

# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

#### March 27, 2018

#### CALL TO ORDER

The meeting was called to order at 7:15 P.M. by Supervisor Chockley at 8350 Main Street.

#### INVOCATION/PLEDGE

Supervisor Chockley provided a brief invocation and led those present in the Pledge of Allegiance.

#### ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Wastewater Treatment Plant Superintendent Dan Willis  
Police Sgt. Martin Smith  
Township Manager Steven Aynes  
Township Attorney Paul Burns  
Township Engineer Brian Roubel, Tetra Tech  
Recording Secretary Lisa Lemble  
Members of the community

#### ADOPT AGENDA

- **Motion:** Chockley moved, Chick supported, that the agenda be adopted as presented.  
**Motion carried 7—0 on a voice vote.**

#### FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside Drive, David Gordon, 5558 Hellner Road, made comments and asked questions about the status of Lt. Greene and removal of trees from North Territorial Road by the Washtenaw County Road Commission.

#### BOARD MEMBER COMMENTS

Board members said the Township labor attorney will be issuing a statement regarding Lt. Greene, commented on the tree removal along North Territorial Road by the Washtenaw County Road Commission, and questioned the need for independent contract agreements with Township contractors in light of the federal government reversing 2014 guidelines regarding this.

#### CORRESPONDENCE AND ANNOUNCEMENTS

Beliger announced that the next Parks and Recreation Committee meeting will be on April 19<sup>th</sup>.

#### PRESENTATION

1.

#### Sewer Service Rate Study Results

Roubel introduced Vic Cooperwasser of Tetra Tech who made a presentation. His comments included:

- A cost of service rate study helps comply with the requirement for a three-part test for valid user fees for sewer services.
- Rate increases required over the next five years were calculated (a) without any major capital projects, (b) with construction of a three million gallon sewage storage tank, and (c) with construction of both a storage tank and a \$3 million trunk line sewer.
- A maximum tap fee was calculated to be equitable to existing and new users.
- Potential decisions to be made are when the Board will decide on a rate adjustment, whether rates should be adjusted, what adjustment method (gradual or one time over five years) should be used, whether a capital improvement be included in the adjustments, and whether the tap fee should be increased to the maximum defensible number.

Cooperwasser, Roubel, and Willis answered questions, saying:

- the asset inspection report which will be produced in 1-2 years will allow a more realistic projection to be developed regarding maintenance,
- this study calls for growth to pay for growth rather than building sewer capacity for potential growth,
- figuring what how tap fees would be affected by capital projects would depend on how the projects are financed,
- there was recently a large storm which caused the plant's capacity to be exceeded, and part of the process is by-passed fairly regularly due to large flows.

The Board discussed historical increases and variations on the increase options presented (e.g. including only a \$1 million capital improvement project).

AGENDA ITEMS

1.  
Proposal to Review Master Plan

Aynes referred to his memo and explained that the proposed fee for reviewing the Master Plan would be \$24,500, with \$6,125 to be spent in this fiscal year and the balance in the next fiscal year.

- ▶ **Motion:** Chockley moved, Chick supported, to authorize the Township Manager to sign the contract with McKenna to begin a Master Plan update at a cost of \$24,500, with the cost to be split one-quarter for this fiscal year and three-quarters for the next fiscal year. The scope of work is detailed in the December 11, 2017, memo to Mr. Aynes.

Board members reviewed the proposal, suggested eliminating the non-motorized plan and open space preservation elements to reduce the cost of the review, discussed the North Territorial/Whitmore Lake Road area and the types of proposals that have been made for that area which do not fit with the Master Plan, and said there is a lack of light industrial-zoned land in the Township.

Planning consultant Lippens said the scope of the non-motorized plan and related fees had been reduced to allow the open space preservation to be retained, and the proposed price includes one public workshop and additional workshops can be scheduled for \$1,000 each.

**Motion carried 5—2 on a roll call vote, Beliger and Dockett opposed.**

2.  
Hiring of Part-time Police Officer: Frank Wright

- ▶ **Motion:** Chockley moved, Beliger supported, to approve the hiring of Frank Wright as a part-time Police Officer contingent upon passing a physical and background check.  
**Motion carried 7—0 on a voice vote.**

3.  
Hiring of Front Desk Clerk: Emily Hofsess

- ▶ **Motion:** Beliger moved, Otto supported, that Emily Hofsess be hired as the front desk clerk for the Building Department at the rate of \$15.00/hour, 30 hours/week, contingent upon background check, to begin April 9, 2018.  
**Motion carried 7—0 on a voice vote.**

4.  
Northfield Church Road Culvert Repairs

a. Agreement for Repairs to Catholic Church-Horseshoe Lake Drain.

