

**CHARTER TOWNSHIP OF VAN BUREN
WORK STUDY MEETING MINUTES
SEPTEMBER 4, 2018**

Supervisor McNamara called the meeting to order at 2:00 p.m. in the Board Room. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee Frazier, Trustee Martin, Trustee Miller, and Trustee White. Others in attendance: Executive Assistant Selman, Secretary Montgomery, Downtown Development Authority Director Ireland, Public Services Director Best, Human Resource Director Sumpter, Fire Marshall McInally, Water and Sewer Director Taylor, Student Interns Kalnasy and Moore and an audience of two (2).

CLOSED SESSION: Budd moved, Miller seconded to adjourn to closed session pursuant to MCL 15.268(e) to consult with the Township attorney regarding pending Visteon litigation. Roll Call Vote. Yeas: McNamara, Budd, Wright, Frazier, Martin, Miller and White. Motion Carried.

Martin moved, White seconded to reconvene the Work Study Session at 4:03 p.m. Motion Carried.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Discussion on the purchase of a 2018 Ford F-150 4x4 Super Crew from Atchinson Ford for the Fire Department. The vehicle was requested by the Fire Department during budget preparation meetings. A year end model became available locally at State pricing. It will be used to interview and transport fire victims and transport equipment. Funds that were to be requested in the 2019 budget will be removed. Board members discussed the vehicle options.

Discussion on Resolution 2018-19 Michigan Township Association Certificate of Excellence in Taxes. The resolution is required in order to submit the application.

Discussion on the selection of Blue Ribbon Contracting by Eagle Creek to rebuild the French landing Dam South embankment. Routine maintenance is needed on the south embankment. Funds are set aside annually in the Reserve Fund for Dam repair. The Public Services and Eagle Creek recommend Blue Ribbon Contracting for this service in the amount of \$59,225.00.

Discussion on Resolution 2018-20 Purchasing Policy. The resolution separates the Purchasing Policy as a stand-alone from the current policy in place under resolution 2012-18. Board members discussed the sealed bid requirement for purchases \$20, 000.00 and higher which shall be approved by the Township Supervisor and/or Township Board with some Board members preferring Board approval only.

Discussion on Resolution 2018-21 Credit Card Policy. The resolution separates the Purchasing Policy as a stand-alone from the current policy in place under resolution 2012-18. Board members discussed failure to turn in a receipt which may result in the employee being held responsible for the transaction with some Board members preferring to change the word "may" to "shall". Other Board members expressed that situations may arise where a receipt may be lost if an employees wallet was stolen and felt "shall" was too harsh.

Discussion on Resolution 2018-22 Reimbursement of Travel, Meal and Lodging Expenses Policy. The resolution separates the Purchasing Policy as a stand-alone from the current policy in place under resolution 2012-18. Board members discussed the vagueness of the word prudent as it pertained to meal reimbursement. Some Board members expressed a desire to set a per diem amount while others indicated that on-site meals, generally at a higher cost, are preferred during inclement weather and when dietary restrictions are a concern.

PUBLIC COMMENT: Public comment included a desire for scrutiny by the Board as it relates to international travel, an XLT model package the lowest model of a Ford truck, 6-month trial period of Sirius radio and On-Star tracking capabilities. Local Development Finance Authority Commissioner announced a collaboration with the Van

Buren Township Fire Department honoring the victims of 911 on September 11, 2018 at 10:00 a.m. at the Grace Lake Corporate Center.

ADJOURNMENT: There being no further discussion Martin moved, Miller seconded to adjourn the Work Study Session at 5:30 p.m. Motion Carried.

Leon Wright, Township Clerk

Date: _____.

Kevin McNamara, Supervisor

Date: _____.