

CHARTER TOWNSHIP OF FLUSHING

6524 N. SEYMOUR ROAD
FLUSHING, MICHIGAN 48433
BOARD OF TRUSTEES MINUTES

DATE: JANUARY 9, 2014

TIME: 7:00 P.M.

PHONE: 810-659-0800

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WEB PAGE: <http://flushingtowship.com>

ADMINISTRATION:

SUPERVISOR: Rian R. Birchmeier
CLERK: Julia A. Morford
TREASURER: Maryion T. Lee

TRUSTEES:

Shirley D. Gage
Bonnie Jean Martinson
Scott R. Matzke
Scott P. Minaudo

TOWNSHIP ATTORNEY:

STEVEN W. MOULTON PLLC
6258 W. Pierson Road
Flushing MI 48433
810-407-7658

MEETING CALLED TO ORDER at 7:04 p.m. by **SUPERVISOR RIAN R. BIRCHMEIER** with Roll Call and the Pledge of Allegiance to the American Flag.

ROLL CALL: Rian R. Birchmeier, Julia A. Morford, Maryion T. Lee, Shirley D. Gage, Bonnie Jean Martinson, Scott R. Matzke, Scott P. Minaudo, and Attorney Steve Moulton

MEMBERS ABSENT: None

OTHER INDIVIDUALS PRESENT: Eighteen (18) interested individuals

ADOPT THE AGENDA: MATZKE MOVED, seconded by Minaudo to adopt the Agenda for January 9, 2014 as presented.

DISCUSSION:

Trustee Martinson would like the following items added to Unfinished Business: 1-d as "Update on Mediation" and 1-e "Payment on Bills for December". Due to all the problems for the month of December, there will not be any minutes available at the current Board Meeting.

MARTINSON MOVED, seconded by Minaudo to amend the Agenda and add under *Unfinished Business*, 1-d, "Update on Mediation" and 1-e, "Questions Regarding Payment of Bills and the Financial Report for December".

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Matzke, Martinson, Gage, Lee, Morford, Birchmeier, and Minaudo

NAYS: 0

MOTION CARRIED.

MORFORD MOVED, seconded by Minaudo that due to all the problems for the month of December, to remove "Approval of Previous Minutes" from the Agenda tonight.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Martinson, Gage, Lee, Morford, Birchmeier, Minaudo, and Matzke

NAYS: 0

MOTION CARRIED.

BIRCHMEIER MOVED, seconded by Martinson to remove item 1-c(i) “Power Outage” and item 1-c(iv), “Insurance Report” (a) “Ice Storm” and (b) “Clarification on Remaining Debris from November 2013 Storm”; completely remove 1-c(iv).

DISCUSSION:

The Board Meetings are the only time that all seven (7) Board Members can get together to discuss items that are important for the Township; it is considered the business meeting for the township and a time for the public to know what is taking place. The person that puts a particular item on the Agenda is the only person that can remove that particular item.

The Building/Ground/Bids Committee likes to keep everyone informed as to what is transpiring in the Township. Suggestions are always welcome; nothing is wrong with adequate and ample information; the Building/Ground/Bids Committee report is the most significant thing that has happened; the storm has affected everyone even in their personal lives.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Birchmeier

NAYS: Gage, Lee, Morford, Minaudo, Matzke, and Martinson

MOTION FAILED.

MINAUDO MOVED, seconded by Matzke to adopt the Agenda with the changes.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Morford, Minaudo, Matzke, Martinson, Gage, and Lee

NAYS: Birchmeier

MOTION CARRIED.

APPROVAL OF PAYMENT OF BILLS: MATZKE MOVED, seconded by Morford to approve the payment of the bills as presented.

DISCUSSION:

Discussed the issue of where to obtain “free” salt for the Township Hall and Nature Park. The Supervisor has contacted the Genesee County Road Commission (Road Commission) Forman and there isn’t such a thing as “free” salt.

Salt is purchased by truck loads. The Supervisor has purchased between one-half (1/2) to a ton truck full of salt from the County Garage at a cost of approximately \$100; the salt from the Road Commission cannot be used on sidewalks; additional salt for sidewalks was purchased from Gil-Roy’s Hardware.

There was a double entry for 20-#40 ice-melter bags of salt; the salt was assigned to the Park Budget and to the Township Hall Budget. The Bids/Grounds Committee will do further research as to what the different salt can be used for in order to avoid destruction of plants, concrete, etc.

