

**CHARTER TOWNSHIP OF VAN BUREN
SPECIAL BOARD MEETING MINUTES
DECEMBER 13, 2011**

Supervisor White called the meeting to order at 7:30 p.m. in the Board Room. Present: Supervisor White, Clerk Wright, Treasurer Budd, Trustee Hart, Trustee Jahr, Trustee Ostrowski and Trustee Partridge. Absent: None. Others in attendance: Parks and Recreation Director Wright, Public Safety Director McClanahan, Planning and Economic Development Services Director Carroll, DPW Director MacDonald, Chief Loyer, IT Director Rankin, Deputy Treasurer Bellingham, DDA Director Ireland, Executive Assistant/Assessing Coordinator Stevenson, Secretary Cline and an audience of twenty-seven (27).

APPROVAL OF AGENDA: Wright moved, Partridge seconded to approve the agenda as presented with the following changes. To move Correspondence to follow approval of the Agenda and to remove Consent Agenda Item #3 "Adoption of Resolution 2011-36, 2012 Fee Schedule." from the Consent Agenda and place under New Business as Agenda Item #8. Carried.

CORRESPONDENCE: Mr. Taylor, a supporter of Mothers Against Drunk Drivers (MADD), reminded the Board and residents the dangers of drinking and driving and to have a safe and happy holiday season.

An email from Karl E. Messer addressed to Chief Loyer recognizing fire fighters Ferris and McInally for their assistance during a recent incident on his motorcycle.

A letter from Director MacDonald addressed to Supervisor White regarding the Water and Sewer Department employees for their dedicated and professional work done during recent heavy rains.

An email from Roy Annett, Vice President of DeMattia Group thanking Account Clerk Karen Smith for her assistance in responding to missing manhole covers on Schooner Drive.

A thank you letter addressed to Police Officer Byrd from Robinson River Park homeowners association and neighborhood watch committee for his public safety awareness programs.

Service awards were given to the following employees: Steve Rankin, Donald Leonard II, Kenneth Dandy, Marc Abdilla and Kenneth Floro for 5 years of service; John Henderson and Christopher Valinksi for 10 years of service; Christopher Hayes, Robert Martin, James Ferris, Angela Hayes and Jennifer Price for 15 years of service; Charles Bazy, Pamela Fleming and David McInally for 20 years of service; Jeffrey Fondaw and Mario Pinard for 25 years of service.

APPROVAL OF CONSENT AGENDA: Ostrowski moved, Wright seconded to approve the Consent Agenda [Work Study Session Minutes November 14, 2011; Regular Board Meeting Minutes November 15, 2011; Approval of one additional year of the Cemetery Advisory Committee per the By-Laws and the reappointments of Marc Littleton, Marie Krouse, Cathy Horste and Robert Gerick to the Cemetery Advisory Committee with terms to expire December 12, 2012; Treasurer's request to extend without penalty the collection of the 2011 Winter Property Taxes through Wednesday, February 29, 2012; Appointment of Angela Nettro to fill an unexpired term vacancy to the Board of Zoning Appeals with term to expire December 1, 2013 and reappointment of Amos Grissett as alternate to the Board of Zoning Appeals with term to expire December 1, 2014; Adoption of Resolution 2011-37, authorize the Supervisor to sign Wayne County Annual Maintenance Permit Number A-12045; Adoption of Resolution 2011-38, authorize the Supervisor to sign Wayne County Annual Pavement Restoration Permit Number A-12100.] as presented. Carried.

PUBLIC HEARING: Hart moved, Jahr seconded to open the public hearing to consider the 2011 Amended General Fund Budget and the 2012 Proposed General Fund Budget. Roll Call Vote. Yeas: Partridge, Jahr, Hart, Ostrowski, Budd, Wright and White. Nays: None. Absent: None. Carried.

Supervisor White opened the public hearing at 7:51 p.m. Supervisor White stated there is a 2012 salaried employee wage schedule attached with one increase to Public Safety Administrative Assistant. The projected fiscal year fund balance for the 2011 Amended Fund Balance is estimated at \$ 2,676,896 and the 2012 Proposed Fund Balance is \$ 1,853,398. Supervisor White reviewed revenues stating a decrease in tax revenues from property taxes and public safety millage; licenses and permits; fines and costs; total miscellaneous. The planned transfers include \$100,000 for retiree health care in Amended 2011 and Proposed 2012 from Unreserved Fund Balance. The Unreserved Fund Balance for Amended 2011 is \$128,846 and for Proposed 2012 is \$823,498. The E-911 Fund will be used to purchase radios for Public Safety in the amount \$300,000. The E-911 Fund for Amended 2011 is \$460,000 and for Proposed 2012 is \$160,000. Total transfers from for Amended 2011 is \$3,580,221 and for Proposed 2012 is \$4,094,197. Total revenues and transfers for Amended 2011 is \$13,285,593 and for Proposed 2012 is \$13,759,991. The expenditures for Amended 2011 are \$13,285,593 and for Proposed 2012 is \$13,759,991. Supervisor White thanked all of the Directors for their input into the budget. Supervisor White reviewed 2011 Amended and 2012 Proposed General Fund Budget expenditures by department line items. Supervisor White stated the Public Safety Budget for 2011 Amended will need to be changed noting there are three line items that will be over budget. Trustee Hart requested further clarification on the Public Safety Budget. Treasurer Budd stated the Board discussed during Work Study the 2011 Amended Public Safety Budget was wrong and was disappointed the corrections were not made. Supervisor White stated the Public Safety Budget is approximately \$50,000 over budget and the additional funds will come from Unreserved Funds. This will change the Amended 2011 Budget to \$13,335,593 and the Amended 2011 Unreserved Funds to \$2,626,896. Supervisor White reviewed the number of employees.

