

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
MAY 14, 2018 WORK STUDY MEETING 4:00 P.M.
TENTATIVE AGENDA**

ROLL CALL:

Supervisor McNamara	_____	Trustee Miller	_____
Clerk Wright	_____	Trustee White	_____
Treasurer Budd	_____	Engineer Potter	_____
Trustee Frazier	_____	Attorney McCauley	_____
Trustee Martin	_____	Secretary Montgomery	_____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on the purchase of Avaya IP Office Server Edition VOIP phone system
2. Discussion on the contract between the Township and Zambelli Fire Works for the 2018 Fire Works Show.
3. Discussion on the Bus Transportation Agreement between the Township and Van Buren Public Schools for the Summer Camp Program.
4. Discussion on the appointment of Gerald McKelvey to the Water & Sewer Commission with a term to expire June 1, 2019.
5. Discussion on the appointment of Amos Grissett as a full member of the Board of Zoning with a term to expire December 1, 2020.
6. Discussion on the Building and Grounds Capital Outlay for CIP Plus Projects amendment in the amount of \$850,000.
7. Discussion on Resolution 2018-07 revisions to Resolution 2013-05 the Board Meeting Conduct Policy.

PUBLIC COMMENT:

CLOSED SESSION:

1. The Township Board will go into closed session pursuant to MCL 15.268 (h) to discuss attorney client written opinion regarding Michigan Tax Tribunal Docket Numbers 17.001613, 17.001617 and 17.001620.
2. The Township Board will go into closed session to discuss on-going Police Officers Labor Council (POLC) contract negotiations.

ADJOURNMENT:

NOTICE OF CLOSED SESSIONS
OF THE
CHARTER TOWNSHIP OF VAN BUREN
BOARD OF TRUSTEES
TO BE HELD FOLLOWING
4:00 P.M.
WORK STUDY SESSION
ON MONDAY, MAY 14, 2018
TOWNSHIP HALL
46425 TYLER ROAD
BELLEVILLE, MI 48111

FOR THE PURPOSE OF DISCUSSING:

- 1. The Township Board will go into closed session pursuant to MCL 15.268 (h) to discuss attorney client written opinion regarding Michigan Tax Tribunal Docket Numbers 17.001613, 17.001617 and 17.001620.**
- 2. The Township Board will go into closed session to discuss on-going Police Officers Labor Council (POLC) contract negotiations.**

In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by calling the Clerk's Office 734.699.8909.

Charter Township of Van Buren

Agenda Item _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING 5-14-18
BOARD MEETING 5-15-18

Consent Agenda New Business Unfinished Business Public Hearing

ITEM (SUBJECT)	Purchase of New Phone System
DEPARTMENT	Information Technology Department
PRESENTER	Steve Rankin
PHONE NUMBER	(734) 699-8900 x9204
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

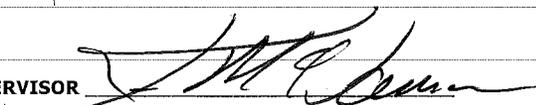
Agenda topic

ACTION REQUESTED	
Request approval of purchase of Avaya IP Office Server Edition VOIP Phone System (2018 Budget – Capital Outlay)	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Attached: Quote: Avaya IP Office & HP – Quote Schedule A Replacement of 13 yr old VOIP Township Phone System and Network Switches	

BUDGET IMPLICATION	\$97,602.44 Plus 6% (\$5,856) for unexpected cost or labor
IMPLEMENTATION NEXT STEP	Purchase and install Phone System and Network Switches

DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	

ATTORNEY RECOMMENDATION	Contract Approved by Patrick McCauley 5-2-2018
(May be subject to Attorney/Client Privilege and not available under FOIA)	

ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

CHARTER TOWNSHIP OF VAN BUREN

IP Telephony System
Bid Opening 3-2-2018 10:30 a.m.

BIDDER

BID AMOUNT

<u>Integration Partners</u>	<u>156,908.43</u>
<u>SunTel Services</u>	<u>97,602.44</u>
<u>AT+T</u>	<u>118,732.00</u>
<u> </u>	<u> </u>

Present: Representative SunTel, ^{Director} Steve Rankin, Deputy Clerk

Audience: Jeanne Montgomery



SunTel Services
 1095 Crooks Road
 Suite 100
 Troy, MI 48084
 248.654.3600

Quote Schedule A

Van Buren Township
 AVAYA IP OFFICE & HP - RFP

Quote #: 114867

March 1, 2018

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BILL TO: Van Buren Township
 46425 Tyler Road

 Van Buren Twp, MI 48111

CONTACT Steve L. Rankin
PHONE (734)699-8900

SHIP TO: Van Buren Township
 46425 Tyler Road

 Van Buren Twp, MI 48111

CONTACT Steve L. Rankin
PHONE (734)699-8900

Terms: NET 30

Sales Rep:
 Mitchell, Charlie D

Phone:
 (248)654-3623 EXT

Email:
 charliemitchell@suntel.com

Revision: 9

AVAYA IP OFFICE & HP - RFP RESPONSE

QTY	MFCTR	PART NUMBER	PART DESCRIPTION	LIST PRICE	DISCOUNT	NET PRICE	TOTAL PRICE
<u>COMMUNICATIONS & NETWORK INFRASTRUCTURE</u>							
<u>NETWORK INFRASTRUCTURE</u>							
<u>REDUNDANT CORE</u>							
2.00	HP	JL074A	HEWLETT PACKARD ENTERPRISE : HP 3810-48G-PoE+ w/1 Slt Swch	\$7,119.00	42.0%	\$4,129.02	\$8,258.04
4.00	HP	JL086A#ABA	HEWLETT PACKARD ENTERPRISE : HP X372 54VDC 680W 100-240VAC PS	\$639.00	40.0%	\$383.40	\$1,533.60
2.00	HP	JL084A	HEWLETT PACKARD ENTERPRISE : HP 3810 4-port Stacking Module	\$1,099.00	40.0%	\$659.40	\$1,318.80
2.00	HP	J9578A	HEWLETT PACKARD ENTERPRISE : HP 3800 0.5m Stacking Cable	\$249.00	40.0%	\$149.40	\$298.80
<u>HP MANUFACTURER SUPPORT - 60 MONTHS</u>							



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AVAYA IP OFFICE & HP - RFP RESPONSE

QTY	MFCTR	PART NUMBER	PART DESCRIPTION	LIST PRICE	DISCOUNT	NET PRICE	TOTAL PRICE
2.00	HP	U7DM3E	HEWLETT PACKARD ENTERPRISE : HPE 5Y FC NBD Exch Aruba 3810M 48G P SVC	\$2,338.00	4.0%	\$2,244.48	\$4,488.96
<u>EDGE NETWORK INFRASTRUCTURE</u>							
<u>3 @ Main / 1 @ Fire Station 1 / 1 @ Fire Station 2</u>							
<u>1 HP Switch Spare</u>							
6.00	HP	JL322A	HEWLETT PACKARD ENTERPRISE : Aruba 2930M 48G PoE+ 1-slot Switch	\$6,339.00	42.0%	\$3,676.62	\$22,059.72
10.00	HP	JL086A#ABA	HEWLETT PACKARD ENTERPRISE : HP X372 54VDC 680W 100-240VAC PS	\$639.00	40.0%	\$383.40	\$3,834.00
3.00	HP	JL325A	HEWLETT PACKARD ENTERPRISE : Aruba 2930 2-port Stacking Module	\$1,019.00	40.0%	\$611.40	\$1,834.20
3.00	HP	J9734A	HEWLETT PACKARD ENTERPRISE : HP 2920 0.5m Stacking Cable	\$149.00	40.0%	\$89.40	\$268.20
<u>HP Manufacturer Support - 60 Months</u>							
	HP	H2CF2E	HEWLETT PACKARD ENTERPRISE : HPE 5Y FC 4H Exch A 2930M 48G P Swt SVC	\$3,114.00	4.0%	\$2,989.44	\$0.00



