

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Minutes**  
**February 28, 2017**

**CALL TO ORDER**

The meeting was called to order at 7:05 P.M. by Supervisor Chockley at 8350 Main Street.

**INVOCATION/PLEDGE**

Supervisor Chockley provided a brief invocation and led those present in the Pledge of Allegiance.

**ROLL CALL**

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Wastewater Treatment Plant Superintendent  
Tim Hardesty  
Wastewater Treatment Plant System Supervisor  
Dan Willis  
Public Safety Director William Wagner  
Members of the community

**ADOPT AGENDA**

Chockley added discussion of Hiring of Code Enforcement Official as Item 3a. Otto added Hiring of a Township Manager as Item 6a.

- ▶ **Motion:** Chick moved, Manley supported, that the agenda be adopted as presented.  
**Motion carried 7—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

Nicholas Galendez, Pollichella & Associates, Cannabis Attorneys of Michigan, 4312 E. Grand River, Howell, Christine Miles, 9096 Wildwood Lake Drive, Dean Kapp, 5925 Nollar Road, Mark Stanalajczo, 8235 Kearney Road, Margaret Riddell, 65141 W. Eight Mile Road, Mary Devlin, 9211 Brookside Drive, Leann Clair, 9096 Sunny Oaks Drive, David Perry, 9411 Earhart Road, Craig Warburton, 450 W. Joy Road, and Roy Townsend, Managing Director of the Washtenaw County Road Commission, spoke about new State medical marijuana laws, hiring of a Township manager, and the Conditional Use Permit for the WCRC maintenance yard.

**BOARD CLARIFICATIONS**

Dockett objected to Townsend commenting on the hiring of a Township manager, Board members responded to comments from members of the public and thanked those who came to the meeting, and Zelenock suggested finding better ways to get Township news to residents.

**CORRESPONDENCE AND ANNOUNCEMENTS**

None.

**AGENDA ITEMS**

**1.**

**WWTP Staffing**

- ▶ **Motion:** Chockley moved, Beliger supported, that Dan Willis be transitioned to the Waste Water Treatment Plant Supervisor position at an annual salary of \$63,000, and to allow him to hire another person of his choosing to complete his team.

In answer to a question, Willis said he works on call every fifth weekend for Green Oak Township.

**Motion carried 7—0 on a voice vote.**

**2.**

**Conditional Use Permit  
for Washtenaw County Road Commission**

- ▶ **Motion:** Chockley moved, Chick supported, that the Conditional Use Permit for the Washtenaw County Road Commission Northeast Service Center, 1222 E. North Territorial Parcel 02-21-300-004, zoned Limited Industrial, be approved.

Roy Townsend, Managing Director of the Washtenaw County Road Commission, and Mike Bernbeck, project manager, answered questions from Board members who commented on lost tax revenue, sewer capacity used, staffing levels, light truck maintenance to be performed, materials storage, maintenance of North Territorial Road, and site plan requirements.

**Dockett requested a roll call vote. Motion carried 6—1 on a roll call vote, Dockett opposed.**

**3.**

**Open Personnel Positions**

Chockley noted Controller candidates are being scheduled for interviews. She explained that she conducted telephone interviews with several Code Enforcement Officer applicants and has submitted a recommendation to the Board. Dockett objected to the resume of the recommended candidate not being included in the Board packet. The Board discussed how the interview process for various positions should be conducted.

**3a.**

**Hiring of Enforcement Officer**

- ▶ **Motion:** Chockley moved, Chick supported, that the Township hire Mr. Rankin at \$25/hour for 8 hours per week pending satisfactory completion of the application process.

Chockley said she would like Rankin to work additional hours at first to catch up on a backlog.

- ▶ **First amendment to Motion:** Zelenock moved, Beliger supported, that Rankin be authorized to work up to 16 hours/week for the first month.

**Dockett requested a roll call vote. First amendment to motion carried 6—1 on a roll call vote, Dockett opposed.**

- ▶ **Second amendment to motion:** Chockley moved, Zelenock supported, that the Township attorney review the contract for the Code Enforcement Officer.

**Dockett requested a roll call vote. Second amendment to motion carried 6—1 on a roll call vote, Dockett opposed.**

- ▶ **Amended motion:** Chockley moved, Chick supported, that the Township hire Mr. Rankin at \$25/hour at 8 hours per week pending satisfactory completion of the application process, that Rankin be authorized to work up to 16 hours/week for the first month, and that the Township attorney review the contract for the Code Enforcement Officer.

- ▶ **Dockett requested a roll call vote. Amended motion carried 6—1 on a roll call vote, Dockett opposed.**

#### 4. Establish Personnel Committee

- ▶ **Motion:** Chockley moved, Chick supported, to establish a personnel committee to review and update the employee handbook and job descriptions.

The Board discussed the need for this update, who should serve on the committee, and addressing other matters such as the employee agreement packet, the interviewing process, and making time off consistent.

**Motion carried 7—0 on a voice vote.**

Otto, Manley, and Chockley agreed to serve.

- ▶ **Motion:** Chockley moved, Zelenock supported, to begin the review of the employee handbook and job descriptions. **Motion carried 7—0 on a voice vote.**

#### 5. Township Manager Job Description/ Clarification on Non-Statutory Duties

The Board reviewed the edited list of Township Manager duties prepared by Zelenock. Township attorney Burns said he would review this.

---

Chockley called for a five minutes recess at 8:33 P.M.

