

**THE CHARTER TOWNSHIP OF OSHTEMO**  
**Township Board Meeting**  
**September 28, 2010**

The Oshtemo Township Board public comment session was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at 6:00 p.m.

**PRESENT:**

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

Also present was Township Attorney James Porter, Township Engineer Marc Elliott, and 5 interested people.

**KCSD Activity Report**

Sgt. Troy Faulk was present and provided information on activity in the Township for August and September. He advised enforcement regarding minors in possession of alcohol and loud noise in the student apartment areas has been stepped up with "party patrols" and he encouraged the Board to adopt ordinances regarding these issues. Sgt. Faulk also advised he will be moving to general patrol and therefore still available with Sgt. Todd Myers assigned to the Township.

**Retirement & Deferred Compensation Plans**

Supervisor Heiny-Cogswell advised the defined contribution pension and deferred compensation plans had not been reviewed in many years; a committee consisting of herself, attorney, appraiser and Fire Department captain met over the past few months to evaluate the plans and received proposals from seven providers with four being interviewed, Greenleaf Trust, Zhang Co., Ted Hartleb Agency, and Burnham & Flower Group. She further advised following much discussion, comparison, education and deliberation, the committee recommends Greenleaf Trust based on their lower or equal fees, lesser expense ratio, availability of low cost index funds, objectivity, they are local, and willing to work towards the objective of higher standard of employee education. This will be taken up for action on the regular agenda.

**BS&A Time Sheet Program**

Supervisor Heiny-Cogswell presented information regarding an electronic time sheet program which would work in conjunction with the current BS&A payroll program. She noted it would allow for better tracking of time spent on various tasks. This will be taken up for action on the regular agenda.

**Other Business**

**Street Light Request – Century/Highfield**

Treasurer Culp advised a request had been received from an owner occupied home in the Century/Highfield neighborhood requesting street lights be installed. She recommended that because most of the homes are rental units owned by one owner, the Board deviate from past policy of requiring an owner initiated petition before taking action to add the properties to the street light special assessment district and that the Board approve using Township funds to pay for the four lights at \$100.00 each. She advised the majority owner has been contacted and is not opposed and the assessment would be approximately \$10.00 per year, per parcel.

Motion by James Grace, second by Culp to approve installation of the street lights on Century and Highfield at \$100.00 each and set a public hearing to add the parcels to the street light assessment district for October 12<sup>th</sup>. Carried.

**Proposed Ordinance**

**Social Gathering/Furnishing Alcohol to Minors**

Attorney Porter presented a draft ordinance concerning the issued addressed earlier in the meeting by Sgt. Faulk. He advised this would assist the KCSD officers in enforcing noise and minors in possession violations. There was also discussion that notice should be sent to the Western Herald and the apartment complexes. There was a suggestion to also send the information to the Vice President of Student Services at WMU.

Motion by James Grace, second by Everett to accept the proposed ordinance for First Reading and set Second Reading for October 12<sup>th</sup>. Carried.

### **Board Member Comments**

Trustee James Grace commented he had been asked by Supervisor Heiny-Cogswell to obtain information on methods used to evaluate and select consultants. He advised quality based or low bid seem to be the most often used methods; he will be doing further research and report back.

Trustee James Grace advised since bids for the 2010 road projects came in under bid, there will be approximately \$13,000 in PAR funds carried over to 2011. He also advised the chip seal projects done this year were reviewed and additional sweeping will be done, not to exceed \$1,500.00. He further advised Texas Township has used an experimental seal on a section of road and will be observing the outcome.

The public comment session was 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 Grace Borgfjord  
Trustee Dave Bushouse  
Trustee James Grace  
Trustee Scott McCormick

Also present was Township Attorney James Porter, Township Engineer Marc Elliott, and approximately 9 interested people.

Motion by Borgfjord, second by James Grace to approve the September 14<sup>th</sup> regular meeting minutes as presented. Carried.

Income to the General and Fire Funds of \$19,604.12 and disbursements of \$200,750.84 were reported. Motion by James Grace, second by Borgfjord to accept the receipts and disbursements report. Carried.