Quote Schedule A

SunTel Services
 1095 Crooks Road
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Van Buren Township
 AVAYA IP OFFICE & HP - RFP
 Quote #: 114867
 March 1, 2018
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QTY	MFCTR	PART NUMBER	PART DESCRIPTION	LIST PRICE	DISCOUNT	NET PRICE	TOTAL PRICE
<u>DESIGN AND IMPLEMENTATION</u>							
38.00	SUNTEL	ADVNETWOR K-ST	Advanced Network Services	\$175.00	5.0%	\$166.25	\$6,317.50
16.00	SUNTEL	ADVNETWOR K-OT	Advanced Network Services OT	\$262.50	4.9%	\$249.38	\$3,990.08
<u>AVAYA IP OFFICE - MAIN SITE</u>							
<u>AVAYA IP OFFICE CORE HARDWARE, SOFTWARE AND LICENSES</u>							
1.00	AVAYA	185446	AVAYA COMMUNICATIONS SOLUTION	\$0.00	0.0%	\$0.00	\$0.00
1.00	AVAYA 9P-IP	182448	IP OFFICE SERVER EDITION MODEL	\$0.00	0.0%	\$0.00	\$0.00
1.00	AVAYA 9P-IP	382687	IP OFFICE R10+ RECEPTIONIST 1 LIC:CU	\$619.00	50.0%	\$309.50	\$309.50
110.00	AVAYA 9P-IP	382791	IP OFFICE R10+ ASIPP AVAYA IP ENDPOINT 1 LIC:CU	\$32.00	40.0%	\$19.20	\$2,112.00
3.00	AVAYA 9P-IP	382795	IP OFFICE R10 ASIPP SERVER EDITION PLDS LIC:DS	\$1,280.00	40.0%	\$768.00	\$2,304.00
1.00	AVAYA 9P-IP	382796	IP OFFICE R10 ASIPP VIRTUALIZED SERVER EDITION PLDS LIC:DS	\$1,535.00	40.0%	\$921.00	\$921.00
16.00	AVAYA 9P-IP	383091	IP OFFICE R10+ IP500 T1 ADDITIONAL 2CHANNELS LIC:CU	\$196.00	50.0%	\$98.00	\$1,568.00



Quote Schedule A

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1.00	AVAYA 9P-IP	383098	IP OFFICE R10 POWER USER 1 PLDS LIC:CU	\$175.00	50.0%	\$87.50	\$87.50
1.00	AVAYA	393290	IP OFFICE R10+ INTEGRATED CONTACT REPORTER AGENT 1 LIC:CU	\$0.00	0.0%	\$0.00	\$0.00
1.00	AVAYA	393291	IP OFFICE R10+ INTEGRATED CONTACT REPORTER SUPERVISOR 1 LIC:CU	\$0.00	0.0%	\$0.00	\$0.00
2.00	AVAYA 9P-IP	700213440	IP OFFICE ISDN CABLE RJ45/RJ45 3M RED	\$5.05	0.0%	\$5.05	\$10.10
1.00	AVAYA 9P-IP	700289770	POWER CORD 18AWG 10 Amp AC US/NORTH AMERICA	\$19.00	0.0%	\$19.00	\$19.00
1.00	AVAYA 9P-IP	700417462	IP OFFICE IP500 TRUNK CARD PRIMARY RATE UNIVERSAL DUAL	\$1,670.00	0.0%	\$1,670.00	\$1,670.00
1.00	AVAYA 9P-IP	700429202	IP OFFICE IP500 RACK MOUNTING KIT	\$63.00	0.0%	\$63.00	\$63.00
1.00	AVAYA 9P-IP	700476005	IP OFFICE 500 VERSION 2 CONTROL UNIT	\$683.00	0.0%	\$683.00	\$683.00
1.00	AVAYA 9P-IP	700479710	IP OFFICE IP500 V2 SYSTEM SD CARD MU-LAW	\$53.00	0.0%	\$53.00	\$53.00
1.00	AVAYA 9P-IP	700504032	IP OFFICE MEDIA CARD VOICE (VCM) CODING MODULE 64 V2	\$368.00	0.0%	\$368.00	\$368.00
1.00	AVAYA 9P-IP	700504556	IP OFFICE IP500 V2 COMBO CARD ATM V2	\$631.00	0.0%	\$631.00	\$631.00
1.00	AVAYA 9P-IP	700513403	IP OFFICE/IP OFFICE-SELECT R10.1 VIRTUALIZED LX INSTALL DVD	\$20.00	0.0%	\$20.00	\$20.00



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AVAYA IP OFFICE & HP - RFP RESPONSE

QTY	MFCTR	PART NUMBER	PART DESCRIPTION	LIST PRICE	DISCOUNT	NET PRICE	TOTAL PRICE
<u>AVAYA DESKTOP DEVICES</u>							
104.00	AVAYA	700383326	IP PHONE 96XX REPLACEMENT LINE CORD	\$8.51	0.0%	\$8.51	\$885.04
26.00	AVAYA	700510905	IP PHONE 9608G GRAY GLOBAL 4 PACK	\$1,480.00	72.0%	\$414.40	\$10,774.40
<u>AVAYA SUPPORT / MAINTENANCE</u>							
1.00	AVAYA	185579	MAINTENANCE COMPREHENSIVE SUPPORT MODEL	\$0.00	0.0%	\$0.00	\$0.00
1.00	AVAYA	271706	IPO CO - DEL REM TECH SUPT 24X7 - HP DL120G7 5YPP	\$1,878.00	25.0%	\$1,408.50	\$1,408.50
1.00	AVAYA	271710	IPO CO - DEL REM TECH SUPT 24X7 APR NBD - IP500 V2 5YPP	\$1,743.00	25.0%	\$1,307.25	\$1,307.25
<u>FIRE 1</u>							
<u>AVAYA IP OFFICE CORE HARDWARE, SOFTWARE AND LICENSES</u>							
1.00	AVAYA	185446	AVAYA COMMUNICATIONS SOLUTION	\$0.00	0.0%	\$0.00	\$0.00
1.00	AVAYA 9P-IP	182448	IP OFFICE SERVER EDITION MODEL	\$0.00	0.0%	\$0.00	\$0.00
1.00	AVAYA 9P-IP	700289770	POWER CORD 18AWG 10 Amp AC US/NORTH AMERICA	\$19.00	50.0%	\$9.50	\$9.50



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1.00	AVAYA 9P-IP	700429202	IP OFFICE IP500 RACK MOUNTING KIT	\$63.00	50.0%	\$31.50	\$31.50
1.00	AVAYA 9P-IP	700476005	IP OFFICE 500 VERSION 2 CONTROL UNIT	\$683.00	50.0%	\$341.50	\$341.50
1.00	AVAYA 9P-IP	700479710	IP OFFICE IP500 V2 SYSTEM SD CARD MU-LAW	\$53.00	50.0%	\$26.50	\$26.50
1.00	AVAYA 9P-IP	700504556	IP OFFICE IP500 V2 COMBO CARD ATM V2	\$631.00	50.0%	\$315.50	\$315.50
<u>AVAYA SUPPORT / MAINTENANCE - 60 MONTHS</u>							
1.00	AVAYA	185579	MAINTENANCE COMPREHENSIVE SUPPORT MODEL	\$0.00	0.0%	\$0.00	\$0.00
1.00	AVAYA	271710	IPO CO - DEL REM TECH SUPT 24X7 APR NBD - IP500 V2 5YPP	\$1,743.00	25.0%	\$1,307.25	\$1,307.25
<u>FIRE 2</u>							
<u>AVAYA IP OFFICE CORE HARDWARE, SOFTWARE AND LICENSES</u>							
1.00	AVAYA	185446	AVAYA COMMUNICATIONS SOLUTION	\$0.00	0.0%	\$0.00	\$0.00
1.00	AVAYA 9P-IP	182448	IP OFFICE SERVER EDITION MODEL	\$0.00	0.0%	\$0.00	\$0.00
1.00	AVAYA 9P-IP	700289770	POWER CORD 18AWG 10 Amp AC US/NORTH AMERICA	\$19.00	50.0%	\$9.50	\$9.50



