

PROPOSED AGENDA

**CHARTER TOWNSHIP OF BRIGHTON
BOARD OF TRUSTEES
4363 BUNO ROAD
BRIGHTON, MI 48114**

**MAY 16, 2016
REGULAR MEETING
7:00 P.M.
(810) 229.0560**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. CALL TO THE PUBLIC
- E. CONSENT AGENDA
 - 1. Approval of Agenda
 - 2. Approval of Minutes
 - a. April 18, 2016 Regular Meeting Minutes
 - 3. Bills
 - a. May 16, 2016
- F. BUSINESS
 - 1. SEWER SYSTEM SPECIAL MEETING FOLLOW-UP
 - 2. ADOPTION OF BUDGET AMENDMENT # 1, FY' 2016-17
 - 3. APPROVAL OF ROAD FUNDING AGREEMENT – 2016 Primary Pavement Program Project, Kensington Road, Livingston County Road Commission
 - 4. ACCEPTANCE OF PROPOSAL – Pump Station Communications, KISM Alarm Notification System, Kennedy Industries, Inc.
 - 5. ACCEPTANCE OF PROPOSAL – Ferric Chloride Supplier, PVS Technologies, Inc.
 - 6. ACCEPTANCE OF PROPOSAL – WWTP Reject Pump Replacement, Kennedy Industries, Inc.
 - 7. APPROVAL OF UPDATED LIST OF INVESTMENT INSTITUTIONS
- G. REPORTS AND CORRESPONDENCE
 - REPORTS
 - 1. COMMITTEE LIAISONS AND BOARD MEMBERS
 - a. Zoning Board of Appeals Regular Meeting Minutes – March 23, 2016
 - b. Brighton Area Fire Authority Regular Meeting Minutes – March 10, 2016
 - c. Brighton Area Fire Authority Regular Meeting Minutes – February 11, 2016
 - d. Livingston Community Water Authority Regular Meeting Minutes – March 16, 2016
 - 2. DEPARTMENTS
 - a. Brighton Area Fire Authority Firestat Report – January and February 2016
 - b. Infrastructure Alternatives, Inc. Monthly Operating Report – February and March, 2016
 - 3. MANAGER
 - CORRESPONDENCE
Hartland Consolidated Schools – May 6, 2016 letter, Livingston Classical Cyber Academy
- H. CALL TO THE PUBLIC
- I. ADJOURNMENT

Board Packets are available on our website: www.brightontwp.com. The Charter Township of Brighton will provide necessary reasonable auxiliary aids and services such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting. Individuals should contact the Charter Township of Brighton by writing or contacting: Township Manager, 4363 Buno Road, Brighton, Michigan 48114. Telephone: (810) 229.0550.

MEMORANDUM

TO: BRIGHTON TOWNSHIP RESIDENTS
FROM: ANN M. BOLLIN, CLERK
SUBJECT: BOARD OF TRUSTEES ELECTRONIC BOARD PACKETS
DATE: JANUARY 26, 2015

Board packets for the Brighton Township Board of Trustees meetings posted to the website contain scanned original documents. These electronic packets are subject to change based on meeting material presented to the Board throughout the course of the meeting. For a complete original packet following the Board meeting contact the Clerk's Office at 810-229-0560 or via email: clerk@brightontwp.com

PROPOSED MINUTES

CHARTER TOWNSHIP OF BRIGHTON
BOARD OF TRUSTEES
4363 BUNO ROAD
BRIGHTON, MI 48114

APRIL 18, 2016
REGULAR MEETING
7:00 P.M.
(810) 229.0560

Supervisor T. Murphy called the meeting to order at 7:00 P.M. The Pledge of Allegiance was said.
Present. T. Murphy, Supervisor; A. Bollin, Clerk; D. Hawk, Treasurer; P. Michel, Trustee; M. Slaton, Trustee;
L. Weaire, Trustee
Absent: C. Doughty, Trustee

CALL TO THE PUBLIC

Barbara Potocki, 8420 Woodland Shore Drive – Submitted a card at a previous meeting under Call to the Public but never received an answer; opposes any more band aid approaches to address the sewer charges; referenced letter from Daniel Bishop, Township Manager, dated July 28, 2009.

Mike Palmer, 10382 East Grand River Ave. – Submitted paperwork to run for election; sign broken on E Grand River; expressed dissatisfaction with new website – unable to retrieve the board packet – public needs this information in timely manner. If there is a sewer committee forming, involve the public; March 21, 2016 minutes do not reflect what took place at the meeting.

Doug Taylor, 3319 Oak Knoll – Received Board packet this afternoon – little time to review; \$8 million question and no roll call is recommended; referenced oversizing of WWTP and initial capacity and design; referenced current flows at a lower level than originally projected per REU; what is going to change that would increase usage to its original design flows? Do you expect original users to generate up to 260 gallons per REU?

Jim Sarna, 8266 Woodland Shore Drive – Yielded his 3 minutes to Doug Taylor.

Doug Taylor, 3319 Oak Knoll – Original users have met and exceeded their assessment; previously asked that the capital charge not continue yet the quarterly bills came out with capital charge. Requested a joint meeting between the Utilities Committee and Board of Trustees, no meeting yet. Residents have already paid, why do you want to take more from us?

AGENDA

P. Michel moved and A. Bollin seconded **to approve the consent agenda as presented.**
Motion carried.

SEWER SYSTEM SPECIAL MEETING FOLLOW-UP – Discussion

Manager Vick presented a summary of the March 21, 2016 Board meeting discussion and March 3, 2016 meeting recap. Discussion included the cost of over sizing, REU calculations, system design, original assessment roll users, and REU's sold to date. Scenarios discussed included reference to the April 12, 2016 REU calculations, interest on the loans to date, eliminating the debt service charge, two tiered debt service charge or billing, and previous and current assumptions along with growth scenarios. Rhett Gronevelt, OHM Consultant, was present and clarified the 10 States Standards used by engineers to design the system.

L. Weaire moved and P. Michel seconded **that the Township Board having discussed the scenario of purchasing the excess sewer system REU capacity via General Fund – Fund Balance dollars and the modification of the quarterly Debt Service charge hereby directs the Manager to work with the Township Attorney(ies) to incorporate the suggested changes in our procedures towards the creation of a new or amended Administrative Policy.**

Ayes: L. Weaire, M. Slaton, D. Hawk, A. Bollin, P. Michel, T. Murphy

Nays: None.

Motion carried.

ADOPTION OF RESOLUTION FOR RESTATEMENT OF DEFINED CONTRIBUTION PLAN DOCUMENT - Burnham and Flowers

Manager Vick provided a quick background confirming that the IRS requires the restatement plan and that there has been no deviation from the previous plan. Discussion included need to update the plan to reflect current benefit plans specifically the Manager's participation in MERS Defined Contribution Plan with a required employee contribution and vesting schedule. Manager stated this can be done in the future.

P. Michel moved and D. Hawk seconded **to adopt Resolution No. 16-010 which restates the defined contribution plan documents as required by the IRS and in compliance with the Pension Protection Act of 2006 and authorize the Township Supervisor to sign the necessary documents on behalf of the Township.**

Ayes: P. Michel, D. Hawk, M. Slaton, L. Weaire, T. Murphy

Nays: A. Bollin

Motion carried.

ACCEPTANCE OF PROPOSAL – Landscape Design and Construction Management Services, PEA

K. Mathews, Planner, provided a summary of the previous discussion had by the Board indicating that they added landscape design for the three (3) gateway signs, three (3) sewer lift stations, Township Hall/MSP sign, in addition to the landscape for the Township Hall grounds. She clarified that this is not for the landscape itself but only the design and construction management services and that monies have been included in the budget.

D. Hawk moved and P. Michel seconded **to approve the proposal from PEA for landscape design services and construction management services for a not-to-exceed amount of \$14,300.**

Ayes: L. Weaire, D. Hawk, P. Michel, T. Murphy

Nays: M. Slaton, A. Bollin

Motion carried.

ADOPTION OF PROPOSED AMENDMENT – Administrative Policy # 503, Building Use Policy and Application Form

Z. Dyba, Assistant to the Manager, provided summary of recent revisions to the proposed changes to Administrative Policy # 503, Building Use Policy, and the Application Form. Discussion included use of the equipment to be made in advance with arrangements made through Administration, removing Fire Station 33, determination of room capacities, and fee collection.

D. Hawk moved and T. Murphy seconded **to adopt the proposed changes to Administrative Policy # 503, Building Use Policy, upon making the changes as discussed excluding Fire Station 33.**

Ayes: P. Michel, D. Hawk, M. Slaton, L. Weaire, T. Murphy

Nays: A. Bollin

Motion carried.

ACCEPTANCE OF PROPOSAL – Removal of Bio-Solids for Land Application, BioTech Agronomics, Inc.

Z. Dyba, Assistant to the Manager, summarized the proposal from BioTech Agronomics, Inc. and the bid process.

A. Bollin moved and T. Murphy seconded **to accept the unit prices for the removal of bio-solids for calendar years 2016-2018 by BioTech Agronomics, Inc. per their March 29, 2016 proposal.**

Ayes: L. Weaire, M. Slaton, D. Hawk, A. Bollin, P. Michel, T. Murphy

Nays: None.

Motion carried.

APPROVAL OF AGREEMENT – MI State Police, Enhanced Alcohol Enforcement

Manager provided overview of the MSP agreement.

A. Bollin moved and D. Hawk seconded **to authorize the Township Supervisor to execute a contract with the Michigan State Police for enhanced alcohol enforcement at a cost not-to-exceed \$6,000 for the period of April 1, 2016 through September 30, 2016.**

Ayes: P. Michel, A. Bollin, D. Hawk, M. Slaton, L. Weaire, T. Murphy

Nays: None.

Motion carried.

WATER MAIN AND BOOSTER STATION CLOSE-OUT – Escrow Deposit, Adoption of Quit Claim Deed, Transfer of Infrastructure, and Financial Settlement of Master Operation Agreement Obligations
Manager Vick provided overview of the project close-out including LCWA’s request for additional escrow monies; process for turning over the infrastructure including the property, water main and booster station; the Township’s obligations under the Master Operating Agreement as discussed previously (November 16, 2015); and payment processing to and through LCWA per the LCWA Summary of Cost Allocation and Payment dated November 24, 2015. Discussion included the review of the Quit Claim Deed by the LCWA attorney, future booster station expansion costs included in next amendment to the Master Operating Agreement and ensuring all documentation has been filed to satisfy payment and audit requirements.

A. Bollin moved and L. Weaire seconded **to accept the Manager’s recommendation and 1. authorize the transfer of \$5,000 from the Joint Project Escrow to the LCWA Project Escrow for engineering oversight/closeout services; 2. adopt the Quit Claim Deed for the booster station property to LCWA and authorize the Clerk and Supervisor to sign the Deed; 3. authorize the Manager to make a formal request to LCWA to take possession of the newly constructed infrastructure including the water main and booster station; and 4. approve the financial settlement of the Master Operating Agreement provisions per Board action on November 16, 2015 and that the payment of LCWA Invoice # 002 be made contingent upon LCWA reimbursement for the booster station as illustrated in LCWA document dated November 24, 2015.**

Ayes: P. Michel, A. Bollin, D. Hawk, M. Slaton, L. Weaire, T. Murphy

Nays: None.

Motion carried.

REPORTS AND CORRESPONDENCE

REPORTS

Planning Commission/ZBA Special Meeting Minutes – January 14, 2016

Zoning Board of Appeals Special Meeting Minutes – November 18, 2015

Livingston Community Water Authority Regular Meeting Minutes – January 20, 2016

L. Weaire – BAFA update including review of employee benefits and annual budget; millage forum; and Jaws of Life demonstration. SEMCOG update and LCPD lunch series on sign regulations.

M. Slaton – No Planning Commission update; upcoming Utilities Committee meeting.

D. Hawk – ZBA recognized Tim Winship for his service; Shepherd of the Lakes and Kings Court variance request update. Treasury will have a new employee starting.

A. Bollin – Election equipment update.

P. Michel – Recognized Deputy Chief Mike Evans who was for available for questions on the BAFA Annual Report included in the packet. SELCRA update including that Derek Smith, SELCRA Director, has taken a new job in Independence Township and Cheryl Royster will serve as the Interim Director.

T. Murphy – Upcoming meeting with club sport parents about Recreation.

DEPARTMENTS

Treasurer’s Reports – January, February, March 2016

Brighton Area Fire Authority Annual Report – 2015

MANAGER

MDOT US 23/I 96 project resuming; encouraged people to sign up for project updates through MDOT’s project website; Brighton Township’s new website went live over the weekend and it will allow staff to update the website in-house; noted that the March 3, 2016 sewer presentation along with the Q & A are available on the website. Phase II of the sidewalk will be out to bid, expect it on the May agenda.

CALL TO THE PUBLIC

Mike Palmer, 10382 East Grand River Ave. – Referenced October 2, 2003 memo and June 2003 meeting when the shortfall was identified. Taped the September 16, 2003 when a \$14 million shortfall was declared; Township has obligation to pay for the oversizing; referenced comments of former manager Marcia Strong. SELCRA is a

dead issue; stop throwing out taxpayers dollars. Any policy changes - have sewer users at the meeting; \$4.8 million is not even a baby step – write check for \$12 million; users have overpaid.

ADJOURNMENT

P. Michel moved and A. Bollin seconded to adjourn. Motion carried.

The meeting adjourned at 8:58 P.M.

Respectfully submitted,

Ann M. Bollin, CMC, CMMC, Clerk

Thomas E. Murphy, Supervisor

BRIGHTON TOWNSHIP

5/16/2016

ACCOUNTS PAYABLE

ACCOUNTS PAYABLE:

GENERAL FUND	\$64,091.12
LIQUOR LAW	\$138.88
MUNICIPAL WATER	\$5,700.00
SEWER O & M	\$63,400.35
T & A- DOGS	\$800.00
PATHWAYS	\$13,870.50
CONSTRUCTION ESCROW	\$19,496.25
ESCROW LAKE TRUST/BRIGHTON TWSP	\$5,835.75
ROAD MAINTENANCE	\$5,851.00
STREETLIGHTS	\$1,484.62
MUNICIPAL REFUSE- Woodland Air/SAD	\$4,196.40
AQUATICS- Woodland Lk	\$1,198.63

TOTAL ACCOUNTS PAYABLE TO APPROVE

\$186,063.50

VENDOR APPROVAL SUMMARY REPORT
BOT 5-16-16

Date: 05/11/2016
Time: 1:29pm
Page: 1

CHARTER TOWNSHIP OF BRIGHTON

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
AMEC FOSTER WHEELER	AMEC	COLLETT DUMP MONITORING	1,963.70	0.00
AMERICAN AWARDS & ENGRAVING	AMERIC	NAME PLATE- PRATT	14.00	0.00
ANGEL CLEANING COMPANY LLC	ANGEL	CLEANING SERVICE APRIL 2016	624.00	0.00
ANN ARBOR NEWS	ANNAR	ANNUAL SUBSCRIPTION	156.00	0.00
APPLIED IMAGING	APPLIED	COPIER METER/MAINTENANCE	228.74	0.00
ARBOR SPRINGS WATER CO., INC.	ARBOR SP	SUPPLIES	31.50	0.00
BIG ACRE	BIG ACRE	POTASSIUM - WATER SOFTENER	479.80	0.00
BLUE CROSS BLUE SHIELD OF MI	BCBS	BLUE CROSS INSURANCE	11,860.83	0.00
BRIGHTON TOWNSHIP	BRIGHTON T	DOG LICENSE FEES- APRIL	63.00	0.00
BS&A SOFTWARE, INC	BS & A	ANNUAL SERVICE-ASSESS, TAX,	3,928.00	0.00
BUSINESS IMAGING GROUP, INC	BUSINESS I	BUSINESS CARDS- MATHEWS	71.57	0.00
CHARTER ONE	CHARTER	MEETING SUPPLIES	0.00	146.88
CITY ELECTRIC SUPPLY CO	CITY ELECT	69W 130V MED BASE INCAND CLR	61.00	0.00
JOHN COGLEY	COGLEY	ZBA PER DIEM 4-27-16	80.00	0.00
COMCAST	COMCAST	INTERNET	0.00	240.90
CONCENTRA MEDICAL CENTERS	CONCENTRA	PRE-EMPLOYMENT PHYSICAL-WHELEN	117.50	0.00
CONSUMERS ENERGY	CONSUMERS	UTILITIES	0.00	752.78
BRUCE & JULIE DIETZ	DIETZ/BRUC	APRIL MSP RENT	0.00	24,282.49
JOHN DORSET	DORSET	ZBA PER DIEM 4-27-16	80.00	0.00
DTE	DTE	UTILITIES	481.26	3,887.33
DTE ENERGY	DTE ENERGY	UTILITIES	0.00	8,130.74
DUBOIS-COOPER ASSOCIATES	DUBOIS	E/ONE GRINDER PUMP	16,810.91	0.00
DUNCAN DISPOSAL	DUNCAN	RUBBISH REMOVAL WWTP	4,346.40	0.00
DUST CONTROL, LLC	DUST CONTR	DUST CONTROL TRACEY LN SAD	1,000.00	0.00
DYKEMA GOSSETT PLLC	DYKEMA	LEGAL SERVICES	4,816.36	0.00
ESRI	ESRI	ARCGIS ANNUAL SERVICE	742.00	0.00
FIRE PROTECTION PLUS, INC	FIRE PROTE	ANNUAL INSPECTION	405.75	0.00
FONSON COMPANY, INC	FONSON	9716 DORNOCH TRAIL	6,092.50	0.00
FOSTER, SWIFT, COLLINS & SMITH	FOSTER	LEGAL- COLLETT DUMP	955.40	0.00
FRESHWATER PHYSICIANS, INC	FRESHWATER	LIMNOLOGICAL SURVEY 2015	800.00	0.00
JOHN GIBBONS	GIBBONS	ZBA PER DIEM 4-27-16	80.00	0.00
GRAND HILTON DEVELOPMENT LLC	GRAND HILT	REFUND 1 SEWER & 1 WATER REU	15,960.00	0.00
ANITA GRAPENTIEN	GRAPENTIEN	REIMBURSE OWL EXPENSES	398.63	0.00
FRANK GRAPENTIEN	GRAPEN	ZBA PER DIEM 4-27-16	100.00	0.00
GREAT LAKES ACE	ACE	SUPPLIES	72.09	0.00
HARTLAND SEPTIC INC	HARTLAND S	KINYON DR PUMP SERVICE	1,482.50	0.00
HOME DEPOT CREDIT SERVICES	HOME DEPOT	SUPPLIES	0.00	491.99
I.T. RIGHT INC.	I T RIGHT	PC REPLACEMENT & PATCH	211.00	0.00
INFRASTRUCTURE ALTERNATIVES,	INFRASTRUC	O & M WWTP MAY 2016	19,087.17	0.00
JOHN HANCOCK	JOHN HANCO	PENSION FEES	14.76	0.00
K B ROAD GRADING	K B	GRADING & CRUSHED CONCRETE	4,851.00	0.00
KONICA MINOLTA ALBIN	KONICA	COPIER METER/MAINTENANCE	29.15	0.00
LEGALSHIELD	PRE-PAID L	IDENTITY THEFT INSURANCE	64.75	0.00
LINCOLN NATIONAL LIFE INS CO	LINCOLN	DISABILITY INSURANCE	0.00	794.47
LIVINGSTON COUNTY MUNICIPAL	LIV CTY MU	ANNUAL DUES	20.00	0.00
LIVINGSTON COUNTY TREASURER	LIV CTY TR	DOG LICENSE FEES- APRIL	737.00	0.00
LIVINGSTON CTY PRESS & ARGUS	GANNET	MARCH LEGAL NOTICES	2,213.76	0.00
JAMES MCKEON	MCKEON	ZBA PER DIEM 4-27-16	80.00	0.00
MI ASSOC OF CODE ENFORCEMENT	MACEO	GENERAL MEETING	0.00	20.00
MICHIGAN .COM	MICHIGAN.	ANNUAL SUBSCRIPTION	247.54	0.00
NORTH CENTRAL LABORATORIES	NCL	ADAPTOR FOR 30170- SUPPLIES	1,157.77	0.00
NORTHWEST PIPE & SUPPLY	NORTHWEST	SUPPLIES	38.00	0.00
ORCHARD, HILTZ & MCCLIMENT INC	OHM	OLD US 23 WATER MAIN	31,464.00	0.00
ORKIN	ORKIN	EXTERMINATOR- EXTERIOR BLDG	306.86	0.00
PAETEC	PAETEC	TELEPHONE	0.00	687.17
PFEFFER HANNIFORD PALKA, PC	PFEFFER	SEWER REPORTING	2,185.00	0.00
PREISS COMPANIES, LLC	PREISS CO	DRIVEWAY REPAIR- WWTP	3,175.00	0.00
QUILL CORPORATION	QUILL	SUPPLIES	545.34	0.00
REGISTER OF DEEDS	REGISTER	RECORD SEWER EASMENT	92.00	0.00
SHRED-IT USA LLC	SHRED-IT	OFF SITE PURGE	143.78	0.00
STANDARD INSURANCE CO.	STANDARD I	LIFE INSURANCE	0.00	267.97
STAPLES CREDIT PLAN	STAPLES	MONITOR	145.69	0.00
STATE SOFT WATER LLC	STATE SOFT	WATER SOFTENER RENTAL	35.00	0.00
SAMUEL THEIS	THEIS/SAMU	ZBA PER DIEM 4-27-16	80.00	0.00
TLS CONSTRUCTION LLC	TLS CONSTR	5929 KINYON- EMERGENCY	2,437.75	0.00
ULINE	ULINE	30 -40X20X20 BOXES	218.46	0.00
ULTIMATE BODY RECONDITIONING	ULTIMATE	CLEANING- ESCAPE	223.79	0.00

VENDOR APPROVAL SUMMARY REPORT
BOT 5-16-16

Date: 05/11/2016
Time: 1:29pm
Page: 2

CHARTER TOWNSHIP OF BRIGHTON

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
USPS POSTAGE BY PHONE	USPS	POSTAGE	2,000.00	0.00
VALLEY CITY LINEN, INC	VALLEY	FLOOR MATS	98.65	0.00
VERIZON WIRELESS	VERIZON	TELEPHONE	117.16	0.00
LUCILLE M. WEAIRE	WEAIRE	MILEAGE	12.64	0.00
WEX BANK	EXXON	FUEL	0.00	24.32
Grand Total:			146,336.46	39,727.04

INVOICE APPROVAL LIST BY FUND
 BOT 5-16-16

Date: 05/11/2016
 Time: 2:16pm
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CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Abbrev	Invoice Description	Number	Number	Date		
Fund: GENERAL FUND							
Dept:							
101-000-084.336	FROM FIRE	ORKIN	28553		05/16/2016		120.00
		EXTERMINATOR- EXTERIOR BLDG		108484511			
101-000-671.000	OTHR REV	BRUCE & JULIE DIETZ	28497		05/03/2016		12,825.49
		REFUND 2015 TAX		44347			
				Total			12,945.49
Dept: LEGISLATIVE-TWSP BOARD							
101-101-717.000	LIFE INS	STANDARD INSURANCE CO.	28490		04/22/2016		15.33
		LIFE INSURANCE		44346			
101-101-718.100	PENSION FE	JOHN HANCOCK	28538		05/16/2016		11.81
		PENSION FEES		44322			
101-101-819.000	ENG SVS O	ORCHARD, HILTZ & MCCLIMENT INC	28552		05/16/2016		484.00
		GENERAL ENGINEERING		177300			
101-101-819.000	ENG SVS O	ORCHARD, HILTZ & MCCLIMENT INC	28552		05/16/2016		187.50
		GENERAL ENGINEERING		177654			
101-101-873.000	MILES/TRAV	LUCILLE M. WEAIRE	28569		05/16/2016		12.64
		MILEAGE		44337			
101-101-900.000	PRNT/PUBL	LIVINGSTON CTY PRESS & ARGUS	28544		05/16/2016		1,470.00
		MARCH LEGAL NOTICES		6491355			
				Total LEGISLATIVE-TWSP BOARD			2,181.28
Dept: SUPERVISOR							
101-171-717.000	LIFE INS	STANDARD INSURANCE CO.	28490		04/22/2016		5.38
		LIFE INSURANCE		44346			
101-171-718.100	PENSION FE	JOHN HANCOCK	28538		05/16/2016		2.95
		PENSION FEES		44322			
				Total SUPERVISOR			8.33
Dept: ADMINISTRATION-MANAGER							
101-172-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI	28512		05/16/2016		351.63
		BLUE CROSS INSURANCE					
101-172-717.000	LIFE INS	STANDARD INSURANCE CO.	28490		04/22/2016		55.90
		LIFE INSURANCE		44346			
101-172-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO	28493		04/22/2016		261.22
		DISABILITY INSURANCE		44328			
101-172-969.000	CONTG	CHARTER ONE	28492		04/22/2016		146.88
		MEETING SUPPLIES		44330			
				Total ADMINISTRATION-MANAGER			815.63
Dept: ELECTIONS							
101-191-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI	28512		05/16/2016		658.39
		BLUE CROSS INSURANCE					

