

# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

#### August 14, 2018

#### CALL TO ORDER

The meeting was called to order at 7:47 P.M. by Supervisor Chockley at 8350 Main Street.

#### INVOCATION/PLEDGE

Janet Chick provided a brief invocation and 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	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

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

#### FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, commented on the proposal to create a new office on the second floor of the Public Safety Building, Township staffing, and studies regarding the condition of 75 Barker Road. David Gordon, 5558 Hellner Road, commented on sewer fees and the proposed sewer expansion and retention tank. George Brown, 7868 Shady Beach, said members of Kiwanis, 4<sup>th</sup> of July Parade Committee, and other volunteer groups should be shown more appreciation. David Gibbons, 8985 Garfield Drive, said minutes should be approved at the beginning of the meeting, approved of Board efforts to create growth in the Township, and asked if Township police officers had received de-escalation training.

#### BOARD MEMBER COMMENTS

Board members made comments, including:

- The Township should not be willing to put improvements into 75 Barker Road unless it is willing to do the same for other buildings.
- The Wastewater Treatment Plant is 40 years old and repairs are needed, but there is not enough money for everything that needs to be done, so it is necessary to make choices. Several emails were received recently

from sewer district residents in favor of the sewer retention tank.

- The first option should be to keep all of the Township offices downstairs before spending money building an upstairs office.

#### CORRESPONDENCE AND ANNOUNCEMENTS

*Election Results.* Manley reported precinct turnout from 33%-42% in the August 7, 2018 election.

#### ADOPT CONSENT AGENDA

The Board, Wagner, Willis, and Averill discussed the Fire, WWTP, Community Center, and Zoning Compliance Quarterly reports and bills. Comments included:

- \$22,000—10% of the \$220,000 grant to replace self-contained breathing apparatus—has to come from the Fire budget, and a budget amendment may be needed.
  - The Public Safety Department will provide an escort for the Vietnam Veterans Memorial when it comes through the Township on August 21<sup>st</sup>.
  - Overtime is up due to covering an employee who is off due to a worker's compensation injury.
  - Based on 21 day of usage since the water meter was installed in the Public Safety Building there could be an annual general fund savings of \$4,637.
  - The cost of the screen for Movies by the Lake is very expensive. Attendance was higher—about 40—the last time and it was a great community event. Looking into the cost of purchasing a screen was discussed.
  - The long list of violations in the Zoning Compliance Quarterly Report shows blatant disregard for Township ordinances. Northfield Township's ordinance are not very different from those of other communities, and a full-time enforcement officer should be hired.
  - The Water Environment Federation is a national organization which provides a lot of training for WWTP operators and technical assistance.
  - The paid bills totaled \$280,391.
- **Motion:** Beliger moved, Dockett supported, to remove membership dues for the Washtenaw Area Transportation Study, totaling \$1,000, from the open bills.

The Board discussed the pros and cons of membership in various organizations. Aynes said he will provide a report on these organizations and the benefits the Township gets from them.

**Motion failed 3—4 on a roll call vote, Zelenock, Chockley, Manley, and Chick opposed.**

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- ▶ **Motion:** Chockley moved, Chick supported, that the consent agenda be adopted as presented and to pay the bills. **Motion carried 6—1 on a voice vote, Dockett opposed.**

**ADOPT BALANCE OF AGENDA**

Otto asked that Item 1 be tabled, and Item 2 be revised to include a resignation, a promotion, and a retirement.

- ▶ **Motion:** Chick moved, Otto supported, that the balance of the agenda be adopted as amended. **Motion carried 7—0 on a voice vote.**

**REPORTS/UPDATES**

*Zoning Board of Appeals.* No July meeting; next meeting is August 20<sup>th</sup>.

*Planning Commission.* The Commission continued discussion on their ordinance update.

*Parks and Recreation.* The next meeting is August 16<sup>th</sup>, and Beliger referred to the requests the Committee members made during the special meeting.

*Land Preservation.* The last meeting was canceled; they will be presenting a proposal for funding at the next Board meeting.

