

**CHARTER TOWNSHIP OF WILLIAMS
BOARD OF TRUSTEES
REGULAR MEETING – December 8, 2009**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Tuesday December 8, 2009 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

John Billette will address the Board later in the meeting regarding the water and sanitary sewer extensions.

IV. Changes to Agenda

P. Wasek indicated agenda items will be moved as Paul Arnold is presently in Frankenlust Township and plans to arrive later to provide the Assessor's update.

T. Paige commented on several items of correspondence and asked about a couple of the bills.

V. Consent Agenda

1. Approve the November 10, 2009 Board of Trustee Minutes as presented.
2. Approve the payment of bills as submitted.
3. Receive the November 2009 Financial (cash) Report as presented.
4. Receive the November 2009 Revenue Report and November 2009 Expense Report as presented.
5. Receive the List of Committee Reports, attached Exhibit C.
6. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits D and E, respectively.

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

7 Ayes 0 Nays Motion carried.

VI. Regular Agenda

1. Zoning Board of Appeals Appointments

The Township Board appoints members to the Williams Township Zoning Board of Appeals for three-year terms. The term of Henry Kolm expires on December 31, 2009. The term of Gene Talaga actually expired on December 31, 2008. The Zoning Board of Appeals did not meet during 2009. Both are willing to be re appointed.

12-09-094-A/Z A motion was made by Putt and seconded by Plant to
===== accept the Supervisor's recommendation to appoint Henry Kolm as
a member of the township Zoning Board of Appeals for a three year term beginning
January 1, 2010 and ending December 31, 2012. All appointees shall serve at the pleasure
of the township board.
7 Ayes 0 Nays Motion carried.

12-09-095-A/Z A motion was made by Paige and seconded by Putt to accept the
===== Supervisor's recommendation to appoint Gene Talaga as a member
of the township Zoning Board of Appeals for a two year term beginning January 1, 2010
and ending December 31, 2011. All appointees shall serve at the pleasure of the township
board.
7 Ayes 0 Nays Motion carried.

2. Bay County DWS Annual REU Adjustments

The Bay County Department of Water and Sewer (DWS) has completed the annual analysis of non-residential sanitary sewer accounts based on actual water meter readings. This analysis is used to calculate the internal REU (Residential Equivalent Unit) charge to Williams Township's Receiving Fund for processing wastewater at the West Bay County Wastewater Treatment Plant. Customers are charged for sewer usage based on actual water meter readings.

This change will affect the internal charge for the treatment of sewage to Williams Township's Receiving Account and will not affect the amount a sewer customer is billed. Sewer customers are billed for their sewer usage per the township's Sewer Rate Ordinance at a rate of \$3.20 per CCF of water usage, therefore customer's bills take into account increases and decreases in use.

The overall affect of this REU adjustment will be to accurately allocate the cost of sewage treatment at the West Bay County Wastewater Treatment Plant to the individual units that send sewage to the plant. Williams Township's will be decreased by 19.56 REU's for 2010. Previous year adjustments were a reduction of 66.56 REU's in 2007, an increase of 42.60 REU's in 2008, and an increase of 10.61 REU's in 2009.

12-09-096-B/F/S A motion was made by Plant and seconded by Charney to approve
===== the recommendation of the Bay County Department of Water and
Sewer to decrease the total REU's charged to Williams Township by 19.56, effective with
the 2nd quarter 2010 billing.
7 Ayes 0 Nays Motion carried.

3. Township Brush Chipping Policy

Williams Township offers residential brush chipping to residents who have trimmed their trees, or need to clean up brush after a storm, as an alternative to open burning. The township's current policy regarding brush chipping is as follows and appears on the township website.

- Please call the township office to be placed on the “chipping list” when the brush is ready to chip.
- Brush must be placed at the road shoulder with all ends facing towards the road.
- Brush must be cut small enough and piled appropriately for one person to reasonably handle.
- Brush up to four inches in diameter can be chipped.
- The first 30 minutes of chipping per month is free. Additional time above 30 minutes per month will be charged at a rate as set by the township board, currently \$50 per hour. The township will make exceptions to the 30 minute limitation for a period of time following a major storm.
- Brush must be from the residential address and not brought from another location.
- Root balls must be removed from all shrubs and bushes.
- Commercial tree cutting services and “For Hire” tree cutters must dispose of the trees and brush they cut and trim.

Discussion followed. P. Wasek indicated that Jim Carlin and Dale Dzurka have begun to keep a log book of all addresses where chipping is done and how long they are at each address. Several suggestions were made to amend the policy, but in the end it was agreed by all to continue logging addresses and time spent. The policy can be further discussed at a future meeting if there are indications that any part of the policy needs to be amended.

