

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, JULY 23, 2013**

Supervisor Reaume called the meeting to order at 7:02 p.m. and led in the Pledge of Allegiance to the Flag.

MEMBERS PRESENT: Richard Reaume, Supervisor
Nancy Conzelman, Clerk
Ron Edwards, Treasurer
Kay Arnold, Trustee
Charles Curmi, Trustee
Robert Doroshewitz, Trustee
Michael Kelly, Trustee

ABSENT: None

OTHERS PRESENT: Mark Lewis, Chief Building Official
Jana Radtke, Comm. Development Director/Planner
Thomas Tiderington, Police Chief
Mark Wendel, Fire Chief
Timothy Cronin, Township Attorney
Amy Hammye, Deputy Treasurer
Michelle Lozier, Deputy Clerk
Alice Geletzke, Recording Secretary
19 Members of the Public

D. APPROVAL OF AGENDA

Regular Meeting - Tuesday, July 23, 2013

Because he felt the public would be more interested in items listed later, Mr. Doroshewitz moved to switch the order of the items listed under J, New Business, taking Item 7 first, then Items 3, 4, 5, 6, then Items 1 and 2. Seconded by Mr. Curmi.

AYES: Doroshewitz, Curmi, Kelly
NAYS: Arnold, Conzelman, Edwards, Reaume

Motion defeated.

Moved by Mr. Reaume, seconded by Mr. Edwards, to approve the agenda for the Board of Trustees regular meeting of July 23, 2013 as presented.

AYES: Reaume, Edwards, Arnold, Conzelman
NAYS: Curmi, Doroshewitz, Kelly

Motion carried.

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E. APPROVAL OF CONSENT AGENDA

E.1 Approval of Minutes:

Special Meeting - Tuesday, June 25, 2013 6:00pm
Regular Meeting - Tuesday, June 25, 2013 7:00pm

E.2 Acceptance of Utility Easements:

DDA Project - Permanent Easement - FRC Plymouth Magic
DDA Project - Permanent Easement - Michigan Fuels
DDA Project - Permanent Easement - Plymouth Auto Care

E.3 Acceptance of Communications, Resolutions, Reports:

- 1) Date of Public Hearing August 20, 2013 for ADVICS North America, Inc.
- Application for Industrial Facilities Exemption Certificate
- 2) Date of Public Hearing August 20, 2013 for Webasto-Edscha Cabrio USA
- Application for Industrial Facilities Exemption Certificate
- 3) Fire Department Report - June 2013
- 4) FOIA Report - June 2013
- 5) Building Department Report - June 2013
- 6) Quarterly Financial Report - 1st Quarter 2013
- 7) Quarterly Financial Report - 2nd Quarter 2013

E.4 Approval of Township Bills:

		Year 2013
General Fund	(101)	\$ 910,419.94
Solid Waste Fund	(226)	104,473.28
Improvement Revolving Fund (Capital Projects)	(246)	535,204.58
Drug Forfeiture Fund	(265)	8,474.68
Golf Course Fund	(510)	8,596.87
Water and Sewer Fund	(592)	1,373,615.69
Trust and Agency Fund	(701)	46,630.75
Police Bond Fund	(702)	11,777.00
Tax Fund	(703)	-0-
Special Assessment Fund	(805)	9,394.90
Total:		\$ 3,008,587.69

Moved by Ms. Conzelman, seconded by Ms. Arnold, to approve the consent agenda as submitted. Ayes all.

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F. PUBLIC COMMENTS

A resident of the community asked that the Township attempt to keep the public abreast of what is planned for the Central Middle School property. As a member of the Arts Council, she also expressed concern that the plans for an amphitheatre in Plymouth Township would compete with Music in the Park in the City of Plymouth.

Members of the Woodlore Homeowners Association Board expressed their concern that the opening of a new entrance to Hilltop Golf Course at Ann Arbor Trail, lining up with Sandalwood, would increase traffic flow through their neighborhood. They also questioned the procedure being followed for planning the recreation improvements, putting budget approval first.

Several trustees discussed their intention of closing the Powell Road entrance at Beck in the event a curb cut was made on Ann Arbor Trail.

A resident presented the letter of opposition from the Woodlore Homeowners Association for the record.

A resident had questions regarding whether any of the trustees have looked for themselves at documents showing how much money is on deposit in each of the township's banks. Two trustees indicated they had reviewed the documentation.

G. PUBLIC HEARING

1) Hearing of Necessity for 2013 Sidewalk Repair Program

Mr. Reaume and Mr. Cronin explained the procedure for determining necessity for sidewalk repairs, and Mr. Fellrath, Director of Public Utilities noted that individuals have been notified of the public hearing. They have until August 14, 2013, to fix the walks themselves.

Mr. Reaume opened the public hearing at 7:42 p.m. There being no response from the public, the hearing was closed at 7:43 p.m.

