session

- There was a joint work session with Trustees for the Bridgewater Township Master Plan
- Minutes were taken by Laurie Fromhart

IV. 13-Jan-14 meeting called to order 8:23 P.M. by Dave Horney

V. Roll Call

Wes Cowden Cal Messing Dave Horney
Mark Iwanicki Tom Wharam

VI. Citizen Participation

- None

VII. Review and Approve Agenda

- Motion to accept the agenda as amended – Mark Iwanicki
- Second to motion – Tom Wharam
- Vote – unanimous

VIII. Approval of Minutes

- Motion to approve minutes from 9-Dec-13 as corrected – Dave Horney
- Second to motion - Cal Messing
- Vote – unanimous

IX. Public Hearings

- None

X. Old Business

A. Kosmalski SLU

- Outstanding items: inspection and sidewalk for handicap access

B. Holy Ascension Cemetery

- Rodney Nanney received call from Mark Davis asking about the details needed for the site plan
- No updates as of yet

C. Master Plan Review

- The draft master plan shows the updates to the document
- Review the document for future discussion
- Need to look at the last two sections

XI. New Business

A. Vision session with hamlet residents (February)

- Michelle Konakaffee will contact church and Mr. Kosmalski for space in middle to end of March on a Saturday afternoon
- All planning commission members should plan on attending
- Date, time and location will be determined later

XII. Communications

A. Report from Zoning Administrator – Carl Macomber

- No report was provided
- Rodney Nanney talked about AT&T wanting to replace an existing cell tower

B. Report on 7-Nov-13 Board of Trustees meeting – Wes Cowden

- Wes Cowden reported on the highlights of the Board of Trustees meeting
- Laurie Fromhart sent out draft minutes to all members
- The minutes are on record

XIII. Informational Items

- WCPARC update
- Ron Smith says they must abide by the consent agreement

XIV. Public Comment

- None

XV. Adjournment

- Next meeting: 10-Feb-14 at 7:00 P.M.
- Motion to adjourn – Wes Cowden
- Second to motion – Tom Wharam
- Vote – unanimous

Meeting adjourned at 8:42 P.M.

Type	Date	Num	Name	Split	Amount
Check	01/03/2014	online	Paychex	5215727 · Clerk supplies & expense	-132.42
Check	01/08/2014	autopay	Detroit Edison Company - 67-069A	5440852 · Street lighting	-302.55
Check	01/13/2014	autopay	Consumers Energy	5265728 · Maintenance & Utilities	-68.62
Check	01/13/2014	autopay	Frontier	5265728 · Maintenance & Utilities	-86.96
Check	01/23/2014	autopay	Staples	assessor & clerk office supplies	-252.95
Check	01/29/2014	autopay	Detroit Edison Company	5265728 · Maintenance & Utilities	-36.50
Check	02/06/2014	8999	Heritage Newspapers	5173900 · Printing & publishing	-39.13
Check	02/06/2014	9000	Ann Arbor Credit Bureau	5339727 · Fire protection billing expense	-6.00
Check	02/06/2014	9001	Donald N. Pennington	consulting services	-1,088.62
Check	02/06/2014	9002	Village of Clinton	fire protection services	-5,685.00
Check	02/06/2014	9003	Washtenaw County Treasurer	5440847 · Drains at large	-4,097.57
Check	02/06/2014	9004	Reau & Associates, P.C.	5101727 · Township supplies & expenses	-30.00
Check	02/06/2014	9005	Rapid Shred	5101727 · Township supplies & expenses	-70.00
Check	02/06/2014	9006	Felip's M&D Auto Service Inc.	5265728 · Maintenance & Utilities	-610.00
Check	02/06/2014	9007	Clayton or Mary Rider	assessing services	-1,817.63
Check	02/06/2014	online	Paychex	payroll	-5,602.92
					<u>-19,926.87</u>

Feb 6, 14

ASSETS

Current Assets

Checking/Savings

1002 · General Checking-Key Bank	32,932.31
1010 · General Savings-Key Bank	150,031.25
1012 · Money market account- Mi Commer	205,420.44
1015 · Petty Cash	50.00

Total Checking/Savings 388,434.00

Other Current Assets

1050 · Current Year Tx Roll Receivable	
1090 · Due from County - Settlement	-1,654.62
Total 1050 · Current Year Tx Roll Receivable	<u>-1,654.62</u>

1081 · Due from Sewer Operations 3,694.86

Total Other Current Assets 2,040.24

Total Current Assets 390,474.24

Fixed Assets

1650 · Accumulated Depreciation	-73,455.69
1640 · Township Hall Improvements	54,079.30
1630 · Siding & Windows	17,049.00
1620 · Land	70,863.09
1610 · Equipment	28,244.21
1600 · Buildings	98,329.35

Total Fixed Assets 195,109.26

TOTAL ASSETS 585,583.50

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2217 · Escrow Deposits Payable	
2220 · Due to SMR-Elliott parcel	2,500.00
2233 · SMR Escrow-Crego/Peltcs propert	5,000.00
Total 2217 · Escrow Deposits Payable	<u>7,500.00</u>

Total Other Current Liabilities 7,500.00

Total Current Liabilities 7,500.00

Total Liabilities 7,500.00

Feb 6, 14

Equity

3940 - Invested in Capital Assets, Net	195,110.00
3930 - Emergency Services	34,256.00
3900 - Fund Balance	333,537.38
Net Income	15,180.12

Total Equity	<u>578,083.50</u>
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TOTAL LIABILITIES & EQUITY	<u><u>585,583.50</u></u>
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	Apr 1, '13 - Feb 6, 14	Budget	\$ Over Budget
Income			
4672 · Other Income	1,117	250	867
4405 · Property tax - fire millage	884	0	884
4402 · Property tax - operation	44,546	69,258	-24,712
4404 · Property tax - police services	1,474	0	1,474
4410 · Property Tax Adjustments	117	0	117
4447 · Tax administration fee	21,767	28,000	-6,233
4448 · Tax collection fees	3,543	1,500	2,043
4460 · Township permits	1,985	1,500	485
4465 · Land division fees	175	400	-225
4574 · Revenue sharing	103,483	123,000	-19,517
4601 · Fire charge collection	1,785	2,100	-315
4665 · Interest Income	418	600	-182
4675 · Metro Auth.-restricted to roads	2,953	3,000	-47
4690 · Mineral Extraction License Fees	1,000	2,000	-1,000
4700 · Election Reimbursement	53	1,000	-947
Total Income	185,300	232,608	-47,308
Expense			
5101000 · Township Board			
5101703 · Trustee salary	4,000	4,800	-800
5101727 · Township supplies & expenses	1,728	600	1,128
5101770 · Conferences & Training	467	750	-283
5102703 · Designated rep	0	500	-500
Total 5101000 · Township Board	6,195	6,650	-455
5171000 · Supervisor			
5171703 · Supervisor Salary	12,751	15,301	-2,550
5171727 · Supervisor Expense	141	500	-359
Total 5171000 · Supervisor	12,892	15,801	-2,909
5173000 · Other General Government			
5173715 · Social Security	4,286	5,400	-1,114
5173801 · Attorney & Consulting Expenses	725	5,000	-4,275
5173802 · Audit fees	3,600	3,500	100
5173811 · Membership fees & dues	1,767	2,000	-233
5173890 · Newsletter (non-recyc)	0	600	-600
5173895 · Website Administrator	333	500	-167
5173900 · Printing & publishing	452	1,000	-548
5173912 · Insurance & Bonds	5,138	6,600	-1,462
5173955 · Miscellaneous	-182	200	-382
5174800 · Bank Fees	2	650	-648
5174810 · Township Personnel	1,127	1,600	-473
Total 5173000 · Other General Government	17,248	27,050	-9,802

	<u>Apr 1, '13 - Feb 6, 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
5191700 · Elections			
5191727 · Election expense	275	1,000	-725
Total 5191700 · Elections	<u>275</u>	<u>1,000</u>	<u>-725</u>
5209000 · Assessor			
5209705 · Board of Review expenses	1,719	1,500	219
5209805 · Assessor	16,876	18,622	-1,746
5209810 · Assessor Expense	3,192	3,075	117
Total 5209000 · Assessor	<u>21,787</u>	<u>23,197</u>	<u>-1,410</u>
5215700 · Clerk			
5215703 · Clerk salary	13,247	15,896	-2,649
5215727 · Clerk supplies & expense	2,790	3,200	-410
Total 5215700 · Clerk	<u>16,037</u>	<u>19,096</u>	<u>-3,059</u>
5253700 · Treasurer			
5253703 · Treasurer salary	14,392	17,270	-2,878
5253704 · Deputy Treasurer Wages	380	1,000	-620
5253727 · Treasurer supplies & expenses	3,721	5,000	-1,279
Total 5253700 · Treasurer	<u>18,493</u>	<u>23,270</u>	<u>-4,777</u>
5265000 · Building & Grounds			
5265728 · Maintenance & Utilities	5,893	4,500	1,393
5265925 · Cemetery care	84	200	-116
5265980 · Building improvement & equipmen	1,709	5,000	-3,291
Total 5265000 · Building & Grounds	<u>7,686</u>	<u>9,700</u>	<u>-2,014</u>
5301800 · Public Safety			
5301812 · CERT & Neighborhood Watch	0	1,000	-1,000
5339727 · Fire protection billing expense	39,078	60,000	-20,922
Total 5301800 · Public Safety	<u>39,078</u>	<u>61,000</u>	<u>-21,922</u>
5400700 · Planning & zoning			
5400701 · Planning			
5400802 · Master Plan	6,301	3,000	3,301
5400727 · Planning comm. wage & expense	2,380	5,000	-2,620
5400801 · PC Attorney Fees	0	2,000	-2,000
5400803 · Planning consultant - on-going	7,688	10,000	-2,312
Total 5400701 · Planning	<u>16,369</u>	<u>20,000</u>	<u>-3,631</u>
5410726 · Zoning			
5410704 · Land Division Processing Fees	1,300	1,200	100
5410727 · Zoning ad.wage & expense	6,188	7,500	-1,312

	Apr 1, '13 - Feb 6, 14	Budget	\$ Over Budget
5411727 · Zon Bd of Appeals Expense	0	350	-350
Total 5410726 · Zoning	7,488	9,050	-1,562
Total 5400700 · Planning & zoning	23,857	29,050	-5,193
5440000 · Public works			
5440847 · Drains at large	4,098	12,000	-7,902
5440852 · Street lighting	2,475	3,000	-525
Total 5440000 · Public works	6,573	15,000	-8,427
5500000 · Contingencies	0	1,794	-1,794
Total Expense	170,121	232,608	-62,487
Net Income	15,179	0	15,179

	Bond - Sewer		
	Apr 1, '13 - Feb 6, 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Comerica Funds Transfer	52,485.76	52,485.76	0.00
Special Assessment Payoff	13,489.32	0.00	13,489.32
Other Int Income - UBT Debt	0.00	0.00	0.00
Interest Income Master Account			
Interest Income Checking	0.00	0.00	0.00
Total Interest Income Master Account	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Grinder Pump reimb + 10%	0.00	0.00	0.00
Connection Fees	0.00	0.00	0.00
Customer Finance Charge	0.00	0.00	0.00
Operation Maintenance Income	0.00	0.00	0.00
Special Assessment Revenue	41,216.56	64,000.00	-22,783.44
Total Income	<u>107,191.64</u>	<u>116,485.76</u>	<u>-9,294.12</u>
Gross Profit	107,191.64	116,485.76	-9,294.12
Expense			
New Equipment	0.00	0.00	0.00
Legal & Professional			
Legal Fees	0.00	0.00	0.00
Audit	0.00	0.00	0.00
Engineer	0.00	0.00	0.00
Total Legal & Professional	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Miscellaneous Expense	0.00	0.00	0.00
Insurance	0.00	0.00	0.00
Collection System			
Billing			
Billing Other	0.00	0.00	0.00
Billing Clerk	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
Total Billing	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Forcemains -Flushing & Disposal	0.00	0.00	0.00
Grinder Pump repairs	0.00	0.00	0.00
Total Collection System	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Treatment Plant			
Building & Grounds Maintenance	0.00	0.00	0.00
Chemicals	0.00	0.00	0.00
Diesel Fuel/Propane	0.00	0.00	0.00
Electricity	0.00	0.00	0.00