INVOICE APPROVAL LIST BY FUND
BOT 5-16-16

Date: 05/11/2016
Time: 2:16pm
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CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND								
Dept: ELECTIONS								
		101-191-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28490	44346	04/22/2016	7.80
		101-191-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28493	44328	04/22/2016	6.10

Total ELECTIONS								672.29
Dept: ASSESSOR								
		101-209-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28512		05/16/2016	3,425.63
		101-209-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28490	44346	04/22/2016	51.60
		101-209-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28493	44328	04/22/2016	204.55
		101-209-727.000	SUPPLIES	QUILL CORPORATION CROSS RAILS FILE CABINET	28557	4961936	05/16/2016	30.99
		101-209-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28557	5283675	05/16/2016	65.98
		101-209-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28557	5168791	05/16/2016	49.99

Total ASSESSOR								3,828.74
Dept: TOWNSHIP CLERK								
		101-215-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28512		05/16/2016	4,239.81
		101-215-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28490	44346	04/22/2016	62.08
		101-215-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28493	44328	04/22/2016	131.60
		101-215-727.000	SUPPLIES	BUSINESS IMAGING GROUP, INC FOIA COPIES- RIDGEFIELD DR	28515	242801	05/16/2016	20.81
		101-215-727.000	SUPPLIES	AMERICAN AWARDS & ENGRAVING NAME PLATE- PRATT	28506	30228	05/16/2016	14.00
		101-215-727.000	SUPPLIES	ANN ARBOR NEWS ANNUAL SUBSCRIPTION	28508	44407	05/16/2016	156.00
		101-215-826.200	RCD RETENT	SHRED-IT USA LLC OFF SITE PURGE	28559	9410387617	05/16/2016	143.78
		101-215-958.000	DUE	LIVINGSTON COUNTY MUNICIPAL ANNUAL DUES	28542	44420	05/16/2016	20.00

Total TOWNSHIP CLERK								4,788.08
Dept: TREASURER								

INVOICE APPROVAL LIST BY FUND
BOT 5-16-16

Date: 05/11/2016
Time: 2:16pm
Page: 3

CHARTER TOWNSHIP OF BRIGHTON

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: TREASURER						
101-253-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28512		05/16/2016	1,472.56
101-253-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28490	44346	04/22/2016	48.38
101-253-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28493	44328	04/22/2016	73.57
101-253-727.000	SUPPLIES	LIVINGSTON CTY PRESS & ARGUS TREASURY ASSIST AD	28544	6491721	05/16/2016	533.76
101-253-737.000	SML EQ EXP	STAPLES CREDIT PLAN MONITOR	28560	1557651891	05/16/2016	145.69
101-253-818.000	CONSULTING	CONCENTRA MEDICAL CENTERS PRE-EMPLOYMENT PHYSICAL-WHELEN	28518	710865141	05/16/2016	117.50
				Total TREASURER		2,391.46
Dept: TOWNSHIP HALL/GROUNDS						
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28557	4858437	05/16/2016	14.98
101-265-727.000	SUPPLIES	I.T. RIGHT INC. 7 FT PATCH	28536	20147921	05/16/2016	6.50
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28557	5285791	05/16/2016	65.98
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28557	5283675	05/16/2016	12.98
101-265-727.000	SUPPLIES	MICHIGAN .COM ANNUAL SUBSCRIPTION	28546	44419	05/16/2016	247.54
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28557	5168791	05/16/2016	164.92
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28557	5236033	05/16/2016	8.64
101-265-727.000	SUPPLIES	BIG ACRE POTASSIUM - WATER SOFTENER	28511	74061	05/16/2016	479.80
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28557	5443827	05/16/2016	130.88
101-265-730.000	POSTAGE	USPS POSTAGE BY PHONE POSTAGE	28566	44412	05/16/2016	2,000.00
101-265-804.000	CONTRACTED	VALLEY CITY LINEN, INC FLOOR MATS	28567	28220205	05/16/2016	98.65
101-265-920.000	UTILITIES	CONSUMERS ENERGY UTILITIES	28491	44331	04/22/2016	258.33
101-265-920.000	UTILITIES	DTE UTILITIES	28499	44367	05/03/2016	990.27

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Fund	Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND							
Dept: TOWNSHIP HALL/GROUNDS							
	101-265-921.000	ST LTG	DTE ENERGY	28501		05/03/2016	729.34
			STREETLIGHTS		2406432		
	101-265-930.000	BLDG M&R	ORKIN	28553		05/16/2016	78.43
			EXTERMINATOR		100236610		
	101-265-930.000	BLDG M&R	FIRE PROTECTION PLUS, INC	28526		05/16/2016	206.25
			ANNUAL INSPECTION		04193		
	101-265-930.000	BLDG M&R	ANGEL CLEANING COMPANY LLC	28507		05/16/2016	624.00
			CLEANING SERVICE APRIL 2016		1		
	101-265-930.000	BLDG M&R	ORKIN	28553		05/16/2016	78.43
			EXTERMINATOR- TWSP HALL		108482214		
	101-265-931.000	EQUIPT M&R	STATE SOFT WATER LLC	28561		05/16/2016	35.00
			WATER SOFTENER RENTAL		0019364		
	101-265-932.000	GRNDS M&R	DUNCAN DISPOSAL	28522		05/16/2016	80.00
			RUBBISH REMOVAL TWSP HALL		714369		
							6,310.92
Total TOWNSHIP HALL/GROUNDS							
Dept: OTHER CHARGES & SERVICES							
	101-299-804.000	CONTRACTED	COMCAST	28495		04/22/2016	158.66
			INTERNET/CABLE		44325		
	101-299-811.200	IDENTITY T	LEGALSHIELD	28541		05/16/2016	64.75
			IDENTITY THEFT INSURANCE		44406		
	101-299-826.100	COMPUT SPT	ESRI	28525		05/16/2016	742.00
			ARCGIS ANNUAL SERVICE		25721787		
	101-299-826.100	COMPUT SPT	BS&A SOFTWARE, INC	28514		05/16/2016	3,928.00
			ANNUAL SERVICE-ASSESS, TAX,		106052		
	101-299-827.000	LEGAL	DYKEMA GOSSETT PLLC	28524		05/16/2016	4,392.36
			LEGAL SERVICES		3054803		
	101-299-827.000	LEGAL	DYKEMA GOSSETT PLLC	28524		05/16/2016	424.00
			LEGAL SERVICES		3054804		
	101-299-853.000	TELEPHONE	PAETEC	28502		05/03/2016	596.59
			TELEPHONE		59340116		
	101-299-853.000	TELEPHONE	VERIZON WIRELESS	28568		05/16/2016	117.16
			TELEPHONE		9764475350		
	101-299-861.000	GAS & OIL	WEX BANK	28494		04/22/2016	24.32
			FUEL		44768427		
	101-299-931.000	EQUIPT M&R	APPLIED IMAGING	28509		05/16/2016	228.74
			COPIER METER/MAINTENANCE		797747		
	101-299-931.000	EQUIPT M&R	KONICA MINOLTA ALBIN	28540		05/16/2016	29.15
			COPIER METER/MAINTENANCE		9002380254		
	101-299-933.000	VEHCL M&R	ULTIMATE BODY RECONDITIONING	28565		05/16/2016	223.79
			CLEANING- ESCAPE		20012		

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			Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND								
Dept: OTHER CHARGES & SERVICES								
		101-299-951.000	LEASE-BACK	BRUCE & JULIE DIETZ	28496		05/03/2016	11,457.00
				APRIL MSP RENT		44348		
		101-299-970.000	CAP OUTLAY	I.T. RIGHT INC.	28536		05/16/2016	204.50
				PC REPLACEMENT & PATCH		20147902		

Total OTHER CHARGES & SERVICES								22,591.02
Dept: FIRE DEPARTMENT								
		101-336-921.000	ST LTG	DTE ENERGY	28501		05/03/2016	26.90
				STREETLIGHTS		2406432		
		101-336-930.000	BLDG M&R	ORKIN	28553		05/16/2016	30.00
				EXTERMINATOR- EXTERIOR BLDG		108484511		

Total FIRE DEPARTMENT								56.90
Dept: PLANNING								
		101-400-708.000	PER DIEM	JOHN DORSET	28519		05/16/2016	80.00
				ZBA PER DIEM 4-27-16		44371		
		101-400-708.000	PER DIEM	JOHN COGLEY	28517		05/16/2016	80.00
				ZBA PER DIEM 4-27-16		44372		
		101-400-708.000	PER DIEM	FRANK GRAPENTIEN	28533		05/16/2016	100.00
				ZBA PER DIEM 4-27-16		44373		
		101-400-708.000	PER DIEM	JOHN GIBBONS	28530		05/16/2016	80.00
				ZBA PER DIEM 4-27-16		44374		
		101-400-708.000	PER DIEM	JAMES MCKEON	28545		05/16/2016	80.00
				ZBA PER DIEM 4-27-16		44375		
		101-400-708.000	PER DIEM	SAMUEL THEIS	28562		05/16/2016	80.00
				ZBA PER DIEM 4-27-16		44376		
		101-400-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI	28512		05/16/2016	1,413.07
				BLUE CROSS INSURANCE		44346		
		101-400-717.000	LIFE INS	STANDARD INSURANCE CO.	28490		04/22/2016	17.74
				LIFE INSURANCE		44346		
		101-400-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO	28493		04/22/2016	96.88
				DISABILITY INSURANCE		44328		
		101-400-727.000	SUPPLIES	BUSINESS IMAGING GROUP, INC	28515		05/16/2016	50.76
				BUSINESS CARDS- MATHEWS		242967		
		101-400-727.000	SUPPLIES	ULINE	28564		05/16/2016	218.46
				30 -40X20X20 BOXES		76250564		
		101-400-819.000	ENG SVS O	ORCHARD, HILTZ & MCCLIMENT INC	28552		05/16/2016	1,850.00
				MI BACKYARD SITE PLAN REVIEW		177304		
		101-400-860.000	EDUCATION	MI ASSOC OF CODE ENFORCEMENT	28498		05/03/2016	20.00
				GENERAL MEETING		44361		
		101-400-900.900	PUBLISHING	LIVINGSTON CTY PRESS & ARGUS	28544		05/16/2016	210.00
				MARCH LEGAL NOTICES		6491355		

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Fund: GENERAL FUND								
Dept: PLANNING								
							Total PLANNING	4,376.91
Dept: CODE ENFORCEMENT								
101-412-716.000			HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28512		05/16/2016	171.28
101-412-717.000			LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28490	44346	04/22/2016	2.15
101-412-719.000			DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28493	44328	04/22/2016	11.74
							Total CODE ENFORCEMENT	185.17
Dept: EMERGENCY PREPAREDNESS								
101-426-920.000			UTILITIES	DTE UTILITIES	28520	44444	05/16/2016	19.80
							Total EMERGENCY PREPAREDNESS	19.80
Dept: ENVIRONMENTAL								
101-525-818.200			COLLETT	AMEC FOSTER WHEELER COLLETT DUMP MONITORING	28505	H06101476	05/16/2016	1,963.70
101-525-827.000			LEGAL	FOSTER, SWIFT, COLLINS & SMITH LEGAL- COLLETT DUMP	28528	689791	05/16/2016	955.40
							Total ENVIRONMENTAL	2,919.10
							Fund Total	64,091.12
Fund: LIQUOR LAW ENFORCEMENT FUND								
Dept:								
212-000-716.000			HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28512		05/16/2016	128.46
212-000-717.000			LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28490	44346	04/22/2016	1.61
212-000-719.000			DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28493	44328	04/22/2016	8.81
							Total	138.88
							Fund Total	138.88
Fund: MUNICIPAL WATER FUND								
Dept:								

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Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Abbrev	Invoice Description	Number	Number	Date		
Fund: MUNICIPAL WATER FUND							
Dept:							
405-000-214.100		DUE TO OTH	GRAND HILTON DEVELOPMENT LLC	28531		05/16/2016	5,700.00
			REFUND 1 SEWER & 1 WATER REU		44364		
					Total		5,700.00
						Fund Total	5,700.00
Fund: SEWER O & M FUND							
Dept:							
590-000-033.300		PROP OWNER	FONSON COMPANY, INC	28527		05/16/2016	1,992.50
			9716 DORNOCH- EXPLOR/EXCAVATE		1064		
590-000-140.000		INVENTORY	DUBOIS-COOPER ASSOCIATES	28521		05/16/2016	6,040.00
			E/ONE GRINDER PUMP		189235		
590-000-203.000		NEW CONNEC	INFRASTRUCTURE ALTERNATIVES,	28537		05/16/2016	396.00
			EXTRA SERVICES MARCH 2016		17058		
590-000-203.000		NEW CONNEC	FONSON COMPANY, INC	28527		05/16/2016	4,100.00
			9716 DORNOCH TRAIL		1071		
					Total		12,528.50
Dept: ADMINISTRATION							
590-537-818.000		CONSULTING	PFEFFER HANNIFORD PALKA, PC	28554		05/16/2016	2,185.00
			SEWER REPORTING		1000028800		
590-537-826.100		COMPUT SPT	COMCAST	28495		04/22/2016	82.24
			INTERNET		44326		
590-537-827.000		LEGAL	REGISTER OF DEEDS	28558		05/16/2016	23.00
			RECORD SEWER EASEMENT		44342		
590-537-827.000		LEGAL	REGISTER OF DEEDS	28558		05/16/2016	23.00
			RECORD SEWER EASEMENT		44380		
590-537-827.000		LEGAL	REGISTER OF DEEDS	28558		05/16/2016	23.00
			RECORD SEWER EASMENT		44416		
590-537-827.000		LEGAL	REGISTER OF DEEDS	28558		05/16/2016	23.00
			RECORD SEWER EASEMENT		44408		
					Total ADMINISTRATION		2,359.24
Dept: OPERATION AND MAINTENANCE							
590-540-727.000		SUPPLIES	NORTH CENTRAL LABORATORIES	28547		05/16/2016	1,143.96
			SUPPLIES		371151		
590-540-727.000		SUPPLIES	NORTHWEST PIPE & SUPPLY	28548		05/16/2016	38.00
			SUPPLIES		15611		
590-540-727.000		SUPPLIES	CITY ELECTRIC SUPPLY CO	28516		05/16/2016	36.60
			69W 130V MED BASE INCAND CLR		BRI-060824		

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Fund: SEWER O & M FUND						
Dept: OPERATION AND MAINTENANCE						
590-540-727.000	SUPPLIES	ARBOR SPRINGS WATER CO., INC. SUPPLIES	28510	1609007	05/16/2016	31.50
590-540-727.000	SUPPLIES	HOME DEPOT CREDIT SERVICES SUPPLIES	28500	44383	05/03/2016	226.99
590-540-727.000	SUPPLIES	CITY ELECTRIC SUPPLY CO 69W 130V MED BASE INCAND CLR	28516	060679	05/16/2016	24.40
590-540-727.000	SUPPLIES	GREAT LAKES ACE SUPPLIES	28534	1057	05/16/2016	12.18
590-540-727.000	SUPPLIES	NORTH CENTRAL LABORATORIES ADAPTOR FOR 30170- SUPPLIES	28547	371578	05/16/2016	13.81
590-540-727.000	SUPPLIES	GREAT LAKES ACE SUPPLIES	28534	1040	05/16/2016	4.99
590-540-804.300	CONT-FIXED	INFRASTRUCTURE ALTERNATIVES, O & M WWTP MAY 2016	28537	17163	05/16/2016	16,371.17
590-540-804.400	NON ROUTIN	INFRASTRUCTURE ALTERNATIVES, EXTRA SERVICES MARCH 2016	28537	17058	05/16/2016	2,320.00
590-540-853.000	TELEPHONE	PAETEC TELEPHONE	28502	59340116	05/03/2016	90.58
590-540-920.000	UTILITIES	DTE UTILITIES	28489	44329	04/22/2016	1,573.03
590-540-920.000	UTILITIES	DTE UTILITIES	28499	44367	05/03/2016	1,324.03
590-540-920.000	UTILITIES	CONSUMERS ENERGY UTILITIES	28503	44397	05/03/2016	494.45
590-540-920.000	UTILITIES	DTE ENERGY UTILITIES	28504	44398	05/03/2016	5,889.88
590-540-920.000	UTILITIES	DTE UTILITIES	28520	44444	05/16/2016	461.46
590-540-930.000	BLDG M&R	FIRE PROTECTION PLUS, INC ANNUAL INSPECTION	28526	04192	05/16/2016	199.50
590-540-930.000	BLDG M&R	PREISS COMPANIES, LLC DRIVEWAY REPAIR- WWTP	28555	11861	05/16/2016	3,175.00
590-540-932.000	GRNDS M&R	DUNCAN DISPOSAL RUBBISH REMOVAL WWTP	28522	717410	05/16/2016	70.00
590-540-936.000	SYST MAINT	HARTLAND SEPTIC INC 10162 GRAND RIVER- PUMP & DUMP	28535	04151603	05/16/2016	220.00
590-540-936.000	SYST MAINT	DUBOIS-COOPER ASSOCIATES GRINDER PUMP PARTS	28521	188446	05/16/2016	864.06
590-540-936.000	SYST MAINT	DUBOIS-COOPER ASSOCIATES GRINDER PUMP PARTS	28521	188445	05/16/2016	9,906.85
590-540-936.000	SYST MAINT	GREAT LAKES ACE SAFETY GLASSES, BRUSHES	28534	1030	05/16/2016	54.92

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Fund: SEWER O & M FUND							
Dept: OPERATION AND MAINTENANCE							
	590-540-936.000	SYST MAINT	HARTLAND SEPTIC INC 9455 HILTON 2 DUPLEX GRINDERS	28535	04261601	05/16/2016	300.00
	590-540-936.000	SYST MAINT	TLS CONSTRUCTION LLC 5929 KINYON- EMERGENCY	28563	1381	05/16/2016	2,437.75
	590-540-936.000	SYST MAINT	HOME DEPOT CREDIT SERVICES SUPPLIES	28500	44383	05/03/2016	265.00
	590-540-936.000	SYST MAINT	HARTLAND SEPTIC INC KINYON DR PUMP SERVICE	28535	05031603	05/16/2016	962.50
Total OPERATION AND MAINTENANCE							48,512.61
Fund Total							63,400.35
Fund: TRUST AND AGENCY FUND							
Dept:							
	701-000-221.400	DOG LICENS	LIVINGSTON COUNTY TREASURER DOG LICENSE FEES- APRIL	28543	44432	05/16/2016	737.00
	701-000-221.400	DOG LICENS	BRIGHTON TOWNSHIP DOG LICENSE FEES- APRIL	28513	44433	05/16/2016	63.00
Total							800.00
Fund Total							800.00
Fund: PATHWAYS FUND							
Dept:							
	702-000-967.000	PRJCT COST	ORCHARD, HILTZ & MCCLIMENT INC E GRAND RIV SIDEWALK PHASE II	28552	177301	05/16/2016	11,867.25
	702-000-967.000	PRJCT COST	ORCHARD, HILTZ & MCCLIMENT INC E GRAND RIVER SIDEWALK	28552	177648	05/16/2016	2,003.25
Total							13,870.50
Fund Total							13,870.50
Fund: CONSTRUCTION ESCROW							
Dept:							
	793-000-224.902	DUE TO NAT	ORCHARD, HILTZ & MCCLIMENT INC NATURAL AGG- 2015 FILL PERMIT	28552	177653	05/16/2016	250.00
	793-000-224.909	DUE TO SCE	ORCHARD, HILTZ & MCCLIMENT INC SCENIC POINTE INSP	28552	177650	05/16/2016	2,011.25

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Fund: CONSTRUCTION ESCROW								
Dept:								
		793-000-224.927	ASHLEY	ORCHARD, HILTZ & MCCLIMENT INC ASHLEY LAND- 2015 FILL PERMIT	28552	177652	05/16/2016	250.00
		793-000-224.951	DUE TO LAK	ORCHARD, HILTZ & MCCLIMENT INC LAKE TRUST CU- CONSTRUCTION	28552	177295	05/16/2016	938.00
		793-000-224.951	DUE TO LAK	ORCHARD, HILTZ & MCCLIMENT INC LAKE TRUST CU- INSP	28552	177646	05/16/2016	563.25
		793-000-224.953	US 23 WATE	ORCHARD, HILTZ & MCCLIMENT INC OLD US 23 WATER MAIN	28552	177294	05/16/2016	2,347.50
		793-000-224.953	US 23 WATE	ORCHARD, HILTZ & MCCLIMENT INC OLD US 23 WATER MAIN	28552	177645	05/16/2016	3,488.25
		793-000-224.954	DUE TO GM-	ORCHARD, HILTZ & MCCLIMENT INC GM ASTA PHASE 2	28552	177296	05/16/2016	126.50
		793-000-224.958	CORNERSTON	ORCHARD, HILTZ & MCCLIMENT INC CORNERSTONE CHURCH	28552	177298	05/16/2016	214.00
		793-000-224.958	CORNERSTON	ORCHARD, HILTZ & MCCLIMENT INC CORNERSTONE INSP	28552	177651	05/16/2016	971.00
		793-000-224.958	CORNERSTON	ORCHARD, HILTZ & MCCLIMENT INC CORNERSTONE CHURCH- INSP	28552	177647	05/16/2016	147.50
		793-000-224.962	DUE TO COR	ORCHARD, HILTZ & MCCLIMENT INC BRIGHTON FORD COLLISION	28552	177299	05/16/2016	722.25
		793-000-224.964	AWP/C&C	ORCHARD, HILTZ & MCCLIMENT INC C & C SPORTS	28552	177297	05/16/2016	1,172.00
		793-000-224.966	KROGER	ORCHARD, HILTZ & MCCLIMENT INC KROGER FUEL STATION	28552	177302	05/16/2016	751.00
		793-000-224.966	KROGER	ORCHARD, HILTZ & MCCLIMENT INC KROGER GAS STATION	28552	177649	05/16/2016	1,119.50
		793-000-224.970	DUE TO GRA	GRAND HILTON DEVELOPMENT LLC REFUND 1 SEWER & 1 WATER REU	28531	44364	05/16/2016	10,260.00

Total								25,332.00

Fund Total								25,332.00
Fund: SAD ROAD MAINTENANCE								
Dept: TRACEY LANE SAD								
		812-039-967.000	PRJCT COST	K B ROAD GRADING GRADING & CRUSHED CONCRETE	28539	6672	05/16/2016	2,275.00
		812-039-967.000	PRJCT COST	DUST CONTROL, LLC DUST CONTROL TRACEY LN SAD	28523	1952	05/16/2016	500.00

