

# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

#### March 13, 2018

#### CALL TO ORDER

The meeting was called to order at 7:28 P.M. by Supervisor Chockley at 8350 Main Street.

#### INVOCATION/PLEDGE

Beliger provided an invocation and Supervisor Chockley led those present in the Pledge of Allegiance.

#### ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Absent with notice
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Public Safety Director William Wagner  
Community Center Director Tammy Averill  
Wastewater Treatment Plant Superintendent Dan Willis  
Township Manager Steven Aynes  
Township Attorney Paul Burns  
Recording Secretary Lisa Lemble  
Members of the community

#### ADOPT CONSENT AGENDA

Board members asked that minutes and the WWTP, Fire, and Police reports be pulled from the Consent Agenda for discussion.

- ▶ **Motion:** Chockley moved, Otto supported, that the remaining portion of the consent agenda be adopted as presented. **Motion carried 6—0 on a voice vote.**

#### ADOPT BALANCE OF AGENDA

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

#### FIRST CALL TO THE PUBLIC

George Brown, 7868 Shady Beach, and Andy Lakatos, 9249 Lakewood Drive provided information about the history of the inspections regarding the load bearing capabilities of the second floor of 75 Barker Road.

#### BOARD MEMBER COMMENTS

Board members referred to concerns brought to the Board during the special meeting earlier in the evening about the closure of Northfield Church Road due to failure of a culvert. They also discussed proposed State legislation for deployment of 5G service in the State without local control, how Northfield Township's change of use regulations and fees compare to Green Oak Township, zoning regulations that apply to the Public Safety Building, and the availability of grants available for playscapes.

#### CORRESPONDENCE AND ANNOUNCEMENTS

Board members announced Rep. Lasinski's next coffee hour and made comments about recent tree removals by the County.

#### REPORTS/UPDATES

*Zoning Board of Appeals.* Has not met.

*Planning Commission.* Chockley referred to Chick's emailed report.

*Parks and Recreation.* Beliger reported the committee will be meeting on Thursday and will be discussing the available grants for playscapes.

*Land Preservation.* Zelenock reported on topics the committee discussed on March 9<sup>th</sup>.

*Financial/Treasurer.* Zelenock reported on upcoming reinvestment of certificates of deposit and reviewed minor changes to the report.

*Supervisor.* Chockley reviewed her March 8<sup>th</sup> report including cost saving efforts she is working on and the need to develop a Capital Improvements Program (CIP).

*Manager.* Aynes reviewed his written report, covering topics including the LAWNET rental space buildout, hiring process for the front desk clerk, progress on the SAW (Stormwater, Asset Management, and Wastewater) grant, and plans for updating the Township's CIP. He and Chief Wagner provided information on status of the closed section of Nollar Road.

*WWTP.* Willis answered questions about a repair needed due to damage caused by MDOT during the US-23 construction and about high flows during intense rains.

*Fire and Police.* Wagner answered questions, and he and the Board discussed his continuing concerns related to alcohol problems at the annual Pond Hockey event.

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Chockley called for a five minute break.

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## AGENDA ITEMS

### 1. Wastewater Treatment Plant Request for Purchase and Installation of two Return Sludge Pumps

- ▶ **Motion:** Beliger moved, Manley supported, that the Township approve the purchase of two Sludge Pumps at a cost of \$34,370. This includes \$8,935 for each pump, and \$16,500 for installation.

In answer to questions, Willis said he got only one bid because the proposed contractor was the low bidder when the last pump of this kind was installed.

**Motion carried 6—0 on a roll call vote.**

### 2. Quote for Installation of Water Meter at Public Safety Building

- ▶ **Motion:** Chockley moved, Zelenock supported, that a water meter be installed at the Public Safety Building at a cost of \$1,925 for installation and \$1,065 for the meter, for a total of \$2,990.

The Board discussed whether the actual usage will turn out to be less than the 17 REUs currently being charged based on the building square footage. Wastewater Treatment Plant Superintendent Willis said 17 REUs seems excessive for the number of people in the building, and any building owner can pay to have a meter installed if they believe they are being charged too much.

