

CHARTER TOWNSHIP OF FLUSHING

6524 N. SEYMOUR ROAD

AGENDA FOR THE BOARD OF TRUSTEES MEETING

DATE: JUNE 11, 2015

TIME: 7:00 P.M.

PHONE: 810-659-0800

FAX 810-659-4212

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

ADMINISTRATION MEMBERS

SUPERVISOR: Rian R. Birchmeier

CLERK: Julia A. Morford

TREASURER: Maryion T. Lee

TRUSTEES

Shirley D. Gage

Bonnie Jean Martinson

Scott R. Matzke

Scott P. Minaudo

TOWNSHIP ATTORNEYS:

STEVEN W. MOULTON PLLC

6258 W. Pierson Road

Flushing MI 48433

810-407-7658

I. DATE AGENDA POSTED: MONDAY, JUNE 8, 2015

II. CALL THE MEETING TO ORDER:

ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA:

AGENDA FOR JUNE 11, 2015

PROPOSED MINUTES FROM MAY 14, 2015

PAYMENT OF BILLS

III. PUBLIC COMMENTS:

IV. UNFINISHED BUSINESS:

1. The following items may be the subject and possible action of the Board:
 - A. Generator and Furnace – NDA – Supervisor Birchmeier
 - B. Township Truck – NDA – Supervisor Birchmeier
 - C. Employee Payroll Sheet – NDA – Supervisor Birchmeier
 - D. Policies and Procedures Manual – Supervisor Birchmeier
 - E. Flushing Township Nature Park Brochure – NDA – Supervisor Birchmeier
 - F. Township Records – NDA – Supervisor Birchmeier
 - G. Building Grounds and Bids Committee/Contract Negotiating and Grievances Committee/Personnel Committee – NDA – Supervisor Birchmeier
 - H. Parks and Recreation Committee – Supervisor Birchmeier
 - I. Main Office Mailbox/Township Mailbox – NDA – Supervisor Birchmeier

- J. Freedom of Information Act (FOIA) Coordinator – NDA – Supervisor Birchmeier
- K. Communication Committee – NDA – Supervisor Birchmeier
- L. Minutes Publication of Proceeding Policy – Supervisor Birchmeier
- M. Motion to approve Resolution to authorize Township Clerk and Treasurer as the designated officials to sign documents approved by the Board and which the Supervisor refused to sign within two (2) business days. – Treasurer Lee

V. NEW BUSINESS:

- 1. The following items may be the subject and possible action of the Board:
 - A. **Closed Session**
Possible Closed Session to discuss pending employee grievances; a possible Closed Session to discuss status of pending lawsuit. - Attorney Moulton
 - B. **Addition of New Policy to Policies and Procedures Manual**
MOTION to move to add the following policy to our *Policies and Procedures Manual* to be placed on page 8 – **BOARDS, COMMISSIONS, AND COMMITTEES** – between Board of Trustees and Planning Commission: “A Member of a Flushing Township board, commission, or committee (such as **Planning Commission, Zoning Board of Appeals, Board of Review, and Flushing Township Nature Park Committee**), must be a resident in good standing of the Township of Flushing and vacant positions shall be open to ALL residents of Flushing Township only. – NDA/N* – Trustee Martinson
 - C. **Reinstatement of Policies and Procedures Committee**
MOTION to reinstate the Policies and Procedures Committee with the following members who will be responsible for keeping the *Policies and Procedures Manual* updated: Supervisor Birchmeier, Trustee Martinson, and Treasurer Lee (if she is willing to accept). – NDA/N* - Trustee Martinson
 - D. **Elimination of TWO Directives**
MOTION to eliminate the two Directives that specifically took away the many duties and responsibilities of the Supervisor and that were brought to the Board for approval by Treasurer Lee and Clerk Morford. – NDA/N* - Trustee Martinson
 - E. **Adjustment of Member’s Compensation for Attendance at Board Meetings**
MOTION to add to the *Policies and Procedures Manual* the following new policy: “A board member who leaves before the adjournment of a meeting will NOT be compensated for attending that Board Meeting.” – NDA/N* - Trustee Martinson
 - NO DOCUMENTATION AVAILABLE/OR NECESSARY
 - F. MTA Class “Money Matters and Better Budgeting” – Supervisor Birchmeier
 - G. Violation of the “Ethics Policy for Elected Officials” by Treasurer, Maryion Lee, for her behavior unbecoming of a public official toward

- Supervisor Birchmeier – Supervisor Birchmeier
- H. Violation of the “Ethics Policy for Elected Officials” by Clerk, Julie Morford, for her behavior unbecoming of a public official toward Supervisor Birchmeier – Supervisor Birchmeier
 - I. Use of Township Equipment, Labor, Attorney and Premises Policy – Supervisor Birchmeier
 - J. Motion to approve contracting with Goyette Mechanical Engineers for a Heating and Cooling Contract for the Township Offices – Clerk Morford
 - K. Motion to approve hiring two (2) Election Inspectors to work on Election issues in preparation for the August 2015 Election. – Clerk Morford
 - L. Motion to approve the LiveScan Purchase between the City of Flushing and the Charter Township of Flushing - Chief Fairchild
 - M. Motion that the Treasurer shall maintain an inventory of the Township’s fixed assets that are tangible, have an expected useful life of at least one (1) year and have a value of at least \$1,000. The remaining policy will continue as recorded. – Treasurer Lee
 - N. Motion to approve the Building/Grounds/Bid Committee seeking quotes for the cost to install a generator for the Flushing Township Police Department; further I move that the Committee bring the quotes to the Board for a final decision. – Treasurer Lee

VI. REPORTS:

- 1. Flushing Township Police Department– Chief Fairchild
- 2. Flushing Fire Department – Supervisor Birchmeier
- 3. Michigan Township Association – Supervisor Birchmeier
- 4. Flushing Area Senior Center – Clerk Morford
- 5. Financial Report – Treasurer Lee

VII. COMMITTEE REPORTS:

- 1. Roads, Bridges, and Ditches – Supervisor Birchmeier
- 2. Sewer and Water – Supervisor Birchmeier
- 3. Township Emergency Manager – Supervisor Birchmeier
- 4. Planning Commission – Supervisor Birchmeier
- 5. Community Development – Supervisor Birchmeier
- 6. Communications – Supervisor Birchmeier

VIII. PUBLIC COMMENTS:

IX. BOARD COMMENTS:

X. NEXT REGULAR MEETING: THURSDAY, JULY 9, 2015 AT 7:00 P.M.

XI. ADJOURNMENT

JULIA A. MORFORD, Clerk

ATTENTION: All requests for placing items on the agenda must be delivered to the Office of the Township Clerk no later than 9:00 a.m. on the Thursday (one week prior) to the Charter Township of Flushing Board of Trustees Meeting. You may view the minutes on the internet at www.flushingtownship.com

Regular meeting agenda 06 11 2015