

# NORTHFIELD TOWNSHIP BOARD OF TRUSTEES

## MEETING AGENDA

**May 11, 2021 - 7:00 PM via Zoom**

The Northfield Township Board of Trustees is meeting electronically due to the state of emergency declared by Washtenaw County Board of Commissioners. Members of the public may contact members of the board via email or voice message in advance of the meeting in order to provide input.

[boardmembers@northfieldmi.gov](mailto:boardmembers@northfieldmi.gov)

(734) 449-2880

Members of the public may participate via Zoom by visiting <https://zoom.us/j/94138075698>

or dialing (312) 626-6799

Webinar ID: 941 3807 5698

Public participants will be able to address the board virtually during the public comment periods on the agenda.

Visit [http://www.twp-northfield.org/government/how\\_to\\_join\\_a\\_virtual\\_meeting.php](http://www.twp-northfield.org/government/how_to_join_a_virtual_meeting.php) for more information.

### CALL TO ORDER

### INVOCATION / PLEDGE

### ROLL CALL

APPROVE MINUTES from April 27, 2021 Regular Meeting - Pg. 3

APPROVE MINUTES from May 4, 2021 Special Meeting + will be added as an addendum once they are available

### CONSENT AGENDA

1. Receive the Fire Department Report - Pg. 6
2. Receive the Police Department Report - Pg. 10
3. Receive the Wastewater Treatment Report - Pg. 27
4. Receive the Community Center Report - Pg. 33
5. Receive the Financial and Fund Balance Reports - Pg.
6. Accept Check Disbursement Report for Paid Bills (check dates from 4/9/2021-5/6/2021) for a total of \$269,669.00 from all funds in the Municipal Investment Fund (MIF) account and \$39,897.32 from the 2020 WWTP Construction Fund - Pg. 83
7. Approve Payment of Open Bills (expected check run date 5/12/21) for a total of \$46,746.53 from all funds in the Municipal Investment Fund (MIF) account and \$13,976.99 from the 2020 WWTP Construction Fund - Pg. 97

### ADOPT BALANCE OF AGENDA

### PETITIONS AND COMMUNICATIONS

**Citizen Comment** (Please limit comments to Agenda Items): **PLEASE LIMIT YOUR COMMENTS TO 3 MINUTES PER PERSON**

Citizen Comment is provided at both the beginning and at the end of the meeting. The purpose of public comment is to provide an opportunity for a member of the public to speak. The role of the board is to listen attentively, and we thank you in advance for sharing your thoughts and ideas.

- All members of the public speaking during "Public Comment" will need to state their name and address for the record.
- The Board's role is to listen to the care and concerns of the community.
- The board, or designee, will follow up concerning the comments as soon as possible when necessary. Please contact the township office if you have any additional questions.

### BOARD MEMBER COMMENTS / CLARIFICATION

\* Denotes previous backup; + denotes no backup in packet

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

## CORRESPONDENCE

- People's Express Quarterly Report - Pg. 103

## OLD BUSINESS

1. 75 Barker Rd Update +
2. Northfield Community Park Request for Proposals (RFP) Update +
3. Discuss Job Posting for Building Inspector +
4. Consider 2021-2022 Liability Insurance Renewal through Berends Hendrick Stuit - Pg. 105

## NEW BUSINESS - ACTION ITEMS

1. Consider Establishment of Park Boundaries for Northfield Community Park (North Village) - Pg. 137
2. Consider Mail Machine Lease Renewal - Pg. 142
3. Consider Hiring of April Lantinen as Part-time Clerical Assistant/Elections - Pg. 171
4. Consider Recommendation to Appoint Kristen Delaney to DDA term expiring June 30, 2024 - Pg. 173
5. Consider Recommendation to Appoint Judith Moldenhauer to the Land Preservation Committee to replace Julia Henshaw, term ending December 31, 2023 - Pg. 180
6. Amend Effective Dated for Fiscal Year 2021-22 Non-Union Raises - Pg. 187

## NEW BUSINESS – DISCUSSION ITEMS

1. Review Fiscal Year 2021-22 Budget for Police, Fire, Building Grounds and DDA - Pg. 189
2. Discuss Reserved "Public Comment" on the Agendas +

## TRUSTEE/LIAISON REPORTS

1. Receive the Supervisor's Update +
2. Receive the Treasurer's Report - Pg. 215
3. Receive the Clerk's Report - Pg. 217
4. Receive the Planning Commission Report +
5. Receive the ZBA Report + (no meeting in April)
6. Receive the Parks and Recreation Board Report +
7. Receive the Land Preservation Committee Report - Pg. 218

## ANNOUNCEMENTS

- Public Hearing May 25, 2021 – Chestnut Development Preliminary PUD - Pg. 225

## PETITIONS AND COMMUNICATIONS

Citizen Comment (Open): PLEASE LIMIT YOUR COMMENTS TO 3 MINUTES PER PERSON

## BOARD MEMBER COMMENTS/MANAGER CLARIFICATION

## ADJOURNMENT

\* Denotes previous backup; + denotes no backup in packet

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# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

#### April 27, 2021

#### CALL TO ORDER

The meeting was called to order at 7:07 P.M. by Supervisor Dignan via tele-conference.

#### INVOCATION/PLEDGE

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

#### ROLL CALL

Kenneth Dignan, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Janet Chick, Trustee	Present
Nate Muchow, Trustee	Present
Joshua Nelson, Trustee	Present
Jacki Otto, Trustee	Present

All stated they were participating from Northfield Township in Washtenaw County, Michigan.

Also present:

Public Safety Director William Wagner  
Township Controller Yvette Starbuck  
Township Engineer Ronald Cavallero, OHM  
Township Planner John Jackson, McKenna  
Members of the community

#### APPROVAL OF MINUTES

- **Motion:** Zelenock moved, Chick seconded, that the minutes of the April 13, 2021, Regular Board Meeting be approved, changing "within about a month" to "within 60 days" under the *Township Owned Properties* item. **Motion carried 7—0 on a roll call vote.**

#### ADOPT AGENDA

Dignan noted he will be removing the consideration of the Chestnut Development PUD from New Business on the advice of the Township attorney. He also noted the Board will be scheduling a closed session to discuss an attorney-client privileged communication from the attorney, and he asked staff to remand all communication regarding the PUD application to the file for inclusion on a future Board agenda.

- **Motion:** Dignan moved, Manley seconded, that the agenda be adopted with removal of the Chestnut Development Planned Unit Development Application. **Motion carried 7—0 on a roll call vote.**

#### PETITIONS AND COMMUNICATIONS

County Commissioner Susan Shink introduced herself and invited any Board members or residents to contact her with any concerns. David Gordon, 5558 Hellner Road, David C., Angeline Rebottaro, and David Perry all indicated they wished to comment on the Chestnut Development PUD which was removed from the agenda. Dignan informed them public comment on items not on

the agenda could be made during the second *Petitions and Communications* item at the end of the agenda only. Adam Olney, 9315 Lakewood Court, commented on the 75 Barker RFP recommendation. Susie Wienkowski, 5558 Hellner Road, commented on the rules for public comments at Board meetings.

#### BOARD MEMBER COMMENTS/ MANAGER'S CLARIFICATIONS

Zelenock said she disagrees with Dignan's structuring of comments from the public, recalled that the Board had discussed adding it as an agenda item, and asked that it be on the next agenda. Dignan confirmed it will be on the next Board agenda.

#### OLD BUSINESS

1.

#### 75 Barker RFP Committee Recommendation

- **Motion:** Zelenock moved, Nelson seconded, to enter into a purchase agreement with Michael Jay, The Freelance Chef LLC, for a price of \$81,250.00 of which \$30,000 will be deposited with the seller or seller's agent. Upon acceptance of a binding purchase agreement, buyer would pay the balance to the seller at closing.

In answer to a question from Chick, Mr. Jay said the purchase price was arrived at after consideration of all work required on the building and the cost of a new well. He said they estimated needing to spend \$200,000 to \$325,000 to restore the building into something that will attract people to the Township. Zelenock said she is conflicted about the decision because of the sale price, but feels this is a unique opportunity, especially if the upper floor can be used as proposed for banquets and cooking classes.

Nelson said Mr. Jay has an established career and he thanked him for his unique proposal. Mr. Jay noted he has always been interested in this building and will be using his own capital for the project.

Otto said while she has not wanted to lose this building, replacing it would be too costly, so she is glad it will be put to good use. Muchow said this is an unexpected, exciting proposal. Manley agreed the proposal is very interesting and appreciates Mr. Jay's enthusiasm. Dignan said he is excited about this and welcomed Mr. Jay's vision for a development that will bring people to the community. Zelenock noted that both the Township and Mr. Jay need to do their due diligence and a purchase agreement needs to be prepared. Chick said she appreciates the information from Mr. Jay and said she believes in the synchronicity that led to this.

**Motion carried 7—0 on a roll call vote.**

Mr. Jay noted he is involved in the Brighton Chamber of Commerce and community activities there and looks forward to being part of the Northfield Township community.

## NEW BUSINESS

### 1.

#### Consider Chestnut Development Planned Unit Development (PUD) Application

Removed from the agenda.

### 2.

#### Hiring of Code Enforcement Officer

Otto reported that she and Zelenock interviewed two candidates and Dawn King was clearly the most highly qualified and met all the desired requirements.

- **Motion:** Otto moved, Zelenock seconded, to approve Dawn King for the position of Code Enforcement Office position starting at the salary of \$25.00 per hour, with the position being part-time up to 30 hours/week, with the contingency that the Township Board approve a Township-owned vehicle.

In answer to a question from Dignan, Chief Wagner said King can also remain a sworn officer of the Township Police Department, and he endorsed her as a candidate for this position.

**Motion carried 7—0 on a roll call vote.**

- **Motion:** Dignan moved, Chick seconded, that the Township Board allocate up to \$7,000 for the purchase and refurbishment of a Township-owned vehicle for the Code Enforcement Officer.
- **Amendment #1 to motion:** Dignan moved, Otto seconded, to amend the motion to add that the vehicle be used only by the Code Enforcement Officer during times in which the officer is working for the Township; otherwise it shall be at the Township offices. **Amendment #1 to motion carried 7—0 on a roll call vote.**

In answer to a question from Dignan, Controller Yvette Starbuck said the purchase of the vehicle will come from Capital Outlay and maintenance and gas will come from Planning and Zoning.

- **Amendment #2 to motion:** Dignan moved, Otto seconded, that the \$7,000 be allocated such that \$2,000 is for maintenance and should be allocated to Planning and Zoning and the \$5,000 should come from Capital Outlay. **Amendment #2 to motion carried 7—0 on a roll call vote.**

Chick asked about the specifics of the vehicle and equipment. Dignan described it and Wagner confirmed the officer will have a communications radio to use. Wagner agreed with Chick that the vehicle should be marked to identify it as a code enforcement vehicle.

- **Amended motion:** Dignan moved, Otto seconded, that the Township Board allocate up to \$7,000 for the and refurbishment of a Township-owned vehicle for the Code Enforcement Officer to be used only by the Code Enforcement Officer during times in which the officer is working for the Township; otherwise it shall

be at the Township offices. The \$7,000 should be allocated such that \$2,000 is for maintenance and allocated to Planning and Zoning, and the \$5,000 should come from Capital Outlay. **Amended motion carried 7—0 on a roll call vote.**

### 3.

#### Review of Fiscal Year 2021-22 Draft Budget Changes

Controller Yvette Starbuck referred to the document showing changes to draft budget including pay raises for non-union employees, up to \$200,000 for road projects, and an adjustment on the bond payment to reflect correct numbers for this year and next year. She reported she also received requests from the elections department for a new employee and from Parks & Recreation for an increase to cover a cost overrun for the Parks Master Plan. She noted additional adjustments will be needed for the Code Enforcement vehicle approved earlier in the meeting and possibly for land preservation.

Based on comments from the Board, Starbuck said:

- She is using the figure for revenue sharing from the State website, but can amend it if that changes.
- She can adjust the figure for road projects to the Township's portion (about \$132,000) of the total \$200,000.
- Janitorial can be increased by the staff wage increase of 3% if those will be employee positions.

There was discussion about the different wages assigned for janitorial work in different buildings.

- **Motion:** Otto moved, Chick seconded, that janitorial services go back to the Personnel Committee for review. **Motion carried 7—0 on a roll call vote.**

### 4.

#### Land Preservation Committee Budget Request

Zelenock said the intent was for this to be discussed during the budget review rather than a separate agenda item. Starbuck noted the draft budget includes \$7,500, but the Committee has requested \$13,050. Zelenock noted the Committee has not spent the \$5,000 allocated this year, and they would like to add those funds to the next budget year do a professional-level community survey using that money. She said that makes up the bulk of the additional funding they are requesting.

In answer to a question from Otto, Zelenock said the main goal of the survey is to find out whether taxpayers are willing to pay for land preservation. Chick said surveys have often been used to weaponize an issue, it is clear residents value land preservation, and the best and cheapest way to find out if people are willing to pay is to put a millage on a ballot. Muchow agreed. Zelenock said that is valuable information and she will take it to the next Committee meeting.

## ANNOUNCEMENTS

Manley reported she will probably be bringing information to the next Board meeting about an election position.



**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Held via tele-conference  
April 27, 2021**

**PETITIONS AND COMMUNICATIONS**

Steve Gronow of Chestnut Development LLC said he is listening to the concerns about his Chestnut Development PUD proposal, they are planning an open house on Saturday, May 8<sup>th</sup> from 10:00 A.M. to Noon at his Chestnut Woods development (2810 Highland Road in Howell) which is currently under construction. He said this is similar to what he is proposing in Northfield Township, and he invited the public to attend so he can answer any questions people have.

Julie Kapnick, David C. \_\_\_\_\_, Marissa Prizgint, 32 Schrum Drive, Lori Nelson Daniels, Angeline Rebottaro, Julie Henshaw, 4681 Six Mile Road, Erica \_\_\_\_\_, Brian Slominski, 9041 Timbercrest, Donald Sealman (sp?), Karen Alexa, 7210 Whitmore Lake Road, David Gordon, Hellner Road, and Adam Olney made comments about the Chestnut Development proposal.

David C. \_\_\_\_\_, Marissa Prizgint and Lori Nelson Daniels, commented on the request for funds by the Land Preservation Committee. David C. \_\_\_\_\_ also objected to Dignan's handling of the first call to the public.

Marissa Prizgint announced a spring flower nature hike hosted by the Land Preservation Committee at the Whitmore Lake Preserve on May 22<sup>nd</sup>.

Julie Henshaw also commented on the hiring of Dawn King as the Code Enforcement Officer and the sale of 75 Barker Road. Cecelia Infante, E. Five Mile Road, commented on the hiring of the Code Enforcement Officer and the Chestnut Development proposal. Adam Olney also commented on the proposed development of 75 Barker Road.

**BOARD MEMBER COMMENTS/  
MANAGER CLARIFICATION**

All Board members thanked the public for the comments.

Dignan said he tries to conduct meetings with orderly and respectful dialogue. He said the purpose of Township Board meetings is to conduct the business of the Township which must get done, not to hold community meetings. He said in 20+ years of service in the Township he has always believed the public should be allowed to address the Board prior to the Board deliberating on any item, and he never wants people to be discouraged or dissuaded from speaking at an appropriate time.

Zelenock said she spent a lot of time reading the materials on the Chestnut Development and it is important to explain to the public what is going on with the process. She asked when that will be possible. Dignan said the

problem is related to process and the Board will be discussing the information from the attorney in a closed session soon. Zelenock said the Leland property should have development, including commercial development, it should follow the Master Plan, and the community should work together to bring the best development possible because it will define the community forever.

Zelenock said the Land Preservation Committee is criticized almost every time it is on a Board agenda, and while she is an elected official and can handle that, there are volunteers on committees who may feel differently.

Manley encouraged the public to continue to comment on the Chestnut Development proposal and to be clear about whether they want their communications included in Board packets.

Nelson said he is interested in hearing opinions on all sides of issues and is thankful to the public for taking the time to speak and send emails, each of which he is reading carefully.

Chick noted that contrary to a comment made by a member of the public earlier, the Planning Commission denied the rezoning for the Chestnut Development proposal, but unanimously approved sending the preliminary PUD to the Board with conditions. She also noted a corrected memo from the planner was included in the Board packet. She said the Township rarely receives PUD proposals and the process for considering them is complex, and the Township will be providing clarity as the process continues. Dignan noted that the Planning Commission initially recommended denial of the PUD proposal, then recommended approval with conditions.

Otto said balancing the often competing interests of the public and property owners with the Master Plan and the Michigan Zoning Enabling Act can be difficult. She said the Board is responsible to everyone in the Township, but the Board's fiduciary responsibilities come first, and the Board must follow the law, including the zoning act.

Muchow thanked Chef Michael for his planned development, said he is happy to see the hiring of the Code Enforcement Officer, and encouraged those who are interested to attend the Chestnut Development open house.

**ADJOURNMENT**

- **Motion:** Dignan moved, Manley seconded, that the meeting be adjourned.  
**Motion carried 7—0 on a voice vote.**

The meeting adjourned at 8:58 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 \_\_\_\_\_, 2021.

\_\_\_\_\_  
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/)

# Northfield Township Public Safety

8350 Main Street, Whitmore Lake, MI 48189

Fire: 734-449-2385 • Fax: 734-449-2521

Police: 734-449-9911 • Fax: 734-449-0511

wagnerw@northfieldmi.gov

## April 2021

# Northfield Township Fire Department Statistical Report

Responses April 2021:	55
Responses April 2020:	34
Fire Calls: 10	
Structure Fires	3
Vehicle Fire	4
Outside fire (Grass)	3
Alarms	4
Emergency Medical Calls: 33	
Cardiac Arrest	1
Chest Pain	6
Difficulty Breathing	9
Stroke	2
Diabetic/ Seizure	1
Trauma	2
Abdominal pain	2
Overdose	1
Sick Person	3
Other	6

Motor Vehicle Accidents 11

Injury Crashes	3
Unknown	8
Pin in crash	0

Public Service calls: 2

Gas leak	0
Carbon Monoxide Alarm	1
Wires down	0
Lift assist	0
Assist Police	1
Tree down	0

Mutual Aid Given 6

Ann Arbor Twp	MVA	1
Green Oak	1-Structure fire	1
Hamburg	1-Structure Fire	1

Mutual Aid Received 2

Ann Arbor Twp	1-MVA 1-Medical 1 Structure Fire	3
Green Oak	Structure Fire	1

Responses in hamlet area:	28
Responses in rural area:	20
Responses on Highway	9
Responses outside the township:	4

Average response time for the month: 6:15



William Wagner

# Northfield Township Public Safety

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## May 2021

### Director of Public Safety Board Communication

- 1. Fire department activity for April 2021:** We have now returned to a normal (pre COVID) call volume. For calls of significance we had a garage fire on Easter Sunday that also involved 4 vehicles. We also assisted Hamburg Fire department on a structure fire. Lastly, we assisted Green Oak fire department on a structure fire on Eight Mile Rd.
- 2. Fire Department training for April:** Training for the month of April consisted of introduction to our new tablets that are installed on 4 of our trucks. We also have started the annual drivers training as well as ongoing probationary training.
- 3. Personnel changes updates:** Due to Covid and an employee on extended leave we have had to make some temporary personnel changes within the police department. Our overtime and part time budgets are already over their respective budgets. We will need to make a couple of budget amendments to include usage of the Cares Act funding we received for the Corona Virus. We have temporarily promoted part time officer Basso to full time until the return of the officer on extended leave. We have also promoted Reserve Officer Franceour to part time officer. We are sending Officer Franceour to the Police Academy. While this will strain our budget this year. Having and using Officer Franceour as a certified officer will help future budgets.
- 4. Fire Department Millage expiration:** I would like to thank the board for approving the millage language for expiring fire department millage. As I have mentioned our current staffing model in the fire department has worked and saved money for many years, it is now fragile and unsustainable. This slight increase will allow us to stabilize the staffing with full time employees fully committed to the Northfield Township Fire Department.

- 5. Huron Valley Ambulance ALS response times:** UPDATE: There has been no changes other than I was unable to obtain the first quarter 2021 ALS reports from HVA. HVA advises due to a computer glitch they are unable to print the report off.
- 6. Covid update:** We are still dealing with the effects of COVID in the Police Department. We got two of the employees back that had contracted the virus and now have another employee out currently with the virus. All of these cases are unrelated and all originated outside of the department. As mentioned above the covering for these employees as well as other employees placed in quarantine due to close contacts has devastated our part time and overtime budgets.
- 7. North Village Park Repairs:** I have been in contact with the volunteers that had taken on the project to repair the ruts in the park from this winter. They don't believe they are going to have time to make the repairs. I have been in contact also with J & M who will be making the repairs. I am hoping to have the dirt that is there spread and possibly additional dirt brought in for around \$600. Hopefully the repairs will be made and the park will be in good shape for the 4<sup>th</sup> of July.
- 8. German Park Update:** We have been working with German Park on their annual picnics. As of now it appears there will not be a June picnic due to the current restrictions at the state level on those types of events. They are hoping to have a July and August picnic and possibly an Oktoberfest.



# **NORTHFIELD TOWNSHIP POLICE DEPARTMENT**

## **MONTHLY OPERATIONS REPORT**



**APRIL 2021**

## APRIL 2021 MONTHLY REPORT

Calls for Service	434
Arrests	5
Mutual Aid Assistance to Other Departments Inside the Township	3
Mutual Aid Assistance to Other Departments Outside the Township	5
Average Response Time	3.13

### NOTES & FACTS FROM THE DEPARTMENT

**DATA:** 54% of total complaints answered were in the hamlet area and 46% were handled throughout the rest of the township.

**IN-SERVICE TRAINING:** Racial Profiling for Traffic Stops and Field Contacts, Use of Force and Liability Issues; A New Approach to Officer Safety: CLEAR Thinking; CCLP-Search Warrants and Probable Cause; Human Fatigue in 24/7 Operations; Video Surveillance Techniques.

**FORMAL TRAINING:** Ofc. Diacono-Lidar Training

### MENTAL HEALTH INCIDENTS

In the month of April, officers from the Northfield Township Police Department (NTPD) were dispatched to 9 Mental Health calls including welfare checks. Below are some of those incidents.

- 04/11/2021 - Officers were dispatched to a suicidal 35-year-old male who had threatened to buy a rifle and kill himself after a family argument. Two phone pings were placed on subject's phone, where he was later located at his father's house. Father confirmed subject was safe and sleeping. Family is planning to seek help for subject.
- 04/18/2021 - An officer responded to a suicidal 32-year-old female. The officer confirmed that the female suspect admitted she wanted to harm herself. The subject was transported to hospital for evaluation. The investigating officer completed the petition for a mental health evaluation.
- 04/27/2021 - Officers responded to a suspicious situation with a subject in his backyard screaming about "raping and killing." A neighbor submitted a video of the subject ranting about satanic tones. Much of the statements he made were unintelligible. Our department has had 14 contacts since 2016 with this subject who has known mental health issues. Community Mental Health to contact subject and will call NTPD if assistance is needed.

### ARRESTS

- 04/02/2021-Arrest - Operating While Intoxicated- E. North Territorial & Sutton –During a traffic stop of a speeding vehicle, the officer observed the driver was displaying signs and evidence of intoxication. The driver was arrested and the vehicle impounded. Due to COVID-19, the driver's blood was drawn. Lab results confirmed the driver's blood alcohol level was over the legal limit. Case forwarded to the Township Attorney for prosecution.
- 04/08/2021-Arrest - Operating while Intoxicated-W Eight Mile Rd & Rushton – An officer on patrol observed a speeding, reckless driver disregard a stop sign. After attempting to evade the traffic stop and disregarding the officer's command; the driver exited his vehicle and proceeded to enter a residence. The officer was able to take the suspected drunk driver, a 39-year-old male, into custody. Evidence was collected and a warrant was issued for a blood draw to determine the extent of intoxication. The subject was lodged in the Washtenaw County Jail. Blood test results confirmed that the driver's blood alcohol level was over the legal limit. Case forwarded to the Washtenaw County Prosecuting Attorney's Office. Charges are pending.

## DEATH INVESTIGATIONS

- 04/11/2021-An officer responded to a death investigation of a 65-year-old male. The subject who was recovering from a recent surgery, and had medical issues, was discovered unresponsive in bed. No foul play was evident and the Medical Examiner released the body to the family
- 04/27/2021-Police Officers, Fire Department, and Ambulance personnel responded to a medical assistance of a 67-year-old male. The subject had been lethargic, had severe arthritis and back issues, and was diabetic. After multiple rounds of CPR were performed, subject was pronounced deceased and the medical examiner released the body to the funeral home.

## DOMESTIC VIOLENCE

- 04/03/2021- Officers responded to a physical domestic violence incident. The parties were separated before officers arrived – the incident was investigated and the report forwarded to the Prosecutor's Office for review.
- 04/06/2021- Officers responded to a domestic violence incident and determined that no physical contact had occurred. The parties were separated and officers mediated a resolution for the evening.
- 04/13/2021- An Officer responded for a complaint on a 15-year-old runaway. The investigation revealed the situation had escalated into a physical domestic assault. The 15-year-old suspect was arrested and processed; however, the juvenile referee would not authorize admittance to the juvenile holding facility, so the subject was returned to his parents. The case was submitted to the Washtenaw County Prosecuting Attorney's Office and charges were denied.

## LARCENY

- 04/02/2021-Larceny from Automobile-9100 Block of Lincoln – A victim reported that sometime between 3/30/2021 and 3/31/2021 an unknown suspect removed his wallet from his unlocked vehicle. In addition, the suspect(s) further used the victim's credit cards without his authorization. At the time of the report there were no witnesses or suspects developed.
- 04/12/2021-Larceny (Theft) – Embezzlement-300 Block of 6 Mile Rd - A business manager reported that a book of non-activated lottery tickets had been stolen. The complainant further advised that someone attempted to turn in the winning tickets from the packet, but was unsuccessful. A suspect has been identified and the case remains under investigation.
- 04/15/2021-Larceny-300 Block of North Territorial – A complainant reported that after being distracted by two customers, the customers stole lottery tickets and drinks. The two suspects, a male and a female, then fled the scene in a white vehicle. The investigation revealed the identity of the suspects, who have ties to several other larcenies using the same distraction scheme. The case remains under investigation.

## SUSPICIOUS SITUATION

- 04/07/2021- An Officer documented a snap chat incident that displayed an anonymous source showing a male subject with two assault rifles. No immediate community safety concerns or issues were determined at the time of the report. No suspect was identified.





## CLEAR-1018 Verified Offense By Date

Between 04/01/2021 Thru 05/01/2021

Agency: NR



Offense Code	Description	Incident Count
1177	CSC 2nd Degree -Forcible Contact	1
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	2
2305	Larceny - Personal Property from Vehicle - LFA	1
2308	Larceny - From Building (Includes Library, Office used by Public, etc)	1
2699	Fraud (Other)	1
2701	Embezzlement - Business Property	1
2902	Damage to Property - Private Property - MDOP	1
3599	Dangerous Drugs (Other)	1
5311	Disorderly Conduct	1
8011	Accident - Fail to Stop and Identify	1
8041	Operating Under the Influence of Alcohol / Liquor OWI	2
C1235	CLEMIS global - Test Offense	1
C2825	Juvenile - Incurability	1
C2931	DWLS OPS License Suspended / Revoked	2
C2934	Vehicle Insurance - None / Expired	3
C3101	Crash, Single Motor Vehicle	1
C3145	Property Damage Traffic Crash PDA	4
C3148	Motor Vehicle - Animal Traffic Crash	1
C3155	Personal Injury Traffic Crash PIA	2
C3170	Private Property Traffic Crash	1
C3205	Sudden Death - Natural	1
C3208	Death Investigation - Cause Unknown	1
C3250	Mental Health Call	3
C3299	Welfare Check	6
C3310	Family Trouble	3
C3312	Neighborhood Trouble	1
C3318	Found Property	4
C3324	Suspicious Circumstances	20
C3326	Suspicious Vehicles	2
C3328	Suspicious Persons	2
C3329	Intelligence Information	1
C3330	Assist Other Law Enforcement Agency	4
C3331	Assist Medical	17
C3332	Assist Fire Department	3
C3333	Assist Motorist	4
C3334	Assist Other Govt Agency	3
C3336	Assist Citizen	11
C3337	Assist Citizen - Vehicle Lockout	1
C3355	Civil Matter - Other	12
C3702	Traffic Complaint / Road Hazard	3
C3704	Traffic Complaint / Abandoned Auto	1
C3706	Traffic Complaint / Vehicle Impound	2
C3730	Traffic Complaint / Traffic Miscellaneous A Complaint	1
C3804	Animal Complaint	2
C3808	Animal Bite / Scratch	2
C4041	Speeding Citation	32
C4048	Improper Passing Citation	2



## CLEAR-1018 Verified Offense By Date

Between 04/01/2021 Thru 05/01/2021

Agency: NR



Offense Code	Description	Incident Count
C4105	Equipment Citation	1
C4205	Handicapped Parking Citation	1
L3502	Follow Up - NR	2
L3506	Shots Fired - NR	1
L3507	Fingerprints - NR	5
L3510	Loud Music - NR	3
L3520	Dumping Complaint - NR	1
L3521	Open Door / Window - NR	2
L3526	False Alarm - NR	9
L3535	GUN Permit, Applications, CCW Permits - NR	32
L3542	BOL - NR	4
L3546	Trespass Notice Served - NR	1
L3550	Speed Sign Detail - NR	2
L3551	Sex Offender Registration/Verification - NR	1
L3552	Traffic Stop - NR	150
L3557	Check Person - NR	1
L3565	Tresspass - Info Only - NR	1
L3568	Local Records Check - NR	7
L3569	Assist Other Police Agency - Inside Northfield - NR	3
L3570	Assist Other Police Agency - Outside Northfield - NR	5
L3571	Disorderly Person - NR	1
L3577	No Insurance on Person - NR	3
L3597	Non Terminal - NR	19
L4598	Information - NR	4
L4599	Misc Non-Criminal - NR	1
L6501	Property Check/Directed Patrol/Vac Watch - NR	1
Sum:		434

# Report CLEAR-008-R Summary of Offenses

Report Period: 4/1/21 - 4/30/21



Classification	Prior Year	Current Year	% Change
AGGRAVATED/FELONIOUS ASSAULT	1	0	-100.0%
ANIMAL CRUELTY	0	0	-
ARSON	0	0	-
BRIBERY	0	0	-
BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	1	0	-100.0%
BURGLARY -FORCED ENTRY	7	0	-100.0%
COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	-
COMMERCIALIZED SEX -PROSTITUTION	0	0	-
DAMAGE TO PROPERTY	4	1	-75.0%
DEATH INVOLVING USE OF FORCE BY LAW ENFORCEMENT	0	0	-
EMBEZZLEMENT	1	1	0%
EXTORTION	0	0	-
FORGERY/COUNTERFEITING	1	0	-100.0%
FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	1	0	-100.0%
FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	1	1	0%
FRAUD - HACKING/COMPUTER INVASION	0	0	-
FRAUD - IDENTITY THEFT	0	0	-
FRAUD -IMPERSONATION	0	0	-
FRAUD -WELFARE FRAUD	0	0	-
FRAUD -WIRE FRAUD	0	0	-
GAMBLING- BETTING/WAGERING	0	0	-
GAMBLING -EQUIPMENT VIOLATIONS	0	0	-
GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	-
GAMBLING -SPORTS TAMPERING	0	0	-
HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	-
HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	-
HUMAN TRAFFICKING - PURCHASING PROSTITUTION	0	0	-
IN-CUSTODY DEATH	0	0	-
INTIMIDATION/STALKING	0	0	-
JUSTIFIABLE HOMICIDE	0	0	-
KIDNAPPING/ABDUCTION	0	0	-
LARCENY -OTHER	1	0	-100.0%
LARCENY -POCKETPICKING	0	0	-
LARCENY -PURSESNAATCHING	0	0	-
LARCENY -THEFT FROM BUILDING	1	1	0%
LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	-
LARCENY -THEFT FROM MOTOR VEHICLE	0	1	-
LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	0	-
MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	-
MOTOR VEHICLE FRAUD	0	0	-



# Report CLEAR-008-R Summary of Offenses

Report Period: 4/1/21 - 4/30/21



Classification	Prior Year	Current Year	% Change
MOTOR VEHICLE THEFT	0	0	-
MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	-
NARCOTIC EQUIPMENT VIOLATIONS	0	0	-
NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	-
NONAGGRAVATED ASSAULT	1	2	100.0%
OBSCENITY	0	0	-
ORGANIZED RETAIL FRAUD	0	0	-
PARENTAL KIDNAPPING	0	0	-
RETAIL FRAUD -MISREPRESENTATION	0	0	-
RETAIL FRAUD -REFUND/EXCHANGE	0	0	-
RETAIL FRAUD -THEFT	0	0	-
ROBBERY	0	0	-
SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	1	-
SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	0	-
SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	-
SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	-
SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	-
SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	-
SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	-
SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	-
SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	-
SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	-
STOLEN PROPERTY	0	0	-
VIOLATION OF CONTROLLED SUBSTANCE ACT	1	1	0%
WEAPONS OFFENSE- CONCEALED	0	0	-
WEAPONS OFFENSE -EXPLOSIVES	0	0	-
WEAPONS OFFENSE -OTHER	1	0	-100.0%
<b>Total for Group A</b>	<b>22</b>	<b>9</b>	<b>-59.1%</b>
ABORTION	0	0	-
ANTITRUST	0	0	-
BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	-
CIVIL RIGHTS	0	0	-
CONSERVATION	0	0	-
CONSPIRACY (ALL CRIMES)	0	0	-
DISORDERLY CONDUCT	0	0	-
DRUNKENNESS	0	0	-
ELECTION LAWS	0	0	-
ESCAPE/FLIGHT	0	0	-
FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	-
FAMILY -NONSUPPORT	0	0	-

# Report CLEAR-008-R Summary of Offenses

Report Period: 4/1/21 - 4/30/21



Classification	Prior Year	Current Year	% Change
FAMILY -OTHER	0	0	-
FRAUD -BAD CHECKS	0	0	-
HEALTH AND SAFETY	5	0	-100.0%
HIT and RUN MOTOR VEHICLE ACCIDENT	0	1	-
IMMIGRATION	0	0	-
INVASION OF PRIVACY -OTHER	0	0	-
JUVENILE RUNAWAY	0	0	-
LIQUOR LICENSE -ESTABLISHMENT	0	0	-
LIQUOR VIOLATIONS -OTHER	0	0	-
MILITARY	0	0	-
MISCELLANEOUS CRIMINAL OFFENSE	0	0	-
NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	0	-
OBSTRUCTING JUSTICE	0	0	-
OBSTRUCTING POLICE	0	0	-
OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	1	3	200.0%
PEEPING TOM	0	0	-
POSSESSION OF BURGLARY TOOLS	0	0	-
PUBLIC PEACE -OTHER	0	0	-
SEX OFFENSE -OTHER	0	0	-
SMUGGLING	0	0	-
SOLICITATION	0	0	-
SOVEREIGNTY	0	0	-
TAX/REVENUE	0	0	-
TRESPASS	0	0	-
VAGRANCY	0	0	-
<b>Total for Group B</b>	<b>6</b>	<b>4</b>	<b>-33.3%</b>
ALARMS	1	0	-100.0%
ANIMAL COMPLAINTS	5	4	-20.0%
JUVENILE OFFENSES AND COMPLAINTS	3	1	-66.7%
MISCELLANEOUS COMPLAINTS	66	87	31.8%
MISCELLANEOUS TRAFFIC COMPLAINTS	3	7	133.3%
NON - CRIMINAL COMPLAINTS	73	244	234.2%
SICK / INJURY COMPLAINT	10	11	10.0%
SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	-
TRAFFIC CRASHES	5	9	80.0%
TRAFFIC OFFENSES	1	6	500.0%
WARRANTS	0	0	-
WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	-
<b>Total for Group C</b>	<b>167</b>	<b>369</b>	<b>121.0%</b>
COMMERCIAL VEHICLE CITATIONS	0	0	-

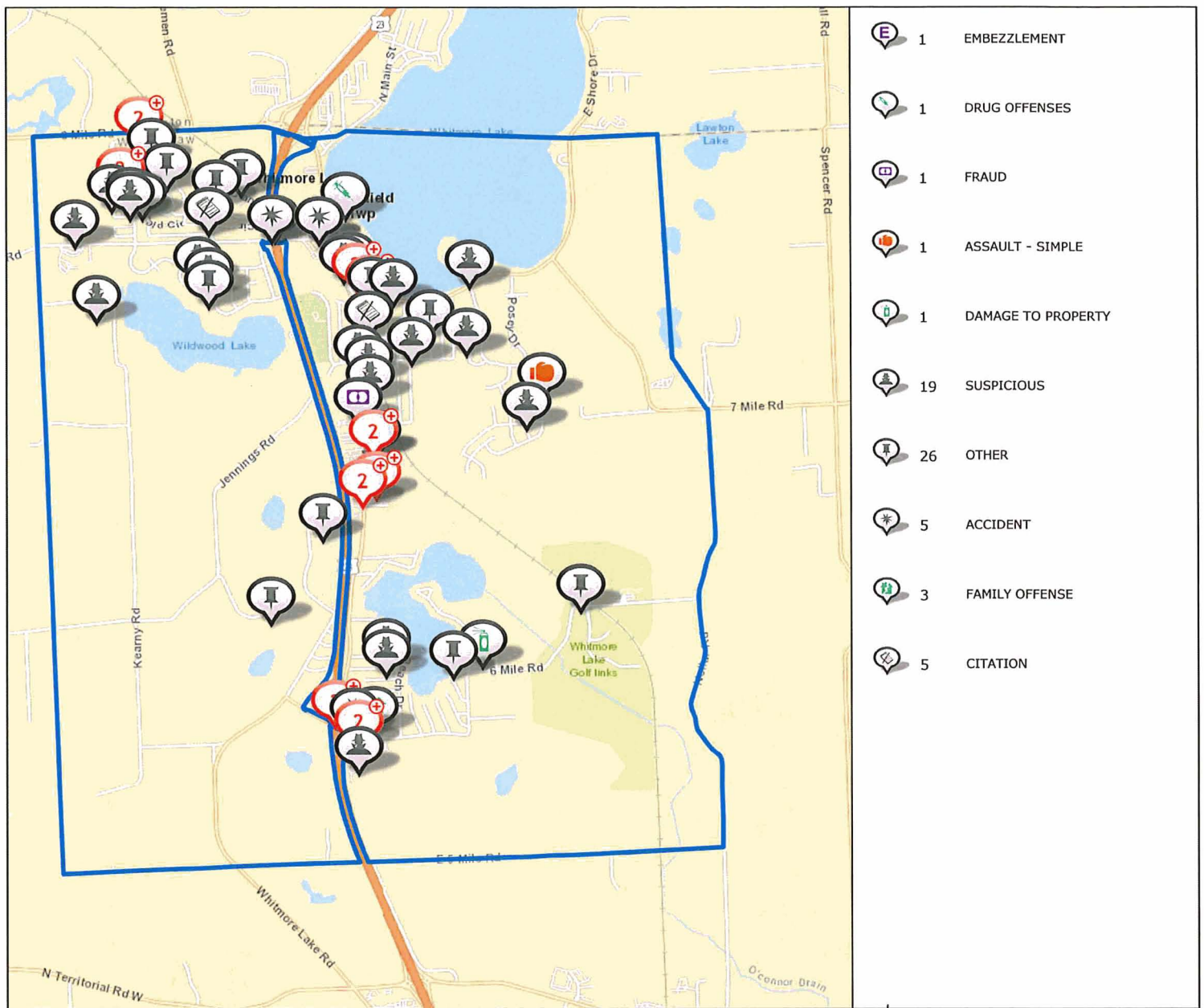


## Report CLEAR-008-R Summary of Offenses

Report Period: 4/1/21 - 4/30/21



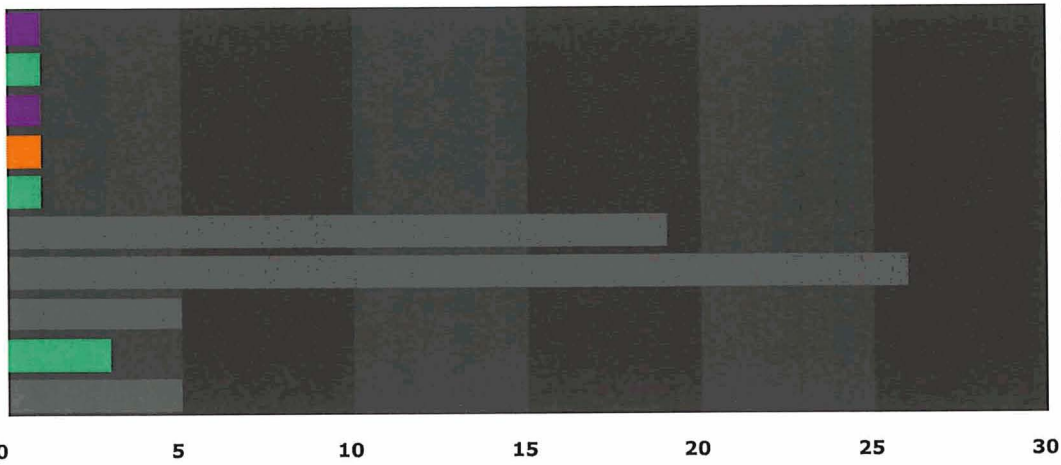
Classification	Prior Year	Current Year	% Change
HAZARDOUS TRAFFIC CITATIONS / WARNINGS	5	32	540.0%
LICENSE / TITLE / REGISTRATION CITATIONS	0	1	-
LIQUOR CITATIONS / SUMMONS	0	0	-
LOCAL ORDINANCES - GENERIC	0	0	-
LOCAL ORDINANCE WARNINGS	0	0	-
MISCELLANEOUS A THROUGH UUUU	3	5	66.7%
NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	1	-
PARKING CITATIONS	0	1	-
TRAFFIC WARNINGS	0	0	-
WATERCRAFT CITATIONS	0	0	-
<b>Total for Group D</b>	<b>8</b>	<b>40</b>	<b>400.0%</b>
18A STATE CODE FIRE CLASSIFICATIONS	0	0	-
FIRE CLASSIFICATIONS	0	0	-
<b>Total for Group E</b>			-
ARREST ASSIST	0	0	-
CANINE ACTIVITIES	0	0	-
COURT / WARRANT ACTIVITIES	0	0	-
CRIME PREVENTION ACTIVITIES	0	1	-
INVESTIGATIVE ACTIVITIES	0	0	-
MISCELLANEOUS ACTIVITIES (6000)	0	0	-
MISCELLANEOUS ACTIVITIES (6100)	0	0	-
<b>Total for Group F</b>		<b>1</b>	-
JAIL OPERATIONS	0	0	-
<b>Total for Group G</b>			-
<b>Total for All Groups</b>	<b>203</b>	<b>423</b>	<b>108.4%</b>



Warning: This map has been adjusted to fit the dimensions and variables of this page. The extent will vary from what you have observed in the browser.



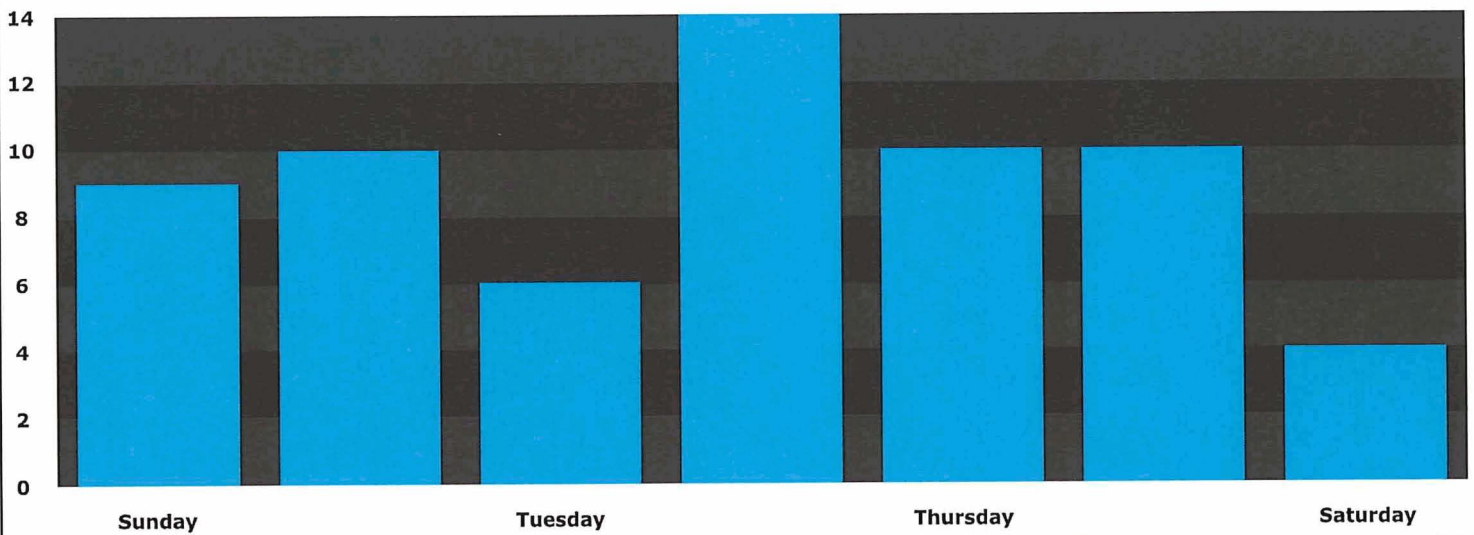
### Incident Chart



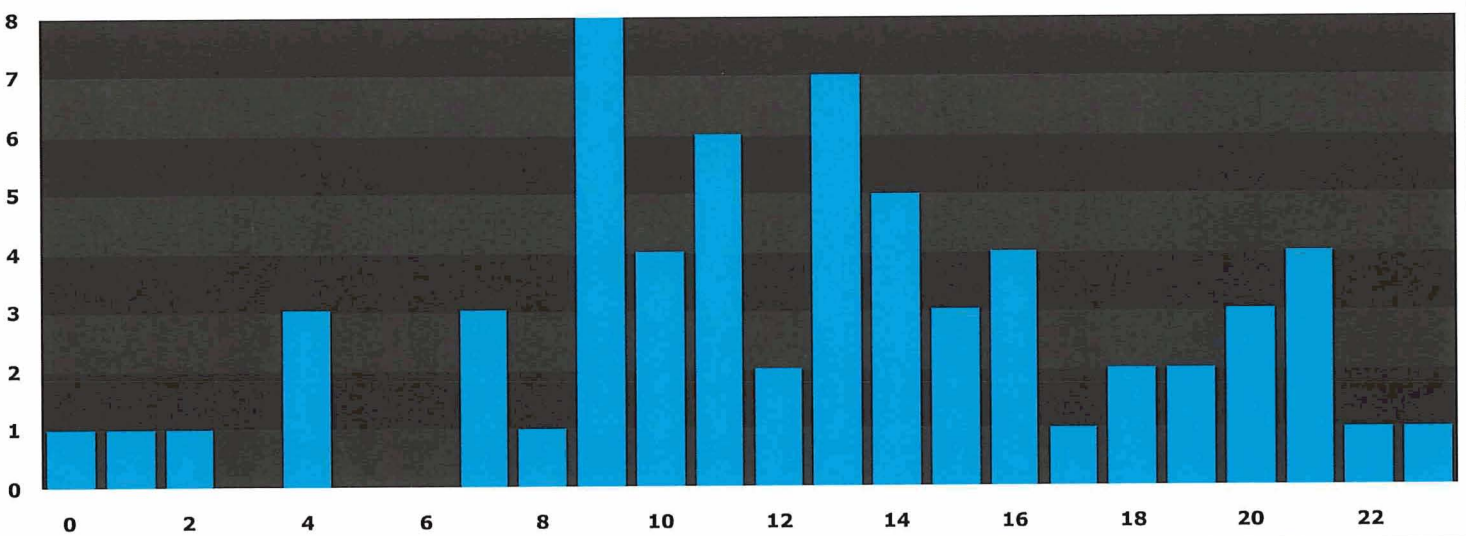
### Legend

- 1 EMBEZZLEMENT
- 1 DRUG OFFENSES
- 1 FRAUD
- 1 ASSAULT - SIMPLE
- 1 DAMAGE TO PROPERTY
- 19 SUSPICIOUS
- 26 OTHER
- 5 ACCIDENT
- 3 FAMILY OFFENSE
- 5 CITATION

### Day of Week



### Time of Day

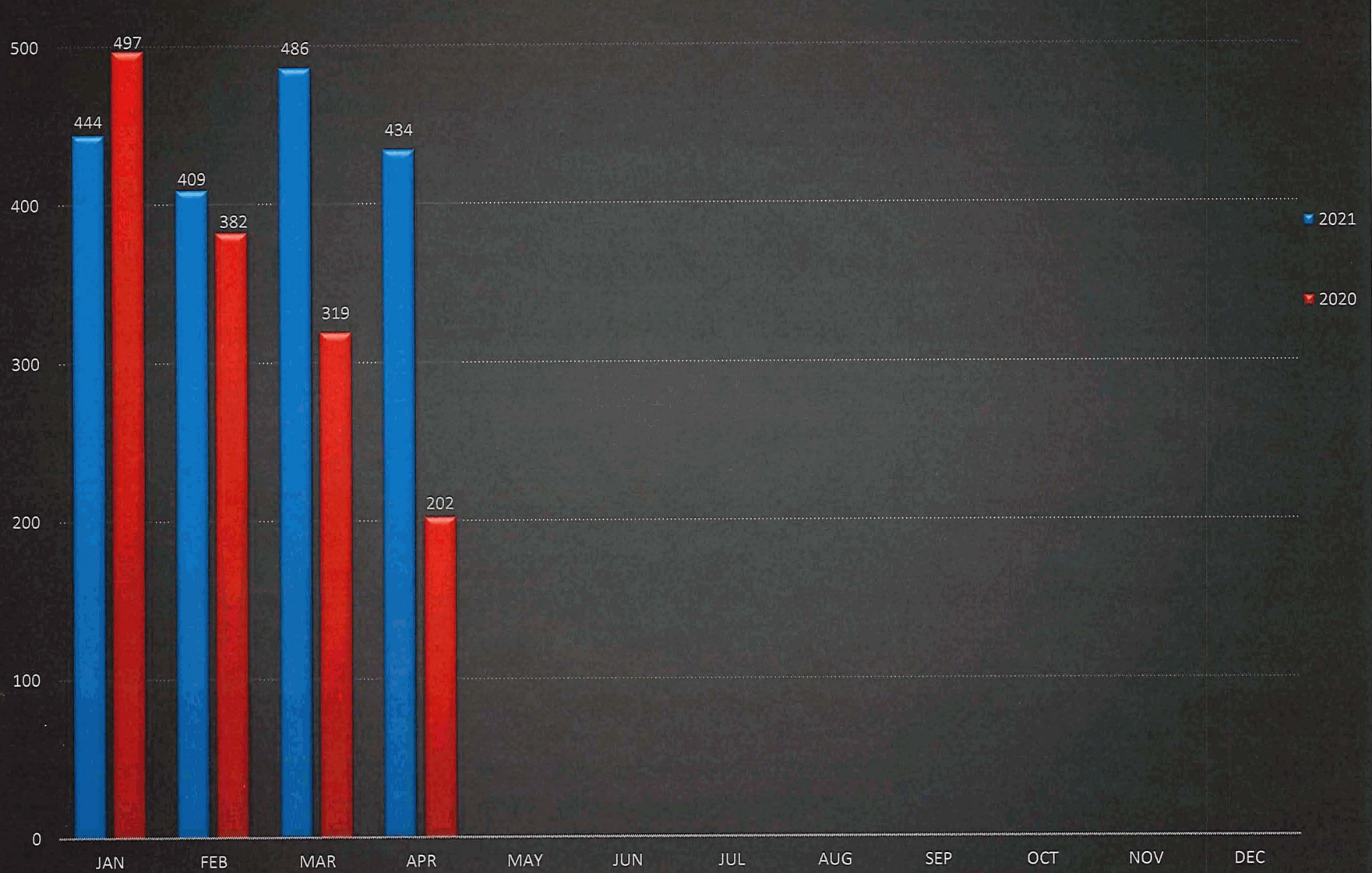




# NTPD OFFICER INFO

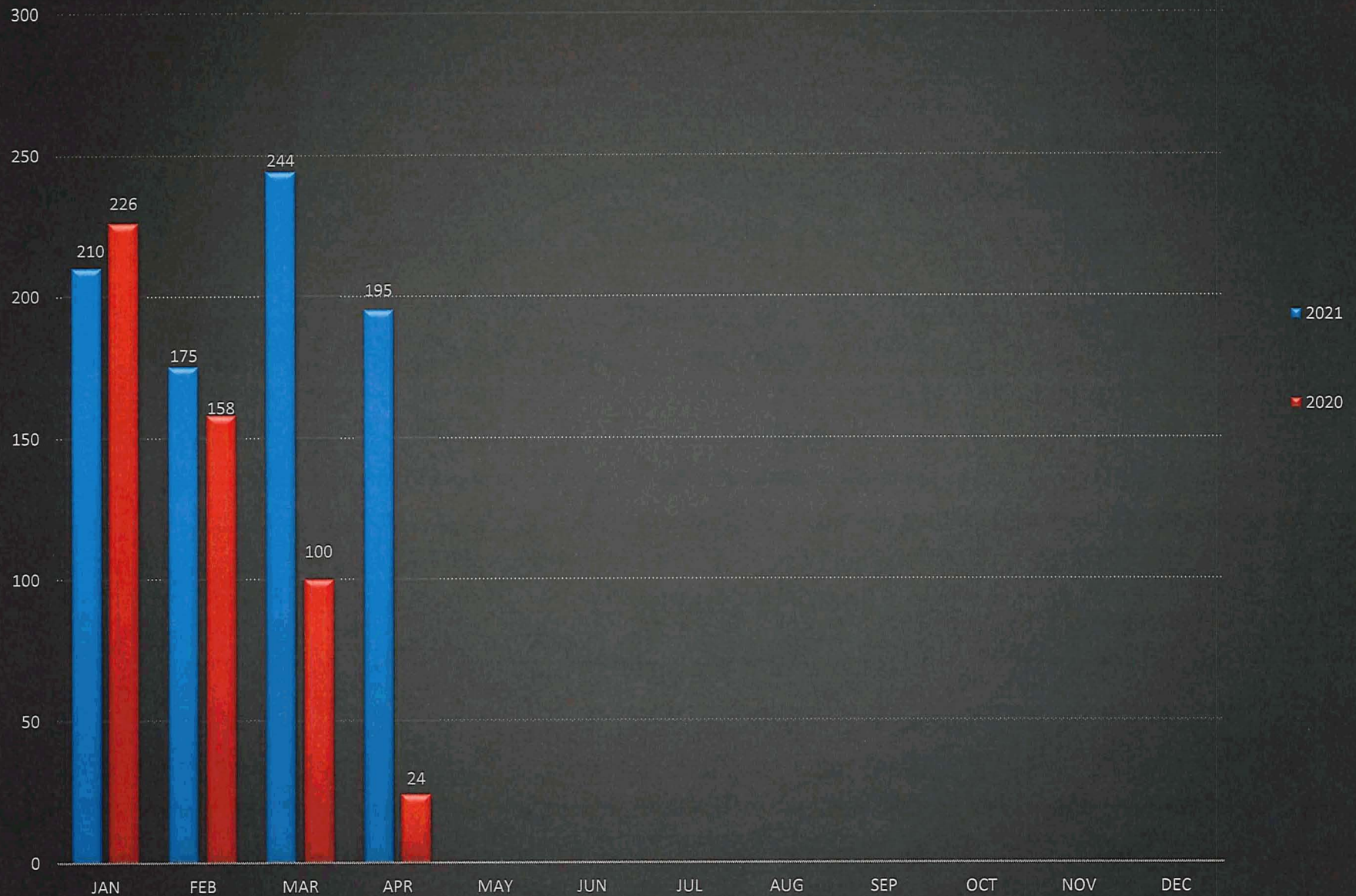
	ID	Call Sign	Date of Hire
<b>COMMAND OFFICERS</b>			
Director William Wagner	9990	401	
Lt. Martin Smith	5107	402	09/01/2005
Sgt. Jason Roberts	5073	403	08/13/1996
Sgt. David Powell	5108	404	10/03/2005
Sgt. Scott Schultz	5077	405	03/07/1997
<b>FULL-TIME OFFICERS</b>			
Ofc. Joshua Howe	5096	415	04/09/2001
Ofc. Richard Paquette	5106	441	03/19/2004
Ofc. Mark Jensen	5068	423	07/20/2014
Ofc. Frank Wright	5125	417	03/28/2018
Ofc. Mike Buxton	5119	419	03/11/2019
Ofc. Nick Piatt	5129	421	03/20/2019
Ofc. Jay Basso (Temporary)	5131	411	06/17/2020
<b>PART-TIME OFFICERS</b>			
Ofc. Tammie Colling (CP)	5070	431	08/26/1996
Ofc. Dawn King	5118	445	04/28/2014
Ofc. Brandon Diacono	5132	435	03/10/2020
<b>RESERVE OFFICERS</b>			
Sgt. Greg Pollock	5097	483	
Ofc. Shane Haynes	5045	481	
Ofc. Christopher Chan	5092	487	
Ofc. Steven Francoeur	5122	485	
Ofc. Ryan Berkey	5117	482	
<b>CLERK / DISPATCH</b>			
Shannon Clark	5128		08/27/2018
Mary Falzon	5132		01/19/2021

## 2021 VS 2020 Calls for Service





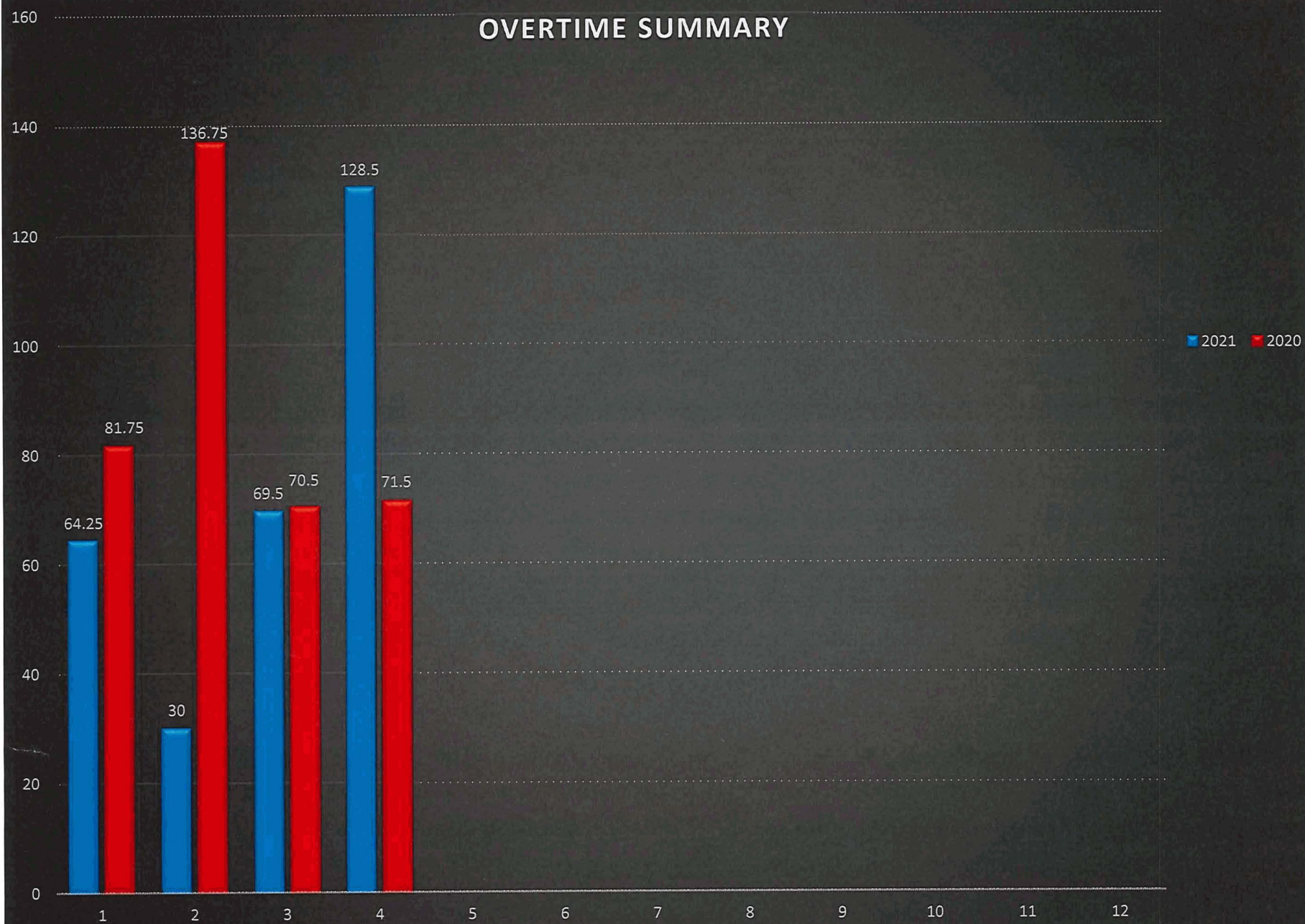
## NUMBER OF TRAFFIC VIOLATIONS BY MONTH 2021 vs. 2020







## OVERTIME SUMMARY



## OVERTIME SUMMARY

[illegible][illegible]

## EMPLOYEE TIME OFF

[illegible]

**JAMES E. COX  
NORTHFIELD TOWNSHIP  
WATER POLLUTION CONTROL FACILITY  
11500 LEMEN ROAD WHITMORE LAKE MICHIGAN  
PHONE 734-449-4159**

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**To:** Northfield Township Board

**From:** Dan Willis Wastewater Treatment Plant Superintendent

**Date:** May 5, 2021

**Subject:** April 2021 Report

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- 4/1** Pulled rags out of East Shore #2 pump station.
- 4/5** Received a notice from EGLE regarding PFAS. They are now going to require us to test our Biosolids for PFAS before we can land apply. We are currently looking for a company to do the testing and have no idea yet on the cost. Because most of our flow is domestic we don't foresee a problem but are going to test as soon as possible in case of a unforeseen problem.
- 4/12** Callback at East Shore #2 for a flooded station, it was a false alarm. We are having UIS look into the problem.
- 4/15** We had a pre-constuction meeting at the plant with the contractor and engineers to set up the schedule for beginning the start of building the retention basin.
- 4/19** During our daily sludge pumping the 6in intake line plugged, it was at a valve right before the pump and we thought it was rags. After 3hrs of trying to pull the rags out we finally unbolted the valve and discovered a small metal pan with a handle blocking the line. Have no idea how it could have made it this far into the plant.
- 4/19** New home at 8032 Main completed its connection to the sewer.
- 4/20** A hot water pump for the digester was leaking and had to be rebuilt.
- 4/21** New home at 7627 Oliver was connected to the sewer.
- 4/28** Pulled rags out of a pump at the Raymond pump station.
- 4/30** We received a call from Regency that they had cleaned their line all the way to a manhole where they observed a piece of wood partially blocking our pipe. We found a piece of 2x6 that spanned the pipe opening. We used a hook on a pole to remove it. It looked like it had just happened as there was nothing built up behind it.