**Motion carried 5—1 on a voice vote, Dockett opposed.**

### 3. Hiring of Paid On-Call Firefighter Jeffrey Clinansmith

- ▶ **Motion:** Chockley moved, Otto supported, that Jeffrey Clinansmith be hired as a Paid On-Call Firefighter Trainee contingent on passing a background check and physical. **Motion carried 6—0 on a voice vote.**

### 4. Downtown Development Agency (DDA) Bylaw Amendments

- ▶ **Motion:** Chockley moved, Manley supported, that the Board of Trustees approve the by-laws with the minor changes made by the Downtown Development Authority.

Chockley explained the main change is to provide a mechanism for removal of members in order to insure there is a quorum at meetings.

**Motion carried 6—0 on a roll call vote.**

### 5. Resolution 18-581: 2017/18 Budget Amendments #4

- ▶ **Motion:** Chockley moved, Zelenock supported, that *A Resolution of the Township of Northfield, Washtenaw County, Michigan, Amending the 2018 Budget*, be adopted. **Motion carried 5—1 on a roll call vote, Dockett opposed. Resolution adopted.**

### 6. Employee Handbook Revisions

The Board discussed revisions they would like made to the Township's Employee Handbook, including protections for the Township in addition to protections for employees and practical matters (e.g. how paychecks are now issued). It was agreed that within the next week Board members should send additional items to Aynes who will be working with labor attorney Stacy Belisle on the revisions.

- ▶ **Motion:** Chockley moved, Otto supported, to accept Ms. Belisle's proposal to revise the Northfield Township Employee Handbook as stated in her March 8, 2018, proposal at a cost of up to \$3,125. **Motion carried 5—1 on a voice vote, Dockett opposed.**

### 7. Bills

In answer to a question, Aynes said billing for the Eight Mile Road bridge lights will be separate from other street lights and will be a separate budget line item. Dockett noted it cost \$360,026.76 to run the Township for February.

- ▶ **Motion:** Chockley moved, Otto supported, to adopt the bills. **Motion carried 6—0 on a voice vote.**

### 8. Minutes

Several corrections were made to the February 13<sup>th</sup> and February 27<sup>th</sup> regular session minutes.

- ▶ **Motion:** Chockley moved, Beliger supported, that the February minutes be adopted as amended. **Motion carried 6—0 on a voice vote.**

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
March 13, 2018**

**DISCUSSION**

**1.**

**Options for Use of Second Floor Lease Income**

Aynes referred to his March 6<sup>th</sup> memo regarding the anticipated income and expenses from the LAWNET lease, and he asked for direction from the Board about how the net funds should be used. He noted possibilities include splitting it among the Township, Fire, and Police departments, saving it for capital improvements and repairs to the building, paying down the bond on the building, increasing the fund balance, or as seed money to encourage economic development.

Chief Wagner noted that Police and Fire are paying two-thirds of the building's expenses, so he would like to make sure those departments benefit from the income. It was noted that until a decision is made the controller will create a separate line item in the budget for these funds.

**2.**

**Preclusion from  
Building and Planning/Zoning Meetings**

- ▶ **Motion:** Chockley moved, Otto supported, to table the discussion on *Preclusion from Building and Planning/Zoning Meetings*.  
**Motion carried 6—0 on a voice vote.**

**3.**

**Start Time of Special Meetings**

Alternatives to holding special meetings before the 7:00 P.M. start time of regular meetings were discussed. It

was agreed to continue holding special meetings before regular meetings.

**SECOND CALL TO THE PUBLIC**

George Brown, 7868 Shady Beach, and David Gordon, 5559 Hellner Road, made comments about registration being open for the 5K and 10K runs in July, and removal of hundreds of trees along roads by the Washtenaw County Road Commission.

**BOARD MEMBER COMMENTS**

Board members urged support of local businesses, suggested putting on the website the information that building owners can purchase water meters, recommended that tasks agreed upon at Board meetings be tracked, said the Township should relay to the Washtenaw County Road Commission that they should communicate better with the Township about things like the removal of trees along roads, and announced that the Kiwanis Community Easter Egg Hunt will be on March 31<sup>st</sup> at the old Middle School.

**CORRESPONDENCE AND ANNOUNCEMENTS**

None.

**ADJOURNMENT**

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

The meeting adjourned at 10:00 P.M.

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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 April 10, 2018.

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Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at [http://www.twp-northfield.org/government/township\\_board\\_of\\_trustees/](http://www.twp-northfield.org/government/township_board_of_trustees/)