

**CHARTER TOWNSHIP OF FLUSHING
6524 N. SEYMOUR ROAD
FLUSHING, MICHIGAN 48433
BOARD OF TRUSTEES**

DATE: FEBRUARY 8, 2007 **TIME: 7:00 P.M.**
PHONE: 810-659-0800 **FAX 810-659-4212**
WEB PAGE: <http://www.flushingtowship.com>

ADMINISTRATION MEMBERS

SUPERVISOR: Andrew Trotogot
CLERK: Julia A. Morford
TREASURER: Carl G. Liepmann

TRUSTEES

Ann L. Fotenakes
Scott Minaudo
Barry Pratt
Ida M. Reed

TOWNSHIP ATTORNEY:

Steven Moulton of
Cooley Moulton & Smith
Attorneys at Law

MEETING CALLED TO ORDER at 7:00 by **SUPERVISOR ANDY TROTROGOT** with roll call and the pledge to the American Flag.

ROLL CALL: Trotogot, Morford, Liepmann, Fotenakes, Minaudo, Pratt, Reed, and Attorney Steve Moulton

MEMBERS ABSENT: None

OTHERS PRESENT: Ted Breidenstein, Pat Drozdowski, Dave Pajtas, Joan Pajtas, Hugh Carr, Andrew Carr, and Richard Lucius

TROTOGOT asked **ANDREW CARR (CARR)** of Boy Scout Troop 302 from Seymour School to lead the audience in the Pledge to the Flag. **ANDREW** was in attendance to fulfill one of the requirements for his Boy Scout Citizenship Badge.

ADOPTION OF THE AGENDA: FOTENAKES MOVED, seconded by Minaudo to adopt the Agenda as presented. **MOTION CARRIED.**

APPROVAL OF MINUTES OF JANUARY 11, 2007: REED MOVED, seconded by Liepmann to approve the Minutes of January 11, 2007 as printed. **MOTION CARRIED.** REED felt Kathleen Strauss did a good job with the minutes in the absence of MORFORD.

APPROVAL OF BILLS: PRATT MOVED, seconded by Fotenakes to pay the bills as listed.

ROLL CALL VOTE:

AYES: Fotenakes, Minaudo, Pratt, Reed, Morford, Liepmann, and Trotogot

NAYS: 0 **MOTION CARRIED.**

UNFINISHED BUSINESS:

1. Second Reading of an Ordinance to Adopt, by Reference, the Motor Carrier Safety Act of 1963

LIEPMANN MOVED, seconded by Fotenakes to approve the second reading of an Ordinance to Adopt, by Reference, the Motor Carrier Safety Act of 1963. **MOTION CARRIED.** The ordinance shall become effective immediately.

NEW BUSINESS:

1. Approval of the Federal Guidelines Used in the Determination of Poverty Exemptions for 2007

REED MOVED, seconded by Fotenakes to approve the *Federal Guidelines Used in the Determination of Poverty Exemptions for 2007*. MOTION CARRIED.

2. Approval to Change the Polling Location for Precinct 4 and 5 from the Lobby of the William H. Tunnicliff Auditorium to the First Baptist Church of Flushing.

LIEPMANN MOVED, seconded by Fotenakes to approve the change of the *Polling Location for Precincts 4 and 5 to the First Baptist Church of Flushing*.

DISCUSSION/QUESTIONS:

- Will a notice be mailed to the residents being affected by the change?
- The polling locations will be advertised in the Flushing Observer.
- What would the price be to send a short letter or postcard to all the residents being affected?
- New voter registration cards will be mailed to all the residents being affected.
- Signs will be posted throughout the township.
- Moving the precincts was the best thing that could happen.

ACTION OF THE MOTION:

MOTION CARRIED.

3. Approval of Resolution for the Polling Locations Changes in the Charter Township of Flushing

MORFORD stated the State of Michigan and Genesee County required the Resolution for the Polling Location Changes. **FOTENAKES MOVED**, seconded by Liepmann to approve the Resolution for the Polling Locations Changes in the Charter Township of Flushing. MOTION CARRIED.