April 2021

Connections / Tap-ins' to system	2
Miss Dig Staking's	9
Overtime hours for the month	30.0 hrs

## Yearly Flows in MGD. Rain in inches

Month	Ave	High	Low	Total	Rain	6 Months	12 Months
4/20	.854	1.058	.621	25.618	2.26	.861	.836
5/20	.952	1.838	.681	28.457	4.85	.886	.827
6/20	.761	0.990	.595	22.824	4.57	.882	.811
7/20	.713	0.967	.634	22.097	3.37	.823	.804
8/20	.644	0.893	.572	19.976	5.29	.763	.803
9/20	.626	0.681	.589	18.773	2.54	.758	.800
10/20	.593	0.650	.558	18.374	2.55	.715	.788
11/20	.596	0.713	.538	17.875	2.41	.656	.771
12/20	.610	0.702	.556	18.919	1.20	.630	.756
1/21	.608	0.661	.572	18.850	1.30	.613	.718
2/21	.632	0.801	.566	17.682	1.32	.611	.702
3/21	.676	0.790	.610	20.946	1.90	.619	.692
4/21	.704	0.847	.647	21.128	2.41	.638	.676



# Northfield Township WWTP

11500 Lemen Rd Whitmore Lake Mi. 48189 | 734 449-4159 | willisd@northfieldmi.gov

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Northfield Township Board,  
Rehab Projects:

We have 2 projects that we would like to complete this budget year.

1. There are 3 settling tank that have a skimmer arm that skims the top of the tank they have been in service since 1978 and have deteriorated to where they need replacement. One of the arms was replaced a few years ago and we received a price to replace the other 2 at a cost of \$25,610 for each tank. The cost from the manufacturer for parts to replace the arms is \$9,527 for each tank. We also need to replace the scum trough on another tank that costs \$4,500 for a total of \$23,555. This project is one that we can do ourselves and save over half the cost of a contractor doing it.
2. The other project is the replacement of the grit pump, it has been installed in the grit building since 1997. It is currently in use but no maintenance can be performed on it because of its deterioration. The reason for this replacement is the pump sits in a corrosive environment that eats away at all surfaces and prevents it from being rebuilt. The cost of the replacement is \$ 18,320 and is something we can install ourselves.

I have included the quotes for both projects and ask the board to approve both projects. We would like to get both projects done by fall. There is money in the budget for both projects and this works into our asset management plan to replace equipment before it completely fails.

Dan Willis W.W.T.P.



**eVOQUA**  
WATER TECHNOLOGIES

Quote Number: 2021-452547

Original Evoqua Contract No.: H97859

Proposal For: Northfield Township WWTP  
Dan Willis  
11500 Lemen Road  
WHITMORE LAKE, Michigan 48189  
Phone: (734) 323-1389  
willisd@northfieldmi.gov

Kyle Kameron  
Evoqua Water Technologies  
N19W23993 Ridgeview Pkwy, Suite 200  
Waukesha, WI 53188  
Phone: (262) 521-8238  
kyle.kameron@evoqua.com

## Item Pricing Summary

Item	Part No Description	Qty	Net Price	Ext. Price
1	<b>W3T15646</b> H97859-105-100 Skimmer Assembly Reference #: HPOS	1 EA	\$3,777.78	\$3,777.78
2	<b>W3T15646</b> H97859-113-101 Scum Blade Reference #: HPOS	1 EA	\$750.00	\$750.00
3	<b>W3T15646</b> H97859-104-100 Scum Trough Reference #: HPOS	1 EA	\$4,500.00	\$4,500.00

Currency: USD

Item(s) Subtotal:	<b>\$9,027.78</b>
Shipping and Handling Charges:	<b>\$500.00</b>
<b>Total Net Price:</b>	<b>\$9,527.78</b>

## Proposal Notes

### Material Escalation

Due to extreme volatility in steel costs, prices quoted in this proposal will be adjusted to reflect changes in the Metal and Metal Products Index (MMPI) published by the U.S. Department of Labor, Bureau of Labor Statistics. The most recent published MMPI is 221.4 for September 2020. If the MMPI exceeds 230.0 at the time the Equipment is released for manufacture, then the price will be increased by the same percentage as the MMPI factor.

### Please provide tax exempt certificate with purchase order.

Our Manufacturer Rep in your area is:

Representative: Kyle Bentley  
Company: Peterson and Matz, Inc.  
List Address: 30701 W Ten Mile Road Suite 100  
Farmington Hills, MI, 48336  
Phone: 248-345-6667  
Email: kylepmi@aol.com

**T.H. EIFERT**  
MECHANICAL  
CONTRACTORS

**Proposal**

Date: 04-07-21

Job Name: Intermediate Clarifier Repairs

Offered To: Northfield Township  
11500 Lemen Road  
Whitmore Lake, Michigan 48189

Phone: (734) 449-4159 Cell: (734) 323-1389 E-Mail: willisd@northfieldmi.gov Attn: Dan Willis

T.H. Eifert, Inc. offers to furnish Skilled Labor, Material, Insurance's, Tools, Equipment, and Permits (if applicable) to complete the following services.

All work to be performed during the hours of 7:00 a.m. and 3:30 p.m. Overtime work will be charged as an extra and pre-approved by the owner.

**1. Scope of work includes:**

- Provide labor, material, and equipment to remove and replace one existing clarifier arm in the Intermediate Clarifier. New arm shall be fabricated and built to the drawings used on the one we completed in 2009.

**2. Work Excludes:**

- Asbestos or lead paint abatement, if required.
- Removal or disposal of any materials classified as hazardous waste, unless specifically included in item (1) above.
- Service, labor or materials required for any existing equipment or piping other than specified in proposal.
- Service, labor or materials required to shut down, drain, or refill systems.
- Service, labor or materials required to replace or resurface any worn or damaged surfaces within the existing pivot column.

**3. Notes:**

- It shall be the townships responsibility to drain and clean the existing clarifier prior to our arrival on site.

---

This Proposal is firm for 30 days. If accepted, please return signed copy to our office.

---

Total Price .....\$ 25,610.00

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Proposal prepared by: Tim Somerville  
Tim Somerville Field Superintendent

This proposal is subject to our standard payment terms of net thirty (30) days unless other contractual arrangements are made. If customer fails to timely pay any invoice customer also agrees to pay finance charges at 1.5% per month, and will also pay reasonable actual attorney fees of T.H. Eifert, Inc. should collection activity be necessary.

### QUOTATION FOR HAYWARD GORDON SOLIDS HANDLING PUMPS

Date:	4/5/2021	Project Reference:	Repl. 273780 (Northfield Township, MI)
Quotation No.:	Q1-62533 OP2 Rev. 0	Equipment Reference:	

Customer:	HESCO 23905 Freeway Park Dr  Farmington Hills MI US	48335	Delivery:	16-18 weeks
			Incoterms:	EXW
			Freight:	PREPAID
			Terms of Payment:	0 {Net 30 Days}
			Taxes:	Not Included
			Price Validity	60 days
			Currency:	US \$
			Salesperson:	Dave Miller
Attention:	Kip Koszewski		Submitted By:	Nathan Chow

#### PRODUCT:

QTY	MODEL	UNIT SELL PRICE	LOT SELL PRICE
1	HAYWARD GORDON XR4(8) TORUS RECESSED IMPELLER PUMP	\$18,320.00	\$18,320.00

#### CONSTRUCTION DETAILS:

Wet End:	ASTM A532 NI-Hard (550BHN) Casing, Impeller and Wearplate
Seal:	John Crane 1345 Packing
Ports/Flanges:	6" suction x 4" discharge - 125#RF
Motor Details:	5HP, 1800RPM, 460V/3/60, 184T, TEXP Inverter Duty Rated
Drive:	Fixed Speed V-Belt
Guard:	OSHA - V-Belt Guard
Base/Coverplate:	Steel Baseplate (Side by Side - Right Hand)
Pump Setting:	Horizontal

#### APPLICATION DETAILS:

Fluid:	Grit	Impeller Diameter:	8.75"	Solids:	
Capacity:	250 GPM	Viscosity:	Waterlike	NPSHR:	Flooded
Head:	16 ft	Temperature:	Ambient		
Pump RPM:	875 RPM	Specific Gravity:	1.00		

#### REMARKS:

Bare pump only replacement for SN 273780 with WEG motor and Amercoat 370 (Safety Blue) paint

As of the date of this quote and due to the COVID-19 pandemic, the Hayward Gordon Group of companies have taken every precaution to minimize our product delivery schedules to our valued Customers. However due to Federal, State or Provincial mandated restrictions, the Seller may be required to adjust our product delivery lead-times accordingly.

By accepting and issuing a formal purchase order in reference to one of the Hayward Gordon Group of companies 1) Hayward Gordon ULC or 2) Sharpe Mixers, Inc. or 3) Scott Turbon Mixer, Inc. quotes, hereinafter referred to as "Seller", Seller will confirm a ship date of the order based upon the then current environmental impact on the manufacturing schedule.

In the event that due to the COVID-19 pandemic, order fulfilment has to be delayed, Seller will provide notice to you our valued customer. Either Party reserves the right to suspend work on this order, if operations are required to shut down due to the COVID-19 pandemic, for a period of (2) months or longer, at which point both Seller and Buyer will mutually review and either party may terminate with written notification. Buyer agrees to pay Seller for the value of the "unpaid" work performed by Seller, at the date of the termination.

# **Northfield Township Community & Senior Center**

## **Monthly Report**

**April 2021**

**Tami Averill, Director**

### **April Overview**

We remained closed and continued to provide as many services as possible to the community. I continue to try and take Mondays and Thursdays off to use up my extra PTO hours. Some weeks it works, some weeks it does not.

I continued to plan for a safe reopening. When we do reopen, it will be in small steps. The building is not really laid out for social distancing, so I will start with bringing back some of our services first – visiting podiatrist, acupuncture, etc. – and move forward from there.

Before I can think about making any move toward reopening, the flooring must be replaced. The old tiles are becoming a hazard. Shamrock Flooring has ordered the tiles and supplies. The pandemic has slowed deliveries for them, so I have been told to expect it to take 2 to 4 weeks before they receive shipment. They will not schedule an installation date until all supplies have arrived. Once we have an installation date scheduled, I will be working with OCED and Elite Catering to reschedule our Meals on Wheels delivery to the Monday of that week, to allow Shamrock 4 days for installation.

Meals on Wheels continued in April. We continued to deliver one hot meal, 6 frozen meals and 7 milks to each senior every Wednesday. As of the last week of April we were delivering to 48 seniors. 11066 meals were delivered in April. Thank you to Laura Bowen, Kristina Kelley, Debbie Liebert, Paul & Dee Dee Massimilla, Pat Mowery, Anne Nims, John & Barbara Rutz, Donn Sleek, Chuck Steuer, and Dennis Woodworth for their hard work and dedication packing and delivering meals. I would not have been able to keep this program going throughout the pandemic without their help!

Thank you to our other Meals on Wheels volunteers –William & Kathy Creal, Robert & Deborah Devereaux, Cheryl Butler, Christine Miles, Linda Murdock, Marissa Prizzint, Barb & John Rutz, Suzanne Simmons, Linda Strausbaugh, and Ann Zinn. They continue to help me to stay in contact with, check on and boost the spirits of our senior lunch folks and other seniors in the community. They have also served as back-up drivers. Their efforts have been a huge help.

I continued working with the OCED Senior Nutrition Program staff to learn and learn the ServTracker system. This system allows me to add new clients (both homebound and congregate), edit client information as changes are needed, add new volunteers, and create and eventually print our Meals on Wheels route sheets on my own. We are having issues with printing reports and route sheets, but it is being worked on.

Thank you to all the individuals and businesses who continue to drop off donations of food, cleaning supplies, masks, and more for those in our community who are in need. I do my best to distribute them as quickly as they come in.

I continued to distribute masks for the mask distribution program through the Washtenaw County Office of Community & Economic Development and Barrier Busters. Masks are available to seniors and those who are lower income and in need of masks.

The Medical Loan Closet program continues. We loaned 16 items in April and took in several donations of equipment and medical supplies. Shower benches and shower seats continue to be in great demand, any donations of these would be appreciated. Those that we have are loaned back out as quickly as they come in.

Calls for assistance come in daily. I do my best to assist those who call with whatever issues and needs that they have.

I continue to assist seniors trying to register for COVID vaccination appointments. Twenty-six people contacted me for assistance with this over the past month. I have also continued working with the Health Dept. to get our homebound seniors registered for Nurses on the Run to come to their homes to administer their vaccines.

Thank you to everyone who donated items, funding, time, and effort to Project Bunny 2021! We delivered 105 baskets, gift bags and plants this year. That is double the deliveries we made during our last Project Bunny program in 2019! We have received thank you letters and happy, tearful phone calls from many recipients. You helped to touch a lot of hearts!

FUND BALANCE REPORT  
Fund 101: GENERAL FUND  
2020-2021 FISCAL YEAR  
AS OF 4/30/2021

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET
TOTAL REVENUES	1,298,501	1,387,068	1,603,114	1,443,816	1,670,943	1,484,282
TOTAL APPROPRIATIONS	1,245,166	2,201,219	1,246,574	1,360,345	1,319,050	1,596,228
NET OF REVENUES/APPROPRIATIONS - FUND 101	53,335	(814,151)	356,541	83,470	351,892	(111,946)
BEGINNING FUND BALANCE	1,550,163	1,603,499	789,348	1,145,888	1,229,359	1,581,251
ENDING FUND BALANCE	1,603,498	789,348	1,145,889	1,229,359	1,581,251	1,469,305
	Fund Bal % 129%	Fund Bal % 36%	Fund Bal % 92%	Fund Bal % 90%	Fund Bal % 120%	Fund Bal % 92%

\*Fund Balance % = Ending Fund Balance as a Percentage of Total Appropriations

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PERIOD ENDING 04/30/2021

DB: Northfield

% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-426.000	PRIOR YEAR TAX INTEREST	0.00	500.00	173.51	326.49	34.70
101-000-452.000	PEDDLER'S LICENSES	60.00	150.00	50.00	100.00	33.33
101-000-453.000	CABLEVISION FRANCHISE FEES	91,949.64	98,000.00	69,689.12	28,310.88	71.11
101-000-455.000	FIBER FOOTAGE FEES	11,661.63	10,000.00	0.00	10,000.00	0.00
101-000-481.000	SIGN PERMITS	100.00	0.00	750.00	(750.00)	100.00
101-000-489.000	MARIJUANA PERMIT FEES	160,000.00	0.00	5,000.00	(5,000.00)	100.00
101-000-573.000	LCSA PPT REIMBURSEMENT	7,474.96	3,889.00	0.00	3,889.00	0.00
101-000-574.000	STATE SHARED REVENUE	736,559.00	746,000.00	417,608.00	328,392.00	55.98
101-000-590.000	GRANT INCOME	47,550.00	2,000.00	1,990.21	9.79	99.51
101-000-626.000	COPY & FOIA INCOME	149.24	300.00	276.45	23.55	92.15
101-000-655.000	ORDINANCE FINES	13,274.95	10,200.00	14,037.85	(3,837.85)	137.63
101-000-665.000	INTEREST INCOME	2,215.10	2,000.00	385.18	1,614.82	19.26
101-000-671.000	REIMBURSEMENT/OTHER INCOME	13,539.67	3,000.00	3,184.37	(184.37)	106.15
101-000-673.000	SALE OF FIXED ASSET	1,553.89	0.00	1,001.73	(1,001.73)	100.00
101-000-675.000	CONTRIBUTION-PRIVATE SOURCES	0.00	100.00	0.00	100.00	0.00
Total Dept 000		1,086,088.08	876,139.00	514,146.42	361,992.58	58.68
Dept 191 - ELECTIONS						
101-191-671.000	REIMBURSEMENT/OTHER INCOME	5,645.35	13,500.00	13,502.96	(2.96)	100.02
Total Dept 191 - ELECTIONS		5,645.35	13,500.00	13,502.96	(2.96)	100.02
Dept 253 - TREASURER						
101-253-402.000	CURRENT PROPERTY TAX	285,229.73	294,708.00	287,950.44	6,757.56	97.71
101-253-404.000	MOBILE HOME LICENSE FEES	2,871.00	2,850.00	2,467.00	383.00	86.56
101-253-445.000	PENALTY & INTEREST ON TAXES	3,528.26	3,500.00	76.32	3,423.68	2.18
101-253-627.000	SUMMER TAX PREPARATION	14,027.50	14,000.00	9,191.59	4,808.41	65.65
101-253-680.000	TAX ADMINISTRATION FEES	164,165.66	158,000.00	161,907.67	(3,907.67)	102.47
Total Dept 253 - TREASURER		469,822.15	473,058.00	461,593.02	11,464.98	97.58
Dept 336 - CONTRIBUTIONS						
101-336-625.000	SEWER ADMINISTRATION	59,633.00	67,432.00	0.00	67,432.00	0.00
Total Dept 336 - CONTRIBUTIONS		59,633.00	67,432.00	0.00	67,432.00	0.00
Dept 412 - PLANNING/ZONING DEPT						
101-412-477.000	ZONING COMPLIANCE PERMITS	12,000.00	9,500.00	10,915.00	(1,415.00)	114.89
101-412-608.000	VARIANCES/APPEALS	3,175.00	2,000.00	1,985.00	15.00	99.25
101-412-609.000	REZONING/CONDITIONAL USE PMTS	(138.00)	(1,800.00)	(3,450.00)	1,650.00	191.67
101-412-614.000	PLANNING FEES	5,250.00	0.00	0.00	0.00	0.00
101-412-637.000	SPLIT APPLICATIONS	900.00	1,000.00	728.75	271.25	72.88
101-412-671.000	REIMBURSEMENT/OTHER INCOME	(275.00)	(1,150.00)	888.50	(2,038.50)	(77.26)
Total Dept 412 - PLANNING/ZONING DEPT		20,912.00	9,550.00	11,067.25	(1,517.25)	115.89
Dept 666 - COMMUNITY CENTER						
101-666-409.000	SENIOR NUTRITION REVENUE	14,366.00	11,532.00	13,910.50	(2,378.50)	120.63
101-666-590.000	GRANT INCOME	2,500.00	32,871.00	45,878.45	(13,007.45)	139.57
101-666-643.000	CC TRIPS	805.00	0.00	0.00	0.00	0.00



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## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

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PERIOD ENDING 04/30/2021

% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
101-666-644.000	CC PROGRAMS	4,798.73	0.00	0.00	0.00	0.00
101-666-676.000	CONTRIBUTIONS - SCC	6,052.39	0.00	350.00	(350.00)	100.00
Total Dept 666 - COMMUNITY CENTER		28,522.12	44,403.00	60,138.95	(15,735.95)	135.44
Dept 753 - RECREATION BOARD						
101-753-677.000	CONTRIBUTION - PARKS AND RECREATION	0.00	100.00	0.00	100.00	0.00
101-753-752.000	PARK FINES AND FEES	320.00	100.00	400.00	(300.00)	400.00
Total Dept 753 - RECREATION BOARD		320.00	200.00	400.00	(200.00)	200.00
Dept 754 - LAND PRESERVATION						
101-754-677.000	CONTRIBUTION - LAND PRESERVATION	0.00	0.00	(100.00)	100.00	100.00
Total Dept 754 - LAND PRESERVATION		0.00	0.00	(100.00)	100.00	100.00
TOTAL REVENUES		1,670,942.70	1,484,282.00	1,060,748.60	423,533.40	71.47
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-701.000	SALARIES	10,000.00	10,000.00	7,500.00	2,500.00	75.00
101-101-715.000	SOCIAL SECURITY	763.05	765.00	571.84	193.16	74.75
101-101-807.000	MEMBERSHIP DUES	9,530.43	9,400.00	2,293.03	7,106.97	24.39
101-101-836.000	WELFARE COSTS	10,000.00	10,000.00	10,000.00	0.00	100.00
101-101-860.000	FUEL & MILEAGE	0.00	500.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLICATIONS	6,777.36	7,500.00	5,314.28	2,185.72	70.86
101-101-956.000	MISCELLANEOUS	2,103.41	800.00	0.00	800.00	0.00
101-101-957.000	TRAINING & DEVELOPMENT	0.00	2,000.00	99.00	1,901.00	4.95
Total Dept 101 - TOWNSHIP BOARD		39,174.25	40,965.00	25,778.15	15,186.85	62.93
Dept 171 - SUPERVISOR						
101-171-701.000	SALARIES	12,980.81	12,500.00	10,576.94	1,923.06	84.62
101-171-715.000	SOCIAL SECURITY	956.24	956.00	809.14	146.86	84.64
101-171-807.000	MEMBERSHIP DUES	0.00	120.00	0.00	120.00	0.00
101-171-860.000	FUEL & MILEAGE	392.46	400.00	0.00	400.00	0.00
101-171-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-171-957.000	TRAINING & DEVELOPMENT	0.00	750.00	99.00	651.00	13.20
Total Dept 171 - SUPERVISOR		14,329.51	15,226.00	11,485.08	3,740.92	75.43
Dept 172 - TOWNSHIP MANAGER						
101-172-701.000	SALARIES	72,980.76	93,000.00	98,510.88	(5,510.88)	105.93
101-172-704.000	ASSISTANT TO THE TWP MGR	32,143.96	31,940.00	28,021.78	3,918.22	87.73
101-172-715.000	SOCIAL SECURITY	11,732.71	11,979.00	13,418.56	(1,439.56)	112.02
101-172-716.000	HOSPITALIZATION	20,454.40	21,000.00	18,980.80	2,019.20	90.38
101-172-717.000	LIFE/DISB. INSURANCE	976.06	969.00	737.28	231.72	76.09
101-172-718.000	PENSION	7,499.96	9,300.00	9,923.17	(623.17)	106.70
101-172-722.000	CONTROLLER	48,456.13	57,000.00	50,007.70	6,992.30	87.73
101-172-807.000	MEMBERSHIP DUES	120.00	305.00	0.00	305.00	0.00
101-172-818.000	CONTRACTUAL SERVICES	5,420.00	4,000.00	(2,500.00)	6,500.00	(62.50)
101-172-850.000	COMMUNICATION	205.03	0.00	0.00	0.00	0.00

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PERIOD ENDING 04/30/2021  
% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-172-860.000	FUEL & MILEAGE	98.65	500.00	119.49	380.51	23.90
101-172-927.000	ALLOCATE TO DEPARTMENTS	(24,492.00)	(24,493.00)	0.00	(24,493.00)	0.00
101-172-956.000	MISCELLANEOUS	14.80	500.00	10.00	490.00	2.00
101-172-957.000	TRAINING & DEVELOPMENT	236.00	750.00	25.00	725.00	3.33
Total Dept 172 - TOWNSHIP MANAGER		175,846.46	206,750.00	217,254.66	(10,504.66)	105.08
Dept 191 - ELECTIONS						
101-191-702.000	ELECTION INSPECTORS	37,928.81	20,000.00	9,561.75	10,438.25	47.81
101-191-704.000	ELECTION SPECIALIST	0.00	29,120.00	20,161.44	8,958.56	69.24
101-191-715.000	SOCIAL SECURITY	2,184.48	2,228.00	1,812.59	415.41	81.36
101-191-727.000	SUPPLIES	5,524.32	8,000.00	6,080.59	1,919.41	76.01
101-191-818.000	CONTRACTUAL SERVICES	2,082.00	5,000.00	1,425.00	3,575.00	28.50
101-191-851.000	POSTAGE	2,910.48	5,000.00	2,991.04	2,008.96	59.82
101-191-900.000	PRINTING & PUBLICATIONS	1,828.64	3,000.00	1,963.41	1,036.59	65.45
101-191-930.000	REPAIRS & MAINTENANCE	0.00	500.00	0.00	500.00	0.00
101-191-956.000	MISCELLANEOUS	0.00	100.00	0.00	100.00	0.00
Total Dept 191 - ELECTIONS		52,458.73	72,948.00	43,995.82	28,952.18	60.31
Dept 215 - CLERK						
101-215-701.000	SALARIES	12,980.81	12,500.00	10,576.94	1,923.06	84.62
101-215-703.000	DEPUTY SALARIES	44,267.28	46,217.00	39,109.53	7,107.47	84.62
101-215-715.000	SOCIAL SECURITY	4,636.25	4,492.00	4,107.03	384.97	91.43
101-215-716.000	HOSPITALIZATION	3,666.63	4,020.00	4,000.00	20.00	99.50
101-215-717.000	LIFE/DISB. INSURANCE	637.27	751.00	587.29	163.71	78.20
101-215-718.000	PENSION	4,443.92	4,622.00	3,849.03	772.97	83.28
101-215-723.000	RECORD SEC	9,895.00	12,855.00	4,100.00	8,755.00	31.89
101-215-807.000	MEMBERSHIP DUES	0.00	100.00	0.00	100.00	0.00
101-215-860.000	FUEL & MILEAGE	252.41	300.00	247.69	52.31	82.56
101-215-956.000	MISCELLANEOUS	0.00	500.00	127.85	372.15	25.57
101-215-957.000	TRAINING & DEVELOPMENT	0.00	500.00	0.00	500.00	0.00
Total Dept 215 - CLERK		80,779.57	86,857.00	66,705.36	20,151.64	76.80
Dept 228 - INFORMATION TECHNOLOGY						
101-228-936.000	SOFTWARE	10,250.71	14,220.00	10,244.74	3,975.26	72.04
101-228-948.000	COMPUTER SERVICES	6,706.31	17,500.00	14,422.01	3,077.99	82.41
Total Dept 228 - INFORMATION TECHNOLOGY		16,957.02	31,720.00	24,666.75	7,053.25	77.76
Dept 247 - BOARD OF REVIEW						
101-247-706.000	BOARD OF REVIEW FEE	1,545.00	1,800.00	955.00	845.00	53.06
101-247-715.000	SOCIAL SECURITY	118.20	138.00	73.06	64.94	52.94
101-247-723.000	RECORD SEC	840.00	1,500.00	1,830.00	(330.00)	122.00
101-247-900.000	PRINTING & PUBLICATIONS	682.00	700.00	682.00	18.00	97.43
101-247-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-247-959.000	TRIBUNALS AND DRAINS	29,491.37	10,000.00	9,957.71	42.29	99.58
Total Dept 247 - BOARD OF REVIEW		32,676.57	14,638.00	13,497.77	1,140.23	92.21
Dept 253 - TREASURER						

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-701.000	SALARIES	12,980.81	12,500.00	11,164.10	1,335.90	89.31
101-253-703.000	DEPUTY SALARIES	40,982.24	42,745.00	36,168.01	6,576.99	84.61
101-253-704.000	FRONT DESK CLERK	14,621.10	23,400.00	11,349.84	12,050.16	48.50
101-253-715.000	SOCIAL SECURITY	5,550.09	6,017.00	4,624.84	1,392.16	76.86
101-253-716.000	HOSPITALIZATION	2,730.80	4,020.00	4,000.00	20.00	99.50
101-253-717.000	LIFE/DISE. INSURANCE	606.56	830.00	553.08	276.92	66.64
101-253-718.000	PENSION	4,122.43	4,274.00	3,559.92	714.08	83.29
101-253-803.000	LEGAL	3,000.00	6,000.00	0.00	6,000.00	0.00
101-253-804.000	TAX STATEMENT PREPARATION	1,503.70	1,700.00	1,321.74	378.26	77.75
101-253-807.000	MEMBERSHIP DUES	85.00	100.00	75.00	25.00	75.00
101-253-851.000	POSTAGE	3,522.48	3,800.00	3,455.00	345.00	90.92
101-253-860.000	FUEL & MILEAGE	623.01	600.00	255.67	344.33	42.61
101-253-927.000	ALLOCATE TO DEPARTMENTS	(7,859.00)	(7,859.00)	0.00	(7,859.00)	0.00
101-253-956.000	MISCELLANEOUS	467.92	1,000.00	291.91	708.09	29.19
101-253-957.000	TRAINING & DEVELOPMENT	30.00	500.00	0.00	500.00	0.00
Total Dept 253 - TREASURER		82,967.14	99,627.00	76,819.11	22,807.89	77.11
Dept 257 - ASSESSING						
101-257-727.000	SUPPLIES	95.00	0.00	100.00	(100.00)	100.00
101-257-807.000	MEMBERSHIP DUES	0.00	250.00	0.00	250.00	0.00
101-257-818.000	CONTRACTUAL SERVICES	98,365.00	99,456.00	74,501.40	24,954.60	74.91
101-257-851.000	POSTAGE	1,843.15	2,500.00	1,949.91	550.09	78.00
101-257-860.000	FUEL & MILEAGE	0.00	200.00	0.00	200.00	0.00
101-257-900.000	PRINTING & PUBLICATIONS	792.79	1,500.00	1,135.83	364.17	75.72
101-257-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-257-957.000	TRAINING & DEVELOPMENT	0.00	200.00	0.00	200.00	0.00
Total Dept 257 - ASSESSING		101,095.94	104,606.00	77,687.14	26,918.86	74.27
Dept 265 - HALL AND GROUNDS						
101-265-710.000	JANITORIAL SALARIES	7,539.40	6,960.00	6,735.36	224.64	96.77
101-265-715.000	SOCIAL SECURITY	1,548.14	532.00	783.30	(251.30)	147.24
101-265-721.000	UNEMPLOYMENT BENEFITS	42.16	0.00	145.53	(145.53)	100.00
101-265-727.000	SUPPLIES	10,606.04	12,000.00	11,080.97	919.03	92.34
101-265-731.000	WORKERS COMP INSURANCE	2,352.57	3,178.00	0.00	3,178.00	0.00
101-265-816.000	GROUNDS/CLEANG/JANITORL SERVIC	25,690.00	17,600.00	24,860.00	(7,260.00)	141.25
101-265-821.000	PSB MAINT & OPS ALLOCATION	42,767.00	44,767.00	0.00	44,767.00	0.00
101-265-850.000	COMMUNICATION	2,710.16	2,580.00	2,998.61	(418.61)	116.23
101-265-851.000	POSTAGE	1,953.67	4,600.00	3,754.62	845.38	81.62
101-265-910.000	INSURANCE & BONDS	10,058.00	24,790.00	0.00	24,790.00	0.00
101-265-920.000	UTILITIES	997.81	3,500.00	3,011.74	488.26	86.05
101-265-927.000	ALLOCATE TO DEPARTMENTS	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
101-265-929.000	GRANT EXPENSE	21,038.03	18,100.00	18,004.05	95.95	99.47
101-265-930.000	REPAIRS & MAINTENANCE	4,534.75	4,800.00	4,678.13	121.87	97.46
101-265-938.000	CHARGEBACKS - PRIOR TAX YEARS	335.92	1,250.00	53.49	1,196.51	4.28
101-265-940.000	RENTAL EQUIPMENT	5,550.86	5,320.00	4,530.17	789.83	85.15
101-265-956.000	MISCELLANEOUS	32.00	500.00	96.18	403.82	19.24
Total Dept 265 - HALL AND GROUNDS		133,756.51	146,477.00	80,732.15	65,744.85	55.12
Dept 270 - LEGAL/PROFESSIONAL						
101-270-800.000	OTHER PROFESSIONAL FEES	2,795.00	5,000.00	4,120.00	880.00	82.40
101-270-802.000	AUDIT FEES	6,300.00	6,300.00	6,300.00	0.00	100.00
101-270-803.000	LEGAL	82,798.02	96,000.00	40,381.00	55,619.00	42.06

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-270-806.000	ENGINEER	579.01	10,000.00	0.00	10,000.00	0.00
101-270-927.000	ALLOCATE TO DEPARTMENTS	(26,600.00)	(45,600.00)	0.00	(45,600.00)	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		65,872.03	71,700.00	50,801.00	20,899.00	70.85
Dept 412 - PLANNING/ZONING DEPT						
101-412-701.000	ZONING SALARIES	30,453.50	19,033.00	23,689.82	(4,656.82)	124.47
101-412-707.000	ZBA SALARIES	1,200.00	6,000.00	2,738.11	3,261.89	45.64
101-412-715.000	SOCIAL SECURITY	3,401.79	3,905.00	4,522.03	(617.03)	115.80
101-412-716.000	HOSPITALIZATION	8,391.88	14,000.00	11,054.94	2,945.06	78.96
101-412-717.000	LIFE/DISB. INSURANCE	261.59	309.00	240.35	68.65	77.78
101-412-718.000	ZONING PENSION	3,001.35	1,903.00	2,337.44	(434.44)	122.83
101-412-723.000	RECORD SEC	5,490.00	7,020.00	4,060.00	2,960.00	57.83
101-412-726.000	PLANN COMM	9,700.00	16,800.00	12,100.00	4,700.00	72.02
101-412-800.000	OTHER PROFESSIONAL FEES	0.00	1,000.00	0.00	1,000.00	0.00
101-412-801.000	PLANNER FEES	81,465.93	47,250.00	51,563.50	(4,313.50)	109.13
101-412-809.000	CODE ENFORCEMENT SALARIES	18,642.00	8,000.00	7,273.76	726.24	90.92
101-412-823.000	ZONING ADMINISTRATION	20,377.50	15,000.00	11,830.00	3,170.00	78.87
101-412-851.000	POSTAGE	433.00	250.00	185.35	64.65	74.14
101-412-860.000	FUEL & MILEAGE	337.58	1,000.00	0.00	1,000.00	0.00
101-412-900.000	PRINTING & PUBLICATIONS	3,114.92	3,500.00	3,090.76	409.24	88.31
101-412-910.000	INSURANCE & BONDS	1,033.00	1,033.00	0.00	1,033.00	0.00
101-412-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
101-412-957.000	TRAINING & DEVELOPMENT	1,750.00	1,800.00	290.00	1,510.00	16.11
Total Dept 412 - PLANNING/ZONING DEPT		189,054.04	148,303.00	134,976.06	13,326.94	91.01
Dept 448 - STREET LIGHTS						
101-448-920.000	UTILITIES	28,624.48	31,000.00	24,307.46	6,692.54	78.41
Total Dept 448 - STREET LIGHTS		28,624.48	31,000.00	24,307.46	6,692.54	78.41
Dept 449 - ROAD WORK						
101-449-813.000	ROADWORK	17,332.51	28,000.00	31,244.36	(3,244.36)	111.59
101-449-814.000	ROAD IMPROVEMENTS	51,145.40	58,000.00	43,039.01	14,960.99	74.21
101-449-828.000	COUNTY DRAINS	0.00	42,500.00	42,500.00	0.00	100.00
Total Dept 449 - ROAD WORK		68,477.91	128,500.00	116,783.37	11,716.63	90.88
Dept 523 - SOLID WASTE MANAGEMENT						
101-523-880.000	MAY/OCT CLEAN UP PROGRAM	0.00	2,000.00	2,000.00	0.00	100.00
Total Dept 523 - SOLID WASTE MANAGEMENT		0.00	2,000.00	2,000.00	0.00	100.00
Dept 666 - COMMUNITY CENTER						
101-666-701.000	SALARIES	48,788.48	50,736.00	42,927.94	7,808.06	84.61
101-666-702.000	SALARIES	16,130.99	8,000.00	7,599.90	400.10	95.00
101-666-710.000	JANITORIAL SALARIES	4,160.00	4,781.00	3,440.00	1,341.00	71.95
101-666-715.000	SOCIAL SECURITY	4,851.97	5,655.00	3,764.43	1,890.57	66.57
101-666-716.000	HOSPITALIZATION	10,219.70	11,446.00	10,353.32	1,092.68	90.45
101-666-717.000	LIFE/DISB. INSURANCE	687.45	798.00	631.95	166.05	79.19
101-666-718.000	PENSION	4,878.90	5,074.00	4,225.80	848.20	83.28

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-666-727.000	SUPPLIES	1,798.10	2,000.00	243.47	1,756.53	12.17
101-666-731.000	WORKERS COMP INSURANCE	450.36	824.00	0.00	824.00	0.00
101-666-800.000	OTHER PROFESSIONAL FEES	0.00	1,600.00	1,575.00	25.00	98.44
101-666-807.000	MEMBERSHIP DUES	60.00	120.00	0.00	120.00	0.00
101-666-812.000	CC TRIPS	952.50	0.00	0.00	0.00	0.00
101-666-815.000	CC PROGRAMS	7,523.34	500.00	259.82	240.18	51.96
101-666-816.000	GROUNDS/CLEANG/JANITORL SERVIC	4,481.00	3,425.00	4,305.00	(880.00)	125.69
101-666-822.000	SENIOR NUTRITION	1,679.15	5,000.00	608.15	4,391.85	12.16
101-666-836.000	COMMUNITY EXPENSE	136.16	1,500.00	0.00	1,500.00	0.00
101-666-850.000	COMMUNICATION	3,155.96	2,760.00	2,761.28	(1.28)	100.05
101-666-851.000	POSTAGE	95.50	250.00	55.00	195.00	22.00
101-666-860.000	FUEL & MILEAGE	97.44	200.00	0.00	200.00	0.00
101-666-900.000	PRINTING & PUBLICATIONS	0.00	650.00	0.00	650.00	0.00
101-666-910.000	INSURANCE & BONDS	577.00	1,131.00	0.00	1,131.00	0.00
101-666-920.000	UTILITIES	13,579.29	2,800.00	2,148.36	651.64	76.73
101-666-922.000	LATE FEES AND PENALTIES	112.53	125.00	30.50	94.50	24.40
101-666-929.000	GRANT EXPENSE	5,139.84	130,000.00	121,801.10	8,198.90	93.69
101-666-930.000	REPAIRS & MAINTENANCE	6,003.48	3,500.00	6,635.29	(3,135.29)	189.58
101-666-936.000	SOFTWARE	374.74	200.00	370.49	(170.49)	185.25
101-666-940.000	RENTAL EQUIPMENT	1,907.26	2,160.00	1,280.80	879.20	59.30
101-666-956.000	MISCELLANEOUS	0.00	500.00	132.00	368.00	26.40
101-666-975.000	CONSTRUCTION	0.00	22,100.00	22,010.48	89.52	99.59
Total Dept 666 - COMMUNITY CENTER		137,841.14	267,835.00	237,160.08	30,674.92	88.55
Dept 753 - RECREATION BOARD						
101-753-727.000	SUPPLIES	1,049.01	5,000.00	385.02	4,614.98	7.70
101-753-800.000	OTHER PROFESSIONAL FEES	0.00	0.00	100.00	(100.00)	100.00
101-753-801.000	PLANNER FEES	0.00	0.00	10,613.75	(10,613.75)	100.00
101-753-931.000	PARK MAINITENANCE	1,726.37	9,200.00	649.55	8,550.45	7.06
Total Dept 753 - RECREATION BOARD		2,775.38	14,200.00	11,748.32	2,451.68	82.73
Dept 754 - LAND PRESERVATION						
101-754-727.000	SUPPLIES	0.00	5,000.00	0.00	5,000.00	0.00
Total Dept 754 - LAND PRESERVATION		0.00	5,000.00	0.00	5,000.00	0.00
Dept 900 - CAPITAL OUTLAY						
101-900-972.000	COMPUTER	3,618.64	0.00	1,113.74	(1,113.74)	100.00
101-900-978.000	LAND ACQUISITION	2,971.00	1,100.00	1,100.00	0.00	100.00
Total Dept 900 - CAPITAL OUTLAY		6,589.64	1,100.00	2,213.74	(1,113.74)	201.25
Dept 905 - DEBT SERVICE						
101-905-985.000	PSB SHARE OF BOND PMT	89,774.00	106,776.00	0.00	106,776.00	0.00
Total Dept 905 - DEBT SERVICE		89,774.00	106,776.00	0.00	106,776.00	0.00
TOTAL EXPENDITURES		1,319,050.32	1,596,228.00	1,218,612.02	377,615.98	76.34

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,670,942.70	1,484,282.00	1,060,748.60	423,533.40	71.47
TOTAL EXPENDITURES		1,319,050.32	1,596,228.00	1,218,612.02	377,615.98	76.34
NET OF REVENUES & EXPENDITURES		351,892.38	(111,946.00)	(157,863.42)	45,917.42	141.02
BEG. FUND BALANCE		1,229,358.71	1,581,251.09	1,581,251.09		
END FUND BALANCE		1,581,251.09	1,469,305.09	1,423,387.67		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 207 - LAW ENFORCEMENT FUND						
Revenues						
Dept 000						
207-000-402.000	CURRENT PROPERTY TAX	1,614,003.37	1,659,187.00	1,565,792.57	93,394.43	94.37
207-000-406.000	COMMUNITY MENTAL HEALTH & PUBLIC SAFETY	166,206.91	154,000.00	141,583.72	12,416.28	91.94
207-000-441.000	LCSA PPT Reimbursement	18,346.32	10,000.00	0.00	10,000.00	0.00
207-000-445.000	PENALTY & INTEREST ON TAXES	925.04	0.00	428.69	(428.69)	100.00
207-000-548.000	CARES ACT REVENUE	0.00	85,151.00	85,150.84	0.16	100.00
207-000-570.000	LIQUOR LICENSE & PERMITS	3,933.60	3,500.00	3,776.30	(276.30)	107.89
207-000-615.000	INSURANCE PROCEEDS	9,171.17	0.00	0.00	0.00	0.00
207-000-626.000	COPY & FOIA INCOME	808.75	500.00	543.00	(43.00)	108.60
207-000-635.000	EMERGENCY COST RECOVERY	1,741.50	1,000.00	1,437.23	(437.23)	143.72
207-000-656.000	FINES & COURT FEES	10.00	5,000.00	0.00	5,000.00	0.00
207-000-658.000	IMPOUND FEES	1,810.00	0.00	1,980.00	(1,980.00)	100.00
207-000-664.000	FEES PAID FOR OFFICER WAGES	7,505.38	8,000.00	0.00	8,000.00	0.00
207-000-665.000	INTEREST INCOME	2,218.25	0.00	386.71	(386.71)	100.00
207-000-671.000	REIMBURSEMENT/OTHER INCOME	1,728.11	1,000.00	415.00	585.00	41.50
207-000-681.000	OT REIMBURSEMENT	14,115.95	17,000.00	2,033.63	14,966.37	11.96
Total Dept 000		1,842,524.35	1,944,338.00	1,803,527.69	140,810.31	92.76
Dept 336 - CONTRIBUTIONS						
207-336-588.000	CONTRIBUTION OTHER FUND(S)	35,000.00	35,000.00	0.00	35,000.00	0.00
207-336-683.000	CONTRIBUTION - INDEPENDENCE DAY CELEBRAT	0.00	1,500.00	0.00	1,500.00	0.00
Total Dept 336 - CONTRIBUTIONS		35,000.00	36,500.00	0.00	36,500.00	0.00
TOTAL REVENUES		1,877,524.35	1,980,838.00	1,803,527.69	177,310.31	91.05
Expenditures						
Dept 226 - PERSONNEL						
207-226-701.000	SALARIES	542,485.45	319,215.00	262,814.28	56,400.72	82.33
207-226-702.000	SALARIES	372,093.57	396,016.00	331,364.74	64,651.26	83.67
207-226-704.000	CLERICAL/DEP /SUPER/ELECTION	75,596.51	79,694.00	49,750.92	29,943.08	62.43
207-226-708.000	SALARIES-PART TIME	39,865.38	50,000.00	60,229.70	(10,229.70)	120.46
207-226-710.000	JANITORIAL SALARIES	8,925.00	8,500.00	7,458.75	1,041.25	87.75
207-226-711.000	SALARIES-OVERTIME	46,062.54	50,000.00	32,388.03	17,611.97	64.78
207-226-714.000	HOLIDAY	39,878.50	42,840.00	42,840.00	0.00	100.00
207-226-715.000	SOCIAL SECURITY	82,281.34	60,811.00	63,889.13	(3,078.13)	105.06
207-226-716.000	HOSPITALIZATION	120,265.26	138,600.00	118,651.37	19,948.63	85.61
207-226-717.000	LIFE/DISB. INSURANCE	9,166.12	11,556.00	8,677.90	2,878.10	75.09
207-226-718.000	PENSION	71,220.56	79,493.00	62,686.96	16,806.04	78.86
207-226-719.000	EMPLOYEE FRINGE-LONGEVITY	5,100.00	5,700.00	5,700.00	0.00	100.00
207-226-730.000	MEDICAL TESTING	1,009.00	1,000.00	0.00	1,000.00	0.00
207-226-731.000	WORKERS COMP INSURANCE	20,956.90	26,000.00	0.00	26,000.00	0.00
207-226-741.000	UNIFORMS/GEAR & ALLOWANCE	5,962.41	7,000.00	5,900.00	1,100.00	84.29
207-226-927.000	ALLOCATE TO DEPARTMENTS	67,670.00	72,350.00	0.00	72,350.00	0.00
207-226-957.000	TRAINING & DEVELOPMENT	890.23	5,000.00	1,467.00	3,533.00	29.34
Total Dept 226 - PERSONNEL		1,509,428.77	1,353,775.00	1,053,818.78	299,956.22	77.84
Dept 265 - HALL AND GROUNDS						
207-265-821.000	PSB MAINT & OPS ALLOCATION	42,767.00	44,767.00	0.00	44,767.00	0.00
Total Dept 265 - HALL AND GROUNDS		42,767.00	44,767.00	0.00	44,767.00	0.00



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Fund 207 - LAW ENFORCEMENT FUND						
Expenditures						
Dept 270 - LEGAL/PROFESSIONAL						
207-270-722.000	CONTROLLER	5,344.00	5,504.00	0.00	5,504.00	0.00
207-270-800.000	OTHER PROFESSIONAL FEES	400.00	0.00	0.00	0.00	0.00
207-270-802.000	AUDIT FEES	2,250.00	2,300.00	2,250.00	50.00	97.83
207-270-803.000	LEGAL	28,475.00	25,000.00	6,900.00	18,100.00	27.60
Total Dept 270 - LEGAL/PROFESSIONAL		36,469.00	32,804.00	9,150.00	23,654.00	27.89
Dept 301 - OPERATING COSTS						
207-301-727.000	SUPPLIES	7,305.49	10,000.00	6,762.63	3,237.37	67.63
207-301-741.000	UNIFORMS/GEAR & ALLOWANCE	1,897.74	6,000.00	1,271.52	4,728.48	21.19
207-301-807.000	MEMBERSHIP DUES	175.00	1,000.00	60.00	940.00	6.00
207-301-818.000	CONTRACTUAL SERVICES	24,761.25	28,000.00	20,107.94	7,892.06	71.81
207-301-820.000	DISPATCH SERVICES	65,247.00	72,141.00	44,237.01	27,903.99	61.32
207-301-850.000	COMMUNICATION	10,015.27	15,000.00	7,809.73	7,190.27	52.06
207-301-851.000	POSTAGE	98.59	250.00	107.90	142.10	43.16
207-301-900.000	PRINTING & PUBLICATIONS	200.00	1,000.00	168.49	831.51	16.85
207-301-910.000	INSURANCE & BONDS	44,240.00	46,000.00	0.00	46,000.00	0.00
207-301-930.000	REPAIRS & MAINTENANCE	286.89	7,000.00	0.00	7,000.00	0.00
207-301-932.000	RADIO REPAIR	1,120.00	1,500.00	1,120.00	380.00	74.67
207-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	505.00	0.00	64.76	(64.76)	100.00
207-301-940.000	RENTAL EQUIPMENT	2,171.92	2,500.00	1,937.03	562.97	77.48
207-301-972.000	COMPUTER	21,524.78	15,000.00	17,626.00	(2,626.00)	117.51
Total Dept 301 - OPERATING COSTS		179,548.93	205,391.00	101,273.01	104,117.99	49.31
Dept 333 - TRANSPORTATION						
207-333-860.000	FUEL & MILEAGE	22,351.04	18,000.00	19,487.69	(1,487.69)	108.26
207-333-930.000	REPAIRS & MAINTENANCE	26,299.13	22,000.00	19,983.56	2,016.44	90.83
Total Dept 333 - TRANSPORTATION		48,650.17	40,000.00	39,471.25	528.75	98.68
Dept 900 - CAPITAL OUTLAY						
207-900-972.000	COMPUTER	0.00	15,000.00	0.00	15,000.00	0.00
207-900-974.000	VEHICLE	0.00	53,000.00	50,129.90	2,870.10	94.58
Total Dept 900 - CAPITAL OUTLAY		0.00	68,000.00	50,129.90	17,870.10	73.72
Dept 905 - DEBT SERVICE						
207-905-985.000	PSB SHARE OF BOND PMT	89,774.00	106,776.00	0.00	106,776.00	0.00
Total Dept 905 - DEBT SERVICE		89,774.00	106,776.00	0.00	106,776.00	0.00
TOTAL EXPENDITURES		1,906,637.87	1,851,513.00	1,253,842.94	597,670.06	67.72
Fund 207 - LAW ENFORCEMENT FUND:						
TOTAL REVENUES		1,877,524.35	1,980,838.00	1,803,527.69	177,310.31	91.05
TOTAL EXPENDITURES		1,906,637.87	1,851,513.00	1,253,842.94	597,670.06	67.72
NET OF REVENUES & EXPENDITURES		(29,113.52)	129,325.00	549,684.75	(420,359.75)	425.04
BEG. FUND BALANCE		513,815.96	484,702.44	484,702.44		

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Fund 207 - LAW ENFORCEMENT FUND						
END FUND BALANCE		484,702.44	614,027.44	1,034,387.19		

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Fund 211 - Fire Station # 2 Fund						
Revenues						
Dept 000						
211-000-665.000	INTEREST INCOME	73.27	0.00	12.77	(12.77)	100.00
211-000-671.000	REIMBURSEMENT/OTHER INCOME	0.00	150.00	0.00	150.00	0.00
211-000-684.000	CELL TOWER INCOME	17,711.76	17,136.00	15,035.22	2,100.78	87.74
Total Dept 000		17,785.03	17,286.00	15,047.99	2,238.01	87.05
TOTAL REVENUES		17,785.03	17,286.00	15,047.99	2,238.01	87.05
Expenditures						
Dept 900 - CAPITAL OUTLAY						
211-900-975.000	CONSTRUCTION	24,875.68	20,000.00	19,769.00	231.00	98.85
Total Dept 900 - CAPITAL OUTLAY		24,875.68	20,000.00	19,769.00	231.00	98.85
TOTAL EXPENDITURES		24,875.68	20,000.00	19,769.00	231.00	98.85
Fund 211 - Fire Station # 2 Fund:						
TOTAL REVENUES		17,785.03	17,286.00	15,047.99	2,238.01	87.05
TOTAL EXPENDITURES		24,875.68	20,000.00	19,769.00	231.00	98.85
NET OF REVENUES & EXPENDITURES		(7,090.65)	(2,714.00)	(4,721.01)	2,007.01	173.95
BEG. FUND BALANCE		34,404.11	27,313.46	27,313.46		
END FUND BALANCE		27,313.46	24,599.46	22,592.45		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 214 - BARKER RD - RENTAL PROPERTY FUND						
Revenues						
Dept 000						
214-000-665.000	INTEREST INCOME	25.48	0.00	4.45	(4.45)	100.00
214-000-688.000	RENTAL INCOME	6,640.00	0.00	0.00	0.00	0.00
Total Dept 000		6,665.48	0.00	4.45	(4.45)	100.00
TOTAL REVENUES		6,665.48	0.00	4.45	(4.45)	100.00
Expenditures						
Dept 270 - LEGAL/PROFESSIONAL						
214-270-800.000	OTHER PROFESSIONAL FEES	0.00	0.00	6,167.00	(6,167.00)	100.00
Total Dept 270 - LEGAL/PROFESSIONAL		0.00	0.00	6,167.00	(6,167.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	6,167.00	(6,167.00)	100.00
Fund 214 - BARKER RD - RENTAL PROPERTY FUND:						
TOTAL REVENUES		6,665.48	0.00	4.45	(4.45)	100.00
TOTAL EXPENDITURES		0.00	0.00	6,167.00	(6,167.00)	100.00
NET OF REVENUES & EXPENDITURES		6,665.48	0.00	(6,162.55)	6,162.55	100.00
BEG. FUND BALANCE		11,270.44	17,935.92	17,935.92		
END FUND BALANCE		17,935.92	17,935.92	11,773.37		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 216 - MEDICAL RESCUE FUND						
Revenues						
Dept 000						
216-000-402.000	CURRENT PROPERTY TAX	727,258.24	747,598.00	705,519.14	42,078.86	94.37
216-000-441.000	LCSA PPT Reimbursement	8,266.91	10,250.00	0.00	10,250.00	0.00
216-000-445.000	PENALTY & INTEREST ON TAXES	413.38	0.00	193.21	(193.21)	100.00
216-000-482.000	HOUSE NUMBERS	440.00	500.00	840.00	(340.00)	168.00
216-000-548.000	CARES ACT REVENUE	0.00	43,988.00	43,988.16	(0.16)	100.00
216-000-590.000	GRANT INCOME	0.00	4,360.00	12,769.89	(8,409.89)	292.89
216-000-615.000	INSURANCE PROCEEDS	1,552.85	0.00	0.00	0.00	0.00
216-000-626.000	COPY & FOIA INCOME	14.00	25.00	18.00	7.00	72.00
216-000-635.000	EMERGENCY COST RECOVERY	8,649.93	15,000.00	11,915.85	3,084.15	79.44
216-000-639.000	DRIVEWAY INSPECTIONS	300.00	500.00	590.00	(90.00)	118.00
216-000-665.000	INTEREST INCOME	1,829.55	500.00	318.95	181.05	63.79
216-000-671.000	REIMBURSEMENT/OTHER INCOME	1,892.11	2,000.00	1,545.96	454.04	77.30
216-000-673.000	SALE OF FIXED ASSET	96,528.49	2,000.00	1,782.07	217.93	89.10
Total Dept 000		847,145.46	826,721.00	779,481.23	47,239.77	94.29
Dept 336 - CONTRIBUTIONS						
216-336-683.000	CONTRIBUTION - INDEPENDENCE DAY CELEBRAT	0.00	1,000.00	0.00	1,000.00	0.00
Total Dept 336 - CONTRIBUTIONS		0.00	1,000.00	0.00	1,000.00	0.00
TOTAL REVENUES		847,145.46	827,721.00	779,481.23	48,239.77	94.17
Expenditures						
Dept 226 - PERSONNEL						
216-226-701.000	SALARIES	92,261.86	97,500.00	80,292.61	17,207.39	82.35
216-226-702.000	SALARIES	164,587.49	190,000.00	129,387.31	60,612.69	68.10
216-226-705.000	ADMINISTRATIVE ASSISTANT	3,196.80	4,500.00	2,265.98	2,234.02	50.36
216-226-708.000	SALARIES-PART TIME	41,173.18	70,000.00	48,217.96	21,782.04	68.88
216-226-712.000	SALARIES - OFFICERS	10,500.00	14,000.00	8,215.00	5,785.00	58.68
216-226-715.000	SOCIAL SECURITY	24,063.80	28,764.00	20,978.75	7,785.25	72.93
216-226-716.000	HOSPITALIZATION	23,843.68	29,900.00	24,326.37	5,573.63	81.36
216-226-717.000	LIFE/DISB. INSURANCE	1,100.73	1,400.00	1,008.70	391.30	72.05
216-226-718.000	PENSION	9,230.52	9,750.00	8,143.14	1,606.86	83.52
216-226-730.000	MEDICAL TESTING	637.50	5,000.00	1,106.00	3,894.00	22.12
216-226-731.000	WORKERS COMP INSURANCE	14,129.91	17,000.00	0.00	17,000.00	0.00
216-226-927.000	ALLOCATE TO DEPARTMENTS	(67,670.00)	(72,350.00)	0.00	(72,350.00)	0.00
216-226-957.000	TRAINING & DEVELOPMENT	3,610.69	12,000.00	6,867.53	5,132.47	57.23
216-226-958.000	TRAINING WAGES	5,315.44	12,000.00	6,457.61	5,542.39	53.81
Total Dept 226 - PERSONNEL		325,981.60	419,464.00	337,266.96	82,197.04	80.40
Dept 265 - HALL AND GROUNDS						
216-265-816.000	GROUND/CLEANG/JANITORL SERVIC	2,160.00	2,500.00	955.00	1,545.00	38.20
216-265-821.000	PSB MAINT & OPS ALLOCATION	42,767.00	44,767.00	0.00	44,767.00	0.00
Total Dept 265 - HALL AND GROUNDS		44,927.00	47,267.00	955.00	46,312.00	2.02
Dept 270 - LEGAL/PROFESSIONAL						
216-270-722.000	CONTROLLER	5,344.00	5,504.00	0.00	5,504.00	0.00
216-270-802.000	AUDIT FEES	2,250.00	2,250.00	2,250.00	0.00	100.00
216-270-803.000	LEGAL	0.00	2,000.00	0.00	2,000.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 216 - MEDICAL RESCUE FUND						
Expenditures						
216-270-827.000	COMMISSION ON SALE OF ASSETS	9,000.00	0.00	0.00	0.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		16,594.00	9,754.00	2,250.00	7,504.00	23.07
Dept 301 - OPERATING COSTS						
216-301-727.000	SUPPLIES	10,572.03	14,000.00	7,278.95	6,721.05	51.99
216-301-741.000	UNIFORMS/GEAR & ALLOWANCE	901.08	14,000.00	4,385.24	9,614.76	31.32
216-301-807.000	MEMBERSHIP DUES	1,575.00	4,000.00	1,500.00	2,500.00	37.50
216-301-816.000	GROUNDS/CLEANG/JANITORL SERVIC	0.00	0.00	1,310.00	(1,310.00)	100.00
216-301-818.000	CONTRACTUAL SERVICES	12,810.80	10,000.00	4,109.75	5,890.25	41.10
216-301-820.000	DISPATCH SERVICES	11,025.84	13,500.00	10,790.52	2,709.48	79.93
216-301-850.000	COMMUNICATION	8,029.47	12,000.00	5,481.76	6,518.24	45.68
216-301-851.000	POSTAGE	11.20	50.00	62.58	(12.58)	125.16
216-301-900.000	PRINTING & PUBLICATIONS	0.00	500.00	198.75	301.25	39.75
216-301-910.000	INSURANCE & BONDS	37,282.00	45,000.00	0.00	45,000.00	0.00
216-301-920.000	UTILITIES	6,925.15	8,000.00	6,572.02	1,427.98	82.15
216-301-929.000	GRANT EXPENSE	0.00	0.00	4,359.60	(4,359.60)	100.00
216-301-930.000	REPAIRS & MAINTENANCE	8,390.64	8,000.00	7,432.63	567.37	92.91
216-301-932.000	RADIO REPAIR	2,151.35	3,000.00	1,910.00	1,090.00	63.67
216-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	227.56	0.00	29.18	(29.18)	100.00
216-301-972.000	COMPUTER	1,441.47	10,000.00	2,898.51	7,101.49	28.99
Total Dept 301 - OPERATING COSTS		101,343.59	142,050.00	58,319.49	83,730.51	41.06
Dept 333 - TRANSPORTATION						
216-333-860.000	FUEL & MILEAGE	8,366.71	14,000.00	6,074.98	7,925.02	43.39
216-333-930.000	REPAIRS & MAINTENANCE	17,400.32	25,000.00	24,277.31	722.69	97.11
Total Dept 333 - TRANSPORTATION		25,767.03	39,000.00	30,352.29	8,647.71	77.83
Dept 900 - CAPITAL OUTLAY						
216-900-970.000	EQUIPMENT	49,775.86	30,000.00	24,995.45	5,004.55	83.32
216-900-972.000	COMPUTER	0.00	2,000.00	0.00	2,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		49,775.86	32,000.00	24,995.45	7,004.55	78.11
Dept 905 - DEBT SERVICE						
216-905-985.000	PSB SHARE OF BOND PMT	89,774.00	106,776.00	0.00	106,776.00	0.00
Total Dept 905 - DEBT SERVICE		89,774.00	106,776.00	0.00	106,776.00	0.00
TOTAL EXPENDITURES		654,163.08	796,311.00	454,139.19	342,171.81	57.03
Fund 216 - MEDICAL RESCUE FUND:						
TOTAL REVENUES		847,145.46	827,721.00	779,481.23	48,239.77	94.17
TOTAL EXPENDITURES		654,163.08	796,311.00	454,139.19	342,171.81	57.03
NET OF REVENUES & EXPENDITURES		192,982.38	31,410.00	325,342.04	(293,932.04)	1,035.79
BEG. FUND BALANCE		630,911.92	823,894.30	823,894.30		
END FUND BALANCE		823,894.30	855,304.30	1,149,236.34		

