

NORTHFIELD TOWNSHIP

Township Board

Minutes

March 12, 2019

CALL TO ORDER

The meeting was called to order at 7:02 P.M. by Clerk Manley at 8350 Main Street.

PLEDGE

Trustee Beliger provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

Marlene Chockley, Supervisor	Absent with notice
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Absent with notice
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 Manager Steven Aynes
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

Beliger asked to add Kiwanis Proposal for 75 Barker to the agenda.

- ▶ **Motion:** Beliger moved, Dockett supported, that the Kiwanis proposal for 75 Barker be added to the agenda. **Motion failed 2—3 on a roll call vote, Dockett, Manley, and Zelenock opposed.**
- ▶ **Motion:** Manley moved, Otto supported, that the Wastewater Treatment and Parks and Recreation reports be pulled for discussion. **Motion carried 5—0 on a voice vote.**

WORKSHOP DISCUSSION ITEMS

1.

Goals and Priorities for the Coming Year

Manager Aynes reviewed progress on the goals, and Board members made comments, including:

- Downtown Revitalization still needs to be a priority, with the North Village site separated out as a topic.
- Road and culvert repair and maintenance should be a priority, with priorities established, and responsibility for various project identified (Drain Commission, Road Commission, Township, etc.).
- The Township website needs improvement. It was agreed to have a proposal for an RFP on the next agenda, although there are concerns about using an outside vendor.

- Funding needs to be found for improvements to the Community Center (in addition to the grant being applied for) and for sidewalks on East Shore Drive.
- Improvements are needed to the building and zoning development process.

2.

Capital Improvement Plan (CIP)

Aynes noted a CIP is required each year by State law, and he reviewed the draft proposal. Board member comments included:

- The Township should get bids from an engineering firm other than Tetra Tech.
- Getting a proposal for the HVAC system for the Public Safety Building should be included.
- Information about acquisition costs for additional land for the nature park should be included.
- It would be helpful to have specific information about "other road improvements" and contributions from the Washtenaw County Road Commission included.
- The cost for a sewer plant retention basin should be updated.
- Roads and other infrastructure maintenance should be priorities.

FIRST CALL TO THE PUBLIC

Tim Saville, 7705 Whitmore Lake Road, Mary Devlin, 9211 Brookside, Margaret Riddell, 65141 W. Eight Mile, George Brown, 7868 Shady Beach, and Anne Zinn, 11451 Fairlane Drive, Green Oak Township, spoke in opposition to the sale of 75 Barker Road due to the loss of public parking and the need for Kiwanis to use the space. Dianne Jazdzyk, U of M Health System, spoke in support of the Medication Take-back program.

BOARD MEMBER RESPONSE

Board members asked about the status of a police officer who resigned and the legal opinion about the Township's donation toward preservation of a farm, supported the use of 75 Barker by Kiwanis, clarified that the Board motion about the sale of 75 Barker did not include demolition, noted a trail in the North Village park is open for use by the public, and suggested that the process for establishing Board agendas be added to goals.

Aynes said he will research past motions granting permission to Kiwanis to use 75 Barker.

TOWNSHIP MANAGER REPORT

Aynes reviewed his written report.

CORRESPONDENCE AND ANNOUNCEMENTS

Manley reviewed the written information about the Master Plan Draft, Board of Review, and the Public Information Meeting on Wastewater Treatment Plan Equalization Basin.

APPROVAL OF MINUTES

Three corrections were made.

Dockett objected to the Supervisor voting against a motion to preserve her right to bring the matter back for further consideration and Otto questioned a statement by Ric Lawson regarding Huron River Watershed Council input on the WWTP DEQ permit.

- ▶ **Motion:** Otto moved, Beliger supported, that the minutes of the February 26, 2019 Regular Board Meeting be approved as amended.
Motion carried 5—0 on a voice vote.

ACTION AGENDA ITEMS

1a.

Wastewater Treatment Plant Report

In answer to a question, Aynes explained that he submitted a claim to the Township's insurance company for the deductible on a homeowner's policy for sewer clean-up that was the fault of the Township. Aynes said small claims of this type do not affect premiums significantly; Dockett disagreed.

Dockett said the average daily flows at the sewer plant indicate there is not a capacity problem. Superintendent Willis said the problem is days of heavy rain which results in stormwater infiltration. Beliger said several stormwater inlets on East Shore are hazards; Manley asked that this be passed on to the County.

1b.

Parks and Recreation Report

In answer to a question, Beliger said she believes a sign for the North Village Park will be completed this year in cooperation with the schools.

1.

Allow Community Center to Participate in Medication Take-back Event

- ▶ **Motion:** Manley moved, Beliger supported, for Northfield Township to sponsor a drug take-back event at the Community Center with the stipulation that the Township be reimbursed by the Michigan Institute for Clinical and Health Research (MICHR) for the cost of the police presence there.

Dianne Jazdyk from MICHR answered questions and noted the event will be April 27th from 10:00 A.M. to 2:00 P.M.

Motion carried 5—0 on a voice vote.

2.

Hiring of Full-time Police Officer: Charles (Nick) Nicholas Piatt

- ▶ **Motion:** Manley moved, Beliger supported, to approve the hiring of Full-time Police Officer Charles (Nick) Nicholas Piatt contingent upon successful completion

of background check and final interview with Chief Wagner and Lt. Smith starting at salary Step 1 at a rate of \$42,879.30 annually.

Motion carried 5—0 on a voice vote.