Total TRACEY LANE SAD								2,775.00
Dept: BIRCHCREST								

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Fund: SAD ROAD MAINTENANCE								
Dept: BIRCHCREST								
		812-054-967.000	PRJCT COST	K B ROAD GRADING	28539		05/16/2016	2,576.00
				GRADING & GRAVEL BIRCHCREST		6669		
		812-054-967.000	PRJCT COST	DUST CONTROL, LLC	28523		05/16/2016	500.00
				DUST CONTROL BIRCHCREST		1940		
							Total BIRCHCREST	3,076.00
							Fund Total	5,851.00
Fund: STREET LIGHTING FUND								
Dept: COUNTRY CLUB ANNEX LT								
		865-070-921.000	ST LTG	DTE ENERGY	28501		05/03/2016	645.93
				STREETLIGHTS		2406432		
							Total COUNTRY CLUB ANNEX LT	645.93
Dept: DONALD DRIVE LIGHT								
		865-071-921.000	ST LTG	DTE ENERGY	28501		05/03/2016	16.42
				STREETLIGHTS		2406432		
							Total DONALD DRIVE LIGHT	16.42
Dept: BRANDYWINE FARMS LIGHT								
		865-072-921.000	ST LTG	DTE ENERGY	28501		05/03/2016	58.89
				STREETLIGHTS		2406432		
							Total BRANDYWINE FARMS LIGHT	58.89
Dept: HARVEST HILLS LIGHTS								
		865-073-921.000	ST LTG	DTE ENERGY	28501		05/03/2016	58.89
				STREETLIGHTS		2406432		
							Total HARVEST HILLS LIGHTS	58.89
Dept: GREENFIELD POINTE LIGHTS								
		865-074-921.000	ST LTG	DTE ENERGY	28501		05/03/2016	58.89
				STREETLIGHTS		2406432		
							Total GREENFIELD POINTE LIGHTS	58.89
Dept: BRIGHTON GARDENS								
		865-075-921.000	ST LTG	DTE ENERGY	28501		05/03/2016	65.66
				STREETLIGHTS		2406432		
							Total BRIGHTON GARDENS	65.66
Dept: EAGLE HEIGHTS								

INVOICE APPROVAL LIST BY FUND
 BOT 5-16-16

Date: 05/11/2016
 Time: 2:16pm
 Page: 12

CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Abbrev	Invoice Description	Number	Number	Date		
Fund: STREET LIGHTING FUND							
Dept: EAGLE HEIGHTS							
865-076-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28501	2406432	05/03/2016		31.52

Total EAGLE HEIGHTS							31.52
Dept: GREENFIELD SHORES 1-2-3-4 LOP							
865-077-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28501	2406432	05/03/2016		65.66

Total GREENFIELD SHORES 1-2-3-4 LOP							65.66
Dept: DE MARIA LIGHTS							
865-078-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28501	2406432	05/03/2016		31.52

Total DE MARIA LIGHTS							31.52
Dept: RAVENSWOOD LIGHTS							
865-079-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28501	2406432	05/03/2016		63.04

Total RAVENSWOOD LIGHTS							63.04
Dept: MAPLE RIDGE SUB							
865-080-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28501	2406432	05/03/2016		31.52

Total MAPLE RIDGE SUB							31.52
Dept: ALGER PINES							
865-081-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28501	2406432	05/03/2016		58.89

Total ALGER PINES							58.89
Dept: SHENANDOAH							
865-082-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28501	2406432	05/03/2016		60.96

Total SHENANDOAH							60.96
Dept: SHENANDOAH POND HOMEOWNERS							
865-084-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28501	2406432	05/03/2016		60.17

Total SHENANDOAH POND HOMEOWNERS							60.17
Dept: OAKS AT BEACH LAKE							
865-085-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28501	2406432	05/03/2016		176.66

INVOICE APPROVAL LIST BY FUND
BOT 5-16-16

Date: 05/11/2016
Time: 2:16pm
Page: 13

CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: STREET LIGHTING FUND							
Dept: OAKS AT BEACH LAKE							
					Total OAKS AT BEACH LAKE		176.66
						Fund Total	1,484.62
Fund: MUNICIPAL REFUSE							
Dept: WOODLAND/AIRWAY ASSESSMENT							
871-529-967.100	ADDL PROJ	DUNCAN DISPOSAL		28522		05/16/2016	4,196.40
		RUBBISH REMOVAL WOOD/AIR SAD			715468		
					Total WOODLAND/AIRWAY ASSESSMENT		4,196.40
						Fund Total	4,196.40
Fund: SAD AQUATICS							
Dept: WOODLAND LAKE AQUATIC							
880-550-967.000	PRJCT COST	FRESHWATER PHYSICIANS, INC		28529		05/16/2016	800.00
		LIMNOLOGICAL SURVEY 2015			0504121-16		
880-550-967.000	PRJCT COST	ANITA GRAPENTIEN		28532		05/16/2016	398.63
		REIMBURSE OWL EXPENSES			44414		
					Total WOODLAND LAKE AQUATIC		1,198.63
						Fund Total	1,198.63
						Grand Total	186,063.50

AGENDA NOTES

MEETING DATE: May 16, 2016

PERSON PLACING ITEM ON AGENDA: Township Manager

AGENDA TOPIC: Sewer System Special Meeting – Follow-up

EXPLANATION OF TOPIC:

As follow-up to the Township Board discussion of April 18th, Township staff met with Jim Kiefer and Ken Palka to draft new sewer policies which would incorporate the scenario of purchasing the sanitary sewer excess REU capacity via General Fund. As a reminder, these policies are based on the following assumption: the Township purchases the 473 REU, which represents the oversizing balance, at a cost of \$4,852,980. The payment of these REU would come from the Township General Fund - Fund Balance. As the Township sells REU's to new users of the system, their respective payment, currently \$10,260, would reimburse the Township General Fund - Fund Balance. The Township General Fund – Fund balance would be fully reimbursed upon the sale of the 473 REU. Also, the Debt Service Charge would take into account the amount that an original user has paid since inception (currently just under \$3,000) in relation to what a new user of the system would pay moving forward. Along those lines, the Debt Service Charge would be eliminated for those original system users that have paid \$3,000 but remain in place for the 471 “newer” users until they have paid the \$3,000. Future users would be expected to pay \$3,000 as well. (Note: this figure was previously mentioned at \$4,400. However, \$4,400 would have been from inception to the year 2020 for the original users and is no longer being proposed.)

While not required by the ordinance, it was suggested during Township Board discussion on April 18th that any potential policy change take place following a Public Hearing. If the Board is in favor of proceeding with the adoption of the attached draft policies (incorporating any suggested changes as a result of May 16th discussion) staff will publish a Public Hearing notice in preparation of the June 20th meeting.

SUPPORTING DOCUMENTS:

- Administrative Policy # 811 – Proposed Amendment
- Administrative Policy # 816 – Proposed Amendment
- Administrative Policy # 817 – New Policy
- Administrative Policy # 818 – New Policy
- Administrative Policy # 819 – New Policy
- Debt Service Fund – Cash Flow Summary
- Notice of Public Hearing for 6/20/2016

SUGGESTED MOTION: Motion by _____, supported by _____ that the Township Board having discussed the proposed sanitary sewer policies related to the scenario of purchasing the excess sewer system REU capacity via General Fund – Fund Balance dollars and the modification of the quarterly Debt Service Charge directs the advertisement of the public hearing on the proposed administrative policies for the June 20, 2016 Board meeting.

ROLL CALL VOTE REQUIRED? No

CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.: 811 (page 1 of 1)

Effective Date: July 6, 2004

Amended Date: May 19, 2008

Amended Date: December 26, 2013

Amended Date: June __, 2016

Policy Regarding: **SEWER TAP FEES**

The Users of the System shall pay their share of the cost of their capacity in the transmission and treatment portions of the system through a Sewer Tap Fee as established by the Township.

The Sewer Tap Fee shall be assigned on a per REU basis (per Appendix A, Sanitary Sewer Ordinance).

Sewer Tap Fees for additional REUs for properties in an existing sewer district may not be included in an existing special assessment district, but could be part of a new special assessment district, or payment over time agreement approved by the Township Board. Otherwise, they would be required to pay the Sewer Tap Fee in one lump sum payment at the prevailing rate.

At the discretion of the Township Board, Sewer Tap Fees for new special assessment districts may be included in a special assessment. ~~The length of the special assessment roll must not be longer than the number of years remaining on the bond schedule for repayment of the bond which was obtained to construct the plant capacity being purchased with that Sewer Tap Fee.~~

CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.: 816 (page 1 of 1)

Effective Date: May 19, 2008

Amended Date: January 20, 2014

Amended Date: June , 2016

Policy Regarding: **SANITARY SEWER REU CHARGE
PAYMENT OVER TIME**

This policy applies to the payment of the Sanitary Sewer REU Charge for customers of the Township's sanitary sewer system. This policy does not apply to the payment of inspection fees, grinder pump charges and grinder pump installation charges.

Any new user of the Township's sanitary sewer system that is required to pay the Sanitary Sewer REU Charge with respect to the user's connection to the system or any existing user of the Township's sanitary sewer system that is required to pay an additional Sanitary Sewer REU Charge as a result of a change in use of the Township's sanitary sewer system or other modification to the customer's property.

A Sanitary Sewer REU Charge equivalent to the Sanitary Sewer REU Charge for one REU.

There is no maximum amount.

In order to use the deferred payment terms, the property owner must make an initial down payment of not less than 10% of the amount of the Sanitary Sewer REU Charge.

The lesser of (i) 10 years, or (ii) ~~the number of years remaining for the bonds that were issued to finance the Township's sewer systems~~ such shorter period of time as may be determined by the Township Board.

Equal annual principal payments, due with the December tax bills of each year, based on the number of years of the amortization period for the repayment. In addition to the equal annual principal payments, interest will accrue at the rate set forth below and will be due with the December tax bills of each year. The applicable interest rate will be the highest of the following rates:

1. A fixed rate of interest equal to the rate that is one percent (the 1% represents the admin fee) above the highest rate of interest that the Township is earning on its investments at the time that the applicable Agreement for Payment of Sanitary Sewer REU Charges is approved by the Township Board.

2. A fixed rate of interest equal to the rate that is one percent (the 1% represents the admin fee) above the coupon rate per the Bond Debt Service schedule dated 11/8/2005 at the time of application. (As an example: an application submitted between 10/1/2014 and 9/30/2015 would be charged 4% not including the 1% admin fee on an annual basis.)
3. A fixed rate of interest equal to 2% which includes the admin fee.

CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.:

817 (page 1 of 1)

Effective Date:

June __, 2016

Policy Regarding:

MAXIMUM AMOUNT OF DEBT SERVICE CHARGES¹ AND DEPOSIT OF DEBT SERVICE CHARGES

Chapter 22 of the Township's General Ordinances (the "Sanitary Sewer System Ordinance") provides for the imposition of a Debt Service Charge (and/or Capital Charge, as applicable) "to pay principal, interest and administrative costs of retiring the debt incurred for construction of the System." The Sanitary Sewer System Ordinance also provides that the Township Board may change the amount of the fee from time to time. The current Quarterly Debt Service Charge (and/or Capital Charge, as applicable) as established by the Township Board is \$80.50 per quarter per REU.

The Township Board has determined that it is appropriate to establish a maximum amount of cumulative Quarterly Debt Service Charges (and/or Capital Charges, as applicable) that will be paid with respect to each individual property. Accordingly, the Township Board is in the process of establishing a cap on the cumulative amount of Debt Service Charges (and/or Capital Charges, as applicable) paid per REU. The cap provides that at such time that the cumulative Quarterly Debt Service Charges (and/or Capital Charges, as applicable) paid with respect to an individual parcel equals \$3,000 for each REU assigned to such individual parcel, then the Quarterly Debt Service Charge (and/or Capital Charge, as applicable) shall no longer be charged with respect to that individual parcel.

All Quarterly Debt Service Charges (and/or Capital Charges, as applicable) shall be deposited as received into the Sewer Debt Service Fund (Fund No. 592) to the extent necessary to pay debt service on debt incurred for construction of the system, and thereafter such charges shall be deposited in the Sewer Reserve Fund (Fund No. 589).

4844-3924-7921.4

¹ The Township Board is in the process of changing the name of this fee from "Debt Service Charge" to "Capital Charge" and accordingly all references in this Administrative Policy to "Debt Service Charge" shall also apply to "Capital Charge."

CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.:

818 (page 1 of 2)

Effective Date:

June __, 2016

Policy Regarding:

**PURCHASE BY THE GENERAL FUND
OF REUS FROM THE SEWER FUND**

Background

The Township Sewer System was originally designed to provide service for 2,700 REUs. The original special assessment roll for the Sewer System accounted for 1,756 REUs. During the time from the confirmation of the original special assessment roll through May 1, 2016, the Township has allocated (and has been paid or is being paid for) an addition 471 REUs. Accordingly, 2,227 REUs are accounted for (the sum of 1,756 and 471), leaving a balance of 473 REUs (2,700 less 2,227).

In order to provide financial assistance to the Township's Sewer Fund, the Township Board has agreed to have the Township General Fund purchase 473 REUs at the current REU fee of \$10,260 per REU.

Terms for the Payment of the Purchase Price of the REUs

The Township Board will purchase the 473 REUs described above for a total purchase price of \$4,852,980 (which equals \$10,260 per REU). The purchase price shall be paid with a combination of the forgiveness of existing loans and cash payments from the General Fund pursuant to the following schedule:

Forgiveness of Existing Loan as of June 1, 2016 ¹	\$2,031,000
Payment to the Sewer Debt Service Fund (Fund No. 592) on July 1, 2016	1,410,990
Payment to the Sewer Reserve Fund (Fund No. 589) on July 1, 2016	<u>1,410,990</u>
Total	<u>\$4,852,980</u>

¹ The Township General Fund has previously loaned the Sewer Fund the principal amount of \$2,031,000. Interest on the loan has been paid through March 31, 2016. Interest that accrues from April 1, 2016 through June 1, 2016 will be forgiven (June 1, 2016 being the effective date that the principal amount of the loan is being forgiven.)

Payments with Respect to Future Connections to the Sewer System

All payments for REUs purchased by Sewer System customers after May 1, 2016 shall be paid to the General Fund until the 473 REUs purchased by the General Fund are resold, and thereafter proceeds from the sale of additional REUs shall be deposited in the Sewer Reserve Fund (Fund No. 589).

Determination of the Fee for REUs

The Township Board continues to have the exclusive right to determine the per REU fee.

Payments under Existing and Future Agreements for the Payment of REUs Over Time

In certain circumstances, the Township enters into Agreements for the Payment of REU Charges Over Time. All payments received by the Township pursuant to Agreements for the Payment of REU Charges Over Time that were entered into prior to May 1, 2016 are to be paid to the Sewer Debt Service Fund (Fund No. 592). All payments received by the Township pursuant to Agreements for the Payment of REU Charges Over Time that are entered into on or after May 1, 2016 are to be paid to the General Fund.

CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.:

819 (page 1 of 1)

Effective Date:

June __, 2016

Policy Regarding:

SUMMARY OF THE DEPOSITS FROM QUARTERLY FEES, REU CHARGES AND SPECIAL ASSESSMENTS

The following is a summary of the deposits from Quarterly Fees, REU Charges and Special Assessments in connection with the Township's Sanitary Sewer System:

1. Charges Imposed on a Quarterly Basis

<u>Name of Charge</u>	<u>Amount</u>	<u>Deposit</u>
O&M Charge	\$95.50 per quarter ¹ per REU	Deposited in the Sewer O&M Fund (Fund No. 590)
Debt Service Charge	\$80.50 per quarter ² per REU	Deposited to the Sewer Debt Service Fund (Fund No. 592) or the Sewer Reserve Fund (Fund No. 589) as provided by Administrative Policy No. 817

2. Charges Imposed to Connect to the System or with respect to Additional Use of the System

<u>Name of Charge</u>	<u>Amount</u>	<u>Deposit</u>
REU Charge	\$10,260 per REU	Deposited to the General Fund ³
Special Assessments Previously Levied ⁴	Outstanding amount varies	Payments on outstanding Special Assessments in connection with the Sewer System are deposited in the Sewer Debt Service Fund (Fund No. 592).

4849-0822-4305.5

¹ Current fee as of the effective date of this Administrative Policy. This fee is subject to adjustment from time to time as provided by the Township's Sewer System Ordinance.

² Subject to a cap of \$3,000 for each REU as provided by Administrative Policy No. 817.

³ Payments for REUs purchased after May 1, 2016 are paid to the General Fund until the 473 REUs purchased by the General Fund are resold, and thereafter proceeds from the sale of additional REUs shall be deposited in the Sewer Reserve Fund (Fund No. 589). Payments made pursuant to Agreements for the Payment of REU Charges Over Time that were entered into prior to May 1, 2016 are paid to the Sewer Debt Service Fund (Fund No. 592). Payments made pursuant to Agreements for the Payment of REU Charges Over Time that were entered into on or after May 1, 2016 are to be paid to the General Fund.

⁴ This includes Special Assessments from Special Assessment Districts in existence prior to May 1, 2016. As noted above, Payments made pursuant to Agreements for the Payment of REU Charges Over Time that were entered into prior to May 1, 2016 are paid to the Sewer Debt Service Fund (Fund No. 592).

BRIGHTON TWP SEWER - ORIGINAL DISTRICT
 CASH FLOW SUMMARY
 STARTING 4/1/16
 PREPARED 5/10/16

- Assumptions
- (1) No significant changes with original assessments.
 - (2) Includes several contracts paying over time.
 - (3) Current REU's paying up to a cumulative \$3,000 in DS qtrly charge; After bonds paid off will go into capital reserve; Rate remains @ \$80.50 per qtr per REU.
 - (4) New REU's charged \$80.50 per qtr up to maximum of \$3,000, Projecting 10 per year
 - (5) No interest from investments.
 - (6) GF purchases 473 REU's for \$4,852,980 (\$10,260 per REU) by forgiving loan \$2,031,000 + Cash \$1,410,990 into DS fund & \$1,410,990 into Cap Res fund.
 - (7) Bonds were refinanced 9/15. Will be paid off by 9/2020.
 - (8) Misc chargebacks/fees projected \$9,000 per year.

PERIOD	BEGINNING BALANCE	(1) ORIGINAL ASSESSMENT	(1) ORIGINAL SPENCER ASSESSMENT	(2) INDIVIDUAL ASSESSMENTS	(3) Current REU Owners	(4) New REU Owners	(5) INTEREST FROM BANKS	(6) G/F purchase of 473 REU's	TOTAL RECEIPTS	(7) BOND PAYMENTS	(8) OTHER/FEES & CHARGES	(6) PRIN. & INTEREST PAYMENTS TO G/F	TOTAL DISBURSEMENTS	ENDING BALANCE
4/1/2016 THRU 9/30/2016	2,943,139	0	0	0	208,270	805	0	1,410,990	1,620,065	1,746,400	4,500	0	1,750,900	2,812,304
10/01/2016 THRU 3/31/2017	2,812,304	848,175	26,815	46,435	208,270	1,610	0	0	1,131,305	94,000	4,500	0	98,500	3,845,109
4/1/2017 THRU 9/30/2017	3,845,109	0	0	0	76,267	2,415	0	0	78,682	1,719,000	4,500	0	1,723,500	2,200,291
10/01/2017 THRU 3/31/2018	2,200,291	797,879	25,607	44,970	76,267	3,220	0	0	947,943	77,500	4,500	0	82,000	3,066,234
4/1/2018 THRU 9/30/2018	3,066,234	0	0	0	55,396	4,025	0	0	59,421	1,657,500	4,500	0	1,662,000	1,483,655
10/01/2018 THRU 3/31/2019	1,463,655	757,883	24,400	43,508	55,396	4,830	0	0	886,017	45,900	4,500	0	50,400	2,299,272
4/1/2019 THRU 9/30/2019	2,299,272	0	0	0	37,372	5,635	0	0	43,007	1,605,900	4,500	0	1,610,400	731,879
10/01/2019 THRU 3/31/2020	731,879	717,888	23,193	42,045	37,372	6,440	0	0	826,938	30,300	4,500	0	34,800	1,524,017
4/1/2020 THRU 9/30/2020	1,524,017	0	0	0	25,462	7,245	0	0	32,707	1,545,300	4,500	0	1,549,800	6,924
10/01/2020 THRU 3/31/2021	6,924	0	8,986	0	0	0	0	0	8,986	0	0	0	0	15,910
4/1/2021 THRU 9/30/2021	15,910	0	0	0	0	0	0	0	0	0	0	0	0	15,910
10/01/2021 THRU 3/31/2022	15,910	0	8,546	0	0	0	0	0	8,546	0	0	0	0	24,456
4/1/2022 THRU 9/30/2022	24,456	0	0	0	0	0	0	0	0	0	0	0	0	24,456
10/01/2022 THRU 3/31/2023	24,456	0	8,105	0	0	0	0	0	8,105	0	0	0	0	32,561
4/1/2023 THRU 9/30/2023	32,561	0	0	0	0	0	0	0	0	0	0	0	0	32,561
10/01/2023 THRU 3/31/2024	32,561	0	7,665	0	0	0	0	0	7,665	0	0	0	0	40,226
4/1/2024 THRU 9/30/2024	40,226	0	0	0	0	0	0	0	0	0	0	0	0	40,226
10/01/2024 THRU 3/31/2025	40,226	0	0	0	0	0	0	0	0	0	0	0	0	40,226
		3,121,825	133,317	176,958	780,072	36,225	0	1,410,990	5,659,387	8,521,800	40,500	0	8,562,300	

**CHARTER TOWNSHIP OF BRIGHTON
LIVINGSTON COUNTY, MICHIGAN
NOTICE OF PUBLIC HEARING**

The Brighton Township Board of Trustees will consider for adoption the following Administrative Policies related to the Sanitary Sewer System at their regular meeting scheduled for June 20, 2016 at 7:00 p.m. at Township Hall, 4363 Buno Road, Brighton, Michigan. The purpose of the public hearing is to receive public comment and to consider the proposed revisions to the Administrative Policies, as follows:

- Administrative Policy # 811 – Sewer Tap Fees
- Administrative Policy # 816 – Sanitary Sewer REU Charge – Payment over Time
- Administrative Policy # 817 – Maximum Amount of Debt Service Charges
- Administrative Policy # 818 – Purchase by the General Fund of REU’s from Sewer Fund
- Administrative Policy # 819 – Summary of Deposits

The Sanitary Sewer Fees are not proposed to be increased. However, Policy #817 proposes a “cap” as the maximum amount of accumulated quarterly debt service charge per REU.

Additional information is available upon request for by calling Brian Vick, Township Manager, at 810-229-0550 or visiting the Township Website at www.brightontwp.com. Individuals with disabilities requiring auxiliary aids or services to individuals should contact Brian Vick, Manager by writing or calling (see above).

CHARTER TOWNSHIP OF BRIGHTON
Ann M. Bollin, CMC, Clerk

AGENDA NOTES

MEETING DATE: May 16, 2016

PERSON PLACING ITEM ON AGENDA: Township Manager

AGENDA TOPIC: FY 16-17 Budget Amendment – Healthcare / HSA

EXPLANATION OF TOPIC:

Each March the Township adopts the Annual budget based upon various projections. After April first, and extending all the way to the end of the fiscal year, we receive updated information related to revenue (e.g. revenue sharing) and expenditures (e.g. health care renewal). We recently received our healthcare renewal and monthly premium information.

Healthcare premiums take into account family members and ages which cause the premiums (and the line items to which they are charged) to fluctuate. Now that we know what our premium is we can make the budget adjustments to the respective healthcare and HSA line items. Our FY 2016-17 total expense is projected to be \$170,986 versus our FY 2015-16 actual annual expense of \$171,242. This represents a nearly flat (-\$256) health care projection for the current year. Keep in mind that this rate will fluctuate (up or down) depending on a variety of factors (i.e. increases in family size, marriages, employee turnover, etc.) and may necessitate an additional amendment at the end of the year.

You will recall that this year represents the second year that the Township employees have been enrolled in a high deductible medical plan. As part of that plan the Township provides an HSA to the eligible employees to help defray the higher costs that the employees are now responsible for.

SUPPORTING DOCUMENTS:

- Proposed Resolution

SUGGESTED MOTION: Motion by _____ Supported by _____ to adopt resolution 16-____ approving the transfer of dollars for expenses in the departments/ line items (716.000 and 716.100) for healthcare / HSA as Budget Amendment # _____, for Fiscal Year 2016-17.

AGENDA NOTES

MEETING DATE: May 16, 2016

PERSON PLACING ITEM ON AGENDA: Township Manager

AGENDA TOPIC: Primary Pavement Program Project / Kensington Road

EXPLANATION OF TOPIC:

During the FY 2016-17 budget adoption process the Township Board reviewed potential road improvement projects throughout the Township. Potential projects were weighed against each other based upon a variety of factors such as traffic counts, PASER rating, project cost and funding source. At the same time, the Livingston County Road Commission issued a "call for projects" for which the LCRC matches road funding dollars as pledged by the local municipality.

