

**CHARTER TOWNSHIP OF VAN BUREN
SPECIAL BOARD MEETING MINUTES
NOVEMBER 29, 2016**

Supervisor McNamara called the meeting to order at 7:01 p.m. in the Board Room. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee Frazier, Trustee Miller, Trustee Martin and Trustee White. Others in attendance: I.T. Director Rankin, Public Services Director Taylor, DDA Director Ireland, Developmental Services Director Akers, Public Safety Deputy Director (Fire) Besson, Deputy Director (Police) Wright, Assessing Coordinator Stevenson, Public Safety Director Laurain, Administrative Assistant Fleming, Sergeant Keele, Lt. Bazy, Senior Director Jordan, Cable Director McCracken, Executive Assistant Selman, Parks and Recreation Director Wright, Parks and Recreation Deputy Director Zaenglein and an audience of eight (8).

APPROVAL OF AGENDA: Budd moved, Miller seconded to approve the agenda as presented. Motion Carried.

APPROVAL OF CONSENT AGENDA: None.

New officials expressed gratitude for all the assistance received in understanding the revenue sources and operational costs associated with providing services to the community.

PUBLIC HEARING: White moved, Wright seconded to open the public hearing at 7:03 p.m. to receive public comment on the 2016 amended General Fund Budget, 2017 proposed General Fund Budget, Special Revenue Funds [Community Development Block Grants, Downtown Development Authority, LDFA Fund, Landfill Fund, Belleville Area Museum, 9-1-1 Service Fund, Federal Forfeiture Fund and State Forfeiture Fund] and the 2017 proposed Salary Schedule. Motion Carried. Supervisor McNamara presented a brief overview of the 2016 amended and 2017 proposed General Fund budgets, Special Revenue Funds and 2017 proposed salary schedule based on the revenues received from all sources and encouraged public comment. Board members expressed that numerous hours have been spent reviewing the budget taking into consideration Departmental funding requests. Clerk Wright expressed his desire to include revenues generated from the Waste Management Landfill in the General Fund Budget as opposed to Special Revenue Funds going forward. Historically the Waste Management Landfill funds were accounted for as a special revenue fund at the desire of previous Boards who wished to utilize these funds for special projects in the community however, funds have traditionally been used to balance the budget. Wright indicated that placing the revenue funds in the General Fund Budget would provide the public an improved understanding of total revenues vs. expenditures and highlight the importance and value provided by the Waste Management Landfill revenues. Supervisor McNamara will consult with the Township accounting firm to determine proper placement in the budget of the Waste Management Landfill revenues going forward and present his findings to Board members by June 2017. The balanced 2017 proposed budget reflects a deficit of \$321,319 (revenues v. expenditures) which will be transferred from the General Fund fund balance reducing the overall General Fund fund balance to approximately 10.5 mil which could be earmarked for future debt obligations and legacy costs. Supervisor McNamara attributed a significant portion of the deficit to increased health care costs and retroactive pay afforded to public safety personnel who recently ratified their contracts. No public comment was received. Budd moved, Miller seconded to close the public hearing at 7:27 p.m. Motion carried.

CORRESPONDENCE: None.

PUBLIC COMMENT: None.

NEW BUSINESS: None.

Board members expressed the desire to have an orientation session for new officials and requested the budget process be started earlier citing Michigan Township Association Budget process guidelines. New Board members were encouraged to attend the Michigan Township Association orientation for new officials and budgeting classes. Supervisor McNamara stated an orientation session with new officials would be forthcoming.

ANNOUNCEMENTS: Supervisor McNamara announced the next meeting of the Board of Trustees would be the Work Study Session of December 5, 2016 followed by the Board of Trustees meeting on December 6th, 2016 at which time the 2016 amended and 2017 proposed budgets, special revenue funds and 2017 salary schedule would be considered for approval. He further announced the opportunity for Van Buren Charter Township to become co-owner, at 5%, with multiple communities of the Downriver Utility Wastewater Authority (DUWA). Co-ownership would allow improved oversight of the processes and could potentially lead to lowered overall sewer treatment rates. Additional information will be presented at a future Board meeting. Clerk Wright thanked Bob and Marie Krouse on behalf of the Clerk's office and the community for the placement of flags on the grave sites of veterans in the Township cemeteries. They have been providing this service to the Township for over two decades.

NON-AGENDA: None.

ADJOURNMENT: White moved, Miller seconded to adjourn at 7:44 p.m. Motion Carried.

Leon Wright, Township Clerk

Date: _____.

Kevin McNamara, Supervisor

Date: _____.