

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
MARCH 20, 2017  
ADOPTED MINUTES  
PAGE 1**

**1. CALL TO ORDER**

The regular meeting of the Superior Charter Township Board was called to order by the Supervisor Ken Schwartz at 7:02 p.m. on March 20, 2017 at the Superior Township Hall, 3040 North Prospect, Superior Township, Michigan.

**2. PLEDGE OF ALLEGIANCE**

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

**3. ROLL CALL**

The members present were Ken Schwartz, Lynette Findley, Rodrick Green, Lisa Lewis, Nancy Caviston and Alex Williams.

Absent: Brenda McKinney

**4. ADOPTION OF AGENDA**

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

The motion carried by unanimous vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF MARCH 20, 2017**

It was moved by Caviston supported by Green, to approve the minutes of the regular Board meeting of March 20, 2017 as presented.

The motion carried by unanimous vote.

**6. CITIZEN PARTICIPATION**

Trustee Caviston stated she was without power for eight days after the windstorm. She gave kudos to DTE who worked around the clock. Our Fire Department also worked and Supervisor Schwartz went on runs with them. Chief Chervette said they went on 35 runs and that Prospect Rd. had to be closed down for four days.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
MARCH 20, 2017  
ADOPTED MINUTES  
PAGE 2**

**7. PRESENTATIONS AND PUBLIC HEARINGS**

None

**8. REPORTS**

**A. SUPERVISOR REPORT**

Supervisor Schwartz reported on the following:

- Fairfax Manor promissory notes and mortgages will be auctioned on April 19, 2017. Those interested can make only one bid (cannot bid-up on the property). If interested, the highest bidder has 72 hours to bring paperwork to HUD. Will have a new owner by June. The property debt is \$6.2 million. The facility will once again be utilized for memory care and adult assisted living. The new owner will have to invest at least a million in the property.
- The tree pruning on Panama was approved and completed before the windstorm. Received two phone calls wanting to thank the board.
- Prospect Pointe West will be on the Planning Commission agenda this week. Only two lots left in Prospect Pointe.
- The Board of Review (BOR) approved 12 veteran exemptions at 100 percent which came off the tax roll for homestead only.
- Mr. McTavish purchased the remaining lots in Brookside. He sold the 1 lot to daughter and son-in-law. They have applied for building permit for one home and plan to live in the house when completed.
- Road Commission will replace the Cherry Hill and the Geddes Road bridges this summer.
- Supervisor Schwartz and Clerk Findley met with County Commissioner Michelle Deatrack earlier today. Supervisor Schwartz updated Commissioner Deatrack regarding initiatives in Superior Township. He included the update on the connecting communities program started by County Parks. He hopes to receive funding to create a non-motorized trail on Prospect Road over a newly acquired easement. Commissioner Deatrack was very impressed with the developments in the urban service district of Superior Township, while preserving land in the rural. She stated we could serve as a model Township.
- Don Staebler passed away in a nursing home in Pennsylvania. He was a 106 years old. His life estate will be turned over to Washtenaw County Parks. They plan to construct a Michigan Folks Skill School at the Staebler property and Jason Gold will be the dean of the school.
- Dixboro Village Green, a non-profit is proposing to build a pavilion. The Township will submit an application to receive the Community Tourism Action Plan (CTAP) grant to assist with funding for the project. The project will have to go the Dixboro Review Board.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
MARCH 20, 2017  
ADOPTED MINUTES  
PAGE 3**

- The work is complete on the new branch library. It is a lot safer now as it relates to space utilization. There are a total of seven computers. Book orders can be made from this facility.
- A total of 88 new single home building permits were issued in Superior Township in 2016 with an estimated cost of construction over \$25,000,000.

**B. DEPARTMENT REPORTS: BUILDING DEPARTMENT, FIRE DEPARTMENT, ORDINANCE OFFICER REPORT, PARKS COMMISSION MINUTES, SHERIFF'S REPORT**

It was moved by Caviston supported by Green, that the Superior Township Board to receive all reports.

The motion carried by unanimous vote.

**9. COMMUNICATIONS**

**A. ANNUAL EASTER EGG HUNT, APRIL 8, 2017, 11:00AM at FIREMAN'S PARK**

Supervisor Schwartz reminded everyone about the upcoming Easter Egg Hunt on Saturday, April 8, 11:00 a.m. at Fireman's Park.

**B. ELLEN KURATH – PESTICIDES in GROUND WATER**

Ellen Kurath submitted a communication regarding the effect of pesticides on the water cycle.

It was moved by Green supported by Lewis, to receive the Communications report as presented.

The motion carried by unanimous vote.

**10. UNFINISHED BUSINESS**

None

**11. NEW BUSINESS**

**A. RESOLUTION 2017-07 AUTHORIZING the PURCHASE of SOFTWARE LICENSE and SERVICES AGREEMENT**

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
MARCH 20, 2017  
ADOPTED MINUTES  
PAGE 4**

Supervisor Schwartz explained the benefits of the Lucity utility software. Lucity will replace all the utility maintenance software currently in use at the township. Everyone working for Utilities will receive a tablet. Need a motion to approve resolution pending attorney's review. Supervisor Schwartz and Treasurer McKinney attended the Lucity demonstration. Ninety percent of the cost is covered by the SAW grant. The Township will only pay ten percent of the \$46,700.00 purchase price. We will have a final report on the SAW grant from OHM. We should discuss if we need a special session of the Board because the report must be completed by May 8, 2017.

The following resolution was moved by Williams supported by Caviston, to approve Resolution 2017-07 as presented.

