

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

**AUGUST 15, 2016
REGULAR MEETING
7:00 P.M.
(810) 229.0560**

Clerk A. Bollin called the meeting to order at 7:00 P.M. The Pledge of Allegiance was said.

Present: A. Bollin, Clerk; D. Hawk, Treasurer; C. Doughty, Trustee; P. Michel, Trustee; M. Slaton, Trustee; L. Weaire, Trustee

Absent: T. Murphy, Supervisor

P. Michel moved and D. Hawk seconded to **appoint the Clerk as chair.**

Motion carried.

CALL TO THE PUBLIC

Bob Potocki, Woodland Shore Drive – Distributed handout referencing several items including request for a tally of votes; several spending items being considered on the agenda; sewer numbers in audit; monies should be spent on sewer not shrubbery; sewer law suit.

Jim Sarna, Woodland Shore Drive – Woodland Shore Bridge SAD will be revisited including confidential communications; wants SAD completed; Mr. Boss received a loan from the Township interest free; where's the Supervisor?

Mike Palmer, East Grand River Avenue – Commented on several pages in audit; projections were wrong; packets are too big – need time to review.

Doug Taylor, Oak Knoll – Board packet is large – how do you review 250 pages; information should be split over two board meetings; there is no engagement – no questions – little dialogue.

Charles Russano, Ridgecrest Lane – Represents residents in Ridgecrest SAD; appreciates a yes vote on the proposed SAD.

Barb Potocki, Woodland Shore Drive – Noticed more sewer repair trucks - have more infiltration leaks been found? Town Hall meeting was eliminated in 1995 so that the public wouldn't know about the interest free loan to Dan Boss.

Dennis Shoner, Woodland Shore Drive – Allotted his 3 minutes to Jim Sarna.

Jim Sarna, Woodland Shore Drive – Salaries used to be approved at the annual meeting; BTBT has no transparency; raises were illegal.

AGENDA

P. Michel moved and C. Doughty seconded to **approve the consent agenda upon conditional approval of Check #28883, Pfeffer Hanniford & Palka, pending acceptance of audit and Check #28822, Graphic Sciences, upon receipt of recorded verification/chain of custody of records.**

Motion carried.

PUBLIC HEARING AND ADOPTION OF RESOLUTION CONFIRMING THE ASSESSMENT ROLL – Ridgecrest Lane Road Maintenance SAD No. S-I-02-2016

Z. Dyba, Assistant to the Manager, gave a brief overview of the SAD process.

Public Hearing opened at 7:23 P.M.

Charles Russano, Ridgecrest Lane – Representing neighbors of Ridgecrest Lane; supports SAD.

Public Hearing closed at 7:25 P.M.

Discussion included clarification on the resolution language; final direct costs were included in the assessment roll; confirmation that the petition language referenced annual review of any unpaid assessments and their reapportionment per adopted policies; staff explained that maintenance districts only spend monies collected to date and that it might make more sense to reapportion unpaid assessments for improvement or bonded districts only (to be included in future discussion); SAD was established under current policies which call for annual review and reapportionment; timing of reapportionment (annually, final year of SAD, use of reserve, following tax collection or foreclosure process, etc.); varied timing of tax payments specifically late payments; nothing stopping annual BTBT review with determination that the reapportionment occur following the collection of delinquent taxes or prior to foreclosure process; chargebacks and impact on the Township as a whole; currently not staffed for collections.

L. Weaire moved and C. Doughty seconded to **adopt Resolution No. 16-019 confirming the special assessment roll for the Ridgcrest Lane Road Maintenance Special Assessment District, SAD No. S-I-02-2016.**

Ayes: L. Weaire, C. Doughty, M. Slaton, D. Hawk, P. Michel

Nays: A. Bollin

Motion carried.

PUBLIC HEARING AND ADOPTION OF RESOLUTION CONFIRMING THE ASSESSMENT ROLL – Kendor Drive Road Maintenance SAD No. S-I-03-2016

Z. Dyba, Assistant to the Manager, spoke on behalf of the Kendor Drive Liaison who couldn't attend stating he is appreciative of BTBT efforts to look at district and hopefully approve it.

