

CHARTER TOWNSHIP OF FLUSHING

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

DATE: DECEMBER 8, 2016

TIME: 7:00 P.M.

PHONE: 810-659-0800

FAX 810-659-4212

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, Wendy Meinburg, Terry Peck, Jenifer Almassy, Dan McGrath, Linda Minarik, William Westenbarger and Steve Moulton

MEMBERS ABSENT: None

OTHER INDIVIDUALS PRESENT: Seventeen (17) other individuals present

III. APPROVAL OF AGENDA FOR DECEMBER 8, 2016

Supervisor Thorsby with information from Clerk Meinburg stated there was one addition to the agenda in the form of an item regarding the appointments to the Metropolitan Planning Alliance. This item would be placed last under new business.

TREASURER PECK MOVED, supported by Trustee Westenbarger to approve the agenda as amended.

THE MOTION CARRIED UNANIMOUSLY.

IV. MOTION TO APPROVE THE RESOLUTION TO REVOKE RESOLUTION 15-21 REGARDING SUPERVISOR'S AUTHORITY – Attorney Moulton

TREASURER PECK MOVED, supported by Trustee Almassy to revoke Resolution 15-21 according to Resolution No. 16-13 as stated below:

**CHARTER TOWNSHIP OF FLUSHING
GENESEE COUNTY, MICHIGAN**

**RESOLUTION NO. 16-13
A RESOLUTION TO REVOKE RESOLUTION 15-21**

WHEREAS, the Board of Trustees for the Charter Township of Flushing, at its regular meeting of August 13, 2015, adopted Resolution 15-21;

WHEREAS the problem sought to be addressed by the adoption of Resolution 15-21 no longer exists;

IT IS HEREBY RESOLVED that Resolution 15-21 is revoked in its entirety and all powers and authority of the elected Supervisor are retained to that elected position, effective November 20, 2016.

YES: _____

NO: _____

ABSENT: _____

THE RESOLUTION IS DECLARED _____ ADOPTED _____ NOT ADOPTED

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 December 8, 2016, at the Charter Township of Flushing Hall, 6524 N. Seymour Road, Flushing, Michigan 48433.

Fred R. Thorsby
Flushing Township Supervisor

Dated: _____

Wendy D. Meinburg
Flushing Township Clerk

Dated: _____

THE MOTION CARRIED UNANIMOUSLY.

**V. APPROVAL OF PROPOSED MINUTES FROM REGULAR BOARD MEETING
– November 10, 2016**

TRUSTEE ALMASSY MOVED, supported by Clerk Meinburg to approve the minutes of the November 10, 2016 Board Meeting as submitted.

THE MOTION CARRIED UNANIMOUSLY.

VI. UNFINISHED BUSINESS:

The following items may be the subject and possible action of the Board.

- A. Motion to approve a resolution to prioritize and allocate funds for the CDBG 2017 Group 2 Construction ADA Projects: 1) Two ADA picnic tables \$1,000, 2) Two ADA Toilets - \$2,000 and 3) ADA Playground Equipment \$46,686 – Supervisor

TRUSTEE ALMASSY MOVED, supported by Clerk Meinburg to approve a resolution to prioritize and allocate funds for the CDBG 2017 Group 2 Construction ADA Projects: 1) Two ADA picnic tables \$1,000, 2) Two ADA Toilets - \$2,000 and 3) ADA Playground Equipment \$46,686.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

MOTION CARRIED UNANIMOUSLY

- B. Resolution to amend the letter of intent for Ricoh to digitalize records – Clerk

SUPERVISOR THORSBY MOVED, supported by Treasurer Peck to revisit the digitalizing of records at a later date after Clerk Meinburg has had time to review it more thoroughly per the resolution stated below.

CHARTER TOWNSHIP OF FLUSHING
GENESEE COUNTY, MICHIGAN

RESOLUTION NO. 16-15

A RESOLUTION TO POSTPONE THE DIGITALIZATION
OF TOWNSHIP RECORDS

WHEREAS, the Board of Trustees for the Charter Township of Flushing, at its meeting of October 13, 2016, approved contracting with Ricoh USA, Inc., to digitalize specific Township paper files and allocated \$4925 for this purpose; and,

WHEREAS, the Board of Trustees, on further review having determined the time and effort to be expended by Township personnel to prepare the paper files for digitalization and the cost to be paid for the digitalization exceeds the benefit to the Township in having these records digitalized at this time;

IT IS HEREBY RESOLVED that the Township, subject to the provisions below, will not proceed with the digitalization of any Township records at this time;

IT IS HEREBY FURTHER RESOLVED that, if a binding legal agreement has not been entered into on behalf of the Township with Ricoh USA, Inc., the Township shall not enter into such agreement; and,

IT IS HEREBY FURTHER RESOLVED, if the Township is party to a binding agreement with Ricoh USA, Inc., the Township shall contact Ricoh and seek the Township's release from any obligation under such agreement.

