

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 1**

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 January 22, 2019 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, Lisa Lewis, Brenda McKinney, Ken Schwartz, and Meghan Winslow.

Absent: Alex Williams

4. ADOPTION OF AGENDA

It was moved by McKinney supported by Lewis, to adopt the agenda.

The motion carried by unanimous vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF JANUARY 22, 2019

It was moved by McKinney supported by Findley, to approve the minutes of the regular board meeting of December 17, 2018 as presented.

The motion carried by unanimous vote.

6. CITIZEN PARTICIPATION

A. CITIZEN COMMENTS

- Chief Chevrette introduced three new firefighters as follow: Jonathan Murphy, Lee Rudowski, and Jordan Burns. Rudowski is a Marine Vet and comes from Lincoln Park. Lee is from Garden City, and Jordan is from Salem Township. Supervisor Schwartz advised he is the chair of the Washtenaw Veterans Organization.

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 2**

7. PRESENTATIONS AND PUBLIC HEARINGS

None

8. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following:

- Supervisor Schwartz provided an update of the Gotfredson sewer issue. The proposal by Salem Township is being acted upon under threat of penalty from Schostak Brothers to put in a sewer from M14 and Gotfredson Road all the way to the YUCA Plant in Ypsilanti Township, 10 ½ miles. The plan includes 7 ½ miles through Superior Township. The plans were submitted and approved by the MDEQ. The plan is being held up by the Washtenaw Road Commission because we pointed out to them that the Township in the 1909 highway law passed the consent to a utility from another community going through. The Road Commission seems strong on the hold, and it is expected a lawsuit may follow as a result. The lawsuit will probably be for the Road Commission and may or may not include the Township since we are not withholding. The Township maybe included in a lawsuit from Schostak. The background on the sewer plan includes Salem Township has received \$20 million from the state of Michigan for a grant to put in water and sewage or any kind of infrastructure in their urban service district. Phil Power of the Bridge Magazine was contacted in December by Supervisor Schwartz to look at the grant. The Bridge Magazine wrote two articles concerning this issue which can be viewed at www.bridgemi.com to see how they obtained this money from Lansing. The Plymouth Observer is also writing a story about this. The typical reaction to the story is, there is a problem. Why would Lansing give a private developer \$20 million? The grant is the largest in the entire state for the entire year to develop the water and sewer for a private subdivision. Supervisor Schwartz met with State Representative Ronnie Peterson over the weekend concerning the grant. Representative Peterson is going to meet with the governor briefly on this. Supervisor Schwartz is going to Lansing on January 29th to ask the governor to examine the \$5 million allocation and scale back everything that has not been spent. Gary Whittaker, the Supervisor of Salem Township, came into his office to find an envelope from MEDC with a check for \$5 million indicating sign the contract and return so that another \$5 million can be sent to use on infrastructure in the urban service district. Gary is in a bad position due to lawsuit encounters from Schostak Brothers. The \$20 million is going to a private developer and will not help affordable housing or to abate the current crisis.

CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 3

- Supervisor Schwartz stated the developer Eyde came to the Township last month about developing 650 acres is moving forward. The company has 300 acres in reserves. They are focusing on 55 homes and small commercial development. Supervisor Schwartz asked Ben Carlyle, our planner to complete a summary of everything. The Supervisor received an email from the engineering firm representing Eyde stating they are interested. There will be some serious issues setting on the board's table this year.
- Ricky Harding passed his S2 sanitary license. Ricky has worked in the Township for 16 ½ years. Ricky was an S4 when he took the interim superintendent of utility, which is the lowest license. Ricky has worked very hard to pass S3 and S2. Ricky's mentor has helped, and he has performed well. Ricky and others from our utility department will be coming to make a presentation with what's happening with utilities because the water main replacement project that we authorized OHM to design is going to be complete.
- Supervisor Schwartz spoke to the Bond Council to determine if we should borrow some or pay some for the water main project. The Township has enough money to pay cash for the water main project. The Bond Council will determine if we should include some other items in the proposal around April. Treasurer McKinney asked how much the project will cost. The cost has not been established. However, it should be around a million dollars. Supervisor Schwartz advised the Township does not have to borrow anything. However, there are some capital improvement projects in the future. The first item on the capital improvements project was to take down the old pump station on Geddes Road. The second project is MacArthur. The third project is the pump station on Clark Road which, has deteriorated to the point the bottom of the wet well has rusted out and could go anytime. The Township did buy a backup pump if it fails. The backup pump is in storage and could be switched out fast. The board will address the issue next month. Treasurer McKinney expressed we should consider a bond. Supervisor Schwartz stated the board approved the county buying 55 acres which are going to be Rolling Hills with the expressed promised to reserve one acre for the pump station. Supervisor Schwartz also stated with all the projects if we paid cash we would not have any cash left over. The other projects include at MacArthur putting in detention, a fence, and some asphalt drives to the structures on MacArthur. The projects are roughly a million dollars for the water main itself, and the other projects could be another \$100,000 for the other projects mentioned. It is up in the air how much we will borrow, and we do not have to borrow for the water main projects. Supervisor Schwartz wants to look in the future for the next two years to see what will be needed for the capital equipment projects. It is foreseen to be around \$3 million, including three to five hundred thousand dollars for the Harvest Lane Sewer Operation and the pump station could be \$1.5 million. The Township should be put on the list of DEQ for a revolving fund. Treasurer McKinney stated let's communicate with the banks concerning the best rates. Supervisor Schwartz stated

