

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 21, 2017
ADOPTED MINUTES
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1. CALL TO ORDER

The regular meeting of the Charter Township of Superior Board was called to order by the Supervisor Ken Schwartz at 7:01 p.m. on August 21, 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 Nancy Caviston, Lynette Findley, Rodrick Green, Lisa Lewis, Ken Schwartz and Alex Williams.

Absent: Brenda McKinney

4. ADOPTION OF AGENDA

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

The motion carried by unanimous vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF JULY 17, 2017

It was moved by Green, supported by Caviston, to approve the minutes of the regular Board meeting of July 17, 2017 as presented.

The motion carried by unanimous vote.

6. CITIZEN PARTICIPATION

Attorney Craig Aronoff with the Cannabis Legal Group in Royal Oak, MI represented homeowner/business owner Michael Phillips regarding his interest in obtaining a medical cannabis growers and processing license. They are not interested in a dispensary license. He referenced the Medical Marihuana Facilities Licensing Act of 2016 that states that the township has the option to opt in or out on its own and decide for itself what type of licenses it will provide for the community. The plant can be used as a medicine that is not smoked and more than 50% of medicine produced does not intoxicate the user. Presently there is only homegrown medical cannabis and there has not been a financial incentive for people to invest in the machines

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and mechanisms to create a better product. The act allows for licenses for people who make the proper types of investments to provide that medicinal product.

Michael Phillips, a real estate broker with RE/MAX out of Dearborn, owns 8.5 acres of zoned A-1 agricultural land and is seeking, along with three business partners, a growers and processing cannabis license. They are in the final stages of putting together their business and site plans. The facility would be state of the art and wouldn't be visible from the road. Seventy percent of the facility would be underground. They hope to get on the agenda in the next few months to present their plans to the township. They cannot seek a license with the state of Michigan unless the township approves.

7. PRESENTATIONS AND PUBLIC HEARINGS

None

8. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following:

- Supervisor Schwartz has been meeting with various attorneys and representatives of people who want to grow medicinal cannabis in the township. It has been an active conversation for at least three months. The Medical Marijuana Facilities Licensing Act of 2016 signed in December by Governor Snyder allows the township to grant the land use, not the licenses, for various grow licenses, processing and transport and dispensaries. Lansing grants the licenses. If the township does nothing there can be no cannabis production of any kind in the township. He has discussed this with Fred Lucas, township attorney, and Supervisor Schwartz's main concern is that if the township granted the land for a grow license or a dispensary would the township have to identify a particular parcel or would we identify a classification of properties. If we authorized A-1 or A-2 then anyone would be eligible. He asked for the officials to get back to him in the next couple of weeks regarding whether they would be interested in a work session on the issue. If no one is interested in the workshop then there is no need to move forward with the issue. Supervisor Schwartz is agnostic at this point. He is neither for nor against granting land usage. In regard to a dispensary, Supervisor Schwartz feels that the only place that would be a good fit would be Dixboro. He doesn't know how well it will go over in Dixboro. He has written a short paper which he will send to the officials that lays out what authority the township has under the act. If the board is interested in the issue he will call Fred Lucas in for a work session or a 15-20 minute presentation.
- In late July the Dixboro Design Review Board met and the home at Plymouth and Short was presented to be rezoned, by the new site plan, from residential to a building

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center office structure. RFC Planning, LLC, who sold Roger Monk's/Lord Fox to Sava Farah (SavCo Hospitality), closed on the property at 5263 Plymouth which was approved to be a Bed & Breakfast. They are going to move their offices from the temporary building in the parking lot of Roger Monk's/Lord Fox to that structure this month. They will be attending the August 23 Planning Commission meeting. The Dixboro Design Review Board asked them not to expand the parking area in the structure itself. The overriding consensus from the residents of Dixboro was to not perform any major landscaping other than around the house because there is already a significant number of mature trees that are there already and the master plan says for Dixboro to have a park like atmosphere. RFC Planning, LLC are talking about granting to the township a private easement along Short Street. They would construct an extra lane of road along Short Street on their property and forgo expanding the parking on their property. They are not changing the structure except for changing out a 30" front door for a 36" front door and they are installing a cement ramp in the front and a small sign will be added.

- The master plan for the Staebler Park Farm was up before the Washtenaw County Parks & Recreation Commission. Supervisor Schwartz, Clerk Findley and Treasurer McKinney attended to support the project. There were some township residents there who didn't oppose it, but wanted to make sure the project did not negatively infringe upon the neighborhood. They were assured that the plan that was presented would have minimal impact to the perimeter of the property. The park commission also approved the folk skills lease. There will be a 3000 ft. building constructed near Don Staebler's old house. Jason Gold will have his folk skills school there. That will start in the next year or so. He will teach blacksmithing, glassblowing, soap making, etc. Lou Ferris was in attendance as well. He wants to place half of his Piedmontese herd out to pasture on 119 acres north of Vreeland and when they get ready for slaughter he would donate the beef to organizations such as Food Gatherers.
- Mr. Peatry, the ordinance officer, is still out nursing a broken ankle. In his absence the township is handling ordinance complaints as they come in.
- The preliminary budget will be passed out at the September meeting. The department heads will turn in their budgets to Keith Lockie in the next two weeks. The township will set the truth and taxation hearing and budget hearing for October.

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

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

The motion carried by unanimous vote.

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C. UTILITY DEPARTMENT FINANCIAL REPORTS PERIOD ENDING JUNE 30, 2017

It was moved by Green, supported by Caviston, to receive the Utility Department Financial reports Period Ending June 30, 2017.

The motion carried by unanimous vote.

D. FINANCIAL REPORTS, ALL FUNDS as of JUNE 30, 2017

It was moved by Caviston, supported by Green, to receive the Financial Reports, All Funds as of June 30, 2017.

The motion carried by unanimous vote.

E. CONTROLLER'S REPORT, 2ND QUARTER

It was moved by Lewis, supported by Caviston, to receive the Controller's Reports, 2nd Quarter.

The motion carried by unanimous vote.

9. COMMUNICATIONS

A. None

10. UNFINISHED BUSINESS

A. None

11. NEW BUSINESS

A. WATS ANNUAL MEMBERSHIP DUES

The following motion was moved by Caviston, supported by Lewis, to approve the WATS Annual Membership Dues for 2018 in the amount of \$1,000.00.

The motion carried by unanimous vote.

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B. WASHTENAW COUNTY CLEAN-UP DAY SPONSORSHIP

The following motion was moved by Caviston, supported by Williams, to approve the Washtenaw County Clean-Up Day Sponsorship in the amount of \$3,000.00.

The motion carried by unanimous vote.

C. RESOLUTION 2017-25, YCUA WATER RATE INCREASE

Supervisor Schwartz stated that YCUA would like to take a water rate increase in the amount of 3.3%.

The following resolution was moved by Caviston, supported by Green:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION AMENDING THE RATES, FEES AND CHARGES RELATED TO
SEWER AND WATER SERVICES PROVIDED BY THE TOWNSHIP'S UTILITY
DEPARTMENT**

Resolution Number: 2017-25

AUGUST 21, 2017

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 3.3% and for sewer by 0%, 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 3.3% 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;

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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.superiortownship.org – with notice of such in *The Ann Arbor News*, 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.

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

Nays: None

The motion carried by unanimous vote.

D. RESOLUTION 2017-26, AUTHORIZING the APPROVAL OF RICKEY HARDING as INTERIM MAINTENANCE SUPERVISOR and TEMPORARY EMPLOYMENT of JEFF CASTRO, DIRECTOR of YCUA

Robert Blanton, the township's licensed drinking water operator, retired on July 31, 2017. Supervisor Schwartz stated that the township was without an operator with an S-1 or S-2 license for the facility. Supervisor Schwartz contacted YCUA and Jeffrey Castro offered to be our licensed operator with approval from Michigan Department of Environmental Quality (MDEQ). Rickey Harding, who has an S-4 license, will be the back-up operator.

This is a temporary situation as Rickey will take the S-2 operator's license exam again in November. If he passes and does well over the next two months he may be promoted to the position permanently. The township is looking to promote from within. If Rickey does not pass the exam the township will look elsewhere to fill the position.

