

**CHARTER TOWNSHIP OF WILLIAMS  
BOARD OF TRUSTEES  
REGULAR MEETING – January 16, 2008**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Wednesday January 16, 2008 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), Charney (Clerk), Plant (Trustee), Putt (Trustee), Schrott (Trustee) and Wasek (Trustee).

Excused: Hoverman (Treasurer).

Also present: Kevin Brayman, Snow Machines, Inc. The sign in sheet is attached as Exhibit B.

**II. Pledge of Allegiance**

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

**III. Open to the Public**

There was no public comment.

**IV. Changes to Agenda**

There were no changes to the agenda.

**V. Consent Agenda**

1. Approve the December 27, 2007 Board of Trustee Minutes as presented.
2. Approve the payment of bills as submitted.
3. Receive the December 2007 Financial (cash) Report as presented.
4. Receive the December 2007 Revenue Report and December 2007 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 E.
7. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit F.
8. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits G and H, 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: Hoverman Motion carried.

**VI. Regular Agenda**

**1. Ordinance No. 162, Snow Machines, Inc. PUD Rezoning Request**

The approved Final Development Plan and the proposed ordinance for PUD rezoning of Snow Machines, Inc. site will provide all the land use regulations for the site.

The ordinance text contains the following provisions:

- Rezones the Snow Machines, Inc. site from C-2 to PUD;
- Incorporates Snow Machines, Inc.'s January 10, 2008 Final Development Plan into the text of Ordinance No. 33, specifying that the Final Development Plan and following requirements will regulate the development and use of the Snow Machines' site.

The township planning commission approved the Final Development Plan with minor revisions on January 7, 2008 and recommended that the township board of trustees proceed with introducing the proposed ordinance.

Kevin Brayman, Snow Machines, Inc. was present and answered several questions from members of the board.

**01-08-001-O/P/S/Z** A motion was made by Plant and seconded by Putt to waive  
===== reading, introduce, and authorize publication of proposed Ordinance No. 162, an ordinance that rezones the Snow Machines, Inc. parcel from C-2 to PUD.

Ayes: Paige, Plant, Charney, Wasek, Putt, and Schrott.

Nays: None.

Excused: Hoverman.

Motion carried.

**2. Bay County DWS Annual REU Adjustment**

The Bay County Department of Water and Sewer (BCDWS) has completed the annual analysis of sanitary sewer usage 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 the Township's Receiving Account but 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 reflect increases and decreases in use.

The overall affect of the REU adjustment is 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 increased by 42.60 REU's for 2008. Previous year adjustments were a reduction of 66.56 REU's in 2007, and an increase of 32.86 REU's in 2006.

**01-08-002-B/R/S** A motion was made by Schrott and seconded by Plant to accept  
===== the recommendation of the Bay County Department of Water and  
Sewer to increase the total REU's charged to Williams Township by 42.60 REU effective  
with the 2<sup>nd</sup> Quarter 2008 billing.  
6 Ayes 0 Nays Excused: Hoverman Motion carried.

**3. Michigan Emergency Management Assistance Compact**  
Michigan Emergency Management Assistance Compact (MEMAC) is a mutual aid compact that allows participating Michigan government units and authorities to send or accept personnel, equipment, technical support, and other forms of assistance from other Michigan municipalities and authorities. MEMAC is intended for catastrophic emergencies and disasters, not day-to-day mutual aid; and it does not replace local mutual aid agreements.

Jim Hammond, Township Attorney, reviewed the MEMAC Agreement and believes that the township should approve an authorizing resolution and execute the MEMAC Agreement. He is concerned that if agencies do not sign a MEMAC Agreement and subsequently request assistance, they may be denied eligibility for federal cost reimbursement under federal reimbursement programs.

An authorizing Resolution was prepared for the Township Board's consideration. A second resolution will be presented encouraging and authorizing the Auburn Williams Fire District Board to approve MEMAC. A complete MEMAC booklet is available for review in the Supervisor's office.

**01-08-003-A/M/M** A motion was made by Schrott and seconded by Plant to  
===== adopt and authorize signature on the Authorizing Resolution for the  
Michigan Emergency Management Assistance Compact, attached Exhibit C.  
6 Ayes 0 Nays Excused: Hoverman Motion carried.

**4. MEMAC Resolution for the Auburn/Williams Fire Department**  
The Auburn/Williams Fire Protection Agreement provides that the Auburn Williams Fire District Board (AWFDB) "may enter into or withdraw from any mutual aid agreement only with the approval, by resolution, by the municipalities to this Agreement" (Section XIII). T. Paige recommended that the township board authorize the fire district board to also approve the Michigan Emergency Management Assistance Compact.

