

**WILLIAMS CHARTER TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting – June 14, 2016**

The Board of Trustees of Williams Charter Township held a regular meeting on Tuesday June 14, 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), Charney (Clerk), Paige (Trustee), Plant (Trustee), and Putt (Trustee).

Absent: Gower (Trustee).

Others present are indicated on the sign in sheet, attached Exhibit B.

A moment of silence was observed for the victims of the Sunday Orlando, FL shootings and the five bicyclists killed a week ago in Kalamazoo.

II. Pledge of Allegiance

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

III. Open to the Public

Larry Lijewski, township resident, asked if the Board could provide updates on Sidewalk Ordinance discussions.

Jerry Putt, township resident and candidate for township office, arrived at 7:10 p.m., addressed the Board, and immediately departed from the meeting.

IV. Changes to Agenda

There were no changes to the agenda.

V. Consent Agenda

1. Approve the May 10, 2016 Board of Trustee Minutes as presented.
2. Approve the May 10, 2016 Board of Trustees Closed Meeting Minutes as presented.
3. Approve the payment of bills as submitted and to authorize payment of monthly health insurance bill.
4. Receive the May 2016 Financial (cash) Report as presented.
5. Receive the May 2016 Revenue Expenditure Report as presented.
6. Receive the Supervisor's Update of Projects and Issues as presented.
7. Receive the List of Committee Reports, attached Exhibit C.
8. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit D.
9. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits E and F, respectively.

A. Charney provided information about a Par Plan liability insurance premium rebate that was recently received.

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

6 Ayes 0 Nays Absent: Gower. Motion carried.

VI. Regular Agenda

1. 2016 Local Road Project Update

The 2016 local road projects were approved by the Board on March 15, 2016. One of the projects approved was Eleven Mile Road, North Union Road to Wilder Road. The approval was based on crushing and shaping this year with a double coat chip seal in 2017 and the third and final coat during 2018. P. Wasek then had discussions with Cory Wale, BCRC, to discuss the possibility of an ultra thin overlay of blacktop for the road as opposed to the three year plan. The Road Commission has determined that the overlay method will not hold up properly on this section of Eleven Mile Road due to ruts, the narrowness of the road, and the amount of traffic. So at this time, the BCRC will move forward with the original plan to crush and shape during 2016.

Discussion followed about the number of residents in this mile of roadway and all the dust that is created from traffic prior to the chip seal process.

Asphalt versus chip seal costs were also discussed.

North Union Road between Garfield Road and Eleven Mile Road was also previously discussed as it is in very poor condition. The Road Commission will be using a large amount of our allocated seal blend in order to save the road from being returned to gravel.

2. Pine Grove Cemetery Burial Fees

The current burial fees for Pine Grove Cemetery are as follows:

Adult burial fee	\$400.00
Infant burial fee	\$100.00
Cremains burial	\$125.00
Saturday burial	\$450.00
Concrete Monument foundation	.40 per square inch

We previously adopted higher rates for a Sunday and/or Holiday burial. Marc McMillan, McMillan Maintenance Services is recommending that burials on Sundays or Holiday's be discontinued as he tries to avoid these days with the other cemeteries he services.

06-16-028-C/F/P A motion was made by Hoverman and seconded by Paige to accept
===== the recommendation of Marc McMillan to discontinue all Sunday
and Federal Holiday burials, effective immediately.
6 Ayes 0 Nays Absent: Gower. Motion carried.

3. Township Drop Box

When the new windows are installed in the Treasurer's office, the current drop box will be removed. Prices and styles were obtained on the internet for a standalone box that can be used for depositing tax payments and absent voter ballots after office hours. A type of drop box was found on mailboxes.com that appears to suit the township well. It is pedestal mounted and 15.75 inches wide by 19 inches deep by 27 inches tall. It retails for \$600.00 and is available in 4 colors; white, blue, gray, or primer. The city of Lansing has the same drop box, only one size larger.

06-16-029-D A motion was made by Putt and seconded by Paige to purchase a
===== Salsbury pedestal drop box from mailboxes.com for a price of \$600.00.
6 Ayes 0 Nays Absent: Gower. Motion carried.

4. Auburn Williams Fire District Board Appointment

David Pfund was one of the township's appointed representatives on the Auburn Williams Fire District Board. He recently moved to Monitor Township and submitted a letter of resignation.

Two township residents have expressed interest in being appointed to the Fire Board for the current six year term that ends December 31, 2017. James Klann, retired Auburn City Police Chief and Eugene Talaga, retired Fire Department member and currently employed by Dow Chemical.

06-16-030-A/A A motion was made by Putt and seconded by Plant to accept the
===== Supervisor's recommendation to appoint Eugene Talaga to fill the
vacant township resident position as a member of the Auburn Williams Fire District
Administrative Board for a term to continue through December 31, 2017. All appointees
shall serve at the pleasure of the township board.
6 Ayes 0 Nays Absent: Gower. Motion carried.

5. Township Web Page

While attending a conference in Traverse City, P. Wasek spoke with a website vendor regarding an update to our current site. Our site is quite old by today's standards, and though it is somewhat effective, often times it is difficult to navigate and add new content.

After returning to the office, he contacted Jim Muratzki, LIAA Technical Director, the company that originally put our website together. In fact, when T. Paige assisted with the website development, J. Muratzki was his contact at LIAA. After a lengthy discussion with him, P. Wasek is recommending that we remain with the same company for a website redo/update. They have provided the following price quotation.

Creation of Website Framework	\$1,560.00
Import Databases	\$ 520.00
Training	\$ 140.00
Website Publishing	<u>\$ 195.00</u>
Total	\$2,415.00

The township currently has a web hosting agreement with LIAA that is valid until October 2016. Renewal of the hosting agreement is estimated at \$330.00 per year. Support is \$65.00 per hour.

06-16-031-F/L/W A motion was made by Paige and seconded by Putt to accept the
===== Supervisor's recommendation to contract with LIAA to update the
township website for a fee of \$2,415.00.
6 Ayes 0 Nays Absent: Gower. Motion carried.

6. Other

The township sign is fading tremendously and therefore needs updating. P. Wasek is working with Stan Baryla, Applied Graphics for suggestions.

Cars traveling from Midland Road to the township park are speeding along the west side of the office building, creating a hazard. We have plastic children "slow" signs at the front and rear of the office building, however, many drivers ignore them. Road commission type signage has been suggested but it is their opinion that after a short time period, they also would be ignored. They have suggested that we consider installing speed bumps.

After a brief discussion, it was agreed that P. Wasek will obtain an estimate for installation of speed bumps. The topic will again be discussed at a later date.

The current cemetery policy was approved in 1985. A proposed update to the rules and regulations for Pine Grove Cemetery was distributed for Board members to review prior to adopting, and to make suggestions for changes or additions, if needed. Signs can then be installed prior to winter.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

There was no new business.

IX. Other Committee Reports

J. Plant indicated the Recreation storage building has been renovated.

FOIA requests were briefly discussed.

X. Adjournment

A motion was made by Hoverman and seconded by Charney to adjourn the meeting at 8:55 p.m.

6 Ayes 0 Nays Absent: Gower. Motion carried.

Williams Charter Township

Amy Charney, Clerk

Paul Wasek, Supervisor