

**WILLIAMS CHARTER TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting – June 9, 2015**

The Board of Trustees of Williams Charter Township held a regular meeting on Tuesday June 9, 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), Gower (Trustee), Paige (Trustee), and Plant (Trustee).

Excused: 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**

Numerous residents from the Bis Subdivision were present to ask questions and provide information on continual zoning and noise violations associated with the 4 unit apartment located at 4795 Raymond Road.

P. Wasek stated that the Zoning Ordinance violations are being addressed with the owner of the property. He advised residents to continue calling 911 when and if they feel threatened.

Several residents also had concerns regarding the overgrown condition of the drain/creek adjacent to the subdivision.

**IV. Changes to Agenda**

Two additional items will be discussed after agenda item number 5.

**V. Consent Agenda**

1. Approve the May 12, 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 May 2015 Financial (cash) Report as presented.
4. Receive the May 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 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 Paige to approve all items as listed on the Consent Agenda.

6 Ayes 0 Nays Excused: Putt. Motion carried.

**VI. Regular Agenda**

**1. Proposed Ordinance No. 187**

Ordinance No. 187 is a proposed Township Construction Board of Appeals Ordinance. Significant provisions include:

- Creates a three member construction board of appeals;
- Authorizes appointment of one alternate member to serve when one or more regular members cannot serve relating to a particular matter;
- Specifies that members are appointed by the Township Supervisor;
- Provides a two year term for members;
- Authorizes compensation for members;
- Provides that the board make interpretations, hears appeals from decisions of building officials and hears requests for variances from the application of specific provisions of the State Construction Code and other codes relating to construction;
- Provides a 30 day time limit to take an appeal to the construction board of appeals;
- Authorizes the Township Board to charge fees for appeals to the Township Construction Board of Appeals; and,
- Provides for appeals to the State Construction Code Commission.

**06-15-023-C/O**

=====  
A motion was made by Paige and seconded by Hoverman to introduce, waive reading, and authorize publication of proposed Williams Township Ordinance No. 187, an ordinance to create a Construction Board of Appeals in accordance with Section 14 of 1972 P.A. 230.

Ayes: Plant, Hoverman, Charney, Paige, Gower and Wasek.

Nays: None.

Excused: Putt. Motion carried.

**2. Garfield Subdivision Resurface/Repair**

Bids to repair portions of curb and gutter along with resurfacing of the streets in Garfield Subdivision were opened on May 22, 2015 at 10:00 a.m. Two bids were received and are as follows:

Saginaw Asphalt, Saginaw, MI

\$146,750.00

Pyramid Paving, Essexville, MI

\$130,650.00

The plan for resurfacing, including bid specifications, and approved by the Bay County Road Commission, includes milling of approximately two feet from the curb edge, repairs to any manholes or catch basins, and resurfacing the streets within the subdivision with a 1.5 inch finish coat of asphalt. Civil Engineering Consultants will be doing the inspections.

T. Paige asked if the sanitary sewer has been televised. All agreed it should be done prior to repaving. J. Billette will be asked to check the condition of the sanitary sewer manhole covers and frames.

An informational mailing will be sent to residents prior to the start of work.

**06-15-024-C/G/R** A motion was made by Plant and seconded by Paige to accept  
===== the recommendation of John Billette, Civil Engineering Consultants, to award the contract for improvements to Garfield Subdivision to Pyramid Paving, Essexville. Certificates of liability insurance naming the township as additional insured and proof of workers compensation insurance shall be provided to the township prior to the start of any work.

6 Ayes 0 Nays Excused: Putt. Motion carried.

**3. Township Security Cameras**

The purchase of security cameras has been previously discussed. Over the past few weeks there have been several vandalism incidents involving the park restrooms. Price quotations were received from four vendors; some of which were broken down for the office/hall and the park. All were in agreement that surveillance cameras may be worthwhile and necessary for the park pavilion/restroom area of the park.

RTH Communications	office/hall	\$3,696.45
	park	\$2,222.40

The quotation does not include a monitor but the cameras can be accessed remotely. T. Paige asked about the memory and size of the hard drive. P. Wasek thought the cameras held 7 - 14 days of images, but will inquire about the hard drive and memory.

STT Security	office/hall/park	\$6,998.29
--------------	------------------	------------

The price was not broken down for the separate areas.

Solucient Security Systems	office/hall	\$3,524.00
formerly Stanley Alarm	park	\$2,136.00

Pricing for an optional quarterly monitoring fee was also included.

Virtual Surveillance	office/hall	\$4,021.00
	park	\$2,309.00

Their price proposal included estimates for installation. This is a Texas company with local technicians.

A short discussion followed. RTH installed the township telephone system and when or if problems arise, the owner, Dick Hornung, is prompt to answer questions and take care of problems.

**06-15-025-P/R/S** A motion was made by Plant and seconded by Gower to proceed  
===== with purchasing a camera surveillance system for the township park from RTH Communications, pending the satisfactory answer to questions. The cost shall not exceed \$2,500.00.