**CHARTER TOWNSHIP OF SUPERIOR  
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
SOFTWARE LICENSE AND SERVICES AGREEMENT**

**Resolution Number: 2017-07**

**March 20, 2017**

**WHEREAS**, In April 2014 the Superior Township Board accepted a Sanitary Asset Management (SAW) grant from the Department of Environmental Quality; and,

**WHEREAS**, the SAW grants pays for 90% of approved purchases to implement the Sanitary Asset Management system; and

**WHEREAS**, the utility department has identified the need for a software to create work orders, monitor activities, inventory and incorporate GIS data; and,

**NOW THEREFORE BE IT RESOLVED** that the Superior Township Board of Trustees authorizes the administrative staff to execute a purchase order with Lucity Inc. for a software system to replace and upgrade our current utility software system in the amount of \$18,500.00, professional services in the amount of \$24,500.00, and annual software support in the amount of \$3,700.00; for a total of \$46,700.00; 90% of the total costs is reimbursable through the SAW grant, and to be funded from the Capital Reserve Funds of the utility budget.

**CERTIFICATION STATEMENT**

I, Lynette Findley, 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

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
MARCH 20, 2017  
ADOPTED MINUTES  
PAGE 5**

adopted at a regular meeting of the Superior Charter Township Board held on March 20, 2017 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

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Lynette Findley, Township Clerk

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Date Certified

Roll Call vote:

Ayes: Green, Caviston, Schwartz, Findley, Lewis, Williams

Nays: None

Absent: McKinney

Resolution 2017-07 carried by unanimous vote.

**B. MOTION to ACCEPT THE PATHWAY EASEMENT to PROSPECT & BERKSHIRE**

Supervisor Schwartz instructed OHM and Attorney Fred Lucas to draft an easement across the parcels owned by Fairfax Manor for use as a non-motorized trail. The easement documents were executed by Rex Lanyi. The total cost for surveying and legal drafting is approximately \$2,500.00. Established easements are typically a required conditional for grant funding by the Washtenaw County Connecting Communities Project. Applications for non-motorized trail projects are due on August 3, 2017.

The following motion was moved by Lewis supported by Green, to approve the motion as presented.

The motion carried by unanimous vote.

**C. RESOLUTION 2017-08 AUTHORIZING the LEASE of a UTILITY BILL FOLDING MACHINE**

Supervisor Schwartz stated Resolution 2017-08 would stop the hand-sealing and stamping of thousands of water bills sent to our customers. The lease of this equipment will allow sorting, stuffing and stamping within a timely manner instead of the usual six hours spent by all staff. The lease would also include one year of maintenance. Trustee Lewis stated “what took us so long to come into the 21<sup>st</sup> century.” She gave kudos to Mary Burton for coming up with the idea.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
MARCH 20, 2017  
ADOPTED MINUTES  
PAGE 6**

The following resolution was moved by Caviston supported by Green, to approve the Resolution 2017-08 as presented.

**CHARTER TOWNSHIP OF SUPERIOR  
WASHTENAW COUNTY, MICHIGAN  
  
RESOLUTION AUTHORIZING THE LEASE OF  
A UTILITY BILL FOLDING MACHINE**

**Resolution Number: 2017-08**

**March 20, 2017**

**WHEREAS**, In February 2017 the Superior Township Board ratified the hiring of Mary Burton as utility office manager; and,

**WHEREAS**, as a function of management it is proposed to lease for 5 years a paper folding envelop stuffing machine to alleviate many wasted hours having the utility staff folder and insert paper into envelopes taking as many as six hours with all personnel involved ; and

**WHEREAS**, the cost of the lease is \$289.15 per month with a total lease costs, including a maintenance contract, \$15,909.00; and,

**NOW THEREFORE BE IT RESOLVED** that the Superior Township Board of Trustees authorizes the administrative staff to execute a purchase order with Neopost USA for the above described folding equipment to replace manual folding in the amount of \$15,909.00, and to be funded from the Capital Reserve Funds of the utility budget.

**CERTIFICATION STATEMENT**

I, Lynette Findley, 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 March 20, 2017 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

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Lynette Findley, Township Clerk

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Date Certified

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
MARCH 20, 2017  
ADOPTED MINUTES  
PAGE 7**

The resolution carried by unanimous vote.

**D. CLOSED SESSION for SBA OFFER**

Supervisor Schwartz asked Clerk Findley to take a roll call vote to go into closed session pursuant to MCL 15.268(8) (d).

Lewis made a motion to go into closed session supported, by Caviston.

Roll Call vote:

Ayes: Caviston, Schwartz, Findley, Green, Lewis, Williams

Nays: None

Absent: McKinney

The Board went into closed session which started at 7:49 p.m.

It was moved by Green supported by Caviston to end the closed session.

The motion carried by unanimous vote.

Closed session ended at 8:11 p.m.

Supervisor Schwartz reopened regular board meeting at 8:12 p.m. and asked for a motion to approve the minutes from the closed session dated March 20, 2017.

The motion was moved by Green supported by Caviston to approve the minutes from the closed session.

The motion carried by unanimous vote.

**12. BILLS for PAYMENT and RECORD of DISBURSEMENTS**

It was moved by Caviston supported by Lewis, to receive bills for payment and record of disbursements in the amount of \$859,929.28.

The motion carried by unanimous vote.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
MARCH 20, 2017  
ADOPTED MINUTES  
PAGE 8**

**13. PLEAS and PETITIONS**

- Board will have a work session to receive a presentation by OHM on April 4, 2017 at 6:00 p.m. Clerk Findley will send out an agenda.

**14. ADJOURNMENT**

It was moved by Green supported by Caviston, that the meeting be adjourned.

The motion carried and the meeting adjourned at 8:19 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor