

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES – SPECIAL MEETING
TUESDAY, NOVEMBER 6, 2007**

Supervisor Reaume called the meeting to order at 7:06 p.m.

MEMBERS PRESENT: Richard Reaume, Supervisor
Ron Edwards, Treasurer
Marilyn Massengill, Clerk
Kay Arnold, Trustee
Charles Curmi, Trustee
Steven Mann, Trustee

ABSENT: Robert Doroshewitz, Trustee, Excused

OTHERS PRESENT: Mark Wendel, Assistant Fire Chief

D. APPROVAL OF AGENDA

Special Meeting – Tuesday, November 6, 2007

Mrs. Massengill moved to approve the agenda for the Board of Trustees Special Meeting of Tuesday, November 6, 2007, as submitted. Seconded by Ms. Arnold. Ayes all.

E. CONSENT AGENDA – N/A

F. PUBLIC COMMENT AND QUESTIONS - There was none.

G. PUBLIC HEARING – N/A

H. COMMUNITY DEVELOPMENT – N/A

I. UNFINISHED BUSINESS – N/A

I.1 Discuss the Amended 2007 budget and the Proposed 2008 Budget

Mark Wendel, Assistant Fire Chief, addressed the Board and answered questions. He requested that \$41,000 in funds allocated in the 2007 budget be transferred to the 2008 budget, along with an increase of approximately \$13,000. An electronically improved system for masks now exists, with the potential for approval by NIOSH (National Institute for Occupational Safety and Health) in April 2008. Normally, the system for the masks sells for \$1,000 each but is now available to the Township for \$130 each for a limited time because the vendor is combining this order with the City of Troy.

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Mr. Edwards explained, in reply to Mr. Mann's question regarding the increased costs, that last year there was a request for 40 masks with 28 approved by the Board, the rest to be obtained later.

Assistant Chief Wendel explained the numbers are for 23 firefighters in suppression, 1 each for the Chief, Assistant Chief and Fire Inspector, 5 for part-paid firefighters and 1 additional backup carried on each engine.

Mr. Mann indicated he was in favor of moving the \$41,500 from the 2007 budget to the 2008 Budget for purchase of the number approved last year. The other Board members concurred.

Mr. Edwards then reviewed the Revenue amendments for the 2007 budget. Property taxes are up approximately \$100,000, there's a reduction in state-shared revenue of approximately \$38,000, community development is down \$25,000, cable-TV is coming in as expected, dispatch services are up, fire contribution is down, transport fees and district court are the same, the golf course revenue is down, grants are the same. Interest revenue is up, miscellaneous remains the same, other permits and professional licenses are the same, and intergovernmental services are up. The difference between the original budget and the amended budget is approximately a \$27,000 reduction in revenue.

Mr. Mann questioned why the golf course revenue is down so much.

Mr. Edwards explained that he has to check past records of American Golf for comparison and verify figures with the current operator.

He then discussed the proposed 2008 budget, looking at a probable 4% increase in taxes collected in December. CPI went up approximately 3.8% and taxable values increased somewhat. State-shared revenue will be up because since 1998, by law, the Township has had to give the library \$97,000. That act expired in June of this year and, so far, it has not been reinstated. Mr. Mann expressed being uncomfortable counting on that money.

Mr. Edwards said community development is at \$50,000; building permits are at \$225,000, a decline there; anticipating cable-TV to remain the same; dispatch and fire contributions are based on listed expenditures; transport fees will be up if current policy is maintained; district court is \$100,000; grants at \$150,000; \$400,000 for interest income; miscellaneous is \$580,000, up \$60,000 which is a wash and is offset by the Clerk's budget for running elections for which she will be paid back by the state if the primary's done and from the school district. Professional licenses are in at \$6000 and intergovernmental services are \$540,000, a total of \$14,200,000.

Mr. Edwards then presented figures for expenditures in the Assessing Department. Contractual services are increased 5% per the contract, and attorney fees are estimated

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from \$90-\$100 thousand to defend the ACH case. The Board also discussed computer replacement.

Regarding Boards and Miscellaneous, there is an increase in 07 for salary for Boards because of increases in meetings for the Board of Review and the Civil Service Commission. In 2008 the Planning Commission may have fewer meetings because of the economy and the Civil Service Commission should be through with their current business.

The Board also reviewed other accounts, including the Clerk's department with increases for 2008 for four elections. Equipment purchases are for three computers and a postage machine. When the current postage machine was purchased a year ago, it was a 48-month lease with a \$1 purchase at the end of the lease. It was cheaper to lease it off the state bid because the state bid was so low. There are 16 quarterly payments and after four years, the Township owns the machine.

In review of General Operating, the Board discussed the lack of advertising and Board approval for the part-time Township Hall maintenance position and the part-time park positions. Discussion was possibly using the web site or newsletter to recruit township residents.

Mr. Edwards agreed to present to the Board part-time equivalencies of hours, from a base line of 2005 and disseminate it to the department heads and Human Resource.

With regard to Information Services, the Board also discussed having brought back Mike Richardson as a contractor to do the alarm billing and to fill in for Bob Janks when he is off until the vacant job is posted. There are also other contractors used by Information Services.

Mrs. Massengill asked the number of applicants that submitted applications for the position in Information Services.

Mr. Reaume indicated there were 200 applicants, 12 were interviewed along with 2 internal applicants, and none were found to be suitable.

Mr. Edwards discussed with the Board the Township membership in Michigan Townships Association (MTA), recommending looking into the feasibility of membership in MML (Michigan Municipal League).

Mr. Curmi questioned where expenses are for the Awards Dinner and expressed his objections to the costs of holding the dinner.

Mrs. Massengill feels it is the one occasion where employees and their spouses get together socially.

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The Board continued to discuss Township Hall and Grounds and the increase in utility cost because of the old buildings. The main water lines will be turned off and the temperature decreased.

Information Services are reduced for 2007 because the vacant job won't be filled until near the end of the year. The amount for 2008 includes the amount the position will pay. Bob Janks is looking at purchasing a spam filter service at an approximate cost of \$200 per month.

The Supervisor's budget includes a computer and printer purchase.

Mr. Curmi questioned the need for two assistants.

Mr. Reaume explained their varying duties, some of which include payroll and purchase orders.

In response to the questions regarding the ADP e-time system, Mr. Edwards responded that the work is done. The cost for the software is \$14,400 and approximately \$7,000 for the server.

Mr. Curmi asked when a demonstration would be held for the Board and when the system would be activated. It was decided to have the demonstration on Tuesday, December 11, at 6 p.m.

Mr. Edwards said the implementation plan is to run both operations simultaneously for a three-month period starting the first of the year.

The Board then reviewed the Treasurer's budget.

With the \$32,000 adjustment going up, the 2008 General Fund Budget will be approximately \$14,360,000 with revenues of \$14,302,000 and approximately \$58,000 coming out of the reserves.

The Board then discussed how costs could be cut, particularly within the Police Department. Mr. Edwards suggested not replacing computers until they're five years old.

Mr. Mann suggested cutting \$50,000 to balance the 2007 budget.

Mr. Curmi suggested eliminating the employee awards dinner and putting the calendar on the web site instead of mailing to each resident, saving \$15,000.

The Board discussed the possibility of cutting the purchase of two new vehicles by the Police Department. Ms. Arnold agreed and reiterated her request for maintenance records on the current vehicles.

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Mr. Edwards mentioned he should know next week of a health care decrease because of going to Blue Care Network.

The Board then reviewed the Drug Forfeiture budget, and the requests for purchases such as a new dog, a taser for each officer, and a trailer.

Ms. Arnold requested removal of the taser purchase.

Mr. Edwards proceeded to discussing the Special Assessment fund.

J. New Business

**J.1 Relocation of Precinct 03
Resolution No. 07-11-06-15**

Mrs. Massengill moved to adopt the recommendation to move Precinct 3 from Allen Elementary School to the Meeting Room at Plymouth Township Hall. Supported by Mr. Mann. Ayes all on a roll call vote.

The resolution reads as follows:

WHEREAS, Precinct 3, currently with 1,300 registered voters and located at Allen Elementary School within the Charter Township of Plymouth; and

WHEREAS, Allen Elementary School has reconfigured its parking lot reducing the number of parking spaces; and lack sufficient space within the facility to provide adequately for the number of voters expected to attend the polls, especially during a large voter turnout election; and

WHEREAS, there will be no changes in the boundaries of said Precinct; and

WHEREAS, the Clerk and the Election Commission, at a meeting held on October 29, 2007, recommended approval to relocate Precinct 3, with no boundary changes, from its current location to the Meeting Room at Plymouth Township Municipal Offices, 9955 N. Haggerty Road, Plymouth Township, Michigan, which has sufficient parking and more area for precinct set up.

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Plymouth Board of Trustees, at a meeting held on November 6, 2007, approved the relocation of Precinct 3 from Allen Elementary School, 11100 Haggerty Road, to Plymouth Township Municipal Offices, 9955 N. Haggerty Road, as being in the best interest of Precinct 3 voters.

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K. SUPERVISOR COMMENTS

Mr. Reaume passed out, on behalf of Mr. Anulewicz, information on changing the PUD for the Plymouth Towne Square, the condominium complex behind the Elks Club, to allow them to build apartments with carports.

Mr. Reaume indicated the proposed budgets are not on the web site, but the comprehensive financial reports are.

L. TRUSTEE COMMENTS

Mr. Curmi indicated the board meeting as received on WOW was not shown to the end, then it went to blue screen.

M. PUBLIC COMMENT – There was none.

N. ADJOURN

Mrs. Massengill moved to adjourn the meeting. Seconded by Ms. Arnold. Ayes all.

Mr. Reaume adjourned the meeting at 9:46 p.m.

Marilyn Massengill, Clerk
Charter Township of Plymouth

The Charter Township of Plymouth will provide necessary reasonable aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon two weeks notice to the Charter Township of Plymouth. Individuals with disabilities requiring auxiliary aids or services should contact the Charter Township of Plymouth by writing or calling the Human Resource Office, Charter Township of Plymouth, 9955 N. Haggerty Road, Plymouth, Michigan, 48170, (734) 453-3202, TDD users: 1-800-649-3777 (Michigan Relay Service)-