

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
APRIL 15, 2019  
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 7:00 p.m. on April 15, 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, Alex Williams.

Absent: Meghan Winslow

**4. ADOPTION OF AGENDA**

It was moved by Lewis, supported by McKinney, to adopt the agenda with moving the resolution to promote Jeffery Kujawa first.

The motion carried by unanimous vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF MARCH 18, 2019**

It was moved by Williams, supported by Lewis, to approve the minutes of the regular Board meeting of March 18, 2019, as presented.

The motion carried by unanimous vote.

**6. CITIZEN PARTICIPATION**

- John Nydam introduced himself. He lives at 7379 Warren Road. John expressed his concerns with R & L Trucking ignoring load limits and causing damage to the roads recently repaired. He requested that signs are posted with load limitations and that tickets are given when those limitations are ignored. Supervisor Schwartz advised the Township does not enforce seasonal load limits. He explained that the information will be shared with both the road commission and the sheriff department.

Mr. Nydam also inquired about the project at Roger Monk's because all of the signs are down. Supervisor Schwartz explained there are some development issues with rain and

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the road commission. Sandy Lopez advised Mr. Nydam to write a letter to express his concerns to R & L Trucking.

- Ihab Ismail introduced himself as a neighbor who has lived in the community for the past 20 years. He explained that his children were born and raised in the community. The sports project came out of a need from going to different sports facilities with his children. The proposed facility will be a venue in which children can participate in various sports including soccer. The parents can walk, participate in sports, or socialize with other parents. The facility will be located at M-14 and Plymouth Road on 40 acres of land. Mr. Ismail indicated there will be a public hearing on the 24<sup>th</sup> of April at 7:00 p.m.

**7. PRESENTATIONS AND PUBLIC HEARINGS**

None

**8. REPORTS**

**A. SUPERVISOR REPORT**

Supervisor Schwartz reported on the following:

- He received a call from Chris Kolb, concerning the Salem Sewer. They are looking at alternatives for sewer capacities. The governor does not want to spend the money. The previous governor allowed the \$20,000,000 with no strings attached deal. The project will cost \$34,000,000 and no one knows where the balance of the money will come from. No Superior Township resident would be able to connect into the sewer line and if there were an incident the township could incur a cost to repair the line.
- The trees were removed on the hill as part of an agreement the Township has with Redwood. The stumps and roots will be removed. The Township may have a proposal to plant some sugar maples to have a sugar grove in the future.
- The pavilion work has started. Cap and steps will be poured in preparation for movie night on July 13, 2019, sponsored by Parks and Recreations.
- The Dixboro House project has been placed on hold. The Township did everything possible to aid in completing the project. The Washtenaw County Water Resource Department's \$500,000 payment requirement had a substantial impact on the budget. The project is currently in neutral.
- There is a proposed Harvest Lane blocked party. Paula Jefferson will provide additional information to the board in May in order to draft a resolution for a road closure on August 24 from 11-4 pm. We will then have to obtain permission from the Road Commission to block off the street by July. There are few details available. Treasurer McKinney will be working on the block party committee and will update the board with information as it becomes available.

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- Judicial Cleanup updates include: The property owner at 10940 Cherry Hill Road failed to comply with the judicial cleanup. The Township is taking the owner back to court for contempt and do the cleanup ourselves. The owner of 9400 Geddes in front of the manufactured housing community has until June 2 to comply with clean up. The family of Mr. Burley who passed away asked for assistance by allowing additional time to clean up this summer. The Township will allow the additional time.
- Supervisor Schwartz and Treasurer McKinney attended Staebler Park's County Parks Commission Board meeting. The Folks School made a presentation on the outbuilding. The woodshop is now functional. Anyone interested in woodwork and stain glass may now inquire on classes. The park website provides information on upcoming events.
- There were approximately 20 residents at the meeting that live on Frains Lake. They expressed concerns that they do not want a boat launch. There will probably be a path that will allow people to walk and look at the shoreline. There are provisions that would prevent a boat launch. The County Parks did indicate they are not considering a beach because there is a wetland. The boundaries are not defined which would cause enforcement issues. Treasurer McKinney indicated over the winter there were people ice fishing which sparked concerns. She will attend a meeting with County Parks to establish rules. She will bring information back to inform at the May board meeting.
- Sue Shink is trying to create some interest to possibly move the Nanry Douglas House to establish a museum. The Township owns 1.75 acres not far from the current location. If there were a finance plan the Board of Trustees could consider the house being placed there.

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

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

The motion carried by unanimous vote.

**9. COMMUNICATIONS**

- A.** Fire Chief Chevrette shared a letter from a resident who expressed her appreciation for the assistance received with her parents from firefighters Radowski and Pritula. Trustee Lewis indicated she knows the resident that sent the letter. The expression of her appreciation was greater than what was expressed in the letter. She specified that she was overwhelmed with the level of care and compassion shown by the firefighters.

