

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
AUGUST 20, 2012
ADOPTED MINUTES
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1. CALL TO ORDER

The regular meeting of the Superior Charter Township Board was called to order by the Supervisor at 7:30 p.m. on August 20, 2012, at the Superior Township Hall, 3040 North Prospect, Ypsilanti, Michigan.

2. PLEDGE OF ALLEGIANCE

The Supervisor led the assembly in the pledge of allegiance to the flag.

3. ROLL CALL

The members present were William McFarlane, Brenda McKinney, David Phillips, Nancy Caviston, Rodrick Green, Lisa Lewis and Alex Williams.

4. ADOPTION OF AGENDA

It was moved by Green, seconded by Caviston, to adopt the agenda as presented.

The motion carried by unanimous voice vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF JULY 16, 2012

It was moved by Caviston, seconded by McKinney, to approve the minutes of the regular Board meeting of July 16, 2012, as presented.

The motion carried by a voice vote.

6. CITIZEN PARTICIPATION

A. CITIZEN COMMENTS

Ellen Kurath commented that many of the trees she planted in the Township's Schock Park have survived. She feels that if they survived the draught, they should be able to survive until maturity.

7. REPORTS

A. SUPERVISOR REPORT

Supervisor McFarlane reported on the following: The first meeting for Burn Ordinance Review Committee will be held tomorrow, Tuesday, August 21, 2012 at 7:30 p.m. at the Township Hall. It is a public meeting and all are welcome to attend, or forward comments. On Saturday,

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September 27, 2012, 9:00 a.m. to 2:00 p.m., the Washtenaw County Solid Waste Program will be holding a regional environmental clean-up day at Eastern Michigan University's Rynearson Stadium parking lot at 799 H. Hewitt Road (just south of Huron River Drive). They will accept traditional recyclable materials, Freon appliances, household hazardous materials, electronic equipment and other waste items. Superior Township has contributed to the sponsorship of this program. There is no cost to Township residents for this program. However, the suggested donation is \$10.00 per resident. Washtenaw Area Transportation Study (WATS) has proposed they replace SEMCOG as the metropolitan planning organization for Washtenaw County. The issue is under discussion, with no decision yet. Today the Township closed on the Parks Department's purchase of the 12.2 acres of vacant land on Harris Road from the Willow Run School District. A new branch library and soccer fields are planned for the site. The Board will consider adopting millage rate at the September 17, 2012 Board meeting.

B. DEPARTMENT REPORTS: BUILDING DEPARTMENT, FIRE DEPARTMENT, FIRE MARSHALL, HOSPITAL FALSE FIRE ALARM, ORDINANCE OFFICER REPORT, PARK COMMISSION MINUTES, SHERIFF'S REPORT, ZONING REPORT

It was moved by McKinney, seconded by Caviston, that the Superior Township Board receive all reports.

The motion carried by a voice vote.

C. FINANCIAL REPORTS, PERIOD ENDING JUNE 30, 2012 FOR ALL FUNDS, EXCEPT UTILITIES

It was moved by McKinney, seconded by Caviston, that the Superior Township Board receive all reports.

The motion carried by a voice vote.

D. UTILITIES DEPARTMENT, FINANCIAL REPORTS AS OF JUNE 30, 2012

It was moved by Caviston, seconded by McKinney, that the Superior Township Board receive all reports.

The motion carried by a voice vote.

8. COMMUNICATIONS

A. SEMCOG, RE: RODRICK GREEN, VICE CHAIRPERSON OF SEMCOG'S FINANCE AND BUDGET COMMITTEE

In a letter dated July 16, 2012, Michael Sedlak, SEMCOG Chairperson, indicated he had re-appointed Trustee Rodrick Green as Vice Chair Person of SEMCOG's Finance and Budget

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Committee. The Board congratulated Trustee Green on the appointment and thanked him for his service on SEMCOG.

It was moved by Caviston, seconded by McKinney, to receive the July 16, 2012 letter from Michael Sedlak, SEMCOG Chairperson. .

The motion carried by a unanimous voice vote.

9. UNFINISHED BUSINESS

There was none.

10. NEW BUSINESS

A. UTILITY DEPARTEMENT, WATER AND SEWER RATE INCREASE FROM ANN ARBOR TOWNSHIP AND CORRECTION TO SCHEDULE A

Rick Church, Utility Department Director, was present and provided the Board with a Request for Legislation. He explained that Ann Arbor Township was raising their rates for water and sewer they provided to Superior Township. The increase in costs, 7% for water and 1.8% for sewer were passed through to Superior Township's Ann Arbor Township supplied customers. There was also an increase in the connection fees for Superior's Ann Arbor Township supplied customers and there was a correction to the Unit Use Factor for High Schools. All of the changes are effective on bills to Superior's customers dated November 20, 2012, or later.