The Board and audience had the following questions and comments: Mr. Fix stated this is the third year the Township has had to dip into the Reserve Fund (Landfill Fund) to balance the Amended year budget; the first time in twenty-eight years the Public Safety Budget is over budget; the amount of money captured by the Downtown Development Authority (DDA) from the Public Safety Millage tax revenues and better use for the DDA captured money; longevity pay for elected and salary employees. Supervisor White stated the DDA captured money is under the DDA control and longevity has been discussed by the Board. Ms. Madigan inquired about the amount of increase in the Public Safety budget for allocated fringes. Supervisor White stated the increase is due to increase in health care premiums.

There being no further discussion, a motion was made to close the public hearing at 8:19 p.m.

Partridge moved, Ostrowski seconded to close the public hearing. Roll Call Vote. Yeas: Partridge, Ostrowski, Jahr, Hart, Budd, Wright and White. Nays: None. Absent: None. Carried.

Jahr moved, Wright seconded to open the public hearing to receive public comment on the 2011 Amended Special Revenue Fund Budgets and the 2012 Proposed Special Revenue Fund Budgets. Roll Call Vote. Yeas: Jahr, Hart, Budd, Wright, Partridge, Ostrowski and White. Nays: None. Absent: None. Carried.

Supervisor White opened the public hearing at 8:19 p.m. stating the Special Revenue Funds generally reflect their purpose by their title. The following are the Special Revenue Funds: Community Development Block Grant (CDBG), Downtown Development Authority (DDA), Local Development Finance Authority (LDFA), Capital Improvement Fund, Federal Forfeiture Fund, State Forfeiture Fund, Landfill Fund, Belleville Area Museum, E-911 Service Fund, Bemis Road Special Assessment District (SAD) and Lohr Road SAD. Also, the consideration of approval of these funds the following is

requested: revenue in excess of those noted shall be dedicated to fund balance and items not expensed shall revert to net income. Supervisor White reviewed each Fund's Amended 2011 and Proposed as follows: Belleville Area Museum 2011 Amended \$49,000 and 2012 Proposed \$42,000; Bemis Road SAD 2011 Amended \$20 and this is the last year; CDBG 2011 Amended -\$34,496 and 2012 Proposed -\$29,496; DDA 2011 Amended \$9,224,253 and 2012 Proposed \$8,879,868; E-911 2011 Amended \$170,807 and 2012 Proposed \$107,407; Federal Forfeiture Fund 2011 Amended \$8,539 and 2012 Proposed \$8,524; Landfill 2011 Amended \$4,425,762 and 2012 Proposed \$4,353,444; LDFA 2011 Amended \$7,269,153 and 2012 Proposed \$6,769,925; Lohr Road SAD 2011 and 2012 Proposed is zero and this is the last year; State Forfeiture 2011 Amended \$254,933 and Proposed \$214,433.

There were no comments or questions from the Board or audience.

There being no further discussion, a motion was made to close the public hearing at 8:25 p.m.

Budd moved, Hart seconded to close the public hearing. Roll Call Vote. Yeas: Partridge, Ostrowski, Jahr, Hart, Budd, Wright and White. Nays: None. Absent: None. Carried.

UNFINISHED BUSINESS: Partridge moved, Ostrowski seconded to approve second reading for adoption of General Ordinance 11-15-2011, an ordinance to amend the Code of Ordinances, Charter Township of Van Buren by repealing Ordinance Number 4-21-92, ss1 (111.038) dated 5-14-1992 entitled Ordinance Number 353-H, Section 1, of City of Detroit and adopting the City of Detroit Sewer Use Ordinance Sec. 86-306, Ordinance Number 23-86, as amended by Ordinance Number 34-96 and Ordinance Number 08-05 Detroit, Michigan Code of Ordinances, Chapter 56, Utilities, Article III-Sewers and Drains, Division 3, Wastewater Discharge Control containing Sections 56-3-56.1 through Section 56-3-67.1. Roll Call Vote. Yeas: Partridge, Jahr, Ostrowski, Hart, Budd, Wright and White. Nays: None. Absent: None. Carried.