4. Michigan State Police Post Update

P. Wasek provided a brief update on correspondence he sent to Joel Gordon, Project Director (State of Michigan Design and Construction Division), for the Michigan State Police Post slated to be constructed on Salzburg Road in Section 29 of the township. He asked that the State of Michigan provide a written commitment for their portion of the sanitary sewer and water line installation costs of \$179,745.00 that were previously agreed upon for completion of the project. It is understood that their commitment includes a land division and tap fees.

5. Water Line and Sanitary Sewer Line Extension

John Billette, Civil Engineering Consultants, was present and is in the process of preparing the bid documents to extend the water line east on Salzburg Road from Flajole Road approximately 1375 feet and the sanitary sewer on Flajole Road south to Salzburg Road and east on Salzburg approximately 1200 feet. The design engineering is complete and it is anticipated that bids can advertised and due by mid to late January, with construction to begin in early spring.

As indicated above, the State has been asked for a written commitment for their portion of the costs. The total cost of the project is *estimated* as follows.

- | | |
|--|--------------|
| • Sanitary Sewer Extension | \$442,000.00 |
| • Water Line Extension | 68,000.00 |
| • Construction Engineering estimate (township to pay 100%) | 36,500.00 |
| • Funding required from the State of Michigan | 179,745.00 |

- Additional Township funds available, due to Hampton-Essexville buy in to wastewater treatment plant 114,755.00

The sanitary sewer will be installed on the east side of Flajole Road. The existing water line on Flajole Road is located on the west side of the road. Both lines will be installed on the north side of Salzburg Road, thus requiring easements from Joann Maziarz and Dow Corning.

State law requires residential customers to connect to the sanitary sewer if their home is within 200 feet of the sanitary sewer line. J. Maziarz will be required to connect. J. Billette indicated that not only the front of her parcel will be severely torn up, but also her side yard along Flajole Road. She has called the township office inquiring as to whether the line needs to be placed in front of her home and whether or not she will be required to hook up. J. Billette indicated the lines could go around her parcel (to the rear and then south on Dow Corning property) but would probably cost an additional \$10,000.00, and it would not be the best way to complete the project. Discussion followed. Several dollar amounts were discussed for compensation, but it was finally agreed that the Supervisor should negotiate an easement fee with J. Maziarz, not to exceed \$5,000.00.

09-09-097-E/S/W A motion was made by Paige and seconded by Plant to authorize
===== the Supervisor to negotiate an easement fee with Joann Maziarz for installation of the sanitary sewer on the west side of her parcel along Flajole Road and the installation of both water and sanitary sewer along Salzburg Road across the entire front of her parcel, for a fee not to exceed the amount listed above, as agreed to by all members of the board.

7 Ayes 0 Nays Motion carried.

09-09-098-E/S/W A motion was made by Gower and seconded by Plant to authorize
===== the township engineer to prepare the bid documents, and advertise for the Flajole Road/Salzburg Road sanitary sewer and water line extension project with an approximate 30 day hold period.

7 Ayes 0 Nays Motion carried.

J. Billette then indicated that the township will have up to three months to award the bid.

6. **Assessor's Annual Report**

Paul Arnold, Williams Township Assessor, was present to provide his annual assessor's report. The Consumers Price Index of -.3% will be applied to the 2009 taxable values on all classes of property to create the 2010 taxable values.

This is the first year with a decrease in the consumer's price index. It has risen from 1.6 to 4.4 every year since Proposal A was first implemented in 1994.

7. **Hall Rental Fees**

The hall rental rates were last amended in October 2007. C. Hoverman prepared a listing of proposed changes to the fee schedule and asked the board for their comments, questions, and suggested changes.

The proposed changes were reviewed and it was agreed by all that the fee schedule will be further discussed during the January meeting.

8. Assessor Classification

P. Wasek referenced correspondence received in July from the Michigan Townships Association indicating that the IRS has taken the position that a township assessor who certifies the roll must be classified as an employee as opposed to an independent contractor. Our assessor, Paul Arnold is classified as an independent contractor.

Discussion followed. T. Paige recommended that MTA be contacted and asked to make a presentation at a future B.C.T.O.A. quarterly meeting as the IRS ruling affects not only Williams Township but many other townships as well.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

P. Wasek stated that the Boy Scouts would like to have their logo printed on our water tower as 2010 is their 100th anniversary and the Regional Center of the Shoreline Council headquarters is located directly adjacent to the tower. Coincidentally, our tower needs ongoing maintenance and will need to be repainted within the next year or two.

T. Paige reported that different options are being discussed for obtaining water after the contract ends with Bay City. One option being discussed is to pursue Saginaw/Midland water. If Bay County Townships chose to receive the Saginaw/Midland water, our township may need to discuss amending the General Development Plan.

IX. Other Committee Reports

There were no committee reports.

X. Adjournment

A motion was made by Hoverman and seconded by Paige to adjourn the meeting at 9:15 p.m.

7 Ayes 0 Nays Motion carried.

Williams Charter Township

Amy Charney, Clerk

Paul Wasek, Supervisor