

CHARTER TOWNSHIP OF FLUSHING

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

DATE: JANUARY 12, 2017

TIME: 7:00 P.M.

PHONE: 810-659-0800

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WEB PAGE: <http://flushingtowship.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:** Fred Thorsby, Terry Peck, Wendy Meinburg, Dan McGrath, Jenifer Almassy, William Westenbarger and Linda Minarik. Attorney Steve Moulton was also present.

MEMBERS ABSENT: None

OTHER INDIVIDUALS PRESENT: Twelve (12) other individuals present

- **APPROVAL OF AGENDA FOR JANUARY 12, 2017:**

TREASURER PECK MOVED, supported by Trustee Almassy to approve the agenda as submitted.

THE MOTION CARRIED UNANIMOUSLY.

- **APPROVAL OF PROPOSED MINUTES FROM REGULAR BOARD MEETING OF DECEMBER 8, 2016**

TRUSTEE ALMASSY MOVED, supported by Trustee Westenbarger to approve the minutes of the December 8, 2016 Board Meeting as submitted.

THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF PAYMENT OF BILLS

- **TREASURER PECK MOVED**, supported by Trustee McGrath to approve the payment of bills. There was a brief discussion for clarification regarding payments for Municipal Web Services, Capital Tire Inc., Genesee County Treasurer for mobile home tax, and legal fees.

THE MOTION CARRIED UNANIMOUSLY.

III. NEW BUSINESS:

1. PUBLIC HEARING – Proposed Budget for Fiscal Year 2017-2018

SUPERVISOR THORSBY OPENED THE PUBLIC HEARING FOR THE BUDGET PRESENTATION AT 7:14 P.M.

Karla Carpenter, Financial Officer, presented and reviewed, for the public, the proposed budget for Fiscal Year 2017-2018.

Chief Brian Fairchild presented and reviewed, for the public, the proposed budget for the Police Department for Fiscal Year 2017-2018.

SUPERVISOR THORSBY CLOSED THE PUBLIC HEARING AT 7:29 P.M.

After a brief discussion, Supervisor Thorsby indicated there was a Budget Resolution included in the Board Packet that should be adopted by the Board.

TREASURER PECK MOVED, supported by Trustee Almassy to adopt the following Budget Resolution:

CHARTER TOWNSHIP OF FLUSHING

BUDGET RESOLUTION FOR FISCAL YEAR 2017-2018

At a regular meeting of the Township Board of Flushing Charter Township, Genesee County, Michigan ("Township"), held at 6524 N. Seymour Road, Flushing, Michigan 48433, on the 12th day of January, 2017, at 7:00 p.m., Eastern Standard Time.

PRESENT: R. Thorsby, W. Meinburg, T. Peck, J. Almassy, D. McGrath,
L. Minarik & W. Westenbarger.
ABSENT: None

The following resolution was offered by T. Peck and supported by J. Almassy:

WHEREAS, the Charter Township Act, MCL 42.1 *et seq*, as amended, requires the Township to prepare a detailed budget for the upcoming fiscal year; and

WHEREAS, the Uniform Budgeting and Accounting Act, MCL 141.421 *et seq*, as amended, which is applicable to the Township, requires that the Township pass a general appropriations act setting forth certain information for the upcoming fiscal year; and

WHEREAS, the Township Board of Flushing Charter Township (the "Board") seeks to adopt a resolution, which shall be known as the "2017-18 General Appropriations Act," which authorizes the Township to levy and collect taxes and authorize the spending of the money collected in the manner set forth below and in the approved budget document.

THEREFORE, BE IT RESOLVED by the Township Board of Flushing Charter Township, Genesee County, Michigan, as follows:

1. This resolution shall be known as the "Flushing Township 2017-18 General Appropriations Act."

2. The Treasurer as the Board designated Budget Administrator shall perform the duties enumerated in MCL 141.412 & 413.

3. The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in MCL 141.412 & 413.

4. Pursuant to the Uniform Budgeting and Accounting Act, MCL 141.412 & 413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on December 22, 2016, and a public hearing on the proposed budget was held on January 12, 2017.

5. The Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll at an allocated millage of .5 mills for Township operations along with voter authorized millage of 3.3796 for police purposes.

6. The Board adopts the 2017-18 fiscal year budget for the various funds by Department. The Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each Department.

7. Pursuant to MCL 41.75, as amended, all claims (bills) against the Township shall be approved by the Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Board to avoid late penalties, service charges and interest, and payroll in accordance with the approved salaries and wages adopted in this appropriations act. The Board shall receive a list of claims (bills) paid prior to approval so that they may be approved at the next Board meeting.

8. Estimated total revenues and expenditures for the various funds of the Township are:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
General	1,360,700	1,432,822
Police	999,678	952,290
Drug Enforcement	35	5
Trash	460,000	452,400

GENERAL FUND

REVENUE	
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Taxes	230,000
Licenses and Permits	4,800
State Shared Revenue	782,600
Interest and Rentals	325,900
Other Revenue	17,400
Total Revenue and Other Sources	1,360,700
EXPENDITURES	
103 Township Board	276,652
175 Supervisor's Office	44,550
215 Clerk	60,450
201 Accounting	104,370
209 Assessing	134,450
215 Elections	35,000
253 Treasurer	122,400
265 Township Hall	64,700
270 Hall Rental Expenses	2,800
299 Public Service	458,500
218 Clerical-Water Dept	67,250
223 Zoning/Ordinance	900
670 Park	40,800
677 Dental	16,000
678 Vision	4,000
Total Expenditures and Other Uses	1,432,822
Net Revenues Under Expenditures	-72,122
Est Beginning Fund Balance	1,123,874
Ending Fund Balance	1,051,752

