

# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

#### April 11, 2017

#### **CALL TO ORDER**

The meeting was called to order at 7:00 P.M. by Supervisor Chockley at 8350 Main Street.

#### **PLEDGE**

Supervisor Chockley 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:

Public Safety Director William Wagner  
Wastewater Treatment Plant Superintendent Dan Willis  
Community Center Director Tammy Averill  
Township Attorney Brad Maynes  
Members of the community

#### **CONSENT AGENDA:**

- **Minutes**
- **Bills**

Dockett asked for the Bills to be pulled for discussion.

- **Motion:** Chick moved, Manley supported, that the consent agenda, without the bills, be approved as presented. **No action taken.**

#### **ADOPT BALANCE OF AGENDA**

- **Motion:** Beliger moved, Dockett supported, that discussion of Public Act 281 of 2016, Medical Marihuana Facilities Licensing Act (MMFLA), be added to the agenda.  
**Motion failed 2—5 on a roll call vote; Otto, Chick, Manley, Chockley, and Zelenock opposed.**
- **Motion:** Chockley moved, Chick supported, that items 15 and 16 be removed from the agenda. **Motion carried 6—1 on a voice vote, Zelenock opposed.**
- **Motion:** Chick moved, Manley supported, that the balance of the agenda be adopted as amended.  
**Motion carried 7—0 on a voice vote.**

#### **FIRST CALL TO THE PUBLIC**

Ed Acho, owner of Polly Market, 9589 Main Street, Mary Devlin, 9211 Brookside, Chuck Steuer, 760 Six Mile Road, and Soamer Jamil, owner of Little Porky's, commented on the Little Porky's SDD Liquor License request, redevelopment of the Marina property, Board member conduct, and the effect of road construction and culvert replacement on access and emergency response times.

#### **BOARD MEMBER COMMENTS**

Board members and Chief Wagner provided information about the Six Mile culvert replacement and the schedule for Controller interviews.

#### **CORRESPONDENCE AND ANNOUNCEMENTS**

None.

#### **REPORTS**

*Police and Fire.* Wagner referred to his written reports and provided information about police statistics available on the Township website.

*Wastewater Treatment Plant.* Willis described problems encountered during recent heavy rains and answered questions about his report.

*Senior Center.* No questions.

*Zoning Board of Appeals.* Otto reported that in March the ZBA upheld the zoning administrator's decision regarding an industrial use in the AR district, and the April meeting has been canceled.

*Planning Commission.* Chick reported that the Commission discussed a variety of topics including signs, medical marijuana, master plan review, the community park, and downtown strategic plan, and they recommended to the Board not to proceed with the Cobalt community survey. The Board agreed to add this to the next agenda for discussion.

*Parks and Recreation.* Beliger referred to minutes, noted their next meeting is April 20<sup>th</sup>, and provided information about a new volunteer page on the Township website.

*Financial.* Zelenock referred to her report and answered questions.

*Supervisor.* Chockley answered questions about her report and Board members made comments about downtown planning issues.

#### **AGENDA ITEMS**

##### **1.** **Weed Control Special Assessment District (SAD) for Whitmore Lake & Implementing a Lake Management Program**

Jeff Krcmarik of the Washtenaw County Department of Public Works provided the history of efforts to control invasive plant species in Whitmore Lake since 2003 and information for continuing the project for another five years.

##### **2.** **Little Porky's SDD Liquor License Request**

Chockley referred to her memo and noted the State has allotted the Township three SDD licenses, of which Polly

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Market currently has one. The Board and members of the public discussed whether there are any current rules requiring a minimum distance between licenses.

- **Motion:** Otto moved, Chick supported, that the discussion on Little Porky's SDD liquor license request be tabled until the Township attorney reports to the Board on the legality of the request.  
**Motion carried 7—0 on a roll call vote.**

**3.**

**Civic Event Application for 4<sup>th</sup> of July Fireworks**

- **Motion:** Otto moved, Beliger supported, to accept the Civic Event Application for the 4<sup>th</sup> of July Fireworks Committee.

In answer to questions, Chief Wagner said he has no questions about this. Sam Iaquinto confirmed the Committee wants to use the community park for parking.

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

**4.**

**Resolution 17-556:  
Road Closure for 4<sup>th</sup> of July Fireworks**

- **Motion:** Chick moved, Otto supported, to approve Resolution 17-556, Northfield Township, Michigan, Resolution Regarding a Temporary Road Closure Requested by the Whitmore Lake 4<sup>th</sup> of July Fireworks Committee. **Motion carried 7—0 on a voice vote.**  
**Resolution adopted.**

**5.**

**Civic Event Application  
for German Park Summer Picnics**

- **Motion:** Otto moved, Beliger supported, to support the Civic Event Application for the German Park Recreation Club. **Motion carried 7—0 on a voice vote.**

**6.**

**Request to Hire Thomas Beert as  
Wastewater Treatment Plant Operator II**

- **Motion:** Otto moved, Chick supported, to accept the hiring of Tom Beert to the position of Wastewater Treatment Plant Operator II with a beginning salary of \$32,000, noting that he has to pass all required checks, to start on April 17, 2017.  
**Motion carried 7—0 on a voice vote.**

**7.**

**Request for Continued Township Contribution  
for Clean-up Day**

Board members discussed the cost and benefits to residents of participating in this.