*Financial/Treasurer.* No questions.

*Fund Balance.* The balance appears to be artificially low because State revenue sharing has not yet been received.

*Supervisor.* Chockley referred to her written report.

*Manager.* Aynes referred to his written report. He noted he is getting additional bids for construction of an upstairs office.

**AGENDA ITEMS**

**1.  
Revisions to Employee Handbook**

- ▶ **Motion:** Otto moved, Beliger supported, to table Revisions to the Employee Handbook to the next meeting.

It was agreed that Board members should send comments and questions to Aynes as soon as possible.

**Motion carried 7—0 on a roll call vote.**

**2.  
Resignation of Deputy Treasurer,  
Promotion of Emily Hofsess (Front Desk Clerk)  
to Deputy Treasurer and Interim Assistance**

- ▶ **Motion:** Zelenock moved, Beliger supported, to accept the resignation of the Deputy Treasurer, Dawn Samfilippo, effective August 8, 2018. **Motion carried 7—0 on a roll call vote.**
- ▶ **Motion:** Zelenock moved, Chockley supported, to appoint Emily Hofsess to the full-time position of Deputy Treasurer for Northfield Township at the hourly rate of \$19.00/ plus benefits to start no later than Tuesday, September 4, 2018. **Motion carried 7—0 on a roll call vote.**
- ▶ **Motion:** Zelenock moved, Manley supported, to authorize the Treasurer to spend \$22.50 per hour for help in the Treasurer's office for up to 20 hours per week until the Deputy Treasurer starts her position, no later than September 4, 2018. **Motion carried 7—0 on a roll call vote.**

**3.  
Hiring of Code Enforcement Officer**

- ▶ **Motion:** Chockley moved, Otto supported, to appoint Jim Turner to the position of Code Enforcement Officer for up to 20 hours per week at the rate of \$25/hour, effective Wednesday, August 15, 2018. **Motion carried 7—0 on a roll call vote.**

**4.  
Hiring of Police Department  
Administrative Assistant**

- ▶ **Motion:** Chockley moved, Otto supported, to approve the hiring of Shannon Clark for the full-time position of Police Department Clerk/Dispatcher at \$20.20/hour plus benefits while on probation for the first year. **Motion carried 7—0 on a roll call vote.**
- ▶ **Motion:** Zelenock moved, Beliger supported, at the completion of probation Shannon Clark's wage will be \$22.00/hour plus benefits. **Motion carried 7—0 on a roll call vote.**

**5.  
Hiring of Three Paid On-Call Firefighter Trainees**

- ▶ **Motion:** Chockley moved, Manley supported, the hiring of the following personnel for the position of firefighter trainee, contingent upon successfully passing background check as well as medical physical. For the purposes of seniority, the order of hire will be the order of seniority: Larry Florence, Collin Ward, and Steven Misiura. **Motion carried 7—0 on a roll call vote.**

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**6.  
Wastewater Treatment Plant  
Request for Certification of Pay Increases**

- ▶ **Motion:** Zelenock moved, Chick supported, to increase the annual salary of Mike Spirl by \$1,500/year based on his having his Class D license.

Willis said the cost to do this for all three employees would be \$6,250 for this fiscal year, and that is included in this year's budget. He also asked that this be made a policy in the Employee Handbook.

**Motion carried 6—1 on a roll call vote, Dockett opposed.**

- ▶ **Motion:** Zelenock moved, Otto supported, to increase the annual salary of Jon White by \$1,500/year based on his having his Class D license.

**Motion carried 6—1 on a roll call vote, Dockett opposed.**

- ▶ **Motion:** Zelenock moved, Chick supported, to increase the annual salary of Brian McDonald by \$3,250/year based on his having his Class C license.