It was moved by Caviston, supported by Lewis, to receive a letter of commendation.

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The motion carried by unanimous vote.

**10. UNFINISHED BUSINESS**

**A. ORDINANCE 174-22, REZONING AGRICULTURAL DISTRICT TO PUBLIC/ SEMI PUBLIC SERVICES DISTRICT (PSP)**

Ordinance 174-22 is for the rezoning of the library property to Public/Semi-Public Services District (PSP). This is the second reading and adoption if approved. The library has a successful millage and will be placed on 2 to 2.5 acres of property that belongs to the Township. Supervisor Schwartz has a scheduled meeting with Washtenaw County Road Commission to address an issue. When the issues are resolved it will allow groundbreaking to start in September.

It was moved by Williams, supported by Caviston, to adopt ordinance 174-22.

**Roll call**

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

Nays: 0

Absent: Winslow

The motion carried by unanimous vote.

**11. NEW BUSINESS**

**A. RESOLUTION 2019-17, PROMOTE OF FIREFIGHTER JEFFERY KUJAWA**

Supervisor Schwartz asked Fire Chief Chevrette to share how Jeffrey Kujawa became eligible for a promotion to Captain. Chief Chevrette stated, that Jeff has been with the department for several years. He indicated he has several accomplishments including a degree in fire science, he is on the Washtenaw County Technical Rescue Team, he is a team leader for the Water Rescue Unit, and is instrumental in the infant child seat inspections. Jeff also passed both the written test and oral board interviews. Supervisor Schwartz emphasized the testing was conducted by an outside organization called EMPCO Inc. Chief Chevrette recommended the promotion of Jeffery Kujawa to Captain.

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

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

**A RESOLUTION TO PROMOTE  
FIREFIGHTER JEFFERY KUJAWA TO FIRE CAPTAIN**

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**RESOLUTION NUMBER: 2019-17**

**DATE: APRIL 15, 2019**

**WHEREAS**, there is a vacancy in Superior Township Fire Department as a result of the retirement of Captain Dave Judson.

**WHEREAS**, The Superior Township Fire Chief, Victor Chevrette, has recommended the Board of Trustees appoint Firefighter, Jeffery Kujawa to Fire Captain.

**WHEREAS**, Firefighter Jeffery Kujawa has passed both the written test and oral board interviews conducted by EMPCO Inc., a Michigan based company specializing in testing services for public safety and municipal government agencies.

**NOW THEREFORE BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves the appointment of Firefighter Jeffery Kujawa to the position of Fire Captain.

**Roll call**

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

Nays: 0

Absent: Winslow

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 April 15, 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

- B.** Supervisor Schwartz explained the Transient and Amusement Enterprises activity permit application for Dixboro Village Green is reviewed and considered annually. The motion to approve the permit for Transient and Amusement Enterprises was carried by unanimously.

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**C. RESOLUTION 2019-10, THE PURCHASE OF A NEW MAINTENANCE SERVICE TRUCK FOR THE UTILITY DEPARTMENT**

Supervisor Schwartz explained approximately a year ago a truck was stolen. The Township received \$11,000 from the insurance company. The trucks for the utility department are 2002 and 2003. The department is short one vehicle. The Township received \$750,000 in revenue. The audit completion shows the Township is doing well. It is proposed to purchase a 2019 Ford F250 regular cab with a service body, crane, and snow plow for \$69,576.00.

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

**CHARTER TOWNSHIP OF SUPERIOR  
BOARD OF TRUSTEES**

**A RESOLUTION TO APPROVE THE PURCHASE OF A  
NEW MAINTENANCE SERVICE TRUCK FOR THE UTILITY DEPARTMENT**

**RESOLUTION NUMBER: 2019-10**

**DATE: APRIL 15, 2019**

**WHEREAS**, The Charter Township of Superior is in need of a vehicle to accommodate the various responsibilities within the township that require transportation; and,

**WHEREAS**, The Charter Township of Superior Building Department Director has received a quote from Signature Ford, under the State of Michigan MIDeal program, to purchase a 2019 Ford F250 Regular Cab 4X4 Pickup with Service Body, Crane, and Snow Plow; and,

**WHEREAS**, the base price plus recommended options totals \$69,576.00; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves the purchase of a 2019 Ford F250 Regular Cab 4X4 Pickup with Service Body, Crane, and Snow Plow in the amount of \$69,576.00.

**Roll call**

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

Nays: 0

Absent: Winslow

The resolution carried by unanimous vote.

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**CERTIFICATION STATEMENT**

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Lynette Findley, Township Clerk

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Date Certified

**D. RESOLUTION 2019-11, ACCEPT PHASE II OAKBROOK SUBDIVISION FIRE  
HