

**BRIDGEWATER TOWNSHIP
BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, JULY 8, 2010**

I. CALL TO ORDER

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Mull at 7:05 p.m. with a moment of silence/silent prayer followed by the pledge of allegiance to the flag at Bridgewater Township Hall, 10990 Clinton Rd, Manchester, MI.

Present: Supervisor Jolea Mull, Clerk Laurie Fromhart, Treasurer Amy Riley, and Trustees Dave Faust and Geoff Oliver.

Attendance: 17

II. CITIZEN PARTICIPATION

Russ Lutton inquired about the status of Enzer's fireworks. Mull explained the litigation process and the terms of the final consent judgment.

Wayne Barnett inquired about the number of explosives Enzer has on his property.

Todd Heilmann reported he has been having water problems on the corner of his property after the Township paid WCRC to apply limestone to Wilbur and Hogan roads in 2006. Heilmann said he has put in 3 work requests with the WCRC to remedy the problem they created by adding more material to the road. Heilmann said he met with Harmon and Shultz who admitted to creating the problem but indicated they had no funds to fix it. Mull indicated she would write a letter to the WCRC requesting they fix the problem at their cost.

Gary Corwin said he lives across the street from Heilmann and can see that the road is approximately 3 feet higher than Heilmann's yard which is creating the ponding problem. Corwin said someone is going to get killed at that intersection. Corwin also inquired about Enzer's firework status and a possible wetland violation.

Gina Adams reported she has been having problems with her neighbor over an easement and she is looking for some guidance from the township on how to handle the problem.

Dave Bopp inquired about the status of SMR's possible setback violation. Mull reported she spoke with Ross Melgren who indicated they've been having some cave in along the south side of the property and she was waiting to hear back from him.

III. APPROVAL OF MINUTES

Mull moved approval of the June 3, 2010 meeting minutes as amended. Faust seconded the motion which was adopted unanimously.

IV. CONSENT AGENDA

C-1: Recognize June 3, 2010 Final Approved Board Minutes

C-2: Recognize Bridgewater Township Planning Commission Minutes

- C-3: Recognize Southwest Washtenaw Council of Governments Minutes
- C-4: Recognize Manchester Community Joint Planning Commission Memo
- C-5: Recognize Zoning-Administrator Report
- C-6: Recognize Memo on Zoning-Administrator Letters
- C-7: Recognize Enzer's Status-Report Memo
- C-8: Recognize Wood-Burner Ordinance Memo
- C-9: Approve Draft Ballot Language to sent to Attorney Lucas (add Road Millage Language)

Riley moved to approve the consent agenda with the exception of moving item C-8 to Priority Business and striking item C-2. Oliver seconded the motion. Roll Call Vote: Faust yes; Fromhart yes; Mull yes; Oliver yes; Riley yes.

V. REGULAR AGENDA

Faust moved to approve the regular agenda with the addition of consent agenda item #9 C-8, item #10 WWCA, and item #11 SMR follow-ups. Riley seconded the motion which was adopted unanimously.

A. Public-Safety Report

Marlene Radzik introduced herself as the new sergeant assigned to Bridgewater Township. Sergeant Radzik submitted a written report to the Board and answered questions from the Board and public.

B. Treasurer's Report

Riley reported the General Fund had a total of \$480,834.81 in checking and savings accounts for period ending May 31, 2010; total income was \$37,341 with total expense of \$43,799 leaving a negative net income of \$6,458. Riley reported the Sewer Fund had a total of \$198,559.90 in checking and savings accounts for period ending May 31, 2010; total income was \$24,787.47 with total expense of \$9,011.74 leaving a net income of \$15,775.73. Riley reported the CD for the sewer debt retirement is due to mature in mid-July. Current interest rates for a 15 month CD is .75% versus a 30 month CD at 2.15%. Riley said she met with the auditors and distributed the audit report for fiscal year ended March 2010. Riley said the auditors will be at the August meeting to answer any questions from the Board. Riley provided a list of the Treasurer's statutory duties and informed the Board that the Clerk is responsible for preparing the financial statements. Riley also reported she met with the police service collaboration committee and the Sheriff's department has offered support for police service millage forums or an open house to educate the public. Riley also reported she met with Comerica Bank regarding the Township's bank fees and changed the accounts to a basic business account so not to incur any more fees.

C. Clerk's Report

Fromhart reported she will need to purchase new software and anti-virus protection for the Clerk's computer. Fromhart indicated she received Clerk accreditation training on June 9th & 10th and is waiting for her test results. Fromhart said she received training for the Electronic Poll Book as well as for QVF Lite software and will no longer need to depend on the county for updating voter registration records and managing elections, etc. Fromhart reported the Election Commission held their meeting tonight just prior to the Board meeting to

prepare for the August 3rd primary election. The public accuracy test is scheduled for July 14th and approximately 45 absentee ballots have been issued. Fromhart also reported she received two PA 116 applications from Vershum Farms LLC and requested they be placed on the August agenda for Board action.

VI. PRIORITY BUSINESS

1. Approve Disbursements from June 3 – July 8, 2010

The Board discussed at length the sewer bills involving H&H Farms LLC sewer extension agreement. Riley reported she was directed by the Board to take funds out of escrow to pay the bills. Brandon Henes said the Township needed his permission first before releasing any escrow funds. Henes said Glenn Burkhardt was never there to inspect the work being done and had told him that engineering costs would not exceed \$4000. Henes also referenced section 16.4 of the sewer extension agreement that states “the Township agrees and shall be liable for the cost of one grinder pump and the cost of installing that grinder pump on Developer’s property”. Henes reported he picked up the grinder pump from the plant but did not inspect it. RC Directional drilling then picked up the pump and transported it to Howell to have a concrete casing put on it. Faust reported at the time of installation the grinder pump was determined to be broken and had to be repaired. Faust noted the pump has to be hauled standing up but according to Rothenberger Henes had hauled the pump laying down which may have caused damage to it. Due to Rothenberger’s previous performance with the sewer project this claim did not hold much credibility with the Board. Fromhart also noted that lack of inspection by Tetra Tech/~~Glenn Burkhardt~~ was a major part of the problem with the original sewer project. Henes provided the Board with a sworn statement showing all contractors entitled to payment as paid. **Fromhart moved to authorize payment for repairs to the grinder pump in the amount of \$287.50, to reimburse H&H Farms LLC \$500 for engineering costs, to return the remainder of \$500 in escrow funds to H& H Farms LLC, and that all permits are to be paid at the cost of ~~the engineer~~ Engineered Logic LLC.** Riley seconded the motion. **Roll Call Vote: Faust no; Fromhart yes; Mull yes; Oliver yes; Riley yes.**

Riley moved to approve the General Fund Budget Amendment and the Sewer Fund Budget Amendment for period ending July 8, 2010. Oliver seconded the motion. Roll Call Vote: Faust yes; Fromhart yes; Mull yes; Oliver yes; Riley yes. Mull moved to approve the monthly bills for the period of June 3, 2010 through July 8, 2010 in the total amount of \$37,455.66 for the General and Sewer Funds. Fromhart seconded the motion. Roll Call-Vote: Faust yes; Fromhart yes; Mull yes; Oliver yes; Riley yes.

2. Discuss Zoning-Ordinance Redo & Interview Planner

The Board interviewed Bill DeGroot with Pennington & Degroot. DeGroot informed the Board he is part of a three person firm who currently represents Freedom, Salem, Saline, Superior, and Lodi Townships. DeGroot said his firm’s focus is on rural areas which would fit Bridgewater Township’s needs. DeGroot said he has been Salem Township’s planning and zoning administrator for 13 years and has vast experience in zoning ordinance revisions. DeGroot provided the Board with a memorandum on proposed changes to the Township’s zoning ordinance. DeGroot said he can also provide the Township with proposals for either retainer or hourly rate based services.

3. Discuss Accounting Procedures & Interview Accountants

The Board interviewed Colleen Coogan Executive Director for Michigan Government Finance Officers Association. Coogan provided the Board with two booklets on evaluating internal controls – a local government manager’s guide and an elected official’s guide to internal controls and fraud prevention. Coogan also provided a handout on government accounting 101. Coogan said she reviewed the Township’s audit for fiscal year ended 2009 and provided comments and suggestions regarding the auditors schedule of findings and responses. Coogan said she would be happy to be of service to the Township by evaluating its accounting and internal control procedures.

The Board also interview Shelly Pike with Rhoades & Associates. Pike said as a previous treasurer for the Township and as a taxpayer she would be willing to provide some training on Quickbooks free of charge and recommended possibly using an accountant on a quarterly basis. Pike suggested using the current auditors as an accountant to help streamline procedures.

4. Discuss Western Washtenaw Recycling Authority Draft Bylaws & Articles of Incorporation

Riley said she needed comments from the board by June 23, 2010. Riley indicated WWRC had not yet acted on the bylaws so there was still time for board members to get their comments to her.

5. Discuss Sewer Updates

Mull reported that OHM will have a proposal for the Township by July 27, 2010 for the proposed final-clarifier repairs. Mull said she has been in regular communication with Deb Snell from the Wastewater Bureau at the MDNRE and she has approved the timeline for OHM’s proposal.

6. Appoint Township-Board and Planning-Commission Alternates to Manchester Community Joint Planning Commission

Mull moved to appoint Amy Riley as board alternate to the MCJPC. Oliver seconded the motion which was adopted unanimously.

7. Discuss Enzer Status Report

Fromhart provided the Board with a copy of her recent letter to Enzer from the Planning Commission regarding the status of his special land use application for his home based computer consulting business.

8. Discuss Clean-Up Day Resignation and Future Plans 9. Wood-Burner Ordinance Memo 10. WWCA Report 11.SMR Follow-ups

The Board agreed to layover discussion of items #8 through #11 to the August meeting due to the late hour.

VII. CITIZEN PARTICIPATION - There were no public comments.

VIII. ADJOURN Oliver moved to adjourn the meeting at 10:50 p.m. Riley seconded the motion which was adopted unanimously.