Quote Schedule A

Van Buren Township
AVAYA IP OFFICE & HP - RFP

Quote #: 114867

March 1, 2018

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1.00	AVAYA 9P-IP	700504556	IP OFFICE IP500 V2 COMBO CARD ATM V2	\$631.00	50.0%	\$315.50	\$315.50
<u>AVAYA SUPPORT / MAINTENANCE - 60 MONTHS</u>							
1.00	AVAYA	185579	MAINTENANCE COMPREHENSIVE SUPPORT MODEL	\$0.00	0.0%	\$0.00	\$0.00
1.00	AVAYA	271710	IPO CO - DEL REM TECH SUPT 24X7 APR NBD - IP500 V2 5YPP	\$1,743.00	25.0%	\$1,307.25	\$1,307.25
<u>Implementation Services</u>							
132.00	SUNTEL	VOICE-ST	Project Services - Voice	\$110.00	5.0%	\$104.50	\$13,794.00
1.00	SUNTEL	VOICE-OT	Project Services - OT	\$165.00	5.0%	\$156.75	\$156.75
20.00	SUNTEL	CABLING-ST	Place and Test Assist	\$68.00	5.0%	\$64.60	\$1,292.00



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AVAYA IP OFFICE & HP - RFP RESPONSE

QTY	MFGTR	PART NUMBER	PART DESCRIPTION	LIST PRICE	DISCOUNT	NET PRICE	TOTAL PRICE
<u>OPTIONAL ITEMS - ESTIMATES AND UNIT PRICING</u>							
	AVAYA	700383375	IP PHONE 9620 9608/11 94/9500 WALL MOUNT - UNIT PRICE	\$21.00	25.0%	\$15.75	\$0.00
	SUNTEL	VOICE-ST	Onsite Station Review with the Township - 8 Hours	\$110.00	5.0%	\$104.50	\$0.00
	MULTITECH	FF240-IP-2.R2	2-Channel IP Fax Server (Includes North American power cord) + 12 Hours - Implementation	\$2,799.00	18.0%	\$2,295.18	\$0.00
	AVAYA 9P-IP	383085	IP OFFICE R10+ SIP TRUNK 1 LIC:CU - Unit Price	\$77.00	42.0%	\$44.66	\$0.00
	SUNTEL	VOICE-ST	OneX Implementation - 12 Hours	\$110.00	5.0%	\$104.50	\$0.00
	SUNTEL	VOICE-ST	E911 Program and Test (carrier services, drawings, additional) - 16 Hours	\$110.00	5.0%	\$104.50	\$0.00
	SUNTEL	VOICE-ST	PC Console - 4 Hours	\$110.00	5.0%	\$104.50	\$0.00
1.00			Additional Discount Through April 2018	\$-1,100.00	0.0%	\$-1,100.00	\$-1,100.00
1.00			First Year Warranty - Maintenance - 12 Months	\$0.00	0.0%	\$0.00	\$0.00

COMMENTS

MATERIAL:	\$72,052.11
LABOR:	\$25,550.33
SUBTOTAL:	\$97,602.44
TAXES:	\$0.00
TOTAL:	\$97,602.44

SunTel Services Standard Purchase Terms and Conditions apply
 Proposal price valid for 30 days
 Warranty terms as specified in proposal
 Proposal incorporates Scope of Work and all assumptions

... your communications technology partner

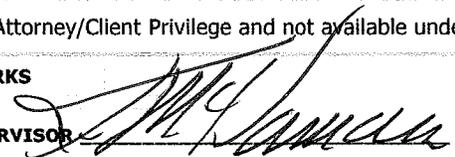
Customer Signature:	Date:	SunTel Signature:	Date:
Printed:	Title:	Printed:	Title:

Charter Township of Van Buren

Agenda Item _____

REQUEST FOR BOARD ACTION

WORK STUDY DATE: MAY 14, 2018
BOARD MEETING DATE: MAY 15, 2018

New Business	Unfinished Business	Public Hearing	Consent Agenda X
ITEM (SUBJECT)			
Consider approval of Zambelli Fireworks Company for the 2018 Fireworks Show and have the Supervisor and Clerk execute the agreement.			
DEPARTMENT			
Parks & Recreation			
PRESENTER			
Director Jennifer Wright			
PHONE NUMBER			
734-699-8921			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)			
N/A			
Agenda Topic			
ACTION REQUESTED			
Consider approval of Zambelli Fireworks Company for the 2018 Fireworks Show and have the Supervisor and Clerk execute the agreement			
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)			
Zambelli Fireworks Company will be able to provide the most fireworks for a \$10,000 show. The recreation department received three bids for the 2018 Fireworks Show. Zambelli Fireworks will be able to provide the most variety of fireworks for the \$10,000 budget. The Van Buren Parks and Recreation Department has worked with Zambelli Fireworks Company for many years, and Zambelli was awarded the bid the past five years. They have proven to be a professional and dedicated company. The 2018 Fireworks Show will cost \$10,000 which has been budgeted in line item 101-718-819-000 Contracted Services. This fireworks show is set for Beck Ball Fields on June 30, 2018 (rain date is set for July 1st).			
BUDGET IMPLICATION			
Cost of show is \$10,000 to be expensed from the budgeted line item (101-718-819-000) Contracted Services. Supervisor McNamara will be seeking donations from corporate businesses for any overtime of wages that occur with police and fire personnel.			
IMPLEMENTATION NEXT STEP			
Contact Zambelli Fireworks Company			
DEPARTMENT RECOMMENDATION			
Approval			
COMMITTEE/COMMISSION RECOMMENDATION			
At the April 10, 2018 Recreation Committee Meeting the committee made a motion for the Township Board to approve Zambelli Fireworks.			
ATTORNEY RECOMMENDATION			
N/A			
(May be subject to Attorney/Client Privilege and not available under FOIA)			
ADDITIONAL REMARKS			
APPROVAL OF SUPERVISOR			
			

Motion

O'Neill moved, Wall seconded to approve the Agreement with Zambelli Fireworks Company for the 2018 Fireworks show and authorize the Supervisor and Clerk to execute the agreement. Motion Carried

Yeas: Coleman, Nofz, Willoughby, O'Neill, Clerk Wright and Wall.

Nays:

Absent: Belanger

Motion Carried

I hereby certify the foregoing is a true and correct copy of the motion made at the Recreation Committee meeting held on April 10, 2018

Jennifer Price
Jennifer Price
Recording Secretary

			2018 Fireworks		
		Zambelli Int.	Greatlakes	Wolverine	Melrose
smaller 3"		4,119		50	
3"		480	432	504	
4"		144	133	198	
5"		90	98	108	
6"		36	73	81	
8"		5	17		
total		4,874	753	941	

Charter Township of Van Buren

Agenda Item _____

REQUEST FOR BOARD ACTION

WORK STUDY DATE: MAY 14, 2018
BOARD MEETING DATE: MAY 15, 2018

New Business X

Unfinished Business

Public Hearing

Consent Agenda

ITEM (SUBJECT) Consider approval of the Bus Transportation Agreement between Van Buren Public Schools and Charter Township of Van Buren and have the Supervisor and Clerk execute the agreement.

DEPARTMENT Parks & Recreation

PRESENTER Director Jennifer Wright

PHONE NUMBER 734-699-8921

INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER) N/A

Agenda Topic

ACTION REQUESTED

Consider approval of the Bus Transportation Agreement between Van Buren Public Schools and Charter Township of Van Buren and have the Supervisor and Clerk execute the agreement.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

For several years the parks and recreation department have utilized the Van Buren Public Schools Transportation Department school buses for the summer camp program. This agreement simply outlines information for both entities such as deadlines for camper address information, field trip schedules, and rates for bus drivers.

This agreement shall be in force for a period of three years starting June 18, 2018, the first day of summer camp.

Either party has the right to terminate this Agreement without cause at any time by giving ten days' notice in writing to the other Party.

BUDGET IMPLICATION

Funding for summer camp transportation is expensed from the Wayne County SMART credit grant program each year.

IMPLEMENTATION NEXT STEP

A signed contract will be made available to the Van Buren Public Schools

DEPARTMENT RECOMMENDATION

Approved

COMMITTEE/COMMISSION RECOMMENDATION

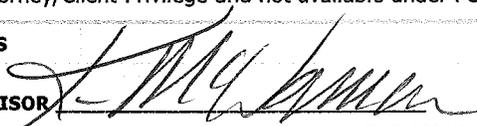
ATTORNEY RECOMMENDATION

Attorney Patrick McCauley has reviewed this Agreement and provided suggestions that have been added

(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS

APPROVAL OF SUPERVISOR



BUS TRANSPORTATION AGREEMENT
between
VAN BUREN PUBLIC SCHOOLS
and
CHARTER TOWNSHIP OF VAN BUREN

Van Buren Public Schools, a Michigan public school district (the “District”), and the **Charter Township of Van Buren** (the “Township”) mutually agree as follows:

- I. In consideration of the terms set forth in Sections II and III of this Agreement, the District agrees to the following:
 - A. The District will provide the Township with two (2) school buses for use in transporting campers to and from the Township’s annual Tots in the Park, Day Camp, and Tween Camp programs. The District will also provide transportation to and from field trips. The District will provide bus driver(s) directions to and from a field trips. Field trip information must be submitted by the Township to the District with a two week minimum notice.
 - B. The District will provide final route times to the Township by the second Monday in June and July. This will ensure route times are given at Parent Orientation in a timely manner a week before each session begins.

Bus driver(s) will adhere to the final route sheets provided from the Transportation Director unless the driver and the Transportation Director have discussed a more efficient route. The routes will be evaluated after the first day of camp. If a change in the route is to happen the Township will be notified within 48 hours in order to give the Township enough time to notify parents of the change.
 - C. The District will provide the Township with a district employed school bus driver(s) to operate the school buses provided under this Agreement. The bus driver(s) provided will be properly certified and licensed under the laws, rules, and regulations of the State of Michigan.
 - D. The District will provide district employed bus aide(s) if any of the buses provided under this Agreement are lift buses.
 - E. The District warrants that all buses and equipment necessary to fulfill this Agreement will be clean and in good working order.
 - F. The District will name the Charter Township of Van Buren as additionally on the District insurance policy
 - G. In case of an emergency the bus driver(s) will notify the transportation director in a timely manner.

- II. In consideration of the terms set forth in Section I of this Agreement, the Township agrees to the following:
- A. The Township will provide addresses for the campers' pick up and drop off location to the transportation department no later than two weeks prior to the start of camp per session.
 - B. The Township will only utilize the school buses, drivers, and bus aides provided under this Agreement for transportation to and from the Township's Tots in the Park, Day Camp, and Tween Camp programs. The Township may utilize the buses and drivers provided under this Agreement to transport participants in the Tots in the Park, Day Camp, and Tween Camp programs to and from program field trips, provided the Township gives the District reasonable advance notice.
 - C. The Township will not use the school buses provided under this Agreement to transport freight, goods, or merchandise other than that which is carried on the laps of individual passengers.
 - E. The Township will be liable for any damage beyond normal wear and tear caused to the school buses provided under this Agreement, if such damage is caused in whole or in part by any negligent act, negligent omission, or willful misconduct of the Township, anyone directly or indirectly employed by the Township, or anyone for whose acts the Township may be liable. The Township will not be liable for any damage to the school buses caused by the bus driver(s) error or third-party negligence.
 - F. The Township will not hold the District responsible for any items left in the school buses provided under this agreement, and the District will not be liable for any expense incurred by the Township regarding forgotten items.
 - G. At least one camp counselors is to be on the school bus with the campers when transporting to and from camp.
- III. The Township agrees to compensate the District at the following rates for use of the school buses, drivers, and bus aides provided under the terms of this Agreement:
- A. \$1.00 per mile driven for each school bus.
 - B. \$25.00 per hour for each bus driver. A minimum two (2) hour driver charge will apply for each bus trip.
 - C. \$20.00 per hour for each bus aide.
 - D. The Township will be charged for tolls and/or parking fees should they occur on a field trip
- IV. The Township will be assessed a \$35.00 fee for any change to a scheduled trip if such change is submitted to the District less than forty-eight (48) hours before the trip. Exceptions will be granted due to inclement weather and/or an act of God.
- V. This Agreement shall be in force for a period of three (3) years beginning June 18, 2018.

- VI. Either Party shall have the right to terminate this Agreement without cause at any time by giving ten (10) days' notice in writing to the other Party.
- VII. The Parties acknowledge and understand that the terms of this Agreement are not a mere recital, but constitute an agreement based upon the good and valuable consideration given and received by each Party.
- VIII. This Agreement shall be subject to, governed and construed according to the laws of the State of Michigan.
- IX. This Agreement shall inure to the benefit of, and be binding upon, the Parties, their respective directors, officers, administrators, agents, heirs, successors, assignees, devisees and legal representatives.
- X. In the event that any of the provisions of this Agreement shall be held invalid or unenforceable by reason of any final judgment or administrative ruling, or by reason of any legislation now existing or hereinafter enacted, such invalidity or unenforceability shall have no effect on the remaining provision of this agreement.

IN WITNESS HEREOF, we have hereunto set our hands and seal this ___ day of _____, 2018.

VAN BUREN PUBLIC SCHOOLS

By: _____

Peter Kudlak

Its: Superintendent

Witness

CHARTER TOWNSHIP OF VAN BUREN

By: _____

Its: Supervisor

Witness

CHARTER TOWNSHIP OF VAN BUREN

By: _____

Its: Clerk

Witness

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING

DATE: 5-14-2018

BOARD MEETING

DATE: 5-15-2018

Consent Agenda X

New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Consider appointment of Gerald McKelvey to the Water & Sewer Commission
DEPARTMENT	Supervisor's Office
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider appointing Gerald McKelvey to the Water & Sewer Commission with a term to expire 6-01-2019	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Dr. Gerald Graf, who has been a valuable member of the Water & Sewer Commission for many years is stepping down. Gerald McKelvey has expressed interest in filling his seat, which is set to expire 6-01-2019.	
Please see attached resume and application.	

BUDGET IMPLICATION	
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IMPLEMENTATION NEXT STEP	
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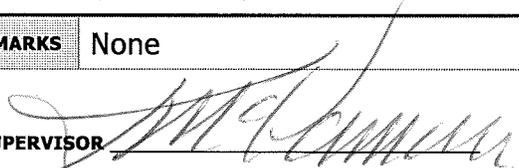
DEPARTMENT RECOMMENDATION	
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COMMITTEE/COMMISSION RECOMMENDATION	
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ATTORNEY RECOMMENDATION	
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(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS	None
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APPROVAL OF SUPERVISOR	
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Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING

DATE: 05-14-2018

BOARD MEETING DATE: 05-15-2018

Consent Agenda _____

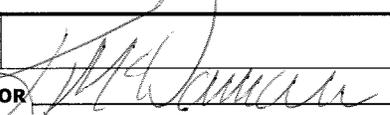
New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Board of Zoning Appeals Appointment
DEPARTMENT	Supervisor
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Re-appointment of Amos Grissett as a Full Member of the Board of Zoning with a term expiring on 12-01-2020.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Mr. Grissett has indicated his interest in continuing to serve the community by being re-appointed to the Board of Zoning Appeals.	
BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

Work Study Date: 05/14/18

Board Meeting: 06/04/18

Consent Agenda _____

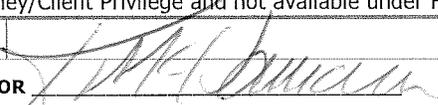
New Business X

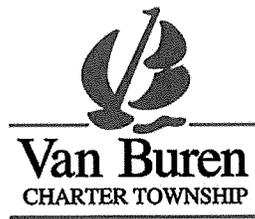
Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	To approve a budget amendment of \$850,000 into Building and Grounds Capital Outlay for CIP Plus projects
DEPARTMENT	Public Services
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
<p>In 2017, under the direction of the Elected Officials, the Township's Directors and Staff focused on operating fiscally conservative while still providing premiere community services. This hard work and doing more with less resulted in a budget surplus of approximately 1.9 million dollars at the end of the year. Historically, funds remaining at the end of the budget year goes back to the fund balance. This year, due to the healthy fund balance and the large amount left over, we are proposing that the Board of Trustees to place approximately one million into the Long Term Debt fund and the remaining funds (\$850,000) be reinvested back into Township operations and facilities as part of the Capital Improvements Plan via the Building and Grounds Capital Outlay (Account #101-265-970-000.)</p>	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	\$850,000.00 – Capital Outlay (B&G) It is neutral to current budget.
IMPLEMENTATION NEXT STEP	If approved, Public Services will begin Capital Improvement Projects
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



MEMO

TO: Board of Trustees

FROM: Matthew R. Best, M.S.
Director of Public Services

RE: Capital Improvements Plan – 2018 “CIP Plus” Program

DATE: May 8, 2018

In 2017, under the direction of the Elected Officials, the Township’s Directors and Staff focused on operating fiscally conservative while still providing premiere community services. This hard work and doing more with less resulted in a budget surplus of approximately 1.9 million dollars at the end of the year. Of that 1.9 million, \$200,000 was originally budgeted for Building and Grounds CIP projects in 2017 that did not get completed.

Historically, funds remaining at the end of the budget year goes back to the fund balance. This year, due to the healthy fund balance and the large amount left over, we are proposing that the Board of Trustees place approximately one million into the Long Term Debt fund and the remaining funds be reinvested back into Township operations and facilities as part of the Capital Improvements Plan.

Over the last 10 years, many Township facility improvements were postponed due to lack of funds or their low priority. Many repairs, replacements, updates and upgrades at the Main Township Campus were not done. Staff have identified twenty-three projects that can be funded that will provide significant, long term improvements to the Township. Staff is requesting the \$200,000 be placed back into the Capital Outlay Budget to complete remaining projects along with an additional request of \$650,000 to complete newly identified projects.

In the following attachment, please find a list of these Capital Improvement Plan (CIP) projects. A brief description for each project/effort is provided. A budget amount for each item is provided as well as quotes for the work for reference if available. Please remember that all projects over \$20,000 will be brought back to the Board of Trustees for approval.

The Developmental Services Team evaluated and narrowed down all the possible projects. In this evaluation, Staff refined this list to what was believed brought the most value and long term benefit to the Township.

The Developmental Services team is looking for Board Approval of this “CIP Plus” program. In order to complete these projects in fiscal year 2018, work will need to begin soon. This request involves the Board to approve the transfer of \$850,000 into the appropriate budget accounts for these projects.

Table 1-1: CIP Plus

	Department	Cost
Multi Purpose Room to Dance Studio	B&G	\$ 50,000.00
PD/FD Chairs/Tables	PD/FD	\$ 40,000.00
LED Changeover (FD)	FD	\$ 19,500.00
Township Entry Improvements	B&G	\$ 20,000.00
Carpet (Police and Assessors)	B&G	\$ 21,500.00
Carpet (Fire Stations)	FD	\$ 25,000.00
Flooring	B&G	\$ 119,800.00
Painting (Main Campus)	B&G	\$ 40,000.00
Painting (Fire Stations)	FD	\$ 10,000.00
A&E Costs	B&G	\$ 100,000.00
BAM Repairs	B&G	\$ 50,000.00
Board Room	B&G	\$ 75,000.00
S&N Assessment Project	B&G	\$ 12,818.00
Entry Signs	B&G	\$ 20,000.00
Landscaping/Sign Removal	B&G	\$ 60,000.00
New VBT Sign	B&G	\$ 50,000.00
Carport Replacement	B&G	\$ 38,000.00
IT Department Upgrades	B&G	\$ 10,000.00
Furniture (Conference/Waiting/Office)	B&G	\$ 45,000.00
New Sign for BAM	B&G	\$ 15,000.00
Interior Design	B&G	\$ 20,000.00
S&N Assessment Implementation (OPTIONAL)	B&G	\$ 250,000.00

Total: \$ 841,618.00
Optional Total: \$ 1,091,618.00

Multi-Purpose Room to Dance Studio	\$50,000
<ul style="list-style-type: none"> 90% of rooms usage by Dance Classes. Convert kitchenette and recessed space into closets New dance flooring installed New wall mirrors and dance bar installed 	
Chairs/Tables for Police and Fire Department	\$40,000
<ul style="list-style-type: none"> Current chairs are 20 years old and are in bad condition Roll Call Room Tables are in bad condition 44 chairs for the Police Department 35 Chairs for the Fire Department 10 Work Tables 1 Conference Room Table 	
LED Light Changeover - Fire Department	\$19,500
<ul style="list-style-type: none"> Change lights at Fire Station #1 and #2 from conventional to LED 	
Township Hall Entry Improvements	\$20,000
<ul style="list-style-type: none"> Removal of cylinders around posts under overhangs. Placement of stone column covering around post and overhangs 	
Carpet - Police and Assessors	\$21,500
<ul style="list-style-type: none"> New carpet for Police and Assessor's Office 	
Carpet - Fire Department	\$25,000
<ul style="list-style-type: none"> New carpet for at Fire Station #1 and #2 	
Flooring – Main Campus	\$120,000
<ul style="list-style-type: none"> New Vinyl Flooring for Township Hall No need to strip and wax 	
Painting – Main Campus	\$40,000
<ul style="list-style-type: none"> Painting at Township Hall - Common Areas 	
Painting – Fire Stations	\$10,000
<ul style="list-style-type: none"> Painting at Fire Stations – Office Areas 	
A & E Costs	\$100,000
<ul style="list-style-type: none"> Capital Improvement Projects - Architectural and Engineering Costs 	
Belleville Area Museum Repairs	\$50,000
<ul style="list-style-type: none"> Tuck-pointing Drainage Repair Brickwork 	

Board Room Renovation	\$75,000
<ul style="list-style-type: none"> 75 new audience chairs 11 new Trustee Chairs Recess Space to Closet/storage New Carpet Painting walls. 5 work tables 	
Space and Needs Assessment Project	\$12,818
<ul style="list-style-type: none"> Evaluation of Main Township Campus space and needs Report of projected needs and recommendations 	
Township Roadway Entry Signs	\$20,000
<ul style="list-style-type: none"> Welcome to Van Buren Township road signs at main road entrances 	
Landscaping	\$62,000
<ul style="list-style-type: none"> Landscaping around the public entrances at the main Township Campus Removal of the big, blue directional sign at main entrance 	
New VBT Sign	\$50,000
<ul style="list-style-type: none"> New Township Hall changeable message sign for Tyler Road entrance 	
Public Safety – Carport Replacement	\$38,000
<ul style="list-style-type: none"> Replace Public Safety Carport Existing carport is unsafe and needs to be removed. 	
IT Department Upgrade	\$10,000
<ul style="list-style-type: none"> New Network Monitoring System Office Technology Upgrade 	
Furniture	\$45,000
<ul style="list-style-type: none"> New Conference Room Chairs (30) New Waiting Area Chairs (27) New Office Furniture (Various Locations) 	
New Belleville Area Museum Sign	\$15,000
<ul style="list-style-type: none"> New sign for BAM 	
Interior Design Consultant	\$20,000
<ul style="list-style-type: none"> To assist in design selections for renovation projects 	
Space and Needs Assessment Implementation (Optional)	\$250,000
<ul style="list-style-type: none"> Implementation of select recommendations from the Space and Needs Assessment Report 	

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY
DATE: 5-14-2018
BOARD MEETING
DATE: 5-15-2018

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Consideration of Resolution: 2018-7 – Board of Trustees Meeting Conduct Policy
DEPARTMENT	Board of Trustees
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider adoption of Resolution: 2018-7 – Board Meeting Conduct Policy.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Attached is a draft of Resolution: 2018-7 Board Meeting Conduct Policy which is a revision to Resolution: 2013-5. Revisions are marked in red.	
BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	<i>Daniel Selman</i>

**CHARTER TOWNSHIP OF VAN BUREN
BOARD OF TRUSTEES ~~MEETINGS~~
MEETING CONDUCT POLICY ~~-AS AMENDED~~**

Resolution 2018-7

I. Purpose:

To establish procedures of conduct of Township Board Meetings

II. Policy/Procedure:

PROCEDURE FOR CONDUCT OF TOWNSHIP BOARD MEETINGS

RULE 1. AUTHORITY:

This policy is adopted by the Board of Trustees of the Charter Township of Van Buren pursuant to provisions of the Michigan Compiled Laws, 42.1 et seq. 1947, Act. 359 as amended, known as the Charter Township Act.

RULE 2. MEETINGS:

- 2.1 The Board of Trustees shall duly adopt an annual meeting schedule prior to the start of the next calendar year. The Board of Trustees will generally meet on the first and third Tuesdays of each month, unless otherwise noticed, at 7:00 p.m. Meetings of the Board will generally be held in the Board Room at Township Hall, 46425 Tyler Road, Van Buren Township, Michigan. Any change in meeting location will be duly noticed in accordance with state statute. Work Study Sessions will generally be held, unless otherwise noticed, at 4:00 p.m. on the Mondays prior to the first and third Tuesdays of each month in the Sheldon Room. Work Study Session will be only held for the following: 1) When there are agenda items to be presented such as contracts in which the Board may need extra time to review and request further information. 2) To gather information and exchange viewpoints on agenda topics before they become “action agenda items” at a Board meeting. ~~The audience may address the Board during Work Study meetings on specific items under discussion with three (3) minutes per speaker time limit. The Township Supervisor or Chairperson Pro Tem, as the case may be, may, in his/her discretion extend the time for comment by an audience member.~~

- (a) As a general rule, meetings shall not be held on legal holidays.