6 Ayes 0 Nays Excused: Putt. Motion carried.

#### **4. FOIA Changes**

Jim Hammond, Township Attorney, has prepared the documents necessary to implement the sweeping changes made to the *Freedom of Information Act*. The changes take effect July 1, 2015. The Township Supervisor is the designated Williams Township FOIA Coordinator. Included documents are:

- FOIA Procedures and Guidelines;
- Public Summary of FOIA Procedures and Guidelines;
- FOIA Request for Public Records;
- Response;
- Notice to Extend Response Time for FOIA Request;
- Notice of Denial of FOIA Request;
- FOIA Appeal Form - To Appeal a Denial of Records;
- FOIA Appeal Form - To Appeal an Excess Fee; and,
- Freedom of Information Act Request Detailed Cost Itemization.

The Township Board must pass a resolution adopting the FOIA Procedures and Guidelines as the official policy of the township for dealing with FOIA requests. If the township doesn't adopt these procedures and guidelines, it cannot charge for processing FOIA requests no matter how costly and time consuming the records search.

J. Hammond is recommending that copies of the documents should be given free of charge to any requesting party. A copy of the summary of guidelines and procedures should be given to a requesting party together with the township's response to any FOIA request. Also, The Detailed Cost Itemization must be used and given to the requesting party any time a fee is charged, or estimated in processing a FOIA request.

**06-15-026-A/F** A motion was made by Paige and seconded by Plant to adopt  
===== the Freedom of Information Act (FOIA) Procedures and Guidelines,  
Public Summary of FOIA Procedures and Guidelines, and the FOIA Request Detailed Cost  
Itemization as prepared by James Hammond, Township Attorney, attached Exhibit C.  
Ayes: Hoverman, Charney, Paige, Gower, Wasek, and Plant.  
Nays: None.  
Excused: Putt. Motion carried.

A Tax Records Inspection Policy was also prepared by J. Hammond. The State Tax Commission is requiring townships to adopt a tax records inspection policy.

**06-15-027-A/F/T** A motion was made by Paige and seconded by Plant to adopt the  
===== Tax Records Inspection Policy for Williams Township, as prepared  
by James Hammond, Township Attorney, attached Exhibit D.  
Ayes: Charney, Paige, Gower, Wasek, Plant, and Hoverman.  
Nays: None.  
Excused: Putt. Motion carried.

**5. 2014 Township Audit**

**06-15-028-A** A motion was made by Gower and seconded by Plant to receive the 2014  
===== Township Audit, prepared by Abraham and Gaffney, P.C.  
6 Ayes 0 Nays Excused: Putt. Motion carried.

**6. Park Rental Request**

Fabiano Brothers would like to rent the township park on September 19, 2015 for their company picnic. Other years they rented the Auburn City Park, but it was unavailable for their preferred date.

Received correspondence from Wendy Yelsik, Human Resource Director, Fabiano Brothers, asking if they could possibly improve our two horseshoe pits, and perhaps construct additional pits, at their expense. Their picnics normally include horseshoe tournaments.

**06-15-029-F/P** A motion was made by Plant and seconded by Paige to allow  
===== Fabiano Brothers to improve the two horseshoe pits in the  
township park and construct up to three additional pits at their expense.  
6 Ayes 0 Nays Excused: Putt. Motion carried.

**7. Township Park Soccer Field**

Correspondence was received from Stacey Wallace, Club Manager, PSG Mid Michigan Soccer, requesting use of the township park soccer field beginning August 11th and continuing through November 7th.

Practice is generally two times per week with games beginning the weekend of August 28th and 29th. They are offering to compensate the township \$500.00 for use of the soccer field.

A short discussion followed. Since the park is rented on 8/29, 8/30, and 9/19, they would be unable to use the park on those dates. Rental compensation was then discussed.

**06-15-030-F/P** A motion was made by Gower and seconded by Paige to allow  
===== PSG Mid Michigan Soccer Club use of one soccer field in the township park for their fall soccer league that begins in August and ends in November, excluding the three rental dates as listed above. A rental fee of \$1,000.00 and certificates of liability insurance naming Williams Township as additional insured shall be provided to the township prior to their first use of the park.  
6 Ayes 0 Nays Excused: Putt. Motion carried.

**VII. Unfinished Business**

There was no unfinished business.

**VIII. New Business**

P. Wasek provided information on ongoing blight issues.

The Mackinaw Road and Wheeler Road bridge is now open.

The cost for the crosswalk signals at all four corners of Midland Road and Garfield Road will be \$26,000.00.

The township computer server needs replacing as Microsoft will no longer support the software version we have. The current server was installed in 2003.

**IX. Other Committee Reports**

A June Planning Commission meeting was not held due to a lack of agenda items.

J. Plant provided an updated cost for constructing two t-ball fields on the pole building property adjacent to the fire station. Quotations were received from Gushow's for the torpedo sand. Drainage tile costs were also obtained. The cost is now approximately \$12,840.00. A funding request will be submitted to the Great Lakes Loons by the Recreation Association.

**X. Adjournment**

A motion was made by Hoverman and seconded by Gower to adjourn the meeting at 9:25 p.m.

6 Ayes 0 Nays Excused: Putt. Motion carried.

**Williams Charter Township**

Amy Charney, Clerk

Paul Wasek, Supervisor