POLICE FUND

REVENUE	999,678
EXPENDITURES	952,290
Net Revenues Over Expenditures	47,388
Est Beginning Fund Balance	502,926

Ending Fund Balance	550,314
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SOLID WASTE FUND

REVENUE	460,000
EXPENDITURES	452,400
Net Revenues Over Expenditures	7,600
Est Beginning Fund Balance	160,009
Ending Fund Balance	167,609

9. The Township Clerk shall provide the Board at the Board meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year-to-date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

10. Whenever it appears to the Budget Administrator or the Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the Township Supervisor shall present to the Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

11. Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Yeas:

Nays:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
 COUNTY OF GENESEE)

I, the undersigned, the duly qualified and acting clerk for the Charter Township of Flushing, Genesee County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 12th day of January, 2017, and further certify that the above Resolution was adopted at said meeting.

 Wendy D. Meinburg, Township Clerk

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

MOTION CARRIED UNANIMOUSLY

2. Approval of Fiscal Quarterly Budget December 2016-2017 – Treasurer

Treasurer Peck presented the Fiscal Quarterly Budget for December 2016-2017.

Trustee Almassy questioned the progress on the reimbursement for the election absentee ballot issue. Clerk Meinburg stated it was being handled through the County Clerk's Office for the final decision on what direction to take.

TRUSTEE ALMASSY MOVED, supported by Clerk Meinburg to approve the Fiscal Quarterly Budget for December 2016-2017.

THE MOTION CARRIED UNANIMOUSLY.

3. Proposal from Goyette Mechanical for the Township boiler repairs.
 - A. Motion to approve the first three items on the proposal from Goyette Mechanical: 1) Air Compressor Pressure Switch \$244.00 2) Backflow Inspection \$199.00 3) Air Compressor Bleed Valve \$451.00. Totaling \$894.00. Also to amend Township Hall Department: Building Maintenance Budget Line Item to \$9,900 and reduce Building Improvements Line Item to \$100.

TREASURER PECK MOVED, supported by Trustee Westenbarger to approve the first three items on the proposal from Goyette Mechanical: 1) Air Compressor Pressure Switch \$244.00 2) Backflow Inspection \$199.00 3) Air Compressor Bleed Valve \$451.00. Totaling \$894.00. Also to amend Township Hall Department: Building Maintenance Budget Line Item to \$9,900 and reduce Building Improvements Line Item to \$100.

THE MOTION CARRIED UNANIMOUSLY.

4. Motion to approve the appointment of Jack May to the Board of Review effective immediately through January 1, 2019 – Supervisor

CLERK MEINBURG MOVED, supported by Trustee McGrath to approve the appointment of Jack May to the Board of Review effective immediately through January 1, 2019.

ACTION ON THE MOTION

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

NAYS: Westenbarger
THE MOTION CARRIED

5. Discussion pertaining to fire hydrant issues brought to the Township.

Supervisor Thorsby gave a brief report regarding damage that occurred at two different properties in the township when the Flushing Fire Department was flushing fire hydrants. The two properties in question were on Wood Valley Drive and Dillon Road. The hydrant on Wood Valley Drive broke and damaged the lawn. The hydrant problem on Dillon Road caused an excessive water bill to the property owner. Supervisor Thorsby stated he had spoken with representatives of the Fireman's Association and they would be willing to pay for the water bill on the Dillon Road property if the township would pay for the property damage on Wood Valley. It was pointed out that the property owners were not at fault at either residence.

TRUSTEE ALMASSY MOVED, supported by Trustee McGrath to pay for the property damage on Wood Valley Drive and the Fire Fighters Association pay for the excessive water bill on Dillon Road.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

ABSTAIN: Minarik

THE MOTION CARRIED

IV. REPORTS:

1. Planning Commission Report – Trustee Dan McGrath stated two items had been approved at the December 6, 2016 Planning Commission Meeting as follows:
 1. Special Use Permit for a sign at 7462 N. McKinley Road
 2. Special Use Permit for a Day Care at 7570 River Road
2. Supervisor's Report – Supervisor Thorsby stated there had been another favorable meeting with the Township insurance agents and they would be at February Board Meeting with a proposal.

He further stated there had been a meeting with Health Insurance Representative and that was still being reviewed.

He reported he had met with the Township Office Staff which had gone very well and stated he felt the Township was very fortunate to have them as employees.

3. Treasurer's Report – Treasurer Peck reported a C.D. had come due and it had been turned over. It was also reported that a C.D. would have to be moved due to a merger of two financial institutions.

4. Flushing Township Police Department – Chief Fairchild reviewed the year end statistics. He also reported a new Ford F150 4-wheel drive had been purchased to replace the Expedition.
5. Fire Department Report – Supervisor Thorsby presented the report for December.

V. PUBLIC COMMENTS:

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

Three (3) Individuals gave comments

Closed for Public Comments at 8:15 P.M.

VI. BOARD COMMENTS:

Trustee McGrath, Supervisor Thorsby, Treasurer Peck and Trustee Almassy gave comments.

VII. NEXT REGULAR MEETING: THURSDAY, FEBRUARY 9, 2017 at 7:00 P.M.

VIII. ADJOURNMENT: On Motion of Treasurer Peck, supported by Trustee Westenbarger, the meeting adjourned at 8:35 P.M.

WENDY D. MEINBURG, Clerk

FREDERICK R. THORSBY, Supervisor

APPROVED DATE _____

01/12/2017 Regular Min

RECORDING SECRETARY: Joyce A. Wilson, Deputy Clerk