



Montrose Charter Township
11444 N. Seymour Rd, Montrose, MI 48457
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PLACE:

Montrose Township Hall, 11444 N. Seymour Rd., Montrose, MI 48457

DATE: August 21, 2018

TIME: 6 p.m.

The meeting began with The Pledge of Allegiance to the Flag.

Roll Call: Present- Fred Domine, Mary Quast, Tom Tithof, Gary Keeler, Dar Eldred, Linda Miller, Mark Emmendorfer. Absent- None

Agenda Approval: Supervisor Emmendorfer requested adding an item to the agenda. “Waiver of Fee request for a Planning Commission meeting.”

Tom Tithof made a **Motion** to add the Waiver of Fee request to the agenda. Support for the motion was given by Fred Domine. Vote- All yes. Motion passed.

Tom Tithof made a **Motion** to approve the amended Agenda. Support for the motion was given by Fred Domine. Vote- All yes. Motion passed.

Citizens Comments: None.

Minutes: Gary Keeler made a **Motion** to approve the minutes of the July 17, 2018, Regular Board meeting as written. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Gary Keeler made a **Motion** to approve the minutes of the August 2, 2018 Special Board meeting as written. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Treasurer’s Report: Mary Quast presented the Treasurer’s Report. Mary said they are receiving payment for Summer Taxes but other than that, it has been a quiet month.

Revenue/Expenditure Report: Supervisor Emmendorfer presented the Revenue/Expenditure Report for review and asked the Board members if they had any questions. There were no questions.

Presentation of Bills: Supervisor Emmendorfer presented the bills for approval.

Tom Tithof made a **Motion** to approve the bills as presented. Support for the motion was given by Linda Miller. Vote- Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes), Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes). Motion passed.

Reports: Fire Department Police Department Twin Township
 Building Senior Center Building & Grounds
 Brent Run Landfill

All reports are on file with these minutes.

Additional Report Comments:

Brian representing APM Mosquito Control gave the Board an update on this year's mosquito abatement program. He said they have treated 178 breeding sites within the Township. These breeding sites collectively consisted of over 280 acres of area. They have applied barrier treatment at 238 residences and have treated 104 catch basins within the Township. Brian continued they have fogged 525 miles of roadside and replied to 349 residential calls. There were 53 calls for residents requesting extra protection for outdoor events. In conclusion Brian said none of the mosquitoes caught in traps set throughout the Township have tested positive for West Nile Virus.

Business:

Dee Cramer Maintenance Contract- Rob Bedell representing Dee Cramer Heating & Cooling made a presentation to the Board for maintenance service on the heating and cooling units in the PSA Building. The maintenance plan covers four visits a year to service filters and make any necessary repairs and adjustments to the units. A complete listing of the services performed under the contract is attached to the contract. The cost for the Maintenance program is \$1,520 per year payable in four equal installments of \$380.

Tom Tithof made a **Motion** to enter into a one-year Maintenance & Service Agreement with Dee Cramer Heating & Cooling for the PSA building. The contract price is \$1,520 payable in four equal payments of \$380. Support for the motion was given by Gary Keeler. Vote- Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes), Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes) Tom Tithof (yes). Motion passed.

Appointment of ZBA Members- Supervisor Emmendorfer explained Mike Powell and Bruce Roth have both resigned from the Zoning Board of Appeals and he would like to appoint the two people who are currently serving as alternates to fill the vacancies created by the resignations. The current alternates are Kathleen Swart and Robert Lannoy. Emmendorfer recommended Kathleen Swart fill the vacancy created by the resignation of

Bruce Roth (Dec 31, 2020) and Robert Lannoy fill the vacancy created by the resignation of Michael Powell (Dec 31, 2019).

Gary Keeler made a **Motion** to appoint Kathleen Swart and Robert Lannoy to the Zoning Board of Appeals to fill the vacancies created by the resignations of Bruce Roth and Michael Powell. Support for the motion was given by Tom Tithof. Vote- All yes. Motion passed.

Overhead Garage Door Quote at Cemetery- The maintenance building at the cemetery has two garage doors on the west side of the building and one garage door on the north side of the building. The Senior Center bus is parked in this building and uses the north side garage door. The cemetery tractor backhoe is stored in the same area as the bus and uses one of the west garage doors. Because of the configuration of the building this creates a problem getting the tractor out when the bus is in the building. Maynard Reed requested removing one of the west garage doors and reinstalling it on the north end of the building. This would allow the bus and the tractor to park side by side and eliminate the problem. Supervisor Emmendorfer presented three bids for moving the door.

1. Henige & Henige Construction - \$2,000.
2. Dave Allard Construction- \$3,000.
3. O'Neal Home Improvements- \$3,600.

Tom Tithof made a **Motion** to award the contract for moving the garage door to Henige & Henige Construction Company. Support for the motion was given by Linda Miller. Vote- Dar Eldred (yes), Linda Miller (yes), Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes) Tom Tithof (yes). Gary Keeler (yes). Motion passed.

Contract for Window Cleaning- Supervisor Emmendorfer presented three bids for cleaning the exterior windows (inside & out) of the PSA Building.

- *1. Ross's Window Cleaning Service- \$500 (for a 4-month or 6-month schedule).
- *2. Cronk's Painting & More- 6 month \$870, 3 month \$435, monthly \$250.
- *3. Experienced Window Cleaning- 4 month \$600, \$650 if less than three times a year.

*All quoted prices are for each cleaning of all exterior windows on the building both inside and out.

Dar Eldred made a **Motion** to award the window cleaning contract to Ross's Window Cleaning to clean the PSA Building exterior windows twice a year for \$500 each cleaning. Support for the motion was given by Gary Keeler. Vote- Linda Miller (yes), Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes) Tom Tithof (yes). Gary Keeler (yes), Dar Eldred (yes). Motion passed.

Recommendation from Public Safety Committee to Hire Officers- The Public Safety Committee recommends the Township hire two full -ime police officers. Eric Abbey and

Spencer Zecchini who are presently working part-time for the police department have agreed to accept full-time employment with the Township Police Department. Supervisor Emmendorfer explained to the Board there is adequate money in the budget to hire these two officers through the 2019 budget year. Discussion followed.

Tom Tithof made a **Motion** to hire police officer Eric Abbey full-time (eff. 08.27.2018) and police officer Spencer Zecchini full-time (eff. 08.28.2018). Support for the motion was given by Dar Eldred. Vote- Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes) Tom Tithof (yes). Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes). Motion passed.

Recommendation to buy Police Vehicle- Our Police Department has made a request to purchase a new police car. They would like to purchase a 2019 Ford Police Interceptor. They will then convert car #26 (2014 Dodge Charger) to a Detective's car and then sell the present Detective car (2009 Dodge Charger) which has 128,000 miles on it. Supervisor Emmendorfer explained there is \$18,000 in the police equipment budget and if the Board decides to purchase a new police car it would have to transfer \$20,000 in from Impact. The total estimated cost for a completely up-fitted vehicle is \$37,060. Bids were received from Delehanty Ford (\$28,943) and Signature Ford (\$28,938) for the 2019 Ford Police Interceptor Utility AWD in Black. Lights and patrol equipment cost \$7,407. Lettering and decals cost \$715. Discussion followed.

Dar Eldred made a **Motion** to purchase a 2019 Ford Police Interceptor from Signature Ford for \$28,938 and to transfer \$20,000 from Impact and increase the Police Department Equipment budget line (207-301-984.000) by this amount. Support for the motion was given by Gary Keeler. Vote- Fred Domine (yes), Mary Quast (yes) Tom Tithof (yes). Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes) Mark Emmendorfer (yes). Motion passed.

Purchase one pallet of Parking Lot Crack Seal for Barber Park- Supervisor Emmendorfer explains the crack sealant for roads and crack sealant for parking lots are different products. The township needs to purchase a pallet of parking lot sealant for Barber Park. The pallet of crack sealant will be \$2,205.

Tom Tithof made a **Motion** to purchase a pallet of crack sealant for the parking lot and walking trail in Barber Park from National Highway Maintenance Systems for \$2,205. Support for the motion was given by Dar Eldred. Vote- Mary Quast (yes) Tom Tithof (yes). Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes) Mark Emmendorfer (yes), Fred Domine (yes). Motion passed.