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 4**

we will also consult with Miller Canfield. There will be a utility presentation next month.

- Supervisor Schwartz stated we seconded Ypsilanti Township's application for a special project for the Community Development Block Grant CDB money that comes from the federal government. They want to retile the floor at the community center. Ten percent of the money is set aside for a project that benefits the region. The question was asked by Urban County if Superior Township is willing to put in any money towards the allocation. Supervisor Schwartz indicated he would bring it to the board. The project must be regional. The pull is from seven or eight zip codes. Ypsilanti Township is number one, and Superior Township is the second largest group in the region. The allocation would come out of our future allocations for 2019. We are going to get \$25,000, and we have about \$60,000. By the end of the year, we have about \$80,000 in grant money available for urban county projects that can only be used in the area south of MacArthur. It goes by census tracks where there are poverty levels, and that is the only area of the Township that meets those goals. Supervisor Schwartz wants to ask the board for \$3500 out of our allocation to apply to the project. Treasurer McKinney stated the floors are not up to par for the seniors or those in wheelchairs who have to move about. The floors need to be retiled. Treasurer McKinney made the motioned to give \$3500 of the Townships funds to Ypsilanti Township Urban County project. The motion was supported by Trustee Lewis. The motion was carried unanimously.
- Supervisor Schwartz stated as part of same Urban County funds Superior Township received a separate grant for trees to be placed on the South side of Stamford between Dawn and MacArthur only where the houses are located. All the houses will be getting street trees. Bad trees will be removed including the stumps. There is no cost to the Township.
- Treasurer McKinney attended the County Parks meeting concerning the county parks skate park that ended at 6:30 pm and updated -that we have a location. We will receive a \$250,000 grant. We will match the grant with another \$250,000 for a total of \$500,000 in County Park funds. Ypsilanti Township will donate the land for the scape park and manage it. The location of the park will be on the corner of Midway and Holmes.
- Clerk Findley introduced the new deputy clerk, Denisa Terrell. Denisa spoke about being eager to apply her skills in the position. She outlined her versatility.

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 5**

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

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

The motion carried by unanimous vote.

9. COMMUNICATIONS

- A.** The Township has received the retirement notice from Captain David Judson. The Captain worked for the Township for 33 years. His last day is the 28th of March. The position will be filled.
- B.** Supervisor Schwartz advised of a memo from Ellen Kurath, an engineer regarding the district library branch. Supervisor Schwartz further stated that there were only good comments concerning the library. The information was passed along to Dan Wissler, the chief architect for the project. On January 9th we had an open house at the township hall for the library. We received intake from the community about the library. There were about twenty-five people that were enthusiastic about the new resources. The property will be rezoned for public service and will go to the planning commission this month. There is a sign for public notice, and the public hearing is January 23, 2019. The rezoning will be back to the board in April. The next step will be site plan approval. The hope is to start construction of the library by September. Supervisor Schwartz is excited about the increase in property value the library will bring. Sandy Lopez, asked if the Township will buy two acres. Supervisor Schwartz responded that the library would be on the agenda again in February to consider. Supervisor Schwartz asked for the motion to receive Ellen Kurath communication.

It was moved by McKinney supported by Lewis, to receive the memo from Ellen Kurath.