**01-08-004-A/A/M/M** A motion was made by Putt and seconded by Plant to adopt  
===== the Resolution authorizing the Auburn Williams Fire  
District Board to approve the Michigan Emergency Management Assistance Compact.,  
attached Exhibit E. 6 Ayes 0 Nays Excused: Hoverman Motion carried.

**5. 2008/2009 Health Insurance Renewal Rates**

The rates for group health insurance were received from Michigan Municipal League for the year beginning March 1, 2008 and ending February 29, 2009.

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

<b>PLAN TYPE</b>	<b>2007/2008</b>	<b>2008/2009</b>	<b>CHG IN RATE</b>
ONE PERSON	\$471.32	\$540.03	\$68.71
TWO PERSON	\$1060.47	\$1215.06	\$154.59
FAMILY	\$1272.54	\$1458.01	\$185.47
FAMILY CONTIN		\$269.96	

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 monthly premium

The 15% projected rate increase was discussed as was increasing the employee co-pay due to substantial increases in the employer costs.

**01-08-005-I/P** A motion was made by Wasek and seconded by Putt to adopt the  
 ===== 2008/2009 Blue Cross Renewal Rates as provided by Michigan  
 Municipal League with the intent to explore other options.  
 6 Ayes 0 Nays Excused: Hoverman Motion carried.

**6. Special Consideration, Hall**

Correspondence was received from Kari Roe, Bay County Roadrunner Wrestling Club, requesting use of the township hall for their annual recognition banquet. The organization is asking for a reduced rental rate and use of the hall on April 11, 2008.

**01-08-006-H** A motion was made by Wasek and seconded by Plant to rent the township  
 ===== hall to the Bay County Roadrunner Wrestling Club on April 11, 2008 for  
 their annual recognition banquet. The rental fee shall be \$100.00 and a breakage deposit  
 of \$50.00 shall be charged.  
 6 Ayes 0 Nays Excused: Hoverman Motion carried.

**7. Special Consideration, Hall**

Correspondence was received from Leslie Seibert, Auburn Elementary Volunteer Coordinator and PTO member, requesting a reduced rental fee for use of the township hall for a scrap booking fundraiser. They need to raise funds for various school field trips, especially the fifth grade trip to Camp Timbers.

**01-08-007-H** A motion was made by Putt and seconded by Charney to rent the township  
 ===== hall to the Auburn Elementary PTO on March 15, 2008 for a scrap booking  
 fundraiser. The rental fee shall be \$100.00 and a breakage deposit of \$50.00 shall be  
 charged. 6 Ayes 0 Nays Excused: Hoverman Motion carried.

**8. Knox-Box Entry System**

The Auburn-Williams Fire Department (AWFD) is requesting that the township install a Knox-Box Entry System. Keys for the township hall, office, DPW Building, and park gate will be placed in the Knox-Box to provide access for them in case of an emergency.

A Model 3200 Series with hinged door in dark bronze is recommended. Cost is \$249 plus \$20 shipping. It is believed that Jim Carlin and T. Paige will be able to install the Knox-Box. Captain Doug Behmlander, AWFD, agrees that a good location to install the Knox-Box is on the west side of the offices slightly south of the furnace room door. This location will provide good access to the hall, offices, DPW, and park.

**01-08-008-A/H/K** A motion was made by Wasek and seconded by Putt to approve the  
===== purchase and installation of a Knox-Box 3200 Entry System.  
6 Ayes 0 Nays Excused: Hoverman Motion carried.

**9. Roof Leak**

The roof is leaking above the Clerk's office. The Duro-Last roof was installed in 1987, with a 15 year guarantee. A company representative was contacted and there are three companies in the area that install this type of roof. One of the companies will be contacted for repair estimates and a recommendation as to whether the current roof must be replaced this year or whether it will last another year or two with the required repair.

**VII. Unfinished Business**

There was no unfinished business.

**VIII. New Business**

P. Wasek provided an update on the January 2008 planning commission meeting.

T. Paige indicated that Elmer's Concrete may want to amend their site plan to allow additional time for concrete crushing.

**IX. Adjournment**

A motion was made by Putt and seconded by Plant to adjourn the meeting at 8:30 p.m.  
6 Ayes 0 Nays Excused: Hoverman Motion carried.

**Williams Charter Township**

Amy Charney, Clerk

Tom Paige, Supervisor