Bond - Sewer

	Apr 1, '13 - Feb 6, 14	Budget	\$ Over Budget
Equipment Repairs	0.00	0.00	0.00
Generator Maintenance Contract	0.00	0.00	0.00
NPDES Permit	0.00	0.00	0.00
Phone Service	0.00	0.00	0.00
Plant Operator	0.00	0.00	0.00
Sludge Handling & Disposal	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Total Treatment Plant	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00
Net Ordinary Income	107,191.64	116,485.76	-9,294.12
Other Income/Expense			
Other Income			
Due from County 2012 Settlement	11,290.73		
Debt Retirement Fund Transfer	182,341.25	29,275.00	153,066.25
Total Other Income	193,631.98	29,275.00	164,356.98
Other Expense			
Washtenaw Cty Debt Svc			
Agent Fees	112.50	275.00	-162.50
Principal	220,000.00	65,000.00	155,000.00
Interest	25,878.15	27,000.00	-1,121.85
Accounting Charges	1,000.00	1,000.00	0.00
Washtenaw Cty Debt Svc - Other	4,500.00	0.00	4,500.00
Total Washtenaw Cty Debt Svc	251,490.65	93,275.00	158,215.65
Total Other Expense	251,490.65	93,275.00	158,215.65
Net Other Income	-57,858.67	-64,000.00	6,141.33
Net Income	49,332.97	52,485.76	-3,152.79

Operation - Sewer			
	Apr 1, '13 - Feb 6, 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Comerica Funds Transfer	0.00	0.00	0.00
Special Assessment Payoff	0.00	0.00	0.00
Other Int Income - UBT Debt	37.25	300.00	-262.75
Interest Income Master Account			
Interest Income Checking	0.53	30.00	-29.47
Total Interest Income Master Account	0.53	30.00	-29.47
Grinder Pump reimb + 10%	4,681.97	0.00	4,681.97
Connection Fees	125.00	0.00	125.00
Customer Finance Charge	3,500.01	3,500.00	0.01
Operation Maintenance Income	108,150.00	109,000.00	-850.00
Special Assessment Revenue	0.00	0.00	0.00
Total Income	116,494.76	112,830.00	3,664.76
Gross Profit	116,494.76	112,830.00	3,664.76
Expense			
New Equipment	0.00	5,000.00	-5,000.00
Legal & Professional			
Legal Fees	31.25	2,000.00	-1,968.75
Audit	1,500.00	2,000.00	-500.00
Engineer	653.50	2,000.00	-1,346.50
Total Legal & Professional	2,184.75	6,000.00	-3,815.25
Miscellaneous Expense	0.00	25.00	-25.00
Insurance	1,153.00	1,200.00	-47.00
Collection System			
Billing			
Billing Other	37.80	100.00	-62.20
Billing Clerk	520.00	624.00	-104.00
Office Supplies	257.46	600.00	-342.54
Total Billing	815.26	1,324.00	-508.74
Forcemains -Flushing & Disposal	0.00	500.00	-500.00
Grinder Pump repairs	7,657.87	5,500.00	2,157.87
Total Collection System	8,473.13	7,324.00	1,149.13
Treatment Plant			
Building & Grounds Maintenance	1,675.00	2,000.00	-325.00
Chemicals	3,273.15	4,000.00	-726.85
Diesel Fuel/Propane	331.72	1,000.00	-668.28
Electricity	11,046.26	18,000.00	-6,953.74

Operation - Sewer

	Apr 1, '13 - Feb 6, 14	Budget	\$ Over Budget
Equipment Repairs	25,856.72	25,000.00	856.72
Generator Maintenance Contract	972.46	1,000.00	-27.54
NPDES Permit	1,950.00	2,000.00	-50.00
Phone Service	292.80	375.00	-82.20
Plant Operator	23,400.00	31,200.00	-7,800.00
Sludge Handling & Disposal	2,434.48	3,500.00	-1,065.52
Supplies	44.73	300.00	-255.27
Total Treatment Plant	<u>71,277.32</u>	<u>88,375.00</u>	<u>-17,097.68</u>
Total Expense	<u>83,088.20</u>	<u>107,924.00</u>	<u>-24,835.80</u>
Net Ordinary Income	33,406.56	4,906.00	28,500.56
Other Income/Expense			
Other Income			
Due from County 2012 Settlement			
Debt Retirement Fund Transfer	0.00	0.00	0.00
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Expense			
Washtenaw Cty Debt Svc			
Agent Fees	0.00	0.00	0.00
Principal	0.00	0.00	0.00
Interest	0.00	0.00	0.00
Accounting Charges	0.00	0.00	0.00
Washtenaw Cty Debt Svc - Other	0.00	0.00	0.00
Total Washtenaw Cty Debt Svc	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>33,406.56</u></u>	<u><u>4,906.00</u></u>	<u><u>28,500.56</u></u>

Type	Date	Num	Name	Split	Amount
Check	01/09/2014	autopay	Frontier	Phone Service	-37.64
Check	01/29/2014	autopay	DTE Energy	Electricity	-1,549.95
Check	02/06/2014	1041	Village of Manchester	Plant Operator	-2,600.00
Check	02/06/2014	1042	Felip's M&D Auto Service Inc.	Building & Grounds Maintenance	-140.00
					<u>-4,327.59</u>