COMMITTEE REPORTS:

1. Community Development Block Grants (CDBG)

LIEPMANN stated Flushing Township had loaned Community Development Block Grant (CDBG) Funds to Vienna Township since Flushing did not have an approved area to use the money. By loaning the money to another township, Flushing could be repaid at a later date. Due to an unpredicted situation in Vienna Township, the Federal Government took back the money from Vienna Township and returned the money to the Flushing Township CDBG Funds. The proposed money will be used for the following projects:

PROJECTS:

(a) Transfer \$28,000

From: Barrier Free Improvement Project To: Senior Citizens Equipment Project

(b) Transfer \$8,000

From: Barrier Free Improvement Project To: Summer Youth Program for 2006

(c) Transfer \$59,215

From: Barrier Free Improvement Project To: Home Improvement Project
(will go to home improvements for low income residents in Flushing Township)

LIEPMANN MOVED, seconded by Reed to transfer \$28,000 **from** the Barrier Free Improvement Project **to** the Senior Citizens Equipment, \$8,000 **to** the Summer Youth Employment Project, and \$59,215 **to** the Genesee County Home Improvement Project to be used, if possible, in Flushing Township. MOTION CARRIED. (All accounts will be

coming from the Barrier Free Improvement Project.) **LIEPMANN** stated the items are paid for up front and then he (Liepmann) will submit the requests to Genesee County for reimbursement.

ROLL CALL VOTE:

AYES: Minaudo, Pratt, Reed, Morford, Liepmann, Fotenakes, and Trogot

NAYS: 0 MOTION CARRIED.

2. Waste Management Leaf Pick Up Services for Subdivisions

LIEPMANN stated he and **TROGOT** had re-negotiated with Waste Management for the Leaf Pick-Up Contract going from \$35.75 per household/lot to \$37.25 for 2010 reduced to \$32.00 for 2007 to \$34.25 for 2010. **LIEPMANN** stated there would be a total savings of approximately \$7,000. Currently, \$17,500 has been spent for the leaf pick-up program. (There has to be curb and gutters to receive leaf pick-up service). The township has always tried to spend the same amount for leaf pick up as for ditching. The budget for 2008 would be changed.

3. Water and Sewer Committee

LIEPMANN stated the water and sewer rates would be going up a small amount. The rate increase has to be passed on from the rates which we receive from Detroit.

LIEPMANN stated a letter had been received from the Genesee County Water and Waste Division (Water and Waste Division) which stated:

“ the County has been providing staking service for the sanitary sewer system. The division can no longer provide this service at no cost to you. We will continue to stake your sanitary sewer infrastructure through January 2007 at which time we will stop. If you wish the Division to continue please send a letter requesting Miss Digs Staking Service for which the cost will be \$650 per month.”

LIEPMANN had requested the Water and Waste Division to do a search as to the number of staking services for the past year; the total came to approximately forty (40) stakes per month. Miss Dig is called out to stake the premises whenever someone puts in a driveway, a culvert is changed, etc.

4. Water Fund to Supplement the General Fund

LIEPMANN stated after a thorough review with the Auditors regarding using the Water Fund to supplement the General Fund for wages, the township would be able to go back to 2001 to utilize a reasonable figure of the wages for each of the individuals who had anything to do with the water, such as collecting bills, etc. The funds would be transferred to the General Fund using the following percentages: 30% for the Bookkeeper; 30% for the Treasurer; 10% for the Clerk; 10% for the Tax Clerk; 30% for the new hire that will be doing part of the water and 100% for the Water Clerk. The Auditors also mentioned the township could utilize a percentage of space; electricity; computers, etc.

LIEPMANN reviewed the budgets from 2001 and it was determined there would be a transfer from the Water Fund to the General Fund of \$258,900.

DISCUSSION:

- **PRATT** wanted to know if there was a law that determined the number of years a township could go back. **LIEPMANN** stated according to the auditors, reasonably, the township could go back three (3) years or five (5) years; seven (7) years would be the limit. The amount of dollars would be documented.

5. Budget Review Updates

	FROM	TO	PROPOSED BUDGET 03/31/08
REVENUES			
Water Fund Pension Reimburse		\$70,000	
EXPENSES			
TOWNSHIP BOARD			
Pension & Insurance	\$8,000	\$10,000	
Township General Insurance	\$36,000	\$30,000	
Printing and Publishing	\$7,500	\$13,500	
Membership Dues	\$5,200	\$5,400	
Miscellaneous Expenses	\$900	\$200	
Dental Expense	\$3,000	\$1,500	
SUPERVISOR			
Pension and Insurance	\$9,000	\$12,000	
Vision Expense	\$50	\$150	
Operating Supplies	\$50	\$100	
Computer Maintenance	-0-	\$100	
ELECTIONS			
Equipment & Election Expenses	\$12,000	\$15,400	
ACCOUNTING			
Salary	\$47,000	\$72,000	\$35,000
Pension and Insurance	\$10,500	\$13,500	\$10,000
FICA Expense	\$3,700	\$6,000	\$1,500
Health Insurance/Presc		\$8,100	\$4,500
Audit Expense			\$8,500
ACCESSOR			
Salary	\$41,000	\$47,500	
Board of Review	\$1,500	\$2,000	
Pension and Insurance	\$9,200	\$11,500	
Health Insurance/Presc	\$11,000	\$9,000	
Conference Workshops	\$1,200	\$1,600	
Auto Expense	\$900	\$1,600	
Printing and Publishing	\$100	\$250	
Computer Expenses	\$1,500	1,800	
CLERK			
Pension and Insurance	\$9,000	\$11,500	
CLERICAL			
Wages	\$13,000	\$16,500	\$22,000
Pension and Insurance	\$200	\$600	\$7,500
FICA Expense	\$1,200	\$1,400	
Health Insurance	\$2,000	\$4,000	\$9,600
Vision		\$150	
Dental		\$750	

