

**CHARTER TOWNSHIP OF VAN BUREN
WORK STUDY MEETING MINUTES
OCTOBER 2, 2017**

Supervisor McNamara called the meeting to order at 4:00 p.m. in the Sheldon Room. Present: Supervisor McNamara, Treasurer Budd, Trustee White, Trustee Frazier, Trustee Martin and Trustee Miller. Absent and Excused: Clerk Wright. Others in attendance: Secretary Montgomery, Developmental Services Director Akers and Deputy Director Best, Executive Assistant Selman, Engineer Potter, Human Resource Director Sumpter, Recreation Deputy Director Zaenglein, Residential Appraiser Dorazio, Public Services Director Taylor and an audience of four (4).

Trustee Miller requested new business item #2 be moved to item #1, item #1 be moved to item #2 and item #7 be moved to item #3 and all other items to be following.

NEW BUSINESS:

Discussion on the combination of lots 83-021-02-0046-303 and 83-021-02-0046-304. The applicant has requested a combination of contiguous parcels. Board members expressed a desire to remove the item for consideration at the Board Meeting of 10-3-17 for additional review.

Discussion on the purchase and installation of a new pavilion and installation of playground equipment at Van Buren park for an amount not to exceed \$170,000. Two bids were received and Davenport Construction was the lowest bidder at \$209, 500. The Township requested Davenport to revise their bid based on modifications to the original plan to include a reduction in the size of the pavilion, amount of concrete and elimination of a water spigot replacement. The revised bid reduced the overall cost to \$188, 425 and is line with the CDBG grant funding level available for the project.

Discussion on the new job descriptions and personal services agreements with James Taylor, Matthew Best and Ronald Akers for the restructuring of the Developmental Services Department. The restructuring proposal consolidates the Public Services and Planning & Economic Development Department into one Public Services Department. This would formalize the relationship between Water and Sewer, Building and Grounds and Economic Development, focuses on the strengths of Departmental Management, puts in place a transitional succession plan and provides an overall reduction to the General Fund of \$40,900.

PUBLIC COMMENT: Residents commented on the current staffing levels of the Developmental Services and Public Services Departments, the need to provide succession planning and departmental oversight, the number of individuals performing CDBG work, and encouraged evaluation of the Management to staff ratio.

Discussion on the telecommunication right-of-way permit application for MCImetro Access Transmission Services Corp., dba Verizon Access Transmission Services. The request is to place a fiber optic cable in the right-of-way on Hannan Rd.

Discussion on Resolution 2017-24 the 2018 Water and Sewer Rates. An increase of 5% is proposed to cover the increased costs by the suppliers of water and sewer services throughout the Township.

Discussion on Resolution 2017-25 the 2018 Departmental Fee Schedules. Departmental fees are reviewed annually and were discussed during the budget preparation meetings. The 2018 proposed budget is based on these fee schedules which are consistent with neighboring communities and the actual cost of services.

Discussion on Resolution 2017-26 the 2018 Medical Benefits Limits Exemption. The exemption is in accordance with PA 152 OF 2011 and health care terms have been negotiated between the Employer and the MAFF, POLC, POLC Command and AFSCME unions.

PUBLIC COMMENT: Comments included: Historical review of staff turnover in the Public Services and Developmental Services departments, reoccurring departmental requests to expedite approval of items based on funding deadlines, and accountability of departmental directors and consultants.

ADJOURNMENT: Motion by Miller, seconded by Frazier to adjourn the Work Study Session at 6:18 p.m. Motion Carried.

Leon Wright, Township Clerk

Date: _____.

Kevin McNamara, Supervisor

Date: _____.