

# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

#### August 15, 2017

#### CALL TO ORDER

The meeting was called to order at 7:03 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:

Public Safety Director William Wagner  
Wastewater Treatment Plant Superintendent Dan Willis  
Community Center Director Tammy Averill  
Township Attorney Paul Burns  
Township Engineer Brian Rubel, Tetra Tech  
Township Manager Steven Aynes  
Recording Secretary Lisa Lemble  
Members of the community

#### CONSENT AGENDA:

- **Department Head, Zoning Administrator, Building, and Code Enforcement Reports**
- **Minutes**

#### and ADOPTION OF AGENDA

Board members asked that (a) the minutes of July 11<sup>th</sup>, and the Code Enforcement, Police, and Fire reports be removed from the consent agenda and added to the agenda for discussion, (b) that Discussion Item 3 be moved to the beginning of the agenda, and (c) that *Agreement for Independent Contractors* be added as agenda item 7. Zelenock requested a roll call vote.

- ▶ **Motion:** Chick moved, Beliger supported, that the balance of the agenda be adopted as presented.  
**Motion carried 6—1 on a voice vote, Zelenock opposed.**

#### FIRST CALL TO THE PUBLIC

Bob Stuber, 429 East Shore Drive, and David Gordon, 5559 Hellner Road, asked about a code enforcement

action, welcomed new Township Manager Aynes, and commented on elections, the Township Manager position, and comments to Board members from the public.

#### BOARD MEMBER CLARIFICATIONS

Board members commented on the report of donations to the Township, timing and cost of the Fire/Medical Rescue election, new equipment for the next election, clean up of the sidewalk on East Shore Drive, creation of a temporary walking path in the new downtown park, a proposed County tax, regulations regarding boat trailer parking, agenda items for the August 29<sup>th</sup> meeting, making changes to meeting agendas, and zoning enforcement. They also thanked voters and welcomed Township Manager Aynes.

#### CORRESPONDENCE AND ANNOUNCEMENTS

A letter from a resident about approvals and denials of downtown businesses was briefly discussed, and a problem with produce being taken from the community garden was mentioned.

#### REPORTS AND MINUTES

##### Department Heads

*Code Enforcement.* Enforcement of regulations about junk cars and the sale of cars from residential property was discussed.

*Minutes of July 11, 2017.* The Board amended motions regarding tracking income funds for 75 Barker Road and Fire Station #2 and corrected the outcome of the motion on item 12 subject to confirmation by review of the recording.

- ▶ **Motion:** Chockley moved, Chick supported, that the minutes of July 11, 2017, be approved as amended and to dispense with the reading.  
**Motion carried 7—0 on a voice vote.**

*Police Department.* Wagner provided information about overtime expenses during the last two years and speed limit enforcement.

*Fire.* Who will be responsible for mowing along the non-motored path, why the Township is mowing a county drain, and providing water for the community garden were discussed.

*Zoning Board of Appeals.* Will meet August 21<sup>st</sup>.

*Planning Commission.* Will meet August 16<sup>th</sup>.

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
August 15, 2017**

*Parks and Recreation.* Beliger reported the August 17<sup>th</sup> agenda includes plans for a temporary walking path in the new downtown Park. The Board asked for information about this so it can be approved by the Board.

*Land Preservation.* Zelenock reported that at their August 10<sup>th</sup> meeting the committee reviewed by-laws and worked on a presentation to the Board.

*Financial/Treasurer.* Zelenock reported that she and Aynes met with financial representatives about diversifying the Township's investments and with the Township attorney about possible changes to a bank agreement. It was agreed that in future reports only the fund balance for the general fund will be reported.

*Supervisor.* Board members thanked Chockley for getting a refund of sales tax on HVAC equipment and suggested an audit of other accounts for this, and commented on a commuter rail project.

**DISCUSSION ITEM  
(Moved up on the agenda)**

**3.  
Boy Scout Use of Facility/  
Facility Use Agreement**

The Board discussed use of Township property by non-profit groups in general, including liability issues, and the Cub Scouts in particular.

