

**CHARTER TOWNSHIP OF VAN BUREN
WORK STUDY MEETING MINUTES
MAY 14, 2018**

Supervisor McNamara called the meeting to order at 4:00 p.m. in the Sheldon Room. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee Frazier, Trustee Martin, Trustee Miller and Trustee White. Others in attendance: Secretary Montgomery, Public Services Director Best, Water & Sewer Director Taylor, IT Director Rankin, Public Safety Deputy Director (Police) Wright, Recreation Director Wright and Deputy Director Zaenglein, Assessing Coordinator Stevenson and an audience of five (5).

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Discussion on the purchase of Avaya IP Office Server Edition VOIP phone system. A bid opening was held on March 2, 2018. Three bids were received and reviewed. The lowest bidder, Suntel Services, has been selected for the project of replacing the thirteen-year-old VOIP phone system and network switches at the cost of \$97,602.44. I.T. Director Rankin has requested the addition of 6% (\$5,856) for unexpected cost or labor. Replacement of the phone system was identified, discussed and budgeted for during the budget process. Board members discussed a desire to have a comparative analysis highlighting the pros, cons and discrepancies of each project bidder going forward.

Discussion on the contract between the Township and Zambelli Fire Works for the 2018 Fire Works Show. Zambelli Fire Works has historically provided the “best bang for the bucks”. The 2018 Fireworks show will be held at the Beck Ball Fields Saturday June 30, 2018 (rain date July 1, 2018). Supervisor McNamara will seek donations to cover the cost of any overtime of wages that occur with Public Safety personnel assistance during the event.

Discussion on the Bus Transportation Agreement between the Township and Van Buren Public Schools for the Summer Camp Program. The three-year agreement sets forth the responsibilities of both parties in providing transportation for the Summer Camp program. The agreement has been approved by the Van Buren Public Schools Board. Board members recommended changing the ten days right of termination by either party to thirty days in the future.

Discussion on the appointment of Gerald McKelvey to the Water & Sewer Commission with a term to expire June 1, 2019. Mr. McKelvey has been active in the community and has expressed his desire to serve on the commission.

Discussion on the appointment of Amos Grissett as a full member of the Board of Zoning Appeals with a term to expire December 1, 2020. Mr. Grissett has been an active member of the BZA and has expressed his desire to continue service.

Discussion on the Building and Grounds Capital Outlay for CIP Plus Projects amendment in the amount of \$850,000. Throughout the past ten years projects have been identified in need of upgrades and/or repairs but have been postponed due to lack of funding. Twenty-one projects have been identified that bring the most value and long-term benefit and investment in the community. Board members discussed the desire to be involved in the scope of projects from the on-set and through fruition. Projects include: renovation of the multi-purpose room to a dance studio, furniture replacement as needed, Township entryway and

landscape improvements, Board room renovation, Museum repairs, signage, flooring replacement, paint and LED lighting.

Treasurer Budd was excused at 5:20 p.m.

Discussion on Resolution 2018-07 revisions to Resolution 2013-05 the Board Meeting Conduct Policy. Revisions include clarification on the rules when addressing the Chair, seating, Voting, Board member decorum with time limits for comment and the addition of a Sergeant at Arms. Board members expressed a desire to move forward with the revisions and agreed to review the policy in 90 days.

PUBLIC COMMENT: Public comments included: A desire to make sure all Trustees are aware of what projects are being worked on, concern that straw polls can cause a Trustee to feel pressured into agreeing with a majority, addition of items for discussion after the initial packet goes out, meeting conduct policy as it pertains to clapping vs. applause and rushing items through for approval.

CLOSED SESSION: Frazier moved, Miller seconded to go into closed session at 6:56 p.m. 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 and to discuss on-going Police Officers Labor Council (POLC) contract negotiations. Roll Call Vote. Yeas: McNamara, Wright, Frazier, Martin, Miller and White. Excused: Budd. Motion Carried.

Frazier moved, Martin seconded to reconvene the Work Study Session at 7:28 p.m. Motion Carried.

ADJOURNMENT: There being no further discussion Frazier moved, Miller seconded to adjourn the Work Study Session at 7:29 p.m. Motion Carried.

Leon Wright, Township Clerk

Date: _____.

Kevin McNamara, Supervisor

Date: _____.