

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
September 14, 2010

Township Board work session was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at 5:00 p.m.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee James Grace
Trustee Scott McCormick

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Fire Chief Mark Barnes, and 5 interested people.

Public Comment

Dan Thompson, 105 Echo Hills Drive, inquired and was advised the Sewer/Water Committee is studying the issue of mandatory connection.

Employee Handbook Change

A recommendation from the Personnel Committee to revise Section 9.13 of the Employee Handbook to provide membership dues for any department head to join a community service organization up to \$500.00 per year was before the Board. Discussion ensued regarding an implied understanding when Fire Chief Barnes was hired.

Motion by James Grace, second by Bushouse to acknowledge the implied understanding and approve payment of Fire Chief Barnes' Oshtemo Rotary dues for one additional year with no change in the current handbook policy. Carried with Culp voting no.

Sanitary Sewer – 12th Street/Texas Township

Engineer Elliott provided information regarding the cleaning of a sanitary sewer line along the Texas Township Board west of 12th Street, advising the Township was being asked to acknowledge that cleaning of a specific segment, due to its condition, could damage the pipe. He further advised he feels there is no short term concern but the pipe will need to be watched. Consensus was to acknowledge the letter of understanding.

2011 Budget Workshop Dates

Supervisor Heiny-Cogswell advised she has begun work on the 2011 budget and requested the Board compile a list of possible dates in October for budget workshops.

Other Discussion -

Park Grant Application Amendment – Supervisor Heiny-Cogswell advised a change to the park development grant application is being requested to change the amount of the Township's percent match from 26 percent to 25 while increasing the grant amount to the \$500,000 maximum; the Township's cash match increases to \$126,000 while the in kind match decreases by \$20,200 which is a net decrease of \$4,900. This item will be taken up for action on the regular meeting agenda.

Trustee Compensation – Supervisor Heiny-Cogswell reviewed Draft #2 of the proposed compensation for Trustees beginning with the 2012 term. There was discussion on clarifying what the per diem would cover, noting additional responsibilities can be assigned by the Township Board and clarify benefits by providing a list of coverage the trustee could choose to enroll in and pay for. This item will be taken up for action on the regular meeting agenda.

Board Member Comments – Supervisor Heiny-Cogswell advised notification had been received from the State that the Township will be required to have a Level 4 Assessor by the end of 2011.

Fire Commissioner James Grace invited the Board to a promotion ceremony in the Fire Department on September 27th at 9:00 a.m.

The Board work session adjourned at approximately 6:50 p.m.

Supervisor Heiny-Cogswell called the regular meeting to order at 7:00 p.m.

PRESENT:
Supervisor Libby Heiny-Cogswell
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee James Grace
Trustee Scott McCormick

Also present were Township Attorney James Porter, Township Engineer Marc Elliot, and approximately 13 interested people.

Motion by James Grace, second by Culp, to approve the August 24th regular meeting minutes. Carried.

Income to the General and Fire Funds of \$112,173.95 and disbursements of \$701,116.98 were reported. Motion by James Grace, second by Culp, to accept the receipts and disbursements report. Carried.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Jeff Moran, 5497 Minuteman Circle, commented he feels the density on KL Avenue between Drake and 9th Street has outgrown the road and feels it is not safe for walking or biking.

DISCUSSION- TRUSTEE COMPENSATION

Supervisor Heiny-Cogswell reviewed the current draft and changes discussed at the earlier work session.

Base Salary – trustees will receive a base salary as determined by a majority of the full Township Board. The current base salary is \$2,400 annually.

Per Diem – based upon additional responsibilities assigned to individual trustees, they will be compensated for attendance at other meetings as approved by policy or the full board, Township Board meetings with work sessions and/or public comment sessions held prior to the regular agenda meeting not considered a separate per diem, committee meetings which the Township Board creates and assigns, quarterly joint meetings of the other Township boards, the Township Board liaison to the ZBA and Planning Commission will be paid the per diem for those respective meetings, and any meetings not specifically listed will not be paid unless the Board takes formal action to create and assign such responsibility. It was noted since there is currently not a policy in place in which the criteria for per diem is defined. Attorney Porter advised a policy could be instituted with immediate effect as long as the per diem amount is not decreased.

Additional Pay – trustees will receive additional pay for other responsibilities the Board assigns and compensation determined based upon the responsibility and by majority vote, i.e., Fire Commissioner.