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Fund 217 - PSB - RENTAL PROPERTY FUND						
Revenues						
Dept 000						
217-000-665.000	INTEREST INCOME	79.48	0.00	13.86	(13.86)	100.00
217-000-688.000	RENTAL INCOME	36,000.00	36,000.00	36,000.00	0.00	100.00
217-000-695.000	RENTAL UTILITY REVENUE	5,622.06	2,631.00	4,256.94	(1,625.94)	161.80
Total Dept 000		41,701.54	38,631.00	40,270.80	(1,639.80)	104.24
TOTAL REVENUES		41,701.54	38,631.00	40,270.80	(1,639.80)	104.24
Expenditures						
Dept 000						
217-000-908.000	RENTAL REIMBURSEMENT	9,730.08	9,730.00	8,108.40	1,621.60	83.33
217-000-920.000	UTILITIES	5,533.77	2,631.00	4,189.80	(1,558.80)	159.25
Total Dept 000		15,263.85	12,361.00	12,298.20	62.80	99.49
Dept 900 - CAPITAL OUTLAY						
217-900-971.000	RENOVATIONS	0.00	27,000.00	24,905.00	2,095.00	92.24
Total Dept 900 - CAPITAL OUTLAY		0.00	27,000.00	24,905.00	2,095.00	92.24
TOTAL EXPENDITURES		15,263.85	39,361.00	37,203.20	2,157.80	94.52
Fund 217 - PSB - RENTAL PROPERTY FUND:						
TOTAL REVENUES		41,701.54	38,631.00	40,270.80	(1,639.80)	104.24
TOTAL EXPENDITURES		15,263.85	39,361.00	37,203.20	2,157.80	94.52
NET OF REVENUES & EXPENDITURES		26,437.69	(730.00)	3,067.60	(3,797.60)	420.22
BEG. FUND BALANCE		27,718.69	54,156.38	54,156.38		
END FUND BALANCE		54,156.38	53,426.38	57,223.98		



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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 230 - DONATION FUND						
Revenues						
Dept 000						
230-000-665.000	INTEREST INCOME	1.39	0.00	0.24	(0.24)	100.00
Total Dept 000		1.39	0.00	0.24	(0.24)	100.00
TOTAL REVENUES		1.39	0.00	0.24	(0.24)	100.00
Fund 230 - DONATION FUND:						
TOTAL REVENUES		1.39	0.00	0.24	(0.24)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		1.39	0.00	0.24	(0.24)	100.00
BEG. FUND BALANCE		518.90	520.29	520.29		
END FUND BALANCE		520.29	520.29	520.53		

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Fund 248 - DOWNTOWN DEVELOPMENT AUTH						
Revenues						
Dept 000						
248-000-607.000	VENDOR FEES	5.00	500.00	0.00	500.00	0.00
248-000-665.000	INTEREST INCOME	92.70	0.00	16.16	(16.16)	100.00
248-000-671.000	REIMBURSEMENT/OTHER INCOME	0.00	500.00	0.00	500.00	0.00
Total Dept 000		97.70	1,000.00	16.16	983.84	1.62
TOTAL REVENUES		97.70	1,000.00	16.16	983.84	1.62
Expenditures						
Dept 270 - LEGAL/PROFESSIONAL						
248-270-800.000	OTHER PROFESSIONAL FEES	0.00	3,500.00	0.00	3,500.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		0.00	3,500.00	0.00	3,500.00	0.00
Dept 301 - OPERATING COSTS						
248-301-727.000	SUPPLIES	37.95	0.00	0.00	0.00	0.00
248-301-800.000	OTHER PROFESSIONAL FEES	150.00	0.00	0.00	0.00	0.00
248-301-807.000	MEMBERSHIP DUES	125.00	125.00	0.00	125.00	0.00
248-301-928.000	BENCHES	0.00	0.00	1,099.01	(1,099.01)	100.00
248-301-957.000	TRAINING & DEVELOPMENT	612.01	0.00	0.00	0.00	0.00
Total Dept 301 - OPERATING COSTS		924.96	125.00	1,099.01	(974.01)	879.21
Dept 900 - CAPITAL OUTLAY						
248-900-925.000	STREETSCAPING	80.00	1,000.00	49.77	950.23	4.98
Total Dept 900 - CAPITAL OUTLAY		80.00	1,000.00	49.77	950.23	4.98
TOTAL EXPENDITURES		1,004.96	4,625.00	1,148.78	3,476.22	24.84
Fund 248 - DOWNTOWN DEVELOPMENT AUTH:						
TOTAL REVENUES		97.70	1,000.00	16.16	983.84	1.62
TOTAL EXPENDITURES		1,004.96	4,625.00	1,148.78	3,476.22	24.84
NET OF REVENUES & EXPENDITURES		(907.26)	(3,625.00)	(1,132.62)	(2,492.38)	31.24
BEG. FUND BALANCE		34,728.57	33,821.31	33,821.31		
END FUND BALANCE		33,821.31	30,196.31	32,688.69		

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Fund 265 - NARCOTICS FUND						
Revenues						
Dept 000						
265-000-661.000	FORFEITURES	0.00	10,000.00	280.00	9,720.00	2.80
265-000-665.000	INTEREST INCOME	331.43	0.00	27.47	(27.47)	100.00
Total Dept 000		331.43	10,000.00	307.47	9,692.53	3.07
TOTAL REVENUES		331.43	10,000.00	307.47	9,692.53	3.07
Expenditures						
Dept 301 - OPERATING COSTS						
265-301-727.000	SUPPLIES	0.00	5,000.00	0.00	5,000.00	0.00
265-301-956.000	MISCELLANEOUS	3,203.16	2,000.00	1,892.00	108.00	94.60
265-301-972.000	COMPUTER	2,923.41	2,000.00	0.00	2,000.00	0.00
Total Dept 301 - OPERATING COSTS		6,126.57	9,000.00	1,892.00	7,108.00	21.02
Dept 900 - CAPITAL OUTLAY						
265-900-970.000	EQUIPMENT	0.00	3,000.00	67.40	2,932.60	2.25
Total Dept 900 - CAPITAL OUTLAY		0.00	3,000.00	67.40	2,932.60	2.25
TOTAL EXPENDITURES		6,126.57	12,000.00	1,959.40	10,040.60	16.33
Fund 265 - NARCOTICS FUND:						
TOTAL REVENUES		331.43	10,000.00	307.47	9,692.53	3.07
TOTAL EXPENDITURES		6,126.57	12,000.00	1,959.40	10,040.60	16.33
NET OF REVENUES & EXPENDITURES		(5,795.14)	(2,000.00)	(1,651.93)	(348.07)	82.60
BEG. FUND BALANCE		143,885.09	138,089.95	138,089.95		
END FUND BALANCE		138,089.95	136,089.95	136,438.02		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 266 - FEDERAL NARCOTICS FUND						
Revenues						
Dept 000						
266-000-661.000	FORFEITURES	49,415.55	70,000.00	(1,237.28)	71,237.28	(1.77)
266-000-665.000	INTEREST INCOME	623.62	300.00	35.57	264.43	11.86
266-000-673.000	SALE OF FIXED ASSET	0.00	8,000.00	0.00	8,000.00	0.00
Total Dept 000		50,039.17	78,300.00	(1,201.71)	79,501.71	(1.53)
TOTAL REVENUES		50,039.17	78,300.00	(1,201.71)	79,501.71	(1.53)
Expenditures						
Dept 301 - OPERATING COSTS						
266-301-727.000	SUPPLIES	9,268.95	12,000.00	2,509.70	9,490.30	20.91
266-301-956.000	MISCELLANEOUS	1,311.00	10,000.00	6,359.00	3,641.00	63.59
Total Dept 301 - OPERATING COSTS		10,579.95	22,000.00	8,868.70	13,131.30	40.31
Dept 336 - CONTRIBUTIONS						
266-336-967.000	CONTRIBUTION-LAW ENFORCEMENT	35,000.00	35,000.00	0.00	35,000.00	0.00
Total Dept 336 - CONTRIBUTIONS		35,000.00	35,000.00	0.00	35,000.00	0.00
Dept 900 - CAPITAL OUTLAY						
266-900-970.000	EQUIPMENT	85,090.32	15,000.00	250.00	14,750.00	1.67
266-900-972.000	COMPUTER	0.00	40,000.00	0.00	40,000.00	0.00
266-900-974.000	VEHICLE	78,442.80	0.00	0.00	0.00	0.00
Total Dept 900 - CAPITAL OUTLAY		163,533.12	55,000.00	250.00	54,750.00	0.45
TOTAL EXPENDITURES		209,113.07	112,000.00	9,118.70	102,881.30	8.14
Fund 266 - FEDERAL NARCOTICS FUND:						
TOTAL REVENUES		50,039.17	78,300.00	(1,201.71)	79,501.71	1.53
TOTAL EXPENDITURES		209,113.07	112,000.00	9,118.70	102,881.30	8.14
NET OF REVENUES & EXPENDITURES		(159,073.90)	(33,700.00)	(10,320.41)	(23,379.59)	30.62
BEG. FUND BALANCE		273,232.87	114,158.97	114,158.97		
END FUND BALANCE		114,158.97	80,458.97	103,838.56		

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 287 - BUILDING DEPARTMENT FUND						
Revenues						
Dept 000						
287-000-478.000	SOIL FILL PERMITS	0.00	0.00	1,000.00	(1,000.00)	100.00
287-000-484.000	BUILDING PLAN REVIEW FEES	4,922.40	5,500.00	6,963.00	(1,463.00)	126.60
287-000-485.000	BUILDING PERMIT FEES	46,614.00	35,000.00	55,129.00	(20,129.00)	157.51
287-000-486.000	CONTRACTOR'S REGISTRATION	2,340.00	2,500.00	2,095.00	405.00	83.80
287-000-488.000	TRADE PERMIT FEES	50,101.20	40,000.00	41,209.00	(1,209.00)	103.02
287-000-626.000	COPY & FOIA INCOME	45.20	0.00	65.90	(65.90)	100.00
287-000-665.000	INTEREST INCOME	452.72	0.00	78.92	(78.92)	100.00
Total Dept 000		104,475.52	83,000.00	106,540.82	(23,540.82)	128.36
TOTAL REVENUES		104,475.52	83,000.00	106,540.82	(23,540.82)	128.36
Expenditures						
Dept 226 - PERSONNEL						
287-226-703.000	BUILDING SALARIES	16,280.00	26,401.00	15,654.76	10,746.24	59.30
287-226-715.000	SOCIAL SECURITY	2,165.15	2,020.00	0.00	2,020.00	0.00
287-226-716.000	HOSPITALIZATION	12,362.77	18,781.00	9,532.38	9,248.62	50.76
287-226-717.000	LIFE/DISB. INSURANCE	392.43	663.00	360.58	302.42	54.39
287-226-718.000	BUILDING PENSION	1,584.00	2,640.00	1,646.09	993.91	62.35
287-226-731.000	WORKERS COMP INSURANCE	598.46	480.00	0.00	480.00	0.00
287-226-927.000	ALLOCATE TO DEPARTMENTS	18,991.00	18,991.00	0.00	18,991.00	0.00
Total Dept 226 - PERSONNEL		52,373.81	69,976.00	27,193.81	42,782.19	38.86
Dept 261 - GOVERNMENT SHARED SERVICES						
287-261-725.000	BUILDING INSPECTIONS	15,537.50	25,000.00	8,066.36	16,933.64	32.27
287-261-737.000	PLAN REVIEW	4,840.77	3,000.00	5,878.82	(2,878.82)	195.96
287-261-738.000	MISC BUILDING ADMINISTRATION	218.95	500.00	0.00	500.00	0.00
Total Dept 261 - GOVERNMENT SHARED SERVICES		20,597.22	28,500.00	13,945.18	14,554.82	48.93
Dept 270 - LEGAL/PROFESSIONAL						
287-270-722.000	CONTROLLER	2,672.00	2,672.00	0.00	2,672.00	0.00
287-270-802.000	AUDIT FEES	900.00	900.00	900.00	0.00	100.00
287-270-806.000	ENGINEER	400.00	0.00	800.00	(800.00)	100.00
287-270-823.000	ZONING ADMINISTRATION	0.00	1,000.00	0.00	1,000.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		3,972.00	4,572.00	1,700.00	2,872.00	37.18
Dept 301 - OPERATING COSTS						
287-301-725.000	ELECTRIC, PLUMB & MECH INSPECTIONS	36,045.00	25,000.00	21,555.00	3,445.00	86.22
287-301-727.000	SUPPLIES	381.98	500.00	279.48	220.52	55.90
287-301-850.000	COMMUNICATION	496.43	500.00	450.05	49.95	90.01
287-301-910.000	INSURANCE & BONDS	0.00	900.00	0.00	900.00	0.00
287-301-927.000	ALLOCATE TO DEPARTMENTS	4,000.00	4,200.00	0.00	4,200.00	0.00
Total Dept 301 - OPERATING COSTS		40,923.41	31,100.00	22,284.53	8,815.47	71.65
TOTAL EXPENDITURES		117,866.44	134,148.00	65,123.52	69,024.48	48.55



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Fund 287 - BUILDING DEPARTMENT FUND						
Fund 287 - BUILDING DEPARTMENT FUND:						
TOTAL REVENUES		104,475.52	83,000.00	106,540.82	(23,540.82)	128.36
TOTAL EXPENDITURES		117,866.44	134,148.00	65,123.52	69,024.48	48.55
NET OF REVENUES & EXPENDITURES		(13,390.92)	(51,148.00)	41,417.30	(92,565.30)	80.98
BEG. FUND BALANCE		137,337.69	123,946.77	123,946.77		
END FUND BALANCE		123,946.77	72,798.77	165,364.07		

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Fund 369 - BLDG AUTH DEBT FUND - 2023						
Revenues						
Dept 000						
369-000-685.000	FUNDS XFER FOR 3.5 BOND PMT	269,322.00	320,328.00	0.00	320,328.00	0.00
Total Dept 000		269,322.00	320,328.00	0.00	320,328.00	0.00
TOTAL REVENUES		269,322.00	320,328.00	0.00	320,328.00	0.00
Expenditures						
Dept 905 - DEBT SERVICE						
369-905-942.000	3 M BOND BLDG AUTH	232,182.00	300,000.00	300,000.00	0.00	100.00
369-905-987.000	INTEREST 3 M BOND	23,157.55	20,328.00	20,327.50	0.50	100.00
Total Dept 905 - DEBT SERVICE		255,339.55	320,328.00	320,327.50	0.50	100.00
TOTAL EXPENDITURES		255,339.55	320,328.00	320,327.50	0.50	100.00
Fund 369 - BLDG AUTH DEBT FUND - 2023:						
TOTAL REVENUES		269,322.00	320,328.00	0.00	320,328.00	0.00
TOTAL EXPENDITURES		255,339.55	320,328.00	320,327.50	0.50	100.00
NET OF REVENUES & EXPENDITURES		13,982.45	0.00	(320,327.50)	320,327.50	100.00
BEG. FUND BALANCE		0.50	13,982.95	13,982.95		
END FUND BALANCE		13,982.95	13,982.95	(306,344.55)		

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Fund 370 - PUBLIC SAFETY BLDG DEBT FD - 2022						
Revenues						
Dept 000						
370-000-402.000	CURRENT PROPERTY TAX	263,056.03	277,338.00	262,490.83	14,847.17	94.65
370-000-441.000	LCSA PPT Reimbursement	3,169.79	4,065.00	0.00	4,065.00	0.00
370-000-445.000	PENALTY & INTEREST ON TAXES	174.53	0.00	74.71	(74.71)	100.00
370-000-665.000	INTEREST INCOME	42.01	0.00	7.33	(7.33)	100.00
Total Dept 000		266,442.36	281,403.00	262,572.87	18,830.13	93.31
TOTAL REVENUES		266,442.36	281,403.00	262,572.87	18,830.13	93.31
Expenditures						
Dept 301 - OPERATING COSTS						
370-301-938.000	CHARGEBACKS - PRIOR TAX YEARS	89.75	1,000.00	10.55	989.45	1.06
Total Dept 301 - OPERATING COSTS		89.75	1,000.00	10.55	989.45	1.06
Dept 905 - DEBT SERVICE						
370-905-945.000	3.8 M PSB BOND	245,000.00	265,000.00	265,000.00	0.00	100.00
370-905-994.000	INTEREST 3.8 BOND PSB	18,574.79	12,338.00	12,337.50	0.50	100.00
Total Dept 905 - DEBT SERVICE		263,574.79	277,338.00	277,337.50	0.50	100.00
TOTAL EXPENDITURES		263,664.54	278,338.00	277,348.05	989.95	99.64
Fund 370 - PUBLIC SAFETY BLDG DEBT FD - 2022:						
TOTAL REVENUES		266,442.36	281,403.00	262,572.87	18,830.13	93.31
TOTAL EXPENDITURES		263,664.54	278,338.00	277,348.05	989.95	99.64
NET OF REVENUES & EXPENDITURES		2,777.82	3,065.00	(14,775.18)	17,840.18	482.06
BEG. FUND BALANCE		20,968.90	23,746.72	23,746.72		
END FUND BALANCE		23,746.72	26,811.72	8,971.54		

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Fund 571 - WASTEWATER TREATMENT FUND						
Revenues						
Dept 000						
571-000-445.000	PENALTY & INTEREST ON TAXES	1.55	0.00	11.91	(11.91)	100.00
571-000-500.000	TAP-IN FEES	58,837.00	37,500.00	21,136.00	16,364.00	56.36
571-000-590.000	GRANT INCOME	203,707.77	0.00	212,668.33	(212,668.33)	100.00
571-000-651.000	USAGE FEES	1,460,756.54	1,465,750.00	1,115,377.71	350,372.29	76.10
571-000-665.000	INTEREST INCOME	11,797.31	5,000.00	575.70	4,424.30	11.51
571-000-671.000	REIMBURSEMENT/OTHER INCOME	8,083.31	1,500.00	1,864.46	(364.46)	124.30
571-000-672.000	SAD INTEREST	27.32	0.00	0.00	0.00	0.00
Total Dept 000		1,743,210.80	1,509,750.00	1,351,634.11	158,115.89	89.53
TOTAL REVENUES		1,743,210.80	1,509,750.00	1,351,634.11	158,115.89	89.53
Expenditures						
Dept 226 - PERSONNEL						
571-226-701.000	SALARIES	68,835.26	68,833.00	60,579.52	8,253.48	88.01
571-226-702.000	SALARIES	195,803.48	189,008.00	171,565.16	17,442.84	90.77
571-226-711.000	SALARIES-OVERTIME	9,815.72	19,282.00	11,317.26	7,964.74	58.69
571-226-715.000	SOCIAL SECURITY	22,101.35	21,200.00	19,691.04	1,508.96	92.88
571-226-716.000	HOSPITALIZATION	92,492.98	131,736.00	87,369.40	44,366.60	66.32
571-226-717.000	LIFE/DISB. INSURANCE	3,625.02	4,282.00	3,367.32	914.68	78.64
571-226-718.000	PENSION	26,415.22	25,784.00	22,861.65	2,922.35	88.67
571-226-731.000	WORKERS COMP INSURANCE	4,775.79	6,616.00	0.00	6,616.00	0.00
571-226-747.000	ON-CALL WAGES	10,920.00	10,950.00	9,240.00	1,710.00	84.38
571-226-957.000	TRAINING & DEVELOPMENT	1,625.00	5,000.00	588.80	4,411.20	11.78
Total Dept 226 - PERSONNEL		436,409.82	482,691.00	386,580.15	96,110.85	80.09
Dept 228 - INFORMATION TECHNOLOGY						
571-228-948.000	COMPUTER SERVICES	2,040.43	500.00	2,189.52	(1,689.52)	437.90
Total Dept 228 - INFORMATION TECHNOLOGY		2,040.43	500.00	2,189.52	(1,689.52)	437.90
Dept 270 - LEGAL/PROFESSIONAL						
571-270-800.000	OTHER PROFESSIONAL FEES	0.00	0.00	42,959.00	(42,959.00)	100.00
571-270-802.000	AUDIT FEES	6,300.00	6,300.00	6,300.00	0.00	100.00
571-270-803.000	LEGAL	0.00	500.00	60,708.98	(60,208.98)	2,141.80
571-270-806.000	ENGINEER	0.00	25,000.00	0.00	25,000.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		6,300.00	31,800.00	109,967.98	(78,167.98)	345.81
Dept 301 - OPERATING COSTS						
571-301-727.000	SUPPLIES	1,243.05	2,500.00	1,086.81	1,413.19	43.47
571-301-740.000	OPERATING SUPPLIES	46,203.62	50,000.00	33,089.18	16,910.82	66.18
571-301-741.000	UNIFORMS/GEAR & ALLOWANCE	600.13	3,500.00	1,348.44	2,151.56	38.53
571-301-807.000	MEMBERSHIP DUES	1,625.00	880.00	1,764.38	(884.38)	200.50
571-301-817.000	LAB & TESTING	2,748.00	7,000.00	830.00	6,170.00	11.86
571-301-819.000	COLLECTION SYS ANNUAL MAINT	54,722.04	55,000.00	58,892.34	(3,892.34)	107.08
571-301-825.000	SEWER ADMINISTRATION FEES	48,573.00	55,912.00	0.00	55,912.00	0.00
571-301-850.000	COMMUNICATION	9,173.16	8,500.00	4,819.30	3,680.70	56.70
571-301-851.000	POSTAGE	2,733.15	3,000.00	2,380.44	619.56	79.35
571-301-900.000	PRINTING & PUBLICATIONS	0.00	200.00	5,485.00	(5,285.00)	2,742.50
571-301-910.000	INSURANCE & BONDS	22,146.00	25,350.00	0.00	25,350.00	0.00

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Fund 571 - WASTEWATER TREATMENT FUND						
Expenditures						
571-301-920.000	UTILITIES	127,561.60	110,000.00	94,325.64	15,674.36	85.75
571-301-929.000	GRANT EXPENSE	142,361.77	0.00	62,740.32	(62,740.32)	100.00
571-301-930.000	REPAIRS & MAINTENANCE	28,956.09	110,000.00	24,438.70	85,561.30	22.22
571-301-940.000	RENTAL EQUIPMENT	1,632.48	1,585.00	1,280.80	304.20	80.81
571-301-956.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00
571-301-968.000	DEPRECIATION EXPENSE	238,451.36	235,089.00	0.00	235,089.00	0.00
Total Dept 301 - OPERATING COSTS		728,730.45	669,016.00	292,481.35	376,534.65	43.72
Dept 333 - TRANSPORTATION						
571-333-860.000	FUEL & MILEAGE	6,402.11	7,000.00	1,860.45	5,139.55	26.58
571-333-930.000	REPAIRS & MAINTENANCE	0.00	1,500.00	0.00	1,500.00	0.00
Total Dept 333 - TRANSPORTATION		6,402.11	8,500.00	1,860.45	6,639.55	21.89
Dept 527 - BOND & INTEREST						
571-527-937.000	Interest Expense - Basin Bond 2041	0.00	0.00	37,614.06	(37,614.06)	100.00
Total Dept 527 - BOND & INTEREST		0.00	0.00	37,614.06	(37,614.06)	100.00
Dept 528 - O & M - BOND & INTEREST						
571-528-954.000	AGENT FEES	0.00	700.00	0.00	700.00	0.00
571-528-988.000	INTEREST 1997 BOND	0.00	6,525.00	0.00	6,525.00	0.00
571-528-989.000	INTEREST 1992 BOND	6,525.00	0.00	4,387.50	(4,387.50)	100.00
Total Dept 528 - O & M - BOND & INTEREST		6,525.00	7,225.00	4,387.50	2,837.50	60.73
Dept 900 - CAPITAL OUTLAY						
571-900-800.000	OTHER PROFESSIONAL FEES	5,665.00	0.00	2,000.00	(2,000.00)	100.00
571-900-970.000	EQUIPMENT	4,252.87	0.00	117,205.19	(117,205.19)	100.00
571-900-971.000	RENOVATIONS	9,316.01	0.00	15,751.27	(15,751.27)	100.00
571-900-972.000	COMPUTER	0.00	0.00	1,826.88	(1,826.88)	100.00
Total Dept 900 - CAPITAL OUTLAY		19,233.88	0.00	136,783.34	(136,783.34)	100.00
TOTAL EXPENDITURES		1,205,641.69	1,199,732.00	971,864.35	227,867.65	81.01
Fund 571 - WASTEWATER TREATMENT FUND:						
TOTAL REVENUES		1,743,210.80	1,509,750.00	1,351,634.11	158,115.89	89.53
TOTAL EXPENDITURES		1,205,641.69	1,199,732.00	971,864.35	227,867.65	81.01
NET OF REVENUES & EXPENDITURES		537,569.11	310,018.00	379,769.76	(69,751.76)	122.50
BEG. FUND BALANCE		7,485,164.31	8,022,733.42	8,022,733.42		
END FUND BALANCE		8,022,733.42	8,332,751.42	8,402,503.18		



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Fund 576 - WWTP BASIN CONSTRUCTION FUND						
Revenues						
Dept 000						
576-000-665.000	INTEREST INCOME	0.00	0.00	204.54	(204.54)	100.00
576-000-697.000	BOND PROCEEDS	0.00	0.00	3,841,163.32	(3,841,163.32)	100.00
Total Dept 000		0.00	0.00	3,841,367.86	(3,841,367.86)	100.00
TOTAL REVENUES		0.00	0.00	3,841,367.86	(3,841,367.86)	100.00
Expenditures						
Dept 270 - LEGAL/PROFESSIONAL						
576-270-806.000	ENGINEER	0.00	0.00	14,479.56	(14,479.56)	100.00
576-270-818.000	CONTRACTUAL SERVICES	0.00	0.00	78,702.50	(78,702.50)	100.00
Total Dept 270 - LEGAL/PROFESSIONAL		0.00	0.00	93,182.06	(93,182.06)	100.00
TOTAL EXPENDITURES		0.00	0.00	93,182.06	(93,182.06)	100.00
Fund 576 - WWTP BASIN CONSTRUCTION FUND:						
TOTAL REVENUES		0.00	0.00	3,841,367.86	(3,841,367.86)	100.00
TOTAL EXPENDITURES		0.00	0.00	93,182.06	(93,182.06)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	3,748,185.80	(3,748,185.80)	100.00
BEG. FUND BALANCE						
END FUND BALANCE						

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Fund 631 - BUILDING AND GROUNDS MAINTENANCE FUND						
Revenues						
Dept 000						
631-000-588.000	CONTRIBUTION OTHER FUND(S)	128,301.00	134,300.00	0.00	134,300.00	0.00
631-000-589.000	OTHER CONTRIBUTIONS	28,600.00	0.00	0.00	0.00	0.00
631-000-671.000	REIMBURSEMENT/OTHER INCOME	350.00	0.00	0.00	0.00	0.00
Total Dept 000		157,251.00	134,300.00	0.00	134,300.00	0.00
TOTAL REVENUES		157,251.00	134,300.00	0.00	134,300.00	0.00
Expenditures						
Dept 301 - OPERATING COSTS						
631-301-727.000	SUPPLIES	2,313.90	2,000.00	2,093.72	(93.72)	104.69
631-301-816.000	GROUNDS/CLEANG/JANITORL SERVIC	12,795.00	13,000.00	12,600.00	400.00	96.92
631-301-818.000	CONTRACTUAL SERVICES	8,703.27	10,000.00	9,302.78	697.22	93.03
631-301-850.000	COMMUNICATION	8,631.60	7,500.00	6,836.70	663.30	91.16
631-301-910.000	INSURANCE & BONDS	7,036.00	7,800.00	0.00	7,800.00	0.00
631-301-920.000	UTILITIES	68,459.72	60,000.00	53,428.59	6,571.41	89.05
631-301-930.000	REPAIRS & MAINTENANCE	49,248.42	34,000.00	11,593.28	22,406.72	34.10
Total Dept 301 - OPERATING COSTS		157,187.91	134,300.00	95,855.07	38,444.93	71.37
TOTAL EXPENDITURES		157,187.91	134,300.00	95,855.07	38,444.93	71.37
Fund 631 - BUILDING AND GROUNDS MAINTENANCE FUND:						
TOTAL REVENUES		157,251.00	134,300.00	0.00	134,300.00	0.00
TOTAL EXPENDITURES		157,187.91	134,300.00	95,855.07	38,444.93	71.37
NET OF REVENUES & EXPENDITURES		63.09	0.00	(95,855.07)	95,855.07	100.00
BEG. FUND BALANCE			63.09	63.09		
END FUND BALANCE		63.09	63.09	(95,791.98)		

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## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

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PERIOD ENDING 04/30/2021

DB: Northfield

% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023						
Revenues						
Dept 000						
815-000-665.000	INTEREST INCOME	385.28	50.00	67.06	(17.06)	134.12
815-000-672.000	SAD INTEREST	3,565.11	6,000.00	425.69	5,574.31	7.09
Total Dept 000		3,950.39	6,050.00	492.75	5,557.25	8.14
TOTAL REVENUES		3,950.39	6,050.00	492.75	5,557.25	8.14
Expenditures						
Dept 301 - OPERATING COSTS						
815-301-968.000	DEPRECIATION EXPENSE	17,518.98	17,519.00	0.00	17,519.00	0.00
Total Dept 301 - OPERATING COSTS		17,518.98	17,519.00	0.00	17,519.00	0.00
Dept 905 - DEBT SERVICE						
815-905-995.000	DEBT SERVICE - INTEREST	4,171.00	3,290.00	0.00	3,290.00	0.00
Total Dept 905 - DEBT SERVICE		4,171.00	3,290.00	0.00	3,290.00	0.00
TOTAL EXPENDITURES		21,689.98	20,809.00	0.00	20,809.00	0.00
Fund 815 - DIST # 5 SEVEN MILE SEWER - 2023:						
TOTAL REVENUES		3,950.39	6,050.00	492.75	5,557.25	8.14
TOTAL EXPENDITURES		21,689.98	20,809.00	0.00	20,809.00	0.00
NET OF REVENUES & EXPENDITURES		(17,739.59)	(14,759.00)	492.75	(15,251.75)	3.34
BEG. FUND BALANCE		529,363.72	511,624.13	511,624.13		
END FUND BALANCE		511,624.13	496,865.13	512,116.88		

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## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

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PERIOD ENDING 04/30/2021

% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035						
Revenues						
Dept 000						
825-000-445.000	PENALTY & INTEREST ON TAXES	0.00	0.00	91.41	(91.41)	100.00
825-000-665.000	INTEREST INCOME	688.00	0.00	119.94	(119.94)	100.00
825-000-672.000	SAD INTEREST	26,574.29	30,000.00	0.00	30,000.00	0.00
Total Dept 000		27,262.29	30,000.00	211.35	29,788.65	0.70
TOTAL REVENUES		27,262.29	30,000.00	211.35	29,788.65	0.70
Expenditures						
Dept 301 - OPERATING COSTS						
825-301-968.000	DEPRECIATION EXPENSE	90,120.57	12,000.00	(74,187.26)	86,187.26	(618.23)
Total Dept 301 - OPERATING COSTS		90,120.57	12,000.00	(74,187.26)	86,187.26	(618.23)
Dept 905 - DEBT SERVICE						
825-905-954.000	AGENT FEES	500.00	500.00	500.00	0.00	100.00
825-905-986.000	INTEREST EXPENSE - WL SAD BOND	21,393.78	21,144.00	10,196.89	10,947.11	48.23
Total Dept 905 - DEBT SERVICE		21,893.78	21,644.00	10,696.89	10,947.11	49.42
TOTAL EXPENDITURES		112,014.35	33,644.00	(63,490.37)	97,134.37	(188.71)
Fund 825 - WHITMORE LAKE SEWER DISTRICT - 2035:						
TOTAL REVENUES		27,262.29	30,000.00	211.35	29,788.65	0.70
TOTAL EXPENDITURES		112,014.35	33,644.00	(63,490.37)	97,134.37	188.71
NET OF REVENUES & EXPENDITURES		(84,752.06)	(3,644.00)	63,701.72	(67,345.72)	1,748.13
BEG. FUND BALANCE		757,536.46	672,784.40	672,784.40		
END FUND BALANCE		672,784.40	669,140.40	736,486.12		

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## REVENUE AND EXPENDITURE REPORT FOR NORTHFIELD TOWNSHIP

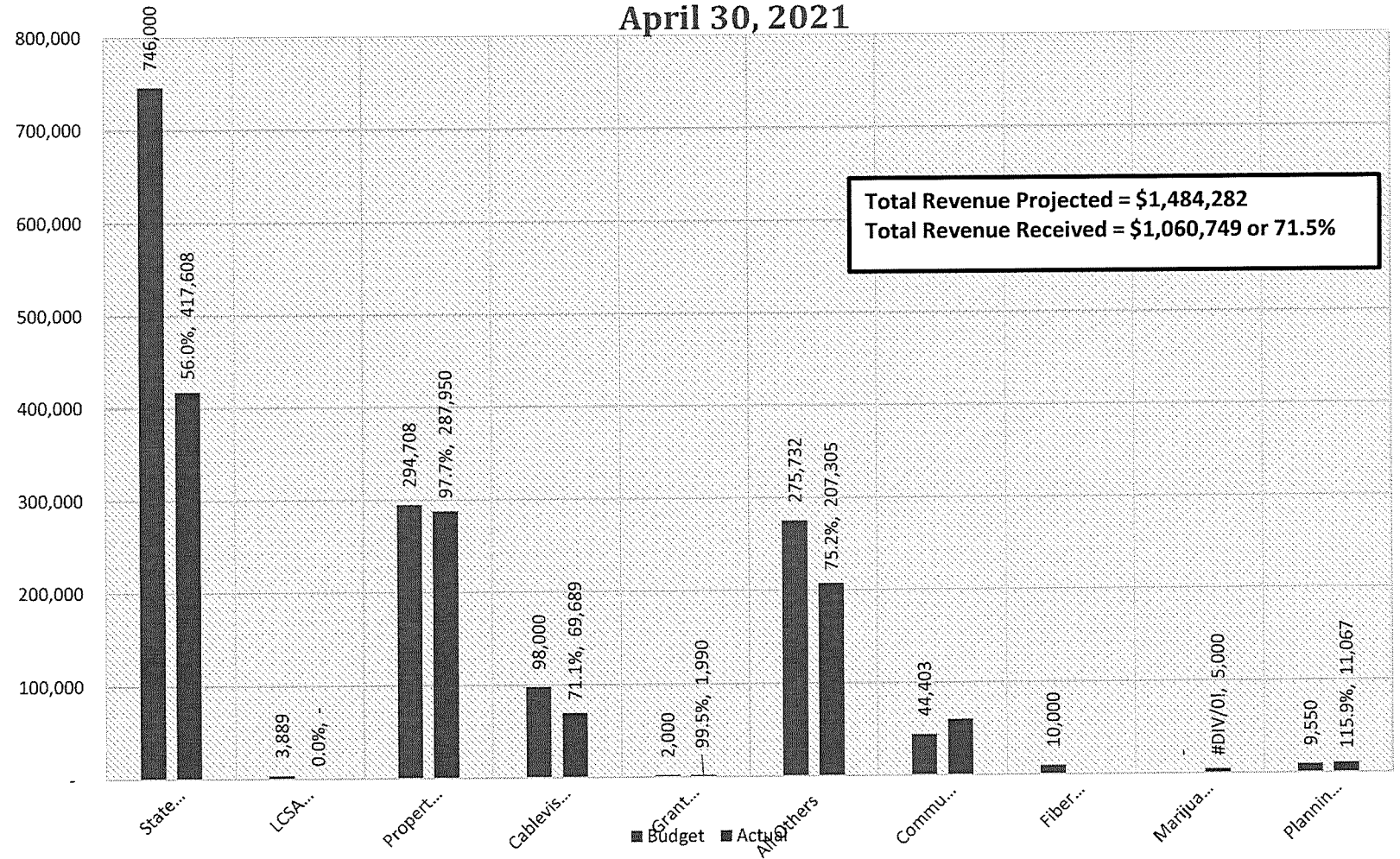
Page 30/30

PERIOD ENDING 04/30/2021

% Fiscal Year Completed: 83.29

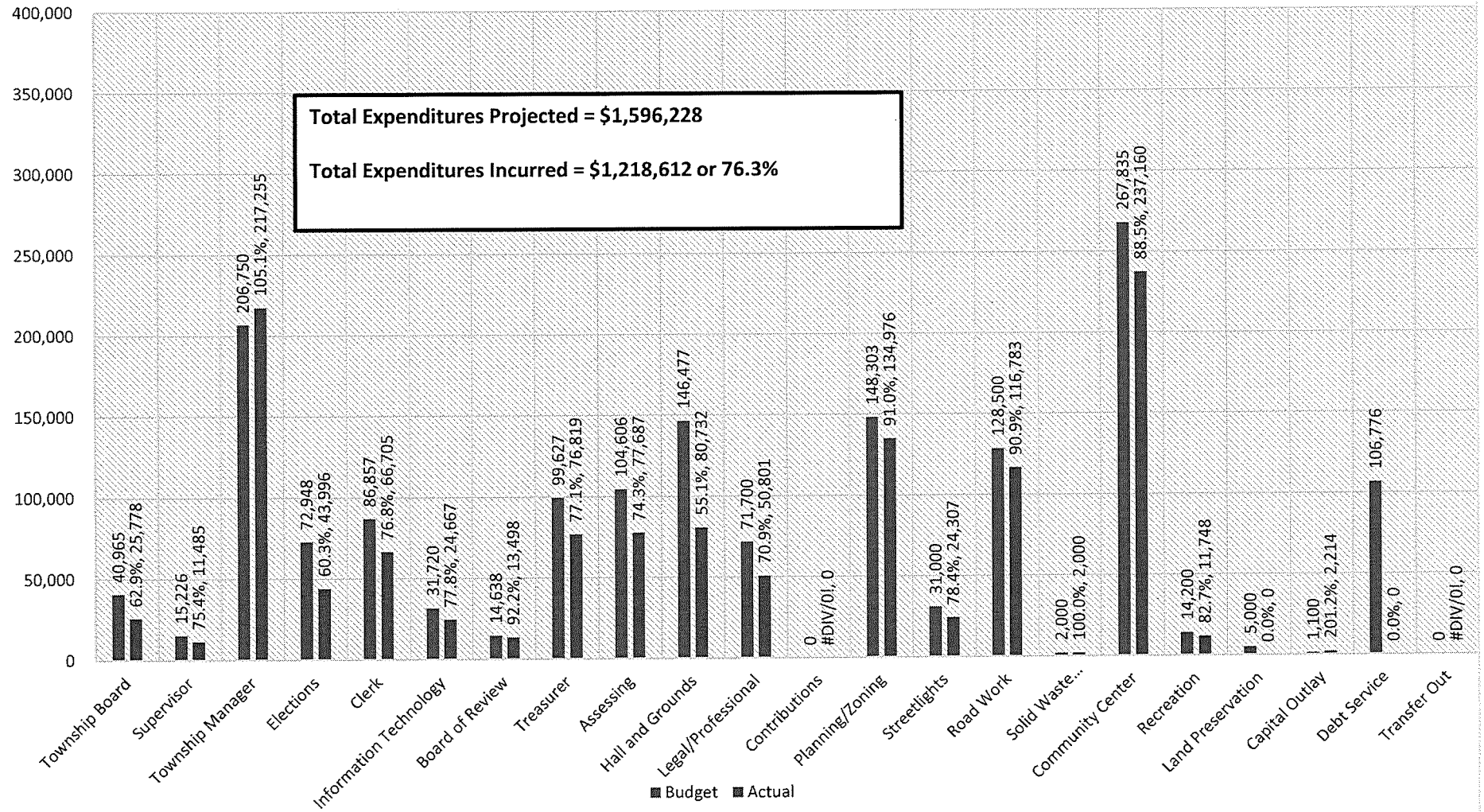
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 890 - N.T. SEWER DISTRICT						
Revenues						
Dept 000						
890-000-665.000	INTEREST INCOME	2,210.57	0.00	384.80	(384.80)	100.00
890-000-672.000	SAD INTEREST	0.00	15,000.00	0.00	15,000.00	0.00
Total Dept 000		2,210.57	15,000.00	384.80	14,615.20	2.57
TOTAL REVENUES		2,210.57	15,000.00	384.80	14,615.20	2.57
Expenditures						
Dept 000						
890-000-956.000	MISCELLANEOUS	4,584.95	0.00	0.00	0.00	0.00
Total Dept 000		4,584.95	0.00	0.00	0.00	0.00
Dept 301 - OPERATING COSTS						
890-301-968.000	DEPRECIATION EXPENSE	0.00	70,000.00	74,187.26	(4,187.26)	105.98
Total Dept 301 - OPERATING COSTS		0.00	70,000.00	74,187.26	(4,187.26)	105.98
Dept 905 - DEBT SERVICE						
890-905-954.000	AGENT FEES	0.00	400.00	0.00	400.00	0.00
Total Dept 905 - DEBT SERVICE		0.00	400.00	0.00	400.00	0.00
TOTAL EXPENDITURES		4,584.95	70,400.00	74,187.26	(3,787.26)	105.38
Fund 890 - N.T. SEWER DISTRICT:						
TOTAL REVENUES		2,210.57	15,000.00	384.80	14,615.20	2.57
TOTAL EXPENDITURES		4,584.95	70,400.00	74,187.26	(3,787.26)	105.38
NET OF REVENUES & EXPENDITURES		(2,374.38)	(55,400.00)	(73,802.46)	18,402.46	133.22
BEG. FUND BALANCE		2,756,863.18	2,754,488.80	2,754,488.80		
END FUND BALANCE		2,754,488.80	2,699,088.80	2,680,686.34		
TOTAL REVENUES - ALL FUNDS						
		7,086,359.18	6,817,889.00	9,261,407.48	(2,443,518.48)	135.84
TOTAL EXPENDITURES - ALL FUNDS						
		6,274,224.81	6,623,737.00	4,836,357.67	1,787,379.33	73.02
NET OF REVENUES & EXPENDITURES		812,134.37	194,152.00	4,425,049.81	(4,230,897.81)	2,279.17
BEG. FUND BALANCE - ALL FUNDS		14,587,080.02	15,399,214.39	15,399,214.39		
END FUND BALANCE - ALL FUNDS		15,399,214.39	15,593,366.39	16,076,078.40		

# **NORTHFIELD TOWNSHIP GENERAL FUND Revenues Projected vs. Incurred April 30, 2021**

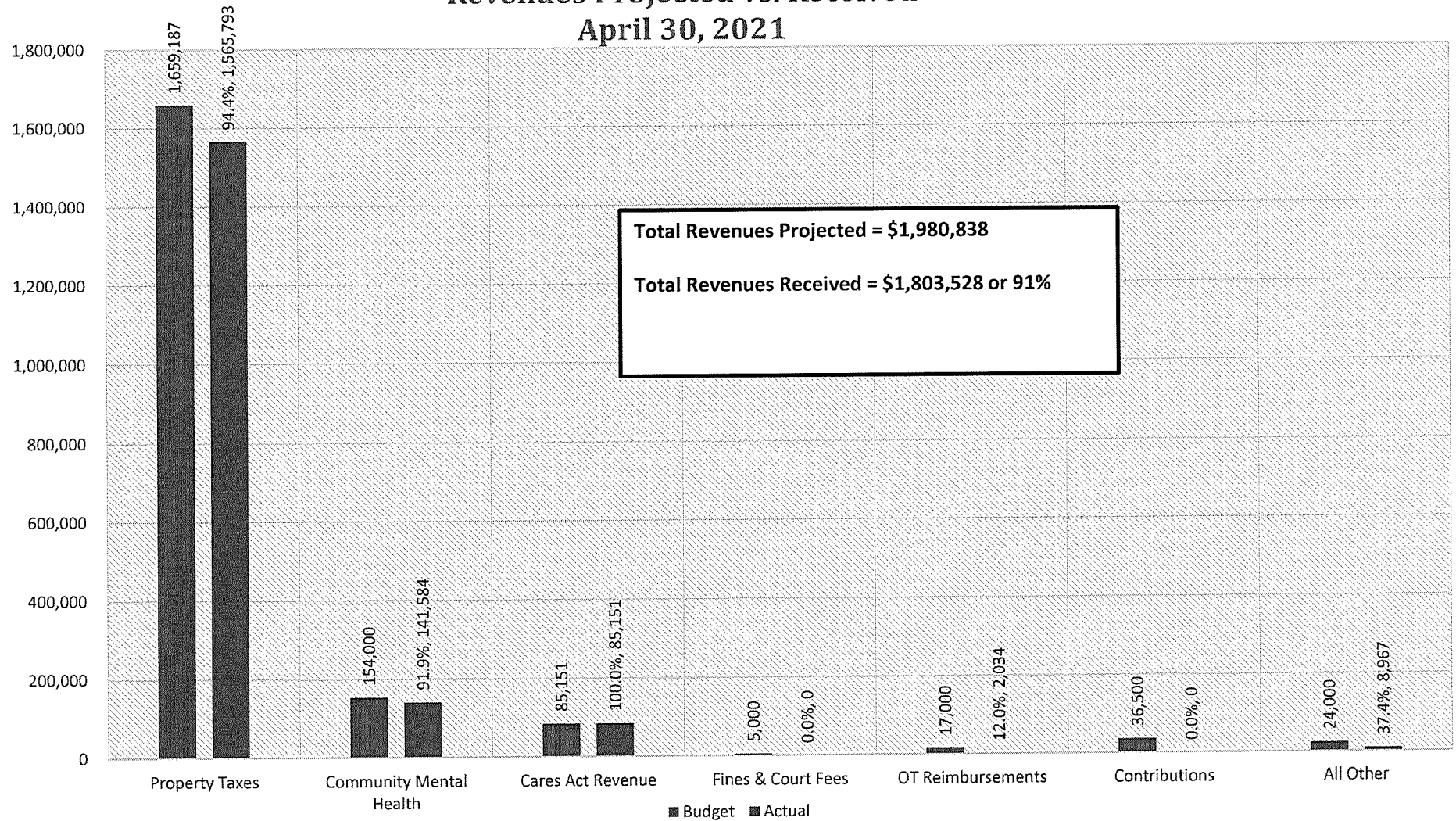




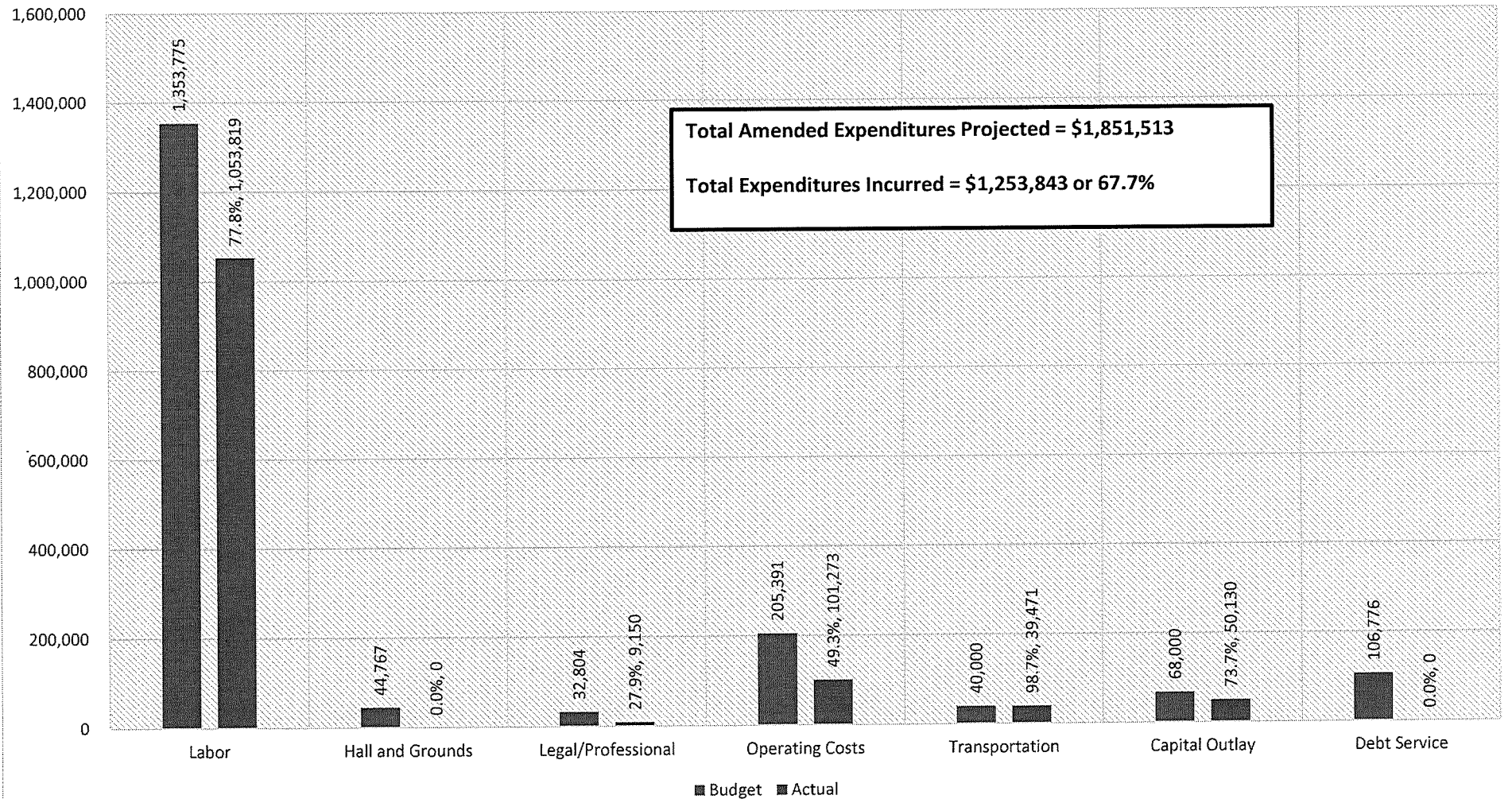
# NORTHFIELD TOWNSHIP GENERAL FUND Expenditures Projected vs. Incurred April 30, 2021



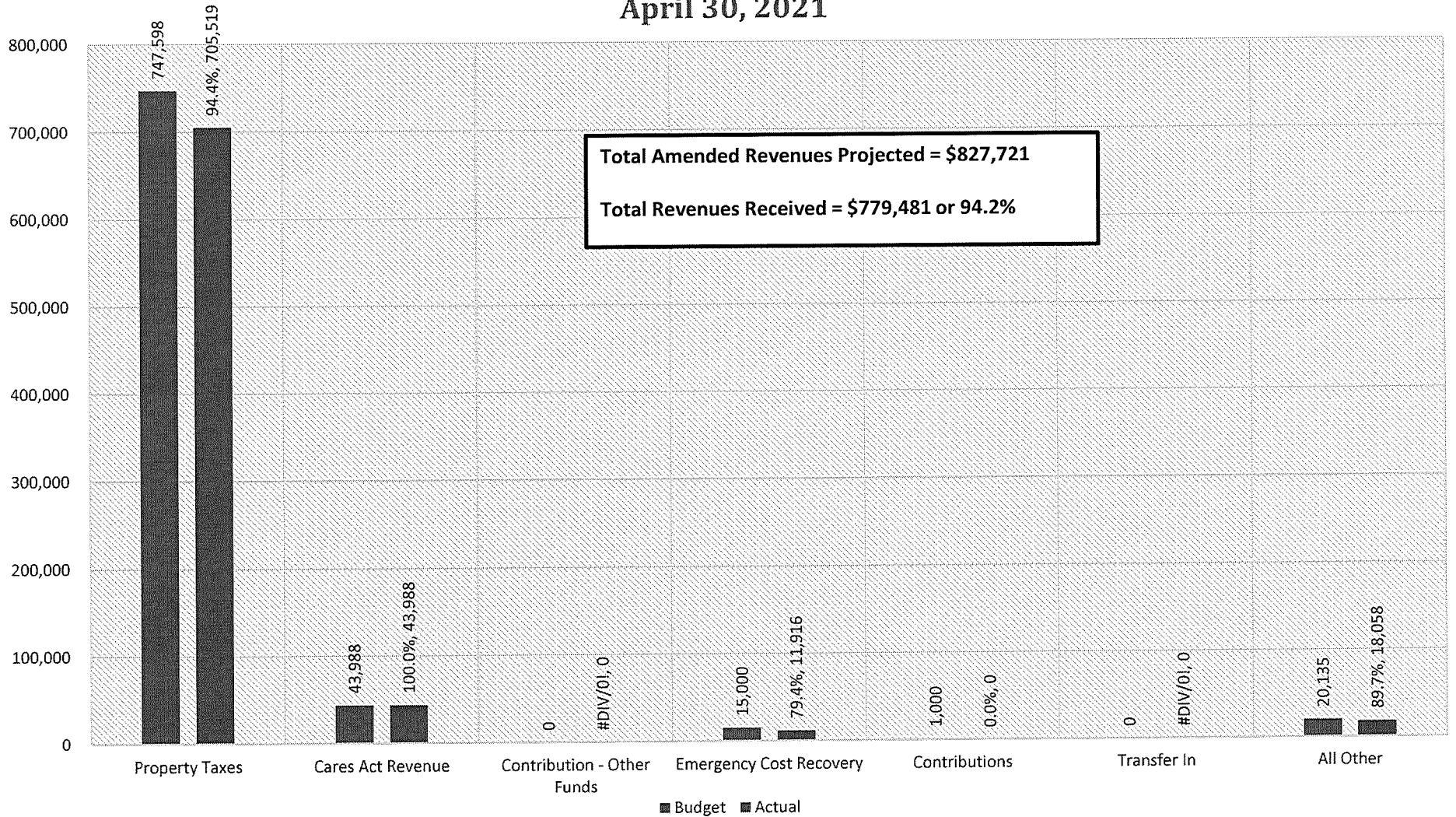
# **NORTHFIELD TOWNSHIP POLICE FUND Revenues Projected vs. Received April 30, 2021**