Mr. Bert Eastman’s has been paid for all his services.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Birchmeier, Minaudo, Matzke, Martinson, Gage, Lee, and Morford

NAYS: 0

MOTION CARRIED

7:29 P.M. – OPEN FOR PUBLIC COMMENTS

Three (3) individuals gave a comment.

7:36 P.M. – CLOSED FOR PUBLIC COMMENTS

UNFINISHED BUSINESS:

1-a. POLC Extension

MATZKE MOVED, seconded by Morford to accept the extension of the POLC.

DISCUSSION:

The extension will extend the Contract for the Police through March 31, 2017. The last collection of the Police Millage will be December 2016/January 2017; the millage will have to be renewed in November 2016 but will end November 2017.

Trustee Martinson was concerned about extending a person’s contract; she would never hire a person for a job, let alone for a three (3) year contract, if they were suing her; therefore, she would not vote for the extension. There are other municipalities in Michigan looking to other plans for law enforcement; the law enforcement they have with their own Police Department is unsustainable; why a three (3) year contract?

If the millage doesn’t get renewed, how long will the Township have to pay outside of the contract that will come out of the General Fund? Per the Police Chief, the contract will expire March 31, 2017.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Matzke, Gage, Lee, Morford, and Birchmeier

NAYS: Minaudo and Martinson

MOTION CARRIED

1-b. Update on Resolution for Traffic Control

MORFORD MOVED, seconded by Lee to place the issue under “*Unfinished Business*”, on the Agenda for February but in the meantime send out notices to the residents on the section of the street to come and express their opinions.

LEE MOVED, seconded by Gage to amend the motion to include a traffic engineering study.

DISCUSSION:

Since the Supervisor has received three (3) requests to reduce the speed limit on Johnson Road between Coldwater Road and Mt. Morris Road, different options were discussed such as: 1) placing a stop sign at the intersection of Stanley Road and Johnson Road; 2) it was determined it would take more than one (1) month to get the issue resolved: The first month the Board could see if there was enough interest to proceed and if so, then proceed with the traffic engineering study; 3) a letter similar to the 300’ Notice for the Planning Commission could be sent out to the residents of the one hundred twenty-six (126) drives on Johnson Road; a return envelope could be enclosed with the letter. 4) The 45 mph will not resolve the issue unless there is extra enforcement. 5) a public hearing could be held if there is enough interest; perhaps a stop sign would be the solution.

Normally, when an individual wants something special done on their road, the resident takes a petition to the neighbors. It was felt the three (3) individuals that had shown an interest in having the speed limits reduced should first get petitions signed by the residents that were interested in the matter. A letter could then be sent out to the Johnson Road residents stating there would be a Public Hearing for the purpose to determine if the speed limit needed to be reduced; then proceed with the traffic engineering study if there was enough interest.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Matzke, Martinson, Gage, Lee, Morford, Birchmeier (Minaudo had a question at this time).

NAYS:

MOTION _____

MINAUDO MOVED, seconded by Lee that instead of doing the last motion, the three (3) individuals that were interested in changing the speed limit sign, do a petition to see if there is enough interest before the Board proceeds any further.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Martinson, Gage, Lee, Morford, Birchmeier, Minaudo, and Matzke

NAYS: 0

MOTION CARRIED.

1-c. Authorization for Change in Standard Lighting Contract

MORFORD MOVED, seconded by Lee that the Board approve the Consumers Energy Contract by having the Supervisor sign and then send the Contract back to Consumers Energy. (Consumers Energy is going from mercury lights to sodium lights).

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Birchmeier, Morford, Lee, Gage, Martinson, Matzke, and Minaudo

NAYS: 0

MOTION CARRIED

1-d. Update on Mediation

GAGE MOVED, seconded by Lee that all seven (7) Board Members attend the Mediation.

The Supervisor felt this was a redundant motion because it had been previously discussed and all seven (7) Board Members would be in attendance.

DISCUSSION:

Trustee Martinson will contact Jane O'Dell to set a Mediation Date; the meeting could be considered a workshop because there wouldn't be any decisions made. There would still be a quorum and the residents would be able to be in attendance. The Supervisor received several legal opinions and if the meeting is considered a workshop, all seven (7) Board Members can be in attendance. The Mediation would be for the benefit of the Board because opinions would be discussed.

The recommendation was to proceed with Jane O'Dell doing the interviews of the two (2) remaining officers, discuss the issue with Attorney Moulton when he returns back to his office, get his opinion, and then proceed with all seven (7) Board Members. We need to keep the process moving by having the Supervisor do his interview and the Clerk after that; the Treasurer has already done her interview. After a discussion with Attorney Moulton, a decision could be made as to which direction to go. At first all seven (7) Board Members will be interviewed separately to determine the problem and then interviewed as a group; two (2) people will be chosen to conduct the mediation.

