

**NORTHFIELD TOWNSHIP
Township Board
Minutes
August 28, 2018**

CALL TO ORDER

The meeting was called to order at 7:08 P.M. by Supervisor ~~Chockley~~ Chockley at 8350 Main Street.

PLEDGE

Supervisor ~~Hockley~~ Chockley 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	Absent with notice
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Absent with notice
Jacki Otto, Trustee	Present (arrived at 7:15 P.M.)

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Township Manager Steven Aynes
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

- **Motion:** Chick moved, Manley supported, that the agenda be adopted as presented.
Motion carried 4—0 on a voice vote.

[Otto arrived].

FIRST CALL TO THE PUBLIC

Nancy Reichenback, 11767 Julia Drive, George Brown, 7868 Shady Beach, Mary Tummins, 254 East Shore, Margaret Riddell, 65141 W. Eight Mile Road, Terry Webb, 285 Waterlily, and Shannon Koenig, 9540 Main, asked for support of Kiwanis (and thanked Chockley, Aynes, Vidya Krishnan and Mary Bird for their assistance), and also made comments about the local food pantry, the proposed sewer basin, and Michigan Senate Bill 637 regarding expanding 5G service.

BOARD MEMBER COMMENTS

Board members responded briefly to comments made during Call to the Public, reported 6-8 emails have been received from residents in support of a sewer retention basin, and thanked the Township staff for their hard work.

CORRESPONDENCE AND ANNOUNCEMENTS

Chockley invited the public to participate in the Goofy Golf high school fundraiser on September 18th at 1:00 P.M. at The Links, and Trunkapalooza on September 16th from 1:00 P.M. to 4:00 P.M. at North Village.

ADOPTION OF MINUTES

- **Motion:** Chockley moved, Otto supported, that the minutes of the regular and special meetings of August 14, 2018, be adopted as presented.
Motion carried 5—0 on a voice vote.

AGENDA ITEMS

1.

**Application for David and Susan Cavanaugh,
1515 East Joy Road, for a Farmland Agreement
with the State of Michigan's Farmland and
Open Space Preservation Program**

- **Motion:** Chockley moved, Otto supported, to approve the application for a Farmland Agreement, formerly known as PA 116, for David and Susan Cavanaugh at 1515 E. Joy Road.
Motion carried 5—0 on a voice vote.

2.

**Authorization to Hire
a Part-time Front Desk Clerk**

- **Motion:** Chockley moved, Manley supported, to authorize the hiring of Leisa DeVaney at \$15/hour for 30 hours/week to begin September 5, 2018 for the Front Desk Clerk position.
Motion carried 5—0 on a voice vote.

3.

**Ability to Return Community Mental Health
Millage to Township Taxpayers**

The Board discussed the possibility of returning to taxpayers taxes collected through the County Mental Health Millage. Comments included:

- If the Township refuses the money it is distributed by the County to other communities in the County; Northfield Township property owners still pay taxes.
- It is theoretically possible to reduce the Police millage by the amount received from the County millage, but the Police Department is underfunded.
- There are other County millages that have not been approved by Northfield Township millages, but we are

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a part of the County, and this millage should not be treated differently from the others.

- The income will help support the cost of paying for the Public Safety Building.
- The funds are needed to help people in the community.

Chief Wagner related two stories (about a homeless, disable veteran, mental illness, and threats in public schools) supporting the need for the funds from this millage.

- ▶ **Motion:** Otto moved, Chick supported, to accept the Community Mental Health millage.
Motion carried 5—0 on a voice vote.

4.

**Sewer Billing Quarterly Fee Increase
Recommended to Support Base Level Operations**

Chockley referred to the memo from Aynes of August 8, 2018, listing quarterly sewer usage fees for the next five years, with and without funding for a \$3 million capital improvement project such as a retention tank.

- ▶ **Motion:** Chockley moved, Chick supported, to set the quarterly sewer rate at \$87 for the current fiscal year.

Discussion included whether to approve this increase and/or future year increases or to wait until a decision is made about whether to approve a capital improvement project, what additional financial information is needed in addition to the completed rate study to make a decision about future rates, the merits of building a sewage retention basin, and experiences of other communities.

