

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, DECEMBER 11, 2018**

APPROVED MINUTES

Supervisor Heise called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Kurt Heise, Supervisor
Mark Clinton, Treasurer
Charles Curmi, Trustee
Jack Dempsey, Trustee
Robert Doroshewitz, Trustee
Gary Heitman, Trustee
Jerry Vorva, Clerk

MEMBERS ABSENT: None

OTHERS PRESENT: Dan Phillips, Fire Chief
Dan Kudra, Police Lieutenant
Kevin Bennett, Township Attorney
Cindy Kushner, Finance Director
Sue Brams, Executive Assistant to the Supervisor
Alice Geletzke, Recording Secretary
7 Members of the Public

B. PLEDGE OF ALLEGIANCE – Fire Chief Phillips

C. APPROVAL OF AGENDA

Moved by Clerk Vorva and seconded by Trustee Heitman to approve the agenda for the Board of Trustees regular meeting of December 11, 2018. Ayes all.

D. APPROVAL OF CONSENT AGENDA

D.1 **Approval of Minutes:**

Regular Meeting – Tuesday, November 27, 2018

D.2 **Acceptance of Communications, Resolutions, Reports:**

Building Department Monthly Report – November, 2018

Fire Department Monthly Report – November, 2018

- Correspondence from Thomas H. Dooley re; Firefighters

Police Department Monthly Report – November, 2018

Planning Department Monthly Report – November, 2018

FOIA Activity – Clerk’s Office – November, 2018

FOIA Activity – Police Department – November, 2018

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D.3 Approval of Township Bills:

FUND	ACCT	ALREADY PAID	TO BE PAID	TOTAL:
General Fund	101	\$645,978.96	\$159,489.53	\$805,468.49
Solid Waste Fund	226	2,525.49	115,791.66	118,317.15
Improvement Revolving (Capital)	246	.00	.00	.00
Drug Forfeiture Fund	265	.00	56,920.00	56,920.00
Drug Forfeiture State	266	.00	.00	.00
Drug Forfeiture IRS	267	.00	.00	.00
Golf Course Fund	510	1,172.54	1,837.51	3,010.05
Senior Transportation	588	4,276.34	.00	4,276.34
Water/Sewer Fund	592	38,501.50	388,945.69	427,447.19
Trust and Agency	701	9,350.00	589.45	9,939.45
Police Bond Fund	702	1,560.00	.00	1,560.00
Tax Pool	703			
Special Assessment Capital	805	00	680.00	680.00
TOTALS:		\$703,364.83	\$724,253.84	\$1,427,618.67

Clerk Vorva indicated the minutes of November 27 should show that Trustees Dempsey and Heitman were excused.

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Moved by Trustee Heitman and seconded by Clerk Vorva to approve the consent agenda for the Board of Trustees regular meeting of December 11, 2018. Ayes all.

E. PUBLIC COMMENTS AND QUESTIONS (Limited to 3 minutes) – There were none.

F. NEW BUSINESS

Copies of the resolutions and attachments referred to below are available in the Clerk's office for public perusal.

1. 2018 General Fund Budget Amendments, **Resolution #2018-12-11-87**,
Finance Director Cindy Kushner

Board members reviewed the budget amendment report and proposed budget amendments with Mrs. Kushner and Treasurer Clinton.

It was moved by Clerk Vorva and seconded by Trustee Heitman that the Board of Trustees does hereby adopt **Resolution 2018-12-11-87** to authorize the amendments to the 2018 General Fund Budget. Ayes all on a roll call vote.

2. 2018 Special Revenue Fund Amendments – Federal Drug Forfeiture Fund Budget,
Resolution #2018-12-11-87, *Finance Director Cindy Kushner and Police Chief Tom Tiderington*

Board members reviewed the amendments to the Federal Drug Forfeiture Fund Budget with Police Lt. Dan Kudra and Finance Director Kushner.

Moved by Trustee Heitman and seconded by Clerk Vorva that the Board of Trustees does hereby adopt **Resolution #2018-12-11-88** to authorize the amendments to the 2018 Federal Drug Forfeiture Fund Budget. Ayes all on a roll call vote.

3. Public Hearing on 2019 Budget, *Clerk Jerry Vorva*

Moved by Clerk Vorva and seconded by Trustee Heitman to open the public hearing on the Charter Township of Plymouth's 2019 Budget. Ayes all on a roll call vote.

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There being no public comment, it was moved by Clerk Vorva and seconded by Trustee Heitman to close the public hearing at 7:33 p.m. Ayes all on a roll call vote.

4. 2019 Charter Township of Plymouth General Appropriations Act and 2019 Budget Adoption, **Resolution #2018-12-11-89**, *Supervisor Kurt Heise and Finance Director Cindy Kushner*

Board members discussed various aspects of the proposed budget, including increased expenditures in the Clerk's office for equipment and personnel in order to handle increasing election requirements more efficiently.

Moved by Supervisor Heise and seconded by Trustee Heitman that the Board of Trustees does hereby adopt **Resolution #2018-12-11-89**, 2019 Charter Township of Plymouth General Appropriations Act and the 2019 Budget as outlined and attached in accordance with the terms and conditions contained therein. Ayes all on a roll call vote.

5. Capital Asset Capitalization Policy, **Resolution # 2018-12-11-90**, *Finance Director Cindy Kushner*

Mrs. Kushner reviewed the recommendation of Plante Moran that the Township formalize its capitalization policy as related to capital assets. The Government Finance Officers Association best practice for capitalization recommends that, as a practical application of the materiality principle, items with extremely short useful lives or of small monetary value be reported as expenditures in the period they are acquired.

Moved by Clerk Vorva and seconded by Treasurer Clinton that the Board of Trustees does hereby adopt **Resolution #2018-12-11-90**, 2019, which establishes a capitalization threshold of \$5,000 for capital asset acquisitions. Ayes all on a roll call vote.

F. SUPERVISOR AND TRUSTEE COMMENTS

Supervisor Heise noted there will be a special Board of Trustees meeting on Monday, December 17, 2018 to handle remaining items prior to the upcoming holidays.

Trustee Heitman announced there was a ground-breaking for construction of the Monroe State Bank adjacent to the Grand Traverse Pie Company.

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Trustee Dempsey commented on additional power outages, one last Saturday at 12:50 a.m.

Trustee Curmi asked about the possibility of dogs being allowed in some areas of the park.

H. PUBLIC COMMENTS AND QUESTIONS (Limited to 3 Minutes) – There were none.

I. ADJOURNMENT

Moved by Trustee Heitman and seconded by Trustee Dempsey to adjourn the meeting at 8:45 p.m. Ayes all.

Jerry Vorva, Township Clerk

Approved at Board of Trustees Special Meeting of December 17, 2018.