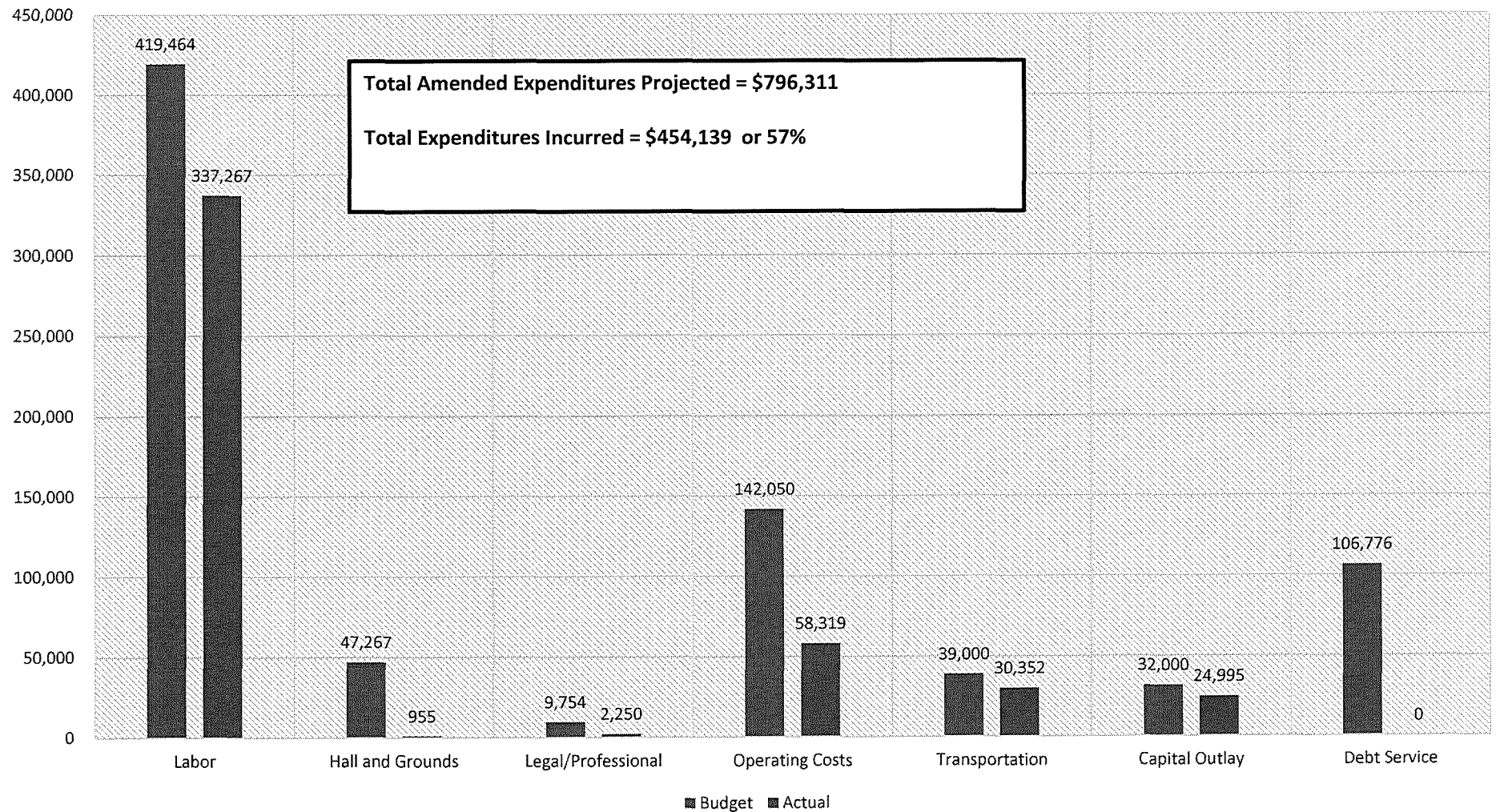
# **NORTHFIELD TOWNSHIP POLICE FUND Expenditures Projected vs. Incurred April 30, 2021**



# **NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Revenues Projected vs. Received April 30, 2021**

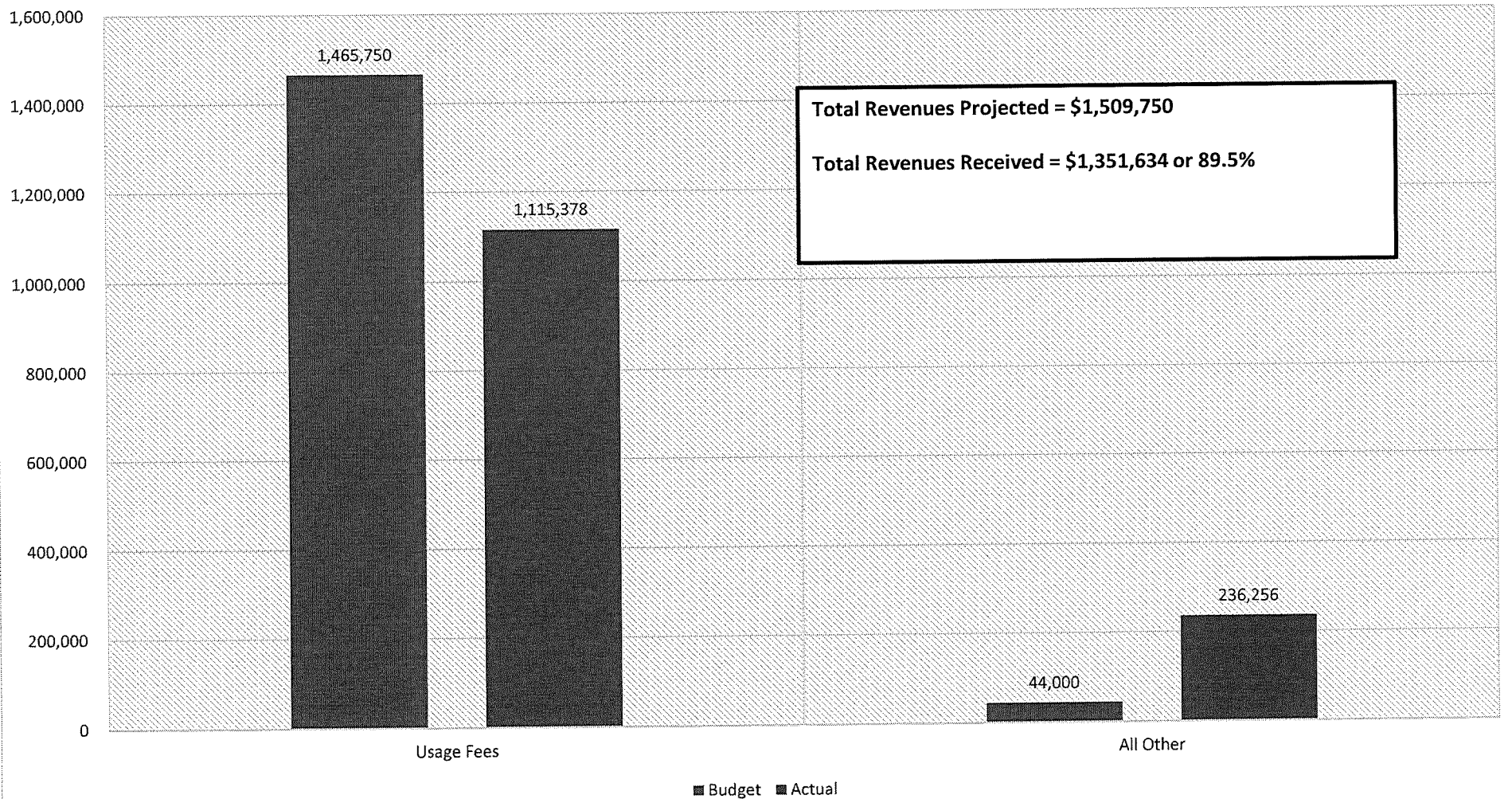


# **NORTHFIELD TOWNSHIP FIRE/MEDICAL RESCUE FUND Expenditures Projected vs. Incurred April 30, 2021**

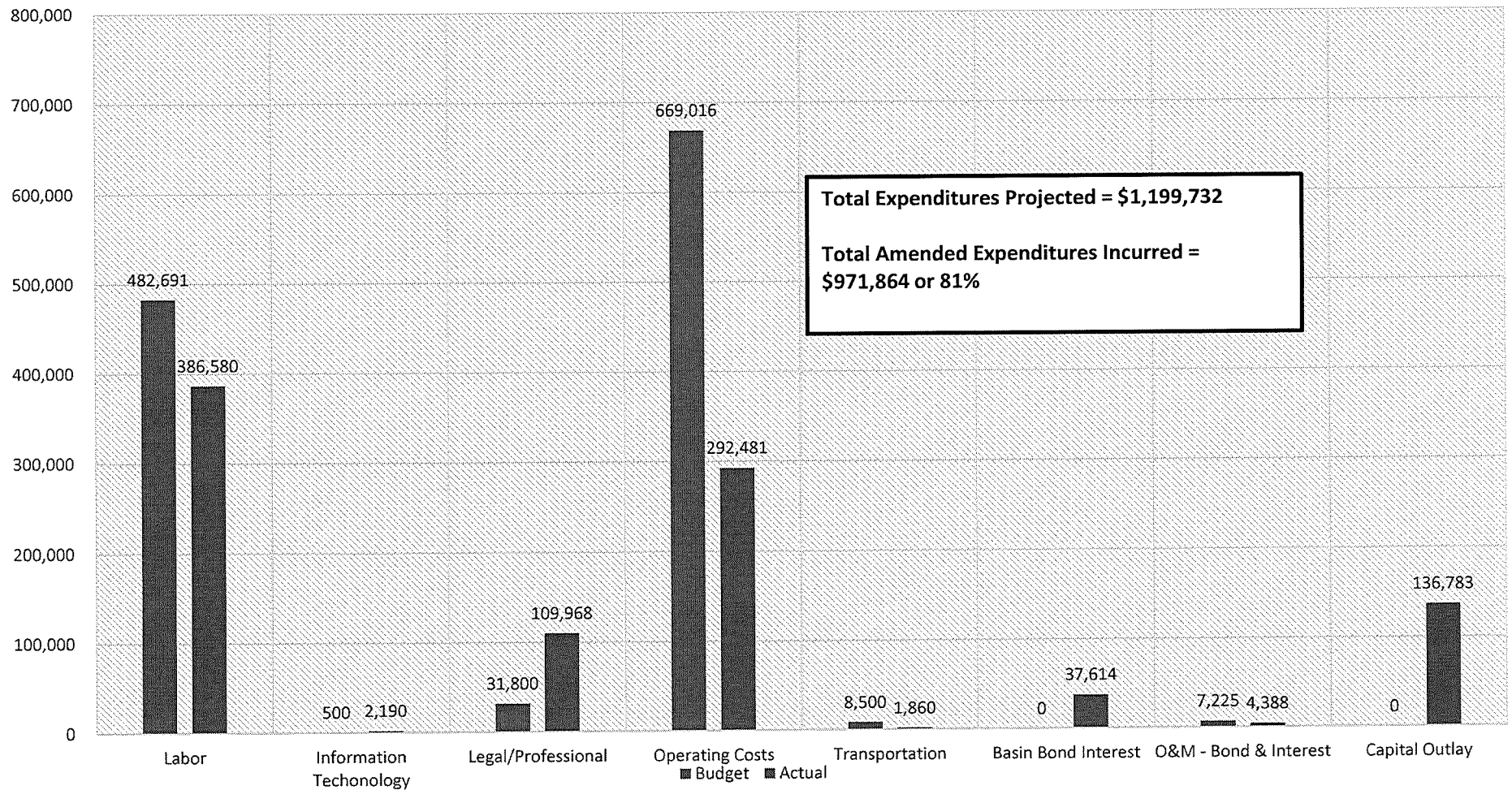




**NORTHFIELD TOWNSHIP  
WWTP FUND  
Revenues Projected vs. Incurred  
April 30, 2021**

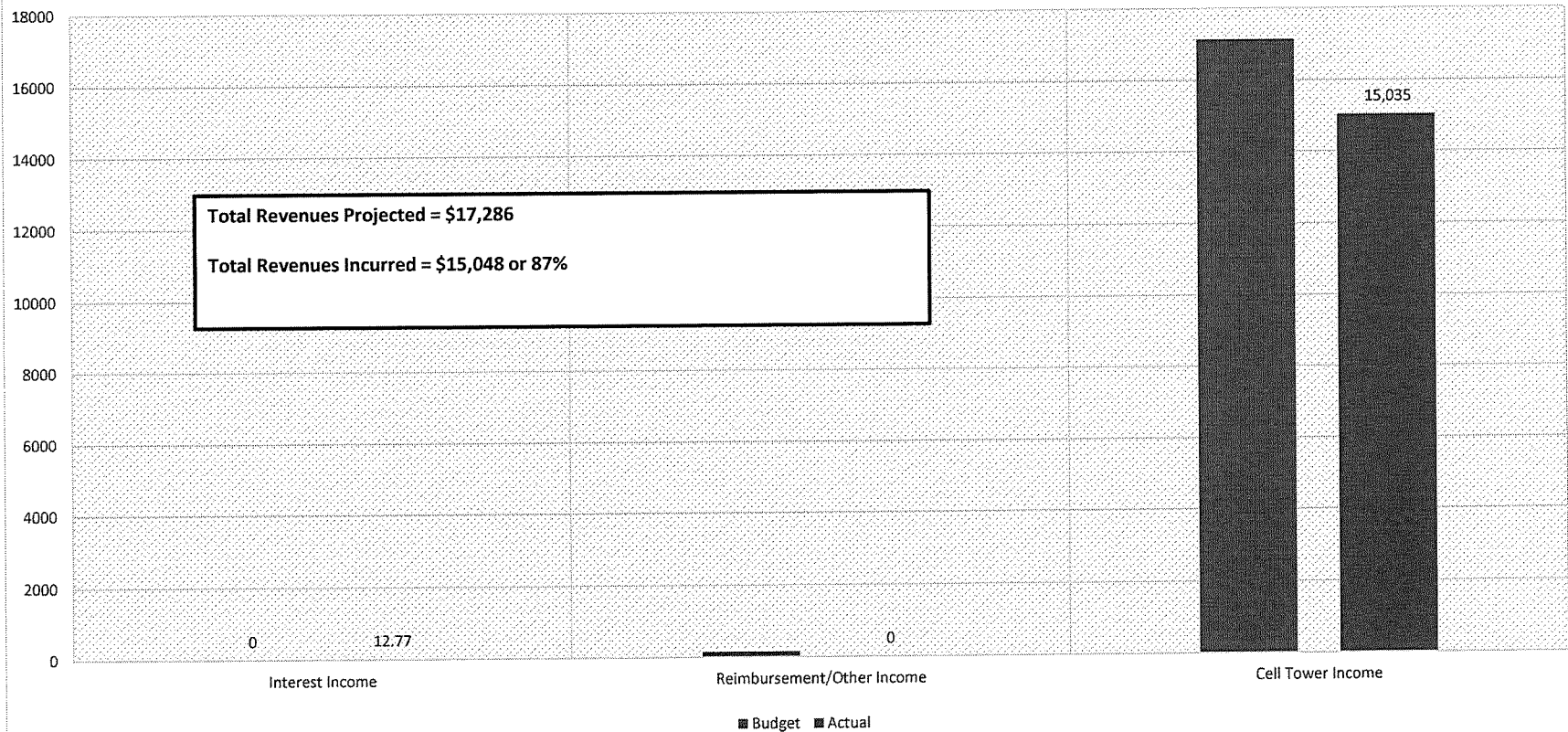


# **NORTHFIELD TOWNSHIP WWTP FUND Expenditures Projected vs. Incurred April 30, 2021**

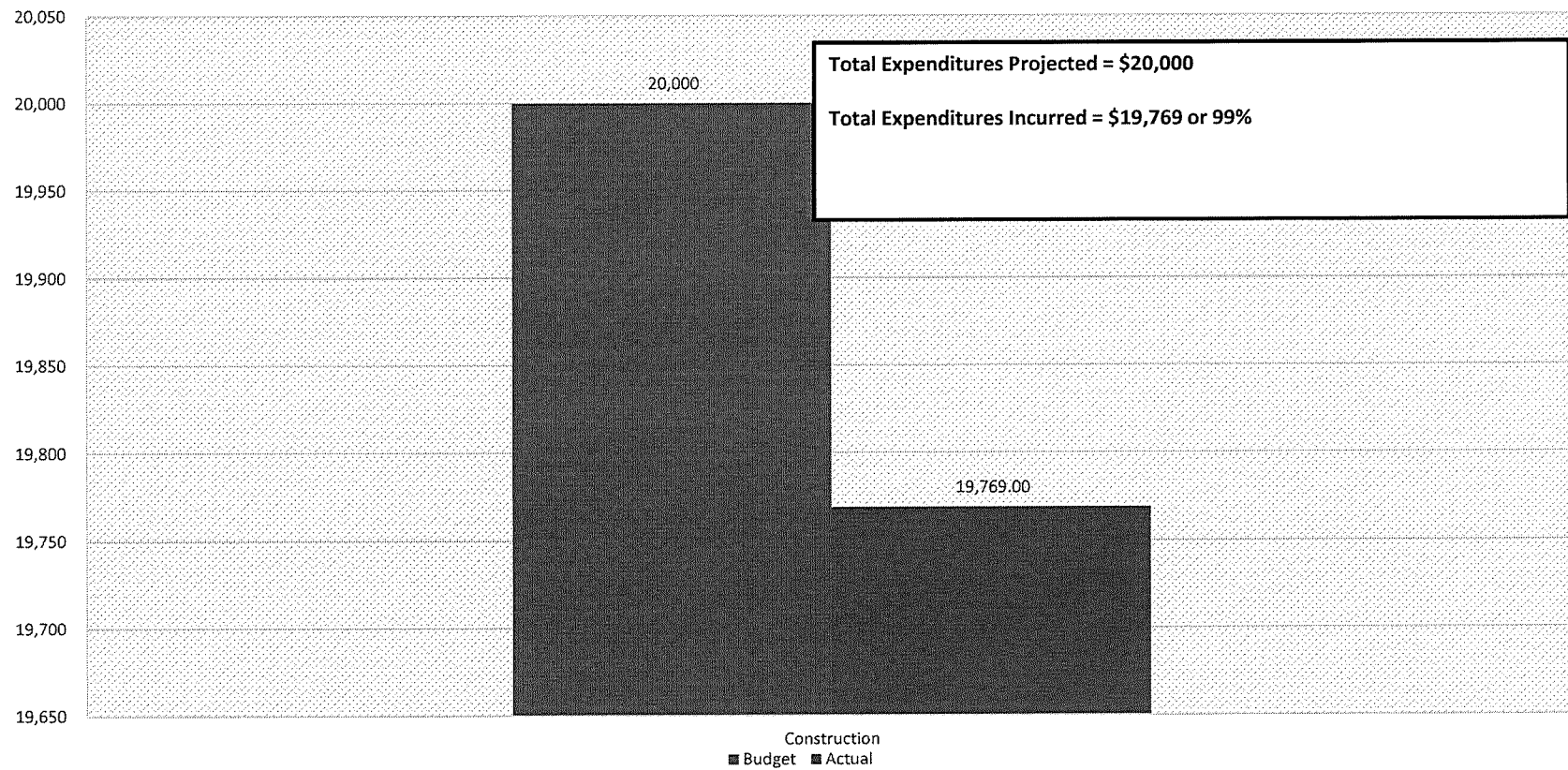




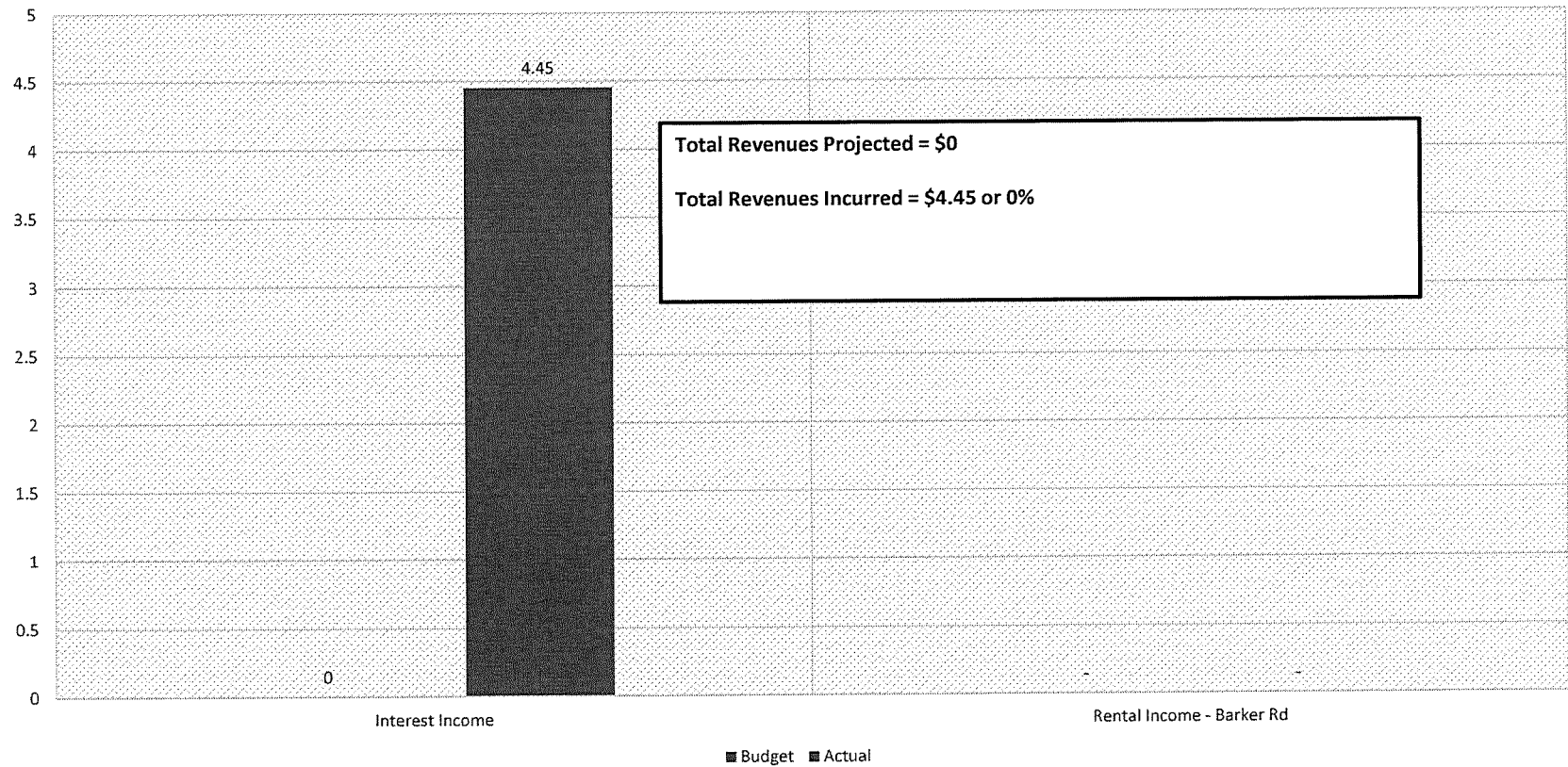
**Northfield Township  
Fire Station # 2 Fund  
Revenues Projected vs. Incurred  
April 30, 2021**



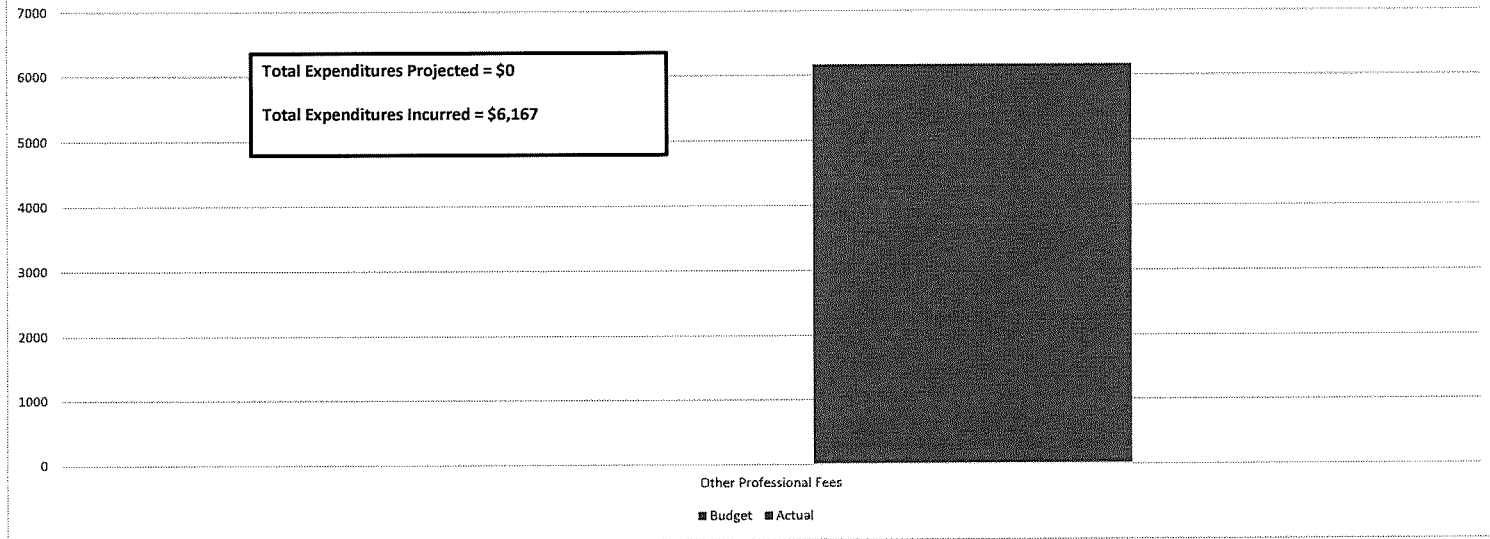
**Northfield Township  
Fire Station #2 Fund  
Expenditures Projected vs. Incurred  
April 30, 2021**



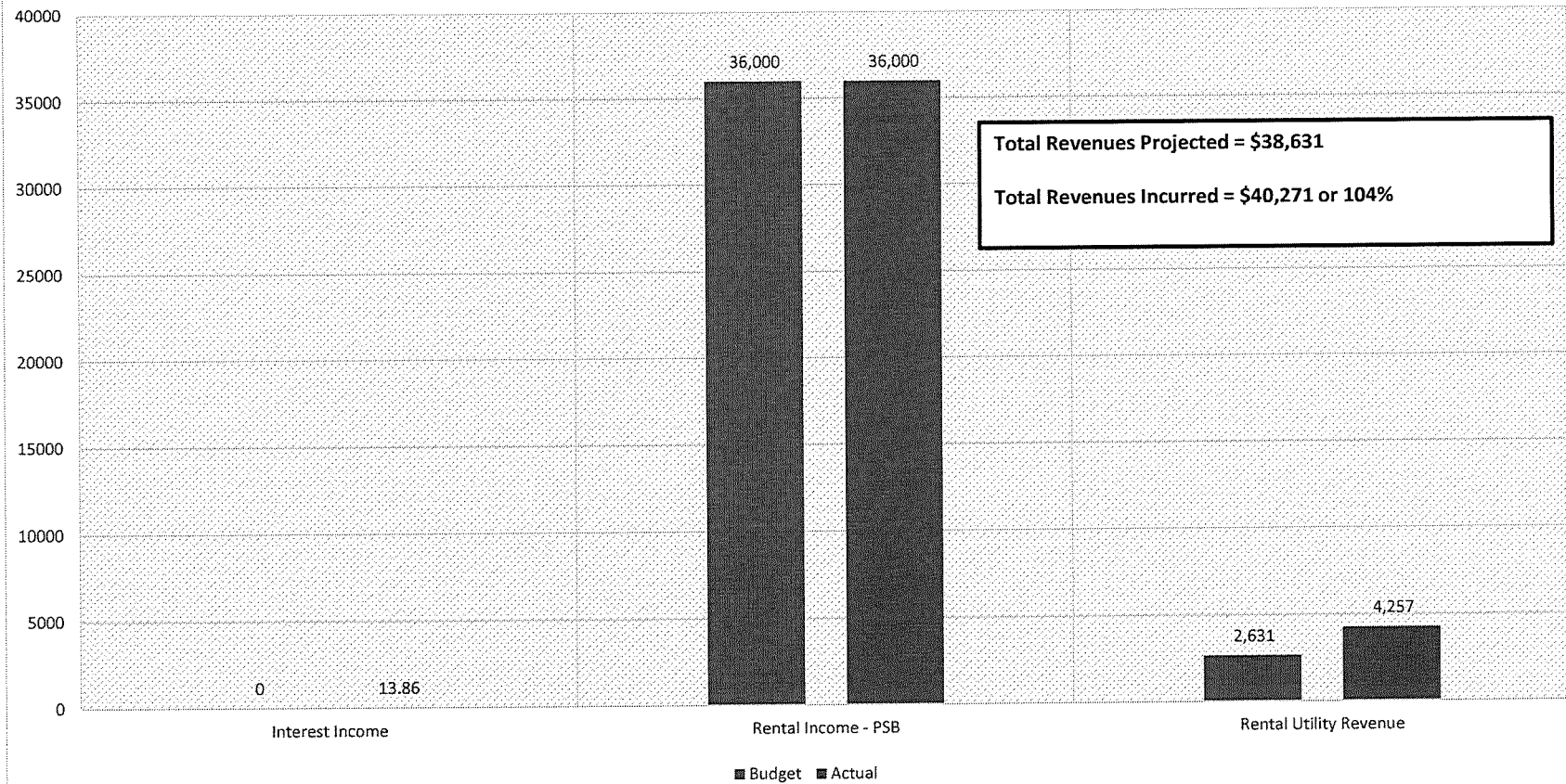
**Northfield Township  
Barker Rd. Rental Property Fund  
Revenues Projected vs. Incurred  
April 30, 2021**



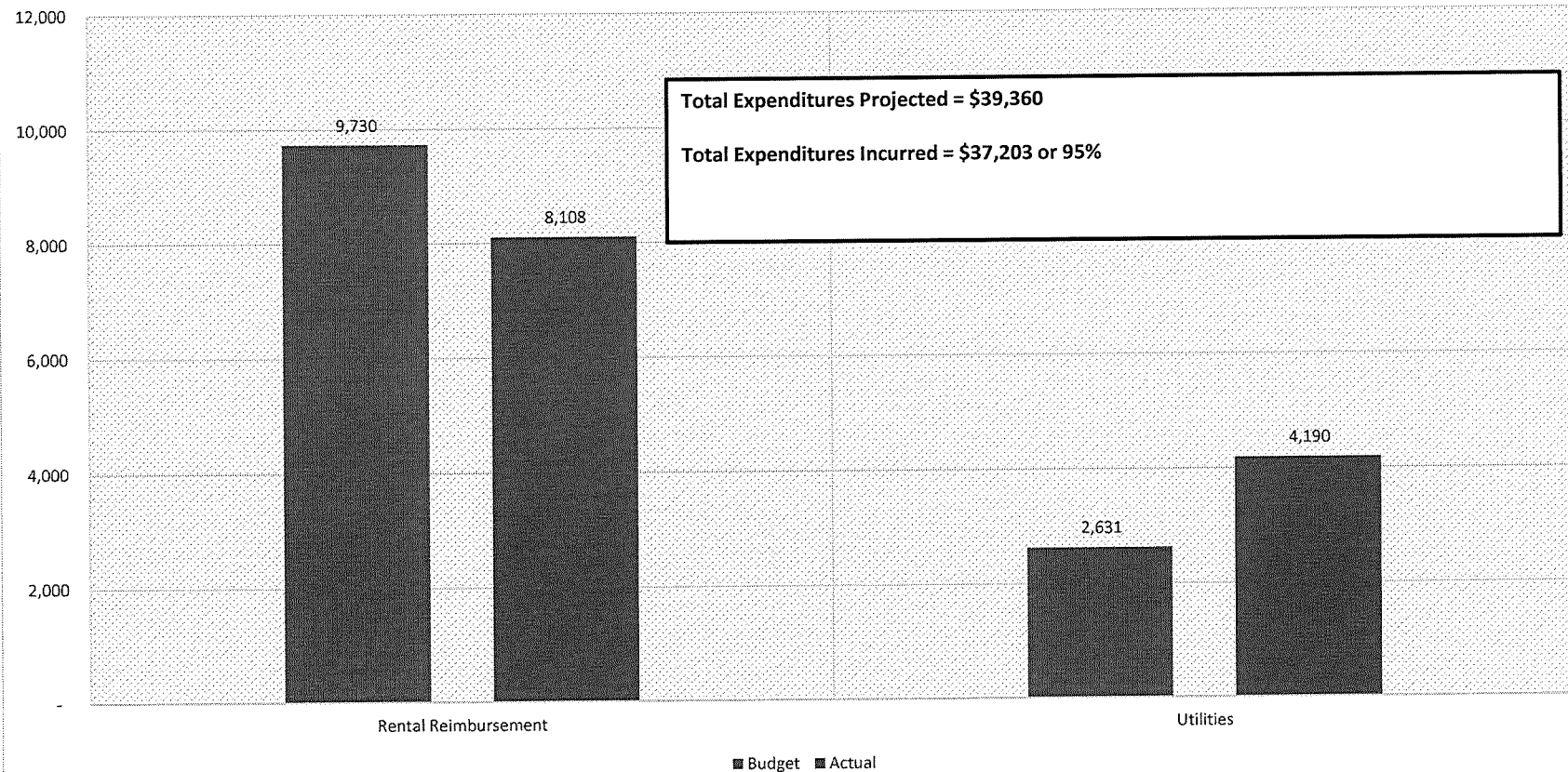
Northfield Township  
Barker Rd. Rental Property Fund  
Expenditures Projected vs. Incurred  
April 30, 2021



**Northfield Township  
PSB Rental Property Fund  
Revenues Projected vs. Incurred  
April 30, 2021**



**Northfield Township  
PSB Rental Property Fund  
Expenditures Projected vs. Incurred  
April 30, 2021**



**GENERAL FUND**

April, 2021

**Revenues**

	Budget	Actual	% of Budget Used
State Revenue Sharing	746,000	417,608	56.0%
LCSA PPT Reimbursement	3,889	-	0.0%
Property Taxes	294,708	287,950	97.7%
Cablevision Franchise Fees	98,000	69,689	71.1%
Grant Income	2,000	1,990	99.5%
All Others	275,732	207,305	75.2%
Community Center	44,403	60,139	135.4%
Fiber Footage Fees	10,000	-	0.0%
Marijuana Permit Fees	-	5,000	#DIV/0!
Planning/Zoning	9,550	11,067	115.9%
	<u>1,484,282</u>	<u>1,060,749</u>	<u>71.5%</u>

**Expenditures**

	Budget	Actual	
Township Board	40,965	25,778	62.9%
Supervisor	15,226	11,485	75.4%
Township Manager	206,750	217,255	105.1%
Elections	72,948	43,996	60.3%
Clerk	86,857	66,705	76.8%
Information Technology	31,720	24,667	77.8%
Board of Review	14,638	13,498	92.2%
Treasurer	99,627	76,819	77.1%
Assessing	104,606	77,687	74.3%
Hall and Grounds	146,477	80,732	55.1%
Legal/Professional	71,700	50,801	70.9%
Contributions	0	0	#DIV/0!
Planning/Zoning	148,303	134,976	91.0%
Streetlights	31,000	24,307	78.4%
Road Work	128,500	116,783	90.9%
Solid Waste Management	2,000	2,000	100.0%
Community Center	267,835	237,160	88.5%
Recreation	14,200	11,748	82.7%
Land Preservation	5,000	0	0.0%
Capital Outlay	1,100	2,214	201.2%
Debt Service	106,776	0	0.0%
Transfer Out	0	0	#DIV/0!
	<u>1,596,228</u>	<u>1,218,612</u>	<u>76.3%</u>



**LAW FUND****Revenues**

	Budget	Actual	% of Budget Used
Property Taxes	1,659,187	1,565,793	94.4%
Community Mental Health	154,000	141,584	91.9%
Cares Act Revenue	85,151	85,151	100.0%
Fines & Court Fees	5,000	0	0.0%
OT Reimbursements	17,000	2,034	12.0%
Contributions	36,500	0	0.0%
All Other	24,000	8,967	37.4%
	<u>1,980,838</u>	<u>1,803,528</u>	<u>91.0%</u>

**Expenditures**

	Budget	Actual	
Labor	1,353,775	1,053,819	77.8%
Hall and Grounds	44,767	0	0.0%
Legal/Professional	32,804	9,150	27.9%
Operating Costs	205,391	101,273	49.3%
Transportation	40,000	39,471	98.7%
Capital Outlay	68,000	50,130	73.7%
Debt Service	106,776	0	0.0%
	<u>1,851,513</u>	<u>1,253,843</u>	<u>67.7%</u>

**FIRE FUND****Revenues**

	Budget	Actual	% of Budget Used
Property Taxes	747,598	705,519	94.4%
Cares Act Revenue	43,988	43,988	100.0%
Contribution - Other Funds	0	0	#DIV/0!
Emergency Cost Recovery	15,000	11,916	79.4%
Contributions	1,000	0	0.0%
Transfer In	0	0	#DIV/0!
All Other	20,135	18,058	89.7%
	<u>827,721</u>	<u>779,481</u>	<u>94.2%</u>

**Expenditures**

	Budget	Actual	
Labor	419,464	337,267	80.4%
Hall and Grounds	47,267	955	2.0%
Legal/Professional	9,754	2,250	23.1%
Operating Costs	142,050	58,319	41.1%
Transportation	39,000	30,352	77.8%
Capital Outlay	32,000	24,995	78.1%
Debt Service	106,776	0	0.0%
	<u>796,311</u>	<u>454,139</u>	<u>57.0%</u>

**WWTP FUND****Revenues**

	Budget	Actual	% of Budget Used
Usage Fees	1,465,750	1,115,378	76.1%
All Other	44,000	236,256	536.9%
	<u>1,509,750</u>	<u>1,351,634</u>	<u>89.5%</u>

**Expenditures**

	Budget	Actual	
Labor	482,691	386,580	80.1%
Information Techonology	500	2,190	437.9%
Legal/Professional	31,800	109,968	345.8%
Operating Costs	669,016	292,481	43.7%
Transportation	8,500	1,860	21.9%
Basin Bond Interest	0	37,614	#DIV/0!
O&M - Bond & Interest	7,225	4,388	60.7%
Capital Outlay	0	136,783	#DIV/0!
	1,199,732	971,864	81.0%

**Fire Station # 2 Fund****Revenues**

	Budget	Actual	% of Budget Used
Interest Income	0	12.77	#DIV/0!
Reimbursement/Other Income	150	0	0%
Cell Tower Income	17,136	15,035	88%
	17,286	15,048	87%

**Expenditures**

	Budget	Actual	
Construction	20,000	19,769.00	99%
	20,000	19,769.00	99%

**Barker Rd Rental Property Fund**

	Budget	Actual	% of Budget Used
Interest Income	0	4.45	#DIV/0!
Rental Income - Barker Rd	-	-	#DIV/0!
	-	4	#DIV/0!

**Expenditures**

	Budget	Actual	
Utilities	0	0	#DIV/0!
Repairs & Maintenance	-	-	#DIV/0!
Other Professional Fees	-	6,167.00	#DIV/0!
	-	6,167.00	#DIV/0!

**PSB Rental Property Fund**

	Budget	Actual	% of Budget Used
Interest Income	0	13.86	#DIV/0!
Rental Income - PSB	36,000	36,000	100%
Rental Utility Revenue	2,631	4,257	162%
	38,631	40,271	104%

**Expenditures**

	Budget	Actual	
Rental Reimbursement	9,730	8,108	83%
Utilities	2,631	4,190	159%
Other Professional Fees	-	-	#DIV/0!
Renovations	27,000	24,905	92%
	39,361	37,203	95%

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DB: Northfield

CHECK DISBURSEMENT REPORT FOR NORTHFIELD TOWNSHIP  
CHECK DATE FROM 04/09/2021 - 05/06/2021  
Banks: MIF

MIF - PAID

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/12/2021	MIF	47258	2716-327257	ADVANCE AUTO PARTS - FD	15W40	216-333-930.000	54.25
		47258	2716-328226		DIESEL EXHAUST FLUID	216-333-930.000	13.79
							68.04
04/12/2021	MIF	47259	VR0001035361	ADVANCED DISPOSAL	WWTP TRASH REMOVAL 4/1/21-6/30/21	571-301-920.000	284.95
04/12/2021	MIF	47260	25608	ALLMAX SOFTWARE, INC.	OPERATOR10 ANNUAL SUPPORT	571-301-740.000	935.00
04/12/2021	MIF	47261	307212	ALLSTAR ALARM LLC	PSB CENTRAL MONITORING 5/1/21-7/31	631-301-818.000	261.00
04/12/2021	MIF	47262	33037	ANN ARBOR FIRE PROTECTION	SERVICES PERFORMED 2/28/21	631-301-818.000	3,772.00
04/12/2021	MIF	47263	1823837	ARBOR SPRINGS WATER CO INC	OFFICE 1 - 5 GAL ARTESIAN WATER, S	101-265-727.000	6.50
		47263	1823837		OFFICE 1 - 5 GAL ARTESIAN WATER, S	101-265-940.000	20.00
		47263	1820998		FD 3 - 5 GAL ARTESIAN WATER & SERV	216-301-727.000	25.50
		47263	1823833		FD 2 - 5 GAL ARTESIAN WATER	216-301-727.000	19.00
		47263	1823830		WWTP 7 - 5 GAL ARTESIAN WATER	571-301-930.000	51.50
							122.50
04/12/2021	MIF	47264	380711	BOULLION SALES, INC.	REPLACE CARBORATOR, CHANGE OIL & P	216-333-930.000	255.71
		47264	381000		PRESSURE WASHER	571-301-930.000	144.00
							399.71
04/12/2021	MIF	47265	0321-117520	BRIGHTON ANALYTICAL ASSOCIAT	PHOSPHORUS, AMMONIA, SELENIUM	571-301-817.000	60.00
04/12/2021	MIF	47266	2563	C & E CONSTRUCTION CO., INC.	EMERGENCY REPAIR	571-301-819.000	4,800.00
04/12/2021	MIF	47267	0083763040421	CHARTER COMMUNICATIONS	COM CTR PHONES, TV & INTERNET 4/4/	101-666-850.000	275.81
		47267	0049525040121		PSB PHONES & INTERNET 4/1/21-4/30/	631-301-850.000	174.97
							450.78
04/12/2021	MIF	47268	1077556	CLARK HILL, PLC	LEGAL CONSULTANT 1/4/21-2/19/21	101-270-803.000	1,300.00
04/12/2021	MIF	47269	66915	CMP DISTRIBUTORS, INC.	ARMOR EXPRESS PELTOR RAIL ADAPTERS	207-301-741.000	38.00
04/12/2021	MIF	47270	1030 3724 7394	CONSUMERS ENERGY	75 BARKER RD 3/3/21-3/31/21	101-265-920.000	109.31
		47270	1000 0973 9812		9101 MAIN ST 3/3/21-3/31/21	101-666-920.000	69.81
		47270	1000 0012 0517		8350 MAIN ST 3/3/21-3/31/21	217-000-920.000	158.40
		47270	1000 0950 4497		427 E NORTH TERRITORIAL 3/3/21-3/3	571-301-920.000	19.16
		47270	1000 1171 6543		11500 LEMEN RD UNIT B 3/3/21-3/31/	571-301-920.000	189.74
		47270	1000 6159 0814		11615 E SHORE DR 3/3/21-3/31/21	571-301-920.000	19.58
		47270	1000 1171 7061		11500 LEMEN RD UNIT C 3/3/21-3/31/	571-301-920.000	127.15
		47270	1000 0950 4588		7647 EDMUND ST 3/3/21-3/31/21	571-301-920.000	92.83
		47270	1000 0950 4356		601 RAYMOND DR GEN 3/3/21-3/31/21	571-301-920.000	93.44
		47270	1000 0950 4273		8076 WHITMORE LAKE RD 3/3/21-3/31/	571-301-920.000	92.83
		47270	1000 0012 4642		11500 WHITMORE LAKE RD UNIT A 3/3/	571-301-920.000	1,019.77
		47270	1000 0012 0517		8350 MAIN ST 3/3/21-3/31/21	631-301-920.000	1,601.63

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							3,593.65
04/12/2021	MIF	47271		VOID	** VOIDED **	** VOIDED **	
04/12/2021	MIF	47272	25450	CREATIVE CARS INC	2017 TAHOE - REPLACE FUSE & HEADLI	207-333-930.000	217.00
		47272	25455		2017 TAHOE OIL CHANGE	207-333-930.000	24.67
		47272	25454		2013 EXPLORER OIL CHANGE	207-333-930.000	53.57
		47272	25474		2017 TAHOE TIRE PLUG	207-333-930.000	28.00
							323.24
04/12/2021	MIF	47273	9100 116 3119 9	DTE ENERGY	66 6 MILE RD #SIREN 3/4/21-4/1/21	101-265-920.000	18.67
04/12/2021	MIF	47274	9834688658	GRAINGER, INC.	AA ALKALINE BATTERIES	216-301-727.000	10.36
		47274	9834688666		AA ALKALINE BATTERIES	216-301-727.000	31.08
		47274	9834688641		C ALKALINE BATTERIES	216-301-727.000	19.11
		47274	9834492242		CAST IRON DRAIN STRAINERS	216-301-727.000	102.42
							162.97
04/12/2021	MIF	47275	388286	HAVILAND PRODUCTS COMPANY	CHLORINE GAS CYLINDER, SULFUR DIOX	571-301-740.000	455.01
		47275	390921		FERRIC CHLORIDE	571-301-740.000	5,004.56
							5,459.57
04/12/2021	MIF	47276	REIMBURSE	JENNIFER CARLISLE	POSTAGE CERTIFIED MAIL TO MR. AYNE	101-265-851.000	7.65
04/12/2021	MIF	47277	REFUND 34	LAWNET	APRIL 2021 CONSTRUCTION REFUND	217-000-908.000	810.84
04/12/2021	MIF	47278	MARCH 2021	LISA LEMBLE	RECORDING SECRETARY SERVICES JAN-M	101-215-723.000	1,690.00
		47278	MARCH 2021		RECORDING SECRETARY SERVICES JAN-M	101-247-723.000	1,440.00
		47278	MARCH 2021		RECORDING SECRETARY SERVICES JAN-M	101-412-723.000	1,365.00
							4,495.00
04/12/2021	MIF	47279	7522	MCGRAW MORRIS P.C.	LABOR ATTORNEY JAN 2021		** VOIDED **
		47279	7610		LABOR ATTORNEY FEB 2021		** VOIDED **
		47279	7522		LABOR ATTORNEY JAN 2021		** VOIDED **
		47279	7610		LABOR ATTORNEY FEB 2021		** VOIDED **
04/12/2021	MIF	47280	21601-61	MCKENNA ASSOCIATES	PLANNER & ZONING ADMIN SERVICES FE	101-412-609.000	5,275.00
		47280	21601-61		PLANNER & ZONING ADMIN SERVICES FE	101-412-671.000	397.00
		47280	21601-61		PLANNER & ZONING ADMIN SERVICES FE	101-412-801.000	5,306.50
		47280	21601-61		PLANNER & ZONING ADMIN SERVICES FE	101-412-823.000	1,350.00
							12,328.50
04/12/2021	MIF	47281	026373209-1	MEDMUTUAL LIFE	PREMIUMS FOR MAY 2021	101-215-717.000	53.39

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		47281	026373209-1		PREMIUMS FOR MAY 2021	101-253-717.000	50.28
		47281	026373209-1		PREMIUMS FOR MAY 2021	101-412-717.000	21.85
		47281	026373209-1		PREMIUMS FOR MAY 2021	101-666-717.000	57.45
		47281	026373209-1		PREMIUMS FOR MAY 2021	207-226-717.000	788.90
		47281	026373209-1		PREMIUMS FOR MAY 2021	216-226-717.000	91.70
		47281	026373209-1		PREMIUMS FOR MAY 2021	287-226-717.000	32.78
		47281	026373209-1		PREMIUMS FOR MAY 2021	571-226-717.000	306.12
							<hr/> 1,402.47
04/12/2021	MIF	47282	1665	MICHIGAN AMMO LLC	40 CAL 180 GR T.M.J.	207-301-727.000	760.00
04/12/2021	MIF	47283	31516	MICHIGAN GENERATOR SERVICE,	PREVENTATIVE MAINTENANCE: OIL CHAN	631-301-930.000	884.68
04/12/2021	MIF	47284	33738	MICRO TECH SERVICES INC	ALL EMAIL, OFFICE ANTI-VIRUS, MANA	101-228-936.000	194.00
		47284	33738		ALL EMAIL, OFFICE ANTI-VIRUS, MANA	101-228-948.000	365.00
		47284	33738		ALL EMAIL, OFFICE ANTI-VIRUS, MANA	101-666-936.000	8.00
		47284	33739		COM CTR ANTI-VIRUS, MANAGED SERVIC	101-666-936.000	30.50
		47284	33738		ALL EMAIL, OFFICE ANTI-VIRUS, MANA	207-301-972.000	80.00
		47284	33740		PD ANTI-VIRUS, MANAGED SERVICES, O	207-301-972.000	298.50
		47284	33738		ALL EMAIL, OFFICE ANTI-VIRUS, MANA	216-301-972.000	92.00
		47284	33742		FD ANTIVIRUS & MANAGED SERVICES	216-301-972.000	45.00
		47284	33738		ALL EMAIL, OFFICE ANTI-VIRUS, MANA	571-228-948.000	8.00
		47284	33741		WWTP MANAGED SERVICES, BACK-UP, MS	571-228-948.000	222.75
							<hr/> 1,343.75
04/12/2021	MIF	47285	34391	MTA	J. CARLISLE TRAINING: FOIA - WHAT'	101-172-957.000	25.00
04/12/2021	MIF	47286	2514741	NALCO WATER PRETREATMENT SOL	IT SERVICE EXCHANGER & FILTER	571-301-740.000	233.03
04/12/2021	MIF	47287	451785	NCL OF WISCONSIN, INC.	ACID REAGENT	571-301-740.000	129.53
		47287	452653		GRADUATED CYLINDERS	571-301-740.000	150.86
							<hr/> 280.39
04/12/2021	MIF	47288	10148	O'DONNELL ELECTRIC, LLC	REPLACE BOLLARDS AT PSB BUILDING	217-900-971.000	4,928.00
04/12/2021	MIF	47289	480038	PETER'S HARDWARE HAMBURG - F	BRN FLEXDNSPT EXTENSION	631-301-930.000	10.99
04/12/2021	MIF	47290	MULTIPLE	PETER'S HARDWARE HAMBURG - W	PURCHASES 3/11/21-3/24/21: CEMENT	571-301-930.000	225.48
04/12/2021	MIF	47291	0000006563	PITTSFIELD TOWNSHIP	BLDG INSPECTIONS FEB 2021	287-261-725.000	447.50
		47291	0000006563		BLDG INSPECTIONS FEB 2021	287-261-737.000	1,102.70
							<hr/> 1,550.20
04/12/2021	MIF	47292	59687	R&R FIRE TRUCK REPAIR INC	PUMPER ANNUAL EQUIPMENT MAINTENANC	216-333-930.000	1,170.98
04/12/2021	MIF	47293	G21-0315	RISE ABOVE FIRE TRAINING LLC	S&D REX LOCK PULLER, KEY-TOOL SEST	216-900-970.000	623.50

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04/12/2021	MIF	47294	MARCH 2021	SIMPSON JANITORIAL SERVICE	PSB ENTRYWAY WINDOWS MARCH 2021	631-301-816.000	20.00
04/12/2021	MIF	47295	MILEAGE	STACIE MACDONALD	MILEAGE MARCH 2021 - POST OFFICE R	101-253-860.000	20.38
04/12/2021	MIF	47296	551-576872	STATE OF MICHIGAN	SEX OFFENDER REGISTRY MARCH 2021	207-000-214.000	60.00
		47296	551-577103		LIVE SCAN MARCH 2021	207-000-214.000	173.00
							<hr/> 233.00
04/12/2021	MIF	47297	XXXX XXXX XXXX 485	TRACTOR SUPPLY CREDIT PLAN	CHARGES 2/28/21-3/17/21	216-301-727.000	172.90
04/12/2021	MIF	47298	3/11/21	TREEMORE ECOLOGY & LAND SERV	LPC SERVICES THROUGH 3/11/21	101-270-800.000	120.00
04/12/2021	MIF	47299	530363136	UIS SCADA	TROUBLESHOOT PUMP CONTROLS, REPAIR	571-301-930.000	367.50
04/12/2021	MIF	47300	6157	WASHTENAW COUNTY TREASURER	08/20 CHARGEBACKS	101-265-938.000	20.28
		47300	6184		09/20 P.R.E. INVOICE LEDGER	101-265-938.000	33.21
		47300	6157		08/20 CHARGEBACKS	207-301-938.000	64.76
		47300	6157		08/20 CHARGEBACKS	216-301-938.000	29.18
		47300	6157		08/20 CHARGEBACKS	370-301-938.000	10.55
							<hr/> 157.98
04/12/2021	MIF	47301	NORTHFIELD ESTATES	WASHTENAW COUNTY TREASURER	MONTHLY LICENSE FEE - APRIL 2021	101-000-214.000	1,242.50
		47301	NORTHFIELD ESTATES		MONTHLY LICENSE FEE - MARCH 2021	101-000-214.000	1,242.50
							<hr/> 2,485.00
04/12/2021	MIF	47302	NTFD0421	WASHTENAW/LIVINGSTON CO. MED	MEDICAL FIRST RESPONDER FORMS	216-301-727.000	76.00
04/12/2021	MIF	47303	0161408-1389-6	WASTE MANAGEMENT OF MI	DOG PARK WASTE REMOVAL 4/1/21-4/30	101-753-931.000	19.97
04/20/2021	MIF	47304	VR0001034162	ADVANCED DISPOSAL	COM CTR TRASH REMOVAL 4/1/21-6/30/	101-666-930.000	76.23
		47304	VR0001033805		STATION 2 TRASH REMOVAL 4/1/21-6/3	216-301-930.000	73.75
		47304	VR0001033811		PSB TRASH REMOVAL 4/1/21-6/30/21	631-301-930.000	76.91
							<hr/> 226.89
04/20/2021	MIF	47305	007011521-0002	BLUE CROSS BLUE SHIELD OF MI	BRONZE PREMIUMS MAY 2021	101-412-716.000	574.93
		47305	007011521-0002		BRONZE PREMIUMS MAY 2021	207-226-716.000	942.86
		47305	007011521-0002		BRONZE PREMIUMS MAY 2021	287-226-716.000	862.39
		47305	007011521-0002		BRONZE PREMIUMS MAY 2021	571-226-716.000	4,735.63
							<hr/> 7,115.81
04/20/2021	MIF	47306	007011521-0001	BLUE CROSS BLUE SHIELD OF MI	SILVER PREMIUMS MAY 2021	101-172-716.000	3,796.08
		47306	007011521-0001		SILVER PREMIUMS MAY 2021	101-666-716.000	809.52
		47306	007011521-0001		SILVER PREMIUMS MAY 2021	207-226-716.000	6,136.11
		47306	007011521-0001		SILVER PREMIUMS MAY 2021	216-226-716.000	1,777.57
		47306	007011521-0001		SILVER PREMIUMS MAY 2021	571-226-716.000	1,641.81

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							14,161.09
04/20/2021	MIF	47307	0083771050721	CHARTER COMMUNICATIONS	OFFICE & PSB PHONES 4/7/21-5/6/21	101-265-850.000	199.96
		47307	0075124040921		PEG STATION AND PD & FD CABLE BOXE	101-265-850.000	10.43
		47307	0075124040921		PEG STATION AND PD & FD CABLE BOXE	207-301-850.000	30.00
		47307	0075124040921		PEG STATION AND PD & FD CABLE BOXE	216-301-850.000	15.00
		47307	0083748040921		BLDG DEPT PHONE AND PSB PHONES & I	287-301-850.000	49.99
		47307	0077545040621		WWTP PHONES & INTERNET 4/6/21-5/5/	571-301-850.000	336.93
		47307	0083771050721		OFFICE & PSB PHONES 4/7/21-5/6/21	631-301-850.000	149.97
		47307	0083748040921		BLDG DEPT PHONE AND PSB PHONES & I	631-301-850.000	286.94
							1,079.22
04/20/2021	MIF	47308	INV08165	EMERGENT HEALTH PARTNERS	FIRE DISPATCHING SERVICES APRIL 20	216-301-820.000	1,027.11
04/20/2021	MIF	47309	7522	MCGRAW MORRIS P.C.	LABOR ATTORNEY JAN 2021	101-270-803.000	500.00
		47309	7610		LABOR ATTORNEY FEB 2021	101-270-803.000	3,250.00
		47309	7522		LABOR ATTORNEY JAN 2021	207-270-803.000	1,087.50
		47309	7610		LABOR ATTORNEY FEB 2021	207-270-803.000	25.00
							4,862.50
04/20/2021	MIF	47310	0002702789	MLIVE MEDIA GROUP	ADS MARCH 2021 - JOB POSTING, PUBL	101-101-900.000	417.00
		47310	0002702789		ADS MARCH 2021 - JOB POSTING, PUBL	101-412-900.000	448.75
							865.75
04/20/2021	MIF	47311	40624760	NAVITAS CREDIT CORP.	PD & FD PHONE SYSTEM	207-301-850.000	413.33
		47311	40624760		PD & FD PHONE SYSTEM	216-301-850.000	212.93
							626.26
04/20/2021	MIF	47312	7900 0440 8028 914	QUADIENT FINANCE USA, INC.	POSTAGE 3/9/21-4/13/21	101-257-851.000	17.34
		47312	7900 0440 8028 914		POSTAGE 3/9/21-4/13/21	101-265-851.000	87.55
		47312	7900 0440 8028 914		POSTAGE 3/9/21-4/13/21	101-412-851.000	66.60
		47312	7900 0440 8028 914		POSTAGE 3/9/21-4/13/21	207-301-851.000	5.00
							176.49
04/20/2021	MIF	47313	Q11907	SECURITY LOCK SERVICE	TROUBLESHOOT KEYSKAN SYSTEM, REPLA	631-301-930.000	718.00
04/20/2021	MIF	47314	163167	SHARE CORP.	FOG BUSTER AF LENS TREATMENT	571-301-740.000	41.23
04/20/2021	MIF	47315	XXXX XXXX XXXX 337	STAPLES CREDIT PLAN	FD CHARGE 3/23/21 TONER	216-301-727.000	115.99
04/20/2021	MIF	47316	140030	THE RAPID GROUP, LLC	SERVICE THROUGH 4/9/21	207-301-727.000	42.30
04/20/2021	MIF	47317	560766	USA BLUE BOOK	REPLACEMENT WINDSOCK, SPRYA BOTTLE	571-301-930.000	500.61
04/20/2021	MIF	47318	9876911938	VERIZON WIRELESS MESSAGING S	PD CELL SERVICE 3/5/21-4/4/21	207-301-850.000	198.55
		47318	9877150100		FD CELL SERVICE & TABLET PURCHASE	216-301-850.000	323.51