- **Motion:** Otto moved, Chockley supported, for the Township to approve the clean-up day schedule for June 10<sup>th</sup> with the annual contribution of \$2,000.  
**Motion carried 7—0 on a voice vote.**

**8.**

**PNC Credit Cards: PNC Bank's Corporate  
Resolution Assigning Program Administrators**

Chockley explained the need to authorize current employees to make changes to the Township's credit card account.

- **Motion:** Otto moved, Chockley supported, to approve the Resolution for Extensions of Credit and Incumbency Certificates for Kathleen Manley and Lenore Zelenock. **Motion carried 7—0 on a voice vote.** **Resolution adopted.**
- **Motion:** Otto moved, Beliger supported, to close the credit card accounts for Tim Hardesty and Howard Flink. **Motion carried 7—0 on a voice vote.**

**9.**

**Request to Authorize New Credit Card Accounts  
for Dan Willis and Cristina Wilson**

- **Motion:** Otto moved, Zelenock supported, to open new credit card accounts for Dan Willis and Christina Wilson with a credit limit of \$5,000 each.  
**Motion carried 7—0 on a voice vote.**

**10.**

**Request to Purchase Parking Signs  
for Public Safety Building**

- **Motion:** Zelenock moved, Beliger supported, that the Township purchase three parking signs for residents for the Public Safety Building.

Zelenock explained that the purpose is to reserve three parking spaces with a 30 minute time limit.

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

**11.**

**2017 Lawncare Bids**

- **Motion:** Chockley moved, Chick supported, to accept the bid from J&M Landscaping for \$11,370 per year for lawn mowing and flower bed maintenance for the next three years, subject to the attorney review to insure inclusion of language to allow termination of the contract if necessary. **Motion carried 6—1 on a voice vote.** **Dockett opposed.**

**12.**

**Request to Change Township's Credit Card Service  
Provider from "Official Payments" to "Point & Pay"**

- **Motion:** Zelenock moved, Otto supported, that the Township change its credit card processing company to Point & Pay subject to legal and auditor's review.

Zelenock recommended this change due to poor technical support and software integration from the current provider.

- **Amendment to motion:** Zelenock moved, Beliger supported, to insure that this works with the Township's bank and it is PCI compliant.  
**Motion carried 7—0 on a voice vote.**

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- **Amended motion:** Zelenock moved, Otto supported, that the Township change its credit card processing company to Point & Pay subject to legal and auditor's review, and subject to insuring that this works with the Township's bank and it is PCI compliant.  
**Amended motion carried 7–0 on a voice vote**

**13.  
Independent Contractor,  
Part-time Maintenance Worker Contract**

Chockley said she has some concerns about this.

- **Motion:** Chockley moved, Chick supported, to table the issue of Part-time Maintenance Work Contractor to a future agenda. **Motion carried 7–0 on a voice vote.**

**14.  
Request to Authorize Personnel Committee to  
Review Resumes for the Township Manager Position**

- **Motion:** Chick moved, Manley supported, to authorize the Personnel Committee to review resumes for the Township Manager position.

It was agreed that copies of all resumes will be provided to all Board members as they are submitted.

**Motion withdrawn.**

- **Motion:** Chockley moved, Beliger supported, that all Board members review all Township Manager applications, each choose their personal top 10, all of those votes be tallied, and the Board then decide which candidates will be interviewed.  
**Motion carried 7–0 on a voice vote.**

**15.  
Acceptance of Barker Road Non-Motorized Path  
Easement: 385 Barker Road, and**

**16.  
Resolution 17-557:  
Non-Motorized Path Easement for B. Westrate**

Removed from the agenda.

**17.  
Bills**

Dockett made comments about the cost of running the Township and asked about payments to Trustees his paychecks.

- **Motion:** Chockley moved, Otto supported, that bills be approved as distributed.  
**Motion carried 7–0 on a voice vote.**

**DISCUSSION ITEMS**

**1.  
Township Manager Job Description**

Otto reviewed the draft description she had distributed, noting that she had incorporated comments from Manley and Chockley and inviting Board comments.

- **Motion:** Chick moved, Zelenock supported, that the Northfield Township Manager job description be tabled to the next meeting in April.  
**Motion carried 7–0 on a voice vote.**

**2.  
Board Member Feedback  
on the North Village Concept Plan**

The Board briefly reviewed the current status of the concept plan and probable next steps, and made comments including a preference for owner-occupied units if residential units are involved, and keeping open the option of the park-only plan.

**SECOND CALL TO THE PUBLIC**

Chuck Steuer and Mary Devlin and made comments about enforcing the weight limit in the area of the Six Mile Road drain, expenses related to development of the new community park, and hiring of a Township Manager.

**BOARD MEMBER COMMENTS**

Comments included scheduling the issue of medical marijuana regulations for an upcoming agenda, notice of May 13<sup>th</sup> Kiwanis golf outing as a 4<sup>th</sup> of July Parade fundraiser and the April 15<sup>th</sup> Easter Egg Hunt, recommending the Northfield Area News and Whitmore Lake News as good sources of information, revising Board agendas, and encouraging the public to contact elected officials and Trustees with any questions or issues related to the Township. Maynes reported The Links of Whitmore Lake withdrew their Tax Tribunal case against the Township.

**ADJOURNMENT**

- **Motion:** Zelenock moved, Beliger supported, that the meeting be adjourned.  
**Motion carried 7–0 on a voice vote.**

The meeting adjourned at 10:00 P.M.

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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 May 9, 2017.

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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/)