The motion carried by unanimous vote.

10. UNFINISHED BUSINESS

- A.** None

It was moved by McKinney supported by Lewis, there was no unfinished business.

The motion carried by unanimous vote.

11. NEW BUSINESS

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 6**

A. RESOLUTION 2019-01, POVERTY EXEMPTIONS for 2019

Supervisor Schwartz stated the poverty exemption for the township allows a larger income. Saxon Lee from the assessing department was asked to speak about the poverty standard guidelines to have property taxes reduced. Saxon advised the poverty guidelines were outdated five years. The federal government sets the guidelines by the size of the family. Saxon advised in 2018 guidelines were overhauled. The Township established guidelines to meet the state standards and if the applicant turns in all necessary documents, the rate can be poverty exemptions up to 100%. Supervisor Schwartz stated we do have a higher standard for the poverty exemptions based on income level than the federal government. An example of the federal government guidelines include one person is \$12,000 annually and the township has the standard for one person of \$22,000 annual income. Schwartz called to question the standards of poverty exemptions for 2019 guidelines.

The following resolution was moved by McKinney, supported by Caviston.

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

**A RESOLUTION APPROVING 2019 POVERTY EXEMPTION GUIDELINE FOR THE TAX
BOARD REVIEW**

RESOLUTION NUMBER: 2019-01

DATE: JANUARY 22, 2019

WHEREAS, the adoption of guidelines for poverty exemptions is to be set from time to time by the Township Board; and,

WHEREAS, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and,

WHEREAS, pursuant to PA 390 of 1994, the Charter Township of Superior, Washtenaw County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

**CHARTER TOWNSHIP OF SUPERIOR BOARD
 REGULAR MEETING
 JANUARY 22, 2019
 ADOPTED MINUTES
 PAGE 7**

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body
- 7) Providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 8) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence as revised.

Annual Allowable Income for 2019 Assessments

Number of Persons Residing Township	Federal Poverty Guidelines	Superior
<u>in the Principal Residence</u>	<u>Annual allowable income</u>	<u>Annual</u>
<u>allowable income</u>		

1 Person	\$12,140	\$22,000
2 Persons	\$16,460	\$27,000

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 8**

3 Persons	\$20,780	\$32,000
4 Persons	\$25,100	\$37,000
5 Persons	\$29,420	\$42,000
6 Persons	\$33,740	\$47,000
7 Persons	\$38,060	\$52,000
8 Persons	\$42,380	\$57,000
For each additional person	\$4,320 per person	\$5,000

NOW THEREFORE BE IT RESOLVED: that the supervisor/assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

The resolution 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 January 22, 2019 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

Please see attached scanned Superior Charter Township Poverty Exemption Application

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 9**

B. RESOLUTION 2019-02, 2019 HEALTH CARE SPENDING PLAN

Supervisor Schwartz stated there was one change to the HCSP. An employee came to Supervisor Schwartz and Nancy Mason and asked if he could take what was put into the Township HCSP account and place into a retirement account.

The following resolution was moved by McKinney, supported by Caviston.

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

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

RESOLUTION NUMBER: 2019-02

DATE: JANUARY 22, 2019

WHEREAS Superior Charter Township employees hired prior to November 1, 2011 are permitted to request the Superior Township Board to amend their MERS Health Care Savings Plan Participation Agreement (HCSP) once per calendar year; and

WHEREAS the following employees hired prior to November 1, 2011 have requested a change in the amount they contribute to their HCSP for fiscal 2019 heretofore;

2019 HEALTH OPTION CHANGES

NAME	DIVISION NUMBER		New Rate
Pierce, Lance	300490	Fire Union Health Option #1	0%

NOW, THEREFORE, BE IT RESOLVED that a new MERS Health Care Savings Plan Participation Agreement be created for each above employees with the employee contribution rates for 2019 as indicated above, with all other provisions of their current existing MERS Health Care Savings Plan Participation Agreement to remain the same;

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 10**

BE IT FURTHER RESOLVED that any fulltime employee, upon termination or separation from Superior Township, may elect roll over any amount of cash owed to the employee into their individual MERS Health Care Savings Plan by virtue of any unpaid regular pay, unpaid overtime pay, unpaid education pay, unpaid longevity pay, unpaid vacation pay, unpaid sick time pay and unpaid personal time pay.