### **CITIZENS COMMENTS**

Marvin Darling, 7210 West H Avenue, commented opinions and suggestions expressed by citizens are not meant to be hostile.

### **TRUSTEE COMPENSATION**

Supervisor Heiny-Cogswell presented and reviewed Draft #3 of the proposed policy for trustee compensation:

**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, public informational meetings scheduled for committee purposes, and any meetings not specifically listed will not be paid unless the Board takes formal action to create and assign such responsibility and set the number of meetings.

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 for themselves and their family.

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

With the exception of the per diem clarification, the changes in compensation will take effect with the 2012 elected Board. It was noted the draft did not include the language that coverage could be purchased for family members.

Trustee James Grace commented this is a huge step but he still feels no benefits should be provided even at their cost.

Motion by Borgfjord, second by James Grace to approve the Trustee Compensation Policy with the addition of allowing coverage for family members and instituting the per diem policy immediately. Carried.

#### **FIRE DEPARTMENT REQUEST TO PURCHASE GAS DETECTORS**

A request from Fire Chief Barnes for replacement of air monitoring equipment was before the Board advising of the current three monitors, two are out of service needing extensive maintenance, making replacement more appropriate, new equipment will monitor oxygen, carbon monoxide, explosive gases and hydrogen cyanide. Two bids were obtained; the recommendation is to accept the low bid for units manufactured by GfG through Libra Industries not to exceed \$4600.00.

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

#### **BS&A TIME SHEET SOFTWARE PROGRAM**

As discussed at the earlier session, Supervisor Heiny-Cogswell presented information regarding an electronic time sheet program which would work in conjunction with the current BS&A payroll program. She noted it would allow for better tracking of time spent on various tasks; the cost of the program would be \$6,395.00 spread over two years. There was discussion that the program would need to be compatible with the payroll program being used by the Fire Department for the paid on call personnel.

Motion by James Grace, second by Culp to approve the expenditure contingent upon review of the compatibility with the current Firehouse software program. Carried.

#### **H AVENUE SANITARY SEWER PROJECT – CHANGE ORDER**

Engineer Elliott presented a change order for the H Avenue Sanitary Sewer project advising a revised construction schedule has been proposed by the contractor to defer installation of sewer pipe in H Avenue east of US 131 until spring 2011. He noted this would not extend the overall contract period or anticipated date sewer would be available.

Motion by James Grace, second by Borgfjord to approve the change order request for the construction schedule. Carried.

#### **RETIREMENT & DEFERRED COMPENSATION PLANS**

As discussed at the earlier session, Supervisor Heiny-Cogswell advised the defined contribution pension and deferred compensation plans had not been reviewed in many years; a committee consisting of herself, attorney, appraiser and Fire Department captain met over the few months to evaluate the plans and received proposals from seven providers with four being interviewed, Greenleaf Trust, Zhang Co., Ted Hartleb Agency, and Burnham & Flower Group. She further advised following much discussion, comparison, education and deliberation, the committee recommends Greenleaf Trust based on their lower or equal fees, lesser expense ratio, availability of low cost index funds, objectivity, they are local, and willing to work towards the objective of higher standard of employee education. It was noted new plan documents will be required and the committee recommended Miller, Canfield, Paddock, & Stone be contracted to prepare them at a cost of approximately \$4,500.00.

There was discussion that the administration fees from Greenleaf Trust will be born by the participants and the expenditure for the new plan documents paid for by the Township.

Motion by James Grace, second by Culp to accept the proposal from Greenleaf Trust to act as Plan Administrator for the Township's retirement and deferred compensation plans and contract with Miller, Canfield, Paddock & Stone to draft new plan documents. Carried.

**BOARD MEMBER COMMENTS**

Trustee James Grace inquired as to the status of the house waiting to be moved located next to the Lake Michigan Credit Union on West Main. Attorney Porter advised the matter is being addressed with the owner of the house and the moving company notified.

Trustee Bushouse commented he had a recent opportunity to tour the police and fire training facility and found it very impressive.

There was no further business and the meeting was adjourned at approximately 7:30 p.m.

**DEBORAH L. EVERETT**  
Township Clerk

**Attested: LIBBY HEINY-COSGWELL**  
Supervisor