

**WILLIAMS CHARTER TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting – July 12, 2016**

The Board of Trustees of Williams Charter Township held a regular meeting on Tuesday July 12, 2016 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), Gower (Trustee), Paige (Trustee), Plant (Trustee), and Putt (Trustee).

Excused: Charney (Clerk).

Also present: Linda Vanherweg (Administrative Assistant).

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

Dale Dzurka, township resident, and township employee, addressed the Board and asked for consideration to extend water to the DPW building.

Pam Reinhardt, township employee, addressed the Board regarding wages.

State Rep. Gary Glenn's Legislative Assistant, Jordan Kaiser updated us on Legislative issues he is currently working on.

IV. Changes to Agenda

There were no changes to the agenda.

V. Consent Agenda

1. Approve the June 14, 2016 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 July 2016 Financial (cash) Report as presented.
4. Receive the July 2016 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 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: Charney. Motion carried.

VI. Regular Agenda

1. Wholesale Water Rate Refund

The City of Bay City makes water rate adjustments to the “out city” customers each year, based on consumption, costs, etc. For the fiscal year beginning July 1, 2014 and ending June 30, 2015, a refund of \$658,327.00 was received for Bay County Out-City water customers. Williams Township share of the refund is \$79,443.00, and was deposited in the Township water fund at DWS.

The next Bay City Water Rate True Up will be for the July 1, 2015 to June 30, 2016 time frame. The Bay City Municipal Water Treatment Plant (BCMWTWP) produced and delivered water from July 1 to August 31, 2015 and was required by the MDEQ to remain on standby status until October 8, 2015. Therefore, the next True Up will include 2 months of revenue to the BCMWTWP. Expenses will include several additional non-revenue months due to standby status and the time required to mothball the Bay City Plant.

Correspondence was received from Tom Paige, Bay County DWS Director, recommending that the Township Board allow the refund to remain in the Williams Township water fund as a reserve in anticipation of a 2015/2016 True Up payment to Bay City.

07-16-032-F/W A motion was made by Putt and seconded by Hoverman to accept
===== the recommendation of Bay County DWS to keep the 2014/2015
Water True Up refund as a reserve in the Williams Township water fund held at DWS.
6 Ayes 0 Nays Excused: Charney. Motion carried.

2. Pine Grove Cemetery Rules & Regulations

A proposed update to the rules and regulations for Pine Grove Cemetery was provided for Board members to review during the June meeting. When adopted, signs can be installed at the cemetery summarizing summer and winter dates, and items that can be placed on gravesites.

Animals being prohibited in the cemetery was discussed and the board determined that it should not be a issue in the revised regulations.

07-16-033-C/P A motion was made by Gower and seconded by Paige to adopt the
===== Rules and Regulations for Pine Grove Cemetery, and to allow pets
with a leash, attached Exhibit C.
6 Ayes 0 Nays Excused: Charney. Motion carried.

3. Land and Water Conservation Fund Development Grant

P. Wasek provided a detailed explanation of the Michigan Department of Natural Resources and Environment Grant. Funding has been approved by the United States

Department of the Interior, National Park Service for Township Park Playground Improvements. The Michigan Department of Natural Resources will administer the Land and Water Conservation Fund Project.

Spicer Group submitted the grant on our behalf and has been assisting with all the required paperwork. The time period allowed for project completion is 06/01/2016 through 09/30/2018. Extensions to the project period are at the discretion of the Department of Natural Resources. The grant is a 50/50 match with grant funding not to exceed \$100,000.00.

A sample Resolution has been provided for acceptance of the Grant and was given to Board members in advance of the meeting.

07-16-034-M/P A motion was made by Paige and seconded by Hoverman to
approve the Michigan Department of Natural Resources Resolution, attached Exhibit D.

Ayes: Plant, Hoverman, Paige, Putt, Gower, and Wasek.
Nays: None.
Absent: Charney. Motion carried.

4. DWS Water Billing Late Fee

Correspondence was received from Kris Andrzejewski, 3054 Garfield Road, requesting removal of the \$14.70 late fee on her second quarter DWS water billing. She did not receive the original bill in the mail, prior to the due date.

07-16-035-B/W A motion was made by Plant and seconded by Hoverman to
remove the late fee of \$14.70 from the second quarter 2016 water billing of Kris Andrzejewski as she did not receive the bill prior to the due date.

6 Ayes 0 Nays Excused: Charney. Motion carried.

5. Planning Commission Appointment

Shirley Villaire resigned as a member of the Township Planning Commission as she moved out of state earlier this year. Her appointment expires December 31, 2017.

P. Wasek contacted Jeremy Rosenbrock, township resident, and Professional Surveyor, and he has agreed to serve for the remainder of the vacant position.

07-16-035-A/P A motion was made by Paige and seconded by Putt to accept
the Supervisor's recommendation to appoint Jeremy Rosenbrock to fill the vacant position on the township Planning Commission for a term to continue through December 31, 2017. All appointees shall serve at the pleasure of the Township Board.

6 Ayes 0 Nays Excused: Charney. Motion carried.

Gene Talaga has also resigned as a member of the Township Planning Commission as he was appointed to serve on the Auburn-Williams Fire District Board during June 2016. His appointment expires December 31, 2016.

Paul Wasek contacted Larry Lijewski, township resident, and he has agreed to serve for the remainder of the vacant position.

07-16-036-A/P A motion was made by Putt and seconded by Hoverman to accept
===== the Supervisor's recommendation to appoint Larry Lijewski to fill
the vacant position on the township Planning Commission for a term to continue through
December 31, 2016. All appointees shall serve at the pleasure of the Township Board.
6 Ayes 0 Nays Excused: Charney. Motion carried.

6. 2015 Township Audit

07-16-037-A A motion was made by Plant and seconded by Paige to receive the
===== 2015 Township Audit prepared by Abraham and Gaffney, P.C.
6 Ayes 0 Nays Excused: Charney. Motion carried.

7. Other

The Township Hall Rental Agreement is outdated and needs to be revised. C. Hoverman asked the Board for their suggestions to help update the current contract. All revisions to the contract will then be submitted to Jim Hammond, Township Attorney for review and additional suggestions.

VII. Unfinished Business

C & L Ward will begin the removal/installation of the township office windows on July 27th and 28th.

In an effort to slow drivers and prevent an accident, new speed bumps have been installed on the west side of the parking lot, between the township office and the Fire Department.

VIII. New Business

Williams Township has two culverts that need replacing. The culvert on the corner of N. Union Road and Carter Road was previously discussed with an estimated cost to replace at \$50,000.00.

The Bay County Road Commission has closed Eleven Mile Road between Wilder Road and Wheeler Road at Perry Creek. The culvert was recently inspected and it was determined that due to unsafe conditions, the road has to be closed until the culvert can be replaced. The cost is estimated at \$86,000.00.

P.Wasek will be discussing possible payment options with the Road Commission.

IX. Other Committee Reports

J. Plant provided a brief update on the July 7th, 2016 Zoning Board of Appeals meeting.

X. Adjournment

A motion was made by Gower and seconded by Hoverman to adjourn the meeting at 9:03 p.m.

6 Ayes 0 Nays Excused: Charney. Motion carried.

Williams Charter Township

Linda Vanherweg, Administrative Assistant

Paul Wasek, Supervisor