Feb 6, 14

ASSETS

Current Assets

Checking/Savings

Key Sewer Retirement Checking 49,332.97

Key-Sewer O/M 39,795.08

Total Checking/Savings 89,128.05

Accounts Receivable

Accounts receivable 22,923.75

Total Accounts Receivable 22,923.75

Other Current Assets

Current Year Tx Roll Receivable

Due from County Del Tax/SA Roll 2,532.12

Total Current Year Tx Roll Receivable 2,532.12

Due From Tax 3,252.59

Total Other Current Assets 5,784.71

Total Current Assets 117,836.51

Fixed Assets

Land 55,355.06

Equipment 22,950.25

Accessory Building 53,320.02

Sewer System Plant 1,966,444.05

Accumulated Depr - Equipment -3,582.34

Accumulated Depr - Access Bldg -5,095.00

Accumulated Depr - Sewer System -385,095.28

Total Fixed Assets 1,704,296.76

Other Assets

Special Assessment Receivable 349,270.00

Total Other Assets 349,270.00

TOTAL ASSETS 2,171,403.27

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Due to General Fund 3,694.86

Total Other Current Liabilities 3,694.86

Total Current Liabilities 3,694.86

Feb 6, 14

Long Term Liabilities

2004 Bonds Wastewater Expansion 430,000.00

Total Long Term Liabilities 430,000.00

Total Liabilities 433,694.86

Equity

Restricted for Debt Service 531,573.90

Invested in capital assets, net 1,043,239.00

Unrestricted Funds (QB RE acct) 106,273.72

Net Income 56,621.79

Total Equity 1,737,708.41

TOTAL LIABILITIES & EQUITY 2,171,403.27



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

R. KEVIN CLINTON
STATE TREASURER

January 24, 2014

Ronald Smith, Supervisor
Bridgewater Township, Washtenaw County
8969 Schellenberger Road
Manchester, MI 48159

Dear Mr. Smith,

As you are aware, Tax Management and Associates recently conducted an Audit of Minimum Assessing Requirements (AMAR) for the State Tax Commission. The audit indicated that Bridgewater Township does not meet the minimum requirements in one or more of the following areas and will need to be corrected:

- 1. Lack of documented Economic Condition Factor Determinations
- 2. Lack of documented Land Value Determinations

Please provide a corrective action plan no later than February 28, 2014 outlining the steps as well as the deadlines of when Bridgewater Township will be correcting the deficiencies.

For your review, enclosed is a copy of your 2013 AMAR. An electronic version of the form detailing the requirements is also available on the State Tax Commission's website.

If you have any questions, please do not hesitate to contact me at 517-335-3429.

Sincerely,

Kelli Sobel, Executive Director
State Tax Commission

Cc: Township Clerk

Enclosure: 2013 AMAR Review

**Michigan State Tax Commission
Audit of Minimum Assessing Requirements
AMAR Review Sheet**

The State Tax Commission, per MCL 211.10f, has jurisdiction to determine substantial compliance with the requirements of the General Property Tax Act. The AMAR review reflects the minimum assessing requirements of a local unit of government based on statute and STC Rules, Policy, Bulletins and Publications. Local units of government that do not meet one or more of the minimum requirements must submit a corrective action plan detailing how and when the deficiencies will be resolved.

Failure to submit an acceptable corrective action plan, or failure to resolve the deficiencies as outlined within the corrective action plan that is approved by the State Tax Commission, will result in a determination of substantial non-compliance and may result in the State Tax Commission assuming jurisdiction of the assessment roll of the local unit of government. Failure to meet one or more of the minimum AMAR requirements does not automatically result in State Tax Commission assumption of jurisdiction of the assessment roll.

Local Unit Background Information:

Year of Audit: 2013
Name of Local Unit: BRIDGEWATER TWP
Name of County: WASHTENAW
Name of Assessor: MARY RIDER
Assessor Certification Level: MAAO 3
Name of Supervisor: RONALD SMITH Title: SUPERVISOR
Mailing Address for Supervisor: 8969 Schellenberger Rd Manchester, MI 48159 (home)

What is the required certification level for this local unit? MCAO

What date did the assessor certify the assessment roll? 3/5/13

Does the local unit have a policy regarding public inspection of records? YES: NO:

Did the March, July and December Boards of Review prepare minutes and file them with the local unit clerk in accordance with MCL 211.33 and State Tax Commission Board of Review Publications? YES: NO:

If the Board of Review made any taxable valuation changes to parcels, was Form L-4035a, Taxable Value Calculations Worksheet, properly completed and made part of the Board of Review Record? YES: NO:
DBOR MBOR JBOR

Were forms L-4021, L-4022 and L-4025 timely delivered to County Equalization per MCL 211.34d and Rule 209.26(6b)? YES: NO:
L4021 electronic L-4022, L-4025 3/28/13

Assessment Roll Analysis:

1. Does the local unit have properly calculated and appropriately documented Economic Condition Factors that meet State Tax Commission requirements per MCL 211.10e and STC ECF Publications?

Requirement Met: YES: NO:

Ag and Res ECF are properly developed together by neighborhood

Commercial - sales were reviewed based upon 2 sales and values were adjusted based upon equalization appraisal ratio study. Industrial - No sales and no change made based upon equalization appraisal ratio study.

2. Does the local unit have accurate Land Value Maps that meet the State Tax Commission requirements per MCL 211.10e and State Tax Commission Land Value Map Publications?

Requirement Met: YES: NO:

Land value map includes all the TCV of parcels listed. Sales map is separate and includes all sales improved and vacant. Also has a land value map with a table indicating the land code by size.

3. Does the local unit have Land Value Determinations that are appropriately documented, properly calculated and meet State Tax Commission requirements per MCL 211.10e and State Tax Commission Land Value Determination Publications?