YES:

NO:

ABSENT:

THE RESOLUTION IS DECLARED _____ ADOPTED _____ NOT ADOPTED

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Fred R. Thorsby,
Flushing Township Supervisor

Dated:_____

Wendy D. Meinburg,
Flushing Township Clerk

Dated:_____

VII. NEW BUSINESS

The following items may be the subject and possible action of the Board:

- A. Motion to approve contract between the Township and the Law Offices of Steven W. Moulton, PLLC – Supervisor

TRUSTEE ALMASSY MOVED, supported by Clerk Meinburg to approve contract between the Township and the Law Offices of Steven W. Moulton, PLLC.

After a brief discussion and review of the contract the following vote was taken:

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

MOTION CARRIED UNANIMOUSLY

- B. Motion to amend the Policies and Procedures Manual to delete the existing policy and return to the prior policy – Supervisor

TREASURER PECK MOVED, supported by Trustee McGrath to amend the Policies and Procedures Manual to delete the existing policy and return to the prior policy.

THE MOTION CARRIED UNANIMOUSLY.

- C. Motion to approve the 2017 Flushing Township Meeting Dates – Clerk

CLERK MEINBURG MOVED, supported by Treasurer Peck to approve the 2017 Flushing Township Meeting Dates.

THE MOTION CARRIED UNANIMOUSLY.

- D. Motion to approve the 2017 Board and Commission Appointments – Supervisor

SUPERVISOR THORSBY MOVED, supported by Trustee Almassy to approve the 2017 Board and Commission Appointments.

Supervisor Thorsby pointed out Eric Swanson had indicated he would not be serving on the Zoning Board of Appeals so he would be replaced.

THE MOTION CARRIED UNANIMOUSLY.

- E. Motion to approve the Flushing Township Committee Appointments for 2017 – Supervisor

SUPERVISOR THORSBY MOVED, supported by Clerk Meinburg to approve the Flushing Township Committee Appointments for 2017.

THE MOTION CARRIED UNANIMOUSLY.

- F. Motion to approve the appointment of Robert Gardner to the Flushing Area Senior Center for the term of January 1, 2017 to December 31, 2020 – Supervisor
- G. Motion to approve the appointment of _____ to the Flushing Area Senior Center to finish the term of Dale Kenny who resigned effective immediately through December 31, 2018 - Supervisor

Supervisor Thorsby pointed out Items F. and G. had been taken care of under Item E. Flushing Township Committee Appointments.

- H. Motion to approve the appointment of Daniel McGrath to the Flushing Area Senior Center for the term of November 20, 2016 through November 20, 2020 – Supervisor

SUPERVISOR THORSBY MOVED, supported by Clerk Meinburg to approve the appointment of Daniel McGrath to the Flushing Area Senior Center for the term of November 20, 2016 through November 20, 2020.

THE MOTION CARRIED UNANIMOUSLY.

- I. Resolution to authorize credit card users.

Supervisor Thorsby stated the township didn't have a policy for credit cards so a resolution was prepared to authorize certain people to have a township credit card as follows:

CHARTER TOWNSHIP OF FLUSHING
GENESEE COUNTY, MICHIGAN

RESOLUTION NO. 16-16

A RESOLUTION TO AUTHORIZE THE ISSUANCE OF
BANK CREDIT CARDS, TO DESIGNATE AUTHORIZED USERS
AND ESTABLISH POLICIES FOR CREDIT CARD USE

WHEREAS, the Board of Trustees for the Charter Township of Flushing has determined it would facilitate the effective operation of Township government for the Township to obtain a bank credit card from Chase Bank, to be issued in the name of the Charter Township of Flushing; and,

WHEREAS, MCL 129.241-247, Public Act 266 of 1995, authorizes the Township to be a party to a credit card arrangement if the Township board has adopted by resolution a written policy governing the control and use of credit cards;

IT IS RESOLVED that the following policy shall govern use of Township credit cards:

1. The Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's credit card policy.

2. Township credit cards may be used only by an officer or employee of the Township for the purchase of goods or services for the official business of the Township.

3. Upon receipt of the monthly or other periodic account statement provided by the credit card issuer, the Clerk shall review the statement and shall provide a copy of the statement to each officer or employee who was issued a credit card and each officer or employee shall review the statement and confirm to the Clerk that each charge to the credit card attributable to the officer or employee is correct as to the payee and amount charged.

4. An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Clerk shall be immediately notified and, if appropriate, the Clerk shall immediately notify the credit card issuer to cancel the card.

5. An officer or employee issued a credit card shall return the card to the Clerk upon termination of his or her employment or service with the township.

6. The Clerk shall maintain a list of all credit cards issued to the Township, along with the name of the officer or employee who has been issued a credit card, the credit limit established, the date issued, and the date returned. Each officer or employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

7. The Township board shall not approve payment to the credit card issuer until all transactions to that billing cycle have been verified as appropriate expenditures on behalf of the Township.

8. All charges to the credit card shall be paid within such time so as not to incur interest or finance charges, but in any event shall be paid within 60 days of date of invoice.

9. Officers and employees who use a Township credit card in any manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the Township board:

- Verbal counseling
- Written reprimand
- Suspension
- Termination
- Reimbursement to the Township for unauthorized expenditures

10. Unless previously approved by the Supervisor, total monthly charges by any officer or employee to the credit card shall not exceed_____, per month.

11. Credit cards may be issued to each of the following:

- (a) Treasurer, currently, Terry A. Peck
- (b) Clerk, currently, Wendy D. Meinburg
- (c) Police Chief, currently, Brian Fairchild
- (d) Assessor, currently, Dennis Judson
- (e) Police Administrative Assistant, currently, Amanda Jerrad

IT IS FURTHER RESOLVED that the Supervisor, Fred R. Thorsby, the Clerk, Wendy D Meinburg and/or the Treasurer, Terry A. Peck are authorized to sign any documents required by Chase Bank to implement the credit card agreement.

YES:

NO:

ABSENT:

THE RESOLUTION IS DECLARED _____ ADOPTED _____ NOT ADOPTED

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Fred R. Thorsby,
Flushing Township Supervisor

Dated: _____

Wendy D. Meinburg,
Flushing Township Clerk

Dated: _____

TREASURER PECK MOVED, supported by Trustee McGrath to adopt the above resolution regarding credit cards.

THE MOTION CARRIED UNANIMOUSLY.

- J. Motion to approve the Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2017 – Supervisor

TRUSTEE ALMASSY MOVED, supported by Trustee Westenbarger to approve the Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2017.

THE MOTION CARRIED UNANIMOUSLY.

- K. Motion to approve a resolution appointing Terry A. Peck to the Drain Commissioner’s Water and Waste Advisory Board – Clerk

TRUSTEE WESTENBARGER MOVED, supported by Clerk Meinburg to approve a resolution appointing Terry A. Peck to the Drain Commissioner’s Water and Waste Advisory Board.

THE MOTION CARRIED UNANIMOUSLY.

- L. Motion to increase the working Deputy Clerk's hourly wage to \$12.00 retro to November 20, 2016 and amend the Deputy Clerk line item from \$4,300 to \$7,000 and Drains at Large in the Public Service Department from \$20,000 to \$17,300 and to also increase the Deputy Treasurer pay from \$600.00 per year to \$800.00 per year.

SUPERVISOR THORSBY MOVED, supported by Clerk Meinburg to increase the working Deputy Clerk's hourly wage to \$12.00 retro to November 20, 2016 and amend the Deputy Clerk line item from \$4,300 to \$7,000 and Drains at Large in the Public Service Department from \$20,000 to \$17,300 and to also increase the Deputy Treasurer pay from \$600.00 per year to \$800.00 per year.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

MOTION CARRIED UNANIMOUSLY

- M. Motion to approve attendance at MTA Workshop for New Officials Training – Clerk

TREASURER PECK MOVED, supported by Supervisor Thorsby to approve attendance at MTA Workshop for New Officials Training.

THE MOTION CARRIED UNANIMOUSLY.

- N. Approval of Payment of Bills – Treasurer

TRUSTEE WESTENBARGER MOVED, supported by Clerk Meinburg to approve the payment of bills after a brief discussion of the procedure followed in paying the bills.

THE MOTION CARRIED UNANIMOUSLY.

- O. Motion to approve a resolution which authorizes Wendy D. Meinburg and Frederick R. Thorsby to request reimbursements from the Community Development Block Grant (CDBG) Program.

It was suggested that Treasurer Peck's name should also be added along with Clerk Meinburg and Supervisor Thorsby.

CLERK MEINBURG MOVED, supported by Trustee Almassy to approve a resolution which authorizes Wendy D. Meinburg, Frederick R. Thorsby and Terry A. Peck to request reimbursements from the Community Development Block Grant (CDBG) Program.

THE MOTION CARRIED UNANIMOUSLY.

It was pointed out that a motion had not been made regarding the appointment of Trustee Almassy to the Metropolitan Planning Alliance.

TREASURER PECK MOVED, supported by Trustee Westenbarger to approve a resolution appointing Trustee Almassy to the Metropolitan Planning Alliance.

THE MOTION CARRIED UNANIMOUSLY.

VIII. REPORTS:

1. Supervisor's Report – Supervisor Thorsby spoke on the following points:
 - a. Insurance – working on reducing our premiums
 - b. Flushing fire hydrants – working on contracting with another entity to flush our hydrants to prevent damage
 - c. Flushing Township hall will be closed on snow days if Flint Community Schools are closed
2. Flushing Township Police Department – Chief Fairchild

XI. PUBLIC COMMENTS:

7:55 PM – OPEN FOR PUBLIC COMMENTS

Four (4) people gave comments

8:00 PM – CLOSED FOR PUBLIC COMMENTS

IX. BOARD COMMENTS:

Trustee Westenbarger and Treasurer Peck gave comments.

X. NEXT REGULAR MEETING: THURSDAY, JANUARY 12, 2017 at 7:00 P.M.

XI. ADJOURNMENT: On Motion by Trustee Almassy, supported by Treasurer Peck the meeting adjourned at 8:05 PM

JOYCE A. WILSON, Deputy Clerk

FREDERICK R. THORSBY, Supervisor

APPROVED DATE _____

12/08/2016 Regular Min