

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
SEPTEMBER 15, 2014  
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 Kenneth Schwartz at 7:30 p.m. on September 15, 2014, at the Superior Township Hall, 3040 North Prospect, Ypsilanti, Michigan.

**2. PLEDGE OF ALLEGIANCE**

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

**3. ROLL CALL**

The members present were Ken Schwartz, David Phillips, Brenda McKinney, Nancy Caviston, Lisa Lewis and Alex Williams. Trustee Rodrick Green was absent.

**4. ADOPTION OF AGENDA**

It was moved by Caviston seconded by Green, to adopt the agenda as presented, except for the removal of Utility Department Report under item 7(c.) Reports.

The motion carried by unanimous voice vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF AUGUST 18, 2014**

It was moved by McKinney, seconded by Caviston, to approve the minutes of the regular Board meeting of August 18, 2014, as presented.

The motion carried by a unanimous voice vote.

**6. CITIZEN PARTICIPATION**

**A. CITIZEN COMMENTS**

Ellen Kurath commented that power outages are due to tree branches hitting the power lines and that it is important to keep the area underneath the lines cleared. She was also concerned about the electric companies using herbicide to clear under the lines.

**7. REPORTS**

**A. SUPERVISOR REPORT**

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Supervisor Schwartz reported on the following: The Road Commission has started the paving of Manchester, Nottingham and Devon Streets. The Road Commission will also be placing 3,000 tons of limestone on Township roads over the next week or two. On Wednesday evening, the Washtenaw County Board of Commissioners will be addressing Public Act 283, which would result in a levy of up to one mill for road repairs in the County. Residents are invited to address the BOC's to express their opinion about the tax increase. The Utility Department Admin building parking lot has been re-paved and it a very good job. Work on the 2015 Budget continues. Supervisor Schwartz is proposing to increase the rate for General Fund Operating back to the full 0.8192 mills. He said this will increase revenue to the Township by about \$150,000 and he proposes to use the additional funds for roads, re-paving the Township Hall parking lot and paying down the debt on the MERS defined benefit retirement fund. Washtenaw County recently informed the Township that it was expecting the Township to pay \$10,000 per year towards the operation and maintenance of the Huron Valley Humane Society (HVHS) and animal control. Board members requested information on the services provided by the HVHS and County animal control.

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

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

The motion carried by a unanimous voice vote.

**C. UTILITY DEPARTMENT FINANCIAL REPORTS PERIOD ENDING JULY 31, 2014**

It was moved by McKinney, seconded by Lewis, for the Board to accept the Utility Department Financial Reports for the period ending July 31, 2014.

The motion carried by a unanimous voice vote.

**8. COMMUNICATIONS**

**A. COMMITTEE TO PROMOTE SUPERIOR TOWNSHIP ANNUAL REPORT**

Brenda Baker, Chairperson of the Committee to Promote Superior Township (CPST), made a presentation to the Board about the activities and accomplishments of the CPST during the past

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year. This included adding several new places to the “Superior Places”, which currently number 25; participated in the Township’s Superior Day event; organized a very successful blood drive; maintained the bulletin board space at the Superior Township branch of the Ypsilanti District Library. Board members complimented Ms. Baker and other CPST volunteers for the work they do to promote and improve the Township.

It was moved by McKinney, seconded by Lewis, for the Board to receive the annual report from the Committee to Promote Superior Township.

**9. UNFINISHED BUSINESS**

There was no unfinished business.

**10. NEW BUSINESS**

**A. RESOLUTION 2014-44, TOWNSHIP CREDIT CARDS**

Board members had concerns that that proposed Resolution 2014-44 was not comprehensive enough to protect the Township. They requested that the resolution be improved and brought back before the Board.

It was moved by McKinney, seconded by Williams, that the Board postpone action on the following resolution until the meeting of October 20, 2014.

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

**RESOLUTION AUTHORIZING THE ISSUANCE OF A SUPERIOR TOWNSHIP  
CREDIT CARD FOR USE BY TOWNSHIP OFFICIALS AND CERTAIN EMPLOYEES  
AND ESTABLISHING A CREDIT CARD POLICY**

**Resolution Number: 2014-44**

**Date: September 15, 2014**

**WHEREAS, Public Act 266 of 1995 authorizes a 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, and**

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**WHEREAS**, the Superior Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

**THEREFORE BE IT RESOLVED**, that the following policy shall govern the use of township credit cards:

(A) The Township Treasurer is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(B) The following department directors, and elected officials, and/or their designees, are approved to be issued township credit cards for making purchases:

1. Assessing
2. Building
3. Fire Department/Fire Chief
4. Parks and Recreation
5. Utility Department
6. Township Supervisor, Clerk, Treasurer

(C) The use of credit card is limited to the following circumstances:

1. Employees and officials identified in paragraph (B) are approved to use township credit cards to make purchases
2. Employees and officials identified in paragraph (B) are authorized to approve employees under their supervision to use township credit cards to make purchases
3. All purchases must be in compliance with Policy 03.01.001, Purchasing Policy of the Adopted Policies of the Superior Township Board of Trustees.

(D) Township officials and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the appropriate department director or the

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Township Bookkeeper for regular processing as an account payable. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction and the official business that required the transaction. Vouchers shall also include a statement why a credit card slip was not obtained.

(E) An official or employee who is issued or is using a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Township Treasurer shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(F) An official or employee issued a credit card shall return the credit card to Township Treasurer upon termination of his or her employment or service with the township.

(G) The Township Treasurer shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each 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. This action may be delegated to the Township Bookkeeper.

The Township Bookkeeper or Utility Department Accountant shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

(H) The Township shall not approve a payment to the entity issuing the credit cards until all transactions have been verified, including the approval of all transaction invoices if issued.

(I) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

(J) Officials and employees who use a township credit card in a manner contrary to this policy

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may be subject to disciplinary action, which may include but is not limited to the following, as deemed appropriate by the township board:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the township for unauthorized expenditures.

Ayes: Phillips, Caviston, Lewis, Williams, Schwartz, McKinney

Nays: None

Absent: Green

The motion carried by unanimous voice vote.

**B. RESOLUTION 2014-45, AMEND RATES, FEES AND CHARGES RELATED TO SEWER AND WATER SERVICES PROVIDED BY THE TOWNSHIP'S UTILITY DEPARTMENT**

In a Memo dated September 15, 2014, Keith Lockie, Utility Director, explained that the Ypsilanti Utilities Authority (YCUA), which is one of their suppliers, raised their rates to the Township for water and sewer. He recommended the Board adopt the provided resolution to pass on these increases to the residents who received their water/sewer services from Superior Township Utilities through YCUA.

The following resolution was moved by McKinney, seconded by Caviston:

SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
September 15, 2014  
Resolution 2014-45

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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 15th of September 2014, at 7:30 p.m. Eastern Standard Time, the following resolution was offered by and supported by

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

WHEREAS, the Ypsilanti Community Utilities Authority has increased the charge for water by 4.9% and for sewer by 4.6%, and

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

WHEREAS, after an analysis of the effect of the new charges for water and sewer, it was determined that it would be adequate to increase our water rates by 3.5% and our sewer rates by 0%, 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;

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 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](http://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, said rate changes shall be effective immediately upon publication thereof.

## **SCHEDULE A**

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

RESOLUTION ADOPTED FEBRUARY 27, 1996 AND AS AMENDED THROUGH SEPTEMBER 15, 2014, SCHEDULE OF RATES, FEES AND CHARGES RELATED TO SEWER AND WATER SERVICES PROVIDED BY THE TOWNSHIP'S UTILITY DEPARTMENT.

**Service Rates:**

- A. Water and sewer (including wastewater treatment) rates for Township customers served from the Ypsilanti Community Utilities Authority.

Effective September 15, 2014

Water	\$4.65 per 100 cubic feet
Minimum quarterly billing	\$46.50 (1000 cubic feet)

Effective September 15, 2014

Sewer	\$3.216 per 100 cubic feet
Minimum quarterly billing	\$32.16 (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.

Ayes: Schwartz, Phillips, McKinney, Caviston, Lewis, Williams, Schwartz, Phillips

Nays: None

Absent: Green

The motion carried. The resolution was approved.

**C. STREETLIGHT ASSESMENT**



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In a memo dated September 15, 2014, Nancy Mason, Township Bookkeeper, provided the Annual Streetlight Assessment Roll to the Township Board.

It was moved by McKinney, seconded by Caviston, for the Board to approve the Annual Streetlight Assessment Roll.

Ayes: Phillips, McKinney, Caviston, Lewis, Williams, Schwartz

Nays: None

Absent: Green

The motion carried.

**D. APPEAL OF SOLICITOR'S LICENSE APPLICATION**

Mr. Jimmie Mack Jr. addressed the Board to appeal the denial of his solicitor's license application. He requested that his application for a solicitor's license be approved. He said that made some dumb mistakes in his younger years, which included felony convictions for drugs and firearms that resulted in his doing two year in prison. He said he has not been in trouble since 2005 and that he became involved with the church and has been a licensed minister for 8 ½ years. He has a tax preparation business and a media business. He wants to sell ice cream, candy and other snack foods out of a truck. He said he is approved to sell ice cream in the City of Ypsilanti. Board members had concerns about Mr. Mack's residence, as the Post Office and apartment management indicated he did not reside at the address on MacArthur Blvd. that he provided on his application. Board members suggested he obtain more character references and re-apply next year.

It was moved by Schwartz, seconded by McKinney, for the Board to deny Mr. Mack's appeal at this time but suggest that he return after the first of the year to reapply.

Ayes: McKinney, Caviston, Lewis, Williams, Schwartz, Phillips

Nays: None

Absent: Green

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The motion carried.

**11. PAYMENT OF BILLS**

It was moved by Caviston, seconded by Phillips to approve the Bills for Payment in the amount of \$7,271.00 for the Utility Department and that the Record of Disbursements be received.

The motion carried by a unanimous voice vote.

**12. PLEAS AND PETITION**

There were none.

**13. ADJOURNMENT**

It was moved by Caviston, seconded by Green, that the meeting be adjourned. The motion carried by a voice vote and the meeting adjourned at 9:05 p.m.

Respectfully submitted,

David Phillips, Clerk

Kenneth Schwartz, Supervisor