- Trustee Lewis questioned Supervisor Schwartz's statement that Jeffrey volunteered for the position and Supervisor Schwartz clarified that he volunteered to work the position for pay. She also questioned Jeffrey working without a contract as well as whether there was a conflict of interest as he will be on both YCUA's and the township's payroll. Supervisor Schwartz said that there could have been a conflict if there had been a contract. Trustee Lewis asked if this would be a mentorship situation between Jeffrey and Rickey. Supervisor Schwartz stated that the township has to have an operator with an S-2 license by law. He stated that he wasn't able to find another operator with an S-2 license to replace Robert immediately. The idea is to work with Rickey to get him up to

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an S-2 and if he performs well over the next couple of months he will have an opportunity for that particular position. Rickey has not been promised anything. With Jeffrey's 33 years of experience, Supervisor Schwartz is hoping Jeffrey will be a mentor to Rickey.

- Clerk Findley expressed concern that Jeffrey would be working without a contract. MDEQ policy states that Jeffrey is supposed to supervise Rickey. She questions how Jeffrey can work full-time for YCUA and perform his duties for the township when we don't know the hours he will be working for us and if those hours will be in conflict with his YCUA schedule. She also stated that Jeffrey, being director of YCUA, assigns our water rates and is going to be on the township payroll. Clerk Findley questioned if there may have been a less expensive candidate with an S-1 license whose hours wouldn't be in conflict with their day job. Trustee Caviston asked Clerk Findley what she would suggest we should do as a solution. Clerk Findley stated that in interim operations policies and procedures, it states that if the Officer in Charge leaves abruptly then you may follow the contingencies for Interim Operation, but Robert didn't leave abruptly, the supervisor did not take the proper steps to secure a replacement for Robert upon his retirement. She suggested that the township enters into a contract to make the hire official and not as a temporary hire that may be in conflict with Jeffrey's hours working for YCUA. Also, according to the operational guidelines the employee should be available 24 hours a day. He should also be available to supervise daily operations. Clerk Findley stated that the township should advertise the position while still working with Jeffrey temporarily while searching for a replacement.
- Supervisor Schwartz stated that he hoped Rickey could become the superintendent as he has nineteen years in the field and twelve years with the township. He stated that temporary employment with Jeffrey was preferable as he would be an at will employee. Jeffrey's employment was cleared through YCUA and that \$350.00 a week was very inexpensive to use an operator's S-1 license. Jeffrey is available 24 hours a day. Supervisor Schwartz consulted with Zachary Tallmadge at MDEQ and he stated that there was no conflict of interest with Jeffrey taking the temporary position. Supervisor Schwartz did not previously advertise the position, but was willing to advertise the position if the board felt that was more appropriate.
- Trustee Caviston suggested that the township add a start and end date for the temporary position to the resolution.
- Clerk Findley stated that at one point Jeffrey was going to leave his job at YCUA to take the position with the township on a permanent basis.
- Trustee Williams added a friendly addendum to the resolution that we advertise the position to be filled around December 1, if Rickey passes the licensing exam and is the best fit he will be promoted to the position, if he doesn't pass the exam, or someone is better suited, the position will be filled by that candidate.

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- Clerk Findley reiterated that it would be a conflict of interest to hire Jeffrey because as YCUA director he issues our water rates and is currently a full-time employee. Supervisor Schwartz felt that there wasn't a conflict due to the water rates being issued by the YCUA board which comes from the Great Lakes Authority. He stated that municipalities share resources at all levels. Clerk Findley questioned why there was not a contract. Keith Lockie, the part-time Controller also expressed concern in an email that there should be a contract. Supervisor Schwartz stated that Keith felt that way before he was informed of all the details. He stated that she could reach out to Fred Lucas and if Fred feels there should be a contract we could draft one for the next board of trustees meeting. Supervisor Schwartz felt that if Jeffrey was an at will employee we could terminate at any time and that if there was a contract it would obligate us to maintain his employment for a specific term.

The following resolution was moved by Caviston, supported by Green, to approve that Jeffrey Castro will be a temporary employee and Rickey Harding will be upgraded to interim maintenance manager with an addendum that we advertise the position to be filled around December 1, if Rickey passes the licensing exam and is the best fit he will be promoted to the position, if he doesn't pass the exam, or someone is better suited, the position will be filled by that candidate:

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

**A RESOLUTION TO APPOINT
PRIMARY AND BACKUP OPERATOR'S FOR THE
SUPERIOR TOWNSHIP UTILITY DEPARTMENT**

Resolution Number: 2017-26

AUGUST 21, 2017

WHEREAS, Superior Township Utility Department is a community based drinking water source regulated by the statute and rules under Act 399 of 1976; and,

WHEREAS, The MDEQ requires the township to operate under a licensed operator with a minimum S-2 license; and,

WHEREAS, the MDEQ requires the township to operate with a backup operator with a minimum S-4 license; and,

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WHEREAS, on August 1, 2017 Robert Blanton, an S-1 licensed operator retired necessitating the appointment of a new operator; and,

WHEREAS, the township Supervisor has temporarily appointed Jeffrey Castro, S-1, as the new operator, and Rickey Harding, S-4, as the new backup operator. This has been expressly approved by Zach Tallmadge, Area Engineer, Drinking Water & Municipal Assistance Division, Michigan Department of Environmental Quality.