- (b) It may be necessary based on certain circumstances for the Board of Trustees to take official action (vote) at a Work Study Session. In such cases, all actions shall comply with Rule 7 Voting.
- (c) Actions, resolutions or other commitments on specific proposals shall be taken in accordance with the Open Meetings Act, MCL 15.261 et seq.

2.2 **SPECIAL MEETINGS:**

Special Meetings may be called by the Township Supervisor or any two members of the Board of Trustees. Notice shall be given to Board members at least 24 hours in advance of the meeting and the Township Clerk shall cause to be posted notice of said meeting at least eighteen (18) hours in advance. The Clerk shall notice said special meeting including the time, place and purpose of the meeting, by posting said notice on public bulletin boards located within Township Hall and/or other prominent and conspicuous places reasonably accessible to the public, on the Township's governmental access television channel and the township's website.

2.3 **CLOSED MEETINGS:**

- 2.3.1 **Procedure.** The Board of Trustees may meet in closed session, a meeting closed to the public, upon the motion of any Board member, concurrence of that motion and an affirmative 2/3 roll call vote of the Board of Trustees members, ~~elected or appointed and~~ serving on the Township Board. Closed sessions may only be held in compliance with the Open Meetings Act.
- 2.3.2 **Purposes.** The Township Board shall hold closed sessions only for the following purposes:

- (1) To consider the dismissal, suspension, or disciplining of a public officer, employee, staff member or individual, or to hear complaint or charges against such a person, but only when the object of the proposed action or charges requests the meeting to be closed.
- (2) To consider negotiation strategy connected with negotiation of a collective bargaining agreement.
- (3) To consider the purchase or lease of real property prior to the time that an option to lease or purchase such real property is secured.

- (4) To consult with the Township attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental effect on the township's litigating or settlement position.
- (5) To review the specific contents of an application for employment to a Township office and the applicant requests that the application remain confidential. Whenever the board shall meet to interview an applicant, it shall be in open session.
- (6) To consider material exempt from discussion or disclosure by state or federal statute.

2.4 **EMERGENCY MEETINGS:**

An emergency meeting shall be held only upon the consent of two-thirds of the Board of Trustees members, ~~elected or appointed and serving~~ and only if a delay in scheduling a special meeting would pose severe or imminent danger to the health, safety or welfare of the public, including but **not limited to placing the Township in an adverse financial position** and delay would be detrimental to efforts to lessen or respond to the threat. If possible, notice of the emergency meeting will be posted 18 hours prior to the meeting. However, if the 18 hours posted notice requirement is not met, the emergency meeting shall go forward in accordance with applicable **S**state law including the requirement of notice to be made available at the meeting and the requirement of subsequent notice.

2.5 **MEETING MINUTES:**

The **Township** Clerk is responsible for the preparation and recordkeeping of all minutes of meetings of the Township Board. Minutes of closed meetings shall be maintained separately for a period of one year and one day after which time they shall be destroyed, and shall not be disclosed to the public except upon court order. It is expressly understood the purpose for preparing and maintaining meeting minutes is to properly record the official actions of the Township Board. Only those comments made during the Public Hearings or Non-Agenda portions of a Board meeting will be recorded in the meeting minutes and may be edited by the **Township** Clerk in the interest of brevity and conciseness. Copies of the meeting minutes prepared by the Clerk, but not approved by the Board, shall be available for public inspection not more than eight (8) business days after the meeting. Minutes approved by the Board shall be available within five (5) business days after the meeting in which they were approved. The Township Clerk shall publish and maintain said meeting minutes as legally required.

Rule 3.

PUBLIC NOTICE OF MEETINGS

The ~~Township~~ Clerk shall provide proper notice for all meetings and meeting cancellations of the Township Board. All notices shall include the day, time and place of said meetings. Special and closed meeting notices shall also include the purpose for said meeting. Should a Board of Trustees meeting be cancelled, the reason for said cancellation shall be included in the notice. Notices shall be placed upon the public bulletin board located near the Clerk's Office at Township Hall and/or other prominent and conspicuous places reasonably accessible to the public, on the township's governmental access television channel and on the township's website www.vanburen-mi.org. The ~~Township~~ Clerk shall, upon request, provide notice to the local media and upon request to other newspaper, radio or television media located in the State. Other interested individuals or parties may also be provided notice of meetings, changes in the meeting schedule or special meetings upon written request. ~~and agreement to pay the Township for printing and postage expenses. The Township Clerk shall mail all such notices pursuant to this rule by first class mail. Upon request, notices may be faxed or emailed.~~ No liability shall be incurred by the Township or any of its elected and appointed officials or employees as the result of the failure or delay in providing or receiving such notice.

Rule 4.

QUORUM:

Four (4) members of the Board of Trustees shall constitute a quorum for the transaction of business at all meetings of the Township Board with the exception of the requirement for an affirmative 2/3 roll call vote of the Board of Trustees members, ~~elected or appointed and serving~~ to vote in the affirmative to move into Closed Session. A Board member shall notify the Township Supervisor as soon as possible when the member is unable to attend a Board meeting.

Rule 5.

AGENDAS & MEETING MATERIALS

The ~~Township~~ Supervisor shall review and approve all items to be placed upon the agenda of the Board of Trustees. Upon written request, any two or more Board members may also place items upon the agenda for Board consideration. The ~~Township~~ Clerk shall prepare the agendas for all meetings and shall distribute agendas and meeting materials. The following provisions govern the items to be included on a Township Board agenda:

- 5.1 Regular Meetings: all agenda items shall be submitted to the Township Supervisor by 12:00 noon on the Tuesday preceding the next regular meeting. This includes all items for which official Board action is sought,

as well as reports or other non-action Board information. If the Township Supervisor determines the item to be complete such that the Board has sufficient information with which to act upon the request, the Township Supervisor shall submit agenda items to the Township Clerk no later than 12 noon on the Wednesday prior to the Tuesday Board meeting. Items that are deemed incomplete will be returned to the appropriate party and will only be considered for inclusion on the agenda once they are complete.

The Township Clerk shall have the agenda prepared and ready for distribution no later than 4:00 p.m. on the Thursday prior to the Tuesday Board meeting. Reasonable accommodations may be made due to holidays or other unforeseen events that could occur.

Agenda packets for Board members shall be placed in their mailboxes at Township Hall and/or emailed to Board members. Agenda packets for department directors may be obtained at the Clerk's Office or at the Board Work Study Session. Media packets for the local media may be obtained at the Clerk's Office or upon request, may be obtained after business hours at the Public Safety Department lobby. Any other arrangements for the distribution of agenda packets may be made with the concurrence of the Township Clerk.

- 5.2 Work Study Session: all agenda items shall be submitted to the Township Supervisor by 12:00 noon on the Tuesday prior to the Monday Work Study Session. The Township Supervisor shall submit the agenda items to the Township Clerk no later than 12 noon on Wednesday prior to the Monday Work Study Session. Agenda packets will be distributed to the Board members on Thursday prior to Work Study Session. If there are no agenda items meeting the criteria for the Work Study Session the Work Study Session will be cancelled.
- 5.3 Special Meetings and Emergency Meetings: all matters to be considered shall be stated in the notice of the meeting. No other matters will be considered. The Board will be provided written material as soon as possible prior to the commencement of the meeting.
- 5.4 Closed Session Meetings: all matters to be considered shall be stated in the meeting notice. No other matters will be considered. In general, written material will be disseminated to the Township Board at the Closed Session Meeting.
- 5.6 **ORDER OF BUSINESS (Board Meetings)**
~~Following is the manner in which the meeting agenda will be arranged for Board Meeting~~

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Executive Summary of the Agenda**
5. **Adoption of Agenda**
6. **Adoption of Consent Agenda**
7. **Public Hearings** (if necessary)
Approval of Minutes
8. **Correspondence, Announcements, and Presentations** (includes presentations of special awards, employee service awards, special recognitions.) Letters of correspondence must conform to the above listed categories of awards and recognitions and be delivered to the Township Supervisor 48 hours before the meeting. Letters will only be read by the ~~Chairperson~~ Supervisor or his/her designee if deemed appropriate. **Announcements** (includes township activities or announcements by civic or non-profit organizations)
9. **Public Comment** (on Unfinished Business or New Business)
10. **Unfinished Business**
11. **New Business**
Voucher List
- ~~12. **Announcements** (includes township activities or announcements by civic or non-profit organizations)~~
- ~~13. **Public Comment – Non-Agenda Items** (Must conform to Public Comment at Board Meetings section and includes non-agenda items from either Board members or the general public and general public comment)~~
14. **Board Comment – Non-Agenda Items**
15. **Closed Session** (may be inserted anywhere after adoption of the agenda as determined by the Board.)
16. **Adjournment**
 - (a) Board meeting's order of business subject to change based on Supervisor's discretion. Example: for special ceremonial proceedings.
 - (b) Removal of a Consent Agenda Items: In order to limit the number of items removed from the consent agenda, all Board members will make an effort to contact the Supervisor or his/her designee before the meeting to have questions answered.