3

Finalize Employee Handbook

Otto reviewed the process followed for updating the Handbook over the last several months.

- ▶ **Motion:** Otto moved, Beliger supported, to accept the Employee Handbook as presented.

There was discussion about several sections, including (a) the proposed one year, rather than two year, limit on accrual of PTO and what the cost will be to switch to one year, (b) several corrections that appear not to have been made, (c) language regarding harassment, (d) language regarding cost of living pay increases, and (e) specific WWTP certifications and pay provisions.

Otto withdrew her motion.

- ▶ **Motion:** Zelenock moved, Manley supported, to table approval of the Employee Handbook until a list of changes that were made as well as the expected cost of the potential new policy of keeping only one year of PTO time for employees are provided to the Board.
Motion carried 4—0 5—0 on a voice vote.

4.

Explore Possibility of In-Office Building Official/Zoning Administrator Position

- ▶ **Motion:** Zelenock moved, Otto supported, to authorize the Township Manager to provide a Building Official/Zoning Administrator job description, provide a salary range for this position including benefits, and compare the proposed salary and benefits to the present cost incurred by the Township for these functions by the April 9th Board meeting.

There was discussion about the possibility of turning over some of these functions to the County and how that would affect Northfield Township staffing.

- ▶ **Amendment to Motion:** Beliger moved, Zelenock supported, to amend the motion to add, "And investigate the option of directing the public to the County for these functions and an analysis of the impact this would have on existing personnel and budgets," both by the April 23rd Board meeting.
Amendment to motion carried 5—0 on a voice vote.

- ▶ **Amended motion:** Zelenock moved, Otto supported, to authorize the Township Manager to (a) provide a Building Official/Zoning Administrator job description, provide a salary range for this position including benefits, and compare the proposed salary and benefits to the present cost incurred by the Township for these functions, and (b) investigate the option of directing the public to the County for these functions and an analysis of the impact this would have on existing personnel and budgets by the April 23rd Board meeting.
Amended motion carried 5--0 on a voice vote.

5.
Draft Ethics Policy

Otto referred to the draft and noted this is recommended by the Michigan Township's Association. Board member comments included discussion about the prohibition on accepting gifts from vendors, the lack of enforcement mechanism, and language in sections 3.29 and 3.31 (as opposed to protection of the rights of individuals). It was agreed that Board members will provide their input to Otto.

6.
Draft Building Use Policy

Aynes referred to his memo of March 6th and the sample policies from Pittsfield Township and Hamburg Senior Center. The Board discussed a variety of topics including deposits, priority for use, and which properties the policy will cover.

- ▶ **Motion:** Zelenock moved, Beliger supported, that Board members provide input on the draft Building Use Policy by March 31st.
Motion carried 5—0 on a voice vote.

7.
Clarify Process for Sale of 75 Barker Road

Dockett said the Township should provide title insurance and a well inspection, a commission of 6%-10% is acceptable, and only a cash sale should be accepted. Paul Burns said the property needs to be sold as-is, and he will bring a listing agreement with a broker for the Board to approve.

Zelenock noted the Planning Commission recommends that the Board reconsider the sale of the property as it is a vital piece of property for the Township. The Board discussed implications of following the Downtown Strategic Action Plan, including whether the property can be split and the costs of razing the existing building and building a new one, and said the Board has studied this issue extensively and is elected by the residents.

It was agreed Aynes and Burns should bring to the next meeting whatever listing proposals they can get.

8.
Payment of Open Bills

- ▶ **Motion:** Manley moved, Otto supported, to approve payment of Open Bills (expected check run date of 3/13/19) for a total of \$144,735.64 from all funds in

the Municipal Investment Fund (MIF) account.
Motion carried 5—0 on a voice vote.

9.
Check Disbursement Report for Paid Bills

- ▶ **Motion:** Manley moved, Otto supported, to accept the Check Disbursement Report for Paid Bills (check date from 2/7/19 to 3/7/19) for a total of \$317,563.14 from all funds in the Municipal Investment Fund (MIF) account.

There was discussion about a payment to the Washtenaw Road Commission for consultation about making changes to a sidewalk in front of the Public Safety Building. Aynes said he will check with the Post Office about possibly moving the location of the mailbox rather than changing the sidewalk.

Motion carried 5—0 on a voice vote.

CONSENT AGENDA

- ▶ **Motion:** Otto moved, Beliger supported, to receive the Fire, Police Wastewater Treatment, Community Center, Code Enforcement, and Financial and Fund Balance reports. **Motion carried 5—0 on a voice vote.**

TRUSTEE/LIAISON REPORTS

- ▶ **Motion:** Manley moved, Otto supported, to receive the ZBA, Planning Commission, Parks and Recreation Board, Land Preservation Committee, and Treasurer's reports. **Motion carried 5—0 on a voice vote.**

SECOND CALL TO THE PUBLIC

Margaret Riddell, 65141 W. Eight Mile, and Jim Nelson, 7777 Sutton Road, spoke in opposition to the sale of 75 Barker Road. George Brown suggested that the Township consider selling some of its vacant properties.

BOARD MEMBER COMMENTS

Board members made comments about possible disposition of unneeded Township-owned properties, the Board's decision to sell 75 Barker Road and impediments to redeveloping it per adopted plans, and the desire to make 75 Barker Road available for Kiwanis use.

ADJOURNMENT

Manley adjourned the meeting at 10:43 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 March 26, 2019.

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/