NOW THEREFORE, the Superior Township Board approves the temporary hiring of Jeffrey Castro, S-1, as the new operator, at a rate of \$350.00 per week; and approved the appointment of Rickey Harding, S-4, as the new backup operator for the Superior Township Utility Department at the additional rate of \$6.50 per hour.

Ayes: Green, Caviston, Lewis, Schwartz, Williams

Nays: Findley

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 August 21, 2017 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Lynette Findley, Township Clerk

Date Certified

E. RESOLUTION 2017-27, AUTHORIZING the RESCINDING of RESOLUTION 2017-21, PURCHASE NEW SPARE VERITY ELECTION EQUIPMENT and SERVICE AGREEMENT to REPLACE with RESOLUTION 2017-27, AUTHORIZING the PURCHASE NEW SPARE VERITY ELECTION EQUIPMENT and SERVICE AGREEMENT

Clerk Findley explained that this resolution rescinds and replaces resolution 2017-21 as that resolution only authorized 1 year of the 6-10 year service agreement. The board originally authorized a total payment of \$10,146.80 (\$6,332.00 for spare tabulator and equipment in addition to \$3,814.80 for the service and maintenance contract). Resolution 2017-27 authorizes the payment of \$25,406.00 (\$6,332.00 for spare tabulator and

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equipment in addition to \$19,074.00 for the service and maintenance contract for years 6-10).

The following resolution was moved by Caviston, supported by Green:

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

**A RESOLUTION TO PURCHASE NEW SPARE
VERITY ELECTION EQUIPMENT AND SERVICE AGREEMENT**

Resolution Number: 2017-27

AUGUST 21, 2017

WHEREAS, the Charter Township of Superior Board wishes to purchase a new spare tabulator (\$5,000.00), rechargeable battery (\$102.00), charging station (\$185.00), memory card (\$45.00), training and implementation (\$1,000.00) as well as an annual service and maintenance contract (\$22,440.00; \$424.00 for 7 Verity Scan units and 380.00 for 4 Verity Touch Writer w/Access units annually) in years 6-10 to be purchased in conjunction with the new voting system that will be purchased with federal and state grant funding. A 15% discount will be applied to the service and maintenance contract if paid by December 1, 2017 (which would bring the cost to \$19,074.00).

WHEREAS, local funding (Superior Township) will be used to purchase all spare equipment (\$5,332.00), training and implementation (\$1,000.00) and the service and maintenance contract (\$22,440.00; \$19,074.00 with 15% discount applied) described above.

WHEREAS, the Charter Township of Superior plans to begin implementation of the new voting system in November 2017.

WHEREAS, the cost of the total purchase is \$28,772.00 (\$25,406.00 with 15% discount applied); and,

NOW, THEREFORE, BE IT RESOLVED BY THE SUPERIOR TOWNSHIP BOARD OF TRUSTEES THAT:

Section 1. Resolution 2017-21, a resolution adopted by the Superior Township Board of Trustees at a meeting held on June 19, 2017 to authorize the purchase of spare equipment, training and implementation and an annual service and maintenance contract be rescinded in view of the

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fact that the resolution only authorized year 6 of the annual service and maintenance contract at \$4,488.00; (\$3,814.80 with 15% discount applied).

Section 2. The Superior Township Board of Trustees hereby authorizes the administrative staff to execute a purchase order with Hart InterCivic for spare election equipment, training and implementation and a service and maintenance contract in the amount of \$28,772.00 (\$25,406.00 with 15% discount applied) on this twenty-first day of August 2017.

The motion carried by unanimous vote.

