

**CHARTER TOWNSHIP OF WILLIAMS
BOARD OF TRUSTEES
Regular Meeting – December 13, 2011**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Tuesday December 13, 2011 at the Township Hall. The agenda is attached Exhibit A.

I. Call to Order & Roll Call

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

Kevin and Bev Wenzel were present to discuss property they recently purchased from Prodo, Inc., zoned PUD, Planned Unit Development. They obtained a copy of the Section 18 parcel map prior to purchasing the property and were assured the parcel was zoned R-1, and were told they could build a single family dwelling. They completed the purchase and recently determined they received incorrect zoning information.

The rezoning process was discussed and all agreed that the township board would initiate the rezoning request if Mike Rapanos does not submit the required paperwork and fee. If the application to rezone and supporting documentation is received by the township attorney within the next few days, the public hearing can be conducted by the township planning commission on January 9, 2012.

IV. Changes to Agenda

There are several additions to the agenda.

V. Consent Agenda

1. Approve the November 9, 2011 Board of Trustee Minutes as presented.
2. Approve the payment of bills as submitted.
3. Receive the November 2011 Financial (cash) Report as presented.
4. Receive the November 2011 Revenue Report and November 2011 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 Putt to approve all items as listed on the Consent Agenda.

7 Ayes 0 Nays Motion carried.

VI. Regular Agenda

1. 2012 Township Budget

12-11-083-A/B A motion was made by Gower and seconded by Paige to receive
===== the 2012 Township Budget.

7 Ayes 0 Nays Motion carried.

2. TruGreen Agreement Renewal

TruGreen has applied fertilizer and weed control to the township office/hall, township park (approximately 15 acres), Zielinski retention pond, and the four subdivision lots for numerous years. They have submitted a price quotation to continue the current levels of service in 2012 for the same price as 2009; \$2930.00 for two applications.

P. Wasek completed a cost comparison having our DPW personnel apply the same type of product (except in granular form) to the four subdivision parcels in Garfield Subdivision. TruGreen's quotation was \$90.00 less than purchasing the product from Auburn Fertilizer, Home Depot, or Bay Farm Services.

His cost comparison indicates that although our DPW personnel are qualified, the cost of labor and the product is greater than having TruGreen apply the product.

A short discussion followed.

12-11-084-A/B/T A motion was made by Paige and seconded by Plant to authorize
===== the Supervisor to sign the Agreement with TruGreen for application of fertilizer and weed control two times during 2012 for the same fee as 2009. Areas to be treated are the four Garfield Subdivision parcels, Zielinski Retention Pond, and the township park and office area.

6 Ayes 1 Nays Motion carried.

3. Employment Application Revision

In reviewing the current township employment application, Jim Hammond recommended that one slight change be incorporated. In order to legally do a criminal background and driving record check, the application should provide information informing applicants that the Michigan State Police Criminal Justice Center (ICHAT) will be used for obtaining the driving record and criminal background check.

12-11-085-E/I/P A motion was made by Putt and seconded by Paige to accept the
===== recommendation of the township attorney to amend the township employment application by informing applicants that ICHAT will be used for obtaining a driving record and criminal background check.

7 Ayes 0 Nays Motion carried.

4 Approved Planting Resolution

The township planning commission is currently working on Zoning Ordinance text amendments. The ordinance will reference a list of approved plantings from which developers can select plantings where required by applicable provisions of Ordinance No. 33, as amended. The resolution was provided by J. Hammond and includes a lengthy list of plantings that can be chosen by developers. After the resolution is adopted by the Board of Trustees, the resolution number will be referenced in the zoning ordinance.

12-11-086-P/P/Z A motion was made by Putt and seconded by Charney to accept the
===== recommendation of the township attorney and adopt the approved plantings list resolution to be referenced in Williams Township Ordinance No. 33, as amended.