Livingston County Road Commission and Brighton Township would be participating in the Kensington Road project through a 50% - 50% program match. Brighton Township participation would be capped at \$100,000

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- Road Funding Agreement for Kensington Road.
- Email "LCRC Contract for review".

RECOMMENDATION: To authorize the Township Supervisor and Clerk to sign the Road Funding Agreement on behalf of the Township for Kensington Road.

SUGGESTED MOTION:

Motion by _____, supported by _____ to authorize the Township Supervisor and Clerk to sign the Road Funding Agreement on behalf of the Township for Kensington Road.

ROLL CALL VOTE REQUIRED? Yes

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

RECEIVED

MAY 04 2016

May 2, 2016

CLERK'S OFFICE

MEMORANDUM TO: Brighton Charter Township Board of Trustees

FROM: Michael Craine, Managing Director 

SUBJECT: Road Improvement Project Agreement –
2016 Primary Pavement Program Project, Kensington Road

The enclosed project agreement has been prepared for your review and approval. Once approved, please have both copies signed by the Supervisor and Clerk and returned to our office marked for the attention of Jeannie Heier, Administrative Assistant. **PLEASE DO NOT DATE THE DOCUMENT(S)**. After submittal to the Board of County Road Commissioners for their approval, a fully executed copy will be returned to you for your files.

Please let me know if you have any questions.

MC/jlh

Enc

Cc: Jodie Tedesco, County Highway Engineer

PROJECT FUNDING AGREEMENT

JOB NUMBER: _____

This Agreement made and entered into this _____ day of _____, 2016, by and between the CHARTER TOWNSHIP of BRIGHTON, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

WITNESSETH

The Township has selected the following road to be improved as described below:

**KENSINGTON ROAD
(BUNO ROAD TO STOBART ROAD)
APPROXIMATELY 0.55 MILES
BASE REPAIR, HOT MIX ASPHALT
WEDGE COURSE, HOT MIX ASPHALT OVERLAY,
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Road Commission shall hire contractors to perform the work as shown, which cost is estimated at \$200,000. The Township shall pay the Road Commission as its portion of the cost of the project as follows: \$100,000, subject to paragraph 2 below.
 - A. The balance shall be paid as invoiced. If an invoice is not paid within 45 days of billing, the Township will pay ten percent (10%) annual interest on that billed but unpaid.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project. The Road Commission's contribution to the project is set forth in paragraph 2 below.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. The Road Commission will contribute \$100,000 of the project cost. If the township's contract cost exceeds \$100,000 the Road Commission shall be responsible for the balance. The Road Commission is also responsible for its own engineering and project administration costs. The balance of the direct costs of the project shall be the responsibility of the township, subject to the limitations contained in paragraph 1 above.
3. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.

4. The Road Commission shall hold the Township harmless from any liability arising from the work performed pursuant to this contract.
5. The work will be completed in 2015 unless the parties otherwise so agree.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

CHARTER TOWNSHIP OF BRIGHTON

BY: _____
THOMAS E. MURPHY, SUPERVISOR

ANN M. BOLIN, CLERK

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON**

BY: _____
MICHAEL CRAINE, MANAGING DIRECTOR

TERRY PALMER, ACCOUNTING SUPERVISOR

Manager

From: Jodie Tedesco <jtedesco@livingstonroads.org>
Sent: Tuesday, May 10, 2016 8:38 AM
To: Manager
Subject: RE: LCRC Contract for review

Should not be a problem.

I will get a revised contract out today.

Thanks,

Jodie

-----Original Message-----

From: Manager [<mailto:manager@brightontwp.com>]
Sent: Monday, May 09, 2016 3:29 PM
To: Jodie Tedesco
Subject: FW: LCRC Contract for review

Jodie:

Our attorney suggested the language below. Can you incorporate that change?

Brian P. Vick
Township Manager
Charter Township of Brighton
810.494.0710

-----Original Message-----

From: John Harris [<mailto:john.harris@harrisandlitterski.com>]
Sent: Monday, May 09, 2016 10:18 AM
To: Manager
Subject: RE: LCRC Contract for review

Brian:

I have reviewed the LCRC contract for the improvements to Kensington Road. I suggest the second sentence of paragraph 1 be slightly modified to read; "The Township shall pay the Road Commission as its portion of the cost of the project as follows: a sum not to exceed \$100,000."

The remainder of the proposed contract is acceptable. Let me know if you have any questions.

JOHN K. HARRIS, ESQ.
HARRIS & LITERSKI

Pinehollow Place
123 Brighton Lake Rd., Ste. 205

AGENDA NOTES

MEETING DATE: May 16, 2016

PERSON PLACING ITEM ON AGENDA: Assistant to the Township Manager

AGENDA TOPIC: Ferric Chloride Supplier

EXPLANATION OF TOPIC:

Every year the WWTP uses approximately 8,000-12,000 gallons of ferric chloride for sewage treatment. Presently, the Township does not have any kind of an agreement with a ferric chloride supplier. PVS Technologies and Alexander Chemical Corporation have provided the most recent shipments of ferric chloride to the Township WWTP. In FYE 2016, the Township paid \$14,766.65 for three shipments of ferric chloride. The Township would like to secure a supplier and lock in a price for the next few years.

Bidder	Cost Per Dry Pound	Cost Per Load (4,000 Gallons)
PVS Technologies	\$0.251	\$4,292
Connection Chemical	\$0.265	\$4,531

The Township issued a RFP using specifications provided by Infrastructure Alternatives. The Township received two bids, stated above. Tom High has reviewed the bids and is recommending the Board accept the proposal from PVS Technologies.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- RFP #16-03
- Proposal from PVS Technologies

RECOMMENDATION: Accept the unit prices contained in the April 14, 2016 proposal as submitted by PVS Technologies for the period of June 1, 2016 through May 31, 2019.

SUGGESTED MOTION:

Motion by _____, supported by _____ to accept the unit prices contained in the April 14, 2016 proposal as submitted by PVS Technologies for the period of June 1, 2016 through May 31, 2019.

ROLL CALL VOTE REQUIRED? Yes

TOWNSHIP OF BRIGHTON
REQUEST FOR PROPOSALS
Ferric Chloride Supplier
RFP #16-03



DUE DATE / LOCATION:

Bid forms are due by 11:00 a.m., Friday, April 22, 2016 at:

Attn: Zachary Dyba
Brighton Township Hall
4363 Buno Rd.
Brighton, MI 48114-9298

Successful contractor must provide proof of required insurance. Quotations must be submitted at the above address and shall be presented in a sealed envelope clearly marked "**Request for Ferric Chloride Supplier**". **FAX or email copies will not** be accepted. The Township reserves the right to waive all informalities in the bidding process and may reject any or all bids, in whole or in part, for reasons deemed to be in the best interest of the Township.

The Charter Township of Brighton is seeking proposals for the resupply of ferric chloride at the Township wastewater treatment plant, located at 5901 Pleasant Valley Road, Brighton, MI 48114.

Bidders must meet the following specifications:

1. Price to be quoted shall be for the period June 1, 2016 through May 31, 2019.
2. Price shall be quoted as “**dollars per pound of Ferric Chloride**”, dry weight basis.
3. The price shall include chemical and delivery to the Brighton Township Wastewater Treatment Plant.
4. Yearly purchase amount will range between 8,000 gallons and 12,000 gallons of Ferric Chloride Solution.
5. Delivered volumes will be 4,000 gallons of Ferric Chloride Solution per order on an as-need basis. Notification of need will be made by wastewater treatment plant manager.
6. Ferric Chloride shall meet the requirements of AWWA Standard B407-05. Product shall contain 37% ferric chloride. Free acid expressed as HCl shall not exceed 1.0%. The solution shall not contain more than 0.2% total insoluble matter by weight.
7. Product shall be delivered via truck and transferred to the Wastewater Treatment Plant storage tanks using supplier’s equipment. Packaging and delivery shall meet DOT specifications. A weight certificate, load analysis (% FeCl₃ and specific gravity), and bill of lading shall be required with each shipment.
8. The Brighton Township Wastewater Treatment Plant has a 4,500 gallon ferric chloride storage tank. Off-loading hose shall be equipped with a 2 inch 4 bolt flange type fitting. Prospective bidders are encouraged to conduct a site visit to inspect unloading site prior to bidding.
9. Delivery shall be weekdays between 7 a.m. and 3 p.m. as arranged with the wastewater plant supervisor.

INSURANCE REQUIREMENTS:

Bidder must supply verification of the following minimum insurance coverage:

TYPE	MINIMUM COVERAGE
Workers' Compensation:	\$ 100,000 each accident.
Property Damage:	\$ 500,000 each occurrence.
Bodily Injury:	\$ 500,000 each occurrence.
Personal Injury and Bodily Injury:	\$1,000,000 in the aggregate.

Please submit any questions to Tom High by email at tomhigh@infralt.com or by phone at (734) 904-0228.



April 14, 2016

Mr. Zachary Dyba
Brighton Township Hall
4363 Buno Rd
Brighton, MI 48114

RE: Request for Ferric Chloride Supplier

Dear Mr. Dyba:

PVS Technologies, Inc. is pleased to offer the following proposal to Brighton Township.

LOCATION: Brighton Township – WWTP.
PRODUCT: Ferric Chloride 37%-42% Drinking Water Grade
PRICE: \$0.251 per Dry Pound of Ferric Chloride
VOLUME: 45,000 Pound Minimum Tank Truck Load (4000 gallons)
TERMS: Net 30 Days
PERIOD: 6/1/2016 – 5/31/2019

Should you have any questions or require additional information, please feel free to contact me at 313-920-6207.

Your business is greatly appreciated and we look forward to again servicing your Liquid Ferric Chloride requirement.

Additional Charges (if applicable): Demurrage (\$80/hr after 2 hours), Holiday Charge (\$250), Saturday Charge (\$150) and/or Sunday Charge (\$200).

*Prior to any shipments of Liquid Ferric Chloride, PVS requires a site assessment to be on file.

Sincerely,

Ty Moreland
Sales Coordinator

AGENDA NOTES

MEETING DATE: May 16, 2016

PERSON PLACING ITEM ON AGENDA: Assistant to the Township Manager

AGENDA TOPIC: WWTP Reject Pump

EXPLANATION OF TOPIC:

Tom High with Infrastructure Alternatives has requested the Township purchase a reject pump for the WWTP. The WWTP has two rejects pumps, but is currently operating on one reject pump as one failed approximately six months ago. The Township solicited bids based on specifications provided by Infrastructure Alternatives. The bid results are as follows:

Bidder	Proposal Cost	Pump Type
Dubric	\$6,502.87	Grundfos
Kennedy Industries	\$6,585	Flygt
Pumps Plus	\$6,786	KSB
Kerr Pump and Supply	\$9,710	BJM

Tom High has reviewed the proposals and is recommending the Township accept the proposal from Kennedy Industries. The Dubric proposal does not meet the specifications detailed in the RFP.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- RFP #16-05 with Addendums
- Proposal from Kennedy

RECOMMENDATION: Accept the proposal submitted by Kennedy Industries to install a reject pump at the Brighton Township wastewater treatment plant for a cost not to exceed \$6,585.

SUGGESTED MOTION:

Motion by _____, supported by _____ to accept the proposal submitted by Kennedy Industries to install a reject pump at the Brighton Township wastewater treatment plant for a cost not to exceed \$6,585.

ROLL CALL VOTE REQUIRED? Yes

TOWNSHIP OF BRIGHTON
REQUEST FOR PROPOSALS
WWTP Reject Pump Replacement
RFP #16-05



DUE DATE / LOCATION:

Bid forms are due by 11:00 a.m., Friday, April 29, 2016 at:

Attn: Zachary Dyba
Brighton Township Hall
4363 Buno Rd.
Brighton, MI 48114-9298

Successful contractor must provide proof of required insurance. Quotations must be submitted at the above address and shall be presented in a sealed envelope clearly marked "**Request for Reject Pump Replacement**". **FAX or email copies will not** be accepted. The Township reserves the right to waive all informalities in the bidding process and may reject any or all bids, in whole or in part, for reasons deemed to be in the best interest of the Township.

The Charter Township of Brighton is seeking proposals for the replacement of a reject pump that has failed at the Township wastewater treatment plant located at 5901 Pleasant Valley Road, Brighton, MI 48114. The proposed submersible sewage pump must fit in the existing wet well and utilize existing equipment such as electrical panel, connection elbow and lifting system. This pump handles sand from the filter. Exposed surfaces such as the impeller and volute must be made of materials that will resist the abrasion from the sand.

DESIGN

The reject pump must have the following:

1. The pump shall be automatically and firmly connected to the discharge connection, guided by the existing cable system from the top of the station to the discharge connection. There shall be no need for personnel to enter the wet-well.
2. The pump shall be easily removable for inspection or service, requiring no bolts, nuts or other fastenings to be removed for this purpose, and no need for personnel to enter pump well.
3. Sealing of the pumping unit to the discharge connection shall be accomplished by a machined metal to metal watertight contact. Sealing of the discharge interface with a diaphragm, O-ring or profile gasket will not be acceptable.
4. Rated for continuous duty when fully submerged.
5. No portion of the pump shall bear directly on the sump floor.
6. The reject flow may contain sand from the wastewater filter process. All exposed materials such as the impeller and the pump volute shall be made of materials that are resistant to the abrasive action of the sand.

PERFORMANCE

The reject pump must have the following:

1. Pump design shall be a submersible wastewater pump.
2. Design flow of pump is 200 gpm at 45' TDH.
3. The pump shall be easily removable for inspection or service.
4. Electrical requirement is three phase 240V.

PRODUCT

Approved manufacturers and equipment the Township is considering includes the Flygt Model: MP 3068 HT (or an equivalent) and the KSB KRT E 80-251/74XG (or an equivalent). Bidders shall clearly identify any exceptions to these specifications.

EQUIPMENT

The pump and motor must meet the following criteria:

1. Pump will handle sand from the filter system and as such, exposed material such as impeller and volute shall be constructed an abrasion resistant material. Where materials are not specified, submersible pumping station equipment shall be stainless steel or other corrosion resistant materials approved by the engineer prior to award. Painted metals shall not be considered as corrosion resistant materials unless specified otherwise.
2. All electrical equipment and pumps, in the wet well shall be rated for installation in a Class I, Division 1 hazardous location.
3. Discharge flange shall utilize existing discharge elbow.
4. Pump shall utilize existing cable removal/guide system and discharge elbow.

The pump motor shall be induction type with a squirrel cage rotor, shell type design, housed in an air filled, watertight chamber, NEMA B type. The stator windings and stator leads shall be insulated with moisture resistant Class F insulation rated for 155°C (311°F). The stator shall be dipped and baked three times in Class F varnish and shall be heat-shrink fitted into the stator housing. The winding housing will be filled with clean high dielectric oil that lubricates bearings and seals and transfers heat from the windings to the outer motor shell.

MATERIALS AND SUPPORT

The following materials and guarantees are required upon installation of the reject pump:

1. Product Data: Provide manufacturers literature including general assembly, pump curves showing performance characteristics with pump and system, operating point indicated, NPSH curve, controls, wiring diagrams, and service connections.
2. Manufacturer's Installation Instruction: Indicate support details, connection requirements, and include start-up instructions for the system.
3. Manufacturer's Certificate: Certify that pumps meet or exceed specified requirements at specified operating conditions. Submit summary and results of shop tests performed in accordance with Standard of the Hydraulic Institute.
4. Provide a list of recommended spare parts for each type of system.
5. Contractor shall guarantee all materials and workmanship of equipment furnished and installed under this Section for a period of One (1) year from the date of Owner's acceptance. Any defects due to the use of improper materials or workmanship occurring within that time shall be promptly rectified by the Contractor without cost to the Owner.

INSTALLATION

The reject pump shall utilize the existing lift-station. The Contractor shall provide a stainless steel lifting cable for lifting each pump. They shall be attached to the frame with a safety chain hook. The cable shall have a minimum breaking strength of 3600 lbs.

The Bidder furnishing and installing the sewage pumps and controls shall include in his bid price the services of a factory-trained representative for installation, start-up and training.

At start-up of the equipment the following must be completed:

1. Inspect all rotating equipment to see that it is properly lubricated.
2. Check rotation of all motors.
3. Check all controls to determine that they work properly.
4. Report all malfunctions to the Owner.
5. If pump does not meet intended conditions shall be removed and replaced at the Contractor's expense.

PROPOSAL DETAILS

Bidders must include, at a minimum, the following with their proposal:

1. The cost of the equipment to be installed.
2. The cost of labor for installation of the equipment.
3. The breakdown of the preceding costs can be detailed in a proposal letter and/or in a standard quote format.
4. The proposal should be valid until, at a minimum, the end of August, 2016.

INSURANCE REQUIREMENTS:

Bidder must supply verification of the following minimum insurance coverage:

TYPE	MINIMUM COVERAGE
Workers' Compensation:	\$ 100,000 each accident.
Property Damage:	\$ 500,000 each occurrence.
Bodily Injury:	\$ 500,000 each occurrence.
Personal Injury and Bodily Injury:	\$1,000,000 in the aggregate.

QUESTIONS

Please submit any questions to Tom High by email at tomhigh@infralt.com or by phone at (734) 904-0228.

Township of Brighton
Request for Proposals
WWTP Reject Pump Replacement
Addendum #1

The following corrections and/or additions shall be made to the above RFP.

1. On page 2, under the section labeled "Performance," Item #4 shall read "Electrical requirement is three phase 460V (3/60/460)".
2. On page 3, under section labeled "Installation," the lifting system used on the existing pump is a "grip eye" that slides down a cable to a short piece of chain. The "grip eye" hooks onto the chain to allow the removal of the pump. The successful supplier shall provide the necessary cable and chain for this purpose.
3. The existing pump is available for inspection at the Brighton Township WWTP. It is recommended that potential bidders inspect the existing pump to insure the condition of the existing "claw" that will connect the pump to the existing elbow in the wet well. Contact Tom High at (734) 904-0228 to schedule a time to inspect existing pump.

Township of Brighton
Request for Proposals
WWTP Reject Pump Replacement
Addendum #2

The following corrections shall be made to the above RFP.

1. On page 2 of the RFP, under the heading "Product," the approved Flygt Model shall be NP3102.095. Flygt Model MP3068 HT is NOT an approved Manufacturer or Model.



QUOTATION		
DATE	NUMBER	PAGE
4/27/2016	71559	1 of 2

B BRI295
I BRIGHTON TOWNSHIP
L 4363 BUNO ROAD
T BRIGHTON, MI 48114
O

Accepted By: _____
Company: _____
Date: _____
PO#: _____

ATTENTION:
ZACHARY DYBA P: 810-229-1778

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO #	JOB #	JOB TITLE	SLP	SHIPPING TYPE
QUOTE	71559	RFP #16-05 WWTP REJECT PUMP REPLACEMENT, FLYGT	CKW / NJH	FRT. ALLOWED

QTY	DESCRIPTION
-----	-------------

- (1) FLYGT EXPLOSION PROOF, SUBMERSIBLE SEWAGE PUMP MODEL NP3102.095-256 WITH HIGH CHROME IMPELLER AND INSERT RING. PUMP RATED 200 GPM @ 45' TDH, 6.5 HP, 3 PHASE, 460V, WITH 3" DISCHARGE AND 50 FT. MOTOR AND SENSOR CABLE. PUMP EQUIPPED WITH SEAL FAIL/HIGH TEMP CABLE.
- (1) MINI CAS SEAL FAIL/HI TEMP RELAY - TO BE MOUNTED IN EXISTING PANEL.
- (1) MODIFY PUMP TO ACCOMMODATE EXISTING GUIDE RAIL SYSTEM. GUIDE RAIL BRACKET PROVIDED BY CUSTOMER.

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: --- \$5,935.00 TOTAL

ADD TO SUPPLY:

- (1) INSTALL NEW PUMP AND WIRE MINI CAS RELAY INTO EXISTING CONTROL PANEL BY KENNEDY SERVICE PERSONNEL.

ESTIMATED INSTALL COST: \$ 650.00

THE ABOVE SERVICE INSTALL IS QUOTED BASED ON AN ESTIMATED (1) DAY, (5) HOURS PER DAY. IF TIME SPENT ON THE JOB DIFFERS FROM THIS ESTIMATE, YOU WILL BE BILLED ACCORDINGLY BASED ON THE BELOW RATES:

MONDAY THRU FRIDAY 7:00AM-3:00PM: \$115.00/HR
 MONDAY THRU FRIDAY 3:00PM-7:00AM: \$172.50/HR
 SATURDAYS (ALL HOURS): \$172.50/HR
 SUNDAYS AND HOLIDAYS (ALL HOURS): \$230.00/HR
 EMERGENCIES 8:00PM - 6:00AM - ALL DAYS \$230.00/HR

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: \$ 5,935.00

INSTALL NEW PUMP AND WIRE MINI CAS RELAY INTO EXISTING CONTROL PANEL: \$ 650.00

TOTAL NEW REPLACEMENT PUMP COST: \$ 6,585.00

DELIVERY: 3-4 WEEKS (AFTER RECEIPT OF ORDER, SUBJECT PRIOR TO SALE)

 WE DO NOT INCLUDE: INSTALLATION, CONCRETE OR SITE WORK, ANCHOR BOLTS, PIPING, VALVES, COVER, CONDUIT, WIRING, JUNCTION BOXES, PADLOCKS OR KEYS, START-UP UNLESS QUOTED ABOVE.

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,
 NICK HEINTZ / CINDY WOODARD
 KENNEDY INDUSTRIES

AGENDA NOTES

MEETING DATE: May 16, 2016

PERSON PLACING ITEM ON AGENDA: Assistant to the Township Manager

AGENDA TOPIC: Pump Station Communications

EXPLANATION OF TOPIC:

The Township's WWTP contractor Infrastructure Alternatives recommends the installation of a new alarm and notification system for the Township lift stations. The purpose of the system is to notify WWTP personnel when a lift station is not functioning properly. The replacement is necessary due to the less than reliable telemetry system that is in place. In situations where the telemetry system has failed, our backup procedure relies on passing motorists to call an emergency line if they see the alarm light on at a lift station.

Bidder	Bid Amount
Kennedy Industries - KISM	\$23,474
Kennedy Industries - Mission	\$25,444
Utilities Instrumentation Services	\$62,085
Motor City Electric Technologies	\$194,000

The Township issued a RFP and received a total of four (4) bids, shown above. The specifications in the RFP were based upon the least expensive system design the Township was offered by interested contractors. The KISM Alarm Notification System is the lowest cost product that meets the specifications. In order for the KISM system to work, the Township must annually purchase cellular data through Kennedy Industries. The cost for cellular data is \$347.40 per lift station each year.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- RFP #16-04
- Kennedy Industries – KISM Proposal

RECOMMENDATION: Accept the proposal from Kennedy Industries to install the KISM Alarm Notification System for a price not to exceed \$23,474.

SUGGESTED MOTION:

Motion by _____, supported by _____ to accept the proposal from Kennedy Industries to install the KISM Alarm Notification System for a price not to exceed \$23,474.

ROLL CALL VOTE REQUIRED? Yes

TOWNSHIP OF BRIGHTON
REQUEST FOR PROPOSALS
Pump Station Communications
RFP #16-04



DUE DATE / LOCATION:

Bid forms are due by 11:00 a.m., Tuesday, April 26, 2016 at:

Attn: Zachary Dyba
Brighton Township Hall
4363 Buno Rd.
Brighton, MI 48114-9298

Successful contractor must provide proof of required insurance. Quotations must be submitted at the above address and shall be presented in a sealed envelope clearly marked "**Request for Pump Station Communications**". **FAX or email copies will not** be accepted. The Township reserves the right to waive all informalities in the bidding process and may reject any or all bids, in whole or in part, for reasons deemed to be in the best interest of the Township.

INTRODUCTION

The Charter Township of Brighton is seeking proposals for the purchase and installation of a Supervisory Control and Data Acquisition (SCADA) system for ten (10) lift-stations. The current notification system at Brighton Township relies solely on resident notification in the event of a pump station failure. The Township desires to have a new system that includes expanded capabilities that allow the operator the ability to monitor any station remotely, minimizing unnecessary off-hours charges and address potential issues before they become catastrophic.