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		47318	9877150100		FD CELL SERVICE & TABLET PURCHASE	216-301-972.000	1,519.96
							2,042.02
04/20/2021	MIF	47319	5014680552	WELLS FARGO FINANCIAL LEASIN	PD PRINTER LEASES 4/8/21-5/7/21	207-301-940.000	218.74
04/20/2021	MIF	47320	70959246	WEX BANK	PD FUEL CHARGES MARCH 2021	207-333-860.000	2,905.08
		47320	70989343		FD FUEL CHARGES MARCH 2021	216-333-860.000	869.09
							3,774.17
04/27/2021	MIF	487 (E)		PAYROLL	SUPERVISOR WAGES	101-171-701.000	480.77
		487 (E)			SUPERVISOR FICA	101-171-715.000	36.78
		487 (E)			ASST TO TOWNSHIP MANAGER-CLERICAL	101-172-704.000	1,244.16
		487 (E)			TOWNSHIP MANAGER DEPT. FICA	101-172-715.000	260.77
		487 (E)			CONTROLLER WAGES	101-172-722.000	2,248.80
		487 (E)			GENERAL CLERK WAGES	101-215-701.000	480.77
		487 (E)			GENERAL DEPUTY CLERK WAGES	101-215-703.000	1,777.53
		487 (E)			GENERAL CLERK FICA	101-215-715.000	172.75
		487 (E)			GENERAL CLERK PENSION	101-215-718.000	177.75
		487 (E)			BOARD OF REVIEW FEE	101-247-706.000	820.00
		487 (E)			SOCIAL SECURITY	101-247-715.000	62.74
		487 (E)			GENERAL TREASURER WAGES	101-253-701.000	480.77
		487 (E)			GENERAL DEPUTY TREASURER WAGES	101-253-703.000	1,644.00
		487 (E)			GENERAL CLERICAL WAGES	101-253-704.000	1,497.60
		487 (E)			GENERAL TREASURER FICA	101-253-715.000	277.10
		487 (E)			GENERAL TREASURER PENSION	101-253-718.000	164.40
		487 (E)			GENERAL JANITORIAL SALARIES	101-265-710.000	684.06
		487 (E)			GENERAL JANITORIAL FICA	101-265-715.000	37.80
		487 (E)			GENERAL PAYROLL FEE	101-265-727.000	31.47
		487 (E)			GENERAL ZONING SALARIES	101-412-701.000	1,647.36
		487 (E)			GENERAL PLAN/ZBA/ZONING FICA	101-412-715.000	132.38
		487 (E)			ZONING PENSION	101-412-718.000	183.04
		487 (E)			GENERAL COMMUNITY CENTER DIRECTOR	101-666-701.000	1,951.54
		487 (E)			JANITORIAL SALARIES	101-666-710.000	320.00
		487 (E)			GENERAL COMMUNITY CENTER DIRECTOR	101-666-715.000	144.70
		487 (E)			GENERAL COMM CENTER DIRECTOR PENSI	101-666-718.000	195.15
		487 (E)			LAW ENFORCEMENT SUPERVISORS WAGES	207-226-701.000	9,603.44
		487 (E)			LAW ENFORCEMENT FULL-TIME WAGES	207-226-702.000	16,043.82
		487 (E)			LAW ENFORCEMENT CLERICAL WAGES	207-226-704.000	2,790.40
		487 (E)			LAW ENFORCEMENT PART-TIME WAGES	207-226-708.000	444.80
		487 (E)			JANITORIAL SALARIES	207-226-710.000	255.00
		487 (E)			LAW ENFORCEMENT OVER-TIME WAGES	207-226-711.000	1,033.41
		487 (E)			LAW ENFORCEMENT FICA	207-226-715.000	2,334.85
		487 (E)			PENSION	207-226-718.000	2,661.60

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		487 (E)			LAW ENFORCEMENT PAYROLL FEE	207-301-727.000	47.48
		487 (E)			FIRE CHIEF SALARY	216-226-701.000	3,729.17
		487 (E)			FIRE PART-TIME WAGES	216-226-702.000	5,816.25
		487 (E)			FIRE ADMIN WAGES	216-226-705.000	110.84
		487 (E)			FIRE PAID-ON-CALL WAGES	216-226-708.000	1,513.67
		487 (E)			FIRE FICA	216-226-715.000	845.53
		487 (E)			FIRE PENSION	216-226-718.000	372.92
		487 (E)			FIRE TRAINING WAGES	216-226-958.000	25.38
		487 (E)			FIRE PAYROLL FEE	216-301-727.000	52.89
		487 (E)			BUILDING SALARIES	287-226-703.000	183.04
		487 (E)			SEWER SUPERINTENDENT WAGES	571-226-701.000	2,753.41
		487 (E)			SEWER FULL-TIME WAGES	571-226-702.000	7,812.63
		487 (E)			SEWER FICA	571-226-715.000	834.70
		487 (E)			SEWER PENSION	571-226-718.000	1,056.61
		487 (E)			SEWER ON CALL/PAGER WAGES	571-226-747.000	420.00
		487 (E)			SEWER PAYROLL FEE	571-301-727.000	14.06
							<hr/>
							77,910.09
04/30/2021	MIF	488 (E)		PAYROLL	SUPERVISOR WAGES	101-171-701.000	480.77
		488 (E)			SUPERVISOR FICA	101-171-715.000	36.78
		488 (E)			ASST TO TOWNSHIP MANAGER-CLERICAL	101-172-704.000	1,280.00
		488 (E)			TOWNSHIP MANAGER DEPT. FICA	101-172-715.000	263.49
		488 (E)			CONTROLLER WAGES	101-172-722.000	2,248.80
		488 (E)			GENERAL CLERK WAGES	101-215-701.000	480.77
		488 (E)			GENERAL DEPUTY CLERK WAGES	101-215-703.000	1,777.53
		488 (E)			GENERAL CLERK FICA	101-215-715.000	172.77
		488 (E)			GENERAL CLERK PENSION	101-215-718.000	177.75
		488 (E)			GENERAL TREASURER WAGES	101-253-701.000	480.77
		488 (E)			GENERAL DEPUTY TREASURER WAGES	101-253-703.000	1,644.00
		488 (E)			GENERAL CLERICAL WAGES	101-253-704.000	1,497.60
		488 (E)			GENERAL TREASURER FICA	101-253-715.000	277.12
		488 (E)			GENERAL TREASURER PENSION	101-253-718.000	164.40
		488 (E)			GENERAL PAYROLL FEE	101-265-727.000	32.77
		488 (E)			GENERAL ZONING SALARIES	101-412-701.000	1,784.64
		488 (E)			GENERAL PLAN/ZBA/ZONING FICA	101-412-715.000	196.44
		488 (E)			ZONING PENSION	101-412-718.000	196.76
		488 (E)			PLANN COMM	101-412-726.000	700.00
		488 (E)			GENERAL COMMUNITY CENTER DIRECTOR	101-666-701.000	1,951.54
		488 (E)			GENERAL COMMUNITY CENTER DIRECTOR	101-666-715.000	144.71
		488 (E)			GENERAL COMM CENTER DIRECTOR PENSI	101-666-718.000	195.15
		488 (E)			LAW ENFORCEMENT SUPERVISORS WAGES	207-226-701.000	9,361.66
		488 (E)			LAW ENFORCEMENT FULL-TIME WAGES	207-226-702.000	15,577.20

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		488 (E)			LAW ENFORCEMENT CLERICAL WAGES	207-226-704.000	2,630.40
		488 (E)			LAW ENFORCEMENT PART-TIME WAGES	207-226-708.000	1,447.00
		488 (E)			LAW ENFORCEMENT OVER-TIME WAGES	207-226-711.000	1,681.12
		488 (E)			LAW ENFORCEMENT FICA	207-226-715.000	2,329.49
		488 (E)			PENSION	207-226-718.000	2,661.60
		488 (E)			LAW ENFORCEMENT PAYROLL FEE	207-301-727.000	48.96
		488 (E)			FIRE CHIEF SALARY	216-226-701.000	3,729.17
		488 (E)			FIRE PART-TIME WAGES	216-226-702.000	5,808.00
		488 (E)			FIRE PAID-ON-CALL WAGES	216-226-708.000	1,798.07
		488 (E)			FIRE FICA	216-226-715.000	876.26
		488 (E)			FIRE PENSION	216-226-718.000	372.92
		488 (E)			FIRE TRAINING WAGES	216-226-958.000	261.04
		488 (E)			FIRE PAYROLL FEE	216-301-727.000	55.08
		488 (E)			BUILDING SALARIES	287-226-703.000	183.04
		488 (E)			SEWER SUPERINTENDENT WAGES	571-226-701.000	2,753.41
		488 (E)			SEWER FULL-TIME WAGES	571-226-702.000	7,812.63
		488 (E)			SEWER FICA	571-226-715.000	848.08
		488 (E)			SEWER PENSION	571-226-718.000	1,056.61
		488 (E)			SEWER ON CALL/PAGER WAGES	571-226-747.000	420.00
		488 (E)			SEWER PAYROLL FEE	571-301-727.000	14.64
		488 (E)			SEWER COMMUNICATION PAY	571-301-850.000	175.00
							<hr/> 78,085.94
05/04/2021	MIF	47321	1727289	APPLIED IMAGING	OFFICE, PD, WWTP & COM CTR COPIER	101-265-727.000	37.56
		47321	1727173		OFFICE COLOR PRINTER MAINT AGREEME	101-265-727.000	62.64
		47321	1727289		OFFICE, PD, WWTP & COM CTR COPIER	101-666-727.000	23.58
		47321	1727289		OFFICE, PD, WWTP & COM CTR COPIER	207-301-727.000	30.95
		47321	1727289		OFFICE, PD, WWTP & COM CTR COPIER	571-301-727.000	18.77
							<hr/> 173.50
05/04/2021	MIF	47322	734449030604	AT&T	ELEVATOR PHONE 3/26/21-4/25/21	631-301-850.000	111.59
05/04/2021	MIF	47323	0105079042221	CHARTER COMMUNICATIONS	PD & FD PHONES 4/22/21-5/21/21	207-301-850.000	239.94
		47323	0105079042221		PD & FD PHONES 4/22/21-5/21/21	216-301-850.000	79.98
		47323	00806450042321		2727 E NORTH TERRITORIAL 4/23/21-5	216-301-850.000	124.98
							<hr/> 444.90
05/04/2021	MIF	47324	9200 177 6460 5	DTE ENERGY	75 BARKER OVERHEADS & OFFICE 3/26/	101-265-920.000	96.54
		47324	9200 177 6464 7		75 BARKER FLOOR 2 3/26/21-4/26/21	101-265-920.000	14.95
		47324	9100 116 2986 2		9101 MAIN ST 3/26/21-4/26/21	101-666-920.000	90.33
		47324	9100 142 3069 2		2727 E NORTH TERRITORIAL 3/24/21-4	216-301-920.000	143.87
		47324	9100 212 3306 9		8350 MAIN ST 3/26/21-4/26/21	217-000-920.000	238.01
		47324	9100 113 1384 8		10201 ELMCREST 3/24/21-4/22/21	571-301-920.000	22.33

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		47324	9100 4000 5506		WWTP PRIMARY SUPPLY 3/22/21-4/21/2	571-301-920.000	6,286.50
		47324	9100 116 3078 7		9081 LAKE PINE DR 3/24/21-4/22/21	571-301-920.000	43.49
		47324	9100 116 3105 8		9225 LAKE PINE 3/24/21-4/22/21	571-301-920.000	467.93
		47324	9100 116 7798 6		427 E NORTH TERRITORIAL RD 3/24/21	571-301-920.000	161.39
		47324	9100 141 5936 2		10597 9 MILE RD 3/25/21-4/23/21	571-301-920.000	22.97
		47324	9100 116 3039 9		11615 E SHORE DR 3/25/21-4/23/21	571-301-920.000	238.30
		47324	9100 113 1398 8		11502 LEMEN RD 3/26/21-4/26/21	571-301-920.000	17.21
		47324	9100 116 3062 1		925 8 MILE RD 3/26/21-4/26/21	571-301-920.000	1,349.75
		47324	9100 116 7814 1		9457 LAKEPOINTE DR 3/26/21-4/26/21	571-301-920.000	17.71
		47324	9100 116 2944 1		7647 EDMUND ST 3/26/21-4/26/21	571-301-920.000	82.05
		47324	9100 116 2958 1		10201 ELMCREST RD 3/26/21-4/26/21	571-301-920.000	48.50
		47324	9100 116 2973 0		8076 MAIN ST 3/26/21-4/26/21	571-301-920.000	157.15
		47324	9100 116 2999 5		601 RAYMOND 3/26/21-4/26/21	571-301-920.000	62.40
		47324	9100 116 3014 2		11380 N SHORE DR 3/26/21-4/26/21	571-301-920.000	102.98
		47324	9100 116 3026 6		11591 N SHORE 3/26/21-4/26/21	571-301-920.000	61.84
		47324	9100 116 3052 2		11800 N MAIN ST 3/26/21-4/26/21	571-301-920.000	125.13
		47324	9100 116 3093 6		7941 TURNBERRY DR 3/26/21-4/26/21	571-301-920.000	59.15
		47324	9100 212 3306 9		8350 MAIN ST 3/26/21-4/26/21	631-301-920.000	4,763.62
							14,674.10
05/04/2021	MIF	47325		VOID	** VOIDED **		** VOIDED **
05/04/2021	MIF	47326		VOID	** VOIDED **		** VOIDED **
05/04/2021	MIF	47327		VOID	** VOIDED **		** VOIDED **
05/04/2021	MIF	47328	9862647360	GRAINGER, INC.	CPVC BV UNION, SOCKET/FNPT	571-301-930.000	98.58
05/04/2021	MIF	47329	29139395	GREAT AMERICA FINANCIAL SVCS	COLOR PRINTER LEASE	101-265-940.000	31.73
05/04/2021	MIF	47330	XXXX XXXX XXXX 303	PNC BANK	WAGNER CHARGES 3/23-4/14: ADOBE SU	207-301-727.000	588.77
		47330	XXXX XXXX XXXX 303		WAGNER CHARGES 3/23-4/14: ADOBE SU	207-301-851.000	4.80
		47330	XXXX XXXX XXXX 303		WAGNER CHARGES 3/23-4/14: ADOBE SU	216-301-727.000	104.85
		47330	XXXX XXXX XXXX 303		WAGNER CHARGES 3/23-4/14: ADOBE SU	216-301-741.000	682.50
		47330	XXXX XXXX XXXX 303		WAGNER CHARGES 3/23-4/14: ADOBE SU	216-301-851.000	62.58
		47330	XXXX XXXX XXXX 303		WAGNER CHARGES 3/23-4/14: ADOBE SU	216-301-900.000	198.75
							1,642.25
05/04/2021	MIF	47331	XXXX XXXX XXXX 589	PNC BANK	WILSON CHARGES 3/28-4/17: SUBSCRIP	101-265-727.000	262.92
		47331	XXXX XXXX XXXX 589		WILSON CHARGES 3/28-4/17: SUBSCRIP	101-265-850.000	52.16
							315.08
05/04/2021	MIF	47332	XXXX XXXX XXXX 588	PNC BANK	WILLIS CHARGES 3/30/21-4/15/21 HOE	571-301-741.000	293.14
		47332	XXXX XXXX XXXX 588		WILLIS CHARGES 3/30/21-4/15/21 HOE	571-301-930.000	34.45

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							327.59
05/04/2021	MIF	47333	16028360	QUILL CORP	OFFICE SUPPLIES: COPY PAPER, PAPER	101-265-727.000	193.55
05/04/2021	MIF	47334	FM7911	WILDTYPE NATIVE PLANTS	DOWN PAYMENT - FLOWERS FOR COMMUNI	101-753-727.000	511.25
05/04/2021	MIF	47335	05/04/2021	NORTHFIELD ESTATES	UB refund for account: 673088	571-000-214.000	112.20
		47335	05/04/2021		UB refund for account: 673089	571-000-214.000	112.20
		47335	05/04/2021		UB refund for account: 673101	571-000-214.000	78.20
		47335	05/04/2021		UB refund for account: 673225	571-000-214.000	112.20
		47335	05/04/2021		UB refund for account: 673281	571-000-214.000	112.20
		47335	05/04/2021		UB refund for account: 673293	571-000-214.000	112.20
		47335	05/04/2021		UB refund for account: 673539	571-000-214.000	112.20
							751.40
TOTAL - ALL FUNDS					TOTAL OF 80 CHECKS (5 voided)		269,669.00

## --- GL TOTALS ---

101-000-214.000	DUE TO OTHERS	2,485.00
101-101-900.000	PRINTING & PUBLICATIONS	417.00
101-171-701.000	SALARIES	961.54
101-171-715.000	SOCIAL SECURITY	73.56
101-172-704.000	ASSISTANT TO THE TWP MGR	2,524.16
101-172-715.000	SOCIAL SECURITY	524.26
101-172-716.000	HOSPITALIZATION	3,796.08
101-172-722.000	CONTROLLER	4,497.60
101-172-957.000	TRAINING & DEVELOPMENT	25.00
101-215-701.000	SALARIES	961.54
101-215-703.000	DEPUTY SALARIES	3,555.06
101-215-715.000	SOCIAL SECURITY	345.52
101-215-717.000	LIFE/DISB. INSURANCE	53.39
101-215-718.000	PENSION	355.50
101-215-723.000	RECORD SEC	1,690.00
101-228-936.000	SOFTWARE	194.00
101-228-948.000	COMPUTER SERVICES	365.00
101-247-706.000	BOARD OF REVIEW FEE	820.00
101-247-715.000	SOCIAL SECURITY	62.74
101-247-723.000	RECORD SEC	1,440.00
101-253-701.000	SALARIES	961.54
101-253-703.000	DEPUTY SALARIES	3,288.00
101-253-704.000	FRONT DESK CLERK	2,995.20
101-253-715.000	SOCIAL SECURITY	554.22
101-253-717.000	LIFE/DISB. INSURANCE	50.28
101-253-718.000	PENSION	328.80
101-253-860.000	FUEL & MILEAGE	20.38

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
101-257-851.000			POSTAGE				17.34
101-265-710.000			JANITORIAL SALARIES				684.06
101-265-715.000			SOCIAL SECURITY				37.80
101-265-727.000			SUPPLIES				627.41
101-265-850.000			COMMUNICATION				262.55
101-265-851.000			POSTAGE				95.20
101-265-920.000			UTILITIES				239.47
101-265-938.000			CHARGEBACKS - PRIOR TAX YEARS				53.49
101-265-940.000			RENTAL EQUIPMENT				51.73
101-270-800.000			OTHER PROFESSIONAL FEES				120.00
101-270-803.000			LEGAL				5,050.00
101-412-609.000			REZONING/CONDITIONAL USE PMTS				5,275.00
101-412-671.000			REIMBURSEMENT/OTHER INCOME				397.00
101-412-701.000			ZONING SALARIES				3,432.00
101-412-715.000			SOCIAL SECURITY				328.82
101-412-716.000			HOSPITALIZATION				574.93
101-412-717.000			LIFE/DISB. INSURANCE				21.85
101-412-718.000			ZONING PENSION				379.80
101-412-723.000			RECORD SEC				1,365.00
101-412-726.000			PLANN COMM				700.00
101-412-801.000			PLANNER FEES				5,306.50
101-412-823.000			ZONING ADMINISTRATION				1,350.00
101-412-851.000			POSTAGE				66.60
101-412-900.000			PRINTING & PUBLICATIONS				448.75
101-666-701.000			SALARIES				3,903.08
101-666-710.000			JANITORIAL SALARIES				320.00
101-666-715.000			SOCIAL SECURITY				289.41
101-666-716.000			HOSPITALIZATION				809.52
101-666-717.000			LIFE/DISB. INSURANCE				57.45
101-666-718.000			PENSION				390.30
101-666-727.000			SUPPLIES				23.58
101-666-850.000			COMMUNICATION				275.81
101-666-920.000			UTILITIES				160.14
101-666-930.000			REPAIRS & MAINTENANCE				76.23
101-666-936.000			SOFTWARE				38.50
101-753-727.000			SUPPLIES				511.25
101-753-931.000			PARK MAINITENANCE				19.97
207-000-214.000			DUE TO OTHERS				233.00
207-226-701.000			SALARIES				18,965.10
207-226-702.000			SALARIES				31,621.02
207-226-704.000			CLERICAL/DEP /SUPER/ELECTION				5,420.80
207-226-708.000			SALARIES-PART TIME				1,891.80
207-226-710.000			JANITORIAL SALARIES				255.00
207-226-711.000			SALARIES-OVERTIME				2,714.53
207-226-715.000			SOCIAL SECURITY				4,664.34

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
207-226-716.000					HOSPITALIZATION		7,078.97
207-226-717.000					LIFE/DISB. INSURANCE		788.90
207-226-718.000					PENSION		5,323.20
207-270-803.000					LEGAL		1,112.50
207-301-727.000					SUPPLIES		1,518.46
207-301-741.000					UNIFORMS/GEAR & ALLOWANCE		38.00
207-301-850.000					COMMUNICATION		881.82
207-301-851.000					POSTAGE		9.80
207-301-938.000					CHARGEBACKS - PRIOR TAX YEARS		64.76
207-301-940.000					RENTAL EQUIPMENT		218.74
207-301-972.000					COMPUTER		378.50
207-333-860.000					FUEL & MILEAGE		2,905.08
207-333-930.000					REPAIRS & MAINTENANCE		323.24
216-226-701.000					SALARIES		7,458.34
216-226-702.000					SALARIES		11,624.25
216-226-705.000					ADMINISTRATIVE ASSISTANT		110.84
216-226-708.000					SALARIES-PART TIME		3,311.74
216-226-715.000					SOCIAL SECURITY		1,721.79
216-226-716.000					HOSPITALIZATION		1,777.57
216-226-717.000					LIFE/DISB. INSURANCE		91.70
216-226-718.000					PENSION		745.84
216-226-958.000					TRAINING WAGES		286.42
216-301-727.000					SUPPLIES		785.18
216-301-741.000					UNIFORMS/GEAR & ALLOWANCE		682.50
216-301-820.000					DISPATCH SERVICES		1,027.11
216-301-850.000					COMMUNICATION		756.40
216-301-851.000					POSTAGE		62.58
216-301-900.000					PRINTING & PUBLICATIONS		198.75
216-301-920.000					UTILITIES		143.87
216-301-930.000					REPAIRS & MAINTENANCE		73.75
216-301-938.000					CHARGEBACKS - PRIOR TAX YEARS		29.18
216-301-972.000					COMPUTER		1,656.96
216-333-860.000					FUEL & MILEAGE		869.09
216-333-930.000					REPAIRS & MAINTENANCE		1,494.73
216-900-970.000					EQUIPMENT		623.50
217-000-908.000					RENTAL REIMBURSEMENT		810.84
217-000-920.000					UTILITIES		396.41
217-900-971.000					RENOVATIONS		4,928.00
287-226-703.000					BUILDING SALARIES		366.08
287-226-716.000					HOSPITALIZATION		862.39
287-226-717.000					LIFE/DISB. INSURANCE		32.78
287-261-725.000					BUILDING INSPECTIONS		447.50
287-261-737.000					PLAN REVIEW		1,102.70
287-301-850.000					COMMUNICATION		49.99
370-301-938.000					CHARGEBACKS - PRIOR TAX YEARS		10.55



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571-000-214.000					DUE TO OTHERS		751.40
571-226-701.000					SALARIES		5,506.82
571-226-702.000					SALARIES		15,625.26
571-226-715.000					SOCIAL SECURITY		1,682.78
571-226-716.000					HOSPITALIZATION		6,377.44
571-226-717.000					LIFE/DISB. INSURANCE		306.12
571-226-718.000					PENSION		2,113.22
571-226-747.000					ON-CALL WAGES		840.00
571-228-948.000					COMPUTER SERVICES		230.75
571-301-727.000					SUPPLIES		47.47
571-301-740.000					OPERATING SUPPLIES		6,949.22
571-301-741.000					UNIFORMS/GEAR & ALLOWANCE		293.14
571-301-817.000					LAB & TESTING		60.00
571-301-819.000					COLLECTION SYS ANNUAL MAINT		4,800.00
571-301-850.000					COMMUNICATION		511.93
571-301-920.000					UTILITIES		11,266.23
571-301-930.000					REPAIRS & MAINTENANCE		1,422.12
631-301-816.000					GROUNDS/CLEANG/JANITORL SERVIC		20.00
631-301-818.000					CONTRACTUAL SERVICES		4,033.00
631-301-850.000					COMMUNICATION		723.47
631-301-920.000					UTILITIES		6,365.25
631-301-930.000					REPAIRS & MAINTENANCE		1,690.58
					TOTAL		269,669.00

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Construction Fund  
PAID

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/14/2021	LVL1	1003	200-12748-19003-S-	RELIANCE BUILDING COMPANY	PAYMENT 02 WWTP BASIN CONSTRUCTION	576-270-818.000	28,710.00
04/14/2021	LVL1	1004	51704854	TETRA TECH INC	WWTP STORAGE TANK PLANNING, DESIGN	576-270-806.000	7,634.82
04/20/2021	LVL1	1005	701.000.225.223	GREEN OAK TOWNSHIP	ESCROW - WWTP EQUALIZATION BASIN	576-270-818.000	3,552.50
				TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		39,897.32
---							
GL TOTALS ---							
576-270-806.000				ENGINEER		7,634.82	
576-270-818.000				CONTRACTUAL SERVICES		32,262.50	
				TOTAL		39,897.32	

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INVOICE GL DISTRIBUTION REPORT FOR NORTHFIELD TOWNSHIP  
EXP CHECK RUN DATES 05/11/2021 - 05/12/2021  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
BANK CODE: MIF

MIF OPEN

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-123.000	PREPAID EXPENSES	APEX SOFTWARE	APEX SKETCHING SOFTWARE ANNUAL RENEWA	705.00	
101-000-123.000	PREPAID EXPENSES	MICHIGAN ASSOC. OF PLANN	MEMBERSHIP DUES 7/1/21-6/30/22	825.00	
101-000-123.000	PREPAID EXPENSES	KOCH & WHITE HEATING & C	MAINTENANCE RENEWAL 6/1/21-5/31/22	338.00	
Total For Dept 000				1,868.00	
Dept 215 CLERK					
101-215-717.000	LIFE/DISB. INSURANCE	MEDMUTUAL LIFE	PREMIUMS FOR JUNE 2021	53.39	
Total For Dept 215 CLERK				53.39	
Dept 228 INFORMATION TECHNOLOGY					
101-228-936.000	SOFTWARE	MICRO TECH SERVICES INC	ALL EMAILS; OFFICE ANTIVIRUS, MANAGED	194.00	
101-228-948.000	COMPUTER SERVICES	MICRO TECH SERVICES INC	ALL EMAILS; OFFICE ANTIVIRUS, MANAGED	365.00	
101-228-948.000	COMPUTER SERVICES	REVIZE, LLC	PHASE 7 - CONTENT EDITING TRAINING	1,000.00	
Total For Dept 228 INFORMATION TECHNOLOGY				1,559.00	
Dept 253 TREASURER					
101-253-717.000	LIFE/DISB. INSURANCE	MEDMUTUAL LIFE	PREMIUMS FOR JUNE 2021	50.28	
101-253-860.000	FUEL & MILEAGE	EMILY HOFSESS	JAN-APR 2021 BANK DEPOSITS, PICK UP M	113.91	
101-253-860.000	FUEL & MILEAGE	STACIE MACDONALD	APRIL 2021 MILEAGE: PICK UP MAIL AT P	21.95	
Total For Dept 253 TREASURER				186.14	
Dept 257 ASSESSING					
101-257-818.000	CONTRACTUAL SERVICES	ASSESSMENT ADMIN. SERVIC	ASSESSING SERVICES MAY 2021	8,369.10	
101-257-851.000	POSTAGE	KENT COMMUNICATIONS INC	2021 ASSESSMENT NOTICES	1,679.84	
101-257-900.000	PRINTING & PUBLICATIONS	KENT COMMUNICATIONS INC	2021 ASSESSMENT NOTICES	715.83	
Total For Dept 257 ASSESSING				10,764.77	
Dept 265 HALL AND GROUNDS					
101-265-727.000		ARBOR SPRINGS WATER CO I	OFFICE 2 - 5 GAL ARTESIAN WATER & SER	19.50	
101-265-727.000		QUILL CORP	OFFICE SUPPLIES: BINDER CLIPS	4.05	
101-265-816.000	GROUND/CLEANG/JANITORL SERVIC	J & M LANDSCAPING	LAWN CARE APRIL 2021	135.00	
101-265-920.000	UTILITIES	DTE ENERGY	66 6 MILE RD #SIREN 4/2/21-5/3/21	18.67	
101-265-940.000	RENTAL EQUIPMENT	U.S. BANK EQUIPMENT FINA	OFFICE, WWTP, PD & COM CTR COPIER LEA	256.18	
Total For Dept 265 HALL AND GROUNDS				433.40	
Dept 412 PLANNING/ZONING DEPT					
101-412-637.000	SPLIT APPLICATIONS	MCKENNA ASSOCIATES	PLANNING & ZONING SERVICES MARCH 2021	525.00	
101-412-671.000	REIMBURSEMENT/OTHER INCOME	MCKENNA ASSOCIATES	PLANNING & ZONING SERVICES MARCH 2021	582.00	
101-412-717.000	LIFE/DISB. INSURANCE	MEDMUTUAL LIFE	PREMIUMS FOR JUNE 2021	21.85	
101-412-801.000	PLANNER FEES	MCKENNA ASSOCIATES	PLANNING & ZONING SERVICES MARCH 2021	6,247.00	
101-412-823.000	ZONING ADMINISTRATION	MCKENNA ASSOCIATES	PLANNING & ZONING SERVICES MARCH 2021	1,800.00	
101-412-930.000	REPAIRS & MAINTENANCE	VAL'S SERVICE STATION	EXPLORER - REPLACE RR TIRE, MOUNT & B	164.95	
101-412-930.000	REPAIRS & MAINTENANCE	WHITMORE LAKE AUTO REPAI	CODE ENF VEHICLE SAFETY INSPECTION &	1,597.84	
Total For Dept 412 PLANNING/ZONING DEPT				10,938.64	
Dept 448 STREET LIGHTS					
101-448-920.000	UTILITIES	DTE ENERGY	STREET LIGHTS 4/1/21/4/30/21	2,817.45	
Total For Dept 448 STREET LIGHTS				2,817.45	
Dept 666 COMMUNITY CENTER					
101-666-717.000	LIFE/DISB. INSURANCE	MEDMUTUAL LIFE	PREMIUMS FOR JUNE 2021	57.45	
101-666-816.000	GROUND/CLEANG/JANITORL SERVIC	J & M LANDSCAPING	LAWN CARE APRIL 2021	50.00	
101-666-936.000	SOFTWARE	MICRO TECH SERVICES INC	ALL EMAILS; OFFICE ANTIVIRUS, MANAGED	8.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 666 COMMUNITY CENTER					
101-666-936.000	SOFTWARE	MICRO TECH SERVICES INC	COM CTR ANTI-VIRUS, MANAGED SERVICES,	30.50	
101-666-940.000	RENTAL EQUIPMENT	U.S. BANK EQUIPMENT FINA	OFFICE, WWTP, PD & COM CTR COPIER LEA	128.08	
		Total For Dept 666 COMMUNITY CENTER		274.03	
Dept 753 RECREATION BOARD					
101-753-931.000	PARK MAINITENANCE	J & M LANDSCAPING	LAWN CARE APRIL 2021	60.00	
101-753-931.000	PARK MAINITENANCE	WASTE MANAGEMENT OF MI	DOG PARK WASTE REMOVAL 5/1/21-5/31/21	19.97	
		Total For Dept 753 RECREATION BOARD		79.97	
		Total For Fund 101 GENERAL FUND		28,974.79	
Fund 207 LAW ENFORCEMENT FUND					
Dept 000					
207-000-214.000	DUE TO OTHERS	STATE OF MICHIGAN	SEX OFFENDER REGISTRY	60.00	
		Total For Dept 000		60.00	
Dept 226 PERSONNEL					
207-226-717.000	LIFE/DISB. INSURANCE	MEDMUTUAL LIFE	PREMIUMS FOR JUNE 2021	788.90	
		Total For Dept 226 PERSONNEL		788.90	
Dept 301 OPERATING COSTS					
207-301-727.000		ARBOR SPRINGS WATER CO I	PD 3 - 5 GAL ARTESIAN WATER & RENTAL	39.50	
207-301-820.000	DISPATCH SERVICES	WASHTEANAW COUNTY TREASUR	DISPATCH SERVICES MAY 2021	5,437.25	
207-301-940.000	RENTAL EQUIPMENT	U.S. BANK EQUIPMENT FINA	OFFICE, WWTP, PD & COM CTR COPIER LEA	128.08	
207-301-972.000	COMPUTER	MICRO TECH SERVICES INC	ALL EMAILS; OFFICE ANTIVIRUS, MANAGED	84.00	
207-301-972.000	COMPUTER	MICRO TECH SERVICES INC	PD ANTI-VIRUS, MANAGED SERVICES, OFF	298.50	
		Total For Dept 301 OPERATING COSTS		5,987.33	
Dept 333 TRANSPORTATION					
207-333-930.000	REPAIRS & MAINTENANCE	VAL'S SERVICE STATION	TAURUS - ROTATE TIRES	40.00	
207-333-930.000	REPAIRS & MAINTENANCE	WHITMORE LAKE AUTO REPAI	2020 TAHOE OIL CHANGE	68.88	
207-333-930.000	REPAIRS & MAINTENANCE	WHITMORE LAKE AUTO REPAI	2015 TAHOE OIL CHANGE	68.88	
		Total For Dept 333 TRANSPORTATION		177.76	
		Total For Fund 207 LAW ENFORCEMENT FUND		7,013.99	
Fund 216 MEDICAL RESCUE FUND					
Dept 226 PERSONNEL					
216-226-717.000	LIFE/DISB. INSURANCE	MEDMUTUAL LIFE	PREMIUMS FOR JUNE 2021	91.70	
		Total For Dept 226 PERSONNEL		91.70	
Dept 301 OPERATING COSTS					
216-301-818.000	CONTRACTUAL SERVICES	THE ACCUMED GROUP	FIRE SERVICE APRIL 2021	230.29	
216-301-920.000	UTILITIES	CORRIGAN PROPANE CO.	STATION 2 - 368 GAL PROPANE	646.90	
216-301-930.000	REPAIRS & MAINTENANCE	HOME DEPOT CREDIT SERVIC	FD SUPPLIES: FAUCETS, OUTLET, TUBE EX	241.77	
216-301-972.000	COMPUTER	MICRO TECH SERVICES INC	ALL EMAILS; OFFICE ANTIVIRUS, MANAGED	88.00	
216-301-972.000	COMPUTER	MICRO TECH SERVICES INC	FD ANTI-VIRUS & MANAGED SERVICES	45.00	
		Total For Dept 301 OPERATING COSTS		1,251.96	
Dept 333 TRANSPORTATION					
216-333-930.000	REPAIRS & MAINTENANCE	ADVANCE AUTO PARTS - FD	DIESEL EXHAUST FLUID	13.79	
216-333-930.000	REPAIRS & MAINTENANCE	WHITMORE LAKE AUTO REPAI	2005 F550 REPAIR IPR VALVE	586.50	
		Total For Dept 333 TRANSPORTATION		600.29	

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Fund 216 MEDICAL RESCUE FUND					
Dept 900 CAPITAL OUTLAY					
216-900-970.000	EQUIPMENT	R&R FIRE TRUCK REPAIR IN	PUMPER - INSTALLATION OF COMPARTMENT	942.17	
		Total For Dept 900 CAPITAL OUTLAY		942.17	
		Total For Fund 216 MEDICAL RESCUE FUND		2,886.12	
Fund 217 PSB - RENTAL PROPERTY FUND					
Dept 000					
217-000-908.000	RENTAL REIMBURSEMENT	LAWNET	CONSTRUCTION REFUND - MAY 2021	810.84	
217-000-920.000	UTILITIES	NORTHFIELD TOWNSHIP	PSB SEWER BILLING 2/1/21-4/30/21	102.00	
		Total For Dept 000		912.84	
		Total For Fund 217 PSB - RENTAL PROPERTY FUND		912.84	
Fund 287 BUILDING DEPARTMENT FUND					
Dept 226 PERSONNEL					
287-226-717.000	LIFE/DISB. INSURANCE	MEDMUTUAL LIFE	PREMIUMS FOR JUNE 2021	32.78	
		Total For Dept 226 PERSONNEL		32.78	
Dept 261 GOVERNMENT SHARED SERVICES					
287-261-725.000	BUILDING INSPECTIONS	PITTSFIELD TOWNSHIP	BLDGE INSPECTIONS MARCH 2021	961.66	
287-261-737.000	PLAN REVIEW	PITTSFIELD TOWNSHIP	BLDGE INSPECTIONS MARCH 2021	2,029.16	
		Total For Dept 261 GOVERNMENT SHARED SERVICES		2,990.82	
Dept 301 OPERATING COSTS					
287-301-725.000	ELECTRIC, PLUMB & MECH INSPECTI	DINO BONA	ELECTRICAL INSPECTIONS APRIL 2021	855.00	
287-301-725.000	ELECTRIC, PLUMB & MECH INSPECTI	ELECTRICAL CODE SERVICES	ELECTRICAL INSPECTIONS APRIL 2021	135.00	
287-301-725.000	ELECTRIC, PLUMB & MECH INSPECTI	LEONARD DONALD CZINSKI	HEATING & PLUMBING INSPECTIONS APRIL	1,530.00	
		Total For Dept 301 OPERATING COSTS		2,520.00	
		Total For Fund 287 BUILDING DEPARTMENT FUND		5,543.60	
Fund 571 WASTEWATER TREATMENT FUND					
Dept 226 PERSONNEL					
571-226-717.000	LIFE/DISB. INSURANCE	MEDMUTUAL LIFE	PREMIUMS FOR JUNE 2021	306.12	
		Total For Dept 226 PERSONNEL		306.12	
Dept 228 INFORMATION TECHNOLOGY					
571-228-948.000	COMPUTER SERVICES	MICRO TECH SERVICES INC	ALL EMAILS; OFFICE ANTIVIRUS, MANAGED	8.00	
571-228-948.000	COMPUTER SERVICES	MICRO TECH SERVICES INC	WWTP MANAGED SERVICES, ANTI-VIRUS, MS	222.75	
		Total For Dept 228 INFORMATION TECHNOLOGY		230.75	
Dept 301 OPERATING COSTS					
571-301-740.000	OPERATING SUPPLIES	HAVILAND PRODUCTS COMPAN	CHLORINE GAS CYLINDER	260.01	
571-301-740.000	OPERATING SUPPLIES	NCL OF WISCONSIN, INC.	GLASS TUBING, PINCH C;AMPS, LATEX TUB	51.06	
571-301-930.000	REPAIRS & MAINTENANCE	PETER'S HARDWARE HAMBURG	TOILET AUGER	18.99	
571-301-930.000	REPAIRS & MAINTENANCE	ADVANCE AUTO PARTS - WWT	ENGINE TREATMENT, TOOL SET, SPARK PLU	119.58	
571-301-940.000	RENTAL EQUIPMENT	U.S. BANK EQUIPMENT FINA	OFFICE, WWTP, PD & COM CTR COPIER LEA	128.08	
		Total For Dept 301 OPERATING COSTS		577.72	
		Total For Fund 571 WASTEWATER TREATMENT FUND		1,114.59	
Fund 631 BUILDING AND GROUNDS MAINTENANCE FUND					
Dept 301 OPERATING COSTS					
631-301-816.000	GROUNDS/CLEANG/JANITORL SERVIC	J & M LANDSCAPING	LAWN CARE APRIL 2021	50.00	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 631 BUILDING AND GROUNDS MAINTENANCE FUND					
Dept 301 OPERATING COSTS					
631-301-816.000	GROUNDS/CLEANG/JANITORL SERVIC	SIMPSON JANITORIAL SERVI	PSB ENTRANCEWAY	20.00	
631-301-818.000	CONTRACTUAL SERVICES	BRIGHTON CLEANING SUPPLI	DUST MOP, WET MOP	47.84	
631-301-920.000	UTILITIES	NORTHFIELD TOWNSHIP	PSB SEWER BILLING 2/1/21-4/30/21	182.76	
Total For Dept 301 OPERATING COSTS				300.60	
Total For Fund 631 BUILDING AND GROUNDS MAINTENANCE F				300.60	
Total For All Funds:				46,746.53	

--- FUND TOTALS BY VENDOR ---

Fund 101 GENERAL FUND				
0160.0	- APEX SOFTWARE			705.00
0170	- ARBOR SPRINGS WATER CO INC			19.50
0174	- ASSESSMENT ADMIN. SERVICES, LLC			8,369.10
0430.15	- DTE ENERGY			2,836.12
10087	- U.S. BANK EQUIPMENT FINANCE			384.26
11029	- EMILY HOFSESS			113.91
11076	- STACIE MACDONALD			21.95
11083	- MEDMUTUAL LIFE			182.97
11116	- WHITMORE LAKE AUTO REPAIR			1,597.84
1124	- KENT COMMUNICATIONS INC			2,395.67
1127.3	- KOCH & WHITE HEATING & COOLING			338.00
1333	- MCKENNA ASSOCIATES			9,154.00
1389	- MICRO TECH SERVICES INC			597.50
1392.25	- WASTE MANAGEMENT OF MI			19.97
1750	- QUILL CORP			4.05
1843	- REVIZE, LLC			1,000.00
2117	- VAL'S SERVICE STATION			164.95
2453.3	- J & M LANDSCAPING			245.00
9481	- MICHIGAN ASSOC. OF PLANNING			825.00
TOTAL FUND 101 GENERAL FUND				28,974.79
Fund 207 LAW ENFORCEMENT FUND				
0170	- ARBOR SPRINGS WATER CO INC			39.50
10087	- U.S. BANK EQUIPMENT FINANCE			128.08
11083	- MEDMUTUAL LIFE			788.90
11116	- WHITMORE LAKE AUTO REPAIR			137.76
1389	- MICRO TECH SERVICES INC			382.50
2117	- VAL'S SERVICE STATION			40.00
2247	- WASHTENAW COUNTY TREASURER OFFICE			5,437.25
2473	- STATE OF MICHIGAN			60.00
TOTAL FUND 207 LAW ENFORCEMENT FUND				7,013.99
Fund 216 MEDICAL RESCUE FUND				
0368.1	- CORRIGAN PROPANE CO.			646.90
0853	- HOME DEPOT CREDIT SERVICES			241.77
10107.1	- ADVANCE AUTO PARTS - FD			13.79
11083	- MEDMUTUAL LIFE			91.70
11116	- WHITMORE LAKE AUTO REPAIR			586.50
1389	- MICRO TECH SERVICES INC			133.00
1815	- R&R FIRE TRUCK REPAIR INC			942.17
9731	- THE ACCUMED GROUP			230.29
TOTAL FUND 216 MEDICAL RESCUE FUND				2,886.12
Fund 217 PSB - RENTAL PROPERTY FUND				
1219.1	- LAWNET			810.84

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		1468	- NORTHFIELD TOWNSHIP	102.00	
		TOTAL FUND 217 PSB - RENTAL PROPERTY FUN		912.84	
		Fund 287 BUILDING DEPARTMENT FUND			
		10082	- LEONARD DONALD CZINSKI	1,530.00	
		11083	- MEDMUTUAL LIFE	32.78	
		2479.2	- ELECTRICAL CODE SERVICES LLC	135.00	
		9818.2	- DINO BONA	855.00	
		9818.5	- PITTSFIELD TOWNSHIP	2,990.82	
		TOTAL FUND 287 BUILDING DEPARTMENT FUND		5,543.60	
		Fund 571 WASTEWATER TREATMENT FUND			
		10087	- U.S. BANK EQUIPMENT FINANCE	128.08	
		10103	- PETER'S HARDWARE HAMBURG - WWTP	18.99	
		10108	- ADVANCE AUTO PARTS - WWTP	119.58	
		11023	- HAVILAND PRODUCTS COMPANY	260.01	
		11083	- MEDMUTUAL LIFE	306.12	
		1389	- MICRO TECH SERVICES INC	230.75	
		NCL	- NCL OF WISCONSIN, INC.	51.06	
		TOTAL FUND 571 WASTEWATER TREATMENT FUND		1,114.59	
		Fund 631 BUILDING AND GROUNDS MAINTENANC			
		0265	- BRIGHTON CLEANING SUPPLIES	47.84	
		11092	- SIMPSON JANITORIAL SERVICE	20.00	
		1468	- NORTHFIELD TOWNSHIP	182.76	
		2453.3	- J & M LANDSCAPING	50.00	
		TOTAL FUND 631 BUILDING AND GROUNDS MAIN		300.60	

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Construction  
Fund  
OPEN

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 576 WWTP BASIN CONSTRUCTION FUND

Dept 270 LEGAL/PROFESSIONAL

576-270-818.000	CONTRACTUAL SERVICES	TETRA TECH INC	WWTP STORAGE TANK PLANING, DESIGN & B	5,336.99	
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576-270-818.000	CONTRACTUAL SERVICES	TETRA TECH INC	WWTP STORAGE TANK PLANNING, DESIGN &	8,640.00	
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Total For Dept 270 LEGAL/PROFESSIONAL

13,976.99

Total For Fund 576 WWTP BASIN CONSTRUCTION FUND

13,976.99

Total For All Funds:

13,976.99

--- FUND TOTALS BY VENDOR ---

Fund 576 WWTP BASIN CONSTRUCTION FUND

2022.00 - TETRA TECH INC

TOTAL FUND 576 WWTP BASIN CONSTRUCTION F

13,976.99

13,976.99



People's Express Inc. (PEX)  
175 Barker Road  
Whitmore Lake, MI 48189

May 5, 2021

Northfield Township Board of Trustees  
8350 Main Street  
Whitmore Lake, MI 48189

Dear Northfield Township Board Members,

Enclosed is a report showing the rides provided by People's Express Inc. (PEX) for the residents of Northfield Township for the 1<sup>st</sup> Quarter 2021.

For the 1<sup>st</sup> Quarter 2021, the number of rides provided for the Northfield Township residents was 1,350. This is an increase of 414 rides over 2020. The 2021 year over year absolute change is shown in the Memo: 2021 YTD B/(W) 2020 column. In addition, for your reference, the bottom part of the schedule shows the rides provided in 2020 (Memo: 2020 Data).

Feel free to contact me if you have any questions.

We appreciate your support. Thank you.

Yours Truly,

Lenore Zelenock  
PEX Board Member

**People's Express Inc. (PEX)**  
**Rides for Northfield Township Residents**  
**2021**

		2021 Jan – Mar Qtr	2021 Apr – Jun Qtr	2021 Jul – Sep Qtr	2021 Oct – Dec Qtr	2021 YTD Total		Memo: YTD 2021 B/(W) than 2020
<b>Out-of-Town</b>		780				780		202
<b>In-Town</b>		<u>570</u>				<u>570</u>		<u>212</u>
<b>TOTALS</b>		1,350	0	0	0	1,350		414
<b>MEMO: CATEGORIES</b>							<b>Category Percentage</b>	
REGULAR		390				390	28.89%	207
SENIOR		475				475	35.19%	185
HANDICAPPED		214				214	15.85%	32
SR HANDICAPPED		<u>271</u>				<u>271</u>	<u>20.07%</u>	<u>-10</u>
<b>TOTALS</b>		1,350	0	0	0	1,350	100.00%	414
<b>MEMO: 2020 Data</b>								
		2020 Jan – Mar Qtr	2020 Apr – Jun Qtr	2020 Jul – Sep Qtr	2020 Oct – Dec Qtr	2020 Total		Memo: YTD 2020
<b>Out-of-Town</b>		578	392	424	433	1,827		578
<b>In-Town</b>		<u>358</u>	<u>999</u>	<u>985</u>	<u>921</u>	<u>3,263</u>		<u>358</u>
<b>TOTALS</b>		936	1,391	1,409	1,354	5,090		936
<b>MEMO: CATEGORIES</b>							<b>Category Percentage</b>	
REGULAR		183	417	378	389	1,367	26.86%	183
SENIOR		290	417	478	469	1,654	32.50%	290
HANDICAPPED		182	248	249	198	877	17.23%	182
SR HANDICAPPED		<u>281</u>	<u>309</u>	<u>304</u>	<u>298</u>	<u>1,192</u>	<u>23.42%</u>	<u>281</u>
<b>TOTALS</b>		936	1,391	1,409	1,354	5,090	100.00%	936

# COMMERCIAL INSURANCE PROPOSAL

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## NORTHFIELD TOWNSHIP

8350 Main Street  
Whitmore Lake, MI 48189

**RENEWAL EFFECTIVE:**

**July 1, 2021 to July 1, 2022**



Ken Keuning  
BHS Insurance  
2822 Westshore Drive  
Holland, MI 49424

# SERVICE TEAM

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**Phone Number:** (616) 510-2420  
**Toll Free Phone Number:** (877) 396-2003  
**Fax Number:** (616) 396-9591

**Account Executive/Team Leader**

Overall responsibility for account team, consultant, strategist, etc.

**Ken Keuning - Direct Line: (616) 510-2430**

E-mail: [kkeuning@bhsins.com](mailto:kkeuning@bhsins.com)

**Account Manager/Customer Service**

Overall administration of program, policy amendments, invoicing & statements, claim reporting, etc.

**Tami Solorzano, CISR - Direct Line: (616) 510-2425**

E-mail: [tsolorzano@bhsins.com](mailto:tsolorzano@bhsins.com)

**Back-Up Account Manager/Customer Service**

If Tami is unavailable, please ask for one of the following Account Managers:

**Shari Miranda / Direct Line: (616) 510-2431**

**Kimberly Book / Direct Line: (616) 510-2429**

**Bev Venema / Direct Line: (616) 510-2421**

**Claims Management**

Responsible for filing, follow-up and compliance of claim reporting

**Hope Bush – Direct Line : 616-261-7315**

E-mail: [hbush@bhsins.com](mailto:hbush@bhsins.com)

**Loss Prevention Consultant**

**Rich DeLeau – Direct Line : 616-261-7336**

E-mail: [rdeleau@bhsins.com](mailto:rdeleau@bhsins.com)

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**MI Township Par Plan**

**RISK CONTROL ADMINISTRATION:**

**HCC Risk Control**

1700 Opdyke Court  
Auburn Hills, Michigan 48326  
(248) 371-3100 - LOCAL  
**(800) 783-1370 - WATTS**  
**(248) 371-3069 - FAX**

**MI Township Par Plan**

**CLAIMS ADMINISTRATION:**

**HCC Claims Service**

1700 Opdyke Court  
Auburn Hills, Michigan 48326  
**(800) 225-6561 - WATTS**  
**(248) 371-3091 – FAX**

## NAMED INSUREDS

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NAMED INSURED	INTEREST	LISTED ON POLICY(S):
Northfield Township	First Named Insured	

# LOCATION SCHEDULE

LOC #	BLDG #	ADDRESS
1	1	75 Barker Road • Whitmore Lake MI 48189
2	1	11500 Lemen Road • Whitmore Lake MI 48189
2	2	11500 Lemen Road • Whitmore Lake MI 48189
2	3	11500 Lemen Road • Whitmore Lake MI 48189
2	5	11500 Lemen Road • Whitmore Lake MI 48189
2	6	11500 Lemen Road • Whitmore Lake MI 48189
2	7	11500 Lemen Road • Whitmore Lake MI 48189
2	9	11500 Lemen Road • Whitmore Lake MI 48189
2	10	11500 Lemen Road • Whitmore Lake MI 48189
2	11	11500 Lemen Road • Whitmore Lake MI 48189
2	13	11500 Lemen Road • Whitmore Lake MI 48189
2	14	11500 Lemen Road • Whitmore Lake MI 48189
2	15	11500 Lemen Road • Whitmore Lake MI 48189
2	16	11500 Lemen Road • Whitmore Lake MI 48189
2	17	11500 Lemen Road • Whitmore Lake MI 48189
2	18	11500 Lemen Road • Whitmore Lake MI 48189
2	19	11500 Lemen Road • Whitmore Lake MI 48189
3	1	2727 NE Territorial • Whitmore Lake MI 48189
3	2	2727 NE Territorial • Whitmore Lake MI 48189
4	1	9101 Main Street • Whitmore Lake MI 48189
5	1	601 Raymond • Whitmore Lake MI 48189
6	1	10201 Elmcrest • Whitmore Lake MI 48189
7	1	7647 Edmund • Whitmore Lake MI 48189
8	1	11380 N Shore Drive • Whitmore Lake MI 48189
9	1	10597 9 Mile Road • Whitmore Lake MI 48189
10	1	8076 Main Street • Whitmore Lake MI 48189
11	1	11591 N Shore • Whitmore Lake MI 48189
12	1	11800 Whitmore Lake • Whitmore Lake MI 48189
14	1	11615 E Shore • Whitmore Lake MI 48189
15	1	925 W 8 Mile Road • Whitmore Lake MI 48189
16	1	9081 Lake Pine • Whitmore Lake MI 48189
17	1	7941 Turnberry • Whitmore Lake MI 48189
18	1	8350 Main Street • Whitmore Lake MI 48189
18	2	8350 Main Street • Whitmore Lake MI 48189
18	3	8350 Main Street • Whitmore Lake MI 48189
19	1	9500 Lake Pointe Drive • Whitmore Lake MI 48189
20	1	427 E North Territorial • Whitmore Lake MI 48189
21	1	9225 Lake Pine Drive • Whitmore Lake MI

# COMMERCIAL PROPERTY

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** HMTP-351686RW  
**Policy Term:** 7/1/2021 to 7/1/2022

## PROPERTY COVERAGE DETAIL

Loc #	Bldg #	Premises Description	Subject	Amount	Val	Condition	Co-Ins %	Cause of Loss	Ded
			<b>Blanket Building</b>	<b>\$33,351,406</b>	R	AV/BLKT	100%	Special	\$1,000
			<b>Blanket Contents</b>	<b>\$267,792</b>	R	AV/BLKT	100%	Special	\$1,000
1	1	Old Hall	Building	\$122,988	R	AV/BLKT	100%	Special	\$1,000
1	1	Old Hall	Business Personal Property	\$3,651	R	AV/BLKT	100%	Special	\$1,000
2	1	WWTP Metal Storage	Building	\$70,103	R	AV/BLKT	100%	Special	\$1,000
2	2	Filter Room	Building	\$512,445	R	AV/BLKT	100%	Special	\$1,000
2	3	Grit & Screen Bldg.	Building	\$1,559,457	R	AV/BLKT	100%	Special	\$1,000
2	5	Sludge Thickening Tank	Building	\$114,007	R	AV/BLKT	100%	Special	\$1,000
2	6	Service & Control Building	Building	\$604,892	R	AV/BLKT	100%	Special	\$1,000
2	6	Service & Control Building	Business Personal Property	\$105,900	R	AV/BLKT	100%	Special	\$1,000
2	7	Storage Bldg.	Building	\$61,493	R	AV/BLKT	100%	Special	\$1,000
2	9	Digester Bldg.	Building	\$318,426	R	AV/BLKT	100%	Special	\$1,000
2	10	Digester X3	Building	\$1,008,349	R	AV/BLKT	100%	Special	\$1,000
2	11	Sludge Storage Tank	Building	\$1,150,541	R	AV/BLKT	100%	Special	\$1,000
2	13	Primary Settling Tanks	Building	\$937,984	R	AV/BLKT	100%	Special	\$1,000



Loc #	Bldg #	Premises Description	Subject	Amount	Val	Condition	Co-Ins %	Cause of Loss	Ded
2	14	Trickle Filter	Building	\$4,086,150	R	AV/BLKT	100%	Special	\$1,000
2	15	Immediate Trickle Filter	Building	\$1,217,152	R	AV/BLKT	100%	Special	\$1,000
2	16	Parshall Fume & Aeration	Building	\$1,912,666	R	AV/BLKT	100%	Special	\$1,000
2	17	Final Settling Tanks	Building	\$1,477,970	R	AV/BLKT	100%	Special	\$1,000
2	18	Filter Bldg.	Building	\$696,834	R	AV/BLKT	100%	Special	\$1,000
2	19	Chlorine Contact & Eff	Building	\$638,416	R	AV/BLKT	100%	Special	\$1,000
3	1	Fire Station	Building	\$958,071	R	AV/BLKT	100%	Special	\$1,000
3	1	Fire Station	Business Personal Property	\$24,344	R	AV/BLKT	100%	Special	\$1,000
3	2	Fire Station Garage	Building	\$6,764	R	AV/BLKT	100%	Special	\$1,000
4	1	Senior Center	Building	\$750,223	R	AV/BLKT	100%	Special	\$1,000
4	1	Senior Center	Business Personal Property	\$32,865	R	AV/BLKT	100%	Special	\$1,000
5	1	Lift Station	Building	\$151,954	R	AV/BLKT	100%	Special	\$1,000
6	1	Lift Station	Building	\$151,954	R	AV/BLKT	100%	Special	\$1,000
7	1	Lift Station	Building	\$227,930	R	AV/BLKT	100%	Special	\$1,000
8	1	Lift Station	Building	\$182,343	R	AV/BLKT	100%	Special	\$1,000
9	1	Lift Station	Building	\$151,954	R	AV/BLKT	100%	Special	\$1,000
10	1	Lift Station	Building	\$211,371	R	AV/BLKT	100%	Special	\$1,000
11	1	Lift Station	Building	\$162,083	R	AV/BLKT	100%	Special	\$1,000
12	1	Lift Station	Building	\$392,739	R	AV/BLKT	100%	Special	\$1,000
14	1	Lift Station	Building	\$355,339	R	AV/BLKT	100%	Special	\$1,000
15	1	Lift Station	Building	\$1,250,694	R	AV/BLKT	100%	Special	\$1,000

Loc #	Bldg #	Premises Description	Subject	Amount	Val	Condition	Co-Ins %	Cause of Loss	Ded
16	1	Lift Station	Building	\$511,966	R	AV/BLKT	100%	Special	\$1,000
17	1	Lift Station	Building	\$129,160	R	AV/BLKT	100%	Special	\$1,000
18	1	Police/Fire Station	Building	\$10,601,513	R	AV/BLKT	100%	Special	\$1,000
18	1	Police/Fire Station	Business Personal Property	\$101,032	R	AV/BLKT	100%	Special	\$1,000
18	2	Car Port	Building	\$24,598	R	AV/BLKT	100%	Special	\$1,000
18	3	Storage	Building	\$6,764	R	AV/BLKT	100%	Special	\$1,000
19	1	Lift Station	Building	\$211,371	R	AV/BLKT	100%	Special	\$1,000
20	1	Lift Station	Building	\$211,371	R	AV/BLKT	100%	Special	\$1,000
21	1	Lift Station	Building	\$211,371	R	AV/BLKT	100%	Special	\$1,000

Definitions		
Val = Valuation	Co-Ins% = Coinsurance Percentage	Ded = Deductible
R = Replacement Cost	L = Actual Loss Sustained	AV = Agreed Amount (Waived Coinsurance)
ACV = Actual Cash Value (Replacement Cost Minus Depreciation)		

## Endorsements

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- Accounts Receivable: \$500,000
- Business Income - \$500,000
- Extra Expense - \$500,000
- Debris Removal – 25% of Direct Physical Loss or Damage to Covered Property
- Electrical Utility Services Interruption - \$25,000
- Fire Department Service Charge - \$5,000
- Fire Equipment Recharge - \$5,000
- Foundations of Machinery - \$250,000
- Inventory or Appraisal - \$10,000 Any One Claim
- Newly Acquired or Constructed Property: Buildings \$1,000,000 for 180 Days
- Newly Acquired or Constructed Contents: \$250,000
- Outdoor Property: Specifically Listed Items - \$10,000 (limited perils)
- Outdoor Property: All Other Items - \$5,000 (limited perils)
- Personal Effects – Property of Others - \$1,000 Personal Property of Any One Employee/Volunteer
- Personal Effects – Property of Others - Any One Occurrence - \$15,000
- Personal Effects – Property of Others - Any One Occurrence - \$50,000
- Property in Transit - \$50,000
- Property Off Premises - \$100,000
- Underground Pipes, Flues or Drains - \$1,000,000
- Ordinance or Law:
  - Coverage A: Coverage for Loss to the Undamaged Portion of the Building: Actual Loss Sustained
  - Coverage B: Demolition cost Coverage: Actual Loss Sustained
  - Coverage C: Increased Cost of Construction Coverage: Actual Loss Sustained
- Flood Limit: \$100,000/\$10,000 Deductible  
(Any location in the following flood zone is excluded: Flood Zones A, AO, AH, A1-A30, A99, AV, V and V1-V30)
- Earthquake Limit: \$1,000,000/\$50,000 Deductible
- First Party Sewer Backup - \$25,000