---

#### 6 and 6a. Assignment of Non-Statutory Duties and Hiring of a Township Manager

The Board reviewed the list of Township Manager duties and which staff the duties could be assigned to as prepared by Otto. They discussed whether specific staff members would have the time for additional duties, what additional compensation would be, who is responsible for assigning specific duties, and the need for review by the Township attorney.

- ▶ **Motion:** Beliger moved, Otto supported, that we begin the process of advertising for the position of Township Manager, and that we grant assignment of non-statutory duties to both Jennifer Carlisle and Marlene Chockley, consideration for performance of these duties to be determined tonight, with the duration of the said assignment to conclude with the hiring of the Township Manager or at the will of the Board.

Attorney Burns recommended separate actions for hiring of the Manager and assigning non-statutory duties to others.

**Motion withdrawn.**

- ▶ **Motion:** Beliger moved, Otto supported, to assign non-statutory duties to both Jennifer Carlisle and Marlene Chockley, consideration for performance of these duties to be determined tonight by the Board, with the duration of the said assignment to conclude with the hiring of the Township Manager or at the will of the Board. Carlisle and Chockley will bring to the Board, no later than the next meeting, a report of the duties they will each be responsible for.

The Board discussed the need to determine compensation for Carlisle and Chockley, and to define the job duties and salary range for a Township manager. Beliger clarified that this arrangement would end either when the Board decides to end it or when a Township Manager is hired.

**Motion carried 4—2—1 on a voice vote, Zelenock and Dockett opposed, Chockley abstaining.**

- ▶ **Motion:** Beliger moved, Chick supported, that the Board move forward with the process of hiring of a Township Manager.

The Board again discussed the need to define job duties and salary.

- ▶ **Amendment to motion:** Otto moved, Beliger supported, to amend the motion to include a salary of \$70,000-\$80,000 plus benefits. **Chockley requested a roll call vote. Motion failed 3—4 on a roll call vote, Zelenock and Dockett, Chockley and Manley opposed.**

- ▶ **Amendment to motion:** Otto moved, Beliger supported, to amend the motion to include a salary of \$60,000-\$75,000 plus benefits. **Chockley requested a roll call vote. Motion carried 4—3 on a roll call vote, Zelenock, Chockley and Manley opposed.**

- ▶ **Amended motion:** Beliger moved, Chick supported, that the Board move forward with the process of hiring of a Township Manager with a salary of \$60,000-\$75,000 plus benefits.

Board members discussed whether a Township Manager is needed, the current level of the fund balance, and other ways \$60,000 could benefit the Township.

**Motion carried 4—3 on a roll call vote, Zelenock, Chockley and Manley opposed.**

**7.  
Amend the 2017 Budget and  
Establish Whitmore Lake Sewer District Budget**

- ▶ **Motion:** Chockley moved, Beliger supported, to approve Resolution 17-554 to Transfer Monies and Amending the 2017 Budget within the General and Building Department Funds and Establishing the Whitmore Lake Sewer District Budget.

Zelenock clarified that these transfers are necessary to avoid individual line items going over budget, and they will reduce the fund balance by \$53,865.

**Chockley requested a roll call vote. Motion carried 6—1 on a voice vote, Dockett opposed.**

**8.  
Amend the 2017 Budget within the General Fund**

- ▶ **Motion:** Chockley moved, Beliger supported, to adopt Resolution 17-555 Amending the 2017 Township Budget within the General Fund

Chockley explained that all of these amendments relate to the Barker Road Non-Motorized Path, and after the transfers the balance in the general fund will be \$743,936.

**Chockley requested a roll call vote. Motion carried 6—1 on a roll call vote, Dockett opposed.**

---

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:  
Wording removed is ~~stricken through~~;  
Wording added is underlined.

Approved by the Township Board on April 11, 2017.

---

Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at [http://www.twp-northfield.org/government/township\\_board\\_of\\_trustees/](http://www.twp-northfield.org/government/township_board_of_trustees/)

**9.  
Outstanding Easements for  
Debra Mozurkewich Memorial Path**

The Board discussed the pros and cons of paying a total of \$33,500 to two property owners for the remaining easements required to complete the path, noting that the previous Board declined to approve the payments. The Board also discussed options including not proceeding with Phase III of the project or proceeding without building the path across these properties.

**SECOND CALL TO THE PUBLIC**

Leann Clair, Margaret Riddell, Chuck Steuer, 760 Six Mile Road, Mary Devlin, Anthony McKenna, 9009 Posey Drive, Udo Huff, 6431 Whitmore Lake Road, Patrick Kelley, 8310 Main Street, made additional comments and suggestions regarding hiring of a Township Manager, the budget, operating the Township with transparency, and the Barker Road non-motorized path easements.

**BOARD MEMBER COMMENTS**

Board members urged support of local businesses, thanked those who came to the meeting, reported that the Planning Commission would like to schedule a joint meeting with the Township Board, asked for clarification of grant funding of the Barker Road non-motorized path, urged Board members to use caution when posting on social media, expressed concern about the fund balance, urged use of inexpensive means of advertising for the Township Manager position, reported on the road and parking area being built by MDOT in the new lakefront park, announced a presentation to the Board on March 28<sup>th</sup> by the Downtown Planning Group about the new park, and suggested a survey of residents regarding governance issues.

**ADJOURNMENT**

Chockley adjourned the meeting at 10:00 P.M.