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 January 22, 2019 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

C. RESOLUTION 2019-03, GRANT THE POSITION OF ASSISTANT ASSESSOR A RAISE

Supervisor Schwartz stated Saxon Lee is qualified to complete the townships tax assessments. Saxon went to Calvin College and will be speaking to a counselor concerning entering EMU graduate program for public administration. Saxon currently is an appraiser and can do everything short of total equalization. Upon approval of the resolution, Saxon's job description will be updated to include more duties that a level 3 can do. Trustee Caviston stated that she did not believe an increase of \$1.16 is enough. Trustee Caviston also stated if you are going to give Saxon additional tasks the pay increase should be more. Supervisor Schwartz stated for this payroll we will give a 5% increase. The board can review the revised job responsibilities in the future to determine the merits of the increase. Saxon has proven his value to the township.

The following resolution was moved by McKinney, supported by Lewis.

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

A RESOLUTION TO GRANT THE POSITION OF ASSISTANT ASSESSOR A RAISE

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 11**

RESOLUTION NUMBER; 2019-03

DATE; JANUARY 22, 2019

WHEREAS, the Superior Township Assessors Department has administratively reorganized to prepare for the landmark Michigan Audit of Minimum Assessing Requirements (AMAR) which is a new requirement that will happen in 2019; an audit of the entire assessing department from simple data entry to finalized taxable value for the entire tax roll as equalized; and,

WHEREAS, Saxon Lee has been employed by the township since June of 2017 and has passed his level one, level two and now his level three assessing examinations; and, consequently can begin to address more complex assessing issues for the township and to prepare the township for the AMAR; and,

WHEREAS, the demand for assessing officers of level three and level four throughout the State of Michigan and locally is forcing up the wages of these positions to unprecedented heights and the number of individuals interested in entering the field is very low causing a sharp increase in demand for competent assessing officers; and,

WHEREAS, finding competent help in the assessing field is increasingly more difficult and it is incumbent for the township to maintain its staff in this department. Saxon Lee currently earns a wage of \$23.39 per hour.

NOW THEREFORE, the Superior Township Board hereby approves a wage increase for the position of Assistant Assessor by 5% effective on the next pay cycle which equates to a wage of \$24.55 per hour; and,

BE IT FURTHER RESOLVED, that the duties of the assistant assessor be administratively revised to include duties that are consistent with a level three certification.

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 January 22, 2019 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

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 12**

The motion carried by unanimous vote.

D. RESOLUTION 2019-04, RECLASSIFY LAURA BENNETT FROM TEMPORARY PART-TIME TO PERMANENT PART-TIME

Supervisor Schwartz stated the last resolution is to reclassify Laura Bennett from temporary part-time to permanent part-time. Laura hired in as full time back in October of 2016 in the building department and did a great job. Laura went on maternity leave in September of 2017. Laura has her master's degree in public administration from Central Michigan. Laura will work twenty hours a week and have two days personal time a year. Laura will also receive some vacation time as permanent part-time. Laura does not get benefits as temporary part-time. She does everything that we ask. Laura will also take over the web. Laura was trained by Paula Jefferson and Laura will not charge for the additional work. Clerk Findley stated that Laura is a phenomenal individual, however has concerns about some of the responsibilities in the resolution. Clerk Findley also stated, the current deputy clerk is a capable person with degrees including her master's degree and almost Ph.D. Deputy Clerk Terrell is able to continue the website and has made changes on the website already. Clerk Findley and Trustee Winslow requested a closed session to discuss further. Supervisor Schwartz stated he wanted to put everything on the record. Supervisor Schwartz stated while on vacation there was a need to put tax information on the website. Laura was added at that time. When Jeff at JCM was called to find out who was authorized to have access to the web, Jeff explained that Paula Jefferson, David Phillips, Laura, and Saxon. Jeff was advised to close access to Paula Jefferson and David Phillips. Lynette had to been working under the access of Dave or Paula. Jeff was advised to add access for Ken, Brenda, and Lynette. Jeff was also advised that training would be needed for the three individuals. Lynette was working under the employee's access. Clerk Lynette advised that Schwartz statement was untrue. The call was made again for a closed session based on page 56 of MTA's Authorities & Responsivities Book, referencing the Open Meetings Act. The guidelines for a closed session was read by Trustee Caviston. Clerk Lynette read exception one which includes dismissal, suspension or to hear complaints or charge brought against or consider periodic personnel evaluation. Closed session motioned by Findley and supported by Trustee Winslow. Roll Call vote taken for Closed Session

Roll call

Ayes: Winslow, Caviston, Findley, Lewis

Nays: McKinney, Schwartz

Absent: Williams

Closed session began at 8:07

Reconvened at 8:21pm.