Requirement Met: YES: NO:

Unit has 1,057 land values. 46 parcels have land adjustments with no reason.

Residential and Ag land study were used to develop land tables. No change in commercial or industrial land because of lack of sales.

4. Does the true cash value on the local unit record cards agree with the true cash value indicated on the assessment roll with less than 1% overrides and less than 1% flat land values – excluding DNR PILT Property (STC Policy)?

Requirement Met: YES: NO:

Unit has 0.53% (6 out of 1,122) parcels on override deemed inappropriate. 2 parcels with override flags were split/combine parcels and not active parcels so the count was changed.

Unit has 0.08% (1 out of 1,120) flat land values with no reason. There are 64 parcels with a reason of sewer, new sewer or new sewer installation.

5. Do the local unit appraisal record cards meet a 90% or greater accuracy rating? (Based upon a review of 1% of the improved properties in a local unit up to a maximum of 500 parcels)

Requirement Met: YES: NO:

Local unit achieved 93% accuracy on a sample size of 6 properties. Paved driveways observed in the field were not accounted for on record cards.

6. Based upon a review of a sample of properties, do the current year's assessments of the local unit include new construction from the prior year?

Requirement Met: YES: X NO:

Assessor sent listing of permits, marked the parcels in the database and analyzed the data. The current years assessments do include new construction from the prior year. The permit section is not being used but the assessor is utilizing the reason for change codes and coding the partial construction within the buildings area.

7. Is the local unit in compliance with the requirement of uncapping the taxable value of property in the year following a transfer of ownership per MCL 211.27a within a less than 5% error rate?

Requirement Met: YES: X NO:

Unit has 1.7% (1 out of 58) transfers that was not uncapped and is questionable. There were 21 transfers that were not uncapped out of a total of 58 Transfers.

8. Based on a sampling of known "sale" properties, is the local unit assessing all properties uniformly at 50% of true cash value as outlined within STC Bulletin 19 of 1997?

Requirement Met: YES: X NO:

Unit is in compliance with assessing all properties at 50% of TCV. The review of 50 parcels that transferred in 2012 out of 1,141 total parcels. Only 2 parcels were out of line with their neighborhood there was no audit trail available to see if the record was updated or corrected when reviewed.

Comments:

I hereby declare that the foregoing information submitted is a complete and true statement.

Alfonso A Consiglio

Signature

12/27/13

Date

By checking this box, I agree and confirm that the signature I have typed above is the electronic representation of my original, handwritten signature when used on this document and creates a legally-binding contract. I further understand that signing this document using my electronic signature will have the same legally-binding effect as signing my signature using pen and paper.

County: Washtenaw

Unit: Bridgewater Twp

ACD Recap Analysis Of Assessment Records Sampled

Record #	Property Class	Parcel Code	House Class As % of "C"			Observed % Good			Scoring % Calculation By		
			ACD Field Staff	Local Unit	Variance	ACD Field Staff	Local Unit	Variance	Agreement	Actual Accuracy	Weighted Accuracy
1	401	Q -17-01-101-007	121%	121%		95.0%	95.0%		94.1%	98.5%	93.0%
2	401	Q -17-01-400-016	82%	82%		68.0%	68.0%		88.2%	92.9%	92.0%
3	401	Q -17-03-400-012	90%	90%		62.0%	62.0%		94.1%	94.1%	99.0%
4	401	Q -17-05-400-005	100%	100%		68.0%	68.0%		47.1%	75.3%	76.5%
5	401	Q -17-08-400-013	105%	105%		75.0%	75.0%		94.1%	94.1%	99.0%
6	401	Q -17-15-400-011	128%	128%		87.0%	87.0%		100.0%	100.0%	100.0%
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
		Mean	104%	104%		76%	76%		86%	93%	93%
		Median	103%	103%		72%	72%		94%	94%	96%
		Mode	#N/A	#N/A		68%	68%		94%	NA	NA
Category Range Of Percentage Calculations For Individual Parcels											
By Item % Of Agreement									47%	to	100%
By Item % Of Accuracy									75%	to	100%
By Weighted % Of Accuracy									76%	to	100%

**BRIDGEWATER TOWNSHIP BOARD OF REVIEW
GUIDELINES FOR POVERTY/HARDSHIP
EXEMPTIONS RESOLUTION NUMBER 02-06-14A**

WHEREAS, the township board adopts guidelines for poverty exemptions as part of its duties;
and

WHEREAS, the Supervisor and the Board of Review decides that people who are unable to contribute to the public charges because of poverty are eligible for homestead tax exemption in whole or in part under Public Act 390 74 of 1995 (MCL 211.7(u)); and

WHEREAS, under PA 390 of 1995, Bridgewater Township in Washtenaw County adopts the attached guidelines for the Supervisor and the Board of Review to use;

NOW THEREFORE, WE RESOLVE that the Board of Review must follow the above-stated policy and federal guidelines when it decides to grant or deny an exemption unless the Board of Review finds substantial and compelling reasons to deviate from the policy and federal guidelines, and these reasons are communicated in writing to the applicant.

The above resolution offered by Trustee _____

and supported by Trustee _____

Upon roll-call vote, the following voted "Aye:"

The following voted "Nay:"

The Supervisor declared the motion passed and the resolution duly adopted.

Clerk's Certification

I, Laurie Fromhart, Bridgewater Township's duly elected Clerk, certify that the Bridgewater Township Board adopted the above resolution at its regular meeting on February 6, 2014 where a quorum was present by a roll-call vote of five members listed above and that this resolution was ordered to take effect immediately.

Laurie Fromhart, Bridgewater Township Clerk

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2014.

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$19,530 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$19,530. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2014 assessments.