Public Hearing opened at 7:41 P.M.

No comments.

Public Hearing closed at 7:41 P.M.

P. Michel moved and C. Doughty seconded to **adopt Resolution No. 16-020 confirming the special assessment roll for the Kendor Drive Road Maintenance Special Assessment District, SAD No. S-I-03-2016.**

Ayes: P. Michel, D. Hawk, M. Slaton, C. Doughty, L. Weaire

Nays: A. Bollin

Motion carried.

PUBLIC HEARING AND ADOPTION OF RESOLUTION CONFIRMING THE ASSESSMENT ROLL – Paradise Farms Road Maintenance SAD No. S-I-04-2016

Z. Dyba, Assistant to the Manager, presented the revised map which included the vacant parcels per Board's previous request.

Public Hearing opened at 7:44 P.M.

Mike Palmer, 10382 East Grand River – Is SAD liaison present? Vacant properties do benefit from SAD's; Township owns property within SAD and should be assessed as well.

Judy Heinz, 9730 Lyons Drive – Requested to be assessed \$0.00 based on her lots being split between public and private roads. Livingston County Road Commission takes care of the road in front of her house; pays fees to Brighton Beach Association.

Clerk Bollin read written comments received:

Judith A. Heinz, 9730 Lyons Drive – Email dated August 9, 2016 objecting to the Paradise Farms SAD and requesting her property be assessed \$0.00.

Irv Karwick, 4000 Link Drive – Supports Paradise Farms SAD.

Brian Gardiner, 4714 Link – SAD liaison; unaware of owners different from what he was provided; circulated petitions that included properties in the previous SAD based on the information that township staff provided.

Jim Sarna, Woodland Shore Drive – Vacant parcels benefit from SAD’s and should be assessed.

Bob Potocki, Woodland Shore Drive – Suggested Township use taxpayer dollars to take care of old subdivisions; develop good standards.

Public Hearing closed at 7:54 P.M.

Z. Dyba confirmed Irv Karwick did not sign the petition but has a vacant lot included in the SAD that will be assessed zero based on the petition language and clarified the property/road discrepancies raised by property owned by Judy Heinz. Manager Vick distributed map showing vacant properties including township owned properties and noted the proposed SAD district properties are consistent with the previous SAD and liaison opted to exclude the vacant properties consistent with the expired SAD. Brian Gardiner, Paradise Farms SAD Liaison, was present to answer questions. Discussion included SAD boundaries, lack of provision for assessments against vacant parcels if they are built on during the term of the SAD. B. Vick confirmed the Township owned properties are not within the SAD.

P. Michel moved and L. Weaire seconded to adopt Resolution No. 16-021 confirming the special assessment roll for Paradise Farms Road Maintenance Special Assessment District, SAD No. S-I-04-2016, with a \$0.00 assessment on Parcel ID # 12-29-201-199 and redistributing the direct costs against the remaining parcels in the SAD.

Ayes: L. Weaire, C. Doughty, M. Slaton, D. Hawk, P. Michel

Nays: A. Bollin

Motion carried.

PRESENTATION AND ACCEPTANCE – FY’ 2015-2016 Audit

John Pfeffer and Charlie Hainstock, Pfeffer, Hanniford & Palka, presented the FY’ 2015/16 Audit.

P. Michel moved and D. Hawk seconded to accept the FY’ 2015-2016 audit as presented.

Motion carried.

ADOPTION OF BUDGET AMENDMENT # 3, FY’ 2016-17

Clerk Bollin provided overview of proposed budget amendment related to the permanent relocation of a voting precinct and purchase of new Electronic Poll Book laptops.

L. Weaire moved and C. Doughty seconded to adopt Resolution No. 16-022 approving Budget Amendment # 3, FY’ 2016-17.

Ayes: P. Michel, D. Hawk, M. Slaton, C. Doughty, L. Weaire, A. Bollin

Nays: None.

Motion carried.

APPROVAL OF LANDSCAPING DESIGN AND GROUND SIGN CONCEPTS – PEA, Inc.

Jeff Smith, PEA Consultant, summarized the changes based on the Board’s previous discussion. Consensus was to proceed with bids including an alternate bid for sign design “C”.