ORDER OF BUSINESS (Work Study Session)

~~Following is the manner in which the meeting agenda will be arranged for~~
Work Study Sessions:

1. **Call to Order**
2. **Roll Call**
3. **Unfinished Business**
4. **New Business**

~~The audience may address the Board on items under discussion with a three (3) minutes per speaker time limit, which may be expanded by the chairperson.)~~

5. **Public Comment (Rule 9 applies)**
6. **Closed Session** (may be inserted anywhere after adoption of the agenda as determined by the Board.)
7. **Adjournment**

Rule 6.

CONDUCT OF MEETING:

- 6.1 **Chairperson.** The ~~Township~~ Supervisor shall moderate and chair all meetings of the Township Board. In the absence of the Township Supervisor, the Township Clerk shall call the meeting to order and entertain a motion to appoint a Chairperson Pro-Tem for the meeting, by a majority vote. This individual may be any member of the Township Board. ~~Hereafter mentioned, the Chairperson will be referred to as Supervisor.~~

The ~~Township~~ Supervisor ~~or Chairperson~~ shall introduce every item to be deliberated by the Township Board. Items may be presented by the ~~Township~~ Supervisor or other Board members as may be applicable, or by department directors. Items may also be presented by the party or entity seeking Board approval (For example, civic/non-profit organizations, residents, developers, potential parties to a contract, or other interested parties.).

- 6.2 **Addressing the Chair.** Board members wishing to speak shall first obtain the approval of the chair and each person who speaks shall address the chair. Other persons at the meeting shall not speak unless called on by the chair.

- 6.3 **Seating.** The Supervisor, shall be seated in the center, flanked by the Clerk and Treasurer, with two Trustees to the outside of both the Clerk and Treasurer.

Voting: ~~The Township Supervisor or Chairperson shall reiterate for clarity all motions made by the Board, listing the motion maker and motion supporter and the action outlined in the motion. The Township Supervisor or Chairperson will call for the vote and duly note the approval or denial represented by the majority vote of the Township Board. Board members~~

~~may only abstain from voting upon matters in which he/she has a financial interest other than the common public interest; upon any question concerning his/her own conduct; or upon a matter pursuant to the Township Ethics Policy. No Board member shall abstain from voting “aye” or “nay” (yes or no) unless excused by the unanimous consent of other Board members present. Said consent shall be by way of a motion with concurrence and affirmative vote to permit the named Board member to abstain.~~

~~In the case of a split vote in which both “ayes” and “nays” have been verbalized, the Township Supervisor shall request the Township Clerk to conduct a Roll Call vote. The Township Clerk shall duly call a Roll Call vote, by calling upon each Board member to state his/her vote and shall publicly state the outcome of that Roll Call vote. Roll Call votes shall be in random order with the Township Supervisor being called upon last, and shall also note the abstention, disqualification or absence of Board members as applicable.~~

Rule 7. Voting. The Supervisor shall reiterate for clarity all motions made by the Board, listing the motion maker and motion supporter and the action outlined in the motion. The Supervisor will call for the vote and duly note the approval or denial represented by the majority vote of the Township Board. Any non-unanimous vote will trigger a roll call by the Clerk.

7.1 Whenever a question is put forth by the chair, every member present shall vote on all questions decided by the Township Board. No member present shall abstain from voting “yes” or “no” unless excused by the unanimous consent of other members present. Board members may only abstain from voting upon matters in which he/she has a financial interest other than the common public interest; upon any question concerning his/her own conduct; or upon a matter pursuant to the Township Ethics Policy.

7.2 Roll Call Votes. Upon demand by any Township Board member a roll call vote shall be taken.

7.3 Recording of Votes. All votes shall be entered upon the record by name except when the vote is unanimous.

7.4 Order of Voting. In the case of a roll call vote, the vote shall be taken in random order.

Rule 8. **Board Member Rules of Decorum:**

8.1 The maker of the motion shall be first to speak; The supporter of the motion shall speak second. During discussion, no member shall speak until

recognized for that purpose by the Supervisor. No member shall be able to speak a second time, before another member is given an opportunity to speak a first time.

- 8.2 A Member shall not speak more than two times on a given question, three (3) minutes the first time, three (3) minutes the second time; A member who has the floor shall indicate when he or she is finished speaking; A member may request an extension of debate for all members, with one opportunity to speak for a maximum of three (3) minutes. If an objection is made, the majority through a straw poll will make the determination.
- 8.3 When addressing other Board members, they should be addressed by title and/or last name but not by first name.
- 8.4 Remarks must be confined to the merits of the pending question. No members may comment adversely on any prior act of the Board of Trustees that is not pending.
- 8.5 A courteous tone must be maintained. Interjecting personal attacks is strictly prohibited. These include, but are not limited to derogatory, denigrating, repeated abusive or accusatory language that serves no legitimate public purpose and allegations of criminal or civil wrongdoing. Critiques shall be made in a respectful manner.
- 8.6 Any Board member may ask for a Point of Order, when another member's remarks are considered not relevant to the pending question or a personal attack. In such cases, the Supervisor shall make the determination (without discussion) to call another member out-of-order. An appeal may be made to the Board, with a majority vote required to overturn the Supervisor's ruling. If deemed out-of-order, the speaking member will forfeit his/her remaining time to comment on the pending question.
- 8.7 A member's repeated refusal to adhere to the Board meeting rules of decorum set forth, may be called out of order by the Supervisor. A vote of the majority of the Board will determine if the Rules of Decorum have been violated. If it is deemed the rules have been violated, the Board will decide whether to impose a formal reprimand at the following meeting.
- 8.8 A Board member shall not use their personal mobile devices to answer phone calls or send electronic communications, including text messages, while seated at the Board table. Board members who have to attend to personal business shall step away from the Board table to do so.
- (a) These Rules of Decorum shall be maintained throughout the entire meeting.

Rule 9. Addressing the Board Public Comment (Work Study & Board Meetings):

- 9.1 Those wishing to speak shall first obtain the approval of the ~~Township Supervisor or Chairperson~~ to do so. Persons at the meeting shall not speak unless called on by the ~~Township Supervisor or Chairperson~~. Once recognized, persons are asked to speak at the podium at the Board Meeting or designated area at the Work Study. Considerations will be made for persons with disabilities; Persons will be asked, but not required to state their name and address; Persons will direct their comments to the Supervisor. Only one person shall be permitted to speak at a time. ~~The Township Supervisor or Chairperson shall determine, based upon the comment(s) made, who, if anyone, may further address the topic and either respond him/herself, or direct someone else, a department director, for instance, to provide further information on the topic being discussed.~~
- 9.2 Persons shall use civil language and make comments in a courteous, orderly and non-offensive manner when speaking at Board meetings. Material will be deemed to be offensive if it contains personal attacks on persons, officials, or employees, or if it contains profanity, is of a grossly indecent nature, or includes inflammatory expressions reasonable persons would deem to cause or incite public outrage or expressions of disgust. Comments should be framed to provide a point of view, to provide information or to express a concern. Heckling or calling out is not permitted.
- 9.3 Public comments shall be directed towards the Supervisor. The Board shall not engage in a back and forth debate with speakers. The Supervisor may answer questions or correct misinformation either immediately or following the Public Comment portion. Administration will make a diligent effort to answer questions and requests for information not immediately available, in a timely manner, following the meeting.
- 9.4 Candidates running for elective office (other than the Van Buren Board of Trustee) may be permitted to introduce themselves during an election cycle. However, comments advocating for or campaigning on behalf of a candidate is prohibited. Politicking in any form will not be permitted at a Work Study or Board Meeting.
- 9.5 Each speaker may address the meeting for three (3) minutes. The Supervisor may grant an additional one and ½ minutes (90 seconds), if requested by the speaker, for good cause. Comments shall not be “shared” or “loaned” to others.
- 9.6 If several members of an organization or group are in attendance to express the same concerns, they are encouraged to select one individual to serve as

their spokesperson and he/she shall indicate who they are speaking on behalf of. Speaking time limits will still apply.