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 13**

The following resolution was moved by McKinney supported by Caviston.

Supervisor Schwartz stated Laura will be the overall web manager, but anyone from Brenda's office, Lynette's office, or Ken's office can have direct access under their own authorization to put anything on the website. Caviston stated that the Supervisor will be the primary contact person

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

A RESOLUTION TO RECLASSIFY LAURA BENNETT FROM TEMPORARY PART-TIME TO PERMANENT PART-TIME

RESOLUTION NUMBER: 2019-04

DATE: JANUARY 22, 2019

WHEREAS: Laura Bennett was Hired by Superior Township on October 10, 2016 as an assistant to the building department and general receptionist; and,

WHEREAS: Laura Bennett performed all her duties with distinction, and accomplished many tasks outside of the building department befitting a person with a master's degree in public administration; and,

WHEREAS: Laura Bennett took maternity leave in September 2017 and remained on staff as a temporary part-time employee working as the planning department's assistant responsible for tracking all planning commission activities, communications, development issues, the minutes and notes for the planning commission and associated website work. She currently works approximately 16-20 hours per week; and,

WHEREAS: Laura Bennett has demonstrated her value to the township by taking on additional duties and projects such as state mandated Michigan State Treasury dash board (which must be maintained to receive state statutory revenue sharing), and she can help all departments including the Supervisor, Treasure, and Clerk's office; and,

WHEREAS: the township needs a website manager and Laura has agreed to perform the work without any additional pay and is already trained to work the township website,

NOW THEREFORE, BE IT RESOLVED: the Superior Township Board hereby reclassifies Laura Bennett from temporary part-time to permanent part-time effective with the next pay cycle and delegates to her the following responsibilities and duties:

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 14**

Responsibilities & Duties

1. Works with the Supervisor to develop budget estimates for the annual budget.
2. Monitor the state mandated dashboard and updates as necessary.
3. Maintain current planning department responsibilities including assistance to the township planner and zoning officials.
4. Manage the website for the administrative staff.
5. Works for the Supervisor on special projects.
6. Reports to the Supervisor and more generally to the Board of Trustees.
7. Generate reports for any department within her training and purview.

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 January 22, 2019 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

Ayes: Caviston, Winslow, Schwartz, McKinney, Lewis

Nays: Findley

Absent: Williams

.
The motion carried.

12. BILLS for PAYMENT and RECORD of DISBURSEMENTS

It was moved by Winslow, supported by Caviston to receive bills for payment and record of disbursements.

The motion carried by unanimous vote.

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 22, 2019
ADOPTED MINUTES
PAGE 15**

13. PLEAS and PETITIONS

Clerk Findley stated she wanted the audience to know that she has been dealing with issues concerning Supervisor Schwartz and Treasurer McKinney. Clerk Findley stated professionally she has been alienated against by Supervisor Schwartz and Treasurer McKinney and not by the board. There was nothing wrong with the website being in the Clerk's office. The alienation has also extended into the office and is the result of bringing to the board's attention issues concerning the Supervisor and the Treasurer. Clerk Findley shared that the Supervisor stated by her actions of bringing issues to the board, that there would be repercussions. The work environment is hostile and the board does not see the hostility in the work environment. The Clerk is being sabotaged, alienated, and isolated. The information about the toxic work environment has been presented before. Previous employees have said they were being discriminated against because they have brought issues to the board. The toxic environment exists even for elected individuals that bring issues to the board. Trustee Caviston wanted to make clear that the concerns were not with the Trustees? Clerk Findley stated, yes you are right Nancy, they are not with the Trustees.

Supervisor Schwartz states he would like one example of that. June 19, 2017 a resolution was passed to give Paula Jefferson the webmaster responsibility and to give her more money. The responsibility was never ran through the clerk's office. The resolution 2017-23 says the website is a responsibility of the board and not the clerk's office. Clerk Findley stated her documentation to the board outlines the toxic environment.

14. ADJOURNMENT

It was moved by Calviston supported by Winlow, that the meeting be adjourned. The motion carried and the meeting adjourned at 8:37p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor