

CHARTER TOWNSHIP OF FLUSHING

6524 N. SEYMOUR ROAD
FLUSHING, MICHIGAN 48433
BOARD OF TRUSTEES MINUTES

DATE: MARCH 9, 2017

TIME: 7:00 P.M.

PHONE: 810-659-0800

FAX 810-659-4212

WEB PAGE: <http://flushingtownship.com>

ADMINISTRATION:

SUPERVISOR: Frederick R. Thorsby
CLERK: Wendy D. Meinburg
TREASURER: Terry A. Peck

TRUSTEES:

Jenifer Almassy
Daniel McGrath
Linda Minarik
William L. Westenbarger

TOWNSHIP ATTORNEY:

STEVEN W. MOULTON PLLC
6258 W. Pierson Road
Flushing MI 48433
810-407-7658

I. MEETING CALLED TO ORDER at 7:00 P.M. by **SUPERVISOR FREDERICK R. THORSBY** with Roll Call and the Pledge of Allegiance to the American Flag.

II. ROLL CALL: Linda Minarik, Fred Thorsby, Dan McGrath, Jenifer Almassy, Wendy Meinburg, William Westenbarger, and, Terry Peck,.

MEMBERS ABSENT: None

OTHER INDIVIDUALS PRESENT: Twelve (12)

APPROVAL OF AGENDA FOR MARCH 9, 2017:

TREASURER PECK MOVED, supported by Clerk Meinburg to amend the agenda by adding a motion to approve the proposed CDBG Projects 2017:

1.	Two (2) Picnic Tables	\$ 1,000	2%
2.	Two (2) Toilets	\$ 2,000	4%
3.	Removal of dead and dangerous trees along with blight removal	\$11,686	24%
4.	Demolition of abandon houses	\$35,000	70%

This motion shall become Item 8 under New Business.

THE MOTION CARRIED UNANIMOUSLY.

TRUSTEE ALMASSY MOVED, supported by Trustee Westenbarger to adopt the amended agenda.

THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF PROPOSED MINUTES FROM REGULAR BOARD MEETING OF FEBRUARY 9, 2017.

TRUSTEE WESTENBARGER MOVED, supported by Trustee McGrath to approve the minutes of the February 9, 2017 Board Meeting as submitted.

THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF PAYMENT OF BILLS

TREASURER PECK MOVED, supported by Trustee Almassy to approve the payment of bills.

THE MOTION CARRIED UNANIMOUSLY.

III. PUBLIC COMMENTS: Pertaining to Agenda Items Only

Supervisor Thorsby stated the Board was going to start including Public Comments at the beginning of Board Meetings for comments pertaining to agenda items only. All other comments should be held until the Public Comment section near the end of the agenda.

THERE WERE NO PUBLIC COMMENTS.

IV. NEW BUSINESS:

1. Motion to approve Budget Amendments for Fiscal Year 2016-2017 as presented – Treasurer.

Karla Carpenter was present to address any questions regarding the budget. She stated the budget amendments didn't change the bottom line, money was reallocated to prevent a negative balance in any one account.

Supervisor Thorsby pointed out that the budget process wasn't set in stone and you did your best to allocate the money properly but at the end of the budget year, it was common to have to move money around to prevent any negative balances as State Law says the budget must balance.

Trustee Almassy suggested naming the far right column "Proposed Amended Budget" to eliminate any confusion with the first column which reads "Amended Budget". Ms. Carpenter stated she could do that.

TREASURER PECK MOVED, supported by Trustee Westenbarger to approve the amended budget 2016-2017.

THE MOTION CARRIED UNANIMOUSLY.

2. Motion to approve Resolution No. 17-1 designating authorized signatures for the deposit, transfer and/or withdrawal of Township funds – Treasurer.

Discussion ensued regarding whether the banks we did business with had been notified of the new Board Members. Treasurer Peck pointed out this Resolution No. 17-1 did that and in addition, Chase Bank had come to the Township Office when the new Board took office and made the necessary changes to our accounts. He further pointed out Resolution No. 17-1 would take care of designating who was authorized to sign.

Trustee Westenbarger questioned the title of Finance Director under No. 2 of the Resolution stating it should be Bookkeeper. It was stated the former Board had given the title of Finance Director. Trustee Minarik said if the former Board gave her that title, it should be used. After a brief discussion, it was stated this would be further looked into.

CLERK MEINBURG MOVED, supported by Trustee Almassy to approve Resolution No. 17-1 as stated below:

CHARTER TOWNSHIP OF FLUSHING
GENESEE COUNTY, MICHIGAN

RESOLUTION NO. 17-1

A RESOLUTION DESIGNATING AUTHORIZED SIGNATORIES
FOR THE DEPOSIT, TRANSFER AND /OR WITHDRAWAL OF
TOWNSHIP FUNDS

WHEREAS, the Treasurer is designated as the investment officer of the township and is responsible for investment decisions and activities; and,

WHEREAS, the Treasurer is authorized to provide the “delegation of authority to persons responsible for investment transactions; and,

WHEREAS, in making deposits, transfers and/or withdrawals of Township funds for investment purposes, the Treasurer, has been requested by certain financial institutions to provide documentation of the authority to sign on behalf of the Township documents to effect the deposit, transfer or withdrawal of Township funds; and,

WHEREAS, it would facilitate the efficient administration of Township investments if the Treasurer was able to provide financial institutions a duly adopted resolution of the Board of Trustees setting forth the authority of the Treasurer, or such persons designated by the Treasurer,

to sign on behalf of the Township documents reasonably necessary to effect the deposit, transfer and/or withdrawal of Township funds;

IT IS HEREBY RESOLVED:

1. The Flushing Township Treasurer is granted full authority to sign any documents required by any financial institutions, including but not limited to any bank, credit union, or investment house to deposit, transfer and/or withdraw Township funds from such institution.

2. The Flushing Township Treasurer, in his or her discretion, may designate the Township Deputy Treasurer, the Township Clerk, or Finance Director as an authorized signatory in the same capacity as the Treasurer. Such designation shall be in writing signed by the Treasurer, and a copy of such designation signed by the Treasurer with a copy of this resolution shall be recognized by the financial institutions as the authority of the designated individual to act on behalf of the Township to sign all documents necessary to effect the deposit, transfer and/or withdrawal of Township funds with respect to such financial institutions.

YES: _____
 NO: _____
 ABSENT: _____

THE RESOLUTION IS DECLARED _____ADOPTED _____NOT ADOPTED

I certify that the foregoing is a true and accurate copy of Resolution adopted by the Charter Township of Flushing Board of Trustees, Genesee County, Michigan, at its regular meeting held on _____, 2017, at the Charter Township of Flushing Hall, 6524 N. Seymour Road, Flushing, Michigan 48433.

 Frederick R. Thorsby
 Flushing Township Supervisor

Dated: _____

 Wendy D. Meinburg
 Flushing Township Clerk

Dated: _____

THE MOTION CARRIED UNANIMOUSLY.

3. Motion to approve Goyette Mechanical Replacing Air Compressor \$800.00 – Supervisor.

Supervisor Thorsby stated the thermostats with the heating system are regulated by air and there is a leak somewhere in the system and he was asking for approval to do a study to find and repair that leak. Goyette Mechanical would conduct the study and repair.

SUPERVISOR THORSBY MOVED, supported by Clerk Meinburg to approve Goyette Mechanical conducting a study to find and repair an air leak in our heating system for a cost not to exceed \$800.00.

ACTION ON THE MOTION

ROLL CALL VOTE:

AYES: Peck, Meinburg, Thorsby, McGrath, Almassy, Westenbarger and Minarik

NAYS: None

MOTION CARRIED UNANIMOUSLY

4. Motion to approve Resolution No. 17-2 (Resolution to Authorize Contracting with the Genesee County Road Commission for the Repair of seven (7) Catch Basin Repairs) located on Tahquamenon and Apple Blossom totaling \$18,900.00 as presented by the Genesee County Road Commission - Supervisor

Attorney Moulton pointed out a correction on page two of the Resolution, No. 3 should read the Township's share shall not exceed **\$2,700**, per basin.

TREASURER PECK MOVED, supported by Trustee McGrath to approve Resolution No. 17-2 Resolution to Authorize Contracting with the Genesee County Road Commission for the Repair of seven (7) Catch Basin Repairs located on Tahquamenon and Apple Blossom totaling \$18,900.00 as presented by the Genesee County Road Commission and stated below:

CHARTER TOWNSHIP OF FLUSHING
GENESEE COUNTY, MICHIGAN

RESOLUTION NO. 17-2

A RESOLUTION TO AUTHORIZE CONTRACTING WITH THE GENESEE COUNTY
ROAD COMMISSION FOR THE REPAIR OF SEVEN (7) CATCH BASINS

WHEREAS, the Genesee County Road Commission has determined that seven (7) Catch Basins located in Flushing Township, identified below, are in need of repair; and,

WHEREAS, it would be prudent to effect repairs to the Catch Basins; and,

WHEREAS, the cost for repair of the Catch Basins is to be allocated equally between the Township and the Genesee County Road Commission;

IT IS HEREBY RESOLVED:

1. The Charter Township of Flushing is authorized and shall enter into a contract with the Genesee County Road Commission for repair of the following Catch Basins, with the scope of the work to be determined by the Genesee County Road Commission:
 - (A) One (1) Catch Basin at corner of Apple Blossom Ln. and Spy-Del Drive (NW corner)
 - (B) Two (2) Catch Basins at corner of Tahquamenon Trail and Chickasaw Trail (NW corner and across from this one east side)
 - (C) Three (3) Catch Basins at 8528, 8482 and 8299 Apple Blossom Lane
 - (D) One (1) Catch Basins at 8487 Spy-Del Drive
2. The Township Superintendent and/or Clerk are authorized to sign, on behalf of the Township, contracts or work orders to be prepared by the Genesee County Road Commission to provide labor and material for the repair of the above identified catch basins.
3. The total cost to be allocated under the contract to the Township for the repair of the Catch Basins shall be 50% of the actual cost of repair and the Township's share shall not exceed \$2,700, per basin, depending on the extent of work necessary.
4. Authorization is granted for the Township's expenditure of an amount not to exceed a total of \$18,900, for repair of seven (7) Catch Basins to be allocated to such budget line item as the Board determines.

YES: _____
 NO: _____
 ABSENT: _____

THE RESOLUTION IS DECLARED ____ADOPTED ____NOT ADOPED

I certify that the foregoing is a true and accurate copy of a Resolution adopted by the Charter Township of Flushing Board of Trustees, Genesee County, Michigan, at its regular meeting held on the ____day of _____, 20__, at the Charter Township of Flushing Hall, 6524 N. Seymour Road, Flushing, Michigan 48433.

 Frederick R. Thorsby
 Flushing Township Supervisor

Dated:_____

 Wendy D. Meinburg,
 Flushing Township Clerk

Dated:_____

ACTION ON THE MOTION

ROLL CALL VOTE:

AYES: Meinburg, Westenbarger, Minarik, Thorsby, McGrath, Almassy and Peck

NAYS: None

MOTION CARRIED UNANIMOUSLY

5. Motion to approve the Resolution to renew the contract with Consumers Energy Company for furnishing lighting service within Flushing Township for a period of one (1) year – Supervisor.

SUPERVISOR THORSBY MOVED, supported by Clerk Meinburg to approve the Resolution to renew the contract with Consumers Energy Company for furnishing lighting service within Flushing Township for a period of one (1) year.

THE MOTION CARRIED UNANIMOUSLY

6. Motion to approve the changes in lighting service with Consumers Energy at an additional cost of \$1,937.84 – Supervisor.

Supervisor Thorsby informed the Board that Consumers Energy would be replacing lighting with high pressure sodium lights which will save us money. The Township had the option to upgrade some mercury vapor and high pressure sodium cobrahead fixtures over to an equivalent wattage in LED cobraheads. The cost would be \$1,937.84 and we would see that money back in 9 months in savings. This would come out of next fiscal year.