- 9.7 Disorderly Conduct at Meetings: Respectful comment upon action, inaction, or performance of the Van Buren Board of Trustees, commissions, boards, employees and consultants is allowed. However, inappropriate, profane, vulgar or repeated abusive language and personal attacks that serves no legitimate public purpose will not be tolerated; the speaker will forfeit the remainder of his or her time to address the Board; the Supervisor will make this determination.
- 9.8 Members of the audience will refrain from being disruptive to the Board's proceeding in any manner. This behavior will include but is not limited to: speaking before being recognized by the Supervisor, carrying on personal conversations, whistling, clapping other than during special ceremonies, yelling or heckling and interrupting a speaker.
- 9.9 The presiding Sergeant-at-Arms shall call to order at the Supervisor's direction any persons failing to abide by the Board's Meeting Conduct Policy. If any person, after being called to order, continues to be disorderly and disruptive to the meeting, he/she shall be ordered to leave by the presiding Sergeant-at-Arms immediately at the Supervisor's direction. **This subsection to be strictly enforced.**
- 10.0 Repeated disorderly behavior by a member of the public may be referred to law enforcement or other authorities for appropriate action. A vote of the majority of the Board will make this determination.

III. Sergeant-at-Arms

A police officer may be present at all meetings of the Board of Trustees. When present, the police officer shall serve as security and as Sergeant-at-Arms of the Board of Trustees and shall have general charge and supervision of the Board Room, Trustee's office, staff offices and work areas and all connecting hallways and passages during Board meetings. In the absence of a public safety officer, the Supervisor or his/her designee will assume the role as Sergeant-at-Arms.

IV. Secretary to the Board:

The ~~Township~~ Clerk shall appoint an individual to serve as Secretary to the Board. The Secretary to the Board shall be responsible for audiotaping all regular, special and emergency meetings of the Township Board and shall prepare or assist the ~~Township~~ Clerk in the written minutes of the proceedings of those regular, special, emergency and study session meetings of the Township Board. It is expressly understood the sole purpose for which the Secretary to the Board audiotapes

meetings is to facilitate the written preparation of meeting minutes. Upon approval of the minutes at a subsequent Board meeting, the Secretary to the Board shall reuse the tapes, as practical, for use in accurately preparing future meeting minutes. At the direction of the Township Clerk, the Secretary to the Board may attend Closed Sessions of the Board and assist in the written recordings of those closed meetings. The Secretary to the Board may assist, as needed, in the roll call votes and recording of such votes in the absence of or at the direction of the Township Clerk. The Secretary to the Board may perform other duties as determined by the Township Clerk.

V. Additional Notes for Public:

The public is encouraged to attend all public meetings of the Township Board, and in accordance with the Americans with Disabilities Act, upon advance notice, reasonable accommodations will be made to accommodate said persons. To make themselves more informed about the items appearing on the agenda, it is suggested that individuals seek information from the appropriate department or through the Supervisor's Office on items of interest prior to the meeting. This provides an opportunity for information to be relayed and if needed, appropriate research to be conducted to provide a more thorough response. Often, Township staff can address a concern quickly or provide the Board with additional information in advance of their deliberations.

Members of the public will be permitted to display signs that are not offensive and do not disturb or create a visual obstruction for other audience members.

During Public Hearings, only the item for which the Public Hearing was convened may be discussed.

~~**Public Comment at Board Meetings:** the public is encouraged to attend all public meetings of the Township Board, and in accordance with the Americans with Disabilities Act, upon advance notice, reasonable accommodations will be made to accommodate said persons. To make themselves more informed about the items appearing on the agenda, it is suggested that individuals seek information from the appropriate department or through the Supervisor's Office on items of interest prior to the meeting. This provides an opportunity for information to be relayed and if needed, appropriate research to be conducted to provide a more thorough response. Often, township staff can address a concern quickly or provide the Board with additional information in advance of their deliberations.~~

~~The public will be afforded an opportunity to address the Board with comments or concerns regarding Unfinished Business or New Business Items being considered prior to that portion of the Board meeting, during Public Hearings, and during the Non-Agenda Items. Public comments must be made at the podium and shall be directed to the Township Supervisor or Chairperson. Comments may be permitted only after one has been~~

~~recognized by the Township Supervisor or Chairperson and has moved to the podium. If several members of an organization or group are in attendance to express the same concerns, they are encouraged to select one individual to serve as their spokesperson who can indicate they are speaking for that body or group.~~

~~Members of the public will be permitted to display signs, provided they are not offensive and do not disturb or create a visual obstruction for other audience members. Persons attending meetings also have the right to tape record, to videotape, to broadcast live on radio and to telecast live on television the proceedings of the public body at a public meeting without prior approval of the Township. However, the set-up and location of equipment to record, videotape, broadcast or televise Township meetings shall not compromise the public's safety, and shall be done in such a manner as to prevent disruption of the meeting and/or interference with Township recording and/or broadcasting equipment. Visual obstructions will be moved to provide that these matters are adequately addressed.~~

~~Comments by the public may include one's name and address (preferred, but not required) or township residency, and be germane to Township business, meaning topics over which the Township Board has authority and which involves Township matters or township services. During Public Hearings, only the item for which the Public Hearing was convened may be discussed.~~

~~Persons shall use civil language and make comments in a courteous, orderly and non-offensive manner when speaking at Board meetings. Material will be deemed to be offensive if it contains personal attacks on persons, officials, or employees, or if it contains profanity, is of a grossly indecent nature, or includes inflammatory expressions reasonable persons would deem to cause or incite public outrage or expressions of disgust. Comments should be framed to provide a point of view, to provide information or to express a concern. Heckling or chiding is not permitted. This rule of conduct also applies at special or emergency meetings of the Board of Trustees and at Work Study Sessions.~~

~~Personal attacks include comments about one's gender, religious beliefs, physical features, sexual preferences, sexual activity and personal habits other than that involving the commission of an alleged crime or civil wrong and references to family members or relatives of such person. Personal attacks also includes references to conduct or activity of elected officials, employees or agents of the Township or members of the public unrelated to the discharge of their authority, duty and power involving Township business. Personal attacks further include criticism of claimed political views of elected officials, agents or employees of the Township on political issues over which the Township does not exercise direct authority and control.~~

~~Comments advocating or announcing any person for elective office during an election cycle (election cycle means from qualification as a candidate or announcement as a candidate, whichever is earlier, until the election) are prohibited at any meeting of the Board of Trustees.~~

~~The Township Board has the discretion to respond (or not), to public comments. Comments will be limited to three (3) minutes per person and may not be “shared” or “loaned” to others. Time limitations shall be routinely imposed in a fair and equitable manner. However, an extension of time is permissible at the discretion of the Township Supervisor or Chairperson. Written material must be submitted by the public to the Secretary to the Board before addressing the Township Board.~~

~~Persons failing to abide by these provisions will be ruled out of order and may be requested to leave the podium. No person shall be removed from a public meeting except for an actual breach of peace actually committed at the meeting in which case law enforcement personnel shall be requested to physically remove said persons from the Board Room and/or premises of Township Hall.~~

Parliamentary Authority, Robert’s Rules of Order, revised: Robert’s Rules of Order, as revised, shall govern all questions or procedures that are not otherwise provided by these rules or by state or federal law.

Yeas:

Nays:

Absent:

Adopted from: 2013-05 on _____

I, Leon Wright, Clerk of Van Buren Charter Township, do hereby certify that the foregoing is a true copy of the Board of Trustees Meeting Rules of Conduct Policy, as amended as adopted by the Van Buren Charter Township Board of Trustees at the regular meeting held on _____

Leon Wright, Clerk