# BOILER & MACHINERY

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**Issuing Company:** U. S. Specialty Insurance Co. (Travelers Ins. Co.)  
**Policy Number:** HMTP-351686RW  
**Policy Term:** 7/1/2021 to 7/1/2022

## COVERAGE DETAIL

Total Limit per Breakdown	\$33,619,198
Property Damage	Included
Power Generating or Diagnostic Equipment	Excluded
Business Income	\$500,000
▪ "Period of Restoration" Extension	30 Days
Extra Expense	\$500,000
▪ "Period of Restoration" Extension	30 Days
Spoilage Damage	\$100,000
▪ Coverage Applies Only if Interruption Lasts at Least	24 Hours
Utility Interruption	\$100,000
▪ Coverage Applies Only if Interruption Lasts at Least	24 Hours
Data or Media	\$25,000
Error in Description	Incl. w/Breakdown Limit
Expediting Expense	\$100,000
Newly Acquired Locations (180 Days)	\$1,000,000
Ordinance or Law	\$250,000
Refrigerant Substances	\$100,000
Water Damage	\$100,000
Hazardous Substance Limitation	\$100,000
Green Coverage Extension	
▪ Percentage of Property Damage Payable Loss	5%
▪ Percentage of Business Income or Extra Expense Payable Loss	5%
▪ Maximum Amount Payable:	\$25,000
"Fungus", Wet Rot and Dry Rot Coverage Extension	
▪ Property Damage	\$15,000
▪ Business Income or Extra Expense	0 Days

## DEDUCTIBLES

Property Damage	\$1,000
▪ Except Water Treatment/Sewage Plants	\$2,500
▪ \$50 per HP on Air Conditioning/Refrigeration Systems Subject to a \$2,500 Minimum	
Business Income/Extra Expense	24 Hours
▪ Except Water Treatment/Sewage Plants	48 Hours
Spoilage Damage	10% of Loss
▪ Subject to a \$2,500 Minimum	
Utility Interruption	24 Hours

# EQUIPMENT FLOATER

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** HMTP-351686RW  
**Policy Term:** 7/1/2021 to 7/1/2022

## COVERAGE DETAIL

Description	Value
Valuation	Replacement Cost
Total Scheduled Amount	\$360,780
Coinsurance	None Applicable
Deductible	\$1,000

## UNSCHEDULED EQUIPMENT

Description	Amount	Valuation	Cause of Loss	Deductible
Misc. Property and Equipment	\$25,000	RC	Special	\$1,000
Misc. Ancillary Equipment (Fire Dept.)	\$289,050	RC	Special	\$1,000
<b>Total Unscheduled Equipment:</b>	<b>\$314,050</b>			

## SCHEDULED EQUIPMENT

Description	Dept.	Amount	Valuation	Cause of Loss	Deductible
JCB Backhoe	WWTP	\$ 55,000	RC	Special	\$1,000
Port Sewer Cleaner/747 Pressure Pump	WWTP	\$ 35,000	RC	Special	\$1,000
Port Video System for Sewer Inspection	WWTP	\$ 83,000	RC	Special	\$1,000
Miscellaneous Equipment	WWTP	\$ 26,000	RC	Special	\$1,000
Miscellaneous Lab Equipment	WWTP	\$ 72,000	RC	Special	\$1,000
Rescue One Boat #LWC00883H314	Fire	\$ 22,900	RC	Special	\$1,000
Miscellaneous Equipment	Police	\$ 66,880	RC	Special	\$1,000
<b>Total Scheduled Equipment:</b>		<b>\$360,780</b>			

# ELECTRONIC DATA PROCESSING

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** HMTP-351686RW  
**Policy Term:** 7/1/2021 to 7/1/2022

## COVERAGE DETAIL

Description	Amount	Valuation	Deductible
Accuvote Tabulators	\$48,000	RC	\$1,000
Automark Voting	\$13,000	RC	\$1,000
File Server	\$7,100	RC	\$1,000
Phone System – Fire	\$25,000	RC	\$1,000
Konica Copier	\$15,000	RC	\$1,000
Kyocera Printer PC1630CDN – Township Office	\$1,569	RC	\$1,000
Ricoh IM 350F Copier – Township Office	\$3,109	RC	\$1,000
Ricoh IM C3000 Copier – Police Dept.	\$16,204	RC	\$1,000
Ricoh IM C3000 Copier – Community Center	\$16,204	RC	\$1,000
Ricoh MP 3055SP Copier – WWTP	\$12,518	RC	\$1,000
Ricoh MP 5055SP Copier – Township Office	\$20,252	RC	\$1,000
Miscellaneous Computers – Township Hall	\$12,100	RC	\$1,000
Miscellaneous Equipment – WWTP	\$3,900	RC	\$1,000
Miscellaneous Equipment – Police/Fire	\$50,900	RC	\$1,000
Miscellaneous Software	\$15,000	RC	\$1,000
Media	\$100,000	RC	\$1,000
Business Income	\$100,000	RC	\$1,000
Extra Expense	\$100,000	RC	\$1,000
Systems Breakdown Coverage	Included		

# VALUABLE PAPERS & RECORDS

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**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** HMTP-351686RW  
**Policy Term:** 7/1/2021 to 7/1/2022

## COVERAGE DETAIL

Description	Amount	Valuation	Deductible
Limit of Coverage	\$250,000	RC	\$0

### Coverage Includes:

- Broad Form Coverage for the Reconstruction of Valuable Papers and Records at Municipal Locations and Extended to Include In Transit and Residence of All Duly Elected or Appointed Officials of the Municipality.
- Includes Computer Programs



# CRIME/FIDELITY

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**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** HMTP-351686RW  
**Policy Term:** 7/1/2021 to 7/1/2022

## COVERAGE DETAIL

Description	Limit	Deductible
Employee Dishonesty per Loss - Includes Faithful Performance	\$100,000	\$0
Forgery or Alteration	\$100,000	\$0
Theft Disappearance & Destruction – Inside Premises	\$100,000	\$0
Theft Disappearance & Destruction – Outside Premises	\$100,000	\$0
Computer Fraud	\$100,000	\$0

# BOND COVERAGE

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**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** POBH-20-MI11686  
**Policy Term:** 11-20-2020 to 11-20-2024  
Expiration Date is Concurrent w/General Election

## COVERAGE DETAIL – BLANKET LIMIT INCLUDES

Description	Limit	Deductible
Treasurer	\$25,000	\$0
Deputy Treasurer	\$15,000	\$0
Clerk	\$10,000	\$0
Deputy Clerk	\$10,000	\$0
Supervisor	\$5,000	\$0

### Coverage Includes:

- The Statute clearly Refers to Individual Bonds that Each Officer Must Obtain
- **Note:** Increased Treasurer and Manager Bonds are 3 Year Prepaid – All Others are Included  
**Higher Limits Available Upon Request**

# GENERAL LIABILITY

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** HMTP-351686RW  
**Policy Term:** 7/1/2021 to 7/1/2022

## COVERAGE DETAIL

Coverage	Limits
General Aggregate	\$0
Products / Completed Operations Aggregate	\$5,000,000
Each Occurrence	\$5,000,000
Fire Damage (Any One Fire)	\$500,000
Medical Expense (Any One Person)	\$10,000
Property Damage Deductible	\$0
Bodily Injury Deductible	\$0
Employee Benefits (Claims Made) Liability Limit	\$1,000,000
Employee Benefits (Claims Made) Liability Aggregate	\$3,000,000
Employee Benefits (Claims Made) Liability Deductible	\$0

## ADDITIONAL INTERESTS

Loc	Interest Type	Name	Address
	Additional Insured	County of Washtenaw	Office of Community & Economic Development 415 West Michigan Avenue Ypsilanti, MI 48197
	Additional Insured	Area Agency on Aging 1-B	Attn: Finance Dept. 29100 Northwestern Highway Ste. 400 Southfield, MI 48034
	Additional Insured	Rheteck, Inc.	Fire Dept. Annual Ice Rescue Training

## FORMS & ENDORSEMENTS

Form #	Description
	Sewer Liability resulting in property damage <ul style="list-style-type: none"><li>Limit: \$100,000 per occurrence/\$100,000 aggregate</li><li>Deductible: \$0 per claim</li></ul>

## Exposure Checklist

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<u>Class</u>	<u>Amount</u>	<u>Additional Information:</u>
Fire Department	1	W/BASIC LIFE SUPPORT
Mowing Operation	0	
Police Department	1	
Utilities - Sanitary Sewers (# of Cust.)	2,575	
Water Exposure - Jet Skis/Wave Riders (Each)	2	
Zoning	0	
Cemeteries	_____	
Parks & Playgrounds	_____	
Paved Surfaces – Highways (Miles)	_____	
Special Events	5	
1) Pond Hockey Tournament		
2) 4 <sup>th</sup> of July Fireworks		
3) 4 <sup>th</sup> of July Parade		
4) German Park Annual Picnics		
5) Trunk & Treat for Halloween		

# WRONGFUL ACTS LIABILITY (Errors & Omissions)

**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** HMTP-351686RW  
**Policy Term:** 7/1/2021 to 7/1/2022

## COVERAGE DETAIL

Coverage	Limits
Limit of Liability per Occurrence	\$5,000,000
Deductible	\$0
Aggregate	\$0
Regulatory Taking of Private Property” (Land Use Decisions) - Includes Defense and <u>Damages</u> with a Sub Limit	\$1,000,000
Regulatory Taking of Private Property” (Land Use Decisions) - Includes Defense and <u>Damages</u> Aggregate	\$1,000,000
Non-Monetary Damage Per Suit	\$50,000
Non- Monetary Damage Policy Limit	\$100,000

# LAW ENFORCEMENT PROFESSIONAL LIABILITY

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**Issuing Company:** U. S. Specialty Insurance Co.  
**Policy Number:** HMTP-351686RW  
**Policy Term:** 7/1/2021 to 7/1/2022

## COVERAGE DETAIL

Coverage	Limits
Limit of Liability per Occurrence	\$5,000,000
Deductible	\$0
Aggregate	\$0

### Coverage Includes:

- Premises Liability for any location used for Law Enforcement Activities
- Assault and Battery
- False Arrest, Detention or Imprisonment or Malicious Prosecution
- False or Improper Service of Process
- Civil Rights Violations (Including Federal Civil Rights)
- Property in the Care, Custody or Control of the Insured Law Enforcement Department
- Libel, Slander, Defamation of Character
- Wrongful Entry and Eviction
- Discrimination
- Mental Anguish, Mental Injury and Humiliation
- Non-Owned Watercraft up to 26 Feet in Length
- Legal Expenses outside limit, incl. Legal Defense for Groundless, False, or Fraudulent Negligence Suits
- **Auto-Wrap Endorsement: Hot Pursuit Losses**

# COMMERCIAL AUTO

**Issuing Company** U. S. Specialty Insurance Co.  
**Policy Number** HMTP-351686RW  
**Policy Term** 7/1/2021 to 7/1/2022

## COVERAGE DETAIL

Description	Symbol*	Limits
Bodily Injury & Property Damage Liability Combined Single Limit	1	\$5,000,000
Uninsured/Underinsured Motorists Liability	2	\$1,000,000
Personal Injury Protection Liability	5	Unlimited
Property Protection Insurance	5	\$5,000,000
Limited Property Damage Buyback	5	\$3,000
Comprehensive Deductible	7	See Attached Schedule
Collision Deductible	7	See Attached Schedule
Hired / Borrowed Auto Liability	8	\$5,000,000
Non-owned Auto Liability	9	\$5,000,000

*Symbol Definitions		
(1) Any Auto	(4) Owned Autos Other Than Private Passenger	(7) Autos Specified On Schedule
(2) All Owned Autos	(5) All Owned Autos Requiring No-Fault Coverage	(8) Hired Autos
(3) Owned Private Passenger Autos	(6) Owned Autos Subject To Compulsory U.M. Law	(9) Non-Owned Autos

## Important note

Michigan Law (MCLA 500.3101) **requires that the owner or registrant of a motor vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times.** An owner or registrant who drives or permits a vehicle to be driven upon a public highway without the proper insurance or other security is guilty of a misdemeanor.

## VEHICLES

Veh#	Year / Make / Model	VIN #	Liab	UM/UIM	Comp Ded	Collision Ded	Value
9	1996 F250 Brush Rig	6433	X	X	\$1,000	\$1,000	<b>\$40,000</b>
10	1998 International Tanker	7803	X	X	\$1,000	\$1,000	<b>\$250,000</b>
11	2000 Pierce Pumper	0589	X	X	\$1,000	\$1,000	<b>\$295,000</b>
13	2005 Ford Rescue Truck	5331	X	X	\$500	\$500	
17	2006 Ford F250 Pickup	1FTNF21556ED91653	X	X	\$500	\$500	
22	2005 Freightliner Fire	4Z3AAACK55RU76563	X	X	\$1,000	\$1,000	<b>\$475,000</b>
32	2013 Ford WGN-M Police	1FM5K8AR8DGC01746	X	X	\$500	\$500	
33	2013 Ford WGN-M Police	1FM5K8B82DGC01750	X	X	\$500	\$500	
34	2013 Ford Pick-up	1FDRF3B62DEB58708	X	X	\$500	\$500	
35	2014 Ford Explorer WGN-M	1FM5K8AR0EGB11394	X	X	\$500	\$500	
36	2014 Ford Taurus 4 dr Police	1FAHP2MK7EG143764	X	X	\$500	\$500	
37	2014 Trailer 1660	1000TT	X	X	\$0	\$0	
38	2014 Ford Explorer	1FM5K8B83EGC26593	X	X	\$500	\$500	
41	2015 Chevy Tahoe	1GNSK3KC8FR584610	X	X	\$500	\$500	
42	2015 Ford Interceptor Sedan	1FAHP2MK0FG180558	X	X	\$500	\$500	
43	2016 Ford F350 Pickup	1FTRF3B65GED00834	X	X	\$500	\$500	
44	2017 Ford Explorer Interceptor	1FM5K8AR6HGB40998	X	X	\$500	\$500	
45	2017 Chevy Silverado 2500	1GC1KUEG2HF107118	X	X	\$500	\$500	
47	2017 Chevy Silverado K2500	1GC1KUEG8HF108287	X	X	\$500	\$500	
48	2017 Chevy Tahoe	1GNSKDECXHR202940	X	X	\$500	\$500	
49	2017 Chevy Tahoe	1GNSKDEC4HR203873	X	X	\$500	\$500	
55	2018 Smeal Tanker Pumper	4S7CW2D9XJC084794	X	X	\$1,000	\$1,000	<b>\$484,295</b>
56	2010 Ford Crown Vic	2FABP7BV2AX102768	X	X	\$500	\$500	
57	2015 MTI Trailer	56VBE0812FM615526	X	X	\$0	\$0	



Veh#	Year / Make / Model	VIN #	Liab	UM/UIM	Comp Ded	Collision Ded	Value
58	Rescue Boat Trailer	5JUBT2017ET054361	X	X	\$0	\$0	
59	2020 Chevy Tahoe	1GNSKDEC4LR184346	X	X	\$500	\$500	
60	2020 Chevy Tahoe	1GNSKDEC5LR188549	X	X	\$500	\$500	
61	2020 Chevy Tahoe	1GNSKDEC2LR237321	X	X	\$500	\$500	

## FORMS & ENDORSEMENTS

Endorsement	Description
Business Auto	Broadened Collision Coverage
	<b>Values of Scheduled Fire Vehicles and Ambulances should be Reviewed and Increased to Reflect “Current Replacement Cost,” Including the Ancillary Equipment Carried on the Vehicles.</b>
	Rental Reimbursement - \$500 per Day/\$10,000 Aggregate
	Active Members Personal Effects/Fire and Police - \$3,000 per Person/\$30,000 Any One Loss
	Freezing Extension – Excludes Vehicle’s Engines
	<b>Borrowed Equipment, Leased Or Rented from Others - \$50,000/\$300,000 Aggregate</b>
	Commandeered Vehicles/Equipment. Limit: \$50,000/\$300,000 Aggregate
	<b>Agreed Replacement Cost Coverage includes the provision: “At the time of a total loss of an emergency vehicle, the insured has the option of purchasing an ADDITIONAL 25% of the insured limit and 50% additional for equipment.”</b>
	Police Undercover Vehicles. Limit: \$50,000
	Volunteer Fireman’s and Public Official’s Vehicle Deductible Reimbursement: \$1,000

## Historical Exposures Summary

	Total Property Values	Total Inland Marine Values	Total EDP Values	Total Number of Vehicles	Total Value of Vehicles	Total Boiler & Machinery Limit	Number of Special Events
2009/2010	\$28,197,948	\$651,930	\$190,000	23	\$1,997,000	\$28,197,948	N/A
2010/2011	\$27,235,380	\$651,930	\$190,000	23	\$1,997,156	\$27,235,380	N/A
2011/2012	\$27,980,859	\$651,930	\$190,000	23	\$2,007,930	\$27,980,859	N/A
2012/2013	\$27,980,859	\$651,930	\$190,000	25	\$2,167,028	\$27,980,859	N/A
2013/2014	\$28,169,211	\$651,930	\$190,000	26	\$2,197,638	\$28,169,211	N/A
2014/2015	\$28,169,211	\$674,830	\$190,000	24	\$2,087,744	\$28,169,211	N/A
2015/2016	\$29,014,289	\$674,830	\$190,000	25	\$2,122,278	\$29,014,289	N/A
2016/2017	\$29,884,713	\$674,830	\$190,000	27	\$2,183,646	\$29,884,713	N/A
2017/2018	\$30,781,253	\$674,830	\$190,000	24	\$2,149,750	\$30,781,253	1
2018/2019	\$31,704,693	\$674,830	\$190,000	24	\$2,584,045	\$31,704,693	5
2019/2020	\$32,647,797	\$674,830	\$190,000	27	\$2,625,305	\$32,647,797	5
2020/2021	\$33,619,198	\$674,830	\$259,856	27	\$2,204,197	\$33,619,198	5
2021/2022	\$33,619,198	\$674,830	\$259,856	28	\$2,229,197	\$33,619,198	5

# Premium Summary

Line of Business	ANNUALIZED 1 <sup>st</sup> yr. of 3 yr. guarantee 2018/2019 Premium	2 <sup>nd</sup> yr. of 3 yr. guarantee 2019/2020 Premium	3 <sup>rd</sup> yr. of 3 yr. guarantee 2020/2021 Est. Premium	2021/2022 Est. Premium
<b>MI Par Plan Premium</b>	<b>\$117,257</b>	<b>\$114,249</b>	<b>\$119,432</b>	<b>\$119,445</b>
- Property	Included	Included	Included	Included
- Boiler & Machinery	Included	Included	Included	Included
- Inland Marine	Included	Included	Included	Included
- Electronic Data Processing	Included	Included	Included	Included
- Valuable Papers & Records	Included	Included	Included	Included
- Crime	Included	Included	Included	Included
- Blanket Bond (3 Year Term)	Included	Included	Included	Included
- General Liability	Included	Included	Included	Included
- Wrongful Acts (E&O)	Included	Included	Included	Included
- Law Enforcement	Included	Included	Included	Included
- Business Auto	Included	Included	Included	Included
<b>SUB-TOTAL PREMIUM:</b>	<b>\$117,257</b>	<b>\$114,249</b>	<b>\$119,432</b>	<b>\$119,445</b>
<b>PAR PLAN DIVIDENDS:</b>	<b>(\$2,371.87)</b>	<b>(\$4,232.11)</b>	<b>(\$12,251)</b>	<b>* None</b>
<b>TOTAL ANNUAL PREMIUM:</b>	<b>\$114,885</b>	<b>\$110,017</b>	<b>\$107,181</b>	<b>\$119,445</b>

**\* Per Par Plan/HCC:** The dividend amounts are determined based on the June 30 actuary results. For June 2020, there were no dividends earned as the loss ratios exceeded the maximum allowable rate. So, there will be no dividend received in 2021. We will not know the potential dividend amounts for distribution in 2022 until after the June 30, 2021 actuary results are completed.

## SUBJECTIVITIES:

- Signed Terrorism Rejection/Acceptance Form (attached)  
**Note: The Townships has Rejected in Past; Include Terrorism is an Additional Annual Premium of \$1,078**
- BHS Client Authorization to Bind (page 25 of this Proposal)
- HCC Public Risk Application (page 26 of this Proposal)
- Michigan Personal Injury Protection Selections (attached)
- Statement of Values to be signed/dated (attached)

## CLIENT AUTHORIZATION TO BIND COVERAGE

After careful consideration of your renewal for insurance coverages **effective July 1, 2021 to July 1, 2022**, we accept your insurance program subject to the following exceptions/changes:

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It is understood this proposal provides only a summary of the details; the policies will contain the actual coverages. We confirm the values, schedule, and other data contained in the proposal are from our records and acknowledge it is our responsibility to see that they are maintained accurately.

## AUTHORIZED INDIVIDUALS

As an authorized representative of the First Named Insured, Northfield Township, I hereby authorize the following individuals to act on my behalf in requesting coverage changes, additions, reductions or eliminations. If this list of authorized individuals changes, I agree to notify Berends Hendricks Stuit Insurance in writing.

Name

Title


## POLICY DELIVERY

I, \_\_\_\_\_ of Northfield Township would like to receive the company's insurance policies in the following format: ☐ Paper Copy ☐ Electronically

I give Berends Hendricks Stuit Insurance affirmative consent to receive any policies by secure email to the following email address: \_\_\_\_\_

Northfield Township

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date



Applicant Name: **NORTHFIELD TOWNSHIP - WASHTENAW**  
Policy Effective Date: **07/01/2021**  
Application Number: **T000050047230**

## **Tokio Marine HCC Public Risk APPLICATION DECLARATION**

After complete investigation and inquiry, to the best of applicant's knowledge and belief, no principals, partners, directors, officers, employees, or insurance managers have knowledge of any act, error, omission, fact, incident, situation, unresolved job dispute, accident, or any other circumstance that is or could be the basis for a claim under this proposed insurance policy.

**Report knowledge of all such incidents to your current carrier prior to your current policy expiration.** The proposed insurance being applied for will not respond to incidents about which you had knowledge prior to the effective date of the policy nor will coverage apply to any claim or circumstance identified or that should have been identified in this application.

The applicant has read the foregoing and understands that completion of this Application does not bind the Underwriter or other party to provide coverage. It is agreed, however, that this Application is complete and correct to the best of applicant's knowledge and belief and that all particulars which may have a bearing upon acceptability as an insurance risk have been revealed. It is understood that this Application shall form the basis of the contract should the Underwriter approve coverage and should the applicant be satisfied with the Underwriter's quotation.

It is further agreed that, if in the time between submission of this Application and the requested date for coverage to be effective, the applicant becomes aware of any information which would change the answers furnished in response to any question of this Application, such information shall be revealed immediately in writing to the Underwriter.

Signature of authorized official: \_\_\_\_\_ Date \_\_\_\_\_

Print name of authorized official: \_\_\_\_\_

Title of authorized official: \_\_\_\_\_

Client Name: **NORTHFIELD TOWNSHIP**  
Application #: **T000050047230**  
**Michigan Township Participating Plan**

2/17/2021 4:54:42 PM

## PAR PLAN RISK CONTROL SPECIAL EVENTS GUIDELINES

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The Risk Control Department defines “special events” as activities that are not directly related to the day-to-day operations of governmental entities, but may occur on premises owned or controlled by the entity. However, with today’s litigious society, the “risks” associated with these activities must now be carefully examined for potential liability, both against the event sponsor and the governmental entity involved.

Special events are rated in four categories. The below definitions are not all-inclusive and serve as a guideline.

- **Low Hazard.** No physical activity by participants and no severe exposures to spectators, such as: Outdoor meetings, small theatrical performances, auctions, and social gatherings having no alcoholic beverages.
- **Medium Hazard.** Limited physical activity by participants and no severe exposure to spectators, such as: Dances, flea markets, picnics, parades with no floats, and “family type concerts”, having no alcoholic beverages.
- **High Hazard.** Considerable physical activity by participants and/or moderate to severe exposure to spectators, such as: Team sporting events (non-professional), circuses and carnivals with rides, stationary amusement structures (i.e. dunk tanks), inflatable play structures, parades with floats, marathons or similar events.
- **Special Hazard.** Fireworks displays. All functions where alcoholic beverages are served, rock concerts, professional or collegiate sporting events, and events with crowd size of up to and over 5,000 persons.

The Risk Control Department required a special event application be completed and submitted no later than 45 days prior to the event for underwriting approval. The purpose of the application is to provide an overall view of the event and checklist of exposures that may be present.

**Items that will be required in addition to and forwarded with the completed application if being sponsored and / or held on entity owned property are:**

- Certificates of Insurance for any services or products being provided by outside vendors (i.e. moonwalks, performers, pony rides, children’s games, carnival vendors, dunk tanks, fireworks, etc. This is not an all-inclusive list). Limits of liability required should not be less than \$1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage. Additionally, the entity and the entity Committee (if applicable) should be named as additional insured’s on the vendor’s policy.
- Alcohol. If an event is allowing alcohol to be sold, the vendor/entity selling the alcohol will need to secure the proper special event liquor license with the State and provide risk control proof of liability coverage. If a group other than the entity is sponsoring the alcohol, the entity will need to be named as an additional insured on the policy (unless being held on private property). Policy limit should be a minimum of \$1,000,00.00

- Fireworks. An application along with a site plan must be submitted to be approved for coverage. Risk Control will continue to require a completed site plan, and certificates of insurance from vendor setting off the fireworks for coverage being placed through the Par-Plan Program. Minimum limit of liability is \$1,000,000.00. Remember if a pyrotechnic is not setting off the fireworks, coverage will not be offered through the Par-Plan Program.

If the entity elects to accept the pyrotechnics insurance, an application is still required and must indicate that choice accompanied along with a signature of denial listed on the Par-Plan Fireworks application.

If the entity is just issuing a permit to another entity or private individual-by law it is still their responsibility to receive a site plan for review by their Fire Chief.

- Parade / Float entries. The entity may want to review the current policy of sponsoring the parade and encourage an outside organization to sponsor the parade and the entity's only involvement would be to grant permission to hold the parades.

In the event, the entity wishes to pursue sponsorship, participants wishing to be part of the parade and float entries must be required to complete and sign a registration form containing a hold harmless clause indemnifying the entity and from any and all claims.

All drivers must hold a valid driver's license, if driving a motor vehicle or float in the parade. Additionally, proof of insurance for private vehicles (as required by law) is required from participants. This may be accomplished by requesting a copy of the participant's declaration page showing these (3) areas of concern:

1. Current dates of coverage
2. Limits of Liability
3. Driver's personal vehicle listed on the policy

- Emergency Vehicles. Non-emergency personnel (even family members) shall not be allowed to ride on or in emergency vehicles under any circumstance. Should any mishaps occur the entity and department could be held liable. One of the exceptions to the governmental immunity protection afforded to municipal entities is from the negligent operation of municipal owned vehicles. Consequently, should someone other than an employee be injured, the municipality could possibly be exposed to a lawsuit in which the doctrine of common law would apply and possibly forfeit governmental immunity.

All of the above recommendations/requirements will help you in managing your risk exposures during your special event. Upon receipt of your application and our risk control review, we may then further assist you in making your event a pleasure for all.

**All of the above recommendations/requirements will help you in managing your risk exposures during your special event. Upon receipt of your application and our risk control review, we may then further assist you in making your event a pleasure for all.**



# COVERAGE CONSIDERATIONS

The Coverage Considerations listed below are not intended to be an exhausted list nor is this list intended to identify all potential exposure. Please advise us if a proposal for any of these coverage's is desired.

## FOR ALL POLICIES

- Review the **Named Insured, Additional Insured(s), Mortgagees and Loss Payees**.
- Review the **Premium Basis** for each coverage such as payrolls, sales, areas, cost or schedules.
- Review any **Co-insurance** requirements that may apply.

*Co-insurance Formula: Insurance value carried / Insurance value required x value of the loss (less any applicable deductible) = settlement value.*

Please see the policy language for further details on the coinsurance clause and potential co-insurance penalties.

- Advise us of **Any Changes or New Developments in your Operation** such as mergers or expansion in new states or countries, new entities or DBA's, new products or services, contractual agreements granting indemnity and/or hold harmless agreements, equipment owned, transportation needs or any changes to your building or occupancy of your premises such as vacancies.

## PROPERTY

- **Building & Contents** values and coverage forms should be reviewed regularly to ensure they are insured adequately and any coinsurance requirements are satisfied. An appraisal of your building & contents are recommended. Improvements and Betterments should be considered too for any leased locations.
- **A business interruption worksheet** should be completed to assist in determining an adequate coverage limit. Also any Extra Expense coverage needs should be considered when determining an adequate coverage limit.
- **Building Ordinance or Law Coverage.** The endorsement is used to include protection for three additional coverage exposures: Coverage A – payment for the value of the undamaged part of a building when a building code requires its demolition following a partial loss; Coverage B – coverage for the expense of demolishing the undamaged portion of a building damaged by an insured peril including the cost of removing debris; and Coverage C – coverage for the increased costs of construction resulting from enforcement of construction or building laws. This applies to both the damaged and undamaged portion of the structure.
- **Property of others or employees'** in your possession must be scheduled, as the basic form may exclude or provide a low sub-limit for each.
- **Bailee Customers Goods Floater.** This form is used to insure against loss to property of others that is in your possession, regardless of your legal liability.
- **Utility Services – Direct Damage and Time Element.** This coverage extends Direct Damage and Business Income and Extra Expense insurance to protect against losses due to the interruption of

services by a facility that provides you with power, water or communications when caused by a covered peril.

- **Debris removal** limit may be increased.
- **Coverage for Backup of Sewer or Drains, Flood & Earthquake** may be available.
- **Mobile equipment** may not be included or limited coverage under your contents coverage. Examples are tools, cameras, fine arts, musical equipment, and other mobile property.
- **Builders Risk & Installation** coverage's may be available.
- **Boiler & Machinery/Equipment Breakdown.** This coverage provides protection for the repair or replacement of equipment, pipes, vessels, air conditioning, and refrigerated equipment, electrical panels, etc. that would be damaged or destroyed from a sudden and accidental breakdown. This coverage can also include coverage for Production Equipment as well as resulting Business Income loss.
- **Vacancy Clause.** Please note that when a building is as little as 33% unoccupied/vacant, there is language in all property policies, which limits coverage. Some policies reduce the payout, some exclude coverage for such perils as broken pipes, vandalism and other. If you experience this situation, please notify your agent to see if there are other options for you.

## CRIME

- **Computer Fraud, Fund Transfer Fraud, Social Engineering, Forgery or Alteration and Money & Securities** should be considered.
- **3rd Party Employee Dishonesty** is recommended if your employees have access to client property.
- **Fiduciary Liability, Directors & Officers Liability, Kidnap/Ransom, Extortion and Identity theft** may be available.

## INLAND MARINE

- Motor Truck Cargo, Property in Transit, Ocean Cargo, Installation Floaters, Misc. & Scheduled Equipment coverage and Rented, Leased, Borrowed Equipment coverage and Employee Tool coverage should be considered.

## LIABILITY

- **A formalized program** to review certificates should be established. Your company should require, from any subcontractor doing work on your behalf, certificates of insurance requiring that the subcontractors have limits of liability for General Liability, Automobile, and Workers Compensation at least as high as the limits you have. If you fail to do this, payments you make can be charges against your Workers Compensation or General Liability policies. This could result in substantial additional premium charges.
- **Any subcontractors should name your company as an Additional Insured**, and this should be noted on the certificate of insurance.
- **Hold Harmless Agreements** should be included in any contracts. Your attorney should review these.
- **Fire Legal Liability** limit should be reviewed. The building lease may include contractual transfer of loss.
- **Warehouse Legal** exposure. **Employee Benefits Liability** – this protects against suits alleging damage because of handling of employee benefits. As an example, this coverage would protect the insured if an employee, by error, is not added to the group health plan. This can be added to the present plan at a nominal cost if not included now.
- **Claims Made** – any situation that you feel could lead to a claim must be reported to the carrier prior to the policy expiration or extended reporting period to avoid potential claim denial.
- **Professional Liability, Directors & Officers Liability, Employment Practice Liability, Pollution Liability, Cyber Liability and Multi-International coverages** should be considered.

## AUTOMOBILE

**Michigan Law (MCLA 500.3101)** requires that the owner or registrant of a motor vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. **An owner or registrant who drives or permits a vehicle to be driven upon a public highway without the proper insurance or other security is guilty of a misdemeanor.**

- **Drive Other Car** coverage and schedule of individuals should be reviewed.
- **Broadened PIP** including names of family members
- **Higher limits** of liability and uninsured & underinsured motorist should be considered.
- **Towing & Rental Reimbursement** coverage is available.
- **All aftermarket equipment on vehicles must be scheduled.**

- **Hired Auto Physical Damage**

- Assure proper coverage for your hired/rented auto physical damage. You need to have a clear company procedure for employees' short-term hired/rented car physical damage. Adopt one of the following procedures (each may have a limit for the value of any one vehicle):
  - Add Hired Auto Physical Damage to your existing automobile policy, if not currently provided.
  - Employees place rental contracts only on credit cards providing this rental physical damage coverage.
  - Require employees to accept physical damage coverage through the auto rental company. This is the most expensive option of the three.
  - Because of high value exposures, an established company procedure is important.
- Any autos you lease, hire, rent, or borrow from any of your employees or partners or members of their household should be reviewed.

## **WORKERS COMPENSATION**

**Workers Compensation Insurance is required by Law in the State of Michigan. There are severe consequences to an employer who fails to carry workers' compensation insurance.**

- **Stop Gap Coverage** can be added to extend employers liability coverage for monopolistic states. However, workers comp for monopolistic states must be purchased directly from the State Fund and cannot be added to your policy.
- **Endemic Disease and Repatriation** coverage should be added if foreign travel exposure exists.
- **Advise your agent if you will be traveling to other states or countries.**

## **UMBRELLA**

- **Higher limits** should be considered.

## **ACTIVE SHOOTER WORKPLACE VIOLENCE**

- Workplace violence is becoming an ever increasing liability in the workplace. Despite the presence of workplace violence prevention programs intended to avoid this hazard entirely within the workplace, it is becoming all too frequent that there may be an active shooter incident at the workplace. Key items for consideration in a policy:
  - Any weapon including brandishing a weapon
  - No Fault response
  - Domestic Violence dispute is not covered by Workers Compensation (not work related injury)
  - The General Liability policy may or may not respond – negligence needs to be established
  - Business Income response
  - Crisis hotline with immediate response to provide public relations. Also includes Social Media monitoring, trauma counseling, funeral and medical expenses, and a possible death and dismemberment benefit.

# NORTHFIELD TOWNSHIP MICHIGAN - Agenda Item Request Form

Is there a Project Deadline: ☒ Yes ☐ No When? 4/21/2021

If you need assistance completing this form, Please contact the Township Manager: [ayness@northfieldmi.gov](mailto:ayness@northfieldmi.gov)

Forms must be complete with supporting documents and received by the Township no later than 12 Noon on the Tuesday prior to a Regular Board meeting to be considered for placement on the next meeting's agenda. Items may be placed on a workshop or special board meetings if deemed appropriate by the Township Supervisor. Regular meetings are on the 2nd & 4th Tuesday at 7 p.m.

Only request forms with appropriate supporting background or documentation will be ready for consideration to be on the agenda.

Requestor: Sam Chick Residence/Business Address: 7910 Turnberry Dr. WL 48189

Phone 734 449 4701 text? ☐ Yes ☒ No | E-mail: chickj@northfieldmi.gov

Are you a: ☐ Resident ☐ Business ☒ Other Trustee

- Item to be Considered: Define Boundaries Map for D.V. area
- Description/Background: Boundaries Committee was tasked with creating boundaries/area designated for the park, residential, commercial
- Supporting Docs: memo - 3 design maps - GVMP - NURFP - NV Synthesis - Zoning designation - not enclosed
- Action Being Requested: ☐ Consideration ☒ Adoption ☐ Discussion ☐ Other \_\_\_\_\_
- Will you present this item? ☒ Yes ☐ No | Has the Board acted previously? ☐ Yes ☒ No When? \_\_\_\_\_
- Has this item been addressed with the Township Staff? ☐ Yes ☐ No When? \_\_\_\_\_
- Has this item been addressed with the Township Manager? ☐ Yes ☒ No When? \_\_\_\_\_
- Is there a Fiscal Impact? ☐ Yes ☐ No (fill in information if known) Were other options reviewed or bid?\* ☐ Yes ☐ No

Amount	Fund	Line Item	Budgeted	Option B: _____	Option C: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	comment: _____	comment: _____
* If no other options were considered explain in the comments below.					

9. Comments: \_\_\_\_\_

Signature: Sam Chick Date: 4/19/2021

Supervisor _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Manager _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Planner _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Attorney _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Public Safety _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only
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Please drop off or submit completed forms and documentation to: [dignank@northfieldmi.gov](mailto:dignank@northfieldmi.gov) or the Township Manager



**MCKENNA**

# Memorandum

**TO:** Northfield Township Board of Trustees  
**FROM:** Julie Connochie, AICP  
**SUBJECT:** North Village Boundary Delineation  
**DATE:** April 20, 2021

We have been working closely with the North Village Boundary Committee to draft a revised boundary delineation map for North Village Park that fits the Board's desired park size of 10 to 12 acres, but is still consistent with the public vision articulated in the North Village Master Plan (NVMP). The boundary is meant to guide both a selected park designer and the Township's preferred developer, Livonia Builders, as the overall site design takes shape this year. The delineation map also provides sufficient conceptual information to meet the Michigan Department of Natural Resources' (MDNR) grant submission requirements.

The proposed delineation is based on the NVMP Synthesis Plan, but has been slightly modified based on the spatial needs of Livonia Builders. We believe the proposed delineation is a balanced approach that still allows for the same amount of park space and main programmatic components of the Synthesis Plan, without requiring future residential development to be integrated throughout the park. That said, the goal is still for the park and residential components to be developed as harmoniously as possible.

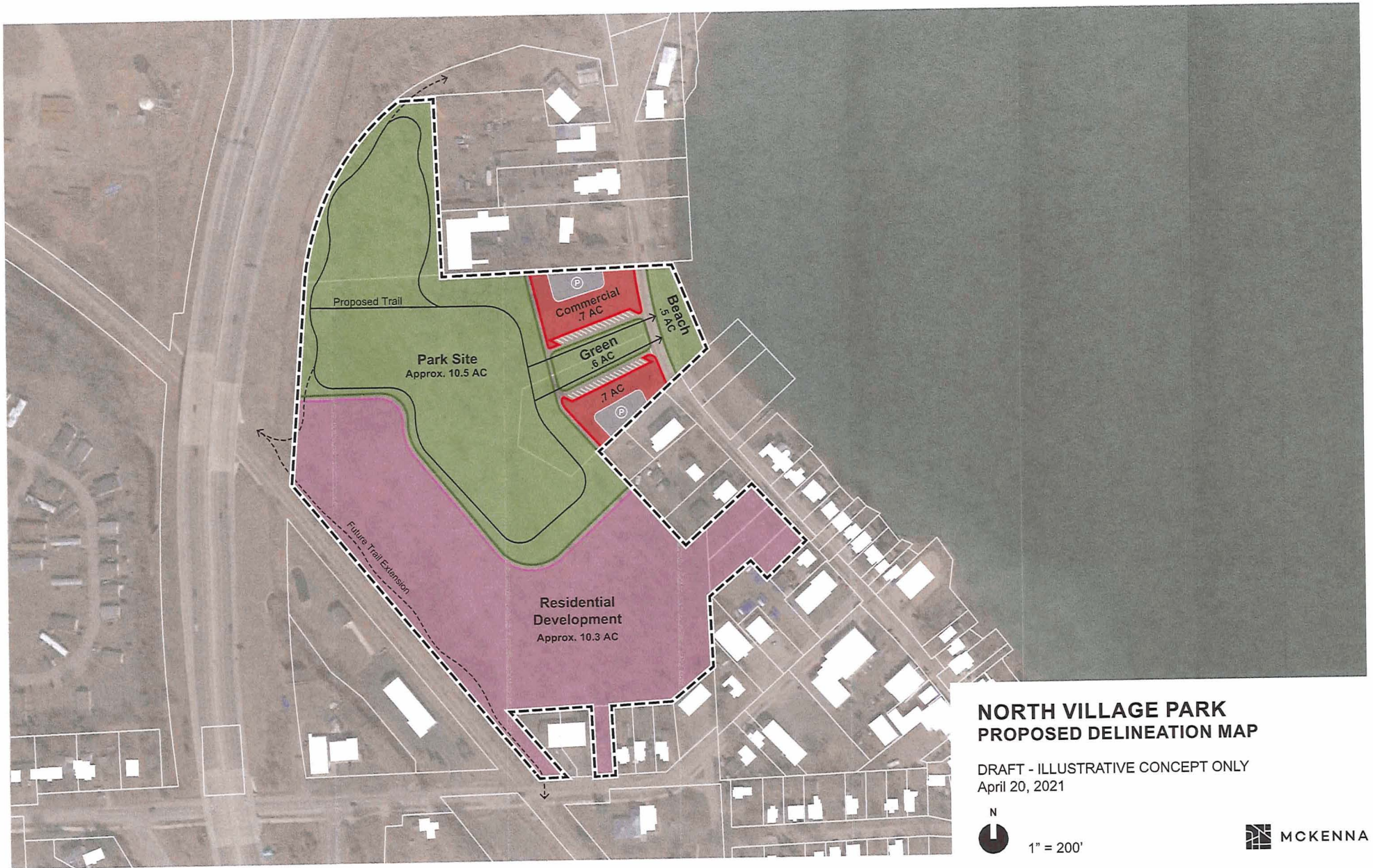
The proposed boundary map is attached for your review. The Synthesis Plan and Concept Plan 2B from the North Village Master Plan are also attached as a comparison. We believe these other concepts are closest in design to the proposed delineation as well as previously discussed delineations.

We will be in attendance at the April 27, 2021 Board of Trustees meeting should you have any further questions.

Respectfully Submitted,  
**MCKENNA**

Julie Connochie, AICP  
Principal Planner





## NORTH VILLAGE PARK PROPOSED DELINEATION MAP

DRAFT - ILLUSTRATIVE CONCEPT ONLY  
April 20, 2021



1" = 200'

 MCKENNA









## NVMP DESIGN SCENARIO 2B

PLAN SKETCH WITH AERIAL BASE MAP  
April 20, 2021



1" = 200'

 MCKENNA



# NORTHFIELD TOWNSHIP MICHIGAN - Agenda Item Request Form

Is there a Project Deadline: ☒ Yes ☐ No When? June 1, 2021

If you need assistance completing this form, Please contact the Township Manager: [ayness@northfieldmi.gov](mailto:ayness@northfieldmi.gov)

Forms must be complete with supporting documents and received by the Township no later than 12 Noon on the Tuesday prior to a Regular Board meeting to be considered for placement on the next meeting's agenda. Items may be placed on a workshop or special board meetings if deemed appropriate by the Township Supervisor. Regular meetings are on the 2nd & 4th Tuesday at 7 p.m.

Only request forms with appropriate supporting background or documentation will be ready for consideration to be on the agenda.

Requestor: Jennifer Carlisle Residence/Business Address: Twp Office

Phone \_\_\_\_\_ text? ☐ Yes ☐ No | E-mail: \_\_\_\_\_

Are you a: ☐ Resident ☐ Business ☒ Other Office Staff

1. Item to be Considered: Mail Machine Lease Renewal

2. Description/Background: Mail Machine lease expires in June 2021

3. Supporting Docs: Memo, Proposal from Quadient (current provider) w/ sample lease, Cost Comparison from Pitney Bowes

4. Action Being Requested: ☒ Consideration ☐ Adoption ☐ Discussion ☐ Other \_\_\_\_\_

5. Will you present this item? ☐ Yes ☒ No | Has the Board acted previously? ☐ Yes ☐ No When? \_\_\_\_\_

6. Has this item been addressed with the Township Staff? ☐ Yes ☐ No When? \_\_\_\_\_

7. Has this item been addressed with the Township Manager? ☐ Yes ☐ No When? \_\_\_\_\_

8. Is there a Fiscal Impact? ☒ Yes ☐ No (fill in information if known) Were other options reviewed or bid?\* ☒ Yes ☐ No

Amount	Fund	Line Item	Budgeted	Option B: _____	Option C: _____
+ \$236.88	MIF	101-265-940	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ _____	\$ _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	comment: _____	comment: _____
* If no other options were considered explain in the comments below.					

9. Comments: \_\_\_\_\_

Signature: Jennifer Carlisle Date: 5/16/2021

Supervisor _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Manager _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Planner _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Attorney _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Public Safety _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only
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Please drop off or submit completed forms and documentation to: [dignank@northfieldmi.gov](mailto:dignank@northfieldmi.gov) or the Township Manager

# MEMO

To: Northfield Township Board

RE: Mail Machine Lease

Date: May 6, 2021

Northfield Township leases our postage machine in the township office from Quadient (formerly NeoPost). Our current lease is up in June 2021. Attached is information on a new machine and lease costs with options for a 4 year or 5 year lease. Our current machine was a 5 year lease.

An optional feature that Quadient is offering is called *Impress Distribute*. This is a cloud based mailing feature that would allow us to print and mail documents virtually. We would send our documents and mailing information on-line, and then *Impress Distribute* would print and mail the documents for us. This service would be an additional monthly fee of approximately \$20.00 plus usage charges. I do not feel that we produce enough mail volume to justify the need for *the Impress Distribute* feature as our larger mailings (tax bills, assessment notices, etc.) are outsourced at a reduced cost.

I contacted other companies to get price comparisons on similar machines. I received one response from Pitney Bowes, which is who we had our lease through previous to our current lease. The price difference is less than \$10 per month. However, the equivalent machine through Pitney Bowes is currently on back order.

We have been satisfied with our relationship with Quadient and with the equipment. The machine we currently have has only needed minor service one time in the 5 years it has been in our office. I would recommend renewing our current lease with Quadient for an additional 5 years at a monthly cost of \$159.86 (see page 4 of Quadient's Business Case). This would be an increase of \$19.74 per month or \$236.88 per year.

Jennifer Carlisle

Assistant to Township Manager



# BUSINESS CASE

## Mail Processing Solution

Prepared for: **Northfield Township**

Proposal date: **April 20, 2021**

Valid until: **May 21, 2021**

Submitted by: **Randy Ratliff**  
Sr. Account Executive  
(248) 633-4696  
[R.Ratliff@Quadient.com](mailto:R.Ratliff@Quadient.com)



## Project Team

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**Jennifer Carlisle**

Assistant to the Township Manager  
(734) 449-2880 ext. 18  
carlislej@northfieldmi.gov

Lenore Zelenock  
Township Treasurer  
(734) 449-2880 ext. 21  
zelenockl@northfieldmi.gov

**Randy Ratliff**

Sr. Account Executive  
(248) 633-4696  
R.Ratliff@Quadiant.com

**Kristin Nikolauzyk**

Solutions Analyst  
(248) 885-9227  
K.Nikolauzyk@Quadiant.com

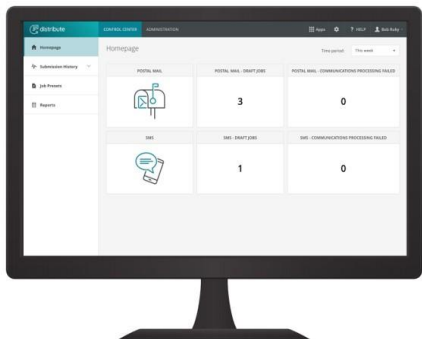
**Patrick Houlihan**

Sales Manager  
(248) 761-0802  
P.Houlihan@Quadiant.com



## Solution Overview

### Impress Distribute



- Cloud-based hybrid mail solution to send one, many, or even thousands of letters from your computer in minutes
- Simply use your business or office applications to create documents like you normally do
- Virtually print your documents using the user-friendly Distribute print driver
- Your documents are uploaded to our state-of-the-art mail prep facility for assembly and mailing
- Print, sort, stuff, meter and even deliver the mail to the post office, all without leaving your desk

### iX-5 AF Mailing System



- Intuitive control panel with a color screen and shortcut keys for your most-used rates and imprints
- Meets the latest Intelligent Mail Indicia (IMI) and Dimensional Weighing (DIM) USPS® requirements
- Automatic feeding of postcards, letters or large envelopes up to 1/2" thick
- Dependable envelope sealing that secures the contents of your mail pieces
- Reach productivity levels as high as 110 metered letters per minute

### NeoShip Plus Online Shipping



- Generates IM®pb-compliant USPS® shipping labels in four easy steps
- Capture shipping discounts up to 39% off retail rates depending on weight, zone and service
- Provides a consolidated view of all USPS® shipments, making package tracking simple
- Analyze your shipping activity using a wide selection of management reports and graphs
- Supports up to 100 users with customizable roles and privileges



## Financial Considerations

### Product Summary – Recommended Solution

- **Quadient iX5 AF Mailing System**
- Includes: 5 Lb. Weigh Platform, WiFi Adapter, Catch Tray, Ink Cartridge, NeoShip Plus, & Power Line Conditioner

Investment Summary	Amount
60-Month FMV Lease	\$ 159.86 /mo.
<b>Impress Distribute</b> / Empower Tier 1 Portal Access – ( <i>OPTIONAL</i> )	\$ 19.58 /mo.
48-Month FMV Lease	\$ 171.16 /mo.
<b>Impress Distribute</b> / Empower Tier 1 Portal Access – ( <i>OPTIONAL</i> )	\$ 21.54 / mo.
Meter rental & equipment maintenance	Included
Delivery, installation & training	Included

### Additional Business Impact/Notes

- Pricing based on NASPO/ValuePoint Contract #ADSPO 16-169901, and State of MI addendum #171180000000009
- Monthly amounts shown are invoiced quarterly
- Pricing valid through 5/21/21





## Impress Distribute Usage Schedule

### IV. Usage Fees

Usage Type		Invoice Unit	Tier (as set forth in the Ordering Document)	
			Tier 1	
Distribute Usage	Archive	Per Communication Piece/year	\$0.06	
	SMS / Text	Per SMS/Text	\$0.15	
	First Page (US Letter, #10)	Per Envelope	\$0.27	
	Additional Page (US Letter)	Per Page	\$0.15	
	Color Print (upcharge) **	Per Page	\$0.11	
	6 x 9 (upcharge) **	Per Envelope	\$0.04	
	Flat (9 x 12) (upcharge) **	Per Envelope	\$0.21	
	Box SM (upcharge) **	Per Box	\$6.90	
	Box LG (upcharge) **	Per Box	\$10.34	
	BRE	Per Envelope	\$0.08	
	e-Certified w/Return Receipt (upcharge) **	Per Envelope	\$0.95	
Automate Usage	Automate	Per Page	\$0.05	
Portal Usage	Portal	Per Communication Piece	\$0.15	

\*The Invoice Unit does not include the cost of postage which shall be in addition to base fee (First Page) noted in the table above.

\*\*Charges are in addition to the base fee (First Page) set forth in the table above.

© Quadient



## SECURITY AND COMPLIANCE CERTIFICATIONS

Quadient's Impress Distribute adheres to the strictest industry standards and latest best practices for regulatory compliance, corporate and social responsibility across the entire solution to ensure your documents are delivered and managed with the highest security and integrity.

### Regulatory Compliance Certifications

#### QUADIENT GLOBAL RESEARCH & DEVELOPMENT TEAM



ISO 27001 certified for Information Security Management Systems



ISO 27017 & 27018 certified for cloud services

#### QUADIENT IMPRESS PLATFORM



Powered by Microsoft Azure - The cloud platform leading the industry with more than 90 compliance offerings



ISO 27001 certified for Information Security Management Systems

#### QUADIENT US PROFESSIONAL SERVICES



Compliant with Soc II Type II



Health Insurance Portability and Accountability Act  
Health Information and Technology for Economic and Clinical Health

#### PRINT SERVICE PROVIDER



Compliant with Soc II Type II  
Compliant with SSAE 16



Health Information Trust Alliance certified

### Corporate & Social Responsibility Certifications

#### QUADIENT



EcoVadis Gold Certification for commitment and performance for Corporate Social Responsibility



Carbon Disclosure Project Label for efforts linked to climate change and a reduction in greenhouse gas emissions

#### PRINT SERVICE PROVIDER



SUSTAINABLE FORESTRY INITIATIVE

Compliant with SFI standards for responsible procurement of forest products



Forest Certified Council certification for use of products associated with responsible forest management

### Print & Mail Center Security

- Data hosted in a state of the art high-security data center
- Redundant infrastructure to guarantee continued power supply and network connectivity
- Data transferred by secure protocol (SSH), identical to those used for banking transactions
- Fire, temperature and physical access controls
- 24/7 monitoring

# Ink Supply Management Simplified



Your postage meter is smarter than you think. It can even order ink cartridges for you at exactly the right time. As a result, there's no need to:

- Closely monitor the ink level in your mailing system
- Ensure orders are placed early enough to avoid running out of ink and disrupting your mail flow
- Take time out of your schedule to call or go online to order ink
- Communicate with company purchasing staff to request an ink order

It's actually as simple as it sounds. Just leave your meter connected to your local area network. When the ink level reaches 20%, your meter alerts Quadient that you'll need a replacement cartridge soon. Quadient will promptly ship you a new ink cartridge so that it arrives before your system runs out of ink.

You'll also get notification emails when each ink order is created and when each replacement cartridge ships.

Best of all, your ink orders are charged to your Postage Funding account, so you'll get a single bill for both the postage you download and the ink cartridges you buy.

There's no fees of any kind and you can opt out whenever you want, so sign up today!



**EXPERIENCE**  
A rich history of  
world-class leadership



**PROVEN RESULTS**  
96% customer  
satisfaction rate



**EXPERTISE**  
8 billion personalized  
experiences annually



**BACKED BY THE EXPERTS**  
Gartner, Forrester,  
and Aspire



## Discover myquadi<sup>ent</sup>, your customer portal, accessible anytime from anywhere to manage your Quadient account

- Order supplies
- Request support
- View real-time postage balances
- View and export postage spending activity
- View, print and pay all of your Quadient invoices
- View product operating guides and videos
- Track Certified Mail™\*
- View and export postage spending by department and postal class\*
- Upload custom images that can be printed onto mail pieces by your postage meter

\*Optional services



**EXPERIENCE**  
A rich history of  
world-class leadership



**PROVEN RESULTS**  
96% customer  
satisfaction rate



**EXPERTISE**  
8 billion personalized  
experiences annually



**BACKED BY THE EXPERTS**  
Gartner, Forrester,  
and Aspire





With Quadient's Why Wait Customer Loyalty Program, you can have your cake and eat it too! Why Wait to get today's technology at yesterday's rates?

**Here's how it works:**

- Renew your lease and Quadient will remove your old equipment and install a new, state-of-the-art system that perfectly matches your current business requirements.
- Enjoy the benefits of new equipment while making payments at your existing rate until your current lease terminates.
- Transition automatically to your new lease when your current lease terminates. No hidden costs or overlapping invoices; a seamless upgrade guaranteed.

Quadient's Why Wait Program entitles you to upgrade your current Quadient system up to six months prior to the end date of your existing lease, regardless of the original lease term or type of equipment. That means you can reap the benefits of the latest technology for up to 180 days with no change in your periodic lease payment.

**So Why Wait? The sooner you act, the longer you benefit!**



**EXPERIENCE**  
A rich history of  
world-class leadership



**PROVEN RESULTS**  
96% customer  
satisfaction rate



**EXPERTISE**  
8 billion personalized  
experiences annually



**BACKED BY THE EXPERTS**  
Gartner, Forrester,  
and Aspire

**Maximize productivity and efficiency  
with proven customer support**

With 95 years of experience and a robust nationwide network, Quadient is the right business partner to keep your mail and parcel operations running smoothly.

**Comprehensive support includes:**

- **US-Based Customer Service**  
Local support staff with the knowledge and resources to answer your questions and schedule on-site service.
- **Support Options**  
Choose self-help, assisted help, or speak live with trained experts.
- **Large Installation Project Management**  
Coordination, site preparation, equipment delivery, and training to ensure successful implementation of new technology.
- **Customer Satisfaction**  
The highest customer satisfaction index in the industry, as indicated by the statistics below:

**Overall Customer Satisfaction Index**

Customer Care, Dispatch, Service, Software Support & Project Mgmt.	<b>95.3%</b>
--	--------------

**2020 Customer Satisfaction Survey Results**

Field service technicians?	<b>97.0%</b>
Customer service department?	<b>92.1%</b>
Project implementation team?	<b>96.2%</b>

*"We don't call Quadient service often, but when we do they are here and resolve our issue in no time flat!"*



**EXPERIENCE**  
A rich history of world-class leadership



**PROVEN RESULTS**  
96% customer satisfaction rate



**EXPERTISE**  
8 billion personalized experiences annually



**BACKED BY THE EXPERTS**  
Gartner, Forrester, and Aspire



## Customer Quotes

Government – Quadiant customers tell an independent third party what they think about us:

### QUADIANT CUSTOMER TESTIMONIAL

“We are a public library and send out daily circulation notices to our patrons. Most of these notices go out electronically but we still mail a good volume of these notices each month. The Quadiant folder inserter definitely saves us a lot of time and manual labor.”

— Russell Keys, Circulation Supervisor, Berkeley Public Library, Berkeley, CA

Source: Russell Keys, Circulation Supervisor, Berkeley Public Library, Berkeley, CA

Validated Published: Jan. 22, 2020 TVID: 5FA-8AB-ODF

quadiant

TechValidate

### QUADIANT CUSTOMER SATISFACTION RATING

Gary Easton, a Procurement Director at Lapeer County Medical Care Facility, would be very likely to recommend Quadiant for this reason:

“I would be very likely to recommend Quadiant because of their professional customer service and ease of use of the product.”

Source: Gary Easton, Procurement Director, Lapeer County Medical Care Facility

Validated Published: Jan. 7, 2020 TVID: C30-F99-FC9

Based on a response of 10 to the question “On a scale of 0-10, how likely would you be to recommend Quadiant?”

quadiant

TechValidate

### QUADIANT CUSTOMER SATISFACTION RATING

Beverly Romanini, a Director at Cook County Employees, would be very likely to recommend Quadiant for this reason:

“Quadiant provides a good, quality product that we haven’t had any issues with. Their product makes our production process faster.”

Source: Beverly Romanini, Director, Cook County Employees

Validated Published: Jan. 31, 2020 TVID: 580-230-43D

Based on a response of 9 to the question “On a scale of 0-10, how likely would you be to recommend Quadiant?”

quadiant

TechValidate

### QUADIANT CUSTOMER SATISFACTION RATING

Adolfo Castano, a Project Manager at City of Beverly Hills, would be very likely to recommend Quadiant for this reason:

“The technicians at Quadiant are very professional!”

