

**CHARTER TOWNSHIP OF WILLIAMS  
BOARD OF TRUSTEES  
REGULAR MEETING – August 11, 2009**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Tuesday August 11, 2009 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), Gower (Trustee), Plant (Trustee), Putt (Trustee), and Wasek (Trustee).

Excused: Charney (Clerk).

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**

Chris Pichan, 917 W. Wheeler Road was present to observe and comment on the blight conditions around his neighbor's home located at 971 W. Wheeler Road. T. Paige replied that Deputy Wolpert would once again stop by the property and urge the homeowner that he will be taken to court if the yard is not cleaned up in a timely manner.

**IV. Changes to Agenda**

The Senior Dining Center will be discussed after the regular agenda items.

**V. Consent Agenda**

1. Approve the July 14, 2009 Board of Trustee Minutes as presented.
2. Approve the payment of bills as submitted.
3. Receive the July 2009 Financial (cash) Report as presented.
4. Receive the July 2009 Revenue Report and July 2009 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 D.
7. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit E.
8. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits F and G, respectively.

A motion was made by Plant and seconded by Putt to approve all items as listed on the Consent Agenda.

6 Ayes 0 Nays Excused: Charney. Motion carried.

**VI. Regular Agenda**

**1. Ordinance No. 36-O**

Proposed Ordinance 36-O increases the township water rates from \$2.70/CCF to \$2.83/CCF to cover the \$.13/CCF cost increase imposed by Bay City. It is recommended that the rate increase take effect with the 3<sup>rd</sup> quarter 2009 billing. The Ordinance was introduced during the July 14<sup>th</sup> meeting and was published in The Bay City Democrat on July 23<sup>rd</sup>. Final publication of the ordinance will be August 20, 2009.

**08-09-053-F/O/W** A motion was made by Gower and seconded by Plant to waive  
===== reading, adopt, and authorize publication of Ordinance No. 36-O,  
an Ordinance to amend the township water rates.

Ayes: Paige, Plant, Hoverman, Wasek, Putt, and Gower.

Nays: None.

Excused: Charney.

Motion carried.

**2. Eastwood Subdivision South Final Preliminary Plat Approval**

Gushow Land Development Company, LLC has made application for Final Preliminary Plat approval for Eastwood Subdivision South No. 2. It is a nine lot residential subdivision addition to Eastwood Subdivision South and includes a detention pond. It is located on 6.60 R-1 zoned acres on the south side of North Union Road, east of Flajole Road in Section 20 of the township. Revisions were made to the drawings by Jim Klein, Lapham Associates, after preliminary comments were received from the township engineer and the Bay County Drain Commissioner. The Bay County Road Commission has reviewed the plans and finds them acceptable. Bay County DWS has submitted an application for construction of the water/sanitary sewer to the MI DEQ on behalf of the developer.

Jim Klein, was present to answer questions from board members. He indicated that two additional fire hydrants will be added during the construction phase. He also agreed that two street lights will need to be installed.

**08-09-054-E/S** A motion was made by Wasek and seconded by Putt to approve  
===== the Final Preliminary Plat for Eastwood Subdivision South No. 2.  
Lot 16 shall only have access to Tony Court and two street lights shall be installed according to Consumers Energy specifications.

6 Ayes 0 Nays Excused: Charney Motion carried.

**3. Trash 2010-2014 Resolution No. 1**

Bill Darbee, Township Attorney has completed the paperwork to move forward with the creation of a special assessment district to continue the current level of township wide trash pickup, recycling and yard waste pickup by Waste Management of Michigan & Ohio, Inc. Resolution No. 1 sets the date for the first public hearing. Two publications are required as well as a mailing to all township residents affected by the special assessment district prior to the meeting.

The first public notice will appear in The Bay City Democrat on August 27, 2009.  
The second publication will be September 3, 2009.  
The public notice will be mailed to all township residents on August 24, 2009.

**08-09-055-P/P/S/T/T/W** A motion was made by Plant and seconded by Putt to adopt  
===== Resolution No. 1 that sets the public hearing date for  
September 8, 2009 to consider creation of a special assessment district for township wide  
collection of trash, recycling, and yard waste pickup with Waste Management of  
Michigan & Ohio, Inc., attached Exhibit C.

Ayes: Plant, Hoverman, Wasek, Putt, Gower, and Paige.

Nays: None.

Excused: Charney.

Motion carried.

#### **4. Park Restrooms**

A proposal was obtained from Hugo's Locksmithing & Key, Inc. for installation of programmable electric door locks with panic bars and timers for the township park restrooms. This would eliminate the need for a township employee to travel to the township office and manually lock the park restrooms every night at dusk. The total price for materials and labor is \$2447.50. A panic bar enables a person to exit the restroom if they happen to be inside when the doors are programmed to lock. The payback period for the cost of installing the locks is about two years or slightly less. The timer has a lifetime warranty, and the Trine locks have a two year warranty. T. Paige stated he will have the afternoon deputy spot check the park at dusk to assure the restroom doors are properly locked and not propped open. He currently checks the park from time to time for suspicious activity at dusk and later times also.

**08-09-056-P** A motion was made by Putt and seconded by Plant to authorize installation  
===== of a programmable locking system on the two park restrooms doors per  
Hugo's Locksmithing & Key, Inc's proposal as listed above.

6 Ayes 0 Nays Excused: Charney Motion carried.

#### **5. Senior Dining Center Agreement**

The current Agreement with Bay County Division on Aging expires at the end of September. The reimbursement amount has not yet been determined for the next fiscal year. Prior to an agreement being signed by the township, T. Paige would like to resolve a few ongoing items with the county, such as walking times in the hall, cleaning, and use of the auditorium for special programs.

#### **6. Hall and Office Cleaning**

The township hall, offices, and Auburn-Williams Fire Department are currently cleaned by the township custodian, Dan Dell. This position is currently configured as the "Township Custodian, including Weekend/Evening Custodian." The township has two job descriptions, one for "Township Custodian" and one for a "Weekend/Evening Custodian." The combined job description that he is supposed to follow was formalized in 2006 as it was felt that D. Dell could adequately perform the tasks of both positions.

T. Paige has been working with Dan since June 17<sup>th</sup> (after he returned from a medical leave) asking that he perform the jobs at an acceptable level. He has been informed numerous times the Fire Department has not been happy with his performance. A “Janitorial Cleaning List” was developed by the fire department in January 2009 to clarify expectations that were not being met.

Around the middle of last year, Dan developed a “Schedule of Work at Williams Township” to better define expectations. The list is not being followed. Weekly tasks such as dusting offices and window ledges, and cleaning office and board room chairs, are not being completed.

He was doing an acceptable job when first hired in March 2004, but has recently agreed to perform maintenance duties for the mobile home park where he resides. It appears he is attempting to do more than is reasonable in a 24 hour day. T. Paige further indicated he feels that progress is being made regarding the hall and senior dining area.

Since cleaning the offices and fire department have been the main area of contention for some time, Betty Owen contacted cleaning services for proposals to clean the fire department and/or the township offices. Several firms were contacted; however, some were not interested in traveling to Auburn. Proposals were received from Romanow Building Services and Affordable Maid and Janitorial Service. Romanow’s proposal responds best to the fire department and township’s needs. The cost for Romanow to clean two times per week is equivalent to 5.65 hours of Dan’s time per week (includes his hourly wage, FICA, and pension contribution). The agreement can be canceled upon 30 days written notice after the initial 60 days of service. There are prices with and without project work that will not be performed on a weekly basis such as carpet extraction or stripping and refinishing tile floors. The price to clean both the township offices and fire department two times per week with project work included is \$545.97. A percentage split with the fire department will need to be determined.

T. Paige stated that barring a major change in the next two to three weeks, the township should contract with Romanow Building Services to clean the township office and reassign D. Dell to the “Weekend/Evening Custodian” position. With the installation of the programmable locks in the park, clarifying cleaning responsibilities associated with the senior dining center, the need for a custodian to work every day at the hall and/or park is eliminated and will simplify his responsibilities.

**08-09-057-C/O/F** A motion was made by Wasek and seconded by Putt to authorize  
===== the township supervisor to enter into an agreement with Romanow Building Services for cleaning the township office and fire department two times per week if substantial progress is not made by the township custodian in the next three weeks.  
6 Ayes 0 Nays Excused: Charney Motion carried.

**VII. Unfinished Business**

There was no unfinished business.

**VIII. New Business**

There was no new business.

**IX. Other Committee Reports**

P. Wasek provided an update on the proposed car wash to be located on the south west corner of Midland Road and Garfield Road. The developer is Harold Miller and a newly revised site plan was submitted on this date that complies with stipulations imposed by the planning commission.

**X. Adjournment**

A motion was made by Hoverman and seconded by Putt to adjourn the meeting at 8:18 p.m.

6 Ayes 0 Nays Excused: Charney Motion carried.

**Williams Charter Township**

Pam Reinhardt, Deputy Clerk

Tom Paige, Supervisor