

NORTHFIELD TOWNSHIP

Township Board

Minutes

December 9, 2014

CALL TO ORDER

The meeting was called to order at 7:00 P.M. by Supervisor Engstrom at 8350 Main Street.

PLEDGE

Supervisor Engstrom led those present in the Pledge of Allegiance.

ROLL CALL

Marilyn Engstrom, Supervisor	Present
Angela Westover, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink
Wastewater Treatment Plant Superintendent
Tim Hardesty
Public Safety Director William Wagner
Police Lt. Tim Greene
Community Center Director Tammy Averill
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

CONSENT AGENDA:

- **Minutes of November 11 and 25, 2014**
- **Bills**

- ▶ **Motion:** Engstrom moved, Thomas supported, that the items in the consent agenda be approved as presented. **Motion carried 6—0 on a voice vote.**

ADOPT BALANCE OF AGENDA

Engstrom asked that the Meals on Wheels Contract be discussed prior to Reports, and that the Sewer Capacity Inventory be added as item 10.

- ▶ **Motion:** Engstrom moved, Thomas supported, that the balance of the agenda be adopted as amended. **Motion carried 6—0 on a voice vote.**

FIRST CALL TO THE PUBLIC

No comments.

BOARD MEMBER COMMENTS

Otto read a statement concerning the request by Biltmore Development for an amendment to the Township Master Plan. She said noted that comments from the public have been heard and are being considered, summarized steps taken to date and future steps required by law, commented on the interpretation of information by some

members of the public, and said the process has been transparent and Manager Fink's involvement has been to do what the Township hired him to do regarding economic development.

REPORTS

Department Heads

Township Manager. Fink referred to his report and noted that the DDA public hearing noticed for this meeting had been canceled and will be renoticed in the future.

Senior Center. Averill referred to her written report and noted that at least 60 people had arrived for *Dinner with Santa* before she left the Center to come to this meeting.

AGENDA ITEMS

2.

Meals on Wheels Contract

Attorney Burns said the indemnification clause in the contract will be replaced with a clause from the Township and Meals on Wheels will be named as an additional insured on the Township's policy.

Otto suggested that the Township provide \$3,000 from the general fund to assist with administrative costs for the program to be used at Averill's discretion.

- ▶ **Motion:** Otto moved, Thomas supported, that the Meals on Wheels Contract be approved with the indemnification clause being deleted and the Township's own clause being inserted, and Meals on Wheels being named as an additional insured on the Township's policy, and that Averill be given approval to make line item changes within the budget at her discretion. **Motion carried 6—0 on a voice vote.**

- ▶ **Motion:** Otto moved, Thomas supported, that the Township provide \$3,000 from the general fund to assist with administrative costs for the Meals on Wheels program. **Motion carried 6—0 on a voice vote.**

REPORTS cont.

Fire. Wagner read the report summary for November. In answer to a question from Chick, He explained that the major effect on ISO insurance ratings is the Township's lack of public water system, but credit can also be given for Fire Department practices, so they have been working on making improvements in those areas where possible, including mutual aid, equipment, and dispatch before the Township is re-rated in the near future.

Otto congratulated the Township on receiving a \$5,000 grant for wild land firefighting personal protective gear.

Police. Lt. Greene read the November report summary.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
December 9, 2014**

- **Motion:** Chick moved, Otto supported, that the purchase of three evidence lockers and shelving for the property room at a total cost of \$27,400, funds to come from the federal forfeiture fund.
Motion carried 6—0 on a voice vote.

Wastewater Treatment Plant. Hardesty referred to his written report.

- **Motion:** Chick moved, Otto supported, that the purchase and installation of a return pump by Midwest Power, to include a 10% contingency fund, at a total cost not to exceed to \$17,420, to come from the Wastewater Treatment Plan fund
Motion carried 6—0 on a voice vote.

Hardesty referred to his estimates for the Assets Management Timeline. Brian Rubel of Tetra Tech said he hopes these expenses can be spread out over a longer time period (8 years), but the four year timeline as proposed is what he expects will be approved.

- **Motion:** Otto moved, Chick supported, that the Northfield Township Assets Management Timeline from 2015 to 2018 be approved.
Motion carried 6—0 on a voice vote.

Fink said next steps will be determining the details of the first contract for eventual approval by the Board.

Other

Financial. Braun referred to the Revenue and Expenditures reports.

DDA. Has not met since the last Board meeting.

Planning Commission. Has not met since the last Board meeting.

Parks and Recreation. No report.

Township Manager. Fink referred to his written report.

**PRESENTATION:
Light Fixture Replacement for Cost Savings**

Chief Wagner explained that the project report proposes to replace all light fixtures in the Public Safety Building with LED lights and some sensors to control them. He said one funding option is the Public Safety Building Repairs and Maintenance fund balance which had a \$55,000 fund balance at the beginning of the fiscal year.

Firefighter Shaun Barrows said the cost of this replacement program will likely be recovered faster than indicated in the proposal for a variety of reasons, maintenance costs will be lowered because LEDs last much longer, and LED lighting levels to not decline as much as the current metal halides. Julie Hill from Green Electrical Supply, said the proposed bulbs meet stringent standards, the proposed plan will also improve lighting levels in several important areas, and the sensors will add to the utility costs. Wagner said Green Oak is seeing savings from a similar replacement program.