Moved by Mr. Edwards, seconded by Ms. Arnold, to approve Resolution No. 2013-07-23-20 finding that the abutting property owners were notified, a public hearing was held, and the described sidewalk repair(s) are necessary for the public safety and as provided in Public Act 80 of 1989 and the Township Sidewalk Ordinance. Ayes all on a roll call vote.

A copy of the Resolution is on file in the Clerk's office for public perusal.

H. COMMUNITY DEVELOPMENT

I. UNFINISHED BUSINESS

J. NEW BUSINESS

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1) Request for Board Action - Bid Award Sidewalk Repair Program to Rhino Contracting

Mr. Fellrath answered questions regarding the bids received for the repair program.

Moved by Ms. Arnold, seconded by Mr. Curmi, to award the 2013 Sidewalk Repair Contract to Rhino Contracting in the amount of \$49,640.00, and to authorize the execution of the contract documents by the Supervisor and Clerk. Ayes all.

2) Request for Board Action - Approve Multiyear Plan for The Senior Alliance –
Resolution 2013-07-23-21

Mr. Reaume explained the services to the community provided by the Senior Alliance such as Meals on Wheels and their request for a resolution approving their multi-year plan from each local government unit.

Moved by Ms. Conzelman, seconded by Ms. Arnold, to approve Resolution No. 2013-07-23-21 approving the Senior Alliance Multi-Year Plan for Fiscal Year 2014-2016, as presented to the Township. Ayes all on a roll call vote.

A copy of the Resolution is on file in the Clerk's office for public perusal.

3) Request for Board Action - Amend 2013 Water and Sewer Fund Budget –
Resolution 2013-07-23-22

Mr. Reaume and Mr. Edwards discussed the amendments which reflect an increase of just under 6% for water (\$3.35 to \$3.55 per 1000 gallons) and just under 5% for sewer (\$5.25 to \$5.50 per 1000 gallons). An increase of 14% has been made by the City of Detroit, effective July 1, and a 9% increase from WTUA will be effective October 1.

Moved by Mr. Kelly, seconded by Ms. Arnold, to approve Resolution No. 2013-07-23-22, adopting the Amended 2013 Water and Sewer Fund Budget as presented. Ayes all on a roll call vote.

A copy of the Resolution is on file in the Clerk's office for public perusal.

4) Request for Board Action - Approve Revised Comprehensive Fee Schedule –
Resolution 2013-07-23-23

Mr. Reaume and Mr. Edwards answered questions regarding the changes to the Fee Schedule which reflect the above-mentioned water and sewer rate increases.

Moved by Mr. Kelly, seconded by Ms. Arnold, to approve Resolution No. 2013-07-23-23, the Comprehensive Fee Schedule effective July 23, 2013. Ayes all on a roll call vote.

A copy of the Resolution is on file in the Clerk's office for public perusal.

5) Request for Board Action - Approve Amended 2013 Improvement Revolving Fund

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Budget – Resolution 2013-07-23-24

Mr. Reaume and Mr. Edwards reviewed the plans for the park, soccer field, golf course improvements, and equipment purchases contemplated, using the bonds sold along with grants and contributions received. It was noted that all items have to return to the Board for approval with the exception of the street sweeper and easement machine purchases because they're part of the State bidding process, and the sprinkler radio control which has already been purchased through the state bidding process in order to avoid fines and comply with changes in the law regarding radio frequencies. Costs are spread over three funds, just under \$1.2 million to the Improvement Revolving Fund, \$335,000 to the Golf Course Fund and \$340,000 to the Water and Sewer Fund.

A lengthy discussion ensued regarding various facets of the proposed plans, including the rise in costs and scope for the pavilion and the need for recreation facilities for residents.

The public was invited to come forward and comments were made regarding making sure the amphitheater is handicapped accessible and shaded; Woodlore residents again expressed concerns regarding residents use of the golf course, the curb cut, and they recommended the projects be voted on an individual basis with public input; another resident had concerns about building and creating additional maintenance costs; and a resident who said he was familiar with recreation asked that more research be done as to the money-making aspects of the facilities such as the golf course.

Moved by Mr. Reaume, seconded by Mr. Edwards, to approve Resolution No. 2013-07-23-24 adopting the Amended Improvement Revolving Fund Budget for 2013 as presented.

AYES: Reaume, Edwards, Arnold, Conzelman, Kelly

NAYS: Curmi, Doroshewitz

Motion carried.

The Board recessed briefly at 10:04 p.m. and returned at 10:15 p.m.

6) Request for Board Action - Approve Amended 2013 General Fund Budget –
Resolution 2013-07-23-25

Mr. Edwards reviewed the proposed changes such as anticipated increases and decreases in revenue and expenditures, including recommended raises for the Executive Aide, Deputy Clerk, Deputy Treasurer and Community Planner to make their pay comparable with salaries in other communities as has been done for other non-represented employees.

Mr. Doroshewitz asked that the recommended raises not be embedded in the Amended General Fund Budget request and that it be a separate motion. Mr. Kelly agreed that it would make for greater transparency. Mr. Edwards directed the trustees to the detailed information included in their board packets.