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
August 20, 2012**

RESOLUTION 2012-21

**Resolution Amending the Rates, Fees and Charges Related to Sewer and Water Services
Provided by the Township's Utility Department**

At a regular meeting of the Township Board of Trustees of Superior Charter Township, Washtenaw County, Michigan, held at the Township Hall of said Township on the 20th of August, 2012, at 7:30 p.m. Eastern Standard Time, the following resolution was offered by Caviston and seconded by Lewis.

WHEREAS, this Board is authorized by statute and by the provisions of Township Ordinance No. 169 to determine by resolution the rates, fees and charges for services and benefits by the Township's sewer and water systems, and

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WHEREAS, Ann Arbor Township has increased the charge for water by 7.0% and for sewer by 1.79%, and has increased their water and sewer connection fees, and

WHEREAS, the Superior Charter Township Utility Fund may not operate at a deficit, and

WHEREAS, this Board finds that the amended proposed schedule of fees is reasonable and necessary for the continuing operations of the Township Utility System and consistent with the past practices and policies of the Township;

WHEREAS, when Schedule A was last amended there was typographical error contained in the Unit Use Factors, Schools, Item C., which was listed incorrectly as .380 instead of .038;

NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board does hereby determine that the fees for services and benefits furnished by the Township's sewer and water systems shall be amended per the attached Schedule A; and

BE IT FURTHER RESOLVED, that the Unit Use Factor for Schools, Item C., Senior High, (9th-12th Grade) shall be corrected to .038; and

BE IT FURTHER RESOLVED that this Resolution and attached schedule shall be published pursuant to Section 8 of the Charter Township Act being MCL 42.8 by posting in the Office of the Clerk, 3040 N. Prospect, Ypsilanti 48198 and on the Township website – www.superior-twp.org – with notice of such in *The Ypsilanti Courier*, a newspaper of general circulation in the Township qualified under state law to publish legal notices. Water and sewer rate changes will be effective on bills to Superior's customers dated November 20, 2012, or later.

All other rate changes shall be effective immediately upon publication thereof.

CERTIFICATION

I, David Phillips, the duly qualified Clerk of the Charter Township of Superior, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Superior Charter Township Board held on August 20, 2012.

David Phillips, Township Clerk

Date Certified

SCHEDULE A

**SUPERIOR CHARTER TOWNSHIP
UTILITY DEPARTMENT FEES
575 EAST CLARK ROAD
YPSILANTI, MI 48198
734-480-5500**

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RESOLUTION ADOPTED FEBRUARY 27, 1996 AND AS AMENDED THROUGH AUGUST 20, 2012. SCHEDULE OF RATES, FEES AND CHARGES RELATED TO SEWER AND WATER SERVICES PROVIDED BY THE TOWNSHIP'S UTILITY DEPARTMENT.

Service Rates:

Water and sewer (including wastewater treatment) rates for Township customers served from the Ann Arbor Charter Township system.

Effective November 20, 2012

Water	\$7.28 per 100 cubic feet
Minimum quarterly billing	\$72.80 (1000 cubic feet)

Effective November 20, 2012

Sewer	\$6.74 per 100 cubic feet
Minimum quarterly billing	\$67.40 (1000 cubic feet)

NOTE: All sewer rates and surcharges are based on water usage, except to the extent of water metered through a separate "Water-only" meter.

Trunk and Transmission Fees

The owner of all premises connecting to the system shall pay in cash or cash equivalent the amount of Five Thousand Five Hundred Dollars (\$5,500.00) for connecting to the sewage system and Five Thousand Dollars (\$5,000.00) for connecting to the water system for each family dwelling unit equivalent. The following are examples of family dwelling units and are inclusive in that term, but are not exclusive in that they are the only items comprising the term "family dwelling unit":

- (a) Any single unit in the form of a building consisting of a dwelling for a single family.
- (b) Each living unit (commonly called apartment) in a building having multiple units.
- (c) Each lot in a mobile home park, and should two mobile homes be parked or connected to the same lot, each mobile home for that lot shall be subject to the trunk and transmission charge specified above. This does not apply to doublewide mobile homes used as one living unit.

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- (d) Any other unit comprising a family dwelling space shall be considered a family dwelling unit.