7 Ayes 0 Nays Motion carried.

5. Dow Corning Advanced Engineering Materials Site

A six inch water meter was installed this past summer to provide an additional water supply to the Dow Corning Eleven Mile Road facility. It appears the water usage has increased. In early 2012, their meter area will be visited by township and DWS personnel and usage will be further reviewed at that time.

6. Harold Mrozinski Estate et al

Numerous cars are again parked at 4595 Carter Road, north of the railroad tracks on the former Mrozinski property. Mr. Mrozinski is deceased; however, the property has never been probated. Dennis Graham was taken to court in 2003 by the township and was ordered to clean up the unlicensed vehicles, which he did.

After receiving a complaint, B. Klemish and P. Wasek recently drove by the property. They observed at least 41 junk vehicles and pictures were taken of some. J. Hammond will be asked to send correspondence indicating that he must again clean up the property.

12-11-087-A A motion was made by Paige and seconded by Gower to allow T. Putt to
===== abstain from voting due to a possible conflict of interest, as he farms property owned by relatives of D. Graham.

7 Ayes 0 Nays Motion carried.

12-11-088-A/Z A motion was made by Gower and seconded by Paige to authorize
===== the township attorney to send correspondence to Dennis Graham and to proceed with legal action if necessary.

6 Ayes 0 Nays 1 Abstention Motion carried.

7. Hall Rental Fees

The hall rental fee schedule needs to be amended due to a recent problem with rental of the hall for funeral dinners. \$50.00 is currently charged for funeral meals with a breakage deposit of \$50.00.

B. Wegener discovered a large quantity of beer and liquor in the cooler several hours prior to the scheduled arrival of funeral attendees. P. Wasek was able to collect additional rental fees from the renters and security was obtained at the last minute.

C. Hoverman will proceed with amending the fee schedule and will provide suggested changes for members of the board to discuss in January.

8. BS&A Financial Management System

A price quotation was solicited in April 2011 for BS&A accounting software and payroll. The auditors have strongly suggested that the township explore the possibility of implementing the financial management system, but due to cost constraints it seemed unnecessary at the time. Their cost proposal includes the following:

General Ledger System	\$3,295.00
Accounts Payable System	\$2,795.00
Cash Receipting System	\$2,795.00
Payroll System	\$3,795.00
Conversion of existing system	\$2,860.00
11 days on-site training	\$7,150.00
Optional printing hardware	\$1,100.00

The total quoted price is \$23,790.00, but includes several variables. It may not take 11 days of on-site training and the optional printing hardware should not be necessary. Payment can be made over a two year period, interest free.

Our current financial software is EZ-Entry and was written and supported by Carol Arvoy, a former Swartz Creek city clerk. We do not have any problems with the current software; however, A. Charney was contacted by C. Arvoy's grandson on December 12th. His grandmother passed away suddenly on December 9th and the family is choosing to dissolve the company. Therefore, there is no software support if any problems are encountered.

BS&A was again contacted on December 12th and Steve Rennell stated their price quotation from April would not be increased. Implementation of their financial management system cannot take place prior to mid March or the beginning of April, due to their high customer volume and on-site training capabilities.

No other companies have been contacted as the township has BS&A tax collection software, assessing software, and building department software.

12-11-089-A/B/C A motion was made by Putt and seconded by Hoverman to
===== authorize the clerk to purchase Financial Management System
computer software from BS&A software with a two year interest free payment plan, not to
exceed \$24,000.00.

7 Ayes 0 Nays Motion carried.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

There was no new business.

IX. Other Committee Reports

The planning commission will conduct a public hearing January 9th to discuss the proposed Zoning Ordinance text amendments.

The pathway committee meetings continue. They are developing a community wide survey and hope to have it ready for comments in January.

Six registered gun range masters were available to provide gun range assistance during the fall months. Over 500 persons used the range this year.

X. Adjournment

A motion was made by Hoverman and seconded by Gower to adjourn the meeting at 8:50 p.m.

7 Ayes 0 Nays Motion carried.

Williams Charter Township

Amy Charney, Clerk

Paul Wasek, Supervisor