TRUSTEE WESTENBARGER MOVED, supported by Treasurer Peck to approve the changes in lighting service with Consumers Energy at an additional cost of \$1,937.84.

ACTION ON THE MOTION

ROLL CALL VOTE:

AYES: Westenbarger, Almassy, Thorsby, Meinburg, McGrath, Peck and Minarik

NAYS: None

MOTION CARRIED UNANIMOUSLY

7. Motion to amend the Road Improvement Plan by removing chip seal on Duffield Road and Dillon Road and adding limestone on Duffield Road between Frances Road and Stanley Road – Supervisor.

SUPERVISOR THORSBY MOVED, supported by Trustee Westenbarger to amend the Road Improvement Plan by removing chip seal on Duffield Road and Dillon Road and adding limestone on Duffield Road between Frances Road and Stanley Road.

THE MOTION CARRIED UNANIMOUSLY.

8. Motion to approve the proposed CDBG Projects 2017:

1.	Two (2) Picnic Tables in Nature Park	\$ 1,000	2%
2.	Two (2) Toilets in Nature Park	\$ 2,000	4%
3.	Removal of dead and dangerous trees along with blight removal	\$11,686	24%
4.	Demolition of abandon houses	\$35,000	70%

TREASURER PECK MOVED, supported by Clerk Meinburg to approve the expenditure of the \$46,000 that is left over after replacing the picnic tables and toilets in the Nature Park.

THE MOTION CARRIED UNANIMOUSLY.

IV. REPORTS:

1. Supervisor's Report – Supervisor Thorsby reviewed with the Board information that was included in the packets regarding the Township Assessor. Trustee McGrath stated he had attended an MTA Conference where it was stated that 80% of the Assessor's in Michigan have not passed the test. He further stated this information was not available to Townships. He expressed a concern as to whether our Assessor has passed every test he is supposed to pass and what are his credentials.
2. Clerk's Report – Clerk Meinburg stated the County is still reviewing for purchase, the new voting equipment. She further stated an Insurance Adjustor is now involved in the possible reimbursement for the misprinted ballots.
3. Treasurer's Report – Treasurer Peck gave the January Report but February Report was not available yet due to the early date of Board Meeting. He reviewed with the Board the different CD's held by the Township. He gave an updated report on the hacking which occurred last month stating all accounts had been made correct.
4. Flushing Township Police Report – Given by Chief Fairchild. Trustee Westenbarger asked the number of Police Vehicles. It was stated there were four marked and two unmarked. Trustee Westenbarger noted the two unmarked cars didn't show mileage on the report and he asked that the mileage also be included on the report.
5. Fire Report – Given by Supervisor Thorsby

V. PUBLIC COMMENTS:

Open for Public Comments at 8:07 P.M.

One (1) Individual gave comments

Closed for Public Comments at 8:10 P.M.

VI. BOARD COMMENTS:

Trustee McGrath asked that status of the Credit Cards for the Supervisor, Treasurer and Clerk, and it was noted they were in place. He also asked about the status of the water line from Port Huron. It was stated that Jeff Wright might be able to attend a meeting and give an update.

Supervisor Thorsby stated he had met with Flushing City Manager a couple times and they would be discussing the fire contract and also the hydrant flushing contract with the Fire Authority.

Trustee Almassy gave report on the Genesee County Metropolitan Planning Commission Alliance Meeting she attended in January. She also asked about meeting to discuss the Policy Manual. Supervisor Thorsby stated the upcoming MTA conference was going to cover Policy Manuals and wanted to wait until after that conference.

VII. NEXT REGULAR MEETING: THURSDAY, APRIL 13, 2017 at 7:00 P.M.

VIII. ADJOURNMENT: On Motion of Trustee Westenbarger, supported by Clerk Meinburg, the meeting adjourned at 8:20 P.M.

THE MOTION CARRIED UNANIMOUSLY.

WENDY D. MEINBURG, Clerk

FREDERICK R. THORSBY, Supervisor

APPROVED DATE _____

RECORDING SECRETARY: Joyce A. Wilson, Deputy Clerk

03/09/2017 Regular Min