All other miscellaneous building, including industrial and commercial building and any structures, publicly or privately owned, not specifically otherwise classified herewith shall be charged at the base unit rate of Five Thousand Five Hundred Dollars (\$5,500.00) for connecting to the sewage system and Five Thousand Dollars (\$5,000.00) for connecting to the water system plus the Unit Use Factor.

Landscaping irrigation systems serving residential platted subdivisions, condominium developments, site condominium developments, mixed use residential developments, commercial developments, and industrial developments shall be charged a Trunk and Transmission fee at the current Township rates based on 3 REU per acre of land to be irrigated.

TYPE OF USE	UNIT USE FACTORS
Single Family Residential	Base unit rate
Auto Dealers	1.00 unit + 0.20 unit per thousand square feet.
Auxiliary dining room (open not than 20 hours per week)	2.00 unit per thousand square feet
Bar - See Restaurant	
Barber Shops	1.00 unit + 0.10 unit per chair
Beauty Shops	1.00 unit + 0.50 unit per booth
Boarding House	0.20 unit per bed
Boarding Schools	0.20 unit per bed
Bowling Alleys	1.50 unit per thousand square feet of general building area plus restaurant, bar, etc. at their respective unit factors
Car Wash do-it-yourself (coin operated, 10 gal of less per car)	1.00 unit per stall
Car Wash mechanical (without conveyor over 10 gals per car)	10.00 unit per stall
Car Wash conventional (with conveyor)	10.00 unit per twenty feet of conveyor
Churches	0.40 unit thousand square feet
Cleaners	1.00 unit per thousand square feet plus 1.50 unit per press
Convalescent Homes or	

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Assisted Living complexes	1.00 unit + 0.50 unit per bed
Convents	0.20 unit per bed
Country Clubs	1.50 unit per thousand square feet of general building area plus restaurant, bar, swimming pool areas, etc. at their respective unit factors
Drug Stores	1.00 unit per thousand square feet
Factories (exclusive of industrial waste)	0.75 unit per thousand square feet (industrial waste will be assigned such sanitary use factor units as shall be appropriate in each individual instance, upon petition to the Township for such assignment)
Fraternal Organizations	0.50 unit per thousand square feet of general building area plus restaurant, bar, swimming pool area, etc. at their respective unit factor.
Grocery Stores - Supermarkets	0.80 unit per thousand square feet
Hospitals	1.00 unit + 0.50 unit per bed
Hotels and Motels	1.00 unit + 0.25 unit per bedroom plus restaurant, bar, swimming pool areas, etc. at their respective unit factors
Laundry	0.50 unit per washer
Mobile Home Parks	Base unit rate per mobile space occupied or unoccupied
Multiple Family Residences	1.00 unit per unit
Office building	0.75 unit per thousand square feet
other than hospitals	0.75 unit per thousand square feet
Research Facility	0.75 unit per thousand square feet (Industrial wastes will be assigned such sanitary use factor units as shall be appropriate in each individual instance, upon petition to the Township for such assignment.
Restaurants or Bars (dinner and/or drinks)	4.00 unit per thousand square feet
Schools	
a. Elementary (Kindergarten – 6 th Grade)	.012 per student
b. Junior or Middle High (7 th and 8 th Grade)	.020 per student
c. Senior High (9 th – 12 th Grade)	.038 per student
d. Bus Maintenance Facility	.165 per 1,000 square feet
Service Station	1.00 unit + 0.15 unit per pump
Snack Bars, Drive-ins, etc.	4.00 unit per thousand square feet
Stores (other than specifically listed)	0.35 unit per thousand square feet

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Swimming pool (net area of pool- see Country clubs)	2.00 unit per thousand square feet
Theaters	1.00 unit + 0.01 unit per seat
Theaters - Drive In	1.00 unit + 0.20 unit per car
Warehouses	0.15 unit per thousand square feet

The fee per unit means one (1) unit factor times the base unit rate, other than single family residential. If only water is connected, the unit factor is one (1) times the unit factor for water systems charge. If only sewer is connected, the unit factor is one (1) times the unit factor for sewage systems charge.

In the case of a single family dwelling or any other single building, the trunk and transmission fees shall be paid prior to the application for a building permit.

An additional Trunk and Transmission fee will be collected when a commercial site requests a building addition permit, based on size and use.