Resolution for Monies received from 139 S. Saginaw- Supervisor Emmendorfer explained there seems to be some misunderstanding about how the proceeds from the sale of the 139 S. Saginaw St. property and the Police and Fire Station will be applied to the USDA loan for The PSA Building. Discussion followed.

Tom Tithof made a **Motion** that all proceeds received to date (\$70,474.60 + \$12,792.00) from the sale of the former Township Hall, Fire Hall and Police Department be applied to the principal Balance of the USDA loan for the PSA Building. These proceeds would not be used to pay interest on the loan. Support for the motion was given by Dar Eldred. Vote- Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes) Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes). Motion passed.

Fee Waiver Planning Commission Rehearing- Mr. Leonard Cross has applied for a new hearing for a decision made by the Planning Commission at a meeting held February 1, 2018. Because the hearing is a review of the decision made at the February meeting, Mr. Cross is asking the Township Board to waive the \$400 fee for this hearing.

The Board discussed the issue at length.

Fred Domine made a **Motion** to deny Mr. Cross's request for the waiver of the \$400 Planning Commission meeting fee. Support for the motion was given by Gary Keeler. Vote- Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes) Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (no). Motion passed.

Budget Amendments (if needed) Clerk-

Because the Board directed that all of the money received from the sale of the old Township Hall and the Fire/Police Department property be applied to the loan principal, it will be necessary to transfer \$54,815.50 from Impact savings to Municipal Debt Retirement Fund Account 4828 and charge this Interest payment to GL Line 370-906-995.000 (Interest Expense).

Gary Keeler made a **Motion** to transfer the Interest Payment of \$54,815.50 from Impact and to charge the payment to GL line 370-906-995.000 (Interest Expense). Support for the motion was given by Linda Miller. Vote- Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes) Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes). Motion passed.

Clerk Domine requested the Board increase the budget for GL line 101-103-931.000 (Facility Maintenance) by \$2,500 to cover unexpected costs of window washing, lawn fertilization and heating/cooling maintenance. The money will be taken from the General Fund Balance.

Tom Tithof made a **Motion** to increase the budget for GL line 101-103-931.000 by the amount of \$2,500 and take the money from the General Fund Balance. Support for the motion was given by Linda Miller. Vote- Dar Eldred (yes), Linda Miller (yes) Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes). Motion passed.

Clerk Domine requested the Board increase the budget for GL line 101-103-805.000 (Professional Services) by \$5,000 due unusual one-time expenses associated with selling the Township Hall/Fire/Police Depts. and converting the township web-site. This money will be taken from the General Fund Balance.

Tom Tithof made a **Motion** to increase the budget for GL line 101-103-805.000 by \$5,000. The money will be taken from the General Fund Balance. Support for the motion was given by Dar Eldred. Vote- Linda Miller (yes) Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes). Motion passed.

Several years ago, the Township paid off a Sewer Loan to Chemical bank using money from the Impact Fund to save interest expense and thereby creating an In-House loan from the Sewer Fund to Impact Fund. The current balance on this loan is \$17,827.31. The Sewer Fund has enough money in it to pay off the loan balance and thereby eliminate any further in-house interest payments. Clerk Domine requested the Board approve the payoff of this in-house loan.

Gary Keeler made a **Motion** to pay off the in-house Sewer Loan balance of \$17,827.31. The money will be taken from the Sewer Fund and paid to the Impact Fund. Support for the motion was given by Dar Eldred. Vote- Mark Emmendorfer (yes), Fred Domine (yes), Mary Quast (yes), Tom Tithof (yes), Gary Keeler (yes), Dar Eldred (yes), Linda Miller (yes). Motion passed.

Extended Board Member Comments:

Supervisor Emmendorfer explained the handouts that he gave to every Board member tonight. The articles addressed the killing of a West Valley City, Utah Code Enforcement officer, Jill Robinson, by a citizen. Unfortunately, this tragedy is a wakeup call to everyone that enforces the codes and ordinances in their communities.

Citizens Comments: None

Adjournment: Gary Keeler made a **Motion** to adjourn the meeting. Support for the motion was given by Dar Eldred. Vote- All yes. The meeting adjourned at 7:28 P.M.

Submitted by,
Fred Domine, Clerk

Fred Domine, Clerk

Mark Emmendorfer, Supervisor