ACCEPTANCE OF PROPOSAL – Grinder Pump Installations and Sanitary Sewer Repairs, TLS Construction

Z. Dyba, Assistant to the Manager, provided an overview of the bidding and review process and summarized his recommendation based on review of past invoices. Discussion included the bid comparison, hourly rate, after-hours rate, contract term, adding an extension clause, and clarification on the attachments.

C. Doughty moved and L. Weaire seconded to accept the proposal from TLS Construction dated July 13, 2016 and authorize the Township Supervisor and Township Clerk to sign the contract with a contract term of September 1, 2016 through August 31, 2017 upon adding a clause for a one (1) year extension if acceptable to the contractor and upon incorporating the exhibits as discussed.

Ayes: P. Michel, D. Hawk, M. Slaton, C. Doughty, L. Weaire, A. Bollin

Nays: None.

Motion carried.

ACCEPTANCE OF PROPOSAL AND APPROVAL OF FIRE STATION 32 WELL PUMP PURCHASE – Adams Well Repairs

Z. Dyba, Assistant to the Manager, provided background on the well pump purchase.

L. Weaire moved and D. Hawk seconded to **accept the proposal dated August 9, 2016 from Adams Well Repairs to remove and install a well pump at Fire Station 32 for a cost not-to-exceed \$8,689.11.**

Ayes: L. Weaire, C. Doughty, M. Slaton, D. Hawk, P. Michel, A. Bollin

Nays: None.

Motion carried.

AUTHORIZATION TO PURCHASE – Grinder Pump Replacement Parts, Dubois-Cooper

Manager Vick reviewed the updated 2016 pricing per a handout distributed indicating these parts have serial numbers and are tracked with the CMMS.

P. Michel moved and C. Doughty seconded to **accept the unit pricing dated August 8, 2016 submitted by Dubois-Cooper for the purchase of grinder pump replacement parts and authorize the Manager to make said purchase for an amount not-to-exceed \$18,056.50 and that a budget amendment be prepared for a subsequent meeting.**

Ayes: P. Michel, D. Hawk, M. Slaton, C. Doughty, L. Weaire, A. Bollin

Nays: None.

Motion carried.

ACCEPTANCE OF RECOMMENDATION – SELCRA FY' 2016-17 Participation Member Contribution

Manager Vick provided an overview of the request stating a lot of changes have occurred including the resignation and hiring of a SELCRA Director, withdrawal of two member communities, the Township had previously paid additional monies to cover SELCRA's funding shortfall for the year ending June 30, 2016, and that he had requested the invoice reflect monies that the Township has remaining in its current fiscal year budget for SELCRA. He also noted that there may be opportunity for further discussion but SELCRA has begun its current fiscal year and needs financial support for current year operations, SELCRA is exploring new opportunities, Articles of Incorporation allow for SELCRA to pass along the cost difference/shortfall from member contributions to its participants. Additional options include a future budget amendment and revisiting after SELCRA presents its service model or plan to the BTBT.

Discussion included status of Memorandum of Understanding (MOU) with Brighton Area Schools (BAS) and whether there was a commitment for SELCRA's use of the facilities, revisions to Articles of Incorporation (AoI) had been approved per liaison Michel, (BTBT requested clarification on the process for approving AoI amendments including the required filings with the State of Michigan); confirmation that without applicable adoption of amendments SELCRA operates under current funding methodology; does the new BAS MOU have a beginning and ending date (July 1 2016 thru June 30, 2016 per liaison); will SELCRA be paying BAS for use of facilities and where is it accounted for in their adopted budget (SELCRA proposed a 6% revenue share for applicable programs); will it be a written agreement (yes); Township supposed to get information in January per the Articles for funding requests – why the different funding methodology and timing; adopted budget does not show rent expense. Further discussion included it is unknown what the future SELCRA model looks like – SELCRA brochures distributed with program fees – are they acting as a registration agent, partner or advertising for them; are their written agreements for other partnerships; will Brighton Township still owe money based on the current per participant funding formula; are we setting new director up for failure with an approved budget showing a \$150,000 contribution but commitment for \$87,000; why is the request for \$87,000 if there is a need for \$150,000 – is SELCRA planning on asking us for more money; duplication of programs offered (i.e. youth soccer); need to allow the new director to get settled; does SELCRA Board have a plan if there is a shortfall; and comparison of previous participant rates and past contribution adjustments. Attorney Harris recommended there be a consensus by the Township Board of what the expectation is of SELCRA moving forward so the liaisons can represent the Board.

P. Michel moved and C. Doughty seconded to **accept the recommendation of the SELCRA Board that Brighton Township make payment to SELCRA for the preliminary membership contribution for FY' 2016-17 in the amount of \$87,000.**

Ayes: P. Michel, D. Hawk, M. Slaton, C. Doughty

Nays: L. Weaire, A. Bollin

Motion carried.

Further discussion included the request that the proposed Memorandum of Understanding with BAS and the proposed changes to the Articles of Incorporation be provided to the full Board and that the new director present an overview of the new SELCRA model within the near future. Request for inclusion in the minutes by Clerk Bollin that she supports SELCRA but cannot support a request for invoice payment from the Township that is tied into an adopted budget showing a different amount and not knowing what the SELCRA service model looks like.

DISCUSSION – SAD Delinquency Update

Manager Vick provided an overview of the current delinquent SAD process including chargebacks. Discussion included currently adopted policies including SAD parameters, petition language, and confirmation that no advisory petitions are circulated per adopted policies specifically any cost sharing projects committing financial participation/advance funding by the Township and that budget time is the appropriate time for discussion on this type of project. Other items discussed included revisiting the reapportionment language with special consideration given to the timing of the annual review and the different types of SAD's (i.e. maintenance v. improvement v. bonded projects), tiered assessments in certain instances, assessments for vacant lots that later get built on, and Livingston County's role in the process. Consensus was for staff to present revisions to Policy 709, SAD parameters, based on the discussion.

REPORTS AND CORRESPONDENCE

REPORTS

Planning Commission Regular Meeting Minutes – June 13, 2016

P. Michel – SELCRA upcoming meeting with St. Patrick's regarding repurposing of the skate park.

M. Slaton – Upcoming PC meeting.

L. Weaire – BAFA update including passage of their millage, recruiting and retaining employees/on-call firefighters.

A. Bollin – Upcoming LCWA meeting and adoption of resolution outlining financial obligations through the Master Operating Agreement. Requested Manager to explore broadcasting on the AT&T public access channel; also noted that the existing cable transmission equipment is outdated (works with XP) and that franchise monies could be used to upgrade the equipment.

DEPARTMENTS

Treasurer's Reports – April, May, June 2016

Voter Turnout Report – August 2016

Infrastructure Alternatives, Inc. Monthly Operating Report – July 2016

AT&T Annual Video Report – July 15, 2016

MANAGER –

Provided update on infiltration.

CORRESPONDENCE

None.

CALL TO THE PUBLIC

Mike Palmer, East Grand River – SELCRA is a dead issue; shortfalls are ongoing; taxpayer dollars being spent. What happened to the resident's money for the property sold after the house demolition? SAD.gov website.

Bob Potocki, Woodland Shore Drive – Board needs to talk to the voters about spending; Township has a Park Fund of \$870,000 and 75 acre park from Dan Boss at Hyne and Hacker why didn't you tell us?

Jim Sarna, Woodland Shore Drive – Inconsistencies when applying laws; BTBT is indifferent; Roberts Rules are for large groups; user-friendly; why are ZBA fees so high compared to other communities?

Barb Potocki, Woodland Shore Drive – Cannot hear the BTBT during the meeting at home or in the board room. Volume problems are continuous and need to be fixed.

Board requested the Manager obtain new microphones and explore options for improving the sound; the sound issue has been ongoing and needs to be fixed.

ADJOURNMENT

P. Michel moved and C. Doughty seconded to adjourn. Motion carried.

The meeting adjourned at 10:28 P.M.

Respectfully submitted,

Ann M. Bollin, CMC, CMMC, Clerk

Thomas E. Murphy, Supervisor