

DRAFT
CHARTER TOWNSHIP OF FLUSHING

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

DATE: JULY 13, 2017

TIME: 7:00 P.M.

PHONE: 810-659-0800

FAX 810-659-4212

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

ADMINISTRATION:

SUPERVISOR: Frederick R. Thorsby
CLERK: Wendy D. Meinburg
TREASURER: Terry A. Peck

TRUSTEES:

Jenifer Almassy
Daniel McGrath
Linda Minarik
William L. Westenbarger

TOWNSHIP ATTORNEY:

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

- I. MEETING CALLED TO ORDER** at 7:00 P.M. by **SUPERVISOR FREDERICK R. THORSBY** with Roll Call and the Pledge of Allegiance to the American Flag.
- II. ROLL CALL:** Linda Minarik, Fred Thorsby, Dan McGrath, Wendy Meinburg, William Westenbarger, and, Terry Peck. Attorney Steven Moulton was also present.

MEMBERS ABSENT: Jenifer Almassy

OTHER INDIVIDUALS PRESENT: Ten (10)

APPROVAL OF AGENDA FOR JULY 13, 2017:

TREASURER PECK MOVED, supported by Trustee Westenbarger to approve the agenda as submitted.

THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF DRAFT MINUTES OF REGULAR BOARD MEETING OF JUNE 8, 2017 MEETING:

TREASURER PECK MOVED, supported by Trustee McGrath to approve the minutes of the Regular June 8, 2017 Board Meeting.

THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF PAYMENT OF BILLS:

CLERK MEINBURG MOVED, supported by Trustee Peck to approve the payment of bills.

After a brief explanation of questions by Trustee Minarik the vote was taken.

THE MOTION CARRIED UNANIMOUSLY.

III. PUBLIC COMMENTS: For Agenda Items

OPEN FOR PUBLIC COMMENTS: 7:10 P.M.

One individual gave comment on non-agenda items

CLOSED FOR PUBLIC COMMENTS: 7:11 P.M.

IV. OLD BUSINESS:

1. Motion to approve amended first reading of Ordinance No. 17-2 Peddler Permit - Supervisor

TRUSTEE WESTENBARGER MOVED, supported by Clerk Meinburg to approve the amended first reading of Ordinance No. 17-2 Peddler Permit.

Supervisor Thorsby stated Attorney Moulton had reviewed the ordinance and after a brief discussion, the following vote was taken.

ACTION ON THE MOTION:

ROLL CALL VOTE

AYES: Peck, Meinburg, Thorsby, McGrath, Westenbarger and Minarik

THE MOTION CARRIED UNANIMOUSLY

ABSENT: Jenifer Almassy

2. Motion to approve amended Resolution No. 17-5 updating the User Fees for Flushing Township – Supervisor

**CHARTER TOWNSHIP OF FLUSHING
GENESEE COUNTY, MICHIGAN
RESOLUTION NO. 17-5**

WHEREAS, Fees, charges, and expenses shall be assessed as part of any application required by Sec. 20-2102 of the Zoning Ordinance, to defray expenses incurred in processing such application, and

WHEREAS, The Township Board shall establish a schedule of fees, charges, and expenses, and establish a procedure for their collection, and

WHEREAS, The schedule of fees, charges, and expenses may be altered or amended by resolution duly adopted by the Township Board,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Charter Township of Flushing adopt the following updated Schedule of Fees, Charges, and Expenses effective June 8, 2017:

CHARTER TOWNSHIP OF FLUSHING USER FEES

CODE OF ORDINANCE	*FOIA
COMMERCIAL SITE PLAN REVIEW (plus additional costs)	\$650.00
RESIDENTIAL SITE PLAN REVIEW	\$50.00
COMMERICAL ZONING	\$150.00
DOG KENNEL PERMIT	\$100.00
EARTH REMOVAL PERMIT	\$100.00
EARTH REMOVAL RENEWAL PERMIT	\$50.00
HOME OCCUPATION PERMIT (HOME BUSINESS)	\$100.00
MASTER PLAN NOTEBOOK	*FOIA
PONDS(SPECIAL USE) PLUS BOND	\$650.00
RESIDENTIAL ZONING PERMIT	\$50.00
REZONING PERMIT (Requesting Commercial or Industrial)	\$950.00
ZONING APPEAL HEARING (Per Session)	\$350.00
SIGN PERMIT(RES/COMM)	\$50.00
PLANNING COMM-SPECIAL	\$750.00
SPECIAL USE REQUEST PERMIT	\$100.00
ZONING BOARD OF APPEALS-SPECIAL	\$450.00
ZONING ORD-NOTEBOOK(8.5X11)	*FOIA
ZONING COPIES OF UPDATES (1 TO 5 COPIES)	*FOIA
ZONING MAP 11"X17"	*FOIA
VOTERS REGISTRATION LIST (PAPER COPY)	\$16.00

VARIANCE REQUEST	\$150.00
PEDDLERS PERMIT(6MONTH)	\$150.00
LAND DIVISION	\$100.00
LAND COMBINATION	\$50.00
LAND DIVISION(COMMERICAL)	\$300.00
LAND COMBINATION(COMMERICAL)	\$300.00
PHOTO COPY	*FOIA
FENCE PERMIT	\$50.00
HOUSE DEMO PERMIT PLUS BOND	\$200.00

*Per Freedom of Information Requirements
 All Bonds and/or addtl. Planning fees set by Plan. Comm.

YES: ___

NO: ___

ABSENT: ___

THE RESOLUTION IS DECLARED ___ADOPTED ___NOT ADOPTED

 Frederick R. Thorsby
 Supervisor

 Wendy D. Meinburg
 Clerk

I, Wendy D. Meinburg, Township Clerk of the Charter Township of Flushing, hereby certify the foregoing to be a true and complete copy of a resolution adopted by the Charter Township Board of Trustees at a regular meeting held on Thursday, July 13, 2017.

 Wendy D. Meinburg, Township Clerk

CLERK MEINBURG MOVED, supported by Trustee Westenbarger to approve amended Resolution No. 17-5 updating the User Fees for Flushing Township.

Supervisor Thorsby reviewed the fees with the Board and Audience Members.

ACTION ON THE MOTION:

ROLL CALL VOTE

AYES: Meinburg, Westenbarger, Minarik, Thorsby, McGrath and Peck

NAYS: None

THE MOTION CARRIED UNANIMOUSLY

ABSENT: Jenifer Almassy

V: NEW BUSINESS

1. Motion to approve Quarterly Budget ending March 31, 2017 – Treasurer

TRUSTEE WESTENBARGER MOVED, supported by Clerk Meinburg to approve Quarterly Budget ending March 31, 2017.

THE MOTION CARRIED UNANIMOUSLY.

ABSENT: Almassy

2. Motion to approve an agreement with the Flushing Firefighters Association for fire hydrant maintenance – Supervisor

TREASURER PECK MOVED, supported by Trustee Westenbarger to approve an agreement with the Flushing Firefighters Association for fire hydrant maintenance.

Supervisor Thorsby stated a bid was also received from the Genesee County Drain Commission in the amount of \$35.00 per hydrant. The bid from the Flushing Firefighters Association was for \$15.00 per hydrant.

Attorney Moulton pointed out there was an Indemnification/Hold Harmless clause in this agreement.

ACTION ON THE MOTION:

ROLL CALL VOTE

AYES: Westenbarger, Thorsby, Meinburg, McGrath, Peck and Minarik

NAYS: None

THE MOTION CARRIED UNANIMOUSLY

ABSENT: Almassy

3. Motion to approve Goyette Mechanical Engineering repairing the larger air conditioner – Supervisor

TRUSTEE WESTENBARGER MOVED, supported by Trustee Minarik to approve Goyette Mechanical Engineering repairing the larger air conditioner for a price not to exceed \$1,152.00.

ACTION ON THE MOTION:

ROLL CALL VOTE

AYES: Minarik, Thorsby, McGrath, Westenbarger, Meinburg and Peck

NAYS: None

THE MOTION CARRIED UNANIMOUSLY

ABSENT: Almassy

4. Motion to approve Resolution 17-6 to enter into a Help America Vote Act (HAVA) Grant Agreement with the State of Michigan and a software license agreement with Hart Intercivic, Inc., and to authorize the Clerk to sign the agreements on behalf of the Township - Clerk

**CHARTER TOWNSHIP OF FLUSHING
GENESEE COUNTY, MICHIGAN**

RESOLUTION NO. 17-6

A RESOLUTION TO ENTER INTO A HELP AMERICA VOTE ACT (HAVA) GRANT AGREEMENT WITH THE STATE OF MICHIGAN AND A SOFTWARE LICENSE AGREEMENT WITH HART INTERCIVIC, INC., AND TO AUTHORIZE THE CLERK TO SIGN THE AGREEMENTS ON BEHALF OF THE TOWNSHIP.

WHEREAS, the State of Michigan has received grant funds from the United State of America under the federal Help America Vote Act and (HAVA) and has appropriated state funds (collectively the Funds) for the purchase of voting systems and Election Management System (EMS) software by counties, cities and townships; and,

WHEREAS, the State of Michigan has implemented a program to disperse the Funds to purchase voting systems, including EMS software for counties, cities and townships on a county by county basis; and,

WHEREAS, Genesee County has contracted with Hart Intercivic, Inc., as vendor/contractor to the local jurisdictions, including the Charter Township of Flushing; and,

WHEREAS; the Board of Trustees for the Charter Township of Flushing having determined it would be in the best interests of the Township for the Township to enter into the following agreements with Genesee County and Hart Intercivic, Inc., respectively,

Agreement 1 State of Michigan, Michigan Department of State and Genesee County, Township of Flushing, Help America Vote Act (HAVA) Grant Agreement, Voting System Hardware, Firmware and Software, RE: Master Contract-Hart Intercivic, Inc., and

Agreement 2 SCHEDULE B LICENSE AGREEMENT, Hart Intercivic, Inc., Verity for License Agreement

IT IS HEREBY RESOLVED:

The Charter Township of Flushing shall enter into Agreement with the State of Michigan and Genesee County in the form attached to this Resolution as Exhibit 1; and,

The Charter Township of Flushing shall enter into Agreement 2 with Hart Intercivic, Inc., in the form attached as Exhibit 2.

IT IS HEREBY FURTHER RESOLVED, Township Clerk, Wendy D. Meinburg, is authorized to sign each of the above identified agreements on behalf of the Charter Township of Flushing, and any documents reasonably necessary to implement each of the agreements, with full authority to bind the Township to same.

YES:

NO:

ABSENT:

THE RESOLUTION IS DECLARED _____ ADOPTED _____ NOT ADOPTED

I certify that the foregoing is a true and accurate copy of a Resolution adopted by the Charter Township of Flushing Board of Trustees, Genesee County, Michigan, at its regular meeting held on _____, 2017, at the Charter Township of Flushing Hall, 6524 N. Seymour Road, Flushing, Michigan 48433.

Frederick Thorsby
Flushing Township Supervisor

Dated:

Wendy Meinburg
Flushing Township Clerk

Dated:

SUPERVISOR THORSBY MOVED, supported by Treasurer Peck to approve Resolution 17-6 to enter into a Help America Vote Act (HAVA) Grant Agreement with the State of Michigan and a software license agreement with Hart Intercivic, Inc., and to authorize the Clerk to sign the agreements on behalf of the Township.

ACTION ON THE MOTION:

ROLL CALL VOTE

AYES: Peck, Meinburg, Thorsby, Minarik, McGrath and Westenbarger

NAYS: None

THE MOTION CARRIED UNANIMOUSLY

ABSENT: Almassy

5. Motion to amend the Fiscal Year Budget 17-18 by adding line item in General Fund Revenue – Warning Sirens at \$71,175.00 and Public Service Department – Warning Sirens Expense at \$87,600.00 the difference of \$16,425 will reduce the fund balance – Treasurer

CLERK MEINBURG MOVED, supported by Trustee McGrath to amend the Fiscal Year Budget 17-18 by adding line item in General Fund Revenue – Warning Sirens at \$71,175.00 and Public Service Department – Warning Sirens Expense at \$87,600.00 the difference of \$16,425 will reduce the fund balance.

THE MOTION CARRIED UNANIMOUSLY.

ABSENT: Almassy

VI. REPORTS:

1. Supervisor Thorsby gave a report on the fire which occurred at the Township Police Department on July 1, 2017. He thanked the fire departments, police and township employees who came to the scene to help. He further stated there was fire, smoke and extensive water damage to the building. Supervisor Thorsby stated ServPro was handling all the clean up and repairs, acting as our General Contractor. There was a brief discussion regarding the roof and roof trusses of the Police Department and whether there should be a total replacement.
2. Clerk's Report given by Clerk Meinburg stating the old voting equipment had been picked up for recycling.
3. Treasurer Peck stated there was a C.D. coming due on the 21st and he would be moving it.
4. Flushing Township Police Department Report given by Chief Fairchild. He mentioned he was working on obtaining Narcan to have in Cruisers for the police officers' safety as many of the drugs currently being used on the street are absorbed easily through the skin and it was becoming a safety issue for the police officers.
5. Fire Department Report – No report

VII. PUBLIC COMMENTS:

OPEN FOR PUBLIC COMMENTS: 8:14 P.M.

Carl Hansen spoke in favor of Capital Improvements.
Cherie Billington spoke about the need for better signage going north on Elms Road at Elms School.
Maryion Lee spoke about the previous budget.

CLOSED FOR PUBLIC COMMENTS: 8:21 P.M.

VIII. BOARD COMMENTS:

Trustee Westenbarger spoke about the problem of newspapers piling up in the driveways and around mailboxes. Supervisor Thorsby spoke briefly about code enforcement in the township with Chief Fairchild also stating he was working on this too. Trustee McGrath spoke about tall grass problems. Trustee Minarik spoke about the construction at Seymour School and it was stated they were making improvements to the parking and traffic issues at the school.

IX. ADJOURNMENT:

TRUSTEE WESTENBARGER MOVED, supported by Clerk Meinburg to adjourn the meeting at 8:35 P.M.

THE MOTION CARRIED UNANIMOUSLY.

WENDY D. MEINBURG, Clerk

FREDERICK R. THORSBY, Supervisor

APPROVED DATE _____

RECORDING SECRETARY: Joyce A. Wilson, Deputy Clerk

07/13/2017 Regular Min