

**CHARTER TOWNSHIP OF WILLIAMS**  
**BOARD OF TRUSTEES**  
**Regular Meeting – March 12, 2013**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Tuesday March 12, 2013 at the Township Hall. The agenda is attached Exhibit A.

**I. Call to Order & Roll Call**

The meeting was called to order by Amy Charney, Clerk at 7:00 p.m. Present: Hoverman (Treasurer), Charney (Clerk), Gower (Trustee), Paige (Trustee), Plant (Trustee), and Putt (Trustee).

Excused: Wasek (Supervisor). P. Wasek was attending the evening session of Board of Review.

P. Wasek arrived at 7:18 p.m. and was able to stay for the rest of the meeting.

**II. Pledge of Allegiance**

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

A motion was made by Putt and seconded by Hoverman to appoint Tom Paige, Trustee, as temporary acting chairperson for the March 12, 2013 Board of Trustees meeting.

6 Ayes 0 Nays Excused: Wasek. Motion carried.

**III. Open to the Public**

No one was present other than members of the board.

**IV. Changes to Agenda**

There were no changes to the agenda.

**V. Consent Agenda**

1. Approve the February 12, 2013 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 February 2013 Financial (cash) Report as presented.
4. Receive the December 2012 Revenue and Expenditure Report as presented.
5. Receive the January 2013 Revenue and Expenditure Report as presented.
6. Receive the February 2013 Revenue and Expenditure Report as presented.
7. Receive the Supervisor's Update of Projects and Issues as presented.
8. Receive the List of Committee Reports, attached Exhibit E.
9. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit F.
10. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits G and H, respectively.

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

6 Ayes 0 Nays Excused: Wasek. Motion carried.

**VI. Regular Agenda**

**1. Contract Change Order, Parking Lot Lighting**

Minor changes to the parking lot lighting contract with J. Ranck Electric, Inc. were made in order to provide more light to the front parking lot area of the township hall. Two larger wattage wallpacks were installed on the front of the building and one lower wattage wallpack was installed over the front entrance door to the office under the canopy. The cost increase of \$1550.00 included installation.

While the parking lot lighting was being completed, it was discovered that the township sign was only partially lit. Only two of the five original bulbs were functioning. Ranck Electric found that the ballasts were not working and replaced them with more energy efficient bulbs and ballasts at a cost of \$980.00.

The \$35,500.00 portion of the change order is for the Streetscape Lighting project under consideration beginning at Garfield Road and continuing west to the Fire Department. The cost includes six decorative LED lights with posts, all wiring, parts, and labor. The entire streetscape project will be discussed during the Special Assessment District portion of the meeting.

P. Wasek arrived at 7:18 p.m. to discuss the change order and Special Assessment District creation. A map showing proposed street light locations was provided and it was noted that the lights on top of the poles will be single fixtures rather than double fixtures but will be LED technology. The township will assume all costs of maintenance and will pay for the monthly electric bill.

The total change order price is \$38,030.00

**03-13-006-C/S/S**

===== A motion was made by Putt and seconded by Plant to approve the contract change order provided by Civil Engineering Consultants to provide for the following revised contract amounts from J. Ranck Electric, Inc.

Township sign repair and ballast upgrade	\$980.00
Additional wall packs for parking lot lighting	\$1550.00
6 decorative LED street lights for Midland Road sidewalk and lighting SAD	\$35,500.00

The decorative street light portion of the change order shall be contingent upon final creation of a special assessment district that will cover all costs associated with installation of the lights.

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

Nays: None. Motion carried.

**03-13-007-B/S**            A motion was made by Gower and seconded by Plant to accept  
=====            the lowest qualified bid of AJ Rehmus for sidewalk construction on  
the north side of Midland Road beginning at Garfield Road and continuing west through  
property located at 1100 W. Midland Road at a cost of \$28,200.00. The installation costs  
shall be included in the proposed special assessment district.  
Ayes: Hoverman, Charney, Putt, Gower, Paige, Plant, and Wasek.  
Nays: None.    Motion carried.