- ▶ **Motion:** Otto moved, Chick supported, that the Township allow Cub Scout Pack 409 to utilize Fire Station #2 for their meetings pending provision of proof of liability insurance.  
**Motion carried 7—0 on a voice vote.**

**AGENDA ITEMS**

**1.  
Tetra Tech "SmartRate" Study Proposal**

- ▶ **Motion:** Chockley moved, Chick supported, to contract with Tetra Tech to update the Wastewater Cost of Service Study.

The Board discussed possibly delaying action to allow the new Township Manager to review the information and make a recommendation, the need to move forward in advance of expected new connections, a survey of fees charged by neighboring communities, and whether a new study is needed. It was noted that no action was taken following the 2014 study.

There was a brief discussion about the costs of expanding plant capacity or building a retention tank for future development.

Aynes recommended proceeding with the study or at least increasing connection fees as previously recommended.

**Chockley requested a roll call vote. Motion failed 3—4 on a roll call vote; Otto, Beliger, Dockett, and Manley opposed.**

- ▶ **Motion:** Chockley moved, Beliger supported, that the sewer connection fee be increased to \$5,973.00.  
**Chockley requested a roll call vote. Motion carried 6—1 on a roll call vote Dockett opposed.**

**2.  
Fire Truck Purchase**

Chief Wagner asked that this be tabled to confirm contract details.

- ▶ **Motion:** Chockley moved, Chick supported, that the purchase of a fire truck be tabled to the next meeting.  
**Motion carried 7—0 on a voice vote**

**3.  
Temporary Promotion of Sgt. Smith  
to Interim Lieutenant**

- ▶ **Motion:** Chockley moved, Otto supported, that Sgt. Smith be temporarily promoted to Interim Lieutenant. **Motion carried 6—1 on a voice vote, Beliger absent.**

**4.  
Hiring of Part-Time Police Officer**

- ▶ **Motion:** Chockley moved, Otto supported, to hire part-time officer Christopher Pascoe.  
**Motion carried 7—0 on a voice vote.**

**5.  
Bark Park Lease Amendment**

Chockley said funding for dog waste removal and mowing needs to come from the Parks and Recreation budget. There was a brief discuss about how to arrange for this equitably with the school district which allows their property to be used for the park.

- ▶ **Motion:** Zelenock moved, Otto supported, that the Bark Park Lease Amendment be tabled to the August 29, 2017, agenda. **Motion carried 7—0 on a roll call vote.**

**6.  
Bills**

There was a discussion about having Mr. Aynes investigate whether a full-time and part-time assessor can be hired for the amount currently being spent for assessing services.

- ▶ **Motion:** Chockley moved, Zelenock supported, to approved the bills. **Motion carried 7—0 on a voice vote.**

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
August 15, 2017**

**7.  
Agreement for Independent Contractors**

- ▶ **Motion:** Otto moved, Chockley supported, to authorize the Township's legal counsel to draft agreements for independent contractors for Lisa Lemble and Jim Nelson.

There was discussion about how Nelson's work should be categorized; Otto said it appears this should continue to be an independent contractor position rather than a Township employee.

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

**DISCUSSION ITEMS**

**1.  
Agenda Revision**

There was discussion about how to keep meetings from running long while still relaying information to the public, including whether to have Board member comments at both the start and end of meetings, and whether to set a time limit for such comments.

**2.  
Meeting Presentation Calendar**

Chockley reported she is attempting to limit formal presentations to the second meeting of each month,

briefly reviewed possible upcoming presentations, and called for suggestions for other presentations.

**SECOND CALL TO THE PUBLIC**

Dale Brewer, 11548 East Shore Drive, and David Gordon, made comments about sewer connection fees, the proposed rate study, and the structure of Board agendas and packets.

**BOARD MEMBER COMMENTS**

Board members thanked voters for participating in the last election, and thanked the community for their participation in Board meetings. They also commented on the refund of sewer fees to Horseshoe Lake property owners and the proposed County millage, and encouraged support of local businesses.

**CORRESPONDENCE AND ANNOUNCEMENTS**

None.

**ADJOURNMENT**

- ▶ **Motion:** Chockley moved, Dockett supported, that the meeting be adjourned.  
**Motion carried 7—0 on a voice vote.**

The meeting adjourned at 9:55 P.M.

---

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 September 12, 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/)