**Motion carried 6—1 on a roll call vote, Dockett opposed.**

**7.  
Wastewater Treatment Plan Cost Approval  
for Grit Conveyor Installation Extras**

- ▶ **Motion:** Chockley moved, Beliger supported, to pay Lyon Mechanical \$7,083.17, the agreed upon price for the extra piping they provided.  
**Motion carried 7—0 on a roll call vote.**

**8.  
Wastewater Treatment Plant Request to Purchase  
Asset Management Software under SAW Grant**

- ▶ **Motion:** Chockley moved, Chick supported, to purchase the GIS package for the Wastewater Treatment Plant for \$6,800 which includes the yearly maintenance fee of \$1,500 and the asset management software for \$35,580 which includes the yearly maintenance fee of \$2,400.

In answer to a question from Dockett, Willis said the I/T consultant does not think existing computer equipment will need to be upgraded to run this software.

**Motion carried 6—1 on a roll call vote; Dockett opposed.**

**9.  
Sewer Billing Quarterly Fee Increase**

- ▶ **Motion:** Chick moved, Otto supported, to table the Sewer Billing Quarterly Fee Increase item to the next Board meeting.  
**Motion carried 7—0 on a roll call vote.**

**10.  
Wastewater Treatment Plant  
Equalization Basin Plan**

- ▶ **Motion:** Chick moved, Otto supported, to table the Wastewater Treatment Plant Equalization Basin Plan item to the next Board meeting.  
**Motion carried 7—0 on a roll call vote.**

**11.  
Bids for Repair to Non-Motorized Path**

Aynes said he received three proposals and OHM recommends the proposal by Avey Concrete.

- ▶ **Motion:** Chockley moved, Beliger supported, to approve the proposal from Avey Concrete to replace Barker Road Non-Motorized Path concrete sections for \$5,600—\$6,600. **Motion carried 7—0 on a voice vote.**

**12.  
Ordinance 18-51: Consumers Energy Company  
Gas Franchise Agreement**

- ▶ **Motion:** Chockley moved, Manley supported, to adopt Ordinance 18-51 for the Consumers Energy Company Gas Franchise Agreement.

Burns explained that even though Michigan law allows utilities to use public rights-of-way, the Michigan constitution requires the Township to grant franchises for utility installations.

**Motion carried 6—0—1 on a voice vote, Dockett absent.**

**13.  
Renewal of Membership with  
Huron River Watershed Council**

- ▶ **Motion:** Chockley moved, Zelenock supported, to renew the Township's membership in the Huron River Watershed Council.

Beliger said the \$1.8 in federal funds received by the Council already comes from taxpayers, and it is not necessary for the Township's taxpayers to contribute again.

**Motion carried 4—3 on a roll call vote, Beliger, Otto, and Dockett opposed.**

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**14.  
Parks and Recreation Board's  
Recommendations for Appointments**

- ▶ **Motion:** Chockley moved, Chick supported, to reappoint Jennifer DeLisle and Cici Koenig to another term on the Parks and Recreation Board.  
**Motion carried 7—0 on a voice vote.**

**15.  
Minutes of July 24, 2018 Board Meeting**

Chockley made several minor corrections.,

- ▶ **Motion:** Chockley moved, Zelenock supported, that the minutes be adopted as amended.  
**Motion carried 7—0 on a voice vote.**

**SECOND CALL TO THE PUBLIC**

David Gordon, 5558 Hellner Road, commented on the proposal to expand the sewer plant, which is different from repairs. He also recommended that meetings be shorter and that the audio system be upgraded.

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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 August 28, 2018.

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Kathleen Manley, Clerk

**BOARD MEMBER COMMENTS**

Board members discussed how to better manage meetings, requested a tour of the new LAWNET offices, urged support of local businesses, thanked voters for the increased turnout for the August 7<sup>th</sup> election, thanked those who attended the meeting and watched on cable, and said the required postcard to residents about spending money on the WWTP basin should be sent sooner rather than later.

**CORRESPONDENCE AND ANNOUNCEMENTS**

None.

**ADJOURNMENT**

- ▶ **Motion:** Chockley moved, Chick supported, that the meeting be adjourned.  
**Motion carried 7—0 on a voice vote.**

The meeting adjourned at 10:11 P.M.

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/)