Source: Adolfo Castano, Project Manager, City of Beverly Hills

Validated Published: Jan. 31, 2020 TVID: 25E-C50-834

Based on a response of 10 to the question “On a scale of 0-10, how likely would you be to recommend Quadiant?”

quadiant

TechValidate

### QUADIANT CUSTOMER SATISFACTION RATING

Y Acuna, an Utility Billing Manager at City of Leon Valley, would be very likely to recommend Quadiant for this reason:

“Quadiant provides excellent service and products!”

Source: Y Acuna, Utility Billing Manager, City of Leon Valley

Validated Published: Feb. 5, 2020 TVID: 041-B50-5E1

Based on a response of 10 to the question “On a scale of 0-10, how likely would you be to recommend Quadiant?”

quadiant

TechValidate

### QUADIANT CUSTOMER TESTIMONIAL

“The Quadiant mailing system is great, easy use and they have great customer service.”

— Brian Fahl, Business Professional, US Department of Veterans Affairs

Source: Brian Fahl, Business Professional, US Department of Veterans Affairs

Validated Published: Jan. 15, 2020 TVID: B76-C17-FB1

quadiant

TechValidate



## Quadient at a Glance

We help companies build powerful connections with their customers. **Because connections matter.**



### LOCAL PARTNER

200+ U.S. locations providing unmatched accessibility and responsiveness.



### EXPERTISE

8 billion interactions facilitated annually.



### PROVEN RESULTS

96% customer satisfaction rate. \$1.2B sales in 2018, 44% from North America.



### BACKED BY THE EXPERTS

Gartner, Forrester, and Aspire.



### EXPERIENCE

Market-leading technology for 95 years. 800,000 customers across 90 countries.



### GLOBAL REACH

5,600 employees in 32 countries.

## Portfolio



### Customer Experience Management

Omnichannel software that delivers compliant and meaningful customer interactions.



### Business Process Automation

Digital solutions that streamline document production processes and departmental workflows.



### Mail-Related Solutions

Hardware and software that power accurate and efficient physical communications.



### Parcel-Related Solutions

Advanced systems that automate inbound parcel management and optimize shipping.

## Business Impact

Delivering measurable process improvements to advance your key business objectives, including:



### Customer Engagement

Improve acquisition, satisfaction and retention



### Revenue Growth

Increase sales, market share and profit



### Risk Mitigation

Enhance security and regulation compliance



### Expense Control

Maximize productivity and reduce costs



**Customer**

Organization	Northfield Township		
DBA			
Address	8350 Main St Ste A		
City State Zip	Whitmore Lake	MI	48189-9041
Phone	(734) 449-2880	Fax	

**Purchase Order - Lease**

NASPO/ValuePoint Contract #: ADSP0 16-169901

and / or

State Participating Addendum (PA) #:

17118000000009 (MI)

**Vendor**

Company Name	Quadient Leasing USA Inc. FEDERAL ID# 94-2388882		
Attention	Government Sales	DUNS# 150836872	
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

**Ship To**

Organization	Northfield Township		
Attention	Jennifer Carlisle		
Address	8350 Main St Ste A		
City State Zip	Whitmore Lake	MI	48189-9041
Phone	(734) 449-2880	Email	carlislej@northfieldmi.gov

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing

QTY	Unit	Description	Unit Price	Total
60	Months	Lease Payment	\$179.44	\$10,766.40

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

**Products**

QTY	Product ID	Description
1	EMPOWER-T1	Impress Empower Tier 1 - Rec'd for low volume (Access to Distribute & Portal - usage charges apply)
2	OMS-PS	Automate Professional Services
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWP5	iX Series 5 lb Weighing Platform
1	ICMFP-1	Desktop Solution - Power Conditioning Line Filter
1	WIRELESS-RTR-N	Netgear Universal WiFi Adaptor

1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number ADSP016-169901. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2) Payments will be sent to:  
Quadient Leasing USA Inc.  
Dept 3682  
PO Box 123682  
Dallas TX 75312-3682

3) Send all correspondence to:  
Quadient Leasing USA Inc.  
478 Wheelers Farms Rd  
Milford CT 06461

Authorized by

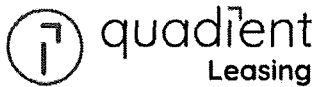
Date

Print Name

Title

Sample Lease:  
5 year lease with "Impress Distribute"  
included.





## Why Wait Program Agreement

The Quadient Leasing Why Wait program entitles you to upgrade your Quadient equipment up to 6 months prior to the end of the term of your Current Lease. Your new lease term will automatically commence and billing will begin after your Current Lease has reached the end of its current term. The transition from your Current Lease to the New Lease will be seamless.

By electing to participate in this program, you agree to the following:

- You agree to continue making payments on lease number N16062548 through the end of its Initial Term or, if applicable, the current Renewal Term.
- The term of the new lease, being signed concurrently with this agreement, ("New Lease") will commence when the Current Lease reaches the end of its Initial Term or, if applicable, the current Renewal Term.
- The Products that are subject to the Current Lease will be replaced with the Products identified in the New Lease for the remainder of the Current Lease's Initial Term or, if applicable, the current Renewal Term.
- If a subscription to the Impress Platform is included on the New Lease, then any associated Usage Fees will be in addition to the payments on the Current Lease and the New Lease.
- The replaced products from the Current Lease must be returned to us within thirty (30) days of the effective date of this agreement.

Company: Northfield Township

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company: Quadient Leasing USA Inc.

Signature : \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





Because connections matter.

## Usage Schedule for Quadient Impress Cloud Services

This Usage Schedule for Quadient Impress Cloud Services (the "Schedule") is by and between Quadient, Inc. ("Quadient") and Northfield Township ("Customer"), and identifies the Quadient Impress Cloud Services (the "Services") purchased by Customer subject to the terms of the End User License Agreement for Quadient Impress Cloud Services US which are available at [www.quadient.com/impresseula\\_v2020](http://www.quadient.com/impresseula_v2020) (the "EULA") and the Ordering Document indicating the Customer's Subscription Services and associated tiers (the "Ordering Document"). This Schedule, the EULA and Ordering Document shall be referred to collectively as the "Agreement" and all terms of the EULA and Ordering Document are incorporated herein by reference. In the event of a conflict between the terms of the EULA, Ordering Document and this Schedule, the terms of this Schedule control.

### I. Definitions

Terms defined in the EULA or Ordering Document shall have the same meaning when used in this Schedule.

### II. Purpose

This Schedule sets forth the commercial terms and pricing governing Customer's usage in conjunction with Customer's Subscription Services as further detailed in the Ordering Document and EULA.

### III. Terms

This term of this Schedule shall be coterminous with the term set forth in the Ordering Document.

### IV. Usage Fees

Usage Type		Invoice Unit*	Tier (as set forth in the Ordering Document)	
			Tier 1	Tier 2
Distribute Usage	Archive	Per Communication Piece/year	\$0.06	\$0.05
	SMS / Text	Per SMS/Text	\$0.15	\$0.15
	First Page (US Letter, #10)	Per Envelope	\$0.27	\$0.23
	Additional Page (US Letter)	Per Page	\$0.15	\$0.14
	Color Print (upcharge) **	Per Page	\$0.11	\$0.10
	6 x 9 (upcharge) **	Per Envelope	\$0.04	\$0.04
	Flat (9 x 12) (upcharge) **	Per Envelope	\$0.21	\$0.19
	Box SM (upcharge) **	Per Box	\$6.90	\$6.90
	Box LG (upcharge) **	Per Box	\$10.34	\$10.34
	BRE	Per Envelope	\$0.08	\$0.07
	e-Certified w/Return Receipt (upcharge) **	Per Envelope	\$0.95	\$0.95
	eMail Transactional	Per eMail	\$0.05	\$0.04
	eMail Notification	Per eMail	\$0.02	\$0.02
	Presort for Flat (9 x 12)	Per Communication Piece	\$0.50	\$0.50
Automate Usage	Automate	Per Page	\$0.05	\$0.04
Portal Usage	Portal	Per Communication Piece	\$0.15	\$0.09

\*The Invoice Unit does not include the cost of postage which shall be in addition to base fee (First Page) noted in the table above.

\*\*Charges are in addition to the base fee (First Page) set forth in the table above.

\*\*\* All envelope sizes carry an additional up charge if Retail is selected.

© Quadient



## Usage Schedule for Quadient Impress Cloud Services - page 2 of 2

As set forth herein, the Invoicing Units set forth in the table shall be defined as follows:

- "Page" shall mean a single side 8.5" X 11"
- "Communication Piece" shall mean envelope

Quadient may introduce access to new technologies, functionality, or services (collectively, "Features") that Customer may use for an additional Fee. Customer is responsible for paying any associated Fees for any Features used by Customer during the Term.

Fees payable hereunder, including usage Fees for any such Features, are published on the Quadient website at <https://www.quadient.com/impressusages>.

Customer may monitor its usage on the Quadient Impress Platform. Customer shall use the Services (including Features) at Customer's sole risk, and Customer shall bear any and all responsibilities for its actions and use, including payment of any applicable Fees, carried out under and that results from the Customer's use of the Services. Customer shall be responsible for payment of: (i) Customer's actual Usage, measured and calculated based on the table available on the Quadient website, and (ii) actual postage costs.

The Parties agree that any dispute between the Parties as to the Usage shall be finally determined utilizing the information provided by the Quadient Impress Platform.

### V. Invoicing and Payment

Usage Fees and any postage costs shall be invoiced monthly in arrears and shall be based upon actual usage. Invoices will be payable NET 15 days from Customer's receipt of Quadient's invoice.

### VI. Restrictions

Additional volume or other restrictions as set forth in Section IV Usage Fees, above. This Usage Schedule is restricted to the United States of America ("Territory").

### VII. Entire Agreement

This Schedule, the EULA and the Ordering Document collectively constitute the sole and entire agreement of the Parties regarding the scope contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, regarding such scope.

**IN WITNESS WHEREOF** the Parties have executed this Usage Schedule to be effective as of the date of execution below.

<b>Customer:</b> Northfield Township	<b>QUADIENT:</b> Quadient, Inc.
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:

ELIMINATING THE HASSLE  
OF MAIL PREPARATION  
AND DELIVERY

quadient  
Because connections matter.



## Is there a better way to prepare and send outbound mailings?

Sending outbound customer communications is essential for all businesses. However, manually preparing physical mailings is time-consuming, labor-intensive and may be disruptive. In addition, how does an organization that relies on manual mail processing effectively and efficiently adapt to changes in the business environment? If your customer communication workflow reflects the above scenario, you are aware of the many challenges that go along with manual processes, especially the risks associated with human error.

An outsourced hybrid mail solution automates manual processes removing bottlenecks and streamlining operations while providing the agility to navigate fluctuations in mail volume, customer preferences, or other external factors that could affect your business.

### BACKED BY THE EXPERTS

Gartner, Forrester,  
and Aspire



### EXPERIENCE

A rich history  
of world-class  
leadership



### PROVEN RESULTS

96% customer  
satisfaction rate



### EXPERTISE

8 billion personalized  
experiences annually



“

**76% of organizations surveyed  
that employ a hybrid mail solution  
stated they were unlikely to bring  
that function back in-house.**

— 2018 Mail Technology and E-Delivery  
Adoption Research Study,  
Keypoint Intelligence





## WHAT ARE SOME OF THE BENEFITS OF OUTSOURCING YOUR OUTBOUND MAILING PROCESS?

What if you could send out a batch of critical customer documents without leaving your desk? An outsourced hybrid mail solution enables you to:



### MAXIMIZE EMPLOYEE PRODUCTIVITY

Eliminate the distraction of mail processing to focus on core business activities while reducing manual labor and the potential for human error.



### IMPROVE CASH FLOW

Outsourcing all or a portion of your outbound mailings reduces overhead costs. Expedite the payment process by not waiting until the end of the month to send invoices and decrease delivery time by sending communications through a unique, outsourced delivery channel.



### CONTROL THE ENTIRE DOCUMENT PREPARATION PROCESS

Hybrid mail solutions provide you with detailed tracking and an audit trail of the entire document preparation process and ensure your documents meet security and compliance requirements.



### EXECUTE MAILINGS FROM VIRTUALLY ANYWHERE

Manage mailings in the office or remotely. All that is needed to complete a job is an internet connection.



## WHY CHOOSE IMPRESS DISTRIBUTE?

Impress Distribute by Quadient is a cloud-based hybrid mail solution that handles the preparation and delivery of your business communications. Users upload documents via a user-friendly SaaS application for Quadient's mail production facility to print, sort, stuff, meter, and deliver the mail to the post office. As part of the Impress platform, Distribute also integrates with Impress Automate to manage business rules, enhance documents and fully automate your customer communication workflow process.



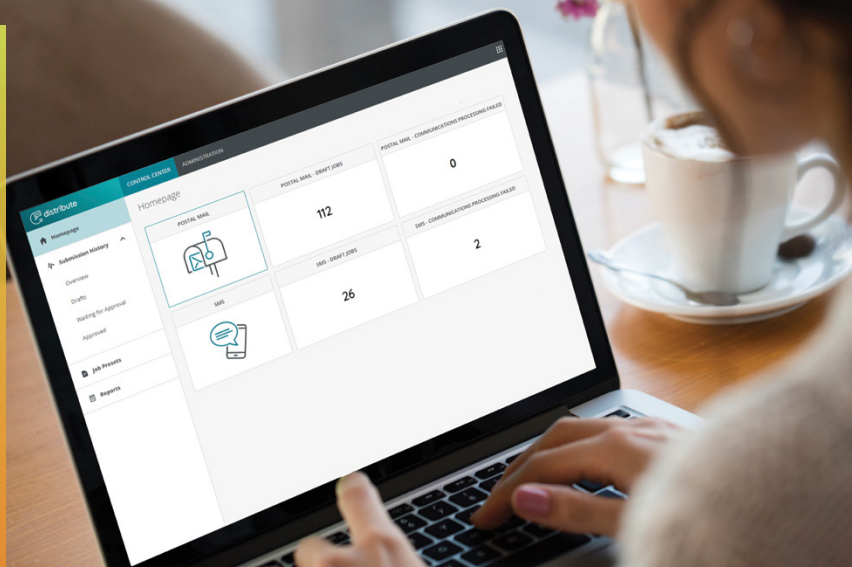
### IMPROVE OPERATIONAL EFFICIENCY

Send out a single document or a batch job of thousands, in just a few clicks, so you and your employees have more time to focus on higher-value tasks.



### PROCESS INVOICES FASTER

Do your invoices stack up, waiting to be sent out in a large batch at the end of the month? With Impress Distribute you can send invoices as they are created so they reach your customers faster, meaning you receive payments sooner.



### CUSTOMIZE AND TARGET COMMUNICATIONS

Personalize documents with targeted messaging or promotional inserts through integration with Impress Automate for maximum impact.



### ENSURE SECURITY AND COMPLIANCE

Impress Distribute's state-of-the-art production facilities provide the highest level of security and service. Data is transferred by secure protocol (SSH) identical to those used for banking transactions. Processes and procedures are certified to ensure the proper controls and safeguards comply with privacy rules and regulatory requirements.



### BETTER TRACKING AND VISIBILITY

Each printed document processed by Impress Distribute is tracked with a unique identifier, which shows real-time status of each communication being prepared within the production facility. With its powerful archiving functionality, outgoing communications may be stored for a pre-defined duration of 3 months to 11 years, yet easily retrieved at any time.

Think about how you would reallocate the time gained from no longer having to worry about the preparation and delivery of mail. Imagine what more you and your team could accomplish!



DISCOVER THE POWER  
OF QUADIENT'S IMPRESS  
DISTRIBUTE TODAY.

OPTIMIZE. TRANSFORM.  
ENGAGE WITH QUADIENT.

Because Connections Matter.

“

We were able to reallocate a large portion of Yvonne's responsibilities from time-consuming administrative tasks and re-focus her attention on key department priorities. We increased overall department productivity as well as continue to save money on billing expenses.”

— Melinda Moritz, Public Works  
Director - City of Leon Valley, Texas



## About Quadient®

Quadient is the driving force behind the world's most meaningful customer experiences. By focusing on four key solution areas including Customer Experience Management, Business Process Automation, Mail-Related Solutions, and Parcel Locker Solutions, Quadient helps simplify the connection between people and what matters. Quadient supports hundreds of thousands of customers worldwide in their quest to create relevant, personalized connections and achieve customer experience excellence. Quadient is listed in compartment B of Euronext Paris (QDT) and belongs to the SBF 120 index.

For more information about Quadient, visit [www.quadient.com](http://www.quadient.com)

Quadient® and the Quadient logo are registered trademarks of Quadient group AG. All other company and product names may be trademarks and are the property of their respective owners. All information in this document, including descriptions of features, functions, performance and specifications is subject to change without written notice at any time. [www.quadient.com](http://www.quadient.com)

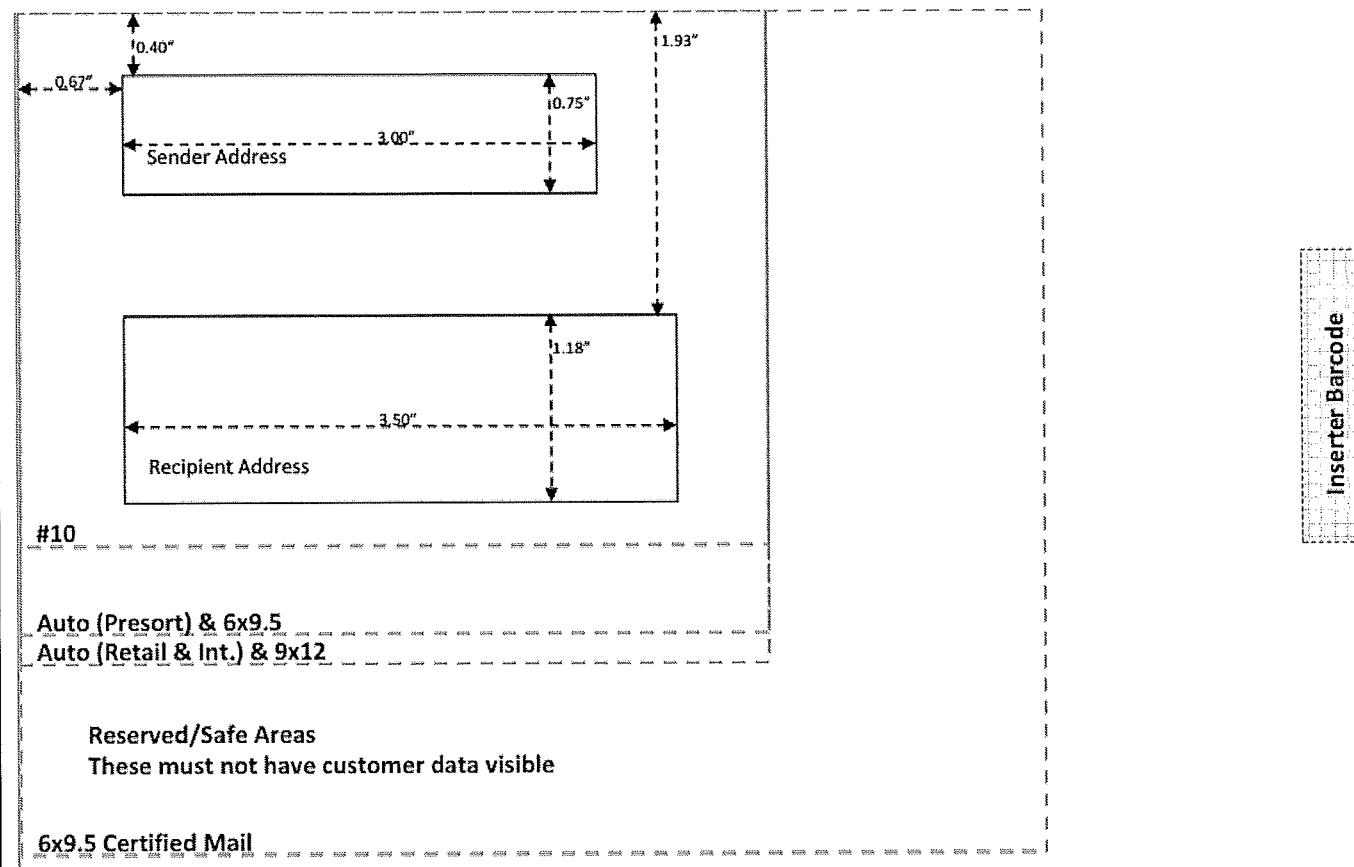
Is the customer interested in sending communications via email, Portal or SMS? If so, include additional 2 PS hours for the Digital Delivery On Boarding Session.

TBD

## DISTRIBUTE APP ENVELOPE SPECS

Window positions for recipient and sender address, barcode location and reserved/safe areas are defined in image 1.1. Additional reserved/safe areas can be found in image 1.2

**IMAGE 1.1**



If addresses do not fall within these areas; or cannot be shifted without compromising document appearance or content, a banner page may be added.

**IMAGE 1.2**

Recipient Address Position		Sender Address Position		Insert Barcode Position	
Horizontal	0.67"	Horizontal	0.67"	Horizontal	8.13"
Vertical	1.93"	Vertical	0.40"	Vertical	1.52"
Height	1.18"	Height	0.75"	Height	1.85"
Width	3.50"	Width	3.00"	Width	0.35"

Reserved/Safe Area Positions			
#10	Height	3.41"	Width 4.75"
6x9.5	Height	3.97"	Width 4.75"
9x12	Height	4.12"	Width 4.75"
Auto (Presort)	Height	0.75"	Width 4.75"
Auto (Retail & Int.)	Height	4.12"	Width 4.75"
6x9.5 Certified Mail	Height	5.32"	Width 6.50"

Reserved/Safe areas should not have any customer data visible. Any data that falls into that location may show through the window during mail processing and handling.  
For customers including a BRE with documents sent out via Distribute: Number 9 Envelopes are used for a BRE.

**IMAGE 1.3**

Measurement	3 7/8 x 8 7/8
Window	1 1/8" x 3 5/8" 5/8"L 1/2"B

**Data Recommendations and Notes:**

1. Address and unique identifier field must always be on first page of the document set
2. Consistent open space must be provided for barcode locations (i.e. IMB and document security barcodes)
3. PDF data must be readable on the first page of the document set
4. If sufficient blank space for envelope windows is not available, a banner page will be used

**ADDITIONAL NOTES**

Detailed description of project objectives or requirements. *What is client current process, and problems client has*

**BASIC DISTRIBUTE SET UP AND TRAINING: requires 2 PS HOURS to be sold with contract.**

- If required, installing the Quadient Virtual Printer on one workstation
- Print/upload a document to the Quadient platform
- Step through the document address selection, split identification and mail settings
- Save a job based on the printed document.
- Creating a Client or importing a client list (IF USING ADDRESS MAIL MERGE)
- View jobs
- Creating a new user
- Overview of the Homepage (modifying homepage view)

***Additional training exceeding 2 hours will require purchase of professional services hours.***

**OPTIONAL DIGITAL DELIVERY ON BOARDING: 2 hour training includes an overview of the following items. (2 hour block of PS HOURS must be sold in addition to the Basic Set up and Training)**

- How to set up and import a Client Management Database
- Managing customer preference
- Sending an email
- Sending a portal communication
- Sending a SMS communication
- Setting up a communication template

# City Municipality Streamlines Billing Process with Neotouch

The City of Leon Valley, Texas is a full service municipality offering a range of services for its 11,000 citizens. The Public Works department was interested in finding a solution that could streamline, automate and accelerate their multi-faceted billing process.

## Manual Mailing Process Drained Valuable Time

As a municipal water district, Leon Valley's Public Works Department sends thousands of mail pieces per month each containing personal customer information. Documents are different colors depending on the type of communication. The Public Works Department Utility Billing Clerk, Yvonne Acuña spent half a work day each month manually preparing each mail piece. This included purchasing multi-colored paper stock, collating notices, printing communications, loading and running the inserter, as well as metering and mailing each envelope. Yvonne wanted a solution that could save the Public Works Department valuable time that could be reassigned to other responsibilities. With so many variables required to create each mail piece, there was a high probability of human error and the potential of sending the wrong document to the wrong customer. In addition, Yvonne wasn't able to attend month end meetings due to being tied up with the administrative tasks related to completing her mailings.

## Outsourcing Mailing Operations Optimized Workflow

While researching solutions, Yvonne received an email about Neotouch, a cloud-based outsourcing mail solution that could address her challenges. As an existing Neopost customer, she immediately asked for more information. After learning more about the solution and educating her account executive on the Public Works Department's workflow, it was explained that with some minor customization, Neotouch Document Delivery could transform her billing process from a few hours to a few mouse clicks. Yvonne was able to easily convince Public Works Director, Melinda Moritz, of the benefits of implementing Neotouch by laying out the potential savings in time and resources along with increasing productivity and efficiency in the Public Works Department's workflow.

## Public Works Department Is More Productive and Efficient

Since implementing Neotouch, Yvonne is saving \$600 a month in expenses and 4-5 hours of staff time each month that she now spends addressing other critical resident issues and attending month-end meetings. Yvonne says, "Neotouch is easy-to-use, has saved us money, and has given me back more time in my work day." Using Neotouch has also mitigated the risk of mistakenly sending the wrong notice to a customer as well as provided a way to track documents in real time. Each document is now tracked from start to finish within the Neotouch production facility, through a simple, user-friendly interface and gives Yvonne complete insight and control of her mailings every step of the way.



*With Neotouch we were able to reallocate a large portion of Yvonne's responsibilities from time-consuming administrative tasks and re-focus her attention on key department priorities. We increased overall department productivity as well as continue to save money on billing expenses.*

Melinda Moritz  
Public Works Director

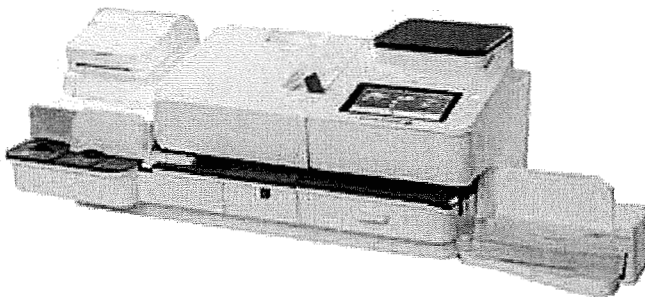
**From:** Ariel Garcia  
**Sent:** Thursday, April 29, 2021 4:05 PM  
**To:** Jennifer Carlisle  
**Subject:** New PB Lease Meter Info-0012243096

Hello Jennifer,

Thank you for your time today. Here are the monthly lease rates on the meter we discussed, our most basic fully automatic, the C500. It's meant for up to ~500 pieces per week and has the automatic feed. I configured it with the standard 95 per min speed, 5lb scale and no shipping label printer. Let me know if you have any questions.

**C500 Auto-** \*CURRENTLY ON BACK ORDER DUE TO HIGH DEMAND. SHIPMENT DELAYED ~6 WEEKS

<https://youtu.be/jLHDir6kDj8> - Click link to view demo



Lease term in months:	36	48	60
Monthly meter cost	\$185	\$163	\$150

Ink cartridge- \$157.99, yields 8,800 impressions

Tape strips-\$79.99 (300)

EZ Seal-\$98.99 (4) 64 oz bottles

\*Supplies would be additional 20-25% off for local gov. account

**INCLUDED:**

- 5 lb scale
- **Price protection** for the duration of your lease term

- **Service Level Agreement** included (Covers maintenance, repairs, up to full replacement)
- **Installation and Training**
- SoftGuard included: Automatically provides USPS rate updates
- Digital connection to WIFI or LAN network
- No meter reset/refill fees
- Purchase Power line of credit for funding postage with no transaction fees

Thank you,

**Ariel Garcia**

Sr. Inbound Competitive Sales Consultant  
Sending Technology Solutions

**Phone** 1 (866) 581-1234 x 5203

**Fax** 1 (203) 460- 3116

[ariel.garcia@pb.com](mailto:ariel.garcia@pb.com)

[Pb.com](http://Pb.com)

**Pitney Bowes**

1313 N Atlantic St., Suite 3000  
Spokane, Wa 99201



## Mailing

Postage Meters

pitney bowes



100  
years

### SendPro® C Auto

# Simplify your mailing process.

#### Handle batch mailing quickly and easily.

Processing a variety of mail, including letters, postcards and large envelopes, has never been easier with our auto-feed mailing solution.

- Process and seal mail batches up to 120 letters per minute, and up to 5/16" thick, with the automatic feeder.
- Smoothly feed your mail with our reverse separation technology.
- Apply postage to larger flats and letters easily with the included strip tape dispenser.
- Meet the latest USPS® IMI compliance rules.

#### Send large envelopes, Priority Mail® and packages with confidence.

- View USPS shipping rates, save up to 40% on Priority Mail and print labels with the optional printer.\*
- Accurately weigh packages up to 15 pounds with the integrated digital scale.
- Use the built-in address verification feature to reduce costly address correction fees and improve your delivery success rate.
- Easily compare rates across multiple carriers—USPS®, UPS® and FedEx® and get pre-negotiated discounted carrier rates with the optional multicarrier subscription.

\*As of January 26, 2020.



For more information, visit us online: [pitneybowes.com](http://pitneybowes.com)



Streamline your mailing process with the highly efficient, easy-to-use SendPro® C Auto.



## SendPro C Auto Specifications:

Power requirements	100-240 VAC, 50/60 Hz, 2.0A
Dimensions	Base: 32"L x 18"W x 13"H With side guide fully extended: 32" L x 24" W x 13"H With feeder cover in up position: 32"L x 18"W x 22"H With drop stacker fully extended: 48 ½" L x 18"W x 13"H
Weight	Without scale: 37 lbs ; with MP 81 scale: 39.91 lbs
Mail feed	Automatic
Speed (letters per minute)	Standard: 95 LPM; Optional: 120 LPM
Display	7" color touchscreen
Scale	Optional 5, 10 or 15 lb. integrated; Optional 30 or 70 lb. external
Strip tape dispenser	Included
Label printer	Optional
Shipping	Standard: USPS; Optional: Multicarrier
Accounts	Standard: 100; Optional: 500, 3000
USPS® IMI compliant	Included
Presort rate access	Included
SendPro Online subscription	Standard: USPS; Optional: Multicarrier
eRR	Optional
Barcode Scanner	Optional
AutoInk™	Included*

\*Get automatic ink replenishments at savings of 20% off the retail price when you enroll in the AutoInk™ program. For more information on AutoInk, visit us online at [pbi.bz/autoink](http://pbi.bz/autoink).

**Start saving today.**  
**Visit us online at [pitneybowes.com](http://pitneybowes.com)**



**United States**  
3001 Summer Street  
Stamford, CT 06926-0700

# NORTHFIELD TOWNSHIP MICHIGAN - Agenda Item Request Form

Please  
Date  
Stamp

Is there a Project Deadline: ☐ Yes ☒ No When? \_\_\_\_\_

~~If you need assistance completing this form, Please contact the Township Manager: ayne@northfieldmi.gov.~~

Forms must be complete with supporting documents and received by the Township no later than 12 Noon on the Tuesday prior to a Regular Board meeting to be considered for placement on the next meeting's agenda. Items may be placed on a workshop or special board meetings if deemed appropriate by the Township Supervisor. Regular meetings are on the 2nd & 4th Tuesday at 7 p.m.  
Only request forms with appropriate supporting background or documentation will be ready for consideration to be on the agenda.

Requestor: Kathy Manley Residence/Business Address: \_\_\_\_\_

Phone 734-231-1468 text? ☐ Yes ☐ No | E-mail: manleyk@northfieldmi.gov

Are you a: ☐ Resident ☐ Business ☐ Other Clerk

- Item to be Considered: Hiring of Election Specialist - April Latinen
- Description/Background: With pending elections and previous employees changing jobs, we have chose a new hire
- Supporting Docs: See memo

4. Action Being Requested: ☐ Consideration ☐ Adoption ☐ Discussion ☒ Other Information

5. Will you present this item? ☒ Yes ☐ No | Has the Board acted previously? ☐ Yes ☒ No When? \_\_\_\_\_

6. Has this item been addressed with the Township Staff? ☒ Yes ☐ No When? \_\_\_\_\_

7. Has this item been addressed with the Township Manager? ☐ Yes ☐ No When? \_\_\_\_\_

8. Is there a Fiscal Impact? ☒ Yes ☐ No (fill in information if known) Were other options reviewed or bid?\* ☐ Yes ☐ No

Amount	Fund	Line Item	Budgeted	Option B: _____	Option C: _____
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	comment: _____	comment: _____

\* If no other options were considered explain in the comments below.

9. Comments: \_\_\_\_\_

Signature: [Signature] Date: \_\_\_\_\_

Supervisor _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ For Official Township Use Only	Manager _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ For Official Township Use Only	Planner _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ For Official Township Use Only	Attorney _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ For Official Township Use Only	Public Safety _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ For Official Township Use Only
--	---	---	--	---

Please drop off or submit completed forms and documentation to: dignank@northfieldmi.gov or the Township Manager

# Clerk's Department

**From: Kathleen Manley**

**Subject: Hiring of April Laitinen – Clerical Assistant/Elections**

**Date: May 6, 2021**

---

I have extended the offer for Clerical Assistant/Elections for the Clerk's office to April Laitinen. April has accepted the offer upon Board approval. April has been the Absentee Count Board Chair since 2018 and has done a phenomenal job. April also has experience with the Qualified Voter File (QVF) and has helped us in the office during elections.

April's responsibilities will be managing the Qualified Voter File and assisting where needed in the Clerk's office. She will be printing off master cards and filing accordingly, distributing voter ID cards, registering new voters and all the behind the scenes election preparations. She will also become Cristina's back up for payroll and sewer billing. Her hours will range from 20 to 28 hours per week and two weeks prior to an election will be up to 40 hours. Her rate of pay will be \$18.00 an hour and salary will not surpass \$28,000.00 a year. I have checked with our controller Yvette Starbuck and we have enough funds in the current budget to cover the rest of the fiscal year and it will be added in the budget for the 2021–2022 fiscal year.

I would like April to start immediately as she will need training from the Bureau of Elections in order to receive access to the QVF system and to start preparing for the August 3, 2021 election. Absentee applications will be mailed June 14, 2021 and ballots will not be available until June 21, 2021.

Thank you for your consideration.

April's resume and application are on file. I can provide you a copy if you would like. It was requested not to have her information in the packet.

Sincerely,  
Kathleen Manley, Clerk  
Cristina Wilson, Deputy Clerk  
Northfield Township Clerk's Department

## NORTHFIELD TOWNSHIP MICHIGAN - Agenda Item Request Form

Is there a Project Deadline: ☐ Yes ☐ No When? \_\_\_\_\_

If you need assistance completing this form, Please contact the Township Manager: [ayness@northfieldmi.gov](mailto:ayness@northfieldmi.gov)

Forms must be complete with supporting documents and received by the Township no later than 12 Noon on the Tuesday prior to a Regular Board meeting to be considered for placement on the next meeting's agenda. Items may be placed on a workshop or special board meetings if deemed appropriate by the Township Supervisor. Regular meetings are on the 2nd & 4th Tuesday at 7 p.m.  
Only request forms with appropriate supporting background or documentation will be ready for consideration to be on the agenda.

Requestor: Ken Dignan Residence/Business Address: \_\_\_\_\_

Phone \_\_\_\_\_ text? ☐ Yes ☐ No | E-mail: \_\_\_\_\_

Are you a: ☐ Resident ☐ Business ☐ Other \_\_\_\_\_

1. Item to be Considered: Appointment of Kristen Delaney to DDA
2. Description/Background: Request to appoint Kristen to a vacant position on the DDA - term ending 6/30/24
3. Supporting Docs: Kristen's Application

4. Action Being Requested: ☒ Consideration ☐ Adoption ☐ Discussion ☐ Other \_\_\_\_\_

5. Will you present this item? ☐ Yes ☐ No | Has the Board acted previously? ☐ Yes ☐ No When? \_\_\_\_\_

6. Has this item been addressed with the Township Staff? ☐ Yes ☐ No When? \_\_\_\_\_

7. Has this item been addressed with the Township Manager? ☐ Yes ☐ No When? \_\_\_\_\_

8. Is there a Fiscal Impact? ☐ Yes ☒ No (fill in information if known) Were other options reviewed or bid?\* ☐ Yes ☐ No

Amount	Fund	Line Item	Budgeted	Option B: _____	Option C: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	comment: _____	comment: _____
* If no other options were considered explain in the comments below.					

9. Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	Manager _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	Planner _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	Attorney _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	Public Safety _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
For Official Township Use Only	For Official Township Use Only	For Official Township Use Only	For Official Township Use Only	For Official Township Use Only

Please drop off or submit completed forms and documentation to: [dignank@northfieldmi.gov](mailto:dignank@northfieldmi.gov) or the Township Manager

# NORTHFIELD TOWNSHIP MICHIGAN

8350 Main St.  
Whitmore Lake, MI 48189

Phone: 734-449-2880  
Fax: 734-449-0123

## Boards and Commissions Application

Personal Information				
Last Name Delaney	First Name Kristen	M. I.	Today's Date 3/16/2021	
Street Address [REDACTED] Galatian Drive	City Whitmore Lake	State MI	Zip 48189	
E-mail [REDACTED]	Home Phone	Cell Phone [REDACTED]		
What Board/Commission are you applying for? DDA	Date Available Immediately	Have you ever applied with us before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Residency is required for most Boards and Commissions. Are you a resident of Northfield Township? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    If yes, for how long? <u>in</u> the DDA    Own property				

Education		
Name & Location	Last Year Completed	Major & Degree earned
High School South Lyon High School	9   10   11 <u>12</u>	College Prep
College, University or Trade School Michigan State University	1   2   3 <u>4</u>	Bachelor of Political Science
Other Eastern Michigan University		Master of Science Urban and Regional Planning
List any Relevant Certifications you currently hold		

Provide a brief biography including your skills, background and expertise, as well as any involvement in the community, professional or other non-profit organizations that are specifically applicable to this board or commission. Please see attached resume.
What led to your desire to serve the community?
My family owned a business here in Northfield Township for 7 years. We have sold that business and are actively investing in the downtown. I'd like to serve on the DDA to help promote Northfield Township/Whitmore Lake and utilize my background in economic development and planning to help the DDA achieve its goals and objectives.

Employment History	
Employer Name Michigan Municipal Services Authority	Type of Business Government
Address Lansing, MI	Employment Dates:
Job Title: Assistant to the CEO	From: 7/2015 To: Present
Duties: Please see resume	
Employer Name City of South Lyon	Type of Business Government
Address South Lyon, MI	Employment Dates:
Job Title: Director of Community and Economic Dev.	From: To:
Duties: Please see resume	
Employer Name Chelsea Area Wellness Foundation	Type of Business Non-Profit
Address Chelsea, MI	Employment Dates:
Job Title: Safe Routes to School Coordinator	From: To:
Duties: Please see resume	

**Supplemental Information:** Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat. You may attach a resume.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. **Even if you do not have any of the experience or professional background listed, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds in its boards and commissions.**

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the office at 734-449-2880 if you have any questions or concerns about the disclosure of certain information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all of the information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

*Kristen Delaney*  
 Applicant's Signature

3/16/2021  
 Date:

Return Completed Forms to:  
 Northfield Township Manager  
 8350 Main St.  
 P. O. Box 576  
 Whitmore Lake, MI 48189

Revised 11-15-17

## Boards and Commissions Application Attachment

### ☐ Board of Review - 2 Year Terms

*Meets March, July, & December-evenings & daytimes*

Members are appointed by the Board of Trustees. Members must be township residents and property taxpayers and should be qualified by experience and/or training in matters related to real estate. Please check below all that apply:

- ☐ Property Taxpayer
- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)
- ☐ Other \_\_\_\_\_

### ☐ Planning Commission - 3 Year Terms

*Meets the 1st & 3rd Wednesdays of the month at 7 PM*

Members are appointed by the Township Supervisor subject to approval by the Board of Trustees. Members must be township residents, registered electors, and qualified by experience and/or training in matters related to any of the categories below. Please check below if you have experience in:

- ☐ Agriculture
- ☐ Recreation
- ☐ Education
- ☐ Public Health
- ☐ Government
- ☐ Commerce
- ☐ Transportation
- ☐ Industry
- ☐ Other \_\_\_\_\_

### ☐ Zoning Board of Appeals - 3 Year Terms

*Meets the 3rd Monday of the month at 7 PM as needed*

Members are appointed by the Board of Trustees. Members must be township residents and should be qualified by experience and/or training in matters related to construction, land use planning and/or zoning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ GIS/AutoCAD
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☐ Zoning
- ☐ Other \_\_\_\_\_

### ☒ Downtown Development Authority - 4 Year Terms

*Meets the 4th Monday of the month at 7 PM as needed*

Members are appointed by the Township Supervisor subject to approval by the Board of Trustees. A majority of members shall be owners of business property located in the DDA district. One member must be a resident of the district. Please check below if you are or have experience in:

- ☒ Business Owner in the District
- ☐ Resident of DDA District
- ☐ Banking/Finance
- ☐ Real Estate
- ☒ Advertising/Marketing/Public Relations
- ☒ Grant Writing
- ☐ Other Economic Development, Main Street 4 Point Approach

Property Owner: 9419  
Main Street

### ☐ Land Preservation Committee

*Meets the 2nd Thursday of the month at 7 PM*

Members are appointed by the Board of Trustees. Members must be township residents and have an interest in land preservation/conservation. Please check below if you have experience in:

- ☐ Farming
- ☐ Forestry
- ☐ Ecology/Environment
- ☐ Land Use Planning
- ☐ Land Preservation
- ☐ Natural Resources
- ☐ Historic Preservation
- ☐ Other \_\_\_\_\_

### ☐ Parks & Recreation Board - 3 Year Terms

*Meets the 3rd Thursday of the month at 7 PM*

Members are appointed by the Board of Trustees. Members must be township residents with an interest in improving our parks and recreation offerings. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Physical Education
- ☐ Public Administration
- ☐ Landscape Architecture
- ☐ Other \_\_\_\_\_



**Kristen Delaney**

[REDACTED] Galatian Drive  
Whitmore Lake, MI 48189  
[REDACTED]  
[REDACTED]

March 16, 2021

Ken Dignan, Supervisor  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

Dear Mr. Dignan,

Please accept the attached documents as my application to serve on the Downtown Development Authority (DDA). In 2013, my family and I purchased Bobber Down Bar and Grill located at 8475 Main Street. We successfully ran the business for over seven years before selling the property in late 2020. Now operating as Hatfield's Holdings, LLC we have purchased the property located at 9419 Main Street and continue to look for opportunities to invest in the downtown.

In addition to my background owning and running a business in the Township, I have over 17 years' experience working in government and the non-profit sector. I currently work at the Assistant to the CEO for the Michigan Municipal Services Authority (MMSA) and the Local Community Stabilization Authority (LCSA). The mission of the MMSA is to deliver high quality shared services and functions to participating cities, villages, townships, counties, and districts, providing them with innovative solutions to collaborate, lower costs and enhance services to their citizens. We also manage the LCSA where we oversee the distribution of Local Community Stabilization Share revenue to local units of government and schools, as well as METRO Act funds to cities, villages and townships across the state.

Prior to being hired at the MMSA, I was the Director of Community and Economic Development for the City of South Lyon. In this position I was responsible for community and economic development, overseeing planning and zoning, and providing high level administrative support to the City Manager. My professional experience also includes my work with the Chelsea Area Wellness Foundation as the Safe Routes to School (SR2S) Coordinator.

My hope is that my background and experience could be a helpful contribution to the DDA board. I can be reached at [REDACTED] or [REDACTED] if you have any questions. Thank you for your time and consideration.

Sincerely,

*Kristen Delaney*

Kristen Delaney

## Kristen Delaney

Galatian Drive  
[REDACTED]  
[REDACTED]  
[REDACTED]

### PROFESSIONAL EXPERIENCE

#### *Assistant to the CEO*

Michigan Municipal Services Authority/Local Community Stabilization Authority  
Lansing, MI

7/15 - present

#### Director of Community and Economic Development

City of South Lyon: South Lyon, MI

10/13 - 7/15

9/08 - 8/12

Responsible for community and economic development, planning and zoning, and providing high level administrative support to the City Manager. My accomplishments include:

- Collaborating with elected officials and residents to draft and adopt a downtown plan created by Michigan State University's Small Town Design Initiative.
- Managing the annual Community Development Block Grant application and administration.
- Assisting the City Manager with preparation of annual budget and bi-monthly City Council packets.
- Overseeing the distribution of agendas, minutes and public hearing notices for the Planning Commission and the ZBA in compliance with the Planning Enabling Act and the Open Meetings Act.
- Improving communications for the City, including developing a new downtown website, making City Council meetings available online and utilizing social media to promote the community.
- Establishing and managing the South Lyon Farmers Market.

#### *Safe Routes to School Coordinator*

Chelsea Area Wellness Foundation: Chelsea, MI

8/12- 9/13

Responsible for implementing SR2S program in Chelsea and Dexter. My accomplishments included:

- Identifying and writing a grant application that awarded over \$225,000 in SR2S funds for the Village of Dexter and mini grants that garnered \$9,000 from the Michigan Fitness Foundation for SR2S programs.
- Facilitating the development of Action Plans for both districts that identified current barriers to safe walking and biking for students.
- Assembling volunteer task forces to advocate for safe walking and biking.
- Coordinating awareness campaigns for SR2S that included social media, public meetings and engaging media outlets.

*Graduate Research Assistant*

Eastern Michigan University: Ypsilanti, MI

9/07 - 9/08

Conducted scientific research for a National Oceanic and Atmospheric Administration grant examining best practices for the redevelopment of contaminated sites. Built and maintained research database on over 300 brownfield sites.

*Public Relations Coordinator*

University of Michigan Office of International Programs: Ann Arbor, MI

3/02 - 11/03

Planned and managed the annual study abroad fair attended by over 7,000 students. Wrote and edited program publications, news releases and web content.

**OTHER EXPERIENCE**

City of Farmington Hills Planning Intern 4/07 – 9/07

City of South Lyon Economic Development Intern 2/07 – 6/07

Washtenaw Area Transportation Study Data Specialist 10/06 - 6/07

Community Development Advocates of Detroit Intern 6/06 - 10/06

**EDUCATION**

Eastern Michigan University: Ypsilanti, MI Master of Science (December 2013) Urban and Regional Planning

James Madison College, Michigan State University: East Lansing, MI Bachelor of Arts (May 2000) Political Theory and Constitutional Democracy

# NORTHFIELD TOWNSHIP MICHIGAN - Agenda Item Request Form

Please  
Date  
Stamp

Is there a Project Deadline: ☐ Yes ☒ No When? 5/3/2021

If you need assistance completing this form, Please contact the Township Manager: [ayness@northfieldmi.gov](mailto:ayness@northfieldmi.gov)

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Only request forms with appropriate supporting background or documentation will be ready for consideration to be on the agenda.

Requestor: Marissa Prizgint Residence/Business Address: 32 Schrum Dr.

Phone N/A text? ☐ Yes ☒ No | E-mail: [REDACTED]

Are you a: ☒ Resident ☐ Business ☒ Other LPC Secretary

1. Item to be Considered: LPC applicant appointment: Judith Moldenhauer

2. Description/Background: Please accpet the LPC's unanimous recommendation to appoint Judith Moldenhauer to a term beginning immediately and ending on 12/31/2023, replacing Julia Henshaw, who wishes to retire from the LPC.

3. Supporting Docs: See attached Committee Application

4. Acton Being Requested: ☐ Consideration ☒ Adoption ☐ Discussion ☐ Other Appointment

5. Will you present this item? ☐ Yes ☒ No | Has the Board acted previously? ☐ Yes ☒ No When? \_\_\_\_\_

6. Has this item been addressed with the Township Staff? ☐ Yes ☐ No When? \_\_\_\_\_

7. Has this item been addressed with the Township Manager? ☐ Yes ☒ No When? \_\_\_\_\_

8. Is there a Fiscal Impact? ☐ Yes ☒ No (fill in information if known) Were other options reviewed or bid?\* ☐ Yes ☐ No

Amount	Fund	Line Item	Budgeted	Option B: _____	Option C: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	comment: _____	comment: _____

\* If no other options were considered explain in the comments below.

9. Comments: \_\_\_\_\_

Signature: Marissa Prizgint Date: 5/3/2021

Supervisor _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Manager _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Planner _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Attorney _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Public Safety _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only
---	--	--	---	--

Please drop off or submit completed forms and documentation to: [dignank@northfieldmi.gov](mailto:dignank@northfieldmi.gov) or the Township Manager

# NORTHFIELD TOWNSHIP MICHIGAN

8350 Main St.  
Whitmore Lake, MI 48189

Phone: 734-449-2880  
Fax: 734-449-0123

## Boards and Commissions Application

Personal Information				
Last Name <i>Moldenhauer</i>	First Name <i>Judith</i>	M. I. <i>A.</i>	Today's Date <i>4-29-21</i>	
Street Address <i>Six Mile Road</i>	City <i>South Lyon</i>	State <i>MI</i>	Zip <i>48178</i>	
E-mail [REDACTED]	Home Phone [REDACTED]	Cell Phone [REDACTED]		
What Board/Commission are you applying for? <i>Land Preservation Committee</i>	Date Available <i>May 1, 2021</i>	Have you ever applied with us before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Residency is required for most Boards and Commissions. Are you a resident of Northfield Township? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, for how long? <i>___</i>				

Education		
Name & Location	Last Year Completed	Major & Degree earned
High School <i>Hinsdale Central H.S. (Hinsdale, Illinois)</i>	9 10 11 <i>(12)</i>	<i>H.S. Diploma</i>
College, University or Trade School <i>Univ. of Illinois - Urbana</i>	1 2 3 <i>(4)</i>	<i>BFA (Bachelor of Fine Arts (Graphic Design))</i>
Other <i>Stanford University Univ. of Wisconsin - Madison</i>	<i>1 yr. 3 yrs.</i>	<i>MA (Master of Arts) MFA (Master of Fine Arts)</i>
List any Relevant Certifications you currently hold		

Provide a brief biography including your skills, background and expertise, as well as any involvement in the community, professional or other non-profit organizations that are specifically applicable to this board or commission.

*See attached.*

What led to your desire to serve the community?

*See attached.*

Employment History	
Employer Name <i>Wayne State University</i>	Type of Business <i>Education</i>
Address <i>150 Art Building, Detroit, MI 48202</i>	Employment Dates:
Job Title: <i>Professor</i>	From: <i>1990</i> To: <i>Present</i>
Duties: <i>teaching Graphic Design (established Graphic Design program); Interim Assoc. Dean, College of Fine, Performing + Comm. Arts (2011-15)</i>	
Employer Name <i>University of Michigan</i>	Type of Business <i>Education</i>
Address <i>2000 Bonisteel Blvd, Ann Arbor, MI 48104</i>	Employment Dates:
Job Title: <i>Asst. Prof.</i>	From: <i>1983</i> To: <i>1992</i>
Duties: <i>teaching Graphic Design</i>	
Employer Name <i>Kansas City Art Institute</i>	Type of Business <i>Education</i>
Address <i>4415 Warwick Blvd, K.C., MO 64111</i>	Employment Dates:
Job Title: <i>Asst. Prof.</i>	From: <i>1979</i> To: <i>1983</i>
Duties: <i>teaching Graphic Design</i>	

**Supplemental Information:** Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat. You may attach a resume.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds in its boards and commissions.

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the office at 734-449-2880 if you have any questions or concerns about the disclosure of certain information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all of the information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

*Jedediah N. Erdman*  
Applicant's Signature

*April 29, 2021*  
Date:

Return Completed Forms to:

Northfield Township Manager  
8350 Main St.  
P. O. Box 576  
Whitmore Lake, MI 48189

Revised 11-15-17

## Boards and Commissions Application Attachment

### ☐ Board of Review - 2 Year Terms

*Meets March, July, & December-evenings & daytimes*

Members are appointed by the Board of Trustees. Members must be township residents and property taxpayers and should be qualified by experience and/or training in matters related to real estate. Please check below all that apply:

- ☐ Property Taxpayer
- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)
- ☐ Other \_\_\_\_\_

### ☐ Planning Commission - 3 Year Terms

*Meets the 1st & 3rd Wednesdays of the month at 7 PM*

Members are appointed by the Township Supervisor subject to approval by the Board of Trustees. Members must be township residents, registered electors, and qualified by experience and/or training in matters related to any of the categories below. Please check below if you have experience in:

- ☐ Agriculture
- ☐ Recreation
- ☐ Education
- ☐ Public Health
- ☐ Government
- ☐ Commerce
- ☐ Transportation
- ☐ Industry
- ☐ Other \_\_\_\_\_

### ☐ Zoning Board of Appeals - 3 Year Terms

*Meets the 3rd Monday of the month at 7 PM as needed*

Members are appointed by the Board of Trustees. Members must be township residents and should be qualified by experience and/or training in matters related to construction, land use planning and/or zoning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ GIS/AutoCAD
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☐ Zoning
- ☐ Other \_\_\_\_\_

### ☐ Downtown Development Authority - 4 Year Terms

*Meets the 4th Monday of the month at 7 PM as needed*

Members are appointed by the Township Supervisor subject to approval by the Board of Trustees. A majority of members shall be owners of business property located in the DDA district. One member must be a resident of the district. Please check below if you are or have experience in:

- ☐ Business Owner in the District
- ☐ Resident of DDA District
- ☐ Banking/Finance
- ☐ Real Estate
- ☐ Advertising/Marketing/Public Relations
- ☐ Grant Writing
- ☐ Other \_\_\_\_\_

### ☐ Land Preservation Committee

*Meets the 2nd Thursday of the month at 7 PM*

Members are appointed by the Board of Trustees. Members must be township residents and have an interest in land preservation/conservation. Please check below if you have experience in:

- ☐ Farming
- ☐ Forestry
- ☒ Ecology/Environment
- ☐ Land Use Planning
- ☒ Land Preservation
- ☐ Natural Resources
- ☐ Historic Preservation
- ☒ Other Visual Communication

### ☐ Parks & Recreation Board - 3 Year Terms

*Meets the 3rd Thursday of the month at 7 PM*

Members are appointed by the Board of Trustees. Members must be township residents with an interest in improving our parks and recreation offerings. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Physical Education
- ☐ Public Administration
- ☐ Landscape Architecture
- ☐ Other \_\_\_\_\_



# Judith A. Moldenhauer

April 29, 2021

## Northfield Township Land Preservation Committee Application

*Provide a brief biography including your skills, background and expertise, as well as any involvement in the community, professional or other non-profit organizations that are specifically applicable to this board or commission.*

I have long been an advocate for land stewardship, the idea that we humans are a part of the overall environment and that we have a responsibility to care for this environment that sustains us. It was the Girl Scouts that introduced me to the out-of-doors at a young age and instilled in me the sense of being part of nature, of finding joy in nature, and doing my part to preserve nature for those who come after me. I fell in love with camping, hiking, canoeing, and listening to the call of loons in the north woods and, as a camp counselor, providing opportunities for others to connect with the natural world and feel that connection within their own lives. I have lived in a variety of landscapes – prairies and cornfields, mountains and ocean, lakes and forests – and learned about what makes them special. While in graduate school at the University of Wisconsin, I worked as a graphic designer for the USDA Forest Products Laboratory, the national center for wood research, and learned much about forest ecosystems, forest management, and the economics of the forest/timber/paper industry.

I now live on 14 acres in Northfield Township – my partner and I have lived there 34 years (since 1986) – and have been able to practice land stewardship on those 14 acres. We have been working with the Huron River Watershed Council to create a conservation easement on the property – ensuring that in our 10-acre field, the back 2 acres will continue to be wetlands where red-wing blackbirds and sandhill cranes nest; that the other 8 acres (which have been in crops: wheat, corn, soybeans, and now hay) will continue to be cultivated and provide income and food for people and animals; that the wooded edge of the field will continue to shelter jack-in-the-pulpit, trillium, dogtooth violet, wild geraniums, spring beauty, and Mayapples and be home to pileated woodpeckers and great horned owls; that the pond will continue to be home to Northern Leopard frogs; that the sound of toads trilling in the spring will resonate across the property. We have put in organic vegetable gardens and continue putting in native plants and removing invasive ones, such as buckthorn, autumn olive, and honeysuckle.

Additionally, I have long been a member of and involved with organizations that support and promote land preservation and conservation: Sierra Club, Audubon Society, The Nature Conservancy, and the Huron River Watershed Council (HRWC). I have participated in the HRWC's Stonefly count and the HRWC has provided a biodiversity assessment of our property. I have also participated in the Natural Area Preservation (NAP) Frog and Toad count. And throughout my life I have worked in support of many justice issues, including rural justice – specifically to support family farmers and promote policies/practices that can provide stable income for farmers and good food for our tables while replenishing/sustaining the land itself.

# Judith A. Moldenhauer

April 29, 2021

## Northfield Township Land Preservation Committee Application

*What lead to your desire to serve the community?*

I have been aware of and supportive of the goals of the Northfield Township Land Preservation committee (LPC) since its inception. I designed the poster/flyer for the 2018 "Conversations about land in Northfield Township" and for the 2019 "Northfield Township Farm Tour" – events sponsored by the NTLP. As a graphic designer, I understand the importance of effective visual communication (and of all kinds of media communication) and of creating materials that enable people to easily find, understand, and use information. Visibility is the key to LPC success and in promoting the importance and value of land preservation. I firmly believe that communication is education and that residents of the Township should know:

- more about the activities of the NTLP to feel like they have a stake in sustaining the many environmental advantages of the Township, and
- how their support for land stewardship can contribute to the success and future of the Township.

As a Township resident who values the land and the community we share, I would like to contribute my knowledge and skills to the Township by serving on the LCP.



# NORTHFIELD TOWNSHIP MICHIGAN - Agenda Item Request Form

Please  
Date  
Stamp

Is there a Project Deadline: ☐ Yes ☒ No When? \_\_\_\_\_

*If you need assistance completing this form, please contact the Township Manager, ayness@northfieldmi.gov*

Forms must be complete with supporting documents and received by the Township no later than 12 Noon on the Tuesday prior to a Regular Board meeting to be considered for placement on the next meeting's agenda. Items may be placed on a workshop or special board meetings if deemed appropriate by the Township Supervisor. Regular meetings are on the 2nd & 4th Tuesday at 7 p.m. Only request forms with appropriate supporting background or documentation will be ready for consideration to be on the agenda.

Requestor: Kathy Manley Residence/Business Address: \_\_\_\_\_

Phone 734-231-1468 text? ☐ Yes ☐ No | E-mail: manleyk@northfieldmi.gov

Are you a: ☐ Resident ☐ Business ☐ Other \_\_\_\_\_

1. Item to be Considered: Raises

2. Description/Background: Due to payroll cut off we are requesting raises starting on July 1st.

3. Supporting Docs: \_\_\_\_\_

4. Action Being Requested: ☐ Consideration ☒ Adoption ☐ Discussion ☐ Other \_\_\_\_\_

5. Will you present this item? ☒ Yes ☐ No | Has the Board acted previously? ☐ Yes ☐ No When? \_\_\_\_\_

6. Has this item been addressed with the Township Staff? ☐ Yes ☐ No When? \_\_\_\_\_

7. Has this item been addressed with the Township Manager? ☐ Yes ☐ No When? \_\_\_\_\_

8. Is there a Fiscal Impact? ☐ Yes ☐ No (fill in information if known) Were other options reviewed or bid?\* ☐ Yes ☐ No

Amount	Fund	Line Item	Budgeted	Option B: _____	Option C: _____
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No	comment: _____	comment: _____

\* If no other options were considered explain in the comments below.

9. Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Manager _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Planner _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Attorney _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only	Public Safety _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a _____ _____ For Official Township Use Only
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Please drop off or submit completed forms and documentation to: [dignank@northfieldmi.gov](mailto:dignank@northfieldmi.gov) or the Township Manager

# **Clerk's Department**

**From:** Kathleen Manley

**Subject:** Pay increase effective date

**Date:** May 6, 2021

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Hello,

The Board has approved pay increases to start on July 1, 2021. It has been brought to my attention that the pay increase should go in to effect the first pay in July. This is when the fiscal year salary would begin. This would be the July 9, 2021 payroll.

I would like to amend the pay increase to take place the first pay in July 2021 (July 9, 2021 payroll) and not July 1, 2021. This will also help with the monthly contributions to MERS.

Thank you.

Sincerely,  
Kathy Manley, Clerk

**NORTHFIELD TOWNSHIP**  
**8350 Main St.**  
**734-449-2880**

---

To: Board of Directors

Date: May 11, 2021

From: Controller

RE: Fiscal 2021-2022 Budgets

Attached you will find the following budgets:

- Barker Rd Rental Property Fund (214)
- PSB Rental Property Fund (217)
- Building Department Fund (287)
- Building Authority Debt Fund (369)
- PSB Debt Fund (370)
- Waste Water Treatment Plant Fund (571)
- Wastewater Treatment Plant Sewer Construction Fund (576)
- Seven Mile Sewer Fund (815)
- Whitmore Lake Sewer Fund (825)
- N.T. Sewer Fund (890)

Below please find a description of each fund as well as any significant changes between the Fiscal 2020 – 2021 and 2021-2022 budgets.

**BARKER ROAD RENTAL PROPERTY FUND (#214)**

The Barker Rd Rental Property Fund was created to track the income and expenses related to the rental property at 75 Barker Road. Rental income from tenants are contributed to this fund. Expenditures related to the upkeep and repair of the building are tracked through this fund.

- 75 Barker Rd. is currently in the process of being sold. No Rental Income is budgeted for the 2021-22 fiscal year. Expenditures are unknown at this time.

**PUBLIC SAFETY BUILDING RENTAL PROPERTY FUND (#217)**

The PSB Rental Property Fund was created to track the income and expenditures related to the rental property on the upper level of the Public Safety Building. Rental income from tenants are contributed to this fund and expenditures for utilities and repairs and maintenance of the space are tracked through this fund.

**Items of significance for the PSB Rental Property Fund**

**REVENUES:**

- Utility Revenue has been increased to more closely reflect actual costs.

**EXPENDITURES:**

- Utility costs have been increased to more closely reflect actual costs.
- \$25,000 has been budgeted to complete concrete repairs at the Public Safety Building.

### **DONATION FUND (#230)**

The donation fund tracks miscellaneous donations given to the township for various community events and tracks the spending of those donations.

- No activity is projected in this fund. It is proposed that the remaining money in this account be transferred to the general fund and this fund be made inactive until it is needed to track new donation projects.

### **BUILDING DEPARTMENT FUND (#287)**

The building department is a self-sustaining fund that receives revenue dollars in the form of fees charged for various permits required to perform any building related activities within the township. Money is expended to cover inspections of permitted work, staff salaries and some minor operating expenses. Currently this fund is running at a deficit and at the current rate will not have enough funds to cover expenditures for 2020-2021.

#### **Items of significance for the Building Department**

#### **REVENUES:**

- No Significant Changes Projected.

#### **EXPENDITURES:**

- 3% pay increases for all non-union staff were approved by the Township Board of Trustees and are reflected in this budget for 60% of the Building/Zoning Coordinator's salary.

### **BUILDING AUTHORITY DEBT FUND (#369)**

The sole purpose of the Building Authority Debt Fund is to capture the \$2.93 million principal and interest bond payments. The revenue side of this fund comes from the General, Fire and Police funds who split the bond payments equally or 1/3 each. This fund is not covered by a Township Millage. This Bond will be paid off in 2023. Revenue and Expenditures change each year based on the bond schedule.

- No Significant Changes Projected

### **PSB DEBT FUND (#370)**

The purpose of this fund is to capture the \$2.415 million principal and interest bond payment, which is covered by its own township millage. The Bond will be paid off in 2022. Revenue and Expenditures change each year based on the bond schedule.

- No Significant Changes Projected. This Bond will be paid off in the April 2022.

### **WASTE WATER TREATMENT PLANT (WWTP) (#571)**



The purpose of this fund and the smaller SAD district funds is to account for all daily activities related to our sewer systems throughout the township. It captures Usage Fees charged to residents, which is the bulk of their revenues (99%+) and various expenditures including labor and related benefits, legal and professional fees, operational expenses including repairs, bond interest payments and capital purchases.

### **Items of significance for the Waste Water Treatment Plant Fund**

#### **REVENUES:**

- Tap In fees and usage fees have been increased by a total of \$42,000 to reflect recent price increases.

#### **EXPENDITURES:**

- 3% pay increases for the WWTP staff were approved by the Township Board of Trustees and are reflected in this budget.
- Collection System Annual Maintenance has been increased by \$5,000 over the prior year budget to reflect actuals.
- A new department has been added for the Bond and Interest on the sewer basin, which is funded through usage fees. In the 2020-21 fiscal year there was interest charged to this fund totaling \$37,614. In the 2021-22 fiscal year there will be two interest payments, totaling \$102,000 and one principal payment of \$135,000.
- The 1992 Junior Lien Bond will be paid off in 2022.
- No capital improvement projects are currently planned for the 2021-22 fiscal year with the exception of the Sewer Basin, which is being tracked in a separate fund.

### **WWTP Sewer Basin Construction Fund (#576)**

The purpose of this fund is to track the construction costs for the Wastewater Treatment Plant Sewer Basin, utilizing the bond proceeds.

### **Items of significance for the WWTP Sewer Basin Construction Fund**

#### **REVENUES:**

- No additional revenue is expected in this fund.

#### **EXPENDITURES:**

- The Sewer Basin Construction is expected to conclude by Spring 2022.

### **DISTRICT #5 SEVEN MILE SEWER FUND (#815)**

This is an active 20-year Special Assessment District (SAD) for the Seven Mile Sewer Project completed back in 2003-2004. The primary purpose of this fund is to collect SAD Interest charged to residents, record the bond interest payment and depreciation on related equipment. The scheduled payoff year for this Bond is 2023. Revenue and Expenditures change each year based on the bond schedule.

- No Significant Changes Projected

**WHITMORE LAKE SEWER FUND (#825)**

The primary purpose of this fund is to collect SAD Interest charged to residents, record the bond interest payment and depreciation on related equipment. The scheduled payoff year for this Bond is 2035. Revenue and Expenditures change each year based on the bond schedule.

- No Significant Changes Projected

**NORTH TERRITORIAL SEWER FUND (#890)**

The primary purpose of this fund is to collect SAD Interest charged to residents and record depreciation on related equipment. Bond for this project has been paid off. Depreciation and interest continues to be recorded and applied to this fund annually.

- No Significant Changes Projected

This concludes explanations for the above mentioned budgets.

Thank You,

Yvette Starbuck  
Controller  
Northfield Township

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 214: BARKER RD RENTAL PROPERTY FUND  
2020-2021 FISCAL YEAR

Page 5 of 26

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
ESTIMATED REVENUES							
Dept 000							
214-000-665	INTEREST INCOME	25	0	4	0	0	#DIV/0!
214-000-688	RENTAL INCOME - BARKER RD.	6,640	0	0	0	0	#DIV/0!
Totals for Dept 000		6,665	0	4	0	0	#DIV/0!
TOTAL ESTIMATED REVENUES		6,665	0	4	0	0	#DIV/0!
APPROPRIATIONS							
Dept 000							
214-000-930	REPAIRS & MAINTENANCE	0	0	0	0	0	#DIV/0!
Totals for Dept 000		0	0	0	0	0	#DIV/0!
Dept 270 - LEGAL/PROFESSIONAL							
214-270-800	OTHER PROFESSIONAL FEES	0	7,500	6,167	0	(7,500)	-100.00%
Totals for Dept 270		0	7,500	6,167	0	(7,500)	-100.00%
TOTAL APPROPRIATIONS		0	7,500	6,167	0	(7,500)	-100.00%
NET OF REVENUES/APPROPRIATIONS		6,665	(7,500)	(6,163)	0	7,500	-100.00%
BEGINNING FUND BALANCE		11,270	17,936	17,936	10,436		
ENDING FUND BALANCE		17,936	10,436	11,773	10,436		
		Fund Balance 139%		Fund Balance #DIV/0!			

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 217: PSB RENTAL PROPERTY FUND**  
**2021-2022 FISCAL YEAR**

Page 6 of 26

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
<b>ESTIMATED REVENUES</b>							
Dept 000							
217-000-665	INTEREST INCOME	79	0	14	0	0	#DIV/0!
217-000-688	RENTAL INCOME	36,000	36,000	36,000	36,000	0	0
217-000-695	RENTAL UTILITY REVENUE	5,622	6,000	4,257	6,000	0	0
<b>Totals for dept 000-</b>		41,702	42,000	40,271	42,000	0	0
<b>TOTAL ESTIMATED REVENUES</b>		41,702	42,000	40,271	42,000	0	0
<b>APPROPRIATIONS</b>							
Dept 000							
217-000-908	RENTAL REIMBURSEMENT	9,730	9,730	8,108	10,000	270	2.77%
217-000-920	UTILITIES	5,534	6,000	4,189	6,000	0	0
<b>Totals for Dept 000</b>		15,264	15,730	12,297	16,000	270	1.72%
Dept 900-CAPITAL OUTLAY							
217-900-800	OTHER PROFESSIONAL FEES	0	0	0	0	0	#DIV/0!
217-900-971	RENOVATIONS	0	27,000	24,905	25,000	(2,000)	-7.41%
	<b>To Complete Concrete Repairs</b>						
<b>Totals for dept 900-CAPITAL OUTLAY</b>		0	27,000	24,905	25,000	(2,000)	-7.41%

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 217: PSB RENTAL PROPERTY FUND**  
**2021-2022 FISCAL YEAR**

Page 7 of 26

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
	TOTAL APPROPRIATIONS	15,264	42,730	37,202	41,000	(1,730)	-4.05%
	NET OF REVENUES/APPROPRIATIONS	26,438	(730)	3,069	1,000	1,730	-236.97%
	BEGINNING FUND BALANCE	27,719	54,156	54,156	53,426		
	ENDING FUND BALANCE	54,156	53,426	57,225	54,426		

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 230: DONATION FUND  
2021-22 FISCAL YEAR

Page 8 of 26

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT	PCT
ESTIMATED REVENUES							
Dept 000							
230-000-665	INTEREST INCOME	1	0	0	0	0	#DIV/0!
230-000-690	DONATION - DOG PARK	0	0	0	0	0	#DIV/0!
230-000-691	DONATION - FIREWORKS	0	0	0	0	0	#DIV/0!
230-000-692	DONATION - EVENTS/COMMUNITY PROJECTS	0	0	0	0	0	#DIV/0!
230-000-698	DONATIONS - OTHER	0	0	0	0	0	#DIV/0!
Totals for dept 000-		1	0	0	0	0	#DIV/0!
TOTAL ESTIMATED REVENUES		1	0	0	0	0	#DIV/0!
APPROPRIATIONS							
Dept 301-OPERATING COSTS							
230-301-903	KIWANIS	0	0	0	0	0	#DIV/0!
230-301-904	EVENTS/COMMUNITY PROJECTS	0	0	0	0	0	#DIV/0!
230-301-905	BARK PARK	0	0	0	0	0	#DIV/0!
Totals for dept 301-OPERATING COSTS		0	0	0	0	0	#DIV/0!
TOTAL APPROPRIATIONS		0	0	0	0	0	#DIV/0!
NET OF REVENUES/APPROPRIATIONS - FUND 230		1	0	0	0	0	#DIV/0!
BEGINNING FUND BALANCE		519	520	520	520		
ENDING FUND BALANCE		520	520	521	520		
		Fund Balance % #DIV/0!		Fund Balance % #DIV/0!			

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 287: BUILDING DEPARTMENT FUND**  
**2021-2021 FISCAL YEAR**

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GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT	PCT
<b>ESTIMATED REVENUES</b>							
Dept 000							
287-000-478	SOIL FILL PERMITS	0	0	1,000	0	0	#DIV/0!
287-000-481	SIGN PERMITS	0	0	0	0	0	#DIV/0!
287-000-484	BUILDING PLAN REVIEW FEES	4,922	5,500	6,963	5,500	0	0
287-000-485	BUILDING PERMIT FEES	46,614	35,000	55,129	35,000	0	0
287-000-486	CONTRACTOR'S REGISTRATION	2,340	2,500	2,095	2,500	0	0
287-000-488	TRADE PERMIT FEES	50,101	40,000	41,209	40,000	0	0
287-000-626	COPY & FOIA INCOME	45	0	66	0	0	#DIV/0!
287-000-665	INTEREST INCOME	453	0	79	0	0	#DIV/0!
<b>Totals for dept 000-</b>		104,476	83,000	106,541	83,000	0	0
<b>TOTAL ESTIMATED REVENUES</b>		104,476	83,000	106,541	83,000	0	0
<b>APPROPRIATIONS</b>							
Dept 226-PERSONNEL							
287-226-703	BUILDING SALARIES	16,280	26,401	15,654.76	27,193	792	3.00%
287-226-715	60% OF Building/Planning/Zoning Coordinator Salary SOCIAL SECURITY	2,165	2,020	-	2,080	60	2.97%
287-226-716	HOSPITALIZATION	12,363	18,781	9,532.38	20,096	1,315	7.00%
287-226-717	LIFE/DISB. INSURANCE	392	663	360.58	713	50	7.50%
287-226-718	BUILDING PENSION	1,584	2,640	1,646.09	2,719	79	3.00%



**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 287: BUILDING DEPARTMENT FUND**  
**2021-2021 FISCAL YEAR**

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GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
287-226-731	WORKERS COMP INSURANCE	598	480	-	480	0	0
287-226-927	ALLOCATE TO DEPARTMENTS	18,991	18,991	-	18,991	0	0
	30% of Front Desk Wages and 10% of Township Manager Wages and Benefits						
Totals for dept 226-PERSONNEL		52,374	69,976	27,193.81	72,272	2,296	3.28%
Dept 261-GOVERNMENT SHARED SERVICES							
287-261-725	BUILDING INSPECTIONS	15,538	25,000	8,066	25,000	0	0
287-261-737	PLAN REVIEW	4,841	3,000	5,879	3,000	0	0
287-261-738	MISC BUILDING ADMINISTRATION	219	500	0	500	0	0
Totals for dept 261-GOVERNMENT SHARED SERVICES		20,597	28,500	13,945	28,500	0	0
Dept 270-LEGAL/PROFESSIONAL							
287-270-722	CONTROLLER	2,672	2,672	0	2,672	0	0
	(5% of Total Cost)						
287-270-802	AUDIT FEES	900	900	900	900	0	0
	(5% of Total Cost)						
287-270-806	ENGINEER	400	1,000	800	0	(1,000)	-100.00%
287-270-823	ZONING ADMINISTRATION	0	1,000	0	1,000	0	0
Totals for dept 270-LEGAL/PROFESSIONAL		3,972	5,572	1,700	4,572	(1,000)	-17.95%
Dept 301-OPERATING COSTS							
287-301-725	ELECTRIC, PLUMB & MECH INSPECTIONS	36,045	25,000	21,555	25,000	0	0
287-301-727	SUPPLIES	382	500	279	500	0	0
287-301-818	CONTRACTUAL SERVICES	0	0	0	0	0	#DIV/0!

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 287: BUILDING DEPARTMENT FUND**  
**2021-2021 FISCAL YEAR**

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GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT	PCT
287-301-850	COMMUNICATION	496	500	450	500	0	0
287-301-910	INSURANCE & BONDS	0	900	0	900	0	0
287-301-927	ALLOCATE TO DEPARTMENTS	4,000	4,200	0	4,200	0	0
Totals for dept 301-OPERATING COSTS		40,923	31,100	22,285	31,100	0	0
Dept 412 - PLANNING/ZONING DEPT							
287-412-823	ZONING ADMINISTRATION	0	0	0	0	0	#DIV/0!
Totals for dept 301-OPERATING COSTS		0	0	0	0	0	#DIV/0!
TOTAL APPROPRIATIONS		117,866	135,148	65,124	136,444	1,296	0.96%
NET OF REVENUES/APPROPRIATIONS - FUND 2		(13,391)	(52,148)	41,417	(53,444)	(1,296)	2.48%
BEGINNING FUND BALANCE		137,338	123,947	123,947	71,799		
ENDING FUND BALANCE		123,947	71,799	165,364	18,355		
				Fund Balance 53%	Fund Balance 13%		

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 369: BUILDING AUTHORITY DEBT FUND**  
**2021-2022 FISCAL YEAR**

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GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT	PCT
<b>ESTIMATED REVENUES</b>							
Dept 000							
369-000-685	FUNDS XFER FOR 3.5 BOND PMT	269,322	320,328	0	308,278	(12,050)	-3.76%
	Contributions from Police, Fire, GF for Bond Payment						
	Totals for dept 000-	269,322	320,328	0	308,278	(12,050)	-3.76%
TOTAL ESTIMATED REVENUES		269,322	320,328	0	308,278	(12,050)	-3.76%
<b>APPROPRIATIONS</b>							
Dept 905-DEBT SERVICE							
369-905-942	3 M BOND BLDG AUTH	232,182	300,000	300,000	295,000	(5,000)	-1.67%
	Bond Payoff - 2023						
369-905-987	INTEREST 3 M BOND	23,158	20,328	20,328	13,278	(7,050)	-34.68%
	Bond Payoff - 2023						
	Totals for dept 905-DEBT SERVICE	255,340	320,328	320,328	308,278	(12,050)	-3.76%
TOTAL APPROPRIATIONS		255,340	320,328	320,328	308,278	(12,050)	-3.76%
NET OF REVENUES/APPROPRIATIONS - FUND 369		13,982	0	(320,328)	0		
BEGINNING FUND BALANCE		0	0	0	0		
ENDING FUND BALANCE		13,982	0	(320,328)	0		
Fund Balance %				Fund Balance %			
0%				0%			

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 370: PSB DEBT FUND  
2021-2022 FISCAL YEAR

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GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2019-20 ACTIVITY AS OF 3/31/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT	PCT
ESTIMATED REVENUES							
Dept 000							
370-000-402	CURRENT PROPERTY TAX	263,056	277,338	262,491	266,110	(11,228)	-4.05%
370-000-441	LCSA PPT REIMBURSEMENT	3,170	4065	0	4,065	0	0
370-000-445	PENALTY & INTEREST ON TAXES	175	0	75	0	0	#DIV/0!
370-000-665	INTEREST INCOME	42	0	7	0	0	#DIV/0!
Totals for dept 000-		266,442	281,403	262,573	270,175	(11,228)	-3.99%
TOTAL ESTIMATED REVENUES		266,442	281,403	262,573	270,175	(11,228)	-3.99%
APPROPRIATIONS							
Dept 301-OPERATING COSTS							
370-301-938	CHARGEBACKS - PRIOR TAX YEARS	90	1,000	11	1,000	0	0
Totals for dept 301-OPERATING COSTS		90	1,000	11	1,000	0	0
Dept 905-DEBT SERVICE							
370-905-945	3.8 M PSB BOND	245,000	265,000	265,000	260,000	(5,000)	-1.89%
	(Final Payment April, 2022)						
370-905-994	INTEREST 2.415 BOND PSB	18,575	12,338	12,338	6,110	(6,228)	-50.48%
	(Final Payment April, 2022)						
Totals for dept 905-DEBT SERVICE		263,575	277,338	277,338	266,110	(11,228)	-4.05%
TOTAL APPROPRIATIONS		263,665	278,338	277,348	267,110	(11,228)	-4.03%



# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 370: PSB DEBT FUND  
2021-2022 FISCAL YEAR

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GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2019-20 ACTIVITY AS OF 3/31/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
	NET OF REVENUES/APPROPRIATIONS - I	2,778	3,065	(14,775)	3,065	0	0
	BEGINNING FUND BALANCE	20,969	23,747	23,747	26,812		
	ENDING FUND BALANCE	23,747	26,812	8,972	29,877		
			Fund Balance 10%		Fund Balance 11%		

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT	FROM PCT
ESTIMATED REVENUES							
Dept 000							
571-000-445	PENALTY & INTEREST ON TAXES	2	-	12	-	0	#DIV/0!
571-000-500	TAP-IN FEES	58,837	37,500	21,136	45,000	7,500	20.00%
571-000-590	Six Tap-Ins at \$7,430 each GRANT INCOME	203,708	213,000	212,668	-	(213,000)	-100.00%
571-000-651	USAGE FEES	1,460,757	1,465,750	1,115,378	1,500,000	34,250	2.34%
571-000-665	To reflect price increase from prior year INTEREST INCOME	11,797	5,000	576	5,000	0	0
571-000-671	REIMBURSEMENT/OTHER INCOME	8,083	1,500	1,864	1,500	0	0
571-000-672	SAD INTEREST	27	-	-	-	0	#DIV/0!
571-000-673	(Lake Point SAD) SALE OF FIXED ASSETS	-	-	-	-	0	#DIV/0!
571-000-693	GAIN/LOSS ON DISPOSAL OF ASSETS	-	-	-	-	0	#DIV/0!
Totals for dept 000-		1,743,211	1,722,750	1,351,634	1,551,500	(171,250)	-9.94%
Dept 336-CONTRIBUTIONS							
571-336-588	CONTRIBUTION OTHER FUND(S)	0	0	0	0	0	#DIV/0!
Totals for dept 336-CONTRIBUTIONS		0	0	0	0	0	#DIV/0!
TOTAL ESTIMATED REVENUES		1,743,211	1,722,750	1,351,634	1,551,500	(171,250)	-9.94%
APPROPRIATIONS							
Dept 226-PERSONNEL							

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 571: WWTP FUND**  
**2021-2022 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT	PCT
571-226-701	SALARIES	68,835	68,833	60,580	70,898	2,065	3.00%
571-226-702	SALARIES	195,803	189,008	171,565	194,678	5,670	3.00%
571-226-711	SALARIES-OVERTIME	9,816	19,282	11,317	19,860	578	3.00%
571-226-715	SOCIAL SECURITY	22,101	21,200	19,691	21,836	636	3.00%
571-226-716	7.65% of Salaries HOSPITALIZATION	92,493	131,736	87,369	140,958	9,222	7.00%
571-226-717	LIFE/DISB. INSURANCE	3,625	4,282	3,367	4,603	321	7.50%
571-226-718	PENSION	26,415	25,784	22,862	26,558	774	3.00%
571-226-720	10% of Full Time Salaries BANKED PTO	0	0	0	0	0	#DIV/0!
571-226-731	WORKERS COMP INSURANCE	4,776	6,616	0	6,616	0	0
571-226-747	ON-CALL WAGES	10,920	10,950	9,240	11,279	329	3.00%
571-226-957	TRAINING & DEVELOPMENT	1,625	5,000	589	5,000	0	0
Totals for dept 226-PERSONNEL		436,410	482,691	386,580	502,285	19,594	4.06%
Dept 228 - INFORMATION TECHNOLOGY							
571-228-948	COMPUTER SERVICES	2,040	500	2,190	500	0	0
Totals for dept 270-LEGAL/PROFESSIONAL		2,040	500	2,190	500	0	0
Dept 270-LEGAL/PROFESSIONAL							
571-270-800	OTHER PROFESSIONAL FEES	0	43,000	42,959	0	(43,000)	-100.00%
571-270-802	AUDIT FEES	6,300	6,300	6,300	6,300	0	0



**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**

**Fund 571: WWTP FUND**  
**2021-2022 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
571-270-803	(35% of Total Cost) LEGAL	0	500	0	500	0	0
571-270-806	ENGINEER	0	65,000	60,709	25,000	(40,000)	-61.54%
Totals for dept 270-LEGAL/PROFESSIONAL		6,300	114,800	109,968	31,800	(83,000)	-72.30%
Dept 301-OPERATING COSTS							
571-301-727	SUPPLIES	1,243	2,500	1,087	2,500	0	0
571-301-740	OPERATING SUPPLIES	46,204	50,000	33,089	50,000	0	0
571-301-741	UNIFORMS/GEAR & ALLOWANCE	600	3,500	1,348	3,500	0	0
571-301-807	MEMBERSHIP DUES	1,625	880	1,764	880	0	0
571-301-817	Rural Water and MWEF LAB & TESTING	2,748	7,000	830	7,000	0	0
571-301-819	COLLECTION SYS ANNUAL MAINT	54,722	60,000	58,892	60,000	0	0
571-301-825	SEWER ADMINISTRATION FEES	48,573	55,912	0	55,912	0	0
571-301-850	COMMUNICATION	9,173	8,500	4,819	8,500	0	0
571-301-851	POSTAGE	2,733	3,000	2,380	3,000	0	0
571-301-900	PRINTING & PUBLICATIONS	0	200	5,485	200	0	0
571-307-907	REFUNDS AND REBATES	0	0	0	0	0	#DIV/0!
571-301-910	INSURANCE & BONDS	22,146	25,350	0	25,350	0	0
571-301-920	Commercial and Liability Insurance UTILITIES	127,562	110,000	94,326	110,000	0	0

## BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND  
2021-2022 FISCAL YEAR

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT	PCT
571-301-929	GRANT EXPENSE	142,362	0	62,740	0	0	#DIV/0!
571-301-930	REPAIRS & MAINTENANCE	28,956	110,000	24,439	110,000	0	0
571-301-940	RENTAL EQUIPMENT	1,632	1,585	1,281	1,585	0	0
571-301-950	LAND LEASING	0	0	0	0	0	#DIV/0!
571-301-956	MISCELLANEOUS	0	500	0	500	0	0
571-301-968	DEPRECIATION EXPENSE	238,451	235,089	0	235,089	0	0.00%
Totals for dept 301-OPERATING COSTS		728,730	674,016	292,481	674,016	0	0.00%
Dept 333-TRANSPORTATION							
571-333-860	FUEL & MILEAGE	6,402	7,000	1,860	7,000	0	0
571-333-930	REPAIRS & MAINTENANCE	0	1,500	0	1,500	0	0
Totals for dept 333-TRANSPORTATION		6,402	8,500	1,860	8,500	0	0
Dept 527 - BOND & INTEREST							
571-527-937	INTEREST EXPENSE - BASIN BOND 2041	0	37,614	37,614	102,000	64,386	171.18%
571-527-991	DEBT SERVICE PRINCIPAL - BASIN BOND 2041	0	0	0	135,000	135,000	#DIV/0!
Totals for dept 527 - BOND & INTEREST		0	37,614	37,614	237,000	199,386	530.08%
Dept 528-O & M - BOND & INTEREST							
571-528-954	AGENT FEES	0	700	0	700	0	0

## BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND  
2021-2022 FISCAL YEAR

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT	PCT
571-528-988	INTEREST 1997 BOND	0	0	0	0	0	#DIV/0!
571-528-989	INTEREST 1992 BOND	6,525	4,388	4,388	2,250	(2,138)	-48.72%
	Bond Payoff 2022						
Totals for dept 528-O & M - BOND & INTEREST		6,525	5,088	4,388	2,950	(2,138)	-42.02%
Dept 900-CAPITAL OUTLAY							
571-900-800	OTHER PROFESSIONAL FEES	5,665	2,000	2,000	0	(2,000)	-100.00%
	CIP - Engineering, Bonding, Etc. Costs for Retention Tank						
571-900-970	EQUIPMENT	4,253	168,000	117,205	0	(168,000)	-100.00%
	CIP - Aeration System						
571-900-971	RENOVATIONS	9,316	16,000	15,751	0	(16,000)	-100.00%
	CIP - Sanitary Line Improvemnets other miscellaneous improvements						
571-900-972	COMPUTER	0	2,000	1,827	0	(2,000)	-100.00%
Totals for dept 900-CAPITAL OUTLAY		19,234	188,000	136,783	0	(188,000)	-100.00%
TOTAL APPROPRIATIONS		1,205,642	1,511,209	971,864	1,220,051	(291,158)	-19.27%
NET OF REVENUES/APPROPRIATIONS - FUND :							
		537,569	211,541	379,770	331,449	119,908	56.68%
BEGINNING FUND BALANCE							
		7,485,164	8,022,733	8,022,733	8,234,274		
ENDING FUND BALANCE							
		8,022,733	8,234,274	8,402,503	8,565,723		
				Fund Balance	Fund Balance		
				545%	702%		

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 576: WWTP BASIN CONSTRUCTION FUND**  
**2021-2022 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT PCT	
ESTIMATED REVENUES							
Dept 000							
571-000-665	INTEREST INCOME	-	205	205	-	(205)	-100.00%
571-000-671	REIMBURSEMENT/OTHER INCOME	-	3,841,163	3,841,163	-	(3,841,163)	-100.00%
Totals for dept 000-		0	3,841,368	3,841,368	0	(3,841,368)	-100.00%
TOTAL ESTIMATED REVENUES					0	(3,841,368)	-100.00%
APPROPRIATIONS							
Dept 270-LEGAL/PROFESSIONAL							
576-270-806	ENGINEER	0	15,000	14,480	100,000	85,000	566.67%
576-270-818	CONTRACTUAL SERVICES	0	80,000	78,703	9,000	(71,000)	-88.75%
Totals for dept 270-LEGAL/PROFESSIONAL		0	95,000	93,182	109,000	14,000	14.74%
Dept 900-CAPITAL OUTLAY							
576-900-975	CONSTRUCTION	0	0	0	3,637,000	3,637,000	#DIV/0!
Totals for dept 900-CAPITAL OUTLAY		0	0	0	3,637,000	3,637,000	#DIV/0!
TOTAL APPROPRIATIONS		0	95,000	93,182	3,746,000	3,651,000	3843.16%
NET OF REVENUES/APPROPRIATIONS - FUND :		0	3,746,368	3,748,186	(3,746,000)	(7,492,368)	-199.99%
BEGINNING FUND BALANCE		0	0	0	3,746,368		

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 576: WWTP BASIN CONSTRUCTION FUND**  
**2021-2022 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED AMT	PCT
	ENDING FUND BALANCE	0	3,746,368	3,748,186	368		
			Fund Balance 3944%		Fund Balance 0%		



# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 825: W.L. SEWER FUND  
2021-2022 FISCAL YEAR

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GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
ESTIMATED REVENUES							
Dept 000							
825-000-445	PENALTY & INTEREST ON TAXES	0	0	91	0	0	#DIV/0!
825-000-665	INTEREST INCOME	688	0	120	0	0	#DIV/0!
825-000-672	SAD INTEREST	26,574	30,000	0	25,000	(5,000)	-16.67%
Totals for dept 000-		27,262	30,000	211	25,000	(5,000)	-16.67%
TOTAL ESTIMATED REVENUES		27,262	30,000	211	25,000	(5,000)	-16.67%
APPROPRIATIONS							
Dept 301-OPERATING COSTS							
825-301-968	DEPRECIATION EXPENSE	90,121	(63,000)	(74,187)	12,000	75,000	-119.05%
Totals for dept 301-OPERATING COSTS		90,121	(63,000)	(74,187)	12,000	75,000	-119.05%
Dept 905-DEBT SERVICE							
825-905-906	BOND ISSUANCE COST	0	0	0	0	0	#DIV/0!
825-905-954	AGENT FEES	500	500	500	500	0	0
825-905-986	INTEREST EXPENSE - WL SAD BOND	21,394	21,144	10,197	20,644	(500)	-2.36%
	Bond payoff - 2035						
825-905-998	BOND INTEREST	0	0	0	0	0	#DIV/0!
Totals for dept 905-DEBT SERVICE		21,894	21,644	10,697	21,144	(500)	-2.31%

# BUDGET REPORT FOR NORTHFIELD TOWNSHIP

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## Fund 825: W.L. SEWER FUND 2021-2022 FISCAL YEAR

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
	TOTAL APPROPRIATIONS	112,014	(41,356)	(63,490)	33,144	74,500	-180.14%
	NET OF REVENUES/APPROPRIATIONS -	(84,752)	71,356	63,702	(8,144)	(79,500)	-111.41%
	BEGINNING FUND BALANCE	757,536	672,784	672,784	744,140		
	ENDING FUND BALANCE	672,784	744,140	736,486	735,996		
			Fund Balance -1799%		Fund Balance 2221%		



## BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 815: 7 MILE SEWER FUND

2020-2021 FISCAL YEAR

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
ESTIMATED REVENUES							
Dept 000							
815-000-665	INTEREST INCOME	385	50	67	50	0	0
815-000-672	SAD INTEREST	3,565	6,000	426	6,000	0	0
815-000-690	UNREALIZED GAIN/LOSS	0	0	0	0	0	#DIV/0!
Totals for dept 000-		3,950	6,050	493	6,050	0	0
TOTAL ESTIMATED REVENUES		3,950	6,050	493	6,050	0	0
APPROPRIATIONS							
Dept 301-OPERATING COSTS							
815-301-968	DEPRECIATION EXPENSE	17,519	17,519	0	17,519	0	0
Totals for dept 301-OPERATING COSTS		17,519	17,519	0	17,519	0	0
Dept 905-DEBT SERVICE							
815-905-995	DEBT SERVICE - INTEREST	4,171	7,360	0	6,193	(1,168)	-15.86%
Bond Payoff - 2022							
Totals for dept 905-DEBT SERVICE		4,171	7,360	0	6,193	(1,168)	-15.86%
TOTAL APPROPRIATIONS		21,690	24,879	0	23,712	(1,168)	-4.69%
NET OF REVENUES/APPROPRIATIONS -		(17,740)	(18,829)	493	(17,662)	1,168	-6.20%
BEGINNING FUND BALANCE		529,364	511,624	511,624	492,795		
ENDING FUND BALANCE		511,624	492,795	512,117	475,134		
		Fund Balance 1981%		Fund Balance 2004%			

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 890: NORTH TERRITORIAL SEWER FUND**  
**2021-2022 FISCAL YEAR**

Page 22 of 26

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
ESTIMATED REVENUES							
Dept 000							
890-000-445	PENALTY & INTEREST ON TAXES	0	0	0	0	0	#DIV/0!
890-000-665	INTEREST INCOME	2,211	0	1,819	0	0	#DIV/0!
890-000-671	REIMBURSEMENT/OTHER INCOME	0	0	3	0	0	#DIV/0!
890-000-672	SAD INTEREST	0	15,000	0	0	(15,000)	-100.00%
Totals for dept 000-		2,211	15,000	1,822	0	(15,000)	-100.00%
TOTAL ESTIMATED REVENUES		2,211	15,000	1,822	0	(15,000)	-100.00%
APPROPRIATIONS							
Dept 000							
890-000-956	MISCELLANEOUS	4,585	0	0	0	0	#DIV/0!
Totals for dept 000		4,585	0	0	0	0	#DIV/0!
Dept 301-OPERATING COSTS							
890-301-968	DEPRECIATION EXPENSE	0	145,000	74,187	70,000	(75,000)	-51.72%
Totals for dept 301-OPERATING COSTS		0	145,000	74,187	70,000	(75,000)	-51.72%
Dept 905-DEBT SERVICE							
890-905-954	AGENT FEES	0	400	0	0	(400)	-100.00%

**BUDGET REPORT FOR NORTHFIELD TOWNSHIP**  
**Fund 890: NORTH TERRITORIAL SEWER FUND**  
**2021-2022 FISCAL YEAR**

Page 23 of 26

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY AS OF 4/30/21	2021-22 REQUESTED BUDGET	INC/(DEC) FROM 2020-21 AMENDED	
						AMT	PCT
890-905-998	INTEREST NT BOND	0	0	0	0	0	#DIV/0!
Totals for dept 905-DEBT SERVICE		0	400	0	0	(400)	-100.00%
TOTAL APPROPRIATIONS		0	145,400	74,187	70,000	(75,400)	-51.86%
NET OF REVENUES/APPROPRIATIONS -		2,211	(130,400)	(72,365)	(70,000)	60,400	-46.32%
BEGINNING FUND BALANCE		2,821,996	2,824,207	2,824,207	2,693,807		
ENDING FUND BALANCE		2,824,207	2,693,807	2,751,842	2,623,807		
			Fund Balance 1853%		Fund Balance 3748%		

# MEMO

To: Northfield Township Board  
From: Lenore Zelenock, Treasurer and Emily Hofsess, Deputy Treasurer  
Date: 5/3/2021  
Re: Team Treasurer Tidbits

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- **2020 Tax Update:** All 2020 taxes (Summer and Winter) were due March 1, 2021. Northfield Township can no longer legally accept real property tax payments. All unpaid real property taxes have been turned over to Washtenaw County as delinquent. You can contact Washtenaw County at (734) 222-6600 or [taxes@washtenaw.org](mailto:taxes@washtenaw.org) Please note, Washtenaw County Treasurer's office is closed daily from 12:00pm-1:00pm
  - If you are needing copies of receipts for paid taxes, this information is available online at no charge. Please visit our website [www.twp-northfield.org](http://www.twp-northfield.org) and select "Online Payments and Record Search", select the blue "click here" and you will be re-directed to BS&A online where you can search your property address and look up tax information.
- **Delinquent Personal Property:** We are still accepting delinquent *personal* property taxes at the Township office.
- **2021 Tax Season:** We are getting ready to begin the 2021 tax season! As a reminder, everything for the Summer 2021 tax bills and for the newsletter are due at the printer **no later than Thursday June 17, 2021**. If you have a section in the newsletter, it is never too early to start working on it. Tax bills will not be delayed to the printer for newsletter delays.
- **Contact Information:** As the office is working remotely as much as possible, the quickest way to receive a response from the Treasurer's office is by e-mail. You can e-mail Deputy Treasurer, Emily Hofsess at: [hofsesse@northfieldmi.gov](mailto:hofsesse@northfieldmi.gov)
  - Just a reminder that Deputy Treasurer, Emily Hofsess, is preparing for maternity leave sometime mid-July (or when Baby Hofsess decides to enter the world). Emily has been working with Treasurer Zelenock and Stacie Mac Donald on the different tasks she does to keep the Treasurer's office running smoothly while she is off.

**Northfield Township**  
**Financial Report**  
**Month Ending, April 2021**

This report is a summary of the Township's investments, checking & savings accounts at the end of April 2021. The ACH account received a deposit from Washtenaw County of \$33,265.18 for the MHPSAFE millage distribution and the State of MI of \$128,908 for Revenue Sharing on 4/30; those funds were transferred to the MIF account on 5/3. The Flagstar CD and the Level One CD maturing in May will be reinvested.

Type	Fund/Account	Issuer	Current Ending Balance	Interest Rate	Purchase Date	Maturity Date	2021 Accrued Interest	Monthly Interest Income
CD	WWTP	Flagstar Bank	254,001.44	0.25%	11/17/2020	5/17/2021	Interested Paid at Maturity	
CD	WWTP	Level One	251,337.67	0.20%	11/20/2020	5/19/2021	Interested Paid at Maturity	
CD	WWTP	The State Bank	253,186.52	0.37%	3/3/2021	8/3/2021	Interested Paid at Maturity	
Money Market	WWTP	The State Bank	0.00	0.20%			\$79.06	\$0.00
<b>Total WWTP</b>			<b>\$758,525.63</b>					
<b>Total Investments</b>			<b>\$758,525.63</b>				<b>\$79.06</b>	<b>\$0.00</b>

							2021	Monthly Interest Earned
Checking	MIF	1st National Bank	\$6,406,541.30	0.15%			\$3,081.29	\$796.91
8 Checking	Federal Drug Forfeiture	1st National Bank	172,365.77	0.15%			\$79.45	\$19.79
Checking	Police Narcotics	1st National Bank	137,130.41	0.15%			\$62.57	\$15.66
Checking	Trust & Agency	1st National Bank	95,691.31					
Checking	Health Account	1st National Bank	3,203.72					
Checking	Payroll	1st National Bank	41,860.83					
Checking	Tax Account	1st National Bank	18,037.37					
Checking	ACH	1st National Bank	162,173.31					
Checking	2020 Construction Fund	1st National Bank	0.00				\$204.54	\$0.00
Checking	2020 Construction Fund	Level One	3,756,825.80					
<b>Total Checking</b>			<b>\$10,793,829.82</b>				<b>\$3,427.85</b>	<b>\$832.36</b>
<b>Total Investments and Checking</b>			<b>\$11,552,355.45</b>				<b>\$3,506.91</b>	<b>\$832.36</b>

This report is intended to satisfy the reporting requirements as established under Public Act 20 of 1943 as amended.

5/3/2021  
Submitted by: Lenore Zelenock, Treasurer

# **Clerk's Department**

**From: Kathleen Manley**

**Subject: Clerk's Office Report**

**Date: May 6, 2021**

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Sewer bills have been mailed for the May 2021 billing cycle. This cycle covers the months of February thru April. Please pay your sewer bill by June 2, 2021 to avoid late fees. Payments can be made by using our website [www.twp-northfield.org](http://www.twp-northfield.org) or you may call 833-733-6290 or stop by the township office. We also have 2 drop boxes available 24/7. When using the website or to pay by phone, there is a 3% fee added to the amount you are paying. Office hours are M-F 8:00am – 4:30pm. The office is closed daily from 1:00pm until 1:30pm for lunch.

An email was sent regarding emails on “my pay solutions”. You must use a personal email. Please send Cristina an email with the personal email you would like to use for the “my pay solutions” portal. All township emails will be removed from the “my pay solutions” portal at the end of the month. Please reach out to her by then. This was brought to our attention when a past employee no longer had access to the township email and was trying to reset the password on the portal. Thank you!

Sincerely,  
Kathleen Manley, Clerk  
Cristina Wilson, Deputy Clerk  
Northfield Township Clerk's Department

# Northfield Township Land Preservation Committee

8350 Main St. Whitmore Lake, MI 48189

*Our mission is to protect Northfield Township's rural character, farming community, wetlands, and key natural areas for our residents and future generations.*

## **Land Preservation Committee Report: Board of Trustees May 11, 2021 Meeting**

May 4, 2021

Dear Board of Trustees:

Get ready for our **Spring Hike on May 22** at the Whitmore Lake Preserves in coordination with Washtenaw County Parks and Recreation. The event was officially launched on April 15<sup>th</sup> through multiple mediums. We expect a great turnout and are excited to offer a safe opportunity to engage with the community with our beautiful nature preserve as a backdrop. Show your support and join us! Sign up here: [Spring Hike at Whitmore Lake Preserve Tickets, Whitmore Lake | Eventbrite](#).

Our Goal and Budget Subcommittee submitted a Budget Request on April 19<sup>th</sup> to facilitate discussion at the 4/27/2021 Board of Trustees meeting. After receiving feedback from the board, the subcommittee will revisit the budget request and submit a revised version for the 5/25/2021 meeting.

On May 3, 2021, the LPC reviewed and discussed committee applicant, Judith Moldenhauer. We have included the application for your consideration and unanimously recommend Judith's immediate appointment to the LPC for a term expiring on December, 31, 2023 to replace Julia Henshaw, who wishes to retire from the committee. We would also like to thank Julia for her dedication, service, and continued support of land preservation efforts.

As a reminder, at our April 5<sup>th</sup> meeting, the LPC voted to change our September meeting from September 6, 2021 (Labor Day) to Monday, September 13, 2021 at 6:00 pm. The change has been made on the LPC's portion of the Township Website.

*The LPC is continually striving towards transparency and open communication with the Board. We have attached our approved minutes from our March 1, 2021 and April 5, 2021 meetings to provide additional insight into our current objectives. For more information, and to review past meeting agendas and minutes, please visit our [Document Center](#) on the Township's website.*



# Northfield Township Land Preservation Committee

8350 Main St. Whitmore Lake, MI 48189

**MINUTES: March 1, 2021 / 6:00 pm (Virtual Meeting)**

**NOTICE:** In an effort to practice social distancing, and in accordance with Governor Whitmer's Stay Home, Stay Safe, Save Lives Executive order, the Northfield Township Land Preservation Committee (LPC) held a **virtual meeting** on March 1, 2021 at 6:00 pm.

The public was able to join the virtual board meeting by visiting

<https://zoom.us/j/93928726238>

or dialing (312) 626-6799

Meeting ID: 939 2872 6238

## **Call to Order**

The meeting was called to order at 6:02 pm by chairperson Gordon.

## **Roll Call**

Christina Ferris – Present,

David Gordon, Chair – Present

Julia Henshaw – Tardy

Marissa Prizgint, Secretary – Present

Sue Shink – Present

Talullah West - Present

Lenore Zelenock, Twp. Treasurer – Present

\*All members attended virtually from Northfield Township, Washtenaw County, Michigan

## **Adopt Agenda**

**\*Motion** – Motion by Gordon, support by Prizgint to adopt agenda.

*Motion carries 6-0 via voice vote.*

## **Call to the Public**

No members of the public wish to speak.

## **Board Member Comments**

David Gordon thanked the committee for the progress that has been made over the last month.

## **Approval of the Minutes**

**\*Motion** – Motion by Prizgint, support by West to approve draft of 2/1/2021 with typo correction.

*Motion carries 6 -0 via voice vote.*

## **Agenda Items**

### **Agenda Items**

1. Brief update on 2/9/2021 Board of Trustees meeting.

Lenore briefed the committee that the minutes indicate she and Supervisor Dignan will work on the Bylaws with the Township Attorney. Prizgint added some additional insight that the board seemed like they didn't know what we're working on so we will continue to try to be as transparent and thorough as possible. Zelenock has requested that the lawyer keep regular office hours to answer legal questions. Susan Shink expressed her concern about doing fruitless work making a bad impression on new committee members and encouraged them to stay positive.

2. Discuss and approve PDR Ordinance Request for submission to the Board.

# Northfield Township Land Preservation Committee

8350 Main St. Whitmore Lake, MI 48189

**MINUTES: March 1, 2021 / 6:00 pm (Virtual Meeting)**

Prizgint indicated she will add the additional townships that have PDR ordinances to the request. Gordon recommended some minor wording changes to the 2<sup>nd</sup> paragraph of the 1<sup>st</sup> section. Wording was discussed throughout the remainder of the document.

(Julia Henshaw joined the meeting.)

**\*Motion** – Motion by Gordon, support by Zelenock to submit the PDR Ordinance Request to the Board of Trustees as amended.

*Motion carries 7-0 via voice vote.*

3. Discuss May 22<sup>nd</sup> Nature Hike Plan and determine next steps.

Christina Ferris shared the flyer the Hike Subcommittee created and received feedback from Zelenock, Prizgint, and Gordon on the content. The Hike subcommittee will continue to make plans to get the word out and make edits as new information is received. Advertising will commence in Mid-April.

4. Receive Subcommittee Updates

Outreach

- Shared the spreadsheet of resources they collected that are already available. Next steps are to contact the school to see what is already being utilized and to add the resources to the LPC's website and social media. Zelenock requested that we add

a link to our website showcasing local farms. Sue will send a link to Marissa to add to the "Resources" tab of the township website.

**ACTION ITEM:** Marissa will post a link to the Resources tab of the website directing residents to the Local Food Summit's catalog of local farms.

Communication Plan

- Christina shared the communication plan she and David are working on and received feedback while making simultaneous updates. The CP will continue to develop. David will send a list of taglines to view and we will discuss this on the next meeting.

Fundraising/Financing

- Lenore discovered that the Committee is not an official "entity" that can do direct fundraising but will follow up with the attorney to determine how we can fundraise indirectly, for example, by soliciting donations in the newsletter. Lenore will continue to work on getting answers.

5. Discussion of WCCD's School and Community Habitat Grant.

The grant itself is not for money. After some discussion, Marissa recommended the LPC send a formal memo to the BOT, the Parks and Recreation Committee, and WLPS informing them of the opportunity.

# Northfield Township Land Preservation Committee

8350 Main St. Whitmore Lake, MI 48189

**MINUTES: March 1, 2021 / 6:00 pm (Virtual Meeting)**

**\*Motion** – Motion by Zelenock, support by Gordon to permit Prizgint to create and send a memo.

*Motion passed 7-0 via voice vote.*

## **2nd Call to the Public**

No members of the public present.

## **Board Member Comments**

Lenore Zelenock informed us that the BOT has mentioned (although no motion was made) that committees should include minutes with their updates. The LPC will attach approved minutes from here on out. Sue Shink expressed her excitement for the momentum the LPC is currently achieving. Marissa Prizgint reminded the committee that we are due for officer elections and encouraged the new members to think about taking an officer role. David Gordon shared that he has talked to some potential candidates.

## **Adjournment**

**\*Motion** – Motion by Gordon, support by West to adjourn at 7:21 pm

*Motion carries 7 -0 via voice vote.*

# Northfield Township Land Preservation Committee

8350 Main St. Whitmore Lake, MI 48189

**MINUTES: April 5, 2021 / 6:00 pm (Virtual Meeting)**

**NOTICE:** In an effort to practice social distancing, and in accordance with Michigan Open Meetings Act which authorizes public bodies to meet electronically through December 31, 2021 under a state of emergency and as declared by the Washtenaw County Board of Commissioners on March 17, 2021, the Northfield Township Land Preservation Committee (LPC) held a **virtual meeting** on April 5, 2021 at 6:00 pm.

The public was able to join the virtual board meeting by visiting  
<https://zoom.us/j/93051925672>  
Or dialing: (312) 626-6799  
Meeting ID: 930 5192 5672

## **Call to Order**

The meeting was called to order at 6:01 pm by chairperson Gordon.

## **Roll Call**

Christina Ferris – Present,  
David Gordon, Chair – Present  
Julia Henshaw – Present  
Marissa Prizgint, Secretary – Present  
Sue Shink – Present  
Talullah West - Present  
Lenore Zelenock, Twp. Treasurer – Present  
\*All members attended virtually from Northfield Township, Washtenaw County, Michigan

## **Adopt Agenda**

**\*Motion** – Motion by Gordon, support by Prizgint to adopt agenda.

*Motion carries 7-0 via voice vote.*

## **Call to the Public**

Joanne Pierson, 5756 Earhart Rd, spoke to her opposition to the Chestnut

Development proposal currently under review with the Planning Commission.

Other members of the public were present.

## **Board Member Comments**

Gordon explained that the LPC is not a decision-making body regarding rezoning. Prizgint added that the Planning Commission meeting is on Wednesday night and information for that meeting can be located on the township's website. Prizgint also suggested creating a process within the LPC for creating the Board Updates that are expected the first meeting of each month.

## **Approval of the Minutes**

**\*Motion** – Motion by Gordon, support by Prizgint to approve draft of 3/1/2021 minutes with Zelenock's wording change recommendation to page 2.

*Motion carries 7 -0 via voice vote.*

## **Agenda Items**

1. Vote to change date of September meeting which is currently scheduled on Labor Day (9/6/2021).

**\*Motion** – Motion by Prizgint, support by Zelenock to change the LPC's September meeting from September 6, 2021 (Labor Day) to Monday, September 13, 2021 at 6:00 pm.

*Motion carries 7-0 via voice vote.*

Marissa Prizgint will make the updates to the LPC's portion of the township website and the Board will be officially notified in the next LPC Board Update.

2. Discuss new member applications and vote on recommendation to the Board of Trustees.

# Northfield Township Land Preservation Committee

8350 Main St. Whitmore Lake, MI 48189

## MINUTES: April 5, 2021 / 6:00 pm (Virtual Meeting)

A formal application was not received so the committee took this opportunity to introduce themselves to John Meadows, who may be interested in joining the committee, and other members of the public.

3. Review of Goals: The LPC will review their main goals monthly to help expose obstacles and opportunities.

- Preserve farmland and natural areas in Northfield Township
- Establish ongoing advocacy and outreach to educate children and the community about the importance of land preservation and environmental stewardship.
  - David spoke to how valuable John Meadows would be as an asset. Marissa spoke to how big of a goal this is and Talullah added that she is awaiting email responses from her contacts at the school. This goal's timeline is still being ironed out.
- Establish a Communications Plan by June 2021 to increase resident's awareness of and involvement in land preservation activities
- Raise funds to support the work of the LPC and further land preservation in Northfield Township
  - There is currently no policy for donations but Lenore will work with the Board to create one.

### 4. Discuss 2021 Budget

The Board has placed a \$7,500 placeholder for the LPC but we are able to submit a request. The Budget and Goal Subcommittee met and presented a draft. Some changes were recommended and Marissa Prizgint will make the changes and create an accompanying memo and send it to the Board by 4/20/21 to be considered at the 4/27/2021 Board of Trustees meeting.

**\*Motion** – Motion by Prizgint, support by Zelenock to send the amended budget request, as discussed, along with a memo to the Board of Trustees for initial consideration by 4/20/2021.

*Motion carries 7-0 via voice vote.*

### 5. Discuss May 22<sup>nd</sup> Nature Hike and iron out timeline for marketing.

The public launch of this event will begin on April 15, 2021. The Hike Subcommittee will execute the launch and send an email update to the group. The information about the hike will be reported in the upcoming Board Update.

### 6. Receive Subcommittee Updates: All subcommittee updates were received earlier in the meeting with corresponding agenda items.

### 7. Determine if the LPC desires virtual or in-person meetings.

**\*Motion** – Motion by Zelenock, support by Shink to adopt the Electronic Meeting Procedures of the Northfield Township Land Preservation Committee as presented, which will allow the LPC to continue to comply continue to meet virtually.

*Motion carries 7-0 via voice vote.*

# Northfield Township Land Preservation Committee

8350 Main St. Whitmore Lake, MI 48189

**MINUTES: April 5, 2021 / 6:00 pm (Virtual Meeting)**

## **2nd Call to the Public**

Francine Dolins, 350 N. Territorial Rd. West, spoke to her opposition to the Chestnut Development proposal currently under review with the Planning Commission.

Nate Muchow, Northfield Township Trustee, encouraged Ms. Dolins to attend the Planning Commission meeting and share her thoughts.

development allowed in the Master Plan is fair, but everything else is unfair to residents.

## **Adjournment**

**\*Motion** – Motion by Gordon, support by Zelenock to adjourn at 7:27 pm

*Motion carries 7 -0 via voice vote.*

## **Board Member Comments**

Marissa Prizgint also encouraged MS. Dolins to share her thoughts with the Planning Commission and recommended Ms. Dolins rehearse her statement to make sure it is compliant with the 3 minutes allotted per resident. Prizgint also shared that Washtenaw County Parks and Recreation is hosting Stewardship Saturday at Baker Woods Preserve on 4/10/2021 at 1:00 pm and to email Katie Carlise at [carlislec@washtenaw.org](mailto:carlislec@washtenaw.org) to register. Lenore Zelenock also encouraged resident to attend Planning Commission meetings and announced 2 volunteer opportunities: Saturday, April 10, 2021 at 9 am -Clean up at the Community Gardens and Kiwanis Highway Clean Up at 9 am on April 17, 2021. Kiwanis meets at the former Sunoco on 6 Mile Rd, just west of US 23 on the south side of 6 Mile Rd. David Gordon agreed with Ms. Dolins that the Chestnut Development fails to conform with the Master Plan and shared that he had considered that the LPC should make a formal recommendation on the rezoning but reconsidered. Julia Henshaw inquired as to where she can learn more about the Chestnut Development. Sue Shink shared her experience with new development when she first arrived in Northfield Township and stated that

# NORTHFIELD TOWNSHIP BOARD OF TRUSTEES

## NOTICE OF PUBLIC HEARING

The Northfield Township Board of Trustees will hold a public hearing at the request of Chestnut Development, LLC, on behalf of Dennis Leland WTR, Vacant Whitmore Lake Road, Whitmore Lake, MI 48189. The 91.5-acre parcel is located at the NW corner of Whitmore Lake Road and North Territorial Road. The applicant is proposing under the provisions of Article XXIII a Planned Unit Development with a mix of attached and detached residential units with two out lots identified for future residential and/or commercial development. The parcel number is B-02-19-100-006 and currently zoned LR-Low Density Residential.

The public hearing will be held on **Tuesday, May 25, 2021 at 7:00pm**. This meeting will be held online using the Township's Zoom Account at the following web address: <https://zoom.us/j/99158023201>. You may also access the meeting via telephone by calling (312) 626-6799 and using the webinar ID: 991 5802 3201.

The application is on file at the Northfield Township Building/Zoning Department, 8350 Main Street, Whitmore Lake, MI 48189 and may be reviewed Monday through Friday, 8:00am to 4:30pm, and is also available on our website [www.twp-northfieldmi.org](http://www.twp-northfieldmi.org). Written comments may be submitted to the Northfield Township Office at 8350 Main St., Whitmore Lake, MI 48189 or by email at [boardmembers@northfieldmi.gov](mailto:boardmembers@northfieldmi.gov) before 12:00pm on the day of the meeting.

In the event that the State of Michigan prohibits "virtual" meetings prior to May 25, 2021, the Public Hearing will be held at the same time and on the same day, in person, on the second floor of the Northfield Township Public Safety Building, 8350 Main Street, Whitmore Lake, MI 48189. In this event, the Township will notice a change of venue on the Township website and post in Township Hall.

This notice is in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.7, 2A (2) (3) and the Americans with Disabilities Act (ADA). Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Offices at 743-449-2880 seven days in advance.

Kathy Manley – Northfield Township Clerk

Publish: Sunday, May 9, 2021

Newspaper: Ann Arbor News



## NORTHFIELD TOWNSHIP BOARD OF TRUSTEES

### SPECIAL PUBLIC HEARING AGENDA

**May 25, 2021 - 7:00 PM via Zoom**

The Northfield Township Board of Trustees is meeting electronically due to the state of emergency declared by Washtenaw County Board of Commissioners. Members of the public may contact members of the board via email or voice message in advance of the meeting in order to provide input.

[boardmembers@northfieldmi.gov](mailto:boardmembers@northfieldmi.gov)

(734) 449-2880

Members of the public may participate via Zoom by visiting <https://zoom.us/j/99158023201>

or dialing (312) 626-6799

Webinar ID: 991 5802 3201

Public participants will be able to address the board virtually during the public comment periods on the agenda.

Visit [http://www.twp-northfield.org/government/how\\_to\\_join\\_a\\_virtual\\_meeting.php](http://www.twp-northfield.org/government/how_to_join_a_virtual_meeting.php) for more information.

CALL TO ORDER  
INVOCATION / PLEDGE  
ROLL CALL  
ADOPT AGENDA  
CORRESPONDENCE

- Resident Comments on Chestnut Development PUD

#### PUBLIC HEARING (PLEASE LIMIT YOUR COMMENTS TO 3 MINUTES PER PERSON)

1. Preliminary Planned Unit Development (PUD) Application - Chestnut Development

#### OLD BUSINESS - ACTION ITEMS

1. Consider Preliminary Planned Unit Development (PUD) Application - Chestnut Development

#### ANNOUNCEMENTS

#### PETITIONS AND COMMUNICATIONS

Citizen Comment (Open): PLEASE LIMIT YOUR COMMENTS TO 3 MINUTES PER PERSON

#### BOARD MEMBER COMMENTS/MANAGER CLARIFICATION

#### ADJOURNMENT

\* Denotes previous backup; + denotes no backup in packet

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.