

**WILLIAMS CHARTER TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting – December 8, 2015**

The Board of Trustees of Williams Charter Township held a regular meeting on Tuesday December 8, 2015 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), Paige (Trustee), Plant (Trustee), and Putt (Trustee).

Absent: Gower (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**

County Commissioners Vaughn Begick and Mike Duranczyk were present as was Rick Brzezinski, Bay County Treasurer, to provide information about a Resolution passed by the County Commission on August 12, 2014, requiring County vendors be paid by electronic fund transfers. C. Hoverman was not aware of the Resolution until recently and had numerous questions that had not been answered to her satisfaction until this date.

L. Lijewski commented that the township should have a sidewalk policy. T. Paige indicated the Bay County Road Commission has a sidewalk policy that could be perhaps patterned after with the assistance of the township attorney. P. Wasek asked if L. Lijewski was interested in assisting. He responded he would like to assist.

**IV. Changes to Agenda**

There were no changes to the agenda.

**V. Consent Agenda**

1. Approve the November 10, 2015 Board of Trustee Minutes as presented.
2. Approve the payment of bills as submitted and to authorize payment of monthly health insurance bill.
3. Receive the November 2015 Financial (cash) Report as presented.
4. Receive the November 2015 Revenue Expenditure 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.

6 Ayes 0 Nays Absent: Gower. Motion carried.

**VI. Regular Agenda**

**1. Voting Equipment Update**

A. Charney provided an article from the most recent Michigan Association of Municipal Clerks newsletter regarding the Statewide purchase of new voting equipment.

The Bureau of Elections is recommending that local jurisdictions begin a budget planning process that will allow for \$1,000 to \$2,000 per precinct for the purchase of new equipment during 2017. Williams Township has three voting precincts plus an absent voter counting board.

The bid process began in July. Bids were submitted by four vendors. Through the bid review process in September, it became clear that each of the bids was lacking critical information. The Request for Proposals has been re-issued.

The Help America Vote Act (HAVA) paid for 100% of the current voting equipment. It is expected that available HAVA funding will only cover 50% of the overall cost of a new voting system.

The Bureau of Elections will continue to update Michigan's election officials as key steps in the process are completed.

**2. Williams Township 401 Defined Contribution Plan**

The Internal Revenue Service (IRS) requires retirement plan sponsors to restate their plan documents at regular intervals. Burnham & Flower Insurance Group has updated the group retirement plan document to comply with IRS mandates.

The amended and restated plan was provided along with a Resolution for approval. The adoption agreement replaces the current plan document. The restatement is required to bring the plan into compliance with the Pension Protection Act of 2006 and other legislative and regulatory changes. The new plan is primarily a restatement and consolidation of previously adopted good faith amendments and does not result in substantive changes to the plan's operation. It will not result in any new fees or charges to our plan or participants.

**12-15-074-B/I/P** A motion was made by Plant and seconded by Paige to authorize  
===== the Township Clerk to sign and date the Resolution to amend and  
restate the Williams Charter Township Governmental Non-Erisa Retirement Plan as  
prepared by Burnham & Flower Insurance Group.  
6 Ayes 0 Nays Absent: Gower. Motion carried.

**3. Consumers Energy Streetlight Contract**

Ric Nava, Consumers Energy Customer Energy Specialist, has completed the paperwork and forwarded the Contracts for the addition of five HPS streetlights. Four of the lights will be installed on Garfield Road between the railroad tracks and N. Union Road. The fifth light is to be installed at the intersection of Rogers Road and Wilder Road.

Installation costs shall be \$100 per light. A monthly energy charge associated with each light installation is approximately \$11.75.

A short discussion followed regarding setting up a special assessment district for three of the Garfield Road lights. The fourth will be installed on the corner of Garfield Road and N. Union Road. The township currently pays for lights that illuminate intersections. P. Wasek stated that the city of Auburn pays the monthly energy costs for lights on Garfield Road south of Midland Road and the township pays for lights on Garfield Road north of Midland Road so current lights really should not be included in a special assessment district.

**12-15-075-C/S** A motion was made by Paige and seconded by Putt to accept  
===== the Supervisor's recommendation to install five new streetlights in  
Williams Township and to authorize the Supervisor and Clerk to sign the Authorization  
for Change in Streetlight Contract with Consumers Energy to furnish lighting service  
within Williams Township.  
5 Ayes 1 Nay Absent: Gower. Motion carried.

**VII. Unfinished Business**

There was no unfinished business.

**VIII. New Business**

Correspondence was received from the Bay County Prosecutor regarding park graffiti vandalism. A determination will have to be made on what solution will be pursued as the writing has not yet been removed from the restrooms.

Correspondence was received from the Sheriff requesting that our deputies report to Bay County at the beginning of their shift rather than the township. P. Wasek has spoken with the Sheriff to voice his displeasure. More information to follow.

John Billette stopped by our meeting briefly, after attending the Frankenlust Township meeting and the Merritt Township meeting.

He recently provided a copy of the Water Capital Improvement Plan to the township and to Chuck at DWS. He will make sure that T. Paige receives a copy to review. He suggested that we may want to move all proposed water line extensions to the 20 year plan, as they can always be moved forward.

J. Plant departed at 8:30 p.m.

The city of Auburn is asking if we would like to participate in conducting another shredding event. They had tentatively inquired about April 22, Earth Day. A suggestion was made to hold the event in a warmer weather month. P. Wasek will contact the city to further discuss a proposed date.

**IX. Other Committee Reports**

T. Putt reported he received an email from Betty Owen and the ladder truck is back in service.

P. Wasek received information from Bandit regarding an estimate to rebuild our chipper. The cost will be \$18,000 to rebuild without a new engine. A new engine is an additional \$6,000. A new chipper is around \$26,000. He reminded those present that the general condition of the truck seems to be OK at this time but it is also getting tired!!!

**X. Adjournment**

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

5 Ayes 0 Nays Absent: Gower and Plant. Motion carried.

**Williams Charter Township**

Amy Charney, Clerk

Paul Wasek, Supervisor