Coverage Options – While no benefits are provided, trustees shall have the option to purchase, through the Township and at their own expense health, dental and vision insurance and long term care insurance. Trustees McCormick and Bushouse, Clerk Everett and Supervisor Heiny-Cogswell were in support of making health, dental and vision available to the trustee and family at no cost to the Township, Trustee James Grace and Treasurer Culp were opposed.

Education – trustees shall have the option to attend continuing education programs as budgeted for annually.

Margaret Masuzawa, 331 West Ridge Circle, inquired and was advised the budget workshops are public meetings.

Marv Block, 9789 Springwood Drive, commented he felt the health insurance should not be available to the trustee's family. He also inquired if a trustee could receive coverage under COBRA.

Dan Thompson, 105 Echo Hills Drive, commended the Board and their exchange with the citizens at the work session.

Mari Beth Mauer, 8353 Gibbs Avenue, thanked the Board for their action.

Jeff Moran, 5497 Minuteman Circle, commented he understands it is hard to accommodate everyone, and while the trustees should be compensated for their time, others do it for love of the community, there should be a simpler way and the Township is providing too much.

There was also discussion regarding the ordinance changes that would be required to change the compensation. Consensus was to set a time line to work through all the changes to have new ordinance language in place prior to May, 2012 when potential candidates will file to run. Trustee James Grace noted the other areas of concern to him still remain length of service for retirement, retiree spouse eligibility and long term care. Supervisor Heiny-Cogswell commented she would prefer to defer on the long term care issue until the new federal requirements are more clear. There was also consensus to have the Personnel Committee, which has staff liaison, to review and recommend changes to employee policies, and changes concerning Board members come directly to the Board.

Supervisor Heiny-Cogswell advised she will have Draft #3 for the Board's review on the September 28th agenda.

PARK GRANT APPLICATION AMENDMENT

As discussed at the work session, a change to the park development grant application to the Michigan Department of Natural Resources Trust Fund is being requested to change the amount of the Township's percent match from 26 percent to 25 while increasing the grant amount to the \$500,000 maximum; the Township's cash match increases to \$126,000 from \$110,700 while the in kind match decreases from \$25,200 to \$5,000 which is a net decrease of \$4,900. The change in the budget requires that the Board adopt a resolution approving the application.

Motion by Everett, second by Culp to adopt a resolution to approve the submittal of the application to the Michigan Department of Natural Resources Trust Fund. Roll call showed James Grace-yes, Culp-yes, Everett-yes, Bushouse-yes, McCormick-yes, Heiny-Cogswell-yes.

MRC INDUSTRIES SERVICE CONTRACT RENEWAL

Supervisor Heiny-Cogswell presented a contract with MRC Industries for cleaning of Township facilities for 2011. She noted there was a 3% increase from the 2010 contract.

Motion by James Grace, second by Culp to approve the contract with MRC Industries in the amount of \$967.43 per month for cleaning of Township facilities. Carried.

FIRE DEPARTMENT – SCBA TESTING

A request from the Fire Department for approval of an expenditure for required annual testing of the department's self contained breathing apparatus units in the amount of \$2,142.00 was before the Board.

Motion by James Grace, second by Everett to approve the expenditure as requested. Carried.

FIRE HOUSE NO. 2 – PARKING LOT MAINTENANCE

Supervisor Heiny-Cogswell advised three bids were received for maintenance on the parking lot at Fire House No. 2 with Tustin's Asphalt Sealing low bidder at \$6,550.00. She advised the work this fall includes installation of a concrete apron around the northwest storm catch basin and repairs to the lot and southwest catch basin; work in the spring would include crack repair, seal coating, and striping.

Jeff Moran, 5497 Minuteman Circle, inquired and was advised all three bidders were local, Tustin's Asphalt Sealing, Precision Asphalt, and J. Allen Co.

Motion by James Grace, second by Culp to approve the proposal from Tustin's in the amount of \$6,550.00. Carried.

DIGITAL DATA FOR DISPATCH AGREEMENT

A proposed agreement to allow the City of Kalamazoo access to digital parcel data for public safety dispatching purposes was before the Board.

Motion by Culp, second by James Grace to authorize the Supervisor to sign the agreement. Carried.

BOARD MEMBER COMMENTS

Fire Commissioner James Grace advised the Fire Department will hold a promotion ceremony on September 27th at 9:00 a.m. promoting Firefighter Troy Lull to Lieutenant and Lieutenant Chip Everett to Captain.

Attorney Porter advised a decision is expected in the next few days regarding the litigation concerning the Township's Traffic Control Order.

There was no further business and the meeting was adjourned at approximately 8:10 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COGSWELL
Supervisor