There were other questions so Attorney Moulton's Office will be contacted. The Mediation will take place whether they are separate or group interviews.

1-e. Payment on Bills for December

The issue will be placed under "Unfinished Business" for the February Meeting.

GAGE MOVED, seconded by Lee to have the Finance Director attend the Board Meetings.

DISCUSSION:

On occasion the Finance Director would be able to come to the Board Meetings. The Deputy Treasurer and the Finance Director are two (2) different positions; the Finance Director is on salary. It was determined the Supervisor would ask the Finance Director to attend the meetings and then proceed from there as to other issues.

The Supervisor did not ask for Roll Call.

NEW BUSINESS:

1-a. Fiscal Quarter Budget

MATZKE MOVED, seconded by Morford to accept the Fiscal Quarterly Budget as presented.

DISCUSSION:

All seven (7) Board Members need to sit down and review the Budget because there are some expensive items that will be coming out of the budget within the near future. Amendments need to be made to include a spending plan for future reviews including a line item to pay the new part-time maintenance person. A comparison of the budget from year to year (past, present, and future) needs to be laid out for the public to review. There should be inputs from the different departments not just one person. There were line item questions about the mileage for the Supervisor, Treasurer, and Finance Director. Some things have to be done because it pertains to a position.

LEE MOVED, seconded by Morford to amend the previous motion, Fiscal Year 2013-2014 Budget, by adding under Township Hall Department, line item "Part-Time Maintenance Wages" to be \$2,000; another line item for FICA expense to be for \$150. This budget amendment will reduce the General Fund Balance by \$2,150.

DISCUSSION:

It was discussed as to where the funds would come from such as Township Hall/Nature Park snow plowing and Township Hall/Nature Park building maintenance, etc. It is better to have everything come from one line item rather than several.

MATZKE MOVED, seconded by Minaudo to amend the motion and to get with the Finance Director and determine exactly where the money for wages will come from for the Part-Time Maintenance Person. (The Finance Director can highlight the specific line items for the Board's review).

DISCUSSION:

This is the reason the Finance Director should attend the Board Meetings.

ACTION OF THE MOION

ROLL CALL VOTE:

AYES: Minaudo, Matzke, Martinson, Gage, Lee, Morford, and Birchmeier

NAYS: 0

MOTION CARRIED

MARTINSON MOVED, seconded by Matzke to postpone the approval of the Fiscal Quarterly Budget until the next meeting when the Board receives more information about the Part Time Maintenance Person, etc.

ACTION OF THE MOION

ROLL CALL VOTE:

AYES: Matzke, Martinson, Gage, Lee, Morford, Birchmeier, and Minaudo

NAYS: 0

MOTION CARRIED

1-b. Flint Area Narcotics Group (F.A.N.G.)

MATZKE MOVED, seconded by Minaudo to postpone the issue.

DISCUSSION:

There is money in the General Fund Balance for F.A.N.G. Chief Fairchild will check into the matter to see where the money would come from. How do the officers on the Board feel about the matter. F.A.N.G. is an insurance policy for prevention and cleanup; perhaps revisit next year to see about the money situation. The cost is for December to December.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Martinson, Gage, Lee, Morford, Birchmeier, Minaudo, and Matzke

NAYS: 0

MOTION CARRIED

1-c. Building/Grounds/Bids Committee Update:

MARTINSON MOVED, seconded by Gage to look into the cost to purchase a generator that would give the power that is needed for the Township Hall and the Police Department in case of any future outages.

- i. **Power Outage** – There was a power outage over Christmas time.
- ii. **Cost to Rent Generator** – Thanks to Supervisor Birchmeier, he rented a generator during the power outage at a cost of \$3,329 to have power in the Township Hall, but not completely able to take care of the Police Department. Power was in the Administrative Secretary's office so Police Officers were able to charge their equipment. The Building/Grounds/Bids Committee has met with several companies to obtain statistics regarding a back-up generator at the Township Hall. What are the thoughts of the Board as to obtaining more bids for consideration.
- iii. **Request to Obtain Bids and Pursue Grants for Generators for Township Hall** – what are the thoughts of the Board as to obtaining more bids for consideration?

DISCUSSION:

Questions such as would it be better to purchase or rent a generator during a power outage, who has to maintain the generator, is there money in the budget, and should a used generators be purchased were discussed in length.