DESIGN AND PERFORMANCE DATA

The following hardware specifications are required:

1. Cellular radio, enclosure, backup battery, transformer, antenna with cable and mounting hardware included.
2. Power: 12 VDC or 120 VAC. Backup battery power required.
3. Communications: Cellular GSM 850/900/1700/1800/1900/2100 MHz
4. Access Key: One (1) electronic key reader for site activity tracking and service mode
5. Operating Temperature: -20 °F to 150 °F
6. Analog Inputs: 2 analog inputs: 4-20 mA or 0-5 VDC
7. Relay Outputs: 3 remotely controllable, form C dry contact relay outputs.
8. Digital Inputs: 8 supervised digital inputs; 3 configurable to runtime/starts accumulators.
9. Built-in alarms: AC, low battery, temperature, communications failure.

PRODUCT SPECIFICATIONS

The SCADA system must meet the following requirements:

1. The product must be, or equal to, the M110 Series Wireless Real-Time Alarm Systems by Mission Communications, which shall be installed at all lift-stations listed below.
2. The cellular-based monitoring system must operate on current generation (2G, 3G and 4G) cellular radios.
3. It must have real-time alarms delivered via phone, email, or pager.
4. It must have each alarm logged with a timestamp for tracking and reporting.
5. It must have data and reports accessible via secure web portal from any web-enabled device, including desktop, Smartphone, or tablet.
6. It must have pump runtimes and pump data summarized hourly, daily, weekly, and monthly.
7. It must have the capability of tracking rain fall data for direct comparison with pump run time.
8. It must include an antenna kit with mounting bracket and cable. Outdoor antenna can be wall or pole mounted.

9. It must include connection for optional wet well module.

INSTALLATION

The installation must be performed in accordance with the manufacturer's instructions and the National Electric Code.

At start-up of the equipment the following shall be completed:

1. Inspect all equipment.
2. Check all controls to determine that they work properly.
3. Report all malfunctions to the manufacturer.
4. All equipment should be field tested.
5. Any components that do not meet intended conditions shall be removed and replaced.

OTHER REQUIREMENTS

A one (1) year service packaged is required. The service package shall include all communications, data storage, alarm call outs, reports and technical support. The contractor will provide operation and maintenance literature, instructions and other appropriate information regarding repair and replacement parts from the manufacturer once installation is completed.

PROPOSAL DETAILS

Bidders must include the following with their proposal:

1. The cost of the equipment to be installed.
2. The cost of labor for installation of the equipment.
3. The total cost of data service for one year for ten lift-stations.
4. The breakdown of the preceding costs can be detailed in a proposal letter or in a standard quote format.

LIFT-STATION LOCATIONS (See Map):

- Liftstation #1 - 11105 East Grand River
- Liftstation #2 - 5977 Whitmore Lake Rd.
- Liftstation #2A – Woodruff Shores
- Liftstation #3 - 4115 Old US-23 South
- Liftstation #4 - 8326 E. Grand River
- Liftstation #5 - 8115 Pine Ranch Drive
- Liftstation #6 - 8173 Woodland Shore
- Liftstation #7 – Old US 23 North of McClements
- Liftstation #8 – Old US 23 & Spencer
- Liftstation #9 – Woodruff Ridge Lake

INSURANCE REQUIREMENTS

Bidder must supply verification of the following minimum insurance coverage:

TYPE	MINIMUM COVERAGE
Workers' Compensation:	\$ 100,000 each accident.
Property Damage:	\$ 500,000 each occurrence.
Bodily Injury:	\$ 500,000 each occurrence.
Personal Injury and Bodily Injury:	\$1,000,000 in the aggregate.

Please submit any questions to Tom High by email at tomhigh@infralt.com or by phone at (734) 904-0228.



QUOTATION		
DATE	NUMBER	PAGE
4/25/2016	71500	1 of 2

B BRI295
 I BRIGHTON TOWNSHIP
 L 4363 BUNO ROAD
 T BRIGHTON, MI 48114
 O

Accepted By: _____
 Company: _____
 Date: _____
 PO#: _____

ATTENTION:
 ZACHARY DYBA P: 810-229-1778

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO #	JOB #	JOB TITLE	SLP	SHIPPING TYPE
	71500	BRIGHTON TOWNSHIP, PUMP STATION COMMUNICATIONS, RFR #16-04	DSH / NJH	FREIGHT ALLOWED

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
	PROVIDE CHARTER TOWNSHIP OF BRIGHTON WITH SCADA MONITORING AND ALARMING FOR THEIR 10 LIFT STATIONS - LIFT STATION #1, 11105 EAST GRAND RIVER - LIFT STATION #2, 5977 WHITMORE LAKE ROAD - LIFT STATION #2A, WOODRUFF SHORES - LIFT STATION #3, 4115 OLD US-23 SOUTH - LIFT STATION #4, 8326 EAST GRAND RIVER - LIFT STATION #5, 8115 PINE RANCH DRIVE - LIFT STATION #6, 8173 WOODLAND SHORE - LIFT STATION #7, OLD US 23 NORTH OF MCCLEMENTS - LIFT STATION #8, OLD US 23 & SPENCER - LIFT STATION #9, WOODRUFF RIDGE LAKE		
10	KENNEDY INDUSTRIES TO PROVIDE KISM ALARM NOTIFICATION SYSTEM CONSISTING OF: (1) ADVANTECH, ADAM-6050, 12 DIGITAL INPUTS, 6 DIGITAL OUTPUTS (1) SIERRA WIRELESS, LS300, CELL MODEM WITH ANTENNA (1) ASTRODYNE, 12VDC POWER SUPPLY WITH BATTERY BACK UP KISM PROGRAMMING: (1) KISM SCADA SCREENS (1) OFFSITE PHONE SUPPORT FOR STARTUP	\$1,200.00	\$12,000.00
10	KISM HOSTED SCADA AGREEMENT - PER YEAR (1) VERIZON CELL DATA SERVICE, PAID BY KENNEDY INDUSTRIES (1) KISM HOSTED SCADA SERVICE	\$347.40	\$3,474.00
	PLEASE NOTE: - ABOVE HARDWARE COMPONENTS TO BE INSTALLED INTO EXISTING ENCLOSURE - WE DO NOT INCLUDE INSTALLATION, WIRING OR ASSEMBLY OF THE ABOVE LISTED COMPONENTS - ANY OPERATIONAL DEFICIENCIES THAT DO NOT MEET THE SPECIFICATION AND ARE DISCOVERED WITH IN ONE YEAR WILL BE CORRECTED AT NOT COST		
10	ELECTRICIAN, FOR HARDWARE INSTALLATION AND WIRING TO INCLUDE: (1) INSTALL AND WIRE NEW EQUIPMENT IN EXISTING CONTROL PANELS (1) PERFORM STARTUP AND TEST TO VERIFY OPERATION	\$800.00	\$8,000.00

ANY OPERATION DEFICIENCIES THAT DO NOT MEET THE SPECIFICATION AND ARE DISCOVERED WITH IN ONE YEAR WILL BE CORRECTED AT NO COST.

Kennedy Industries Inc.

QUOTATION		
DATE	NUMBER	PAGE
4/25/2016	71500	2 of 2

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
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WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,
NICK HEINTZ / DAWN HARKNESS

KENNEDY INDUSTRIES, INC.

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions and Customer Warranty available at www.kennedyind.com which will be provided by mail upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**CREDIT CARD ORDERS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE
NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL**

TOTAL: \$23,474.00

P.O. Box 930079 Wixom, MI 48393 ♦ 4925 Holtz Dr, Wixom, MI 48393 ♦ Phone: 248-684-1200 ♦ Fax: 248-684-6011

www.KennedyInd.com

AGENDA NOTES

MEETING DATE: May 16, 2016

PERSON PLACING ITEM ON AGENDA: Treasurer

AGENDA TOPIC: Approved Bank Update

EXPLANATION OF TOPIC: This is an update of the banking institutions and names for our approved banks.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- Current Investment Policy
- Updated list of investment institutions

POSSIBLE COURSES OF ACTION: Approve/Not Approve the updated list of investment institutions in accordance with the Brighton Township Investment Policy Resolution No. 08-033.

SUGGESTED MOTION:

Motion by _____, supported by _____ to

ROLL CALL VOTE REQUIRED? No

Charter Township of Brighton

Investment Policy

Resolution No. 08-033

A RESOLUTION REGARDING THE DEPOSITORY AND INVESTMENT POLICIES AND PROCEDURE FOR THE CHARTER TOWNSHIP OF BRIGHTON

Whereas, the Charter Township of Brighton Board of Trustees (hereinafter referred to as "Brighton Township"), in exercising its fiduciary responsibilities desires to safeguard the funds of Brighton Township that may be invested from time to time, and

Whereas, it is the policy of Brighton Township to invest public funds in a manner which will provide the maximum security with the best interest return, while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

Whereas, Public Act 77 of 1989, MCL 41.77 requires that the governing board designate the banks or depositories for the money belonging to Brighton Township, including the time for which the deposits shall be made and all details for carrying the effect the authority has given in this act, and

Whereas, Public Act 196 of 1997, MCL 129.95 et. seq. requires Brighton Township, in consultation with the Treasurer, the designated investment officer for Brighton Township, to adopt an investment policy, and

Whereas, this investment policy applies to all financial assets of Brighton Township. These funds are accounted for in the Brighton Township Audited Annual Financial Report and includes a General Fund, Special Revenue funds, Capital Project Funds, Trust and Agency funds, Debt Service Funds, and any new fund established by the Township and

Whereas, investments should be made with judgment and care (under circumstances then prevailing) which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculations, but for investment, considering the probable safety for their capital as well as the probable income to be derived.

Whereas, the primary objectives, in priority order, of Brighton Township's investment activities shall be:

- **Safety-Safety of Principal** is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. The Treasurer shall minimize credit risk by investing only in the safer types of securities, pre-qualifying financial institutions, brokers/dealers, intermediaries, and advisers with whom the Township will do business
- **Diversification**-The investment will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The investment shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities). Investment shall have varying maturities. Investment instrument selection shall avoid high credit risks and shall include use of readily available funds such as local government investment pools or mutual funds to maintain sufficient liquidity.
- **Liquidity**-The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Securities shall have maturity dates concurrent with cash flow needs. Securities with active secondary or resale markets, as well as money market mutual funds offering same-day

liquidity for short-term funds shall also be used to ensure liquidity. The Treasurer shall minimize interest rate risk by avoiding the need to sell securities prior to maturity and investing operating funds primarily in short-term securities, money market mutual funds or similar public investment pools. Securities shall not normally be sold prior to maturity except to minimize loss of principal; to improve the quality, yield or target duration in the portfolio, or to meet liquidity needs.

- **Return on Investment**-The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio. Return on investment is characteristics of the portfolio. Return on investment of secondary importance compared to safety and liquidity objectives. The core of investments is limited to relatively low risk securities, and a fair rate of return relative to risk is assumed.

Therefore Be It Resolved that this policy is applicable to all public funds belonging to Brighton Township and in the custody of the Township Treasurer.

Therefore Be It Resolved that the Brighton Township Treasurer is authorized to manage funds belonging to Brighton Township, including depositing funds in approved financial institutions and administration of investment in conformance with MCL 41.77 and policies as set forth in this resolution.

Be It Further Resolved that the Treasurer shall recommend financial institutions for approval for the safekeeping of Brighton Township funds based on an evaluation of the performance and solvency for the institution, as well as past performance in exercising due care and prudence in managing the custody for Brighton Township funds held in trust, if applicable. The Treasurer shall periodically evaluate approved and potential financial depositories, and shall make recommendations as to appropriate changes in approved depositories when warranted.

In determining safekeeping and custody qualifications, financial institutions document a minimum capital requirement of at least \$10,000,000 and at least five years of operation. All financial institution and brokers/dealers shall be pre-qualified by supplying the following:

- Audited Financial Statements
- Proof of NASD certification of FDIC insurance.
- Proof of State Registration.

Certification of having read, understood and having agreed to comply with the Brighton Township Investment Policy.

The Treasurer shall annually examine the financial condition and registrations of qualified financial institutions and brokers/dealers by obtaining updates of the information listed above.

Be It Further Resolved that when the Treasurer's analysis of Brighton Township's cash flow requirements reveal that surplus funds will not be required to meet current expenditures for a specific length of time, the treasurer is authorize to make prudent investments for a length of time that will provide a reasonable return on investment yet ensure that such funds will be available when needed and will not be exposed to undue risk. The Township Treasurer is limited to investments authorized by Public Act 20 of 1943, as amended, and may invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution complies with section (2), MCL 129.41 Section 2, Public Act 20 of 1940.

- (c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in item (a) of this section and listed above.
- (e) Bankers' acceptances of United States banks
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- (g) Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54 Stat. 789, 15 USC 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- (h) Obligations described in items (a) through (g) of this section and listed above, if purchased through an inter-local agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (i) Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- (j) The investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

Be It Further Resolved that all security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Township Treasurer may be on a cash basis or a delivery vs. payment basis as determined by the Treasurer. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

Be It Further Resolved that the Treasurer shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in to text of managing an overall portfolio.

Be It Further Resolved that the Treasurer may elect to have certificates and other evidence of investment held by a financial institution, provided that the financial institution presents to the Township Treasurer sufficient documentation and acknowledgement of the investment instruments held on behalf of Brighton Township.

Be It Further Resolved that the Treasurer shall refrain from personal business activity that could conflict with proper execution and management of Brighton Township investments or that could impair the Treasurer's ability to make impartial investment decisions. Investment officials shall disclose to the Chief Financial Officer any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of Brighton Township.

Be It Further Resolved that the Treasurer shall annually provide a written report to the Brighton Township Board concerning the investment of Brighton Township funds. Internal controls will include an annual independent review by an external auditor to assure compliance with policies and procedures.

Be It Further Resolved that Brighton Township shall comply with all applicable statutory standards for the investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.

AYES: Rogers, Bollin, Murphy, Theis, Slaton, Doughty, Kovitz
 NAYS: None
 ABSENT: None

Thomas E. Murphy, Supervisor

Ann M. Bollin, Clerk

CERTIFICATION:

I, Ann M. Bollin, Clerk of the Charter Township of Brighton, County of Livingston, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Charter Township of Brighton Board of Trustees on the 15th day of December, 2008.

In witness hereof, I have hereunto affixed my official seal this 9th day of January, 2009.

Ann M. Bollin, Clerk
Charter Township of Brighton

Charter Township of Brighton

Investment Policy (Amendment to certain sections of Resolution No. 08-033)

Resolution # 10-017

A RESOLUTION AMENDING THE INVESTMENT POLICIES AND PROCEDURE FOR THE CHARTER TOWNSHIP OF BRIGHTON

Whereas, Charter Township of Brighton Board of Trustees (hereinafter referred to as "Brighton Township"), passed Resolution No. 08-033 on December 15, 2008, and

Whereas, Public Act 77 of 1989, MCL 41.77 and Public Act 196 of 1997 MCL 129.95 et. Seq. have set standards for municipal Boards for determining investing and banking institutions, and

Whereas, Brighton Township, in exercising its fiduciary responsibilities, desires bank safety to be the primary consideration for depository and investment institutions used by Brighton Township, and

Whereas, Brighton Township recognizes that current economic conditions have resulted in recognition of differing bank circumstances, and that age does not of itself reflect bank strength,

Whereas, Resolution No. 08.033 currently states:

"In determining safekeeping and custody qualifications, financial institutions document a minimum capital requirement of at least \$10,000,000 and at least five years of operation. All financial institution and brokers/dealers shall be pre-qualified by supplying the following:"

Therefore Be It Resolved, the aforementioned section of Resolution No. 08-033 will be amended to state:

"In determining safekeeping and custody qualifications, financial institutions document a minimum capital requirement of at least \$10,000,000 and either a minimum of at least five years of operation, or having met all other criterion, currently hold an above average rating using standard bank analysis and recognized analysis organizations. All financial institution and brokers/dealers shall be pre-qualified by supplying the following:"

Be It Further Resolved, that all other sections of Resolution No. 08-033 will remain unchanged.

Thomas E. Murphy, Supervisor
Charter Township of Brighton

Ann M. Bollin, Clerk
Charter Township of Brighton

CERTIFICATION:

I, Ann M. Bollin, Clerk of the Charter Township of Brighton, County of Livingston, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Charter Township of Brighton Board of Trustees on the 19th day of April, 2010.

In witness hereof, I have hereunto affixed my official seal this 26th day of April, 2010.

Ann M. Bollin, Clerk
Charter Township of Brighton

Recommendation for Approved Banks

The banks below are Banks and Investment Corporations that have local branches. I will be analyzing them for their soundness using many criterion including FDIC rankings, Standard & Poor's ratings, Moody's Investor Services and Fitch ratings, as well as the length of time they've been in operation. I would request your authorization to use these entities after due diligence is done to verify their financial soundness, and in accordance with our investment policy.

1. First National Bank of Howell
2. Talmer West Bank
3. Fifth Third Bank
4. Comerica Bank
5. Bank of America
6. Key Bank
7. PNC
8. The State Bank
9. Huntington Bank
10. Level One Bank
11. The Private Bank
12. Flagstar Bank
13. Chase Bank
14. First Merit Bank
15. Lake Trust Credit Union
16. CDARS ***

Investing Institutions

1. Multi Bank Securities Inc.
2. CLASS MBIA Municipal Investors Service Corporation

*** CDARS is the Certificate of Deposit Account Registry Program approved by the State of Michigan as a Michigan Municipal investment vehicle that uses diversification of depository institutions in order to maximize FDIC insurance coverage. All funds invested in this vehicle are FDIC insured. Many banks offer this product.

MINUTES

CHARTER TOWNSHIP OF BRIGHTON
ZONING BOARD OF APPEALS
4363 BUNO ROAD
BRIGHTON, MI 48114

MARCH 23, 2016
REGULAR MEETING
7:00 P.M.
(810) 229.0562

Vice-Chairperson F. Grapentien called the meeting to order at 7:00 P.M. The Pledge of Allegiance was said.
Present: C. Moran (alt.), J. Dorset, D. Hawk, J. Cogley, F. Grapentien, J. Gibbons, J. McKeon
Absent: R. Doughty

CALL TO THE PUBLIC

Cindy Mensch, 4445 Old Warner Court - Complaint regarding neighbor at 4463 Old Warner Court regarding a home based veterinary business; it is much larger than the Zoning Ordinance allows; delivery trucks; odors; dogs barking.

AGENDA

J. Dorset moved and J. Cogley seconded to approve the agenda as presented.
Motion carried.

MINUTES

J. Dorset moved and J. Cogley seconded to approve the November 18, 2015 special meeting minutes as presented.
Motion carried.

J. Dorset moved and J. Cogley seconded to approve the January 14, 2016 special meeting minutes as presented.
Motion carried.

BUSINESS

ELECTION OF 2016 OFFICERS

J. Cogley moved and D. Hawk seconded to appoint F. Grapentien, Chairperson, J. Dorset, Vice-Chairperson, and J. Gibbons, Secretary, for 2016.
Motion carried.

PRESENTATION OF AWARD TO TIM WINSHIP

F. Grapentien thanked Tim Winship for his long service to the Township as a Township Board Member, member of the Planning Commission, and Chairman of the ZBA and presented him with a certificate.

ZBA APPLICATION # 16/01; LOCATION: 2101 HACKER RD.; TAX ID #'S 12-18-100-034 AND 035;
OWNER AND APPLICANT: SHEPHERD OF THE LAKES LUTHERAN CHURCH AND SCHOOL;
ZONING: RC (RESIDENTIAL COUNTRY)

- a. Lot Coverage Variance, a variance from Zoning Ordinance Article 3, Sec. 3-03, District Regulations
- b. Variance to Extend Site Plan Approval, a variance from Zoning Ordinance Article 18, Sec. 18-03(h)(2), Completion of Site Design

Applicant Representative Bob Green, President of Shepherd of the Lakes Church and School Council, and Candice Briere, Metro Consulting Associates, discussed the need for a long term master plan for the church and school for capital funding purposes and plans for their proposed 45,000 sq. ft. addition to include gym, media center, restrooms/locker rooms, art room, dining room, kitchen, office and stage area for the church and school. It was stated that no additional students are planned for the addition so no additional traffic is expected and that the three (3) modulars on the site may or may not be removed with the addition. In order to construct the addition, there is a need for a lot coverage variance of two (2%) percent to increase the coverage from the required five (5%) percent allowable coverage to seven (7%) percent. The project would be built in two (2) or

three (3) phases with a third (1/3rd) of the project being in the first phase.
K. Mathews, Township Planner, reviewed her report dated February 3, 2016.

PUBLIC HEARING

The public hearing opened at 7:25 p.m.

No comments were received.

The public hearing closed at 7:25 p.m.

The ZBA discussed both variance requests, especially the need for an extension of the site plan approval for ten (10) years.

a. J. Cogley moved and J. Gibbons seconded to approve a variance from Zoning Ordinance Article 3, Sec. 3-03, District Regulations, for a lot coverage variance of two percent (2%) to increase the lot coverage for the site from five (5%) percent to seven (7%) percent for ZBA Application # 16/01; Location: 2101 Hacker Rd.; Tax ID #'s 12-18-100-034 and 035; Owner and Applicant: Shepherd of the Lakes Lutheran Church and School for the following reasons: Compliance with the strict letter of the restrictions governing lot coverage would unreasonably prevent the use of the property; Granting of the requested variance would do substantial justice to the applicant as well as to other property owners in the district and is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and vicinity of the subject parcel; The requested variance for lot coverage does not substantially interfere with the public safety and welfare, increase the hazard of fire, impair the adequate supply of light and air, or create nuisances since the site is very large (30 acres); The variance will not substantially interfere with or discourage the appropriate development, continued use, or value of adjacent properties and the surrounding neighborhood since the site is very large (30 acres); and Exceptional circumstances or conditions are applicable to the property and the intended use that do not generally apply to other properties or uses since the site is very large (30 acres).

Motion carried.

b. J. Cogley moved and J. Dorset seconded to deny the variance request to extend site plan approval for ten (10) years, a variance from Zoning Ordinance Article 18, Sec. 18-03(h)(2), Completion of Site Design, for ZBA Application # 16/01; Location: 2101 Hacker Rd.; Tax ID #'s 12-18-100-034 and 035; Owner and Applicant: Shepherd of the Lakes Lutheran Church and School; Zoning: RC (Residential Country) for the following reasons: The variance request is not property/real estate related, the applicant has concurred that he does not need ten (10) years, and that granting this variance would set a precedent for the Township.

Motion carried.

ZBA APPLICATION # 16/02; LOCATION: KINGS POINT CT.; TAX ID # 12-23-102-015; OWNER AND APPLICANT: CARL & KAREN BEKOFKSKE; ZONING: RESIDENTIAL PLANNED UNIT DEVELOPMENT (PUD)

Front Setback Variance, a variance from Article 12-08(a), PUD Design Standards Regulatory Flexibility, of the Zoning Ordinance

Applicant Representative Chris Macklin, Christopher Macklin Design, overviewed the request for a front yard setback variance of fourteen (14) ft. from the required forty (40) ft. setback. The homeowners Carl and Karen Bekofske were in attendance. The Planned Unit Development (PUD) for Oaks at Beach Lake has established a forty (40) ft. front yard, twenty (20) ft. side yard, and thirty-five (35) ft. rear yard setbacks for the homes in the PUD. This home site has a significant drop-off and therefore less than half of the lot is usable. The home will have individual septic and the active and reserve fields are being placed as far away from the wetland as possible which drives the location of the home. The home will be a walk-out and needs to be at a safe grade, so with the significant drop-off, the home needs to be moved forward towards the road. In order to build a three (3) car garage, there is a need to encroach into the front setback.

K. Mathews, Township Planner, reviewed her report dated February 23, 2016.

PUBLIC HEARING

The public hearing opened at 8:25 p.m.

None.

The public hearing closed at 8:25 p.m.

J. Dorset moved and D. Hawk seconded to approve a Front Yard Setback Variance, a variance from Zoning Ordinance Article 12-08(a), PUD Design Standards Regulatory Flexibility, for ZBA Application # 16/02; Location: Kings Point Ct.; Tax ID # 12-23-102-015; Owner and Applicant: Carl & Karen Bekofske; Zoning: Residential Planned Unit Development (PUD) for the following reasons: Compliance with the strict letter of the restrictions governing setbacks for the home and attached garage would unreasonably prevent the use of the property; Granting of the requested variance would do substantial justice to the applicant as well as to other property owners in the district and is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and vicinity of the subject parcel; The variance request is not a function of a zoning change for the property or an ordinance change as it is an existing condition; In order to build the proposed home and a three (3) car attached garage a front yard setback variance is required and the applicant would like to have a similar home and garage as others in his neighborhood however there is a significant drop-off into a low area in the back half of his property which significantly reduces his lot size; The requested variance does not substantially interfere with the public safety and welfare, increase the hazard of fire, impair the adequate supply of light and air, or create nuisances; The variance will not substantially interfere with or discourage the appropriate development, continued use, or value of adjacent properties and the surrounding neighborhood; In order to allow a similar home and three (3) car garage as others in the neighborhood, the variance request is required; Exceptional circumstances or conditions exist which are applicable to the property and the intended use that do not generally apply to other properties or uses and in order to allow a similar home and three (3) car garage as others in the neighborhood, the variance request is required.

Motion carried.

REPORTS AND CORRESPONDENCE

D. Hawk - Township Board update.

F. Grapentien - Board of Review update.

CALL TO THE PUBLIC

None.

J. Gibbons moved and J. Cogley seconded to adjourn.

Motion carried.

The meeting adjourned at 8:37 p.m.

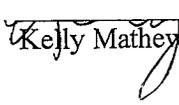
Respectfully submitted,



Frank Grapentien, Chairperson



John Gibbons, Secretary



Kelly Mathews, Recording Secretary

Ann M. Bollin, CMC, CMMC, Clerk

BRIGHTON AREA FIRE AUTHORITY
March 10, 2016
Regular Board Meeting

A Regular Meeting of the Brighton Area Fire Authority Board was held on Thursday, March 10, 2016, at the Main Fire Station at 615 W. Grand River Ave, Brighton, Michigan. This Regular Meeting was called to order by Chairperson James Muzzin, at 8:00 a.m.

PRESENT: JIM MORTENSEN
JIM MUZZIN
SHAWN PIPOLY
LUCILLE WEAIRE
PATRICK MICHEL
MIKE CORRIGAN

ABSENT: TODD SMITH

ALSO PRESENT: Chief Mike O'Brian
Neal Nielsen, Esq.

Call to the Public
None

Approval of Consent Agenda

16:010 Motion by Shawn Pipoly, supported by Jim Mortensen
That we approve the Consent Agenda as amended.

Motion carried unanimously.

Approval of Regular Agenda

16:011 Motion by Patrick Michel supported by Lucille Weaire
That we approve the Regular Agenda as amended.

Motion carried unanimously.

Check Register February 2016

16:012 Motion by Jim Mortensen, supported by Mike Corrigan
That we approve the Check Register for February 2016

Motion carried unanimously

Review of Capital Improvement Plan

Chief O'Brian presented the Board with an overview of the Capital Improvement Plan which included apparatus, staff vehicles, equipment/radios, stations/buildings. All will be outlined in the 5-year Capital Budget plan as part of this year's budget process.

Other Discussion

A question was raised with regards to the security measures taken to safeguard the radio towers from damage, since a couple of the towers had been vandalized. Chief mentioned that we've done enhancements to the radio towers, short of installing cameras.

Neal asked what we've done as far as public relations in preparation for the Millage vote. The Chief mentioned that we've been utilizing various forms of media, (WHMI, Press & Argus & Social Media) to promote our community involvement. The recent Stair Climb at the Renaissance Center which raised over \$10,000 for the American Heart Association was one such event. In addition, Lt. Tom Kiurski, the Lead instructor at the Howell Schools Fire Academy is writing a monthly column in the Press & Argus on various fire prevention topics. Also, our staff have been tasked with reaching out to the various Senior Living complexes in the area along with local service groups such as the Rotary club with our fire prevention initiative. Our Firefighters Association will also be out promoting our millage.

Lucille would like us to provide an article regarding the BAFA Millage vote for the Brighton Township Newsletter (due by 7/1/16) and their website (due early June) as well as posting on the City of Brighton and Genoa Township website.

Good of the Order

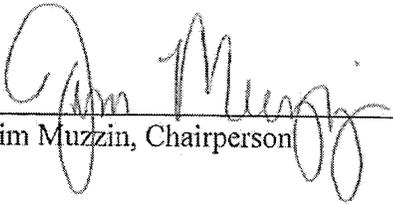
Anne Campbell's father passed away last Sunday. There will be a viewing at Phillips Funeral Home in South Lyon on Friday, March 11th from 4-8 pm and the funeral service will be at 11:00 at St. Joseph Catholic Church in South Lyon.

Deputy Chief Mike Evans and Captain Lauren Brookins are at a National Summit titled Vision 20/20 in Fairfax, Virginia, March 10th, 11th & 12th to engage in hot topics re: Fire Prevention. Captain Brookins was selected to do a presentation touting the success of our Smoke Alarm program.

Brighton Area Fire Authority
Regular Meeting
March 10, 2016
Page 3 of 3

Adjournment

Motion by Mike Corrigan, supported by Jim Mortensen, that we adjourn this meeting. Motion carried unanimously. This meeting was adjourned at 8:35 am.



Jim Muzzin, Chairperson

BRIGHTON AREA FIRE AUTHORITY
February 11, 2016
Regular Board Meeting

A Regular Meeting of the Brighton Area Fire Authority Board was held on Thursday, February 11, 2016, at the Main Fire Station at 615 W. Grand River Ave, Brighton, Michigan. This Regular Meeting was called to order by Chairperson James Muzzin, at 8:00 a.m.

PRESENT: JIM MORTENSEN
TODD SMITH
JIM MUZZIN
SHAWN PIPOLY

ABSENT: LUCILLE WEAIRE
MIKE CORRIGAN
PATRICK MICHEL

ALSO PRESENT: Chief Mike O'Brian
Neal Nielsen, Esq.

Call to the Public

None

Approval of Consent Agenda

16:0007 Motion by Shawn Pipoly, supported by Todd Smith
That we approve the Consent Agenda as amended.

Motion carried unanimously.

Approval of Regular Agenda

16:008 Motion by Shawn Pipoly, supported by Todd Smith
That we approve the Regular Agenda as amended.

Motion carried unanimously.

Check Register January 2016

16:009 Motion by Jim Mortensen, supported by Shawn Pipoly
That we approve the Check Register for January 2016

Motion carried unanimously

2015 Year End Report

Chief O'Brian presented the Board with the 2015 Year End Report and went through the highlights of the Report.

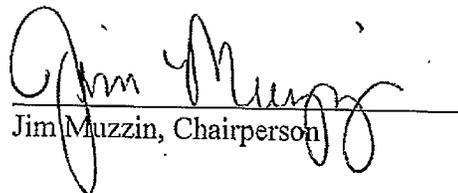
Good of the Order

Chief O'Brian reminded the Board that this year's Soup Out will be held at Station 31 on February 18th, and invited them to attend.

Chairman Muzzin stated that he went to the 2015 Brighton Area Fire Authority Award Ceremony, and that it was well attended.

Adjournment

Motion by Jim Mortensen, supported by Todd Smith, that we adjourn this meeting. Motion carried unanimously. This meeting was adjourned at 8:40 am.


Jim Muzzin, Chairperson

MINUTES
LIVINGSTON COMMUNITY WATER AUTHORITY
MARCH 16, 2016
REGULAR MEETING
2:00 P.M.
BRIGHTON TOWNSHIP FIRE STATION NO. 32
1580 S OLD US 23
BRIGHTON, MI 48114

M. St. Charles called the meeting to order at 2:09 P.M. The Pledge was recited.

Present: A. Bollin, L. Weaire (Charter Township of Brighton); M. St. Charles, R. Everett (Green Oak Charter Township); P. Hohl, B. Hahn (Hamburg Township); S. Willet, non-voting member (Livingston Water Company)

Absent: None

CALL TO THE PUBLIC

None

APPROVAL OF AGENDA

A. Bollin moved and P. Hohl seconded to **approve the agenda as amended deleting Payment of Invoice Direction under Item 12.**

Motion carried.

APPROVAL OF MINUTES

P. Hohl moved and B. Hahn seconded to **approve the January 20, 2016 regular meeting minutes as presented.**

Motion carried.

FEBRUARY 17, 2016 CHECK REGISTER / BILLS / January 31, 2016 CASH BALANCE OF FUNDS & PLAN ESCROW

R. Everett moved and P. Hohl seconded to **receive and file the February 17, 2016 Check Register and the January 31, 2016 Cash Balance of Funds and Plan Escrow.**

Motion carried.

Discussion included status of payment for water filter installation. It was noted that Green Oak had forwarded payment to the Authority to meet their obligations under the Master Operating Agreement; payment results in LCWA able to make the filter installation payment through the O & M fund.

MARCH 16, 2016 CHECK REGISTER / FEBRUARY 29, 2016 CASH BALANCE OF FUNDS & PLAN ESCROW

R. Everett moved and P. Hohl seconded to **approve the March 16, 2016 Check Register as revised and presented at the table and to receive and file the February 29, 2016 Cash Balance of Funds and Plan Escrow.**

Motion carried.

WATER COMPARISON TESTS

A. Dowson presented the summary of water comparison tests and summarized factors affecting results including depth of well, test location, and the number of test samples taken. Discussion included the location of the test and the Engineer recommended that additional tests be taken. V. Putala also suggested that the results be measured in the same increments and at the hydrants for comparison to other systems. A. Dowson summarized the testing program requirements and the annual CCR and that the requirement is that we test for lead every three years. Discussion included whether some homes we serve have old pipes; do we put chemicals in our water; hard water is a natural corrosion protectant; overview of LCWA testing protocols; groundwater is less corrosive; overview of chemical treatments; LCWA system piping; and the differences in building codes for individual homes built before 1978 and again after 1986; and that LCWA works with the DEQ to determine the sampling sites. Consensus was to revisit our sampling program and

communicate with LCWA customers on the quality of the water and testing protocol based on the Flint situation. V. Putala distributed a hand out on Quick Facts on lead and noted that new regulations were being considered in Lansing.

P. Hohl moved and B. Hahn seconded **to direct the Engineer and Operator to revisit the sampling program and make recommendations to bring back to the LCWA for consideration with the intent to implement to ensure water quality.**

Motion carried

HAMBURG REQUEST FOR APPROVAL OF WATER TAP RATE

Discussion included that each community sets its own REU rate as previously discussed; V. Putala, Engineer, noted that as member community's commit REU's and establish their REU rates it is important to consider future costs for additional water treatment plant capacity when it is triggered.

P. Hohl moved and R. Everett seconded **to receive and file the notice of rate change as presented by Hamburg Township.**

Motion carried.

DISCUSSION ON LEAD/REQUEST FROM BOARD MEMBER BILL HAHN

This item was discussed earlier under Water Comparison Tests.

FILTER INSTALLATION UPDATE

A. Dowson provided update on status of filters 7 & 8 installation stating the filters were on line and they have been tested.

OPERATORS REPORT

A. Dowson reported on inspection of the chlorine tank, need for a sump pump (A. Dowson will obtain a quote), one (1) shut-off request, hydrant replacement, upcoming hydrant flushing, and that Corrpro will be contacted to make repairs they are responsible for. Also stated notices for upcoming backflow preventer and cross connection inspections are being distributed.

Written report for February 2016 was included in the packet.

CHAIRPERSON'S REPORT

Computer upgrade is complete.

TOWNSHIP REPRESENTATIVES REPORT

Brighton Township – B. Vick, Manager, provided update on the construction of the booster station/Old US 23 water main and status of electrical surge issue noting that the project(s) will be presented to the LCWA for acceptance in the near future.

ADJOURNMENT

A. Bollin moved and B. Hahn seconded **to adjourn. The meeting adjourned at 3:20 P.M.**

Motion carried.

Respectfully submitted,



Mark St. Charles, Chairperson



Ann M. Bollin, CMC, CMMC, Secretary

BRIGHTON AREA FIRE DEPARTMENT

FIRESTAT

February 2016



FIRE INSPECTION ACTIVITY - FEBRUARY 2016

ACTIVITY	THIS MONTH	CURRENT Y-T-D	PREVIOUS Y-T-D	% CHANGE
INSPECTIONS:	FEB.	2016	2015	
FIRE SAFETY INSPECTION	62	107	158	-32%
COMPLAINT INVESTIGATIONS	2	9	10	-10%
C of O INSPECTIONS	8	16	16	0%
SPECIALTY & MISCELLANEOUS INSP.	6	14	11	27%
RE-INSPECTIONS	79	124	203	-39%
NEW CONSTRUCTION INSPECTIONS	14	20	21	-5%
GRAND TOTALS:	171	290	419	-31%
VIOLATIONS CITED	97	173	381	-55%
CITATIONS ISSUED	0	0	0	n/a
FIRE INVESTIGATIONS	1	2	3	-33%
PLANS REVIEWED:				
SITE PLANS	6	10	9	11%
BUILDING PLAN REVIEW	2	7	9	-22%
FIRE PROTECTION SYSTEM PLANS	4	14	13	8%
MISCELLANEOUS REVIEWS	0	1	2	-50%
TOTALS:	12	32	33	-3%

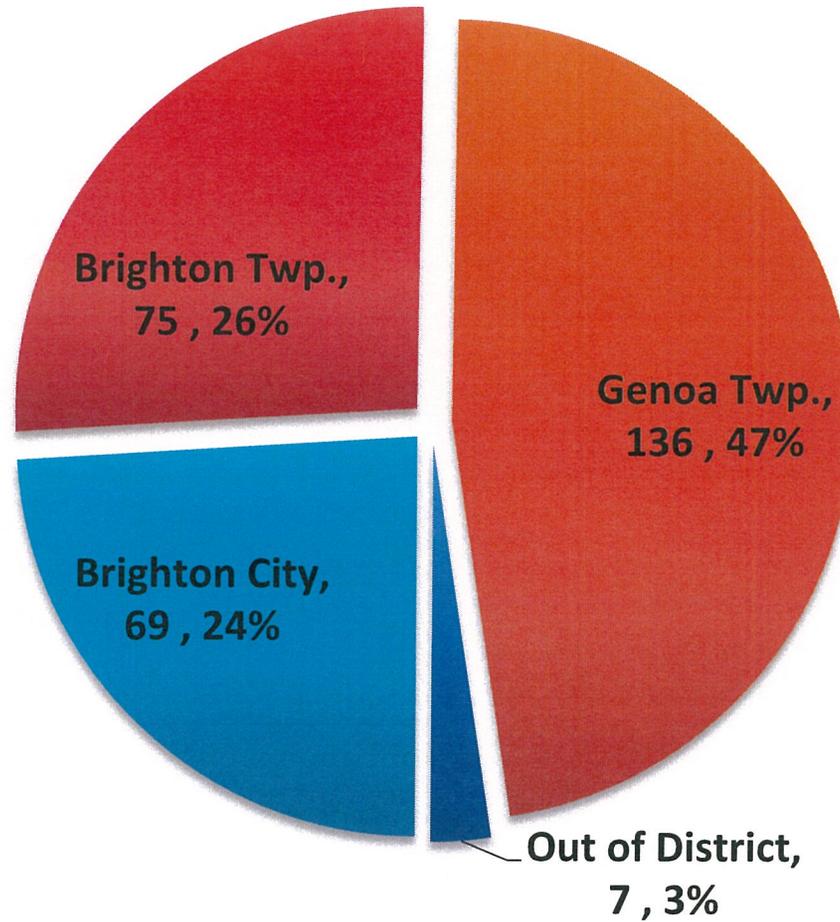


Community Risk Reduction Activity	Feb-2016
Fire Safety Pub-Ed Presentations	2
Community CPR Classes	0
School Drills (fire, lock-down, weather)	2
Homes Checked for Working Smoke Alarms	73
Smoke alarms installed	202

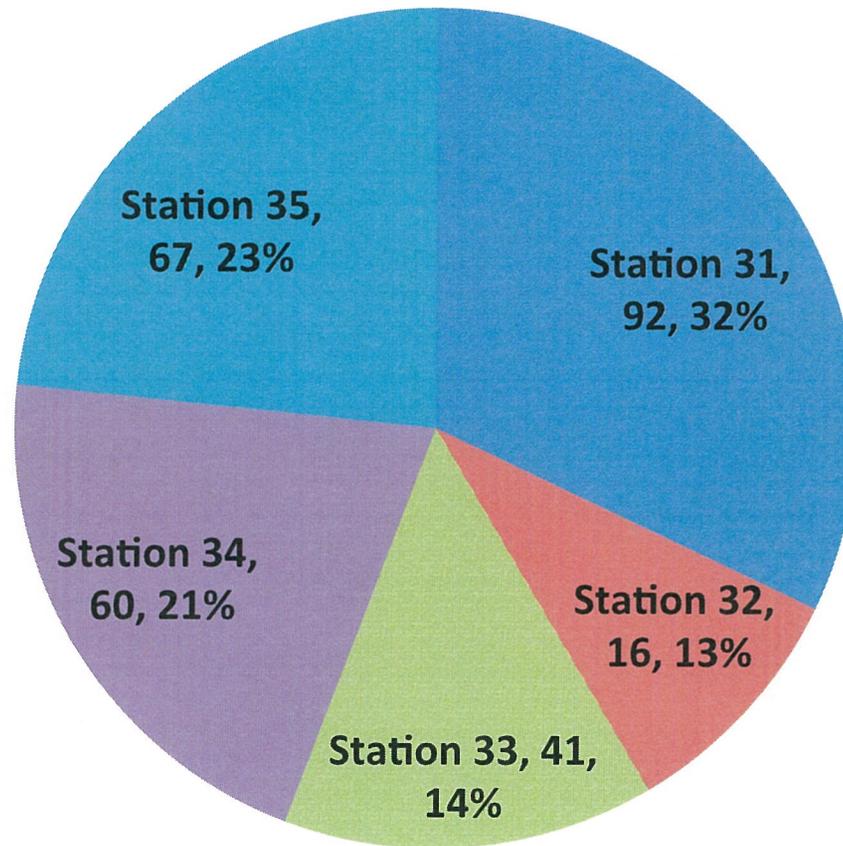


INCIDENTS BY COMMUNITY

February 2016



INCIDENTS BY STATION February 2016



INCIDENT TYPE REPORT

Feb-16

Incident Type	Feb-16	YTD	PYTD	Difference	% Change
1-Fire	10	16	28	-12	-43%
2-Overpressure/Expl.	0	0	1	-1	N/A
3-EMS	91	163	193	-30	-16%
4-Hazardous Condition	17	36	26	10	38%
5-Service Call	9	19	9	10	111%
6-Good Intent	18	33	28	5	18%
7-False Call	10	20	40	-20	-50%
8-Severe Weather	0	0	0	0	N/A
9-Other	0	0	0	0	N/A
TOTAL	155	287	325	-38	-12%



INCIDENT ACTIVITY REPORT

February-16

Incident Type	Department	Sta.31	Sta.32	Sta.33	Sta.34	Sta.35
1 - Fire	10	3	1	2	1	3
2 - Overpressure/Explosion	0	0	0	0	0	0
3 - Rescue EMS	91	24	10	10	24	23
4 - Hazardous Condition	17	7	1	4	2	3
5 - Service Call	9	4	1	0	3	1
6 - Good Intent	18	6	1	3	3	5
7 - False Call	10	3	2	3	2	0
8 - Severe Weather/ Nat.Disaster	0	0	0	0	0	0
9 - Other/Special Incident Type	0	0	0	0	0	0
TOTAL	155	47	16	22	35	35



INCIDENT ACTIVITY REPORT BY COMMUNITY

February-16

Incident Type	BriCity Month	BriCity YTD	BriTwp Month	BriTwp TYD	Genoa Month	Genoa TYD
Fire	2	2	2	3	4	8
Overpressure/Explosion	0	0	0	0	0	0
Rescue EMS	13	38	25	39	50	83
Hazardous Condition	5	11	5	8	7	17
Service Call	3	6	2	3	4	10
Good Intent	5	7	5	13	8	12
False Call	4	5	4	9	2	6
Severe Weather/ Nat.Disaster	0	0	0	0	0	0
Other/Special Incident Type	0	0	0	0	0	0
TOTAL	32	69	43	75	75	136