Special Connection Fees

All properties within the Township that receive water and sewer service pursuant to the Township’s contract with Ann Arbor Charter Township shall pay the following Ann Arbor Township Group 1 rate special connection fees in addition to the Township’s regular inspection/connection fee (these fees are pass-through fees):

<u>Service Line Size</u>	<u>Sewer Fee</u>	<u>Water Fee</u>
1”	\$ 2,846.16	\$ 3,229.52
1-1/2”	\$ 6,216.61	\$ 7,078.92
2”	\$10,934.63	\$12,468.07

Ayes: McFarlane, McKinney, Phillips, Caviston, Green, Lewis, Williams

Nays: None

Absent: None

The resolution was adopted.

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B. UTILITY DEPARTEMENT, REQUEST TO WAIVE LATE FEE PENALTY

Rick Church, Utility Department Director, and Diana Ravis, Utility Department Administrative Assistant were present and provided a memorandum to the Board. They also provided a letter from Sycamore Meadows Apartments, Ltd. They explained that Sycamore Meadows Apartments, Ltd., was charged a late fee of \$1,240.18 because their water and sewer bill payment for their May 2012 bill was not received by the deadline. Sycamore Meadows Apartments, Ltd. Appealed the late fee to the Board and requested they be reimbursed the \$1,240.18. They indicated they did not receive a bill in the mail and when they did discover the bill was not paid, they issued a check that same day. Ms. Ravis indicated that they could not determine why Sycamore Meadows Apartments did not receive the bill, but that no other commercial customers reported not receiving the bill. It is the Utility Department's policy to add a 10% late fee to any bill that is paid late, commercial or residential. Board members indicated that residential customers are charged the late fee and they did not see any reason to waive the late fee for Sycamore Meadows Apartments, Ltd.

It was moved by McKinney, seconded by Williams, to receive the communication from Sycamore Meadows Apartments, Ltd.
The motion carried by a voice vote.

It was moved by McKinney, seconded by Lewis to deny Sycamore Meadows Apartments, Ltd.'s request to have the late penalty for their May 2012 water and sewer bill waived and for their late fee of \$1,240.18 to be refunded.

Ayes: McFarlane, McKinney, Phillips, Caviston, Green, Lewis, Williams

Nays: None

Absent: None

The motion carried.

C. BUDGET AMENDMENTS

It was moved by McKinney, seconded by McFarlane to approve the budget amendments dated August 20, 2012 as follows:

It was moved by McKinney, seconded by Caviston, to approve the following budget amendments:

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GENERAL FUND BUDGET AMENDMENTS			
AUGUST 20, 2012			
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
101-266-947-003	SIDEWALK REPLACEMENT	\$ 10,000.00	INCREASE
101-266-947-006	ROUGE/HURON GENERAL PERMIT	DECREASE	\$ 2,200.00
101-000-403-050	PRIOR YEAR DELQ PERS PROP TAXES	INCREASE	\$ 4,912.00
101-000-452-001	AT&T CABLE TV FEES	INCREASE	\$ 2,000.00
101-000-605-000	ORD VIOLATION REIMBURSEMETNS	INCREASE	\$ 2,000.00
101-000-607-030	PLANS & PERMITS BASE FEES	INCREASE	\$ 1,900.00
101-000-607-040	MISC PLANNING PETITIONS/FEES	INCREASE	\$ 1,500.00
101-000-671-050	PENSION/INSUR REFUNDS	INCREASE	\$ 1,857.00
101-101-710-000	TRAINING	\$ 600.00	INCREASE
101-101-727-000	OFFICE SUPPLIES	\$ 800.00	INCREASE
101-101-860-000	GAS MILEAGE/ VEHICLE MAIT	\$ 2,200.00	INCREASE
101-101-900-000	PRINTING AND PUBLISHING	\$ 3,000.00	INCREASE
101-101-958-000	MEMBESHIPS & DUES	\$ 2,000.00	INCREASE
101-101-963-000	BANK FEES	\$ 800.00	INCREASE
101-191-727-050	POSTAGE ELECTION DEPT	\$ 3,000.00	INCREASE

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101-191-740-000	OPERATING SUPPLIES ELECTION DEPT	\$ 3,500.00	INCREASE
101-191-801-000	PROF SERVICES ELECTION DEPT	\$ 3,000.00	INCREASASE
101-247-702-000	SALARIES BOARD OF REVIEW	DECREASE	\$ 1,000.00
101-247-703-000	CONTRACT SERVICES BOARD OF REVIEW	\$ 1,000.00	INCREASE
101-253-703-000	CONTRACT SERVICES TREAS OFFICE	\$ 600.00	INCREASE
101-265-930-000	REPAIR & MAIT BLDG & GROUNDS	\$ 2,000.00	INCREASE
101-266-947-001	LDFA CREATION	\$ 1,500.00	INCREASE
101-528-824-000	RECYCLING/HAZARDOUS WASTE	\$ 2,000.00	INCREASE
101-965-965-000	TRANS TO RESERVE	DECREASE	\$ 18,631.00
	TOTAL OF DEBITS/CREDITS	\$ 36,000.00	\$ 36,000.00

LAW FUND BUDGET AMENDMENTS			
AUGUST 20, 2012			
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
266-000-403-000	PRIOR YEAR DELQ PERS PROP	INCREASE	\$ 702.00
266-000-560-000	COMMUNITY FOUNDATION GRANT	INCREASE	\$ 2,200.00

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266-310-740-00	OPERATING SUPPLIES	\$ 2,500.00	INCREASE
266-000-695-000	FALSE ALARM CHARGES	INCREASE	\$ 2,200.00
266-000-664-050	INTEREST ON RESERVES	INCREASE	\$ 800.00
266-310-930-000	REPAIR & MAIT	\$ 800.00	INCREASE
266-890-985-000	TAX CHARGEBACKS	\$ 8,000.00	INCREASE
266-000-699-000	APPROP FROM FUND BALANCE	INCREASE	\$ 5,398.00
	TOTAL OF DEBITS/CREDITS	\$ 11,300.00	\$ 11,300.00

PARK FUND BUDGET AMENDMENTS			
AUGUST 20, 2012			
G/L LINE #	DESCRIPTION	DEBIT	CREDIT
508-000-607-085	REIM FOR OUR LABOR	INCREASE	\$ 560.00
508-000-664-050	INTEREST ON RESERVES	\$ 5,600.00	DECREASE
508-000-696-050	DONATIONS	\$ 400.00	DECREASE
508-000-664-000	INTEREST ON RESERVES	\$ 60.00	DECREASE

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508-751-727-000	OFFICE SUPPLIES ADMINDEPT	DECREASE	\$ 640.00
508-751-900-000	PRINTING	DECREASE	\$ 162.00
508-751-930-000	REPAIR & MAIT ADMINDEPT	DECREASE	\$ 1,000.00
508-751-977-000	EQUIP ADMIN DEPT	DECREASE	\$ 1,000.00
508-754-740-000	OPEATNG SUPPLIES REC DEPT	\$ 3,000.00	INCREASE
508-754-860-000	TRANSPORTAION REC DEPT	DECREASE	\$ 100.00
508-755-717-000	TAXB BENEFITS MAIT DEPT	DECREASE	\$ 746.00
508-755-930-001	CONTROLLED BURNS	\$ 100.00	INCREASE
508-755-974-000	SMALL TOOLS	\$ 2,148.00	INCREASE
508-756-740-000	OPER SUPPLIES PARK DEVELOPMENT DEPT	DECREASE	\$ 2,000.00
508-756-801-000	PROF SERV	\$ 500.00	INCREASE
508-965-965-010	TRANS TO RESERVES	DECREASE	\$ 5,600.00
	TOTAL OF DEBITS/CREDITS	\$ 11,808.00	\$ 11,808.00

BUILDING FUND BUDGET AMENDMENTS			
AUGUST 20, 2012			
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
249-371-719-000	PRIOR YEAR MESC BENEFITS	\$ 2,640.00	INCREASE

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249-371-801-000	PROFESSIONALSERVICES	\$ 1,000.00	INCREASE
249-371-727-000	OFFICE SUPPLIES	\$ 200.00	INCREASE
249-371-851-000	INSUR AND BONDS	DECREASE	\$ 300.00
249-371-860-000	TRANSPORTATION	\$ 900.00	INCREASE
249-371-954-000	EQUIP RENTAL	\$ 300.00	INCREASE
249-000-699-025	APPROP FROM RESERVES	INCREASE	\$ 4,740.00
	TOTAL OF DEBITS/CREDITS	\$ 5,040.00	\$ 5,040.00

Ayes: McFarlane, McKinney, Phillips, Caviston, Green, Lewis, Williams

Nays: None

Absent: None

The motion carried.

11. PAYMENT OF BILLS

It was moved by McKinney, seconded by Caviston, that the bills be paid as submitted in the following amounts: Law -\$6,345.90; for a total of \$6,345.90. Further, that the Record of Disbursements be received.

The motion carried by a unanimous voice vote.

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12. PLEAS AND PETITION

There were none.

13. ADJOURNMENT

It was moved by Caviston, seconded by McKinney, that the meeting be adjourned. The motion carried by a voice vote and the meeting adjourned at 8:00 p.m.

Respectfully submitted,

David Phillips, Clerk

William McFarlane, Supervisor