*(A copy of [Ordinance 11-15-11](#) follows the minutes.)

Hart moved, Ostrowski seconded to approve the purchase and installation of a new 800 MHz public safety radio system from Herkimer Radio Service [in the amount of \$576,276.87 to be expensed from the following DDA \$207,501.19, E-911 Fund \$300,000 and Unreserved Fund \$68,776.] Carried.

NEW BUSINESS: Wright moved, Partridge seconded to approve the 2011 Amended General Fund Budget as amended adding \$50,000 and to approve the 2012 Proposed General Fund Budget as presented. Carried.

Jahr moved, Partridge seconded to approve the 2011 Amended Special Revenue Fund Budgets and 2012 Proposed Special Revenue Fund Budgets [CDBG, DDA, LDFA, Federal Forfeiture Fund, State Forfeiture Fund, Landfill Fund, Belleville Area Museum, E-911 Service Fund, Bemis Road SAD and Lohr Road SAD] and each shall incorporate the following: A. Revenue in excess of those noted shall be dedicated to fund balance and B. Items not expensed shall revert to net income. Carried.

Partridge moved, Ostrowski seconded to approve the 2011 Amended Water and Sewer Fund Budget and the 2012 Proposed Water and Sewer Fund Budget as presented. Carried.

Partridge moved, Budd seconded to approve Amendment #2 to DWSD Water Service Contract between the City of Detroit and the Charter Township of Van Buren as presented. Carried.

Hart moved, Jahr seconded to approve Change Order #1 to the contract with LiquiForce Services of Romulus, MI which will extend the final completion date in the contract from December 31, 2011 to December 31, 2012 as presented. Carried.

Partridge moved, Ostrowski seconded to approve naming the Belleville Area Independent as the Township's publication (paper) of record. Roll Call Vote. Yeas: Partridge, Jahr, Ostrowski, Wright and White. Nays: Hart and Budd. Absent: None. Carried.

Jahr moved, Ostrowski seconded to adopt Resolution 2011-39 health care "opt-out" for 2012. Roll Call Vote. Yeas: Partridge, Jahr, Ostrowski, Hart, Budd, Wright and White. Nays: None. Absent: None. Carried.

Budd moved, Jahr seconded to adopt Resolution 2011-36 the 2012 Fee Schedule as presented with the following changes: to pull the Fire Department fee schedule and sending it back to the Public Safety Committee for review and pull the Van Buren Park Boat House rental fee until a contract is in place. Carried.

VOUCHER LIST: Wright moved, Partridge seconded to approve the December 13, 2011 voucher list as presented. Carried.

REPORTS: Supervisor White ordered the October 2011 Budgetary Report received and filed.

ANNOUNCEMENTS: Treasurer Budd stated the collection of the winter tax bills has been extended to February 29, 2012. There is a mail drop box in front of township hall and a drop box in the Public Safety Department lobby.

Clerk Wright announced the Township Administrative Offices will be closed on Friday, December 23rd, Monday, December 26th for the Christmas holiday and on Friday, December 30th and Monday, January 2nd for the New Year holiday. The next Board of Trustees Meeting will be on January 10th and Work Study on January 9th respectively, noting there is only one Board of Trustees Meeting held in the month of January.

Trustee Hart wished everyone a Happy Holiday and encouraged to help those in need with donations.

Treasurer Budd thanked Pam Fleming and recognized all the hard work, along with the Public Safety Department and the crew that helps her with the Goodfellows.

Director Wright wished a Happy Holidays from the Recreation and Parks Department and encouraged residents to read the Winter Recreation Program booklet for all of the upcoming classes. The sled hill will be open Monday through Friday from 10:00 a.m. to 6:00 p.m. and Saturday and Sunday from 8:00 a.m. to dusk.

Supervisor White on behalf of the Board of Trustees wished everyone a happy and safe holiday season.

AUDIENCE (Non-Agenda Items): Comments were made from 10:21 p.m. to 10:45 p.m. by the Board and audience regarding the following topics: Public Safety budget, number of Police Officers, Public Safety Committee, state bills regarding background checks for Little League volunteers, thank you to those who voted for Public Safety millage, thank you to Board for opting out on healthcare and Mission Pointe food drive. Trustee Jahr also wished all a Happy Holiday season.

CLOSED SESSION: None.

ADJOURNMENT: Jahr moved, Partridge seconded to adjourn at 10:45 p.m. Carried.

Respectfully submitted,

Leon Wright
Township Clerk

Date: _____.

Paul D. White
Township Supervisor

Approved: _____.