

**CHARTER TOWNSHIP OF WILLIAMS  
BOARD OF TRUSTEES  
REGULAR MEETING – January 9, 2007**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Tuesday January 9, 2007 at the Township Hall. The agenda is attached Exhibit A.

**I. Call to Order & Roll Call**

The meeting was called to order by Tom Paige, Supervisor at 7:00 p.m. Present: Paige (Supervisor), Hoverman (Treasurer), Charney (Clerk), Plant (Trustee), Putt (Trustee), Schrott (Trustee) and Wasek (Trustee).

Others present are indicated on the sign in sheet, attached Exhibit B.

**II. Pledge of Allegiance**

The Pledge of Allegiance to the flag was said in unison.

**III. Open to the Public**

N. Adams was present but had no questions or comments.

**IV. Changes to Agenda**

2007/2008 Health Insurance rates provided by Municipal Benefit Services is added as agenda item number five to be discussed later in the meeting..

Several items of correspondence were discussed.

Payment of \$1931.30 to John Hancock was left off the bills list and needs to be paid prior to funds being transferred to Nationwide for the township pension plan. The payment is for underpayment of contributions for 2006 and was determined after actual wage amounts were received and reviewed by Burnham & Flower Insurance Group, the pension plan administrator.

**V. Consent Agenda**

1. Approve the December 28, 2006 Board of Trustee Minutes as presented.
2. Approve the payment of bills as submitted.
3. Receive the December 2006 Financial (cash) Report as presented.
4. Receive the December 2006 Revenue Report and December 2006 Expense Report as presented.
5. Receive the Supervisor's Update of Projects and Issues as presented.
6. Receive the List of Committee Reports, attached Exhibit C.
7. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit D.
8. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits E and F, respectively.

A motion was made by Plant and seconded by Wasek to approve all items as listed on the Consent Agenda and also to include the 2006 pension plan underpayment amount as detailed above to John Hancock.

7 Ayes 0 Nays Motion carried.

**VI. Regular Agenda**

**1. Adoption of Employee Handbook**

The Williams Township Employee Handbook, as prepared by Jim Hammond and distributed during the last meeting was briefly discussed. It was agreed upon that the Terms of Employment Policy would first be adopted prior to adoption of the entire handbook and acknowledgment.

**01-07-001-E/E/P** A motion was made by Putt and seconded by Plant to adopt the  
===== Terms of Employment Policy to be included in the Township Employee Handbook.

7 Ayes 0 Nays Motion carried.

The sick time policy and vacation policies were then briefly discussed. All agreed that language should be changed in both policies requiring employees to work an average of 30 hours per week, over a period of 48 weeks to qualify and earn paid sick time and paid vacation time. After revisions are complete, both policies will reflect the previously amended health insurance ordinance that also requires employees to work an average of 30 hours per week throughout the calendar year in order to be eligible for insurance benefits.

Both policies will be amended and available for review at the next meeting. Consideration to adopt the Employee Handbook will also be placed on the February 13, 2007 meeting agenda.

**2. Lawn Care Information**

Village Green has contacted the Supervisor several times requesting that the township contract with them, rather than with TruGreen ChemLawn, to treat the Township Park, the four Garfield Subdivision lots, and the Zielinski Detention Pond with fertilizer and broadleaf weed control. It was suggested that Village Green submit a proposal for these services. The following quotation was submitted by Village Green and is compared with the quotation as approved by the Board of Trustees in November 2006 with TruGreen ChemLawn.

	TruGreen ChemLawn	Village Green
Park-Hall-AWFD	\$ 1,240.00	\$ 1,195.67
Garfield Sub Lots	\$ 120.00	\$ 130.00
Zielinski Detention	\$ 105.00	\$ 75.00

The Township Board's meeting minutes, and agreements with TruGreen ChemLawn, are public information and were published in the *Bay City Democrat* and *The Bay County Legal News*, and are available on the township's web site.

T. Paige recommended that the township not terminate existing agreements based on Village Green's recent proposals since we have historically received good service from TruGreen ChemLawn. All members of the Board were in agreement at this time.

**3. Roadside Mowing Agreement**

Williams Township renewed its agreement in 2006 for three years with William Meylan, Inc. for mowing roadsides and ditch banks two times per year on local township roads. The cost was \$3,550 per cutting in 2006 with the per cutting fee being increased by the Consumer Price Index each year.

Bill Meylan has indicated a desire to continue mowing township roadways and ditches and has proposed a fee of \$3,680 per cutting for 2007 (a 3.66% increase). This is consistent with the Consumer Price Index increase of 3.7% to property taxable values as determined by the State of Michigan.

**01-07-002-A/R**      A motion was made by Putt and seconded by Wasek to enter into a  
=====      one year agreement with William Meylan, Inc. for mowing the  
local roadside shoulders during 2007. The price per cutting shall be the same as 2006 plus  
a 3.66% increase, consistent with the CPI as determined by the State of Michigan.  
Certificates of Liability and Workers Compensation Insurance shall be provided to the  
township prior to the commencement of any work.  
7 Ayes 0 Nays    Motion carried.

**4. MDOC Community Works Agreement**

The Michigan Department of Corrections (MDOC) has reopened Camp Tuscola in Caro as the Tuscola Residential Re-Entry Facility. Sgt. Steve Michalski from the Tuscola Facility visited Williams Township on January 3, 2007 with this news. Community Work Crews are now becoming available to agencies that formerly had Public Works Agreements with Camp Tuscola, and Sgt. Michalski has provided a Community Works Agreement for our consideration.

The new Community Works Agreement differs from past Public Works Agreements as follows:

<u>New</u>	<u>Old</u>
\$15.00 per day/inmate	\$12.00 per day/inmate (\$6 in 2002)
Twp pays mileage from Caro	Twp paid for mileage over 100/day (No mileage in 2002)
Crews provided 2 days/week	Crews provided 5 days/week

Provides parolees or probationers  
with technical issues

Provided prisoners nearing release

The following is the estimated annual cost for a two day a week crew:

$$\begin{array}{r} 7 \text{ crew members X } \$15.00 \text{ per day} = \$105.00 \text{ per day} \\ 110 \text{ miles X } .328 = \underline{\$ 36.08 \text{ per day}} \\ \$141.08 \text{ per day} \\ 2 \text{ days per week} \quad \quad \quad \underline{\quad \quad \quad \times 2} \\ \$282.16 \text{ per week} \\ 52 \text{ weeks per year} \quad \quad \quad \underline{\quad \quad \quad \times 52} \\ \$14,672.32 \text{ per year} \end{array}$$

- At this rate, a 5 day a week, 7 person crew, would cost \$35,270 per year (\$7,054 each) based on a 50 week year (2 weeks for holidays).
- Historical MDOC Crew Cost:
  - 2000 = \$5,993.85
  - 2001 = \$7,030.65
  - 2002 = \$5,872.37      No crew for several months- Van accident
  - 2003 = \$11,183.71
  - 2004 = \$12,286.61
  - 2005 = \$3,783.06      Lost crew in May- Camp Tuscola closed

Since the loss of the MDOC Public Works Crew in 2005, the township has made adjustments to maintain services to residents and services with the exception of two distinct areas.

1. Fall bulk leaf collection by township and MDOC crews was discontinued in 2005. Waste Management still collects bagged leaves as yard waste.
2. No brushing or cleanout of local ditches has occurred since the May 2005 loss of the MDOC Public Works crew.

Brushing and cleanout of ditches remains a neglected area that needs to be addressed soon. Options include mechanical cutting with equipment such as the road commission's boom arm rotary cutters, or chemical treatment contracted through the road commission or another company such as Village Green.

A work crew is being offered at this time since we had one when Camp Tuscola was closed by the State. If the township opted not to enter into an agreement at this time, but requested a crew later, Sgt. Michalski indicated that Williams Township would be placed on a list with other agencies that are also requesting a Works Crew. There are about a dozen agencies currently on the waiting list.

Discussion followed as to the cost effectiveness and what tasks could be completed, especially during winter months when the ditches are full of snow and excess water. They did perform many valuable tasks for Williams Township over the years, but, due to the State's budgetary shortcomings, the costs have increased substantially. This is also due to the state's policy of increasing user fees rather than taxes to offset budget shortfalls.

**01-07-003-A/M** A motion was made by Putt and seconded by Hoverman to table  
 ===== the decision to authorize signature of the MDOC Community  
 Works Agreement for the public works crew from Tuscola Residential Re-Entry Facility  
 until the February 2007 regular meeting.  
 6 Ayes 1 Nay Motion carried.

**5. 2007/2008 Health Insurance Rates**

The rates for group health insurance were received from Municipal Benefit Services for the year beginning March 1, 2007 and ending February 29, 2008.

**Blue Cross/Blue Shield PPO #2**

<b>PLAN TYPE</b>	<b>2006/2007</b>	<b>2007/2008</b>	<b>CHG IN RATE</b>
ONE PERSON	\$428.38	\$511.69	\$83.31
TWO PERSON	\$951.66	\$1151.34	\$199.68
FAMILY	\$1128.18	\$1381.55	\$253.37

Plan includes \$20.00 office visit co-pay  
 Plan includes \$10.00/\$40.00 prescription drug card  
 \$100/\$200 yearly deductible  
 Plan includes \$500 of wellness examinations  
 Employee pays 15% of monthly premium

**Blue Cross/Blue Shield PPO #3**

<b>PLAN TYPE</b>	<b>PREMIUM</b>
ONE PERSON	\$471.34
TWO PERSON	\$1060.50
FAMILY	\$1272.61

Plan includes \$20.00 office visit co-pay  
 Plan includes \$10.00/\$40.00 prescription drug card  
 \$250/\$500 yearly deductible  
 Plan includes \$500 of wellness examinations  
 Employee pays 15% of the monthly premium

A lengthy discussion followed regarding the large increase in rates this year (21%) as opposed to previous years and also the differences between PPO Plan No. 3 and PPO Plan No. 4 that has a \$500/\$1000 deductible.

**01-07-004-I/P**            A motion was made by Putt and seconded by Plant to  
=====            approve the 2007/2008 health insurance rates from Municipal  
Benefit Services for PPO Plan No. 3 and to authorize the Clerk to notify the insurance  
agent of the proposed change in plans. The office visit co-pay and drug card co-pay will  
remain the same as the co-pays with the current plan.  
7 Ayes 0 Nays    Motion carried.

**VII. Unfinished Business**  
There was no unfinished business.

**VIII. New Business**  
T. Paige briefly informed the Board about a furnace modification to be completed by  
Reliable Plumbing & Heating on the unit located in the storage room behind the kitchen.  
An automatic damper will be installed to close the outside air intake when the furnace is  
not running. The quote to complete the project is approximately \$2,200. Duct work will  
be fabricated and installed to supply return air from the hall auditorium. After completion  
of the project, it is anticipated that heating costs will decrease.

P. Wasek gave a brief update on the Planning Commission meeting held January 8<sup>th</sup>.

**IX. Adjournment**  
A motion was made by Hoverman and seconded by Plant to adjourn the meeting at 9:15  
p.m.  
7 Ayes 0 Nays    Motion carried.

**Williams Charter Township**

Amy Charney, Clerk

Tom Paige, Supervisor