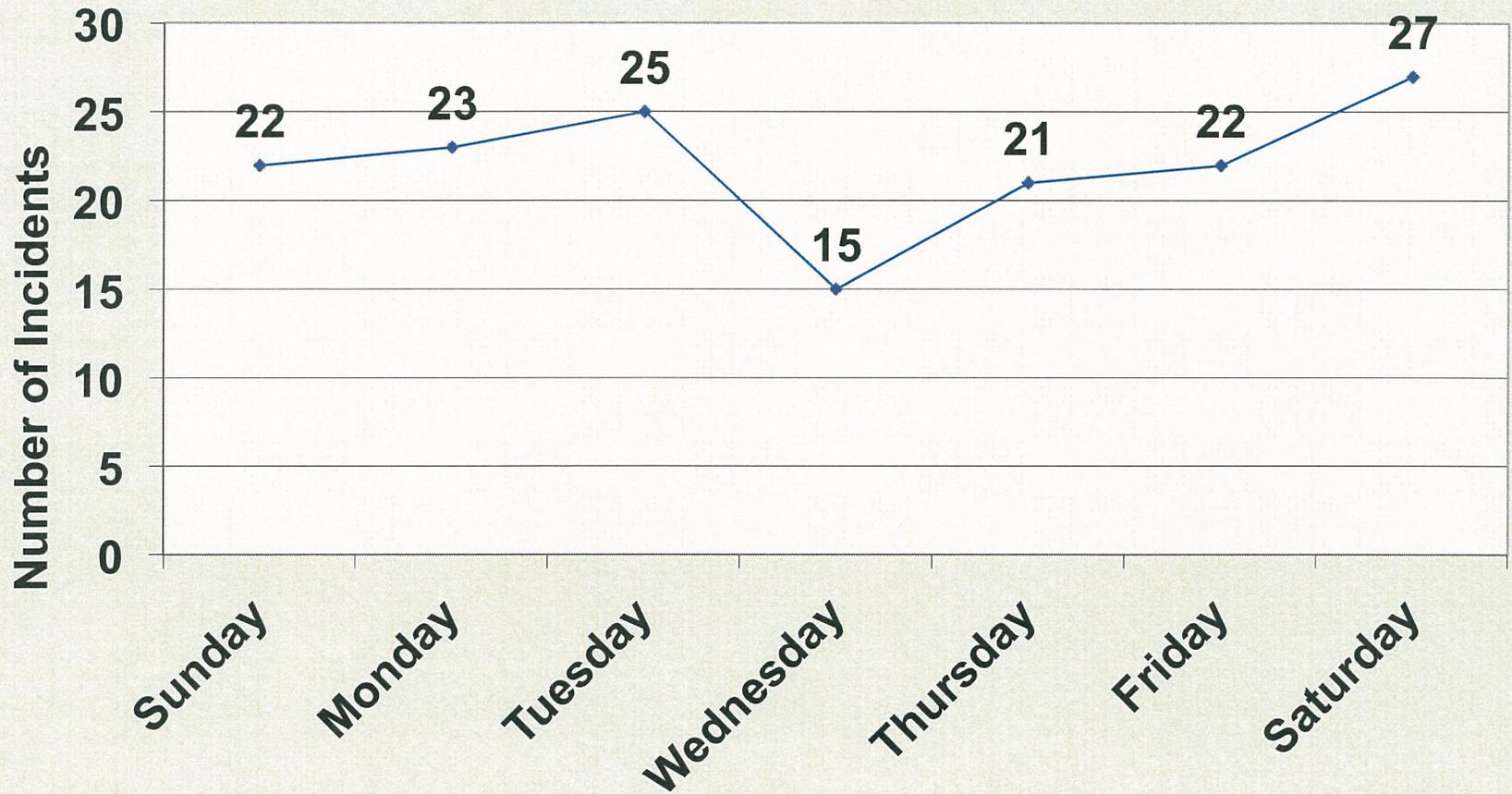


All Incidents by Day of Week

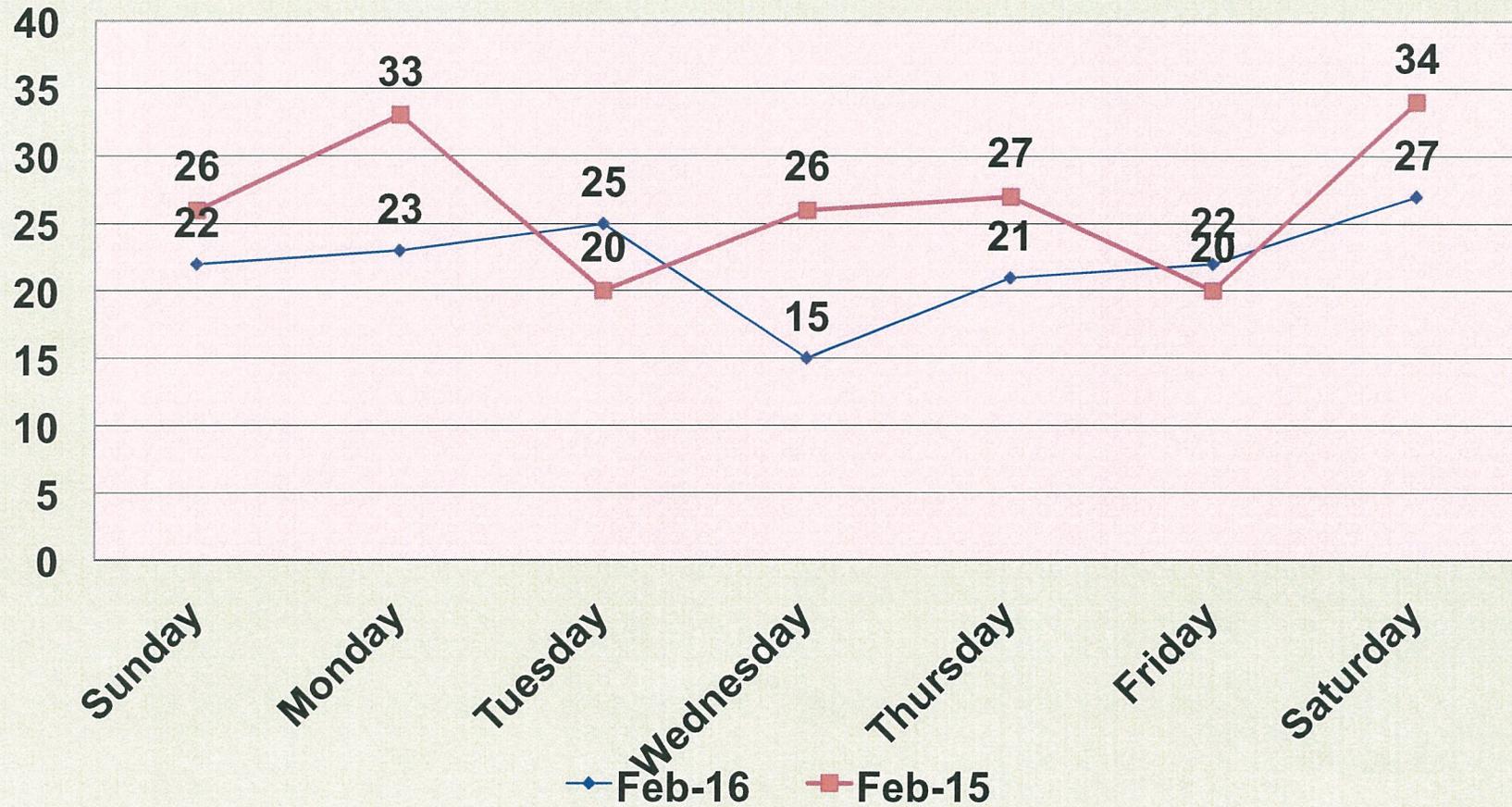
Day of Week	Feb-16	Feb-15	2016 YTD	2015 YTD	%Change
Sunday	22	26	48	47	2%
Monday	23	33	40	56	-29%
Tuesday	25	20	48	41	17%
Wednesday	15	26	34	41	-17%
Thursday	21	27	42	46	-9%
Friday	22	20	32	42	-24%
Saturday	27	34	43	52	-17%
TOTAL	155	186	287	325	-12%



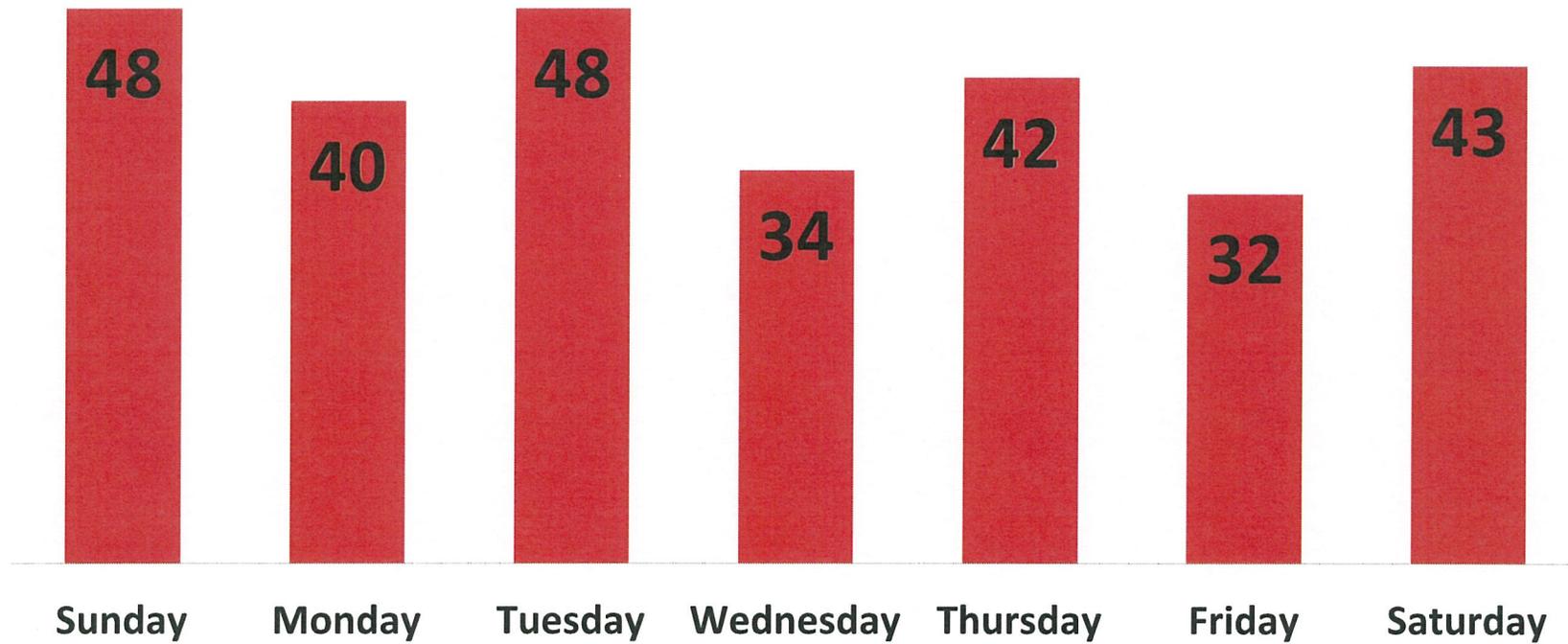
Incidents by Day of Week - February 2016



Incidents by Day of Week FEBRUARY 2016 vs. FEBRUARY 2015



2016 INCIDENTS BY DAY OF WEEK FEBRUARY YTD



Incidents by Day of Week/Shift

Feb-16

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0001-0600	3	2	2	3	2	1	3
0601-1200	8	10	11	7	3	4	7
1201-1800	4	6	2	3	7	5	9
1801-0000	7	5	10	2	9	12	8

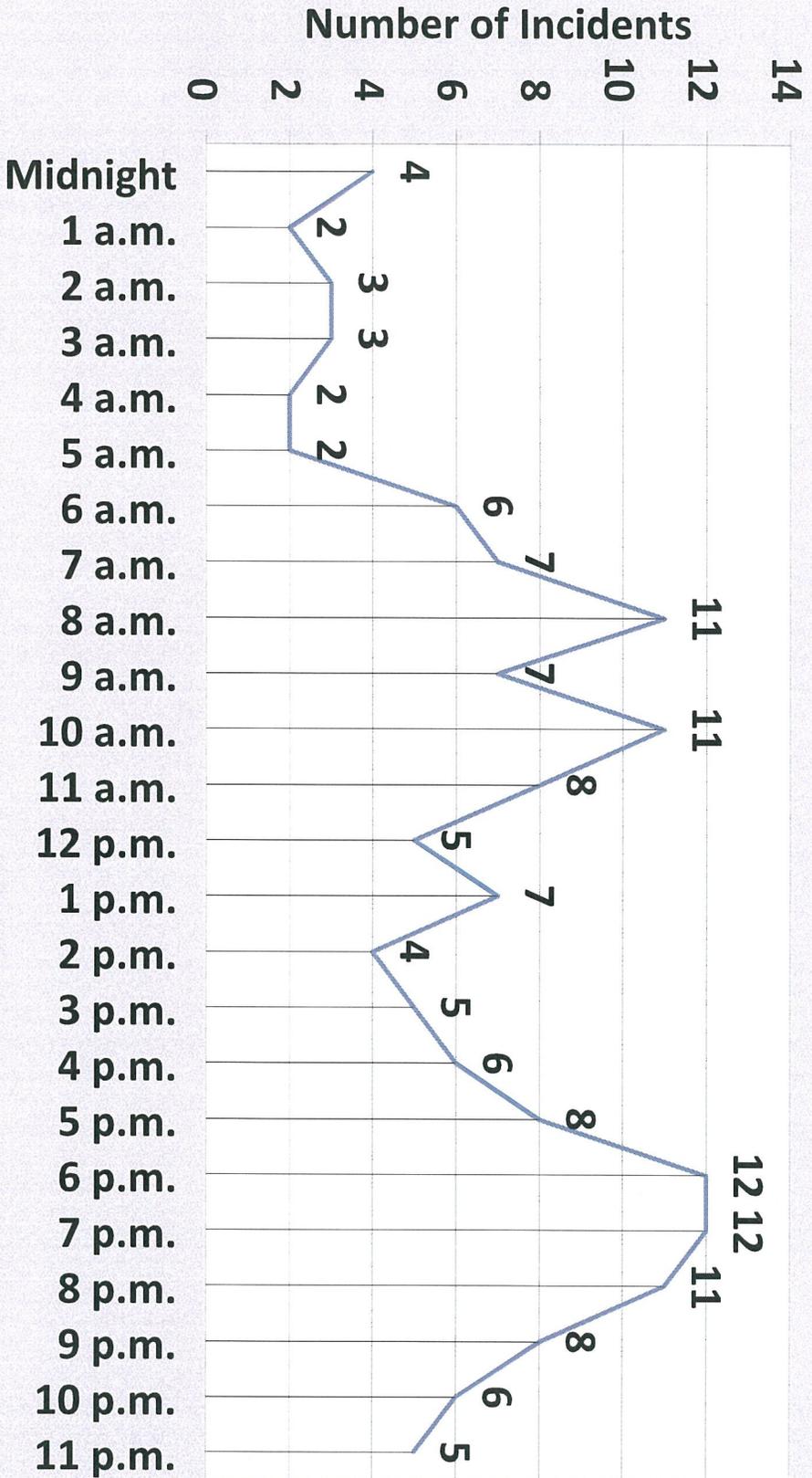
Incidents by Day of Week/Shift

February 2016 Year to Date

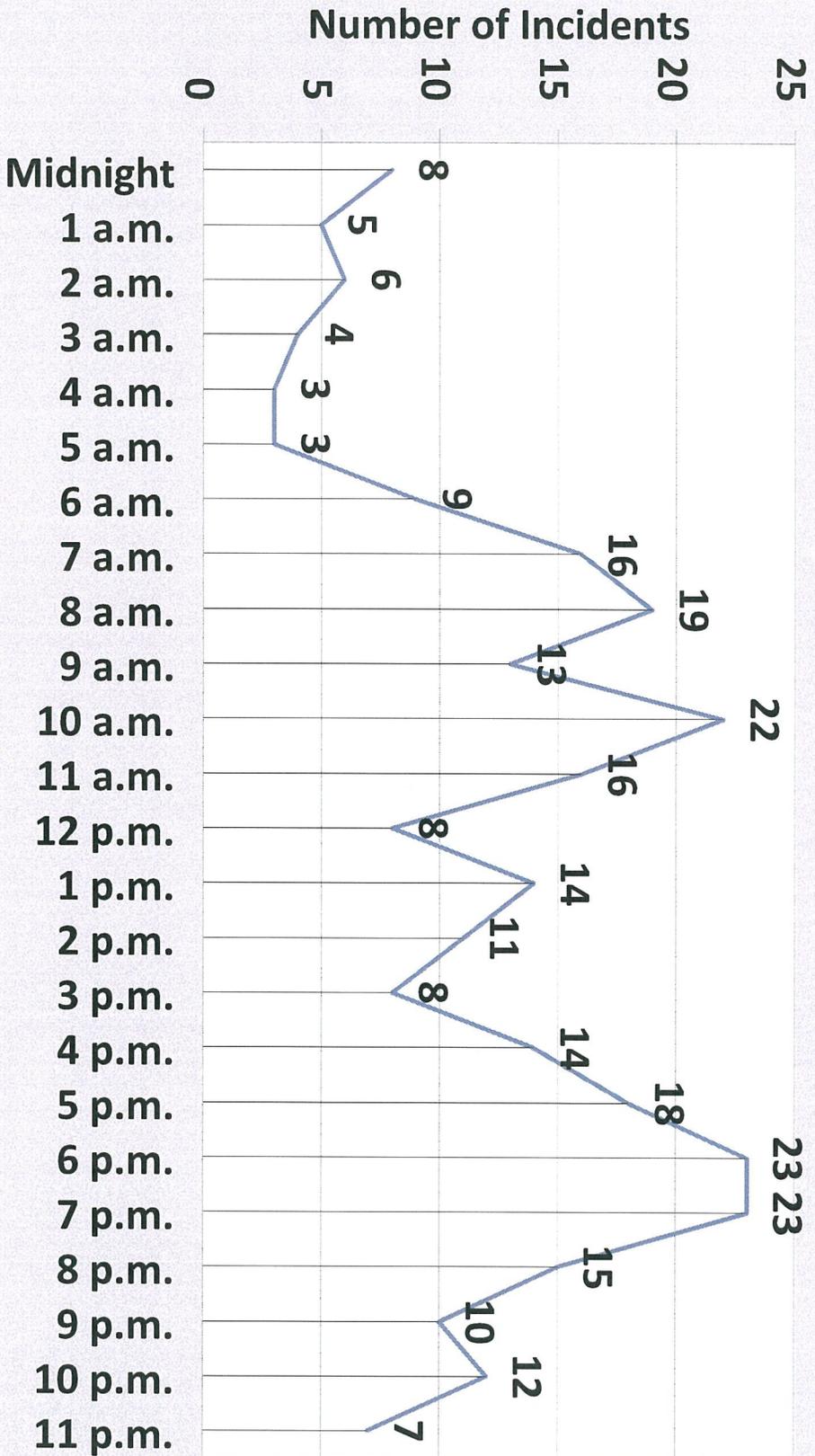
Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0001-0600	6	3	4	5	5	3	3
0601-1200	18	18	18	13	12	5	10
1201-1800	13	10	11	6	9	10	16
1801-0000	11	9	15	10	16	14	14



FEBRUARY 2016 INCIDENTS BY TIME OF DAY



2016 INCIDENTS BY TIME OF DAY



2016 AVERAGE RESPONSE TIMES - PRIORITY INCIDENTS

January	February	YTD AVG	PYTD AVG	% CHANGE
4:55	6:42	5:48	6:13	-7%
6:01	8:40	7:51	10:38	-26%
5:48	6:05	5:56	6:20	-6%
7:50	7:43	7:45	7:30	3%
8:33	8:21	8:26	7:58	6%
6:30	7:30	7:04	7:09	-1%

END OF REPORT



BRIGHTON AREA FIRE DEPARTMENT

FIRESTAT

JANUARY 2016



FIRE INSPECTION ACTIVITY - JANUARY 2016

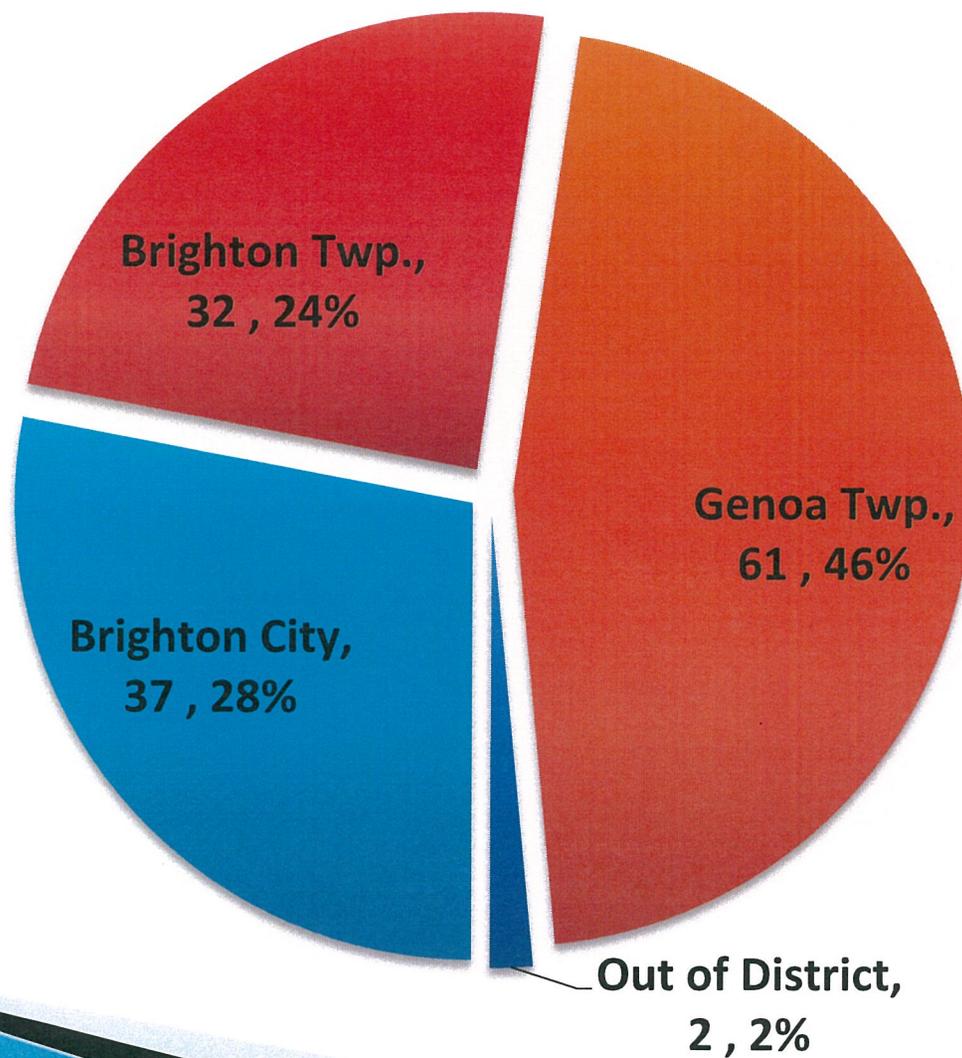
ACTIVITY	THIS MONTH	CURRENT Y-T-D	PREVIOUS Y-T-D	% CHANGE
INSPECTIONS:	JAN.	2016	2015	
FIRE SAFETY INSPECTION	45	45	45	0%
COMPLAINT INVESTIGATIONS	7	7	5	40%
C of O INSPECTIONS	8	8	10	-20%
SPECIALTY & MISCELLANEOUS INSP.	7	7	8	-13%
RE-INSPECTIONS	45	45	91	-51%
NEW CONSTRUCTION INSPECTIONS	6	6	13	-54%
GRAND TOTALS:	118	118	172	-31%
VIOLATIONS CITED	76	76	165	-54%
CITATIONS ISSUED	0	0	0	n/a
FIRE INVESTIGATIONS	1	1	0	n/a
PLANS REVIEWED:				
SITE PLANS	1	1	4	-75%
BUILDING PLAN REVIEW	2	2	2	0%
FIRE PROTECTION SYSTEM PLANS	7	7	8	-13%
MISCELLANEOUS REVIEWS	1	1	0	n/a
TOTALS:	11	11	14	-21%



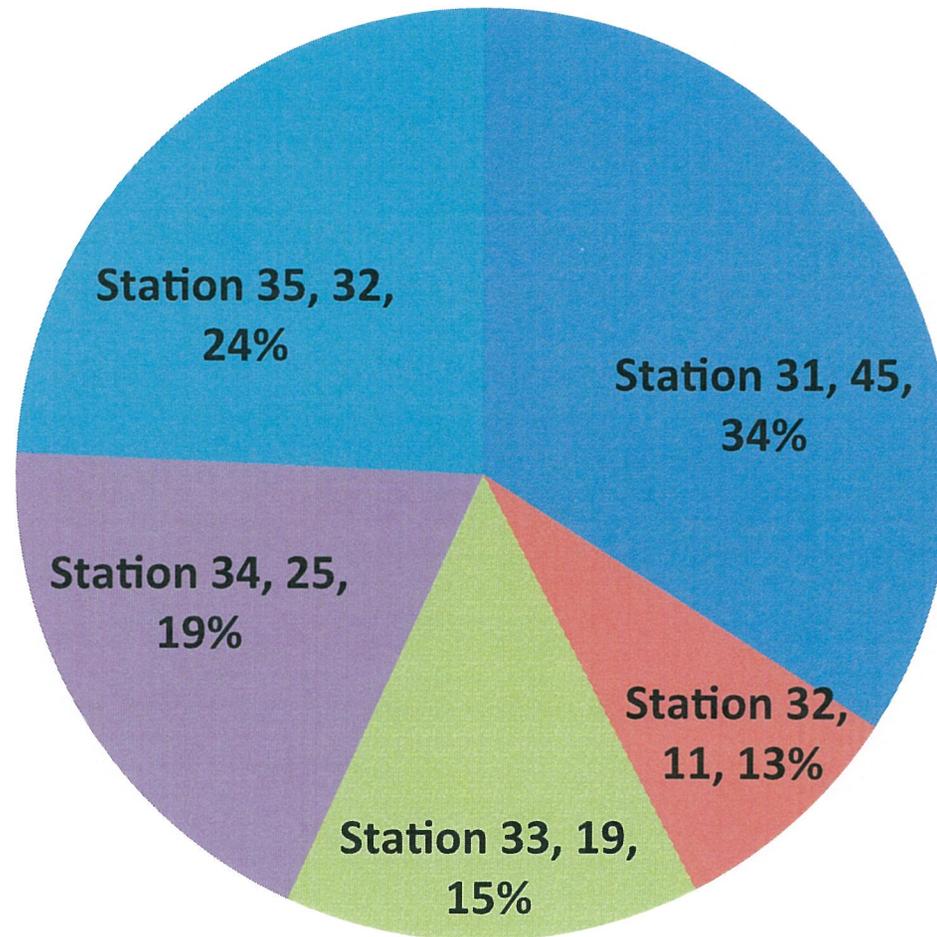
Community Risk Reduction Activity	Jan-2016
Fire Safety Pub-Ed Presentations	2
Community CPR Classes	2
School Drills (fire, lock-down, weather)	4
Homes Checked for Working Smoke Alarms	8
Smoke alarms installed	27



2016 INCIDENTS BY COMMUNITY



2016 INCIDENTS BY STATION



INCIDENT TYPE REPORT

Jan-16

Incident Type	Jan-16	YTD	PYTD	Difference	% Change
1-Fire	6	6	13	-7	-54%
2-Overpressure/Expl.	0	0	1	-1	N/A
3-EMS	72	72	79	-7	-9%
4-Hazardous Condition	19	19	11	8	73%
5-Service Call	10	10	6	4	67%
6-Good Intent	15	15	11	4	36%
7-False Call	10	10	18	-8	-44%
8-Severe Weather	0	0	0	0	N/A
9-Other	0	0	0	0	N/A
TOTAL	132	132	139	-7	-5%



INCIDENT ACTIVITY REPORT

January 2016

Incident Type	Department	Sta.31	Sta.32	Sta.33	Sta.34	Sta.35
1 - Fire	6	0	0	1	1	4
2 - Overpressure/Explosion	0	0	0	0	0	0
3 - Rescue EMS	72	28	4	13	15	12
4 - Hazardous Condition	19	7	0	0	4	8
5 - Service Call	10	3	1	1	2	3
6 - Good Intent	15	5	5	1	0	4
7 - False Call	10	2	1	3	3	1
8 - Severe Weather/ Nat.Disaster	0	0	0	0	0	0
9 - Other/Special Incident Type	0	0	0	0	0	0
TOTAL	132	45	11	19	25	32



INCIDENT ACTIVITY REPORT BY COMMUNITY

January-16

Incident Type	BriCity Month	BriCity YTD	BriTwp Month	BriTwp TYD	Genoa Month	Genoa TYD
Fire	0	0	1	1	4	4
Overpressure/Explosion	0	0	0	0	0	0
Rescue EMS	25	25	14	14	33	33
Hazardous Condition	6	6	3	3	10	10
Service Call	3	3	1	1	6	6
Good Intent	2	2	8	8	4	4
False Call	1	1	5	5	4	4
Severe Weather/ Nat.Disaster	0	0	0	0	0	0
Other/Special Incident Type	0	0	0	0	0	0
TOTAL	37	37	32	32	61	61

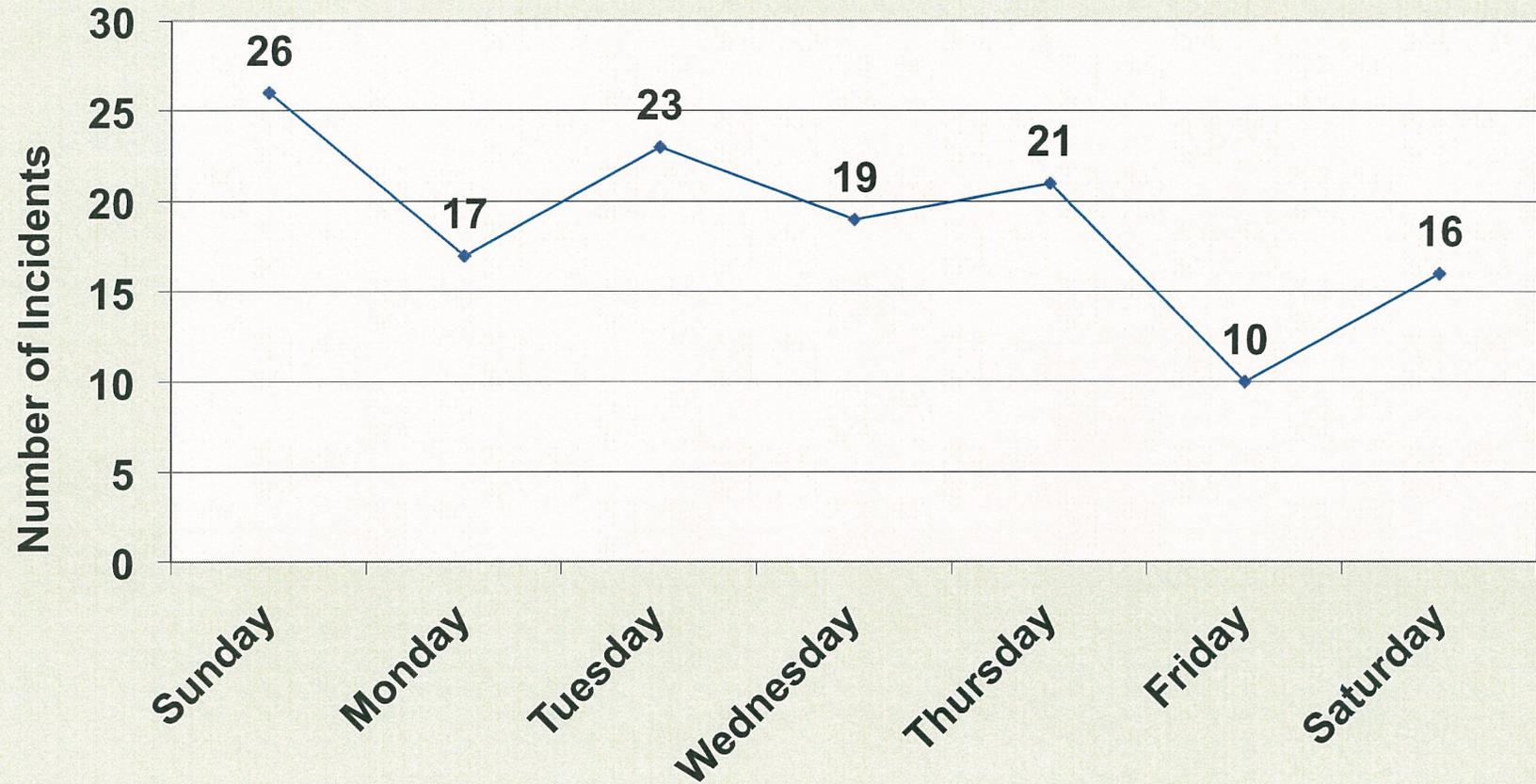


All Incidents by Day of Week

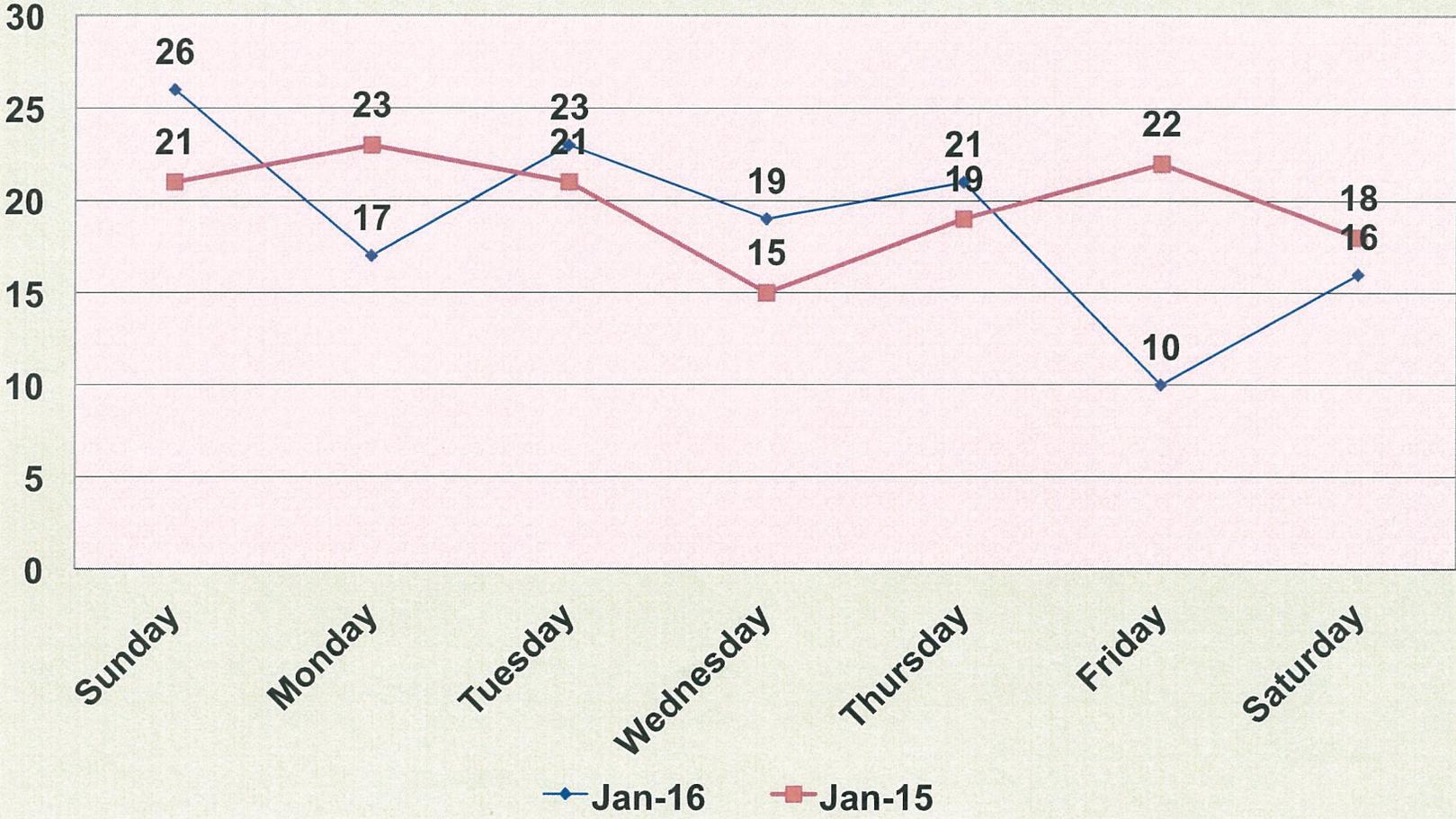
Day of Week	Jan-16	Jan-15	2016 YTD	2015 YTD	%Change
Sunday	26	21	26	21	24%
Monday	17	23	17	23	-26%
Tuesday	23	21	23	21	10%
Wednesday	19	15	19	15	27%
Thursday	21	19	21	19	11%
Friday	10	22	10	22	-55%
Saturday	16	18	16	18	-11%
TOTAL	132	139	132	139	-5%



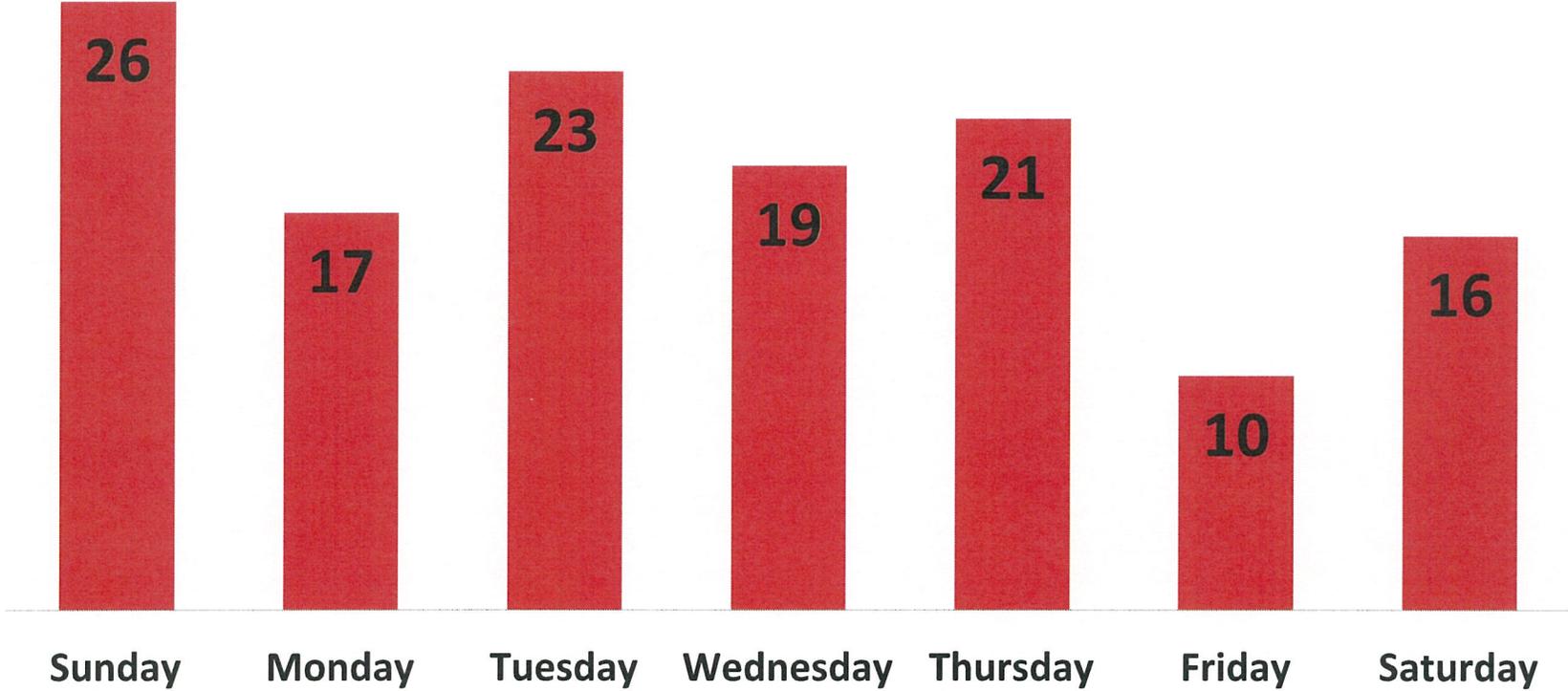
Incidents by Day of Week - January 2016



Incidents by Day of Week JANUARY 2016 vs. JANUARY 2015



2016 INCIDENTS BY DAY OF WEEK JANUARY YTD



Incidents by Day of Week/Shift

Jan-16

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0001-0600	3	1	2	2	3	2	0
0601-1200	10	8	7	6	9	1	3
1201-1800	9	4	9	3	2	5	7
1801-0000	4	4	5	8	7	2	6

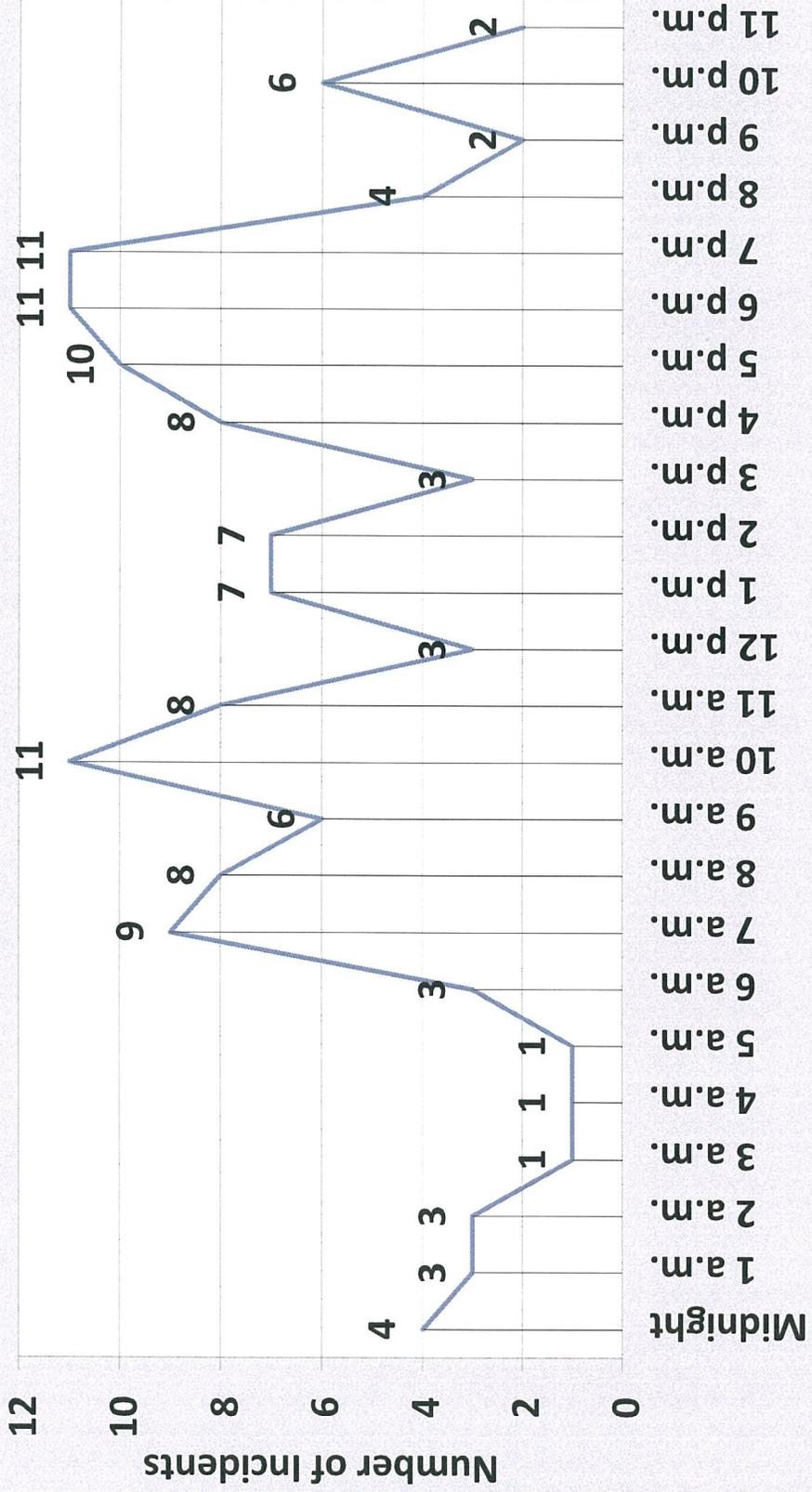
Incidents by Day of Week/Shift

January 2016 Year to Date

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0001-0600	3	1	2	2	3	2	0
0601-1200	10	8	7	6	9	1	3
1201-1800	9	4	9	3	2	5	7
1801-0000	4	4	5	8	7	2	6



JANUARY 2016 INCIDENTS BY TIME OF DAY



2016 AVERAGE RESPONSE TIMES - PRIORITY INCIDENTS

Station	January	YTD AVG	PYTD AVG	% CHANGE
31	4:55	4:55	6:22	-23%
32	6:01	6:01	9:47	-39%
33	5:48	5:48	6:28	-10%
34	7:50	7:50	7:56	-1%
35	8:33	8:33	9:15	-8%
Month Avg.	6:30	6:30	7:16	-11%

END OF REPORT





Board Members
Brighton Township
4363 Buno Road
Brighton, MI 48116

WASTEWATER SYSTEM MONTHLY OPERATING REPORT
February 2016

Dear Board Members:

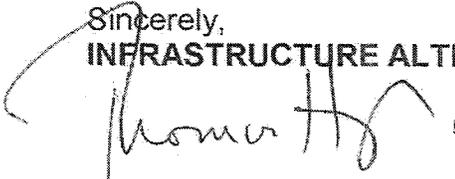
Infrastructure Alternatives is pleased to submit this summary of the Monthly Operating Report. A more detailed report was submitted to the Township Manager.

12.3702 million gallons of wastewater was processed through the wastewater treatment plant and received full treatment during February 2016. The average daily flow into the wastewater treatment plant was 426,600 gallons. This flow rate represents approximately 65.6% of the design capacity of the Brighton Township Wastewater Treatment Plant.

Analytical testing of various parameters is performed in the plant laboratory five days per week as required by the NPDES Permit. The analytical testing shows that the effluent quality during February 2016 was well within NPDES Permit limitations. During this period, 97.8% of BOD was removed; 98.2% of Suspended Solids was removed and 95.9% of Phosphorus was removed.

Sincerely,

INFRASTRUCTURE ALTERNATIVES



Thomas High
Plant Manager

Board Members
Brighton Township
4363 Buno Road
Brighton, MI 48116

WASTEWATER SYSTEM MONTHLY OPERATING REPORT
March 2016

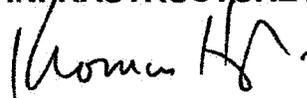
Dear Board Members:

Infrastructure Alternatives is pleased to submit this summary of the Monthly Operating Report. A more detailed report was submitted to the Township Manager.

12.3702 million gallons of wastewater was processed through the wastewater treatment plant and received full treatment during March 2016. The average daily flow into the wastewater treatment plant was 410,548 gallons. This flow rate represents approximately 65.6% of the design capacity of the Brighton Township Wastewater Treatment Plant. This flow is significantly higher than normal. We recorded a substantial increase of influent flow beginning on January 9, 2016 and this high flow rate has continued to date. The source of this increased flow has not yet been identified. Pump stations are not equipped with individual flow meters so our only tool that can be used to locate increased flow is the hour meters on the pump stations. We are currently collecting additional hour meter readings that can be used to locate the source of the increased flow. This situation has occurred at least once before in 2011-2012. This prior episode exhibited no apparent reason and subsided after several months.

Analytical testing of various parameters is performed in the plant laboratory five days per week as required by the NPDES Permit. The analytical testing shows that the effluent quality during March 2016 was well within NPDES Permit limitations. During this period, 98.8% of BOD was removed; 98.5% of Suspended Solids was removed and 94.6% of Phosphorus was removed.

Sincerely,
INFRASTRUCTURE ALTERNATIVES



Thomas High
Plant Manager

HARTLAND CONSOLIDATED SCHOOLS

Janet Sifferman, Superintendent

9525 Highland Road
Howell, Michigan 48843



Telephone (810) 626-2100
Fax (810) 626-2101

May 6, 2016

RECEIVED

MAY 09 2016

CLERK'S OFFICE

Charter Township of Brighton
Board of Trustees
4363 Buno Road
Brighton, MI 48114

RE: Livingston Classical Cyber Academy

Dear Charter Township of Brighton Board of Trustees:

It has come to my attention that during the March 21, 2016 regular meeting of the Charter Township of Brighton Board of Trustees (the "Board"), on the recommendation of the Charter Township of Brighton Planning Commission (the "Planning Commission"), the Board approved a conceptual Planned Unit Development Plan for the Deerfield Preserve. Notably, the plan includes a conceptual plan for a commercial site upon which the "Livingston Classical Academy" will be located.

I understand March 21, 2016 is not the first time the Board heard of the "Livingston Classical Academy" and that perhaps much planning has already gone into it potentially being located within the Charter Township of Brighton. In my capacity as Superintendent of Hartland Consolidated Schools, I am very concerned that the Board, the Planning Commission, and the citizens of the Charter Township of Brighton may be misinformed regarding the possible impact of the "Livingston Classical Academy". This letter addresses that concern.

First, I do not believe there is a public school in Michigan called the "Livingston Classical Academy". The Livingston Classical Cyber Academy (my emphasis), on the other hand, is a public school that was authorized by Whitmore Lake Public Schools to operate as a cyber school. Part 6E of the Revised School Code, 1976 PA 451, MCL 380.1 *et seq.*, generally governs the requirements for cyber schools in Michigan. Most importantly, Part 6E provides a definition of a cyber school. A cyber school is a school that "provides full-time instruction to pupils through online learning or otherwise on a computer or other technology, which instruction and learning may be remote from a school facility." MCL380.551(2)(e). In short, a cyber school is not a brick-and-mortar school.

Of course, there are brick-and-mortar charter schools throughout Michigan. Indeed, a K-12 school district may authorize the operation of a charter school, *but I believe it may only do so within its own geographic boundaries*. Thus, in this case, the only K-12 school district that I believe may authorize a brick-and-mortar charter school located within the Township of Brighton would be Brighton Area Schools or Hartland Consolidated Schools, with each being constrained by its own geographic boundaries. Brighton Area Schools was presented with the opportunity to authorize a school called the "Livingston Classical Academy" (presumably at that time a brick-and-mortar school) but declined to do so during its February 9, 2015 regular board meeting. The geographic boundaries of Whitmore Lake Public Schools do not fall within the Township of Brighton and thus, I do not believe it is authorized to charter a brick-and-mortar public school located within the Township. This is important because Livingston Classical Cyber Academy may not be able to operate as planned, irrespective of whether the Board approves.

In light of the foregoing, I ask this Board to reevaluate and reconsider its decision to approve the conceptual Planned Unit Development Plan for the Deerfield Preserve to the extent it includes approval of a brick-and-mortar charter school authorized by Whitmore Lake Public Schools. As indicated above, such a school may not be permitted to operate because it would be outside the boundaries of the Whitmore Lake Public Schools. To this end, I would encourage you to seek your own opinion regarding this issue before proceeding any further.

The Board should consider the impact its decision may have on the families who live in the Township and whose children would eventually attend the proposed school. Also, I ask the Board to consider the impact its decision may have on the interests of families in the Township and whose children attend their resident public school district, as operation of the proposed school, even if permissible, would lead to a decrease in state school aid funding for Brighton Area Schools and Hartland Consolidated Schools.

Thank you.

Respectfully,

A handwritten signature in black ink that reads "Janet Sifferman". The signature is written in a cursive, flowing style.

Janet Sifferman
Superintendent

c: Brian Vick, Manager, Charter Township of Brighton
Planning Commission, Charter Township of Brighton