STC Bulletin No. 14 of **Poverty Guidelines**

2013 Changes For 2014

November 4, 2013 **Size of**

Family Unit

1	\$ 11,490
2	\$ 15,510
3	\$ 19,530
4	\$ 23,550
5	\$ 27,570
6	\$ 31,590
7	\$ 35,610
8	\$ 39,630
For each additional person	\$4,020

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 5 of 2012 for more information on poverty exemptions.

Note: P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

BRIDGEWATER TOWNSHIP RESOLUTION 02-06-14
A RESOLUTION TO ADOPT REGULAR BOARD OF TRUSTEES
MEETING DATES

At a regular meeting of the Board of Trustees of Bridgewater Township, Michigan on February 6, 2014 at 7:00p.m., the following members were present:

Present:

Absent:

The following Resolution 02-06-14 offered by _____ seconded by _____ to adopt the meeting dates for the Bridgewater Township Board of Trustees being the first Thursday of each month except for holiday conflicts as follows:

2014: April 3; May 1; June 5; July 10(holiday conflict); August 7; Sept 4; Oct 2; Nov 6; Dec 4, 2014: Jan 8; Feb 5; Mar 5, 2015.

A vote on the foregoing Resolution was taken and was as follows: Yes: _____ No: _____ Absent: _____ Supervisor declared Resolution 02-06-14 for the support of the 2014-2015 Schedule of Bridgewater Township Board of Trustees Meeting Dates passed.

Certification:

I, the undersigned Clerk of the Township of Bridgewater, hereby certify that the foregoing resolution is a true and complete copy of a resolution adopted at a regular meeting of the Board of Trustees of the Township of Bridgewater, held on 02-06-14, the original of which is on file in my office, and that notice of such meeting was given, and the meeting was conducted, pursuant to and in compliance with Act No. 267, Michigan Public acts of 1976, as amended.

Laurie Fromhart,
Bridgewater Township Clerk

BRIDGEWATER TOWNSHIP

10990 Clinton Rd, Manchester, MI 48158

(517) 456-7728

www.twp-bridgewater.org

Ron Smith, Supervisor
Laurie Fromhart, Clerk
Michelle McQueer, Treasurer

Wes Cowden, Trustee
Dave Faust, Trustee

February 6, 2014

Budget Notes & Assumptions

Township

1. Board will approve Road Expenditures
2. A system of funds will be established for reserves
 - a. Examples
 - i. Legal Defense Funds \$25,000
 - ii. Building \$30,000
 - iii. Public Safety \$50,000
 - iv. Public Works \$50,000

WWTP

Maintenance Operation Charge per REU will be \$120.00 per month for 6 months, then \$100.00 per month for the next 6 months.

1. Capital Improvements \$100,000
2. System Repairs \$20,000
3. Treatment Plant Repairs \$25,000
4. Legal \$10,000

Any money not expended from fiscal year will be used to build fund balances with Board Approval.

03312013 General Fund Budget Amendment END OF YEAR (APPROVED)							
			Apr '12 - Mar 13	Budget	\$ Over Budget	Adjustment	Revised Budget
	Income						
	4672 · Other Income		153.00	250.00	-97.00	-97.00	153.00
	4405 · Property tax - fire millage		55488.00	62931.00	-7443.00	-7443.00	55488.00
	4402 · Property tax - operation		61066.00	69258.00	-8192.00	-8192.00	61066.00
	4403 · Property tax - road millage		0.00	20427.00	-20427.00	-20427.00	0.00
	4404 · Property tax - police services		92482.00	104885.00	-12403.00	-12403.00	92482.00
	4447 · Tax administration fee		25552.00	30000.00	-4448.00	-4448.00	25552.00
	4448 · Tax collection fees		1200.00	1500.00	-300.00	-300.00	1200.00
	4460 · Township permits		1525.00	1200.00	325.00	325.00	1525.00
	4465 · Land division fees		350.00	400.00	-50.00	-50.00	350.00
	4574 · Revenue sharing		122062.00	118509.00	3553.00	3553.00	122062.00
	4588 · Recycling/waste reduction		150.00	0.00	150.00	150.00	150.00
	4601 · Fire charge collection		1485.00	300.00	1185.00	1185.00	1485.00
	4665 · Interest Income		560.00	1200.00	-640.00	-640.00	560.00
	4671 · Other Income - Fund Balances		42014.00	52036.00	-10022.00	-10022.00	42014.00
	4675 · Metro Auth.-restricted to roads		2951.00	3000.00	-49.00	-49.00	2951.00
	4690 · Mineral Extraction License Fees		2000.00	3000.00	-1000.00	-1000.00	2000.00
	4700 · Election Reimbursement		1501.00	2000.00	-499.00	-499.00	1501.00
	Total Income		410539.00	470896.00	-60357.00	-60357.00	410539.00
	Expense						
	5101000 · Township Board						
	5101703 · Trustee salary		4800.00	4800.00	0.00	0.00	4800.00
	5101727 · Township supplies & expenses		1494.00	600.00	894.00	894.00	1494.00
	5101770 · Conferences & Training		149.00	750.00	-601.00	-601.00	149.00
	5102703 · Designated rep		50.00	1000.00	-950.00	-950.00	50.00
	Total 5101000 · Township Board		6493.00	7150.00	-657.00	-657.00	6493.00
	5171000 · Supervisor						
	5171703 · Supervisor Salary		15301.00	15301.00	0.00	0.00	15301.00
	5171727 · Supervisor Expense		132.00	1500.00	-1368.00	-1368.00	132.00
	Total 5171000 · Supervisor		15433.00	16801.00	-1368.00	-1368.00	15433.00