Since the Township Hall is the center of the Community, it was recommended not to worry about the money because there should have been a generator at the Township Hall a long time ago. The Township Hall could have been a warming center during the storm by providing hot coffee, etc. The Township Hall needs to be operable during an emergency.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Gage, Lee, Morford, Birchmeier, Minaudo, Matzke, and Martinson

NAYS: 0

MOTION CARRIED

iv. Insurance Report

- a. **Ice Storm** – the insurance company will pay for the rental of the generator minus a \$500 deductible. Trees that fell due to the ice would not be covered by insurance; however, if the tree fell onto a building it would be covered. There were very few trees that fell during the December storm.
- b. **Clarification on Remaining Debris from November 2013 Storm** – bids are in the process of getting someone to clean up the debris in the back of the Township Hall; the Part-Time Maintenance person will also be working on the project also but currently very busy with the snow plowing. The Township is still seeking bids to fix the roof on the Pole Barn (Southeast corner of the Township Hall); the bids will be brought back to the Board for review and approval. Due to the snow, it has been difficult for the roofing companies to see exactly what needs to be repaired.

1-d. Personnel Committee Update:

- i. **Part-Time Maintenance Position** – very pleased to have a Part-Time Maintenance person; he has been out working as early as 5:30 a.m. in the morning plowing snow. It has been very economical to have a Part-Time Maintenance person – the goal is to stay at

twenty (20) hours but considered part-time as long as he don't exceed thirty-two (32) hours which is averaged over a year. It was recommended to review the Fair Labor Law.

- ii. **Job Descriptions** – job descriptions are being developed for the office. The Finance Director is the only person with a job description and that was developed by a prior administration when the Finance Director was hired. The Township has very good employees.
- iii. **Budget Year 2014-2015** – adjustments to the budget are being reviewed for the Part-Time Maintenance position.

REPORTS:

1. **AT & T Lease Optimization Program**

The Supervisor will update the Board when information has been received.

COMMITTEE REPORTS:

1. **Flushing Township Police Department**: Chief Brian Fairchild gave the Police Department Report.
2. **Flushing Fire Department**: there were 27 fire runs, 13 power lines down, 5 assists with the Police, 2 smoke investigations, 2 fires, 1 natural gas leak, 1 attempted arson, 1 fire alarm, 1 structure fire, and 1 open burn
3. **Flushing Area Senior Center**: a meeting was not held in December due to the Holidays; a booklet is on the table that is available to the public, a Board of Directors Meeting is scheduled for the end of January.

FINANCIAL REPORT:

The Treasurer gave her Financial Report.

BOARD COMMENTS:

1. **LEE**: The Flushing Chamber of Commerce will be holding their Annual Awards Banquet on Thursday, January 16, 2014; Awards will be given to the City Employee of the Year, the Township Employee of the Year, the Educator of the Year, the Firefighter of the Year, the Business of the Year, and Service Award of the Year. **Cathy Velat** will receive the *Employee of the Year Award* for Flushing Township. The Township has very good employees. Happy New Year and appreciate all the comments; if anyone would like to come and talk to her regarding any issue, please feel free.
2. **MORFORD**: thanked everyone for coming to the meeting; special thanks to Jodi Wright for her work on the Web site, for all the people that put time and effort into working at the Township during the power outage, and for all the people that shoveled snow during the storm; there have been a lot of adjustments on the Web – the Board is open for suggestions.
3. **GAGE**: wished everyone a Happy New Year and hope that it is filled with peace, joy, and good health; thanks for coming to the meeting.
4. **MINAUDO**: Happy New Year and thanks for coming to the meeting.
5. **MATZKE**: Happy New Year!
6. **MARTINSON**: since all the Board Members have wished a Happy New Year, the audience don't realize how much they have encouraged the Board Members by their attendance at the meeting; if no one is in the audience, it gets lonesome for the seven (7) Board Members; Thanks for coming out because it takes three (3) hours out of your evening; it is really appreciated.

9:55 P.M. OPEN FOR PUBLIC COMMENTS

Four (4) individuals gave their comments.

10:15 P.M. - CLOSED FOR PUBLIC COMMENTS

THE NEXT REGULAR SCHEDULED BOARD OF TRUSTEES MEETING WILL BE THURSDAY, FEBRUARY 13, 2014 AT 7:00 P.M. AT THE FLUSHING TOWNSHIP HALL.

ADJOURNMENT: Due to lack of business issues, **SUPERVISOR BIRCHMEIER** adjourned the meeting at 10:20 p.m.

JULIA A. MORFORD, Clerk

RIAN R. BIRCHMEIER, Supervisor

APPROVED DATE: _____

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