TREASURER			
Pension and Insurance	\$9,000	\$11,500	
Tax Roll Expense	\$7,500	\$10,500	
Computer Maint and Cable Service	\$2,000	\$2,500	
Life Insurance and Pension – Clerical	\$3,000	\$6,500	
TOWNSHIP HALL			
Operating/Office/Postage	\$7,000	\$12,000	
Building Maintenance	\$12,000	\$14,000	
Blds and Grounds	\$2,000	\$100	
Copy Machine Meter Chg	\$500	\$750	
PUBLIC SERVICE			
Road Chloride	\$10,000	\$11,300	
Cemetery	\$1,000	\$6,400	
Library/Sr Center Ops	\$8,000	\$11,000	
Road Improvements	\$283,000	\$285,000	
Miscellaneous Expense	\$100	\$2,000	
Ditching/Leaf Pickup	\$50,000	\$25,000	
Senior Citizens/Van Exp	\$2,000	\$2,500	
GAIN/F.A.N.G.	\$5,000	\$12,000	
Trans to Bldg Inspector	\$6,500	\$50,000	
Surface Wtr Management	\$11,500	\$8,500	
HALL RENTAL EXPENSE			
Equipment Purchases	\$400	\$200	
Hall Improvements	\$500	\$650	
CLERICAL WATER DEPT			
Wages	\$26,000	\$27,000	
FICA/Medicare Exp	\$2,000	\$2,200	
Life Insurance/Pension	\$4,500	\$6,000	
PARKS AND REC FUND			
EXPENDITURES			
Park Manager Wages	\$31,000	\$31,500	
Operating Supplies	\$3,000	\$4,500	
Utilities	\$1,750	\$2,300	
Auto Expense	\$1,500	\$3,500	
Training/Conventions	\$600	\$1,000	
Insurance	\$2,000	\$2,500	
Repairs/Maintenance Park Home	\$500	\$650	
Telephone Expense	\$800	\$1,000	
Office Supplies	\$250	\$500	
Audit Expense	\$50	\$400	
Computer Maint		\$500	
POLICE FUND			
EXPENDITURES			
Officers Wages	\$621,623	\$645,000	
Pension Cont Expense	\$76,200	\$117,000	
Vision Insurance	\$1,700	\$2,200	
Gas & Oil Expense	\$24,000	\$25,000	
Car Repairs and Maintenance	\$12,000	\$9,000	

Conventions/Training	\$4,500	\$3,000	
Workmen's Comp	\$14,500	\$16,100	
Legal Fees	\$22,000	\$14,000	
Telephone Expense	\$4,800	\$5,800	
Office Equipment	\$1,500	\$500	
Copy Machine Meter		\$350	
Lein Services	\$2,800	\$1,800	
Vehicle Rental	\$1,800	\$2,500	
Purchase: Live-Scan		\$19,000	
BUILDING DEPT FUND			
REVENUES			
Transfers "IN"	\$6,500	\$50,000	
BUILDING INSPECTOR			
Salary	\$53,000	\$56,500	
FICA Expense	\$4,000	\$4,500	
Pension/Insurance	\$12,000	\$14,000	
Comp Maint Agreemt	\$800	\$1,200	
Vehicle Maint	\$500	\$1,000	
Insurance/Bonds	\$1,000	\$2,000	
SOLID WASTE FUND			
EXPENDITURES			
Audit	\$250	\$400	
Trash/Recyc Assess	\$472,000	\$483,000	

LIEPMANN MOVED, seconded by Fotenakes for approval of changes as presented.

ROLL CALL VOTE:

AYES: Pratt, Reed, Morford, Liepmann, Fotenakes, Minaudo, and Trotogot

NAYS: 0 MOTION CARRIED.