03312013 General Fund Budget Amendment END OF YEAR (APPROVED)

				Apr '12 - Mar 13	Budget	\$ Over Budget	Adjustment	Revised Budget
		5173000 · Other General Government						
			5173715 · Social Security	5000.00	5400.00	-400.00	-400.00	5000.00
			5173801 · Attorney & Consulting Expenses	4480.00	5000.00	-520.00	-520.00	4480.00
			5173802 · Audit fees	3220.00	3000.00	220.00	220.00	3220.00
			5173811 · Membership fees & dues	1699.00	2000.00	-301.00	-301.00	1699.00
			5173890 · Newsletter (non-recyc)	0.00	600.00	-600.00	-600.00	0.00
			5173895 · Website Administrator	300.00	300.00	0.00	0.00	300.00
			5173900 · Printing & publishing	680.00	1000.00	-320.00	-320.00	680.00
			5173912 · Insurance & Bonds	5303.00	6600.00	-1297.00	-1297.00	5303.00
			5173955 · Miscellaneous	0.00	200.00	-200.00	-200.00	0.00
			5174800 · Bank Fees	420.00	650.00	-230.00	-230.00	420.00
			5174810 · Township Personnel	1440.00	1600.00	-160.00	-160.00	1440.00
		Total 5173000 · Other General Government		22542.00	26350.00	-3808.00	-3808.00	22542.00
		5191700 · Elections						
			5191727 · Election expense	4524.00	4524.00	0.00	0.00	4524.00
		Total 5191700 · Elections		4524.00	4524.00	0.00	0.00	4524.00
		5209000 · Assessor						
			5209705 · Board of Review expenses	1572.00	1522.00	50.00	50.00	1572.00
			5209805 · Assessor	20216.00	18622.00	1594.00	1594.00	20216.00
			5209810 · Assessor Expense	4128.00	3331.00	797.00	797.00	4128.00
		Total 5209000 · Assessor		25916.00	23475.00	2441.00	2441.00	25916.00
		5215700 · Clerk						
			5215703 · Clerk salary	15896.00	15896.00	0.00	0.00	15896.00
			5215727 · Clerk supplies & expense	3065.00	3200.00	-135.00	-135.00	3065.00
		Total 5215700 · Clerk		18961.00	19096.00	-135.00	-135.00	18961.00
		5253700 · Treasurer						
			5253703 · Treasurer salary	17270.00	17270.00	0.00	0.00	17270.00
			5253727 · Treasurer supplies & expenses	5218.00	5000.00	218.00	218.00	5218.00
		Total 5253700 · Treasurer		22488.00	22270.00	218.00	218.00	22488.00

03312013 General Fund Budget Amendment END OF YEAR (APPROVED)							
			Apr '12 - Mar 13	Budget	\$ Over Budget	Adjustment	Revised Budget
		5265000 · Building & Grounds					
		5265728 · Maintenance & Utilities	5031.00	4500.00	531.00	531.00	5031.00
		5265925 · Cemetery care	43.00	43.00	0.00	0.00	43.00
		5265980 · Building improvement & equipmen	54079.00	54074.00	5.00	5.00	54079.00
		Total 5265000 · Building & Grounds	59153.00	58617.00	536.00	536.00	59153.00
		5301800 · Public Safety					
		5301810 · Police services - County	119235.00	170000.00	-50765.00	-50765.00	119235.00
		5301811 · Police substation - Manchester	2200.00	2200.00	0.00	0.00	2200.00
		5339727 · Fire protection billing expense	47494.00	50000.00	-2506.00	-2506.00	47494.00
		Total 5301800 · Public Safety	168929.00	222200.00	-53271.00	-53271.00	168929.00
		5400700 · Planning & zoning					
		5400701 · Planning					
		5400802 · Master Plan	0.00	3000.00	-3000.00	-3000.00	0.00
		5400727 · Planning comm. wage & expense	2780.00	5000.00	-2220.00	-2220.00	2780.00
		5400801 · PC Attorney Fees	0.00	2000.00	-2000.00	-2000.00	0.00
		5400803 · Planning consultant - on-going	12198.00	10000.00	2198.00	2198.00	12198.00
		Total 5400701 · Planning	14978.00	20000.00	-5022.00	-5022.00	14978.00
		5410726 · Zoning					
		5410704 · Land Division Processing Fees	1500.00	1200.00	300.00	300.00	1500.00
		5410727 · Zoning ad.wage & expense	6694.00	7426.00	-732.00	-732.00	6694.00
		5411727 · Zon Bd of Appeals Expense	0.00	350.00	-350.00	-350.00	0.00
		Total 5410726 · Zoning	8194.00	8976.00	-782.00	-782.00	8194.00
		Total 5400700 · Planning & zoning	23172.00	28976.00	-5804.00	-5804.00	23172.00
		5440000 · Public works					
		5440846 · Road Improvements	33710.00	33710.00	0.00	0.00	33710.00
		5440847 · Drains at large	5604.00	15000.00	-9396.00	-9396.00	5604.00
		5440852 · Street lighting	3614.00	3314.00	300.00	300.00	3614.00
		Total 5440000 · Public works	42928.00	52024.00	-9096.00	-9096.00	42928.00
		5500000 · Contingencies	0.00	2440.00	-2440.00	-2440.00	0.00
		Total Expense	410539.00	483923.00	-73384.00	-73384.00	410539.00
		Net Income	0.00	-13027.00	13027.00	13027.00	0.00