Motion withdrawn.

- ▶ **Amended motion:** Chick moved, Otto supported, to raise the baseline sewer rate to the constant rate of \$90.20 for all five fiscal years through 2022/23.
Motion carried 3—2 on a roll call vote, Zelenock and Manley opposed.
- ▶ **Motion:** Zelenock moved, Chockley supported, to table items 5 and 6 to about 8:30 P.M. to follow Item 7.
Motion carried 5—0 on a voice vote.

5.

Revised Employee Handbook

The Board reviewed the proposal revised draft of the Employee Handbook. Comments included:

- Inconsistent language about benefits awarded and PTO time accrual during the probationary period should be eliminated.
- Specific reimbursement dollar amounts should be removed from the Benefits section as they are changeable from year-to-year.

- The reference to PTO accrual prior to 2013 can be removed because it does not apply to any current employees.
- Part-time employees should receive half the PTO days of full-time (32 or more hours) employees.
- The second to last paragraph on page 23 should read “With the adoption of this Employee Handbook, [end of sentence deleted], all current and future department heads...”.
- Language should be clarified to make it clear when overtime is paid (e.g. in a week including a holiday), who approves it, etc.
- It should be made clear that work hours can differ among departments (e.g. WWTP).
- PTO accrual should be limited to one year for new hires.
- Limited time off without pay should be allowed with approval after all PTO is used.
- The Paydays page should be updated to reflect current options for receiving pay and be based on current law.
- Accrued time off is a liability to the Township; whether the current maximum of 150 hours should be decreased was discussed, as well as the option of paying overtime rather than awarding comp time which can be accrued.
- The time period to turn in expense reports should be increased from 15 to 30 days.

It was agreed to present a further revised document to Board members for additional review.

6.

**Bids for Improvements to Public Safety Building
Administrative Offices**

Aynes reported that five proposals have been submitted, but he is still checking references. Board members asked that information about the bids be provided to them.

- ▶ **Motion:** Chockley moved, Zelenock supported, that the topic of Public Safety Building Administrative Offices bids be tabled to the next meeting.
Motion carried 5—0 on a voice vote.

7.

**Bids for a Design Engineer to Assess and
Recommend Improvements to 75 Barker Road**

Aynes reported that the amounts of the two bids submitted were very similar, so the decision is to choose the contractor.

- ▶ **Motion:** Zelenock moved, Chick supported, to authorize Township Manager Aynes to enter into an agreement with one of the two bidders to hire a design engineer to assess and recommend improvements to 75 Barker Road after reviewing their qualifications, doing the inspections, and consulting with attorney Burns as to what would be the appropriate agreements to enter into.

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There was discussion about how to fund the work, and Aynes reported that he has not yet been able to secure appraisals of the property, but he will continue to pursue that. He noted that one architect indicated it would cost more to raze and rebuild than to repair the existing building.

Motion carried 5—0 on a roll call vote.

8.

Civic Event Application for Trunk or Treat

► **Motion:** Chockley moved, Zelenock supported, that the Civic Event Application for the Trunk or Treat event on October 28, 2018, be approved as presented.
Motion carried 5—0 on a voice vote.

► **Motion:** Chockley moved, Otto supported, to put a portable toilet on the North Village site for two months, cost not to exceed \$200/month.
Motion carried 5—0 on a voice vote.

SECOND CALL TO THE PUBLIC

None present.

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 September 11, 2018.

Kathleen Manley, Clerk

BOARD MEMBER COMMENTS

Comments included:

- Pending confirmation of a Parks and Recreation Board quorum, a joint meeting with them is scheduled for the beginning of the Township Board meeting of September 11th.
- The end of the extended RFP review period for North Village will be September 25th and the developer who submitted a proposal would like to meet with the Board.
- Interest from the public should be considered when determining the order of agenda items.

ADJOURNMENT

► **Motion:** Chockley moved, Otto supported, that the meeting be adjourned.
Motion carried 5—0 on a voice vote.

The meeting adjourned at 9:54 P.M.

Official minutes of all meetings are available on the Township's website at http://www.twp-northfield.org/government/township_board_of_trustees/