- ▶ **Motion:** Chockley moved, Beliger supported, to approve the agreement for Repairs to the Catholic Church Horseshoe Lake Drain and authorize the Supervisor to sign the agreement.

In answer to a question, Chockley said the Township will pay one-third of the cost. Dockett said these costs should be paid by the people in the district. There was discussion about the lack of funds for projects of this type which has led to the current method of paying for them and the delay in the project that would be created by proceeding to charge only those in the district.

**Motion carried 6—1 on a roll call vote, Dockett opposed.**

b. Resolution 18-852: Agreement to Improvement of Catholic Church-Horseshoe Lake Drain.

- ▶ **Motion:** Chockley moved, Chick supported, to adopt Resolution 18-852, Agreement to Improvement of Catholic Church-Horseshoe Lake Drain, and to authorize the Supervisor to sign the resolution.

[Dockett left the room].

- ▶ **Motion carried 6—0 on a roll call vote.**

5.  
People's Express Contract Renewal

- ▶ **Motion:** Chockley moved, Manley supported, to approve the People's Express Contract.

[Dockett returned].

Beliger said in 2017 the Board approved a motion on 8/29/17 to pay People's Express \$10,000 annually for two years (1/1/2017 through 12/31/2018), rather than through 2017 only.

Zelenock noted she will not be voting due to her affiliation with People's Express. Beliger said while discounted transportation is needed for Township residents, it should be done fairly without pushing out businesses (Lyft, Uber, taxis, etc.) that could be adding to the tax base. She suggested a voucher or other program. Dockett said this does not encourage People's Express to look for other funding. Chockley said it would be interesting to see what might be feasible if Beliger or Dockett want to undertake a study.

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It was agreed that the 2017 motion covers the Township's 2018 contribution, so there is no need for the current motion.

- ▶ **Amended motion:** Chockley moved, Manley supported, to reaffirm the contract approved on August 29, 2017.

**Motion carried 4—2—1 on a roll call vote, Beliger and Dockett opposed; Zelenock abstaining.**

**6.**

**First National Security Agreement Extension**

- ▶ **Motion:** Zelenock moved, Otto supported, to request the approval of the Security Agreement between First National Bank in Howell and Northfield Township from April 1, 2018 to June 30, 2018.

In answer to a question from Beliger, Zelenock said this is an extension of the current agreement until the assets are moved to another bank.

- ▶ **Motion carried 6—1 on a roll call vote, Dockett opposed.**

**SECOND CALL TO THE PUBLIC**

Dale Brewer, 11548 East Shore Drive, Udo Huff, 6431 Whitmore Lake Road, David Gordon, 5558 Hellner Road, and Craig Warburton, 450 W. Joy Road, commented on the Sewer Service Rate Study, development of the US-23 corridor, and the People's Express contract.

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Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:  
Wording removed is ~~stricken through~~;  
Wording added is underlined.

Approved by the Township Board on \_\_\_\_\_, 2018.

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Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at [http://www.twp-northfield.org/government/township\\_board\\_of\\_trustees/](http://www.twp-northfield.org/government/township_board_of_trustees/)

**BOARD MEMBER COMMENTS**

Board members:

- noted that the Board decided after preparation of the last Capital Improvement Plan by the Planning Commission that the Board should prepare this in the future,
- reported that the issue of Township fees came up at a Planning Commission meeting, so that should be scheduled for discussion.
- urged the support of local businesses,
- the issue of the SAW Grant and sewer costs as brought up during the Call to the Public should be looked into by the Township Manager and report made to the Board, and
- thanked the public for their involvement and comments.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Board members announced the Township office will be closed Friday afternoon, and the Kiwanis Easter Egg Hunt will be on March 31<sup>st</sup>.

**ADJOURNMENT**

- ▶ **Motion:** Chockley moved, Otto supported, that the meeting be adjourned.  
**Motion carried 7—0 on a voice vote.**

The meeting adjourned at 9:15 P.M.