6. Weighmaster Update

MINAUDO stated the officers had got together and decided they wanted to do the weighing themselves instead of contracting with someone else. An Agreement was trying to get assembled in order to proceed with the Weighmaster Situation. **MINAUDO** stated it would be great to find the funds to loan the Police Department so they could do the weighing themselves. **LIEPMANN** wanted to know if he (**MINAUDO**) had checked with anyone about purchasing a scale. There was a suggestion that perhaps the township could borrow a weigh scale on a trial basis.

7. Personnel Committee

Personnel Committee consisting of **TROTOGOT, PRATT AND MORFORD**, interviewed seven (7) applicants for the position of Water Clerk. **PRATT** stated there were three (3) very strong, good quality applicants. The final decision was Brook Terryah who will be starting as Water Clerk in approximately two (2) weeks.

DISCUSSION:

1. **FOTENAKES** wanted to know if there would be a background check. **TROTOGOT** stated there would be a background check before Brook started. **PRATT MOVED**, seconded by Liepmann that the Board of Trustees accept the recommendation of the Personnel Committee to hire Brook Terryah as Water Clerk for a six (6) month probationary period pending the background check. MOTION CARRIED.

REPORTS:

1. Building Inspector's Report: Reviewed and Accepted.

(A) December 2006:**BUILDING PERMITS ISSUED:**

NEW HOMES	0
ACCESSORY BUILDINGS	2
DECKS	0
REMODELING	0
ADDITIONS	0
GARAGES	0
FENCE PERMITS	0
ROOF REPAIR	0
POOL	0
COMMERCIAL	0
SIGN	0

TOTAL PERMITS ISSUED	2
PERMIT VALUATION FOR DECEMBER 2005	\$ 2,237,855
PERMIT VALUATION FOR DECEMBER 2006	36,432

PERMIT FEES COLLECTED FOR DECEMBER 2006	\$ 183
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TRAILER INSPECTIONS (2)	100
TRASH AND RECYCLING CHARGES	0
SPECIAL USE PERMIT	0
HOME OCCUPATION PERMIT	0
EARTH REMOVAL PERMIT	0
VARIANCE REQUEST	0
REZONING REQUEST	0
CODE BOOKS	0

FOR A TOTAL OF	\$ 283
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CONSTRUCTION TO DATE DECEMBER 2005	12,673,291
CONSTRUCTION TO DATE DECEMBER 2006	6,221,399

FOR A DECREASE OF	\$ 6,451,892
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(B) January 2007:**BUILDING PERMITS ISSUED:**

NEW HOMES	1
ACCESSORY BUILDINGS	1
DECKS	0
REMODELING	2
ADDITIONS	0
GARAGES	0
FENCE PERMITS	0

ROOF REPAIR		0
POOL		0
COMMERCIAL		0
SIGN		0
TOTAL PERMITS ISSUED		4
PERMIT VALUATION FOR JANUARY 2005	\$	244,370
PERMIT VALUATION FOR JANUARY 2006		155,120
PERMIT FEES COLLECTED FOR JANUARY 2007		\$ 776
TRAILER INSPECTIONS (2)		100
TRASH AND RECYCLING CHARGES		0
SPECIAL USE PERMIT		0
HOME OCCUPATION PERMIT		0
EARTH REMOVAL PERMIT		0
VARIANCE REQUEST		0
REZONING REQUEST		0
CODE BOOKS		0
FOR A TOTAL OF		\$ 876
CONSTRUCTION TO DATE JANUARY 2006		244,370
CONSTRUCTION TO DATE JANUARY 2007		155,120
FOR A DECREASE OF		\$ 89,250

PUBLIC COMMENTS:

7:47 P.M. OPEN FOR PUBLIC COMMENTS
7:48 P.M. CLOSED FOR PUBLIC COMMENTS

BOARD COMMENTS:

1. **FOTENAKES** stated she had attended the 2007 Michigan Townships Association (MTA) Trade Expo in Detroit, Michigan on January; the Expo had been very educational and she had learned a lot. **FOTENAKES** gave **MORFORD** some of the articles that were available for the attendees to bring back to the townships; one article being employment. .

2. **FOTENAKES** stated one of the seminars at the MTA Conference had been presented by Burnham and Flowers concerning *Business Solutions*. **FOTENAKES** stated she did not attend the session but was told a Burnham and Flowers representative would present a free seminar for any group upon request. **MORFORD** will contact the representative for a possible Genesee County Clerks and Treasurers Meeting.

THE NEXT BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, MARCH 8, 2007 AT 7:00 P.M.

ADJOURNMENT: There being no further business matters, **TROTOGOT** adjourned the meeting at 7:50 p.m.

JULIA A. MORFORD, Clerk

ANDREW TROTOGOT, Supervisor

APPROVED DATE: _____
02/08/07 Regular