

**WILLIAMS CHARTER TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting – September 13, 2016**

The Board of Trustees of Williams Charter Township held a regular meeting on Tuesday September 13, 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), Gower (Trustee), Paige (Trustee), Plant (Trustee), and 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**

Vaughn Begick, 3rd District County Commissioner, provided a County Commission update. They are currently working on the County budget and expect it to be finalized during December.

The Eleven Mile Road culvert is expected to be delivered by September 23rd.

**IV. Changes to Agenda**

There were no changes to the agenda.

**V. Consent Agenda**

1. Approve the August 9, 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 August 2016 Financial (cash) Report as presented.
4. Receive the August 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 C.
7. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit D.
8. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits E and F, respectively.

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

7 Ayes 0 Nays Motion carried.

**VI. Regular Agenda**

**1. Township Job Descriptions**

All of the township job descriptions have been reviewed and updated, with the exception of the Zoning Administrator and Gardener positions. P. Wasek asked Board members if they had suggestions for additions or deletions. He added that the DPW Foreman and DPW Assistant will be required to obtain a license for pesticide application. The township will absorb costs for training and licensing.

**09-16-042-J/P** A motion was made by Putt and seconded by Plant to receive the  
===== updated job descriptions for the Deputy Clerk, Deputy Treasurer, Administrative Assistant, DPW Foreman, DPW Assistant, Weekend and Evening Custodian, and the Application for Township Employment.  
7 Ayes 0 Nays Motion carried.

**2. Roads and Bridges**

Contracts for 2016 local road improvements were signed with the Bay County Road Commission earlier this summer.

In mid July, the Road Commission notified the township that the bridge crossing on Eleven Mile Road at the Perry Creek (between Wilder Road and Wheeler Road) had failed and that the road would be closed indefinitely until the tube could be ordered and replaced. The cement box culvert has now arrived at an estimated cost of \$100,000.00. The cost to remove the old culvert, replace the new culvert, and repair the road will be taken care of by the Road Commission. Also, the 12 inch water line that travels north under the Perry Creek will have to be cut, capped, and reconnected as quickly as possible to avoid water interruption. This water line is also the main transmission line to Beaver Township.

A brief discussion followed regarding the allocated local road budget for 2016. Funding was not included for the culvert. Various options were discussed with a suggestion that the BCRC be asked if we can delay the crush and shape of Eleven Mile Road between N. Union Road and Wilder Road until 2017.

**09-16-043-A/B/R** A motion was made by Paige and seconded by Putt to ask the  
===== Bay County Road Commission to amend the 2016 local road project agreements for 2016 by delaying the crush and shape project on Eleven Mile Road between N. Union Road and Wilder Road until 2017.  
7 Ayes 0 Nays Motion carried.

**3. Perry Creek Pump Station**

Construction of Phase 1 on the Perry Creek Townhomes is nearly complete other than landscaping around the sanitary sewer pump station. An proposal was obtained from Artisans Landscaping & Design, Inc. during the fall of 2015 for screening.

It included 11 Pyramidal Arborvitae and mulch with a project total of \$2,569.00, but it was too late in the season to plant. Artisans has agreed to complete the landscaping this year for the same price.

T. Paige indicated that all pump stations have some sort of screening where residential areas are adjacent.

**09-16-044-B/P** A motion was made by Plant and seconded by Putt to authorize  
===== Bay County Department of Water & Sewer to accept the proposal  
from Artisans Landscaping & Design, Inc. to plant 11 Pyramidal Arborvitae with  
hardwood mulch around the sanitary sewer lift station adjacent to Perry Creek  
Townhomes on N. Union Road.  
7 Ayes 0 Nays Motion carried.

**VII. Unfinished Business**

No bid proposals were returned on the Briarwood Subdivision retention area cleanout.

All easements for the Carter Road water line extension have now been received and will be recorded with Bay County this week.

Improvements to the township website will begin with suggestions via a conference call with LIAA.

John Billette, Township Engineer, is finalizing plans to extend water and sanitary sewer to the DPW building for the purpose of constructing a restroom. All utilities are on the east side of the hall. His rough estimate is \$20,000.00 to \$30,000.00 for completion of the project.

Marc McMillan, McMillan Maintenance Services, provided a verbal cost estimate of \$700.00 to spray for weeds in the township cemetery. P. Wasek then asked the Board if the block building should be repaired or torn down? The topic will be discussed at a later meeting.

T. Paige provided a brief synopsis of the special Planning Commission meeting where attendees discussed amending Table 1 of Williams Township Ordinance No. 33 to allow for 16 foot sidewalls with a 24 foot peak height on some residential detached accessory buildings. All members were not in attendance. The topic will be further discussed in October.

**VIII. New Business**

There was no new business.

**IX. Other Committee Reports**

There were no Committee Reports.

**X. Adjournment**

A motion was made by Gower and seconded by Hoverman to adjourn the meeting at 8:20 p.m.

7 Ayes 0 Nays Motion carried.

**Williams Charter Township**

Amy Charney, Clerk

Paul Wasek, Supervisor