**2.        Sidewalk/Streetlight Special Assessment District**

Bill Darbee, Darbee, Bosco & Hammond, P.C. has prepared paperwork and a Resolution of approval, should the Board of Trustees decide to move forward with the creation of a Special Assessment District for both sidewalks and street lights on Midland Road from Garfield Road west to and including 1100 Midland Road. The Resolution establishes a date for the first public hearing. If the Board votes to proceed, he has prepared public notices that will require two publications and a mailing to owners of the properties within the proposed Special Assessment District.

**03-13-008-P/P/S/S/S**            A motion was made by Putt and seconded by Plant to  
=====            adopt the Resolution to construct sidewalks and install street  
lighting from Garfield Road westerly to the western edge of township property on the  
north side of Midland Road and to designate a Special Assessment District against which  
the cost of said improvements are to be assessed. The Township Board shall hear  
objections to the proposed project and to the Special Assessment District being  
established in order to defray the costs of the improvements on Tuesday April 9<sup>th</sup> at 7:00  
p.m. The Resolution is attached Exhibit C.  
Ayes: Charney, Putt, Gower, Paige, Plant, Hoverman, and Wasek.  
Nays: None.    Motion carried.

**3.        Consumers Energy Street Lighting Contract**

In January 2011, P. Wasek contacted Consumers Energy to inquire about converting all of the township Mercury Vapor street lights to High Pressure Sodium (HPS). Mercury Vapor lights are being phased out due to the Federal Energy Policy Act of 2005 which prohibits the manufacturing or importing of the mercury vapor fixtures. Also, Consumers was responsible for covering the costs to convert the mercury vapor lights to the more efficient HPS lights.

During the summer of 2011, a meeting with Consumers was arranged and the process began to map and identify all street lights within the township. The conversion from mercury vapor to HPS began in fall 2011 and continued into 2012. Final numbers with detailed mapping was received in January 2013. P. Wasek reviewed all maps and changes were made, and reviewed again.

All street lights in our township have now been successfully changed to HPS, counted, mapped, and will be correctly billed on monthly invoices from Consumers Energy, as soon as an amended street light contract is approved.

The rather long process will ultimately result in significant electricity cost savings to the township and our residents. Consumers Energy did not bill the township for any of the changes.

**03-13-009-C/C/S** A motion was made by Paige and seconded by Plant to authorize  
===== the Supervisor and Clerk to sign the Standard Street Lighting  
Contract as provided by Consumers Energy.  
7 Ayes 0 Nays Motion carried.

**4. Bay Area Water Treatment Facility Advisory Committee**

On January 30, 2013, an Agreement to supply water to municipalities in Bay County was signed by Bay City and each of the participating units of government to construct a new water filtration treatment plant. As part of the Agreement, an Advisory Committee is created and each of the 14 parties to the Agreement shall appoint one member to the Advisory Committee. The Committee shall meet, organize and operate in accordance with rules, procedures, and by laws (if any) established by vote of the Advisory Committee members. After an appointment is made, the municipality must notify the Director of the Bay County Department of Water and Sewer. An initial Advisory Committee Meeting will be scheduled when a majority of appointments have been made and communicated to Bay County DWS.

A brief discussion followed.

**03-13-010-A/B** A motion was made by Putt and seconded by Gower to appoint  
===== Paul Wasek as the Williams Township representative on the Bay  
Area Water Treatment Plant Advisory Committee. The Clerk shall notify the Director of  
Bay County DWS.  
7 Ayes 0 Nays Motion carried.

**5. 2013 Bay County Division on Aging Agreement**

The Bay County Division on Aging rents the bar room and kitchen in the township hall for use as a dining center on Monday through Thursday each week.

Correspondence was received from their director, Tammy Roehrs, indicating that the utility reimbursement amount will remain unchanged for 2013, \$395.00 per month. This is the fourth year at the same reimbursement rate.

**03-13-011-B/F/S** A motion was made by Charney and seconded by Plant to authorize  
===== the Supervisor to sign the 2013 Senior Dining Center Agreement  
and accept the reimbursement rate as proposed by Bay County Division on Aging.  
7 Ayes 0 Nays Motion carried.

**6      Local Road Mowing**

Williams Township contracts for mowing local township roadsides and ditch banks two times per year.

An agreement was signed in 2003 with William Meylan, Inc. after proposals were requested from contractors. The agreement has been extended since the initial three year agreement, and was again extended in 2012 to continue through 2014.