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 August 21, 2017 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Lynette Findley, Township Clerk

Date Certified

F. RESOLUTION 2017-28, AUTHORIZING the AMENDMENT to the HEALTH CARE SAVINGS PLAN PARTICIPATION AGREEMENTS with INDIVIDUAL EMPLOYEES

The contract with MERS mandated that after termination or retirement non-union employees hired after November 1, 2011 were required to roll benefit time off into their healthcare savings account (HSA). Employees expressed a desire to have an option to roll the money into their HSA or cash it out. MERS stated that the township would need to have a resolution specifically addressing that issue and giving employees an option to elect to roll the funds into their HSA or cash out.

The following resolution was moved by Green, supported by Caviston:

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WASHTENAW COUNTY, MICHIGAN**

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**A RESOLUTION TO AMEND THE HEALTH CARE SAVINGS PLAN
PARTICIPATION AGREEMENTS WITH INDIVIDUAL EMPLOYEES**

Resolution Number 2017-28

AUGUST 21, 2017

WHEREAS Superior Charter Township non-union employees hired prior to November 1, 2011 are permitted upon termination to elect to have their Benefit Time Off cashed out or they may elect to have the Benefit Time Off deposited into their health care saving account; and

WHEREAS employees hired after November 1, 2011 are a separate and distinct group for purposes of their Benefit Time Off election and shall upon termination have the Benefit Time Off deposited into their individual health care savings account; and,

WHEREAS the Superior Township Board desires to give all non-union employees the right to cash out their Benefit Time Off; and,

NOW, THEREFORE, BE IT RESOLVED that the Superior Township Board desires to give non-union employees hired after 11-1-11 the right to cash out their Benefit Time Off;

BE IT FURTHER RESOLVED that any fulltime employee, upon termination or separation from Superior Township, may elect to roll over any amount of cash owed to the employee for Benefit Time Off into their individual MERS Health Care Savings Plan or to be cashed out.

BE IT FURTHER RESOLVED that the Superior Township Board authorizes the administrative staff to execute any documentation required by MERS to give effect to this resolution.

The motion carried by unanimous vote.

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 August 21, 2017 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Lynette Findley, Township Clerk

Date Certified

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G. RESOLUTION 2017-29, AUTHORIZING the SUPERVISOR to EXECUTE the SALES AGREEMENT CONTRACT BETWEEN SUPERIOR TOWNSHIP and HABITAT FOR HUMANITY HURON VALLEY

This resolution authorizes the officials to enter into a sales agreement with Habitat for Humanity for the property at 9170 Panama. The property was purchased from the Washtenaw County Treasurer's auction. The township has been holding it for Habitat for Humanity until they reduced their inventory. They are now ready to purchase the property.

The following resolution was moved by Caviston, supported by Green:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO AUTHORIZE THE SUPERVISOR
TO EXECUTE THE SALES AGREEMENT CONTRACT BETWEEN SUPERIOR
TOWNSHIP AND HABITAT FOR HUMANITY HURON VALLEY**

Resolution Number: 2017-29

AUGUST 21, 2017

WHEREAS, Superior Township and Habitat for Humanity Huron Valley have agreed in principal for Habitat for Humanity Huron Valley to purchase from Superior Township the real property commonly known as 9170 Panama, Superior Township, MI 48198 and more specifically described as:

Lot 683 Woodland Acres Sub No 8

Tax ID No: J-10-35-372-008

WHEREAS, the Township is authorized by statute to sell real estate pursuant to MCL 42.14; and,

WHEREAS, the township desires to sell 9170 Panama to Habitat for Humanity Huron Valley for restoration as a single family house; and,

WHEREAS, the sale removes a case of blight from the Township and supports and vitalizes the greater Panama Neighborhood.

NOW, THEREFORE, BE IT RESOLVED THAT the Superior Township Board of Trustees authorizes the Superior Township Supervisor to execute the sales agreement between

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Superior Township and Habitat for Humanity Huron Valley upon terms as set forth in the sales agreement.

Roll call: Ayes: Findley, Lewis, Williams, Green, Caviston, Schwartz
Nays: None

The motion carried by unanimous vote.

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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 August 21, 2017 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Lynette Findley, Township Clerk

Date Certified

H. RESOLUTION 2017-30, AUTHORIZING the APPROVAL of RESOLUTION for POLITICAL SUBDIVISION COMERICA BANK

Supervisor Schwartz stated that a J Fund functions like a sweep account and everyday all of the township's excess money is put into a one day market. The interest is paid on that one day and it is rolled over and becomes liquid daily for withdrawal purposes. We would get .93% interest on a J Fund and 1% interest on a CD, but we have to be obligated for a year on the CD. Treasurer McKinney would like to lock in the J Fund because rates are rising. The J Fund pays less than the CD, but it's liquid.