Moved by Mr. Edwards, seconded by Ms. Conzelman, to approve Resolution 2013-07-23-25 adopting the Amended General Fund Budget for 2013 as presented, including the following raises:

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\$5,000 for the Executive Aide to the Supervisor
\$6,000 for the Deputy Clerk
\$6,000 for the Deputy Treasurer
\$7,000 for the Community Dev. Director/Planner

The motion was withdrawn by the maker after discussion regarding the merits of increasing further the salary of the Community Dev. Director/Planner in light of market rates of pay for comparable positions.

Moved by Ms. Conzelman, supported by Ms. Arnold, to approve Resolution 2013-07-23-25 adopting the Amended General Fund Budget for 2013 as presented, including the following raises:

\$5,000 for the Executive Aide to the Supervisor
\$6,000 for the Deputy Clerk
\$6,000 for the Deputy Treasurer
\$15,860 for the Community Dev. Director/Planner

AYES: Conzelman, Arnold
NAYS: Curmi, Doroshewitz, Kelly, Edwards, Reaume

Motion defeated.

Moved by Mr. Edwards, supported by Mr. Reaume, to approve Resolution 2013-07-23-25 adopting the Amended General Fund Budget for 2013 as presented, including the following raises:

\$5,000 for the Executive Aide to the Supervisor
\$6,000 for the Deputy Clerk
\$6,000 for the Deputy Treasurer
\$10,860 for the Community Dev. Director/Planner

AYES: Edwards, Reaume
NAYS: Conzelman, Curmi, Arnold, Kelly, Doroshewitz

Moved by Mr. Kelly, seconded by Mr. Reaume, to approve Resolution 2013-07-23-25 adopting the Amended General Fund Budget for 2013 as presented, including the following raises as originally presented:

Executive Aide to the Supervisor from \$53,096 to \$58,096 (\$5,000 increase)
Deputy Clerk from \$46,350 to \$52,350 (\$6,000)
Deputy Treasurer from \$46,350 to \$52,350 (\$6,000)
Community Dev. Director/Planner from \$39,140 to \$46,140 (\$7,000)

AYES: Reaume, Edwards, Doroshewitz, Kelly
NAYS: Conzelman, Arnold, Curmi

Motion carried.

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7) 2012 Comprehensive Annual Financial Report - Plante Moran

Martin Olejnek, Keri Shea, and Melanie Krauter of Plante Moran gave a presentation reviewing the results of the Township's Annual Audit as set forth in the Comprehensive Annual Financial Report and the Independent Auditors Report, and including several graphs for illustration.

Ms. Arnold requested that the difference between the police and fire departments be noted in the expenditure detail in the future.

In answer to Mr. Doroshewitz' question, Mr. Olejnek indicated there is no best practice for the funding of future health care costs. He has seen it done either by funding fully, funding partially, or by pay-as-you-go as the Township does as long as it is known that the liability exists.

Mr. Doroshewitz also asked how the property tax collections are reconciled, best practices for the public having access to the bank statements, and if it is unusual to have 60 percent of funds in one bank account.

Mr. Olejnek explained the procedure for reconciling tax collections, indicated that he has not seen communities provide public access to bank statements, and finds it is not uncommon for governmental units to have large amounts in one particular bank.

Their recommendations include having written procedures for the collection of cash at remote locations such as the picnic; posting the financial statements from the golf course quarterly into the general ledger; and formalizing the monthly bank reconciliation process. Ms. Conzelman indicated that during the audit process, the Accountant reported to the auditors that he had been instructed by the former clerk to stop participating in the monthly bank reconciliation process. Ms. Conzelman indicated that the formal bank reconciliation process has been reinstated.

Ms. Conzelman asked if there were items looked at in additional detail this year, such as the picnic and fireworks.

Mr. Olejnek indicated revenues and expenditures were examined more closely for the fireworks and picnic, and other than their recommendation for having a cash collection narrative for remote locations, they found no issues.

Also examined more closely this year were wire transfers between banks, with no issues found.

Mr. Curmi requested a report on the picnic and fireworks.

Moved by Mr. Edwards, seconded by Ms. Conzelman, to receive and file the 2012 Comprehensive Annual Financial Report for the Charter Township of Plymouth. Ayes all.

K. SUPERVISOR AND TRUSTEE COMMENTS

Mr. Reaume discussed the upcoming Concours d'Elegance and District Court Funds for 2012.

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L. PUBLIC COMMENTS – There were none.

M. ADJOURNMENT

Moved by Ms. Arnold, seconded by Mr. Curmi, to adjourn the meeting at 12:25 a.m. Ayes all.

Nancy Conzelman
Township Clerk

PLEASE TAKE NOTE: The Charter Township of Plymouth will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at all Township Meetings, to individuals with disabilities at the Meetings/Hearings upon two weeks notice to the Charter Township of Plymouth by writing or calling the following: Human Resource Office, 9955 N Haggerty Road, Plymouth, MI 48170. Phone number (734) 354-3202 TDD units: 1-800-649-3777 (Michigan Relay Services)