2014-2015 Bridgewater Township Proposed Budget			
		2013-2014	2014-2015
5215700 · Clerk			
	5215703 · Clerk salary	15,869.00	15,869.00
	Deputy Clerk	-	1,000.00
	5215727 · Clerk supplies & expense	3,200.00	3,200.00
	5173900 · Printing & publishing	-	1,000.00
	Sub Total 5215700 · Clerk	19,069.00	21,069.00
	5191700 · Elections		
	5191727 · Election expense	-	4,500.00
	5191700 · Elections	-	4,500.00
	Total 5215700 · Clerk	19,069.00	25,569.00
	5253700 · Treasurer		
	5253703 · Treasurer salary	17,270.00	17,270.00
	Deputy Treasurer	1,000.00	1,000.00
	5253727 · Treasurer supplies & expenses	5,000.00	2,000.00
	Tax Collection Expense	-	3,000.00
	Total 5253700 · Treasurer	23,270.00	23,270.00
	5265000 · Building & Grounds		
	5265728 · Maintenance & Utilities	4,500.00	4,500.00
	5265925 · Cemetery care	200.00	200.00
	5265980 · Building improvement & equipment	5,000.00	5,000.00
	Total 5265000 · Building & Grounds	9,700.00	9,700.00
	5301800 · Public Safety		
	5301810 · Police services - County	-	-
	5301811 · Police substation - Manchester	-	-
	CERT Program	500.00	500.00
	Neighbor Watch Program	500.00	500.00
	5339727 · Fire protection billing expense	60,000.00	55,000.00
	Total 5301800 · Public Safety	61,000.00	56,000.00
	5400700 · Planning & zoning		
	5400701 · Planning		
	5400802 · Master Plan	3,000.00	3,000.00
	5400727 · Planning comm. wage & expense	5,000.00	4,000.00
	5400801 · PC Attorney Fees	2,000.00	1,000.00
	5400803 · Planning consultant - on-going	10,000.00	10,000.00
	Total 5400701 · Planning	20,000.00	18,000.00
	5410726 · Zoning		
	5410704 · Land Division Processing Fees	1,200.00	1,200.00
	5410727 · Zoning ad.wage & expense	7,500.00	7,500.00
	5411727 · Zon Bd of Appeals Expense	350.00	350.00
	Total 5410726 · Zoning	9,050.00	9,050.00
	Total 5400700 · Planning & zoning	29,050.00	27,050.00
	5440000 · Public works		
	5440846 · Road Improvements	-	30,000.00
	5440847 · Drains at large	12,000.00	12,000.00
	5440852 · Street lighting	3,000.00	3,000.00
	Total 5440000 · Public works	15,000.00	45,000.00
	Total Expense		254,137.00
	5500000 · Contingencies	1,821.00	9,276.00
	Total Expense	232,608.00	263,413.00
	Net Income	-	-

2014-2015 WWTP Proposed Budget

		2013-2014		Proposed 2014-2015	
		Operation	Assessment	Operation	Assessment
Ordinary Income/Expense					
Income					
	Interest Income Master Account	0.00	0.00	0.00	0.00
	Interest Income Checking	30.00	0.00	0.00	0.00
	Total Interest Income Master Account	30.00	0.00	0.00	0.00
	Grinder Pump reimb + 10%	0.00	0.00		
	Customer Finance Charge	3,500.00	0.00	2,500.00	
	Operation Maintenance Income	109,000.00	0.00	111,600.00	
	Special Assessment Revenue	0.00	64,000.00		54,574.00
	Tap Fees				
	Debt Retirement Fund Transfer				2,263.00
	Total Income	112,530.00	64,000.00	114,100.00	56,837.00
Gross Profit		112,530.00	64,000.00	114,100.00	56,837.00
Expense					
	New Equipment/Capital Improvement	5,000.00	0.00	20,000.00	
	Loan Payment	0.00	0.00	0.00	
	Legal & Professional				
	Legal Fees	2,000.00	0.00	2,000.00	
	Audit	2,000.00	0.00	1,500.00	
	Engineer	2,000.00	0.00	1,500.00	
	Total Legal & Professional	6,000.00	0.00	5,000.00	
	Miscellaneous Expense	25.00	0.00	25.00	
	Insurance	1,200.00	0.00	1,200.00	
	Collection System				
	Billing				
	Billing Other	100.00	0.00	100.00	
	Billing Clerk	624.00	0.00	624.00	
	Office Supplies	600.00	0.00	400.00	
	Total Billing	1,324.00	0.00	1,124.00	
	Forcemains -Flushing & Disposal	500.00	0.00	500.00	
	System/Grinder Pump Repair	5,500.00	0.00	10,000.00	
	Total Collection System	8,549.00	0.00	11,624.00	
	Treatment Plant				
	Building & Grounds Maintenance	2,000.00	0.00	2,000.00	
	Chemicals	4,000.00	0.00	4,000.00	
	Diesel Fuel/Propane	1,000.00	0.00	1,000.00	
	Electricity	18,000.00	0.00	15,000.00	
	Equipment Repairs	25,000.00	0.00	5,000.00	
	Generator Maintenance Contract	1,000.00	0.00	1,000.00	
	NPDES Permit	2,000.00	0.00	2,000.00	
	Phone Service	375.00	0.00	375.00	
	Plant Operator	31,200.00	0.00	31,200.00	
	Sludge Handling & Disposal	3,500.00	0.00	3,500.00	
	Supplies	300.00	0.00	300.00	
	Total Treatment Plant	88,375.00	0.00	65,375.00	
	Total Expense	109,149.00	0.00	103,224.00	0.00
Net Ordinary Income		3,381.00	64,000.00	10,876.00	56,837.00

2014-2015 WWTP Proposed Budget							
				2013-2014		Proposed 2014-2015	
				Operation	Assessment	Operation	Assessment
Other Income/Expense							
Other Income							
Other Int Income - UBT Debt				300.00	0.00		
Total Other Income				300.00	0.00	0.00	0.00
Debt Service							
Washtenaw Cty Debt Svc							48,000.00
Agent Fees				0.00	275.00		0.00
Interest				0.00	27,000.00		8,837.00
Accounting Charges				0.00	1,000.00		0.00
Washtenaw Cty Debt Svc - Other				0.00	65,000.00		0.00
Total Washtenaw Cty Debt Svc				0.00	93,275.00	0.00	56,837.00
Operations Reserve				3,981.00			
Total Other Expense				3,981.00	93,275.00	0.00	56,837.00
Net Other Income				(3,681.00)	(29,275.00)	10,876.00	
Debt Retirement Fund Transfer					29,275.00		0.00
Contingencies						(10,876.00)	0.00
Net Income				0.00	0.00	0.00	0.00