It was agreed that a contract should be prepared for the Board to vote on at the next meeting.

AGENDA ITEMS

1.

**Michigan Tax Tribunal Case:
Mary Wolowiec Living Trust vs. Northfield Township**

- **Motion:** Engstrom moved, Chick supported, that the settlement in Michigan Tax Tribunal case No. 4-005631 be approved in the amount of \$142,500.
Motion carried 6—0 on a voice vote.

2.

Meals on Wheels Contract

Discussed earlier.

3.

Codification Ordinance

- **Motion:** Engstrom moved, Thomas supported, adoption of Ordinance No. 14-33 An Ordinance Adopting and Enacting a New Code for the Township of Northfield, Washtenaw County, Michigan; Providing for the Repeal of Certain Ordinances not included therein; Providing a Penalty for the Violation thereof; Providing for the Manner of Amending such Code; and Providing when such Code and this Ordinance shall become effect. **Motion carried 6—0 on a voice vote.**

4.

2015 Board Meeting Schedule

- **Motion:** Engstrom moved, Chick supported, that the 2015 Northfield Township Board Meeting dates be approved as presented.
Motion carried 6—0 on a voice vote.

5.

2015 Holiday Schedule

- **Motion:** Engstrom moved, Otto supported, that the Northfield Township Holiday Schedule be approved as presented. **Motion carried 6—0 on a voice vote.**

6.

Conditional Use Permit for AT&T Cellular Tower

- **Motion:** Engstrom moved, Chick supported, that the Conditional use Permit for the AT&T Cellular Tower at 6741 Sutton Road, Case JZB1400004, Parcel 02-22-400-001, be approved with the following conditions:
 - 1) The applicant provide an environmental impact statement.
 - 2) Provision of an affidavit stating other carriers will be allowed to co-locate on this tower.
 - 3) Provision of an application for full site plan review.

Westover said she will abstain from voting because she is an AT&T Wireless employee.

Motion carried 5—0--1 on a voice vote, Westover abstaining.

7.
People's Express Contract

Lenore Zelenock appeared for People's Express.

- ▶ **Motion:** Otto moved, Thomas supported, that the contract with People's Express for the amount of \$10,000 be approved. **Motion carried 5—1 on a voice vote, Engstrom opposed.**

10.
Tetra Tech:

Sewer Capacity Inventory

Brian Rubel of Tetra Tech said the scope of this project was developed since the Board last discussed the project, and it would fit within a larger plan to be developed later. Fink said this would work that would be required as part of the Asset Management Plan, so some of this expense could come back to the Township through the Department of Environmental Quality's Stormwater, Asset Management and Wastewater (SAW). He noted that this concentrates on sewer capacity, but includes the option for including sizing of a basin. Engstrom suggested asking Biltmore Development to pay for part of this cost as part of their request for amendment of the Master Plan.

- ▶ **Motion:** Otto moved, Chick supported, that the proposal for the capacity inventory at an estimated cost of \$24,900 not to be exceeded without prior written communication, and an additional fee to cover the evaluation of the storage basin which the Township requires in the amount of \$20,500. **Motion carried 6—0 on a voice vote.**

8.
**Zoning Board of Appeals
and Planning Commission
Appointments and Reappointments**

- ▶ **Motion:** Engstrom moved, Chick supported, that Marlene Chockley be reappointed to the Planning Commission for a term ending 12/31/17, effective immediately. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Engstrom moved, Chick supported, that Brad Cousino be reappointed to the Planning Commission for a term ending 12/31/2017, effective immediately. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Otto moved, Engstrom supported, that Doug DelFavero be reappointed to the Zoning Board of

Appeals for a term ending 12/31/2017.
Motion carried 6—0 on a voice vote.

- ▶ **Motion:** Otto moved, Chick supported, that Gary Wellings be reappointed as an alternate member of the Zoning Board of Appeals for a term ending 12/31/2017. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Otto moved, Chick supported, that Greg Kolicki be appointed to an open position on the Zoning Board of Appeals for a term ending 12/31/2017. **Motion carried 6—0 on a voice vote.**

9.
**Board of Review Resignations
and Appointment**

- ▶ **Motion:** Engstrom moved, Chick supported, that the resignation of Bob Cameron from the Board of Review be accepted with regret as of 11/24/2015. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Engstrom moved, Chick supported, that the resignation of James Purrington from the Board of Review be accepted as with regret as of the end of his term on 12/13/2014. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Engstrom moved, Thomas supported, that the Terry Webb be appointed to the Board of Review for a two year term beginning 1/1/2015 through 1/1/2017. **Motion carried 6—0 on a voice vote.**

10.
**Tetra Tech:
Sewer Capacity Inventory**

Discussed earlier.

**SECOND CALL TO THE PUBLIC
AND BOARD MEMBER COMMENTS**

None.

ADJOURNMENT

- ▶ **Motion:** Engstrom moved, Thomas supported, that the meeting be adjourned. **Motion carried 6—0 on a voice vote.**

The meeting adjourned at 8:20 P.M.

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:
Wording removed is ~~stricken through~~;
Wording added is underlined.

Approved by the Township Board on January 13, 2015.

Official minutes of all meetings are available at www.twp-northfield.org.

Angela Westover, Clerk