The current agreement states that the township and contractor shall mutually agree on a cost by April 15<sup>th</sup> of each year utilizing the Consumer Price Index as a guide in determining the per cutting cost. The agreement will be automatically terminated if no agreement to extend is reached by April 15<sup>th</sup> of any year.

In 2011 and 2012, B. Meylan was paid a total of \$8,000.00 or a per cutting fee of \$4,000.00.

The Consumer Price Index for 2012 is 2.4%. This will increase the cost per cutting to \$4100.00. Mr. Meylan also conveyed to P. Wasek that he has purchased a different attachment for his equipment that will cut a five foot swath with an 18 foot reach.

**03-13-012-A/R**      A motion was made by Gower and seconded by Plant to contract  
=====      with William Meylan, Meylan Farms, Inc. for mowing the local  
roadside ditch banks two times during 2013 for a total yearly fee of \$8,200.00. Copies of  
liability insurance and proof of workers compensation insurance shall be submitted to the  
township prior to beginning work.  
7 Ayes 0 Nays    Motion carried.

**7.      Zoning Board of Appeals Appointment**

Due to the recent resignation of Bill Steward from the township Planning Commission, a new chairperson was selected during their March 4, 2013 meeting. Doug Behmlander was chosen to be the chairperson. Williams Township Ordinance No. 33 states that the chairperson of the Planning Commission automatically becomes a member of the township Zoning Board of Appeals.

Jim Hammond, Township Attorney recommended that the Township Board officially appoint Doug Behmlander as a member of the Zoning Board of Appeals.

**03-13-013-A/Z**      A motion was made by Plant and seconded by Gower to appoint  
=====      Doug Behmlander as a member of the township Zoning Board of  
Appeals, effective immediately and continuing through December 31, 2014. All  
appointees shall serve at the pleasure of the township board.  
7 Ayes 0 Nays    Motion carried.

**8. Western High School**

The Bay County Board of Commissioners passed a resolution supporting the continued use of the Warrior mascot for Western High School.

Brandon Krause, 1<sup>st</sup> District County Commissioner, asked that our township pass a similar resolution and forward copies to state legislators.

**03-13-014-W** A motion was made by Putt and seconded by Hoverman to adopt  
===== the Resolution supporting the continued use of Western High School's proud tradition of using the Warrior mascot, attached Exhibit D.

7 Ayes 0 Nays Motion carried.

**9. Special Consideration, Hall**

Correspondence was received from Marilyn M. Muler, requesting use of the township hall for a reduced rental fee. Her niece has an aggressive form of cancer and they would like to hold a 5 hour fundraiser. No alcohol will be served.

Discussion followed as we do not normally rent the hall at a reduced rate to individuals. Service organizations have used the hall for reduced rental fees.

**03-13-015-H** A motion was made by Putt and seconded by Gower to rent the township  
===== hall to Marilyn Muler for a rental fee of \$250.00 and a refundable breakage deposit of \$150.00. No alcohol shall be served.

7 Ayes 0 Nays Motion carried.

**VII. Unfinished Business**

There was no unfinished business.

**VIII. New Business**

P. Wasek provided a brief update on the base stabilization process that was under consideration for Flajole Road between Salzburg Road and Fisher Road. Monitor Township used the process on Chip Road during 2012 and a large portion of the road did not fare well over winter. This may not be an option for us to use and additional cost estimates have not yet been received from the road commission. Improvements to this road will ultimately cost more than originally planned.

**IX. Other Committee Reports**

The Planning Commission tentatively approved a Site Plan submitted by Chris Kamlay for a construction yard in Section 12 of the township. A revised Site Plan must be submitted and Doug Behmlander has been given the authority to sign and approve if all conditions are met.

T. Paige stated an engineering firm has been hired to design the new water filtration treatment plant. Bids are expected to go out in June and will be opened during July. Bay County will bond on behalf of the participating municipalities.

**X. Adjournment**

A motion was made by Gower and seconded by Putt to adjourn the meeting at 8:35 p.m.  
7 Ayes 0 Nays Motion carried.

**Williams Charter Township**

Amy Charney, Clerk

Paul Wasek, Supervisor