The resolution was moved by Green, supported by Caviston.

The motion carried by unanimous vote.

I. RESOLUTION 2017-31, AUTHORIZING the APPROVAL OF UTILITY BILLING SPECIALIST POSITION (32 HOURS A WEEK)

Supervisor Schwartz turned the floor over to Mary Burton the Utility Department office manager.

Mary stated that the Utility Department was in need of a Billing Specialist due to the customer service counter being opened to the public. It will operate the same hours as the

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drive through. She stated that since the lobby will now be open to the public two staff members should be there at all times for safety purposes. Mary is also the only person doing daily billing. She would like to train someone else so that there is billing coverage in the event of her absence.

The following resolution was moved by Green, supported by Lewis:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO ESTABLISH THE UTILITY BILLING
SPECIALISTS POSITION AND TO HIRE AALEA SKRYCKI**

Resolution Number 2017-31

AUGUST 21, 2017

WHEREAS, the Superior Township Utility Department (STUD) has been served by Aalea Skrycki as a regular part-time employee since 2009; and,

WHEREAS, the Supervisor has requested the STUD office manager to begin a reorganization of the utility administrative office personnel with new job descriptions and duties; and,

WHEREAS, the office manager has identified the need to create the position of Utility Billing Specialist, which shall pay at a range between \$20.00 per hour and \$23.00 per hour, and with duties as set forth in the attachment. This employee shall be part-time working 32 hours per week.

NOW THEREFORE, the Superior Township Board hereby approves the position of Utility Billing Specialist, and hires Aalea Skrycki as the part-time, at-will, Superior Township Utility Billing Specialist at a wage within the range set forth to be determined by the Supervisor and the Utility Office manager.

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

Nays: None

The motion carried by unanimous vote.

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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 August 21, 2017 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Lynette Findley, Township Clerk

Date Certified

J. RESOLUTION 2017-32, AUTHORIZING the APPROVAL of UTILITY OFFICE CLERK (20 HOURS A WEEK)

Supervisor Schwartz turned the floor over to Mary Burton the Utility Department office manager.

Mary stated that the Utility Department was in need of another office clerk that would be a back-up to the current full-time clerk. The position would work from 12:30 pm - 4:30 pm to cover the lunch hour, closing and vacations and would provide an additional layer of security since the customer service counter will be open to the public.

The following resolution was moved by Green, supported by Caviston:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

A RESOLUTION TO ESTABLISH THE UTILITY OFFICE CLERK

Resolution Number 2017-32

AUGUST 21, 2017

WHEREAS, the Supervisor has requested the Superior Township Utility Department (STUD) office manager to begin a reorganization of the utility administrative office personnel with new job descriptions and duties; and,

WHEREAS, the office manager has identified the need to redefine the position of Utility Office Clerk with duties as set forth in the attachment and has determined the need to hire a utility office clerk.

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NOW THEREFORE, the Superior Township Board hereby approves the position of Utility Office Clerk, and authorizes the utility office manager to accept applications for employment. This position shall be advertised as a regular part-time, at-will employee at a wage within the range set forth in the attachment and to be finally determined by the Supervisor and the Utility Office manager based upon the skills of the person hired.

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

Nays: None

The motion carried by unanimous vote.

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 August 21, 2017 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Lynette Findley, Township Clerk

Date Certified

K. DEVELOPMENT AGREEMENT SAINT JOSEPH MERCY HEALTH SYSTEM

Supervisor Schwartz stated that Saint Joseph Mercy Health System would like to construct a 2-story addition and perform renovations to the Cancer Center at Saint Joseph Mercy in Ann Arbor.

It was moved by Green, supported by Caviston to approve the development agreement for Saint Joseph Mercy Health System.

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

Nays: None

The motion carried by unanimous vote.

12. BILLS for PAYMENT and RECORD of DISBURSEMENTS

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It was moved by Caviston, supported by Lewis, to receive bills for payment and record of disbursements in the amount of \$1,255,593.31.

The motion carried by unanimous vote.

13. PLEAS and PETITIONS

Trustee Caviston reminded committee and department heads that newsletter articles are due on September 5, 2017.

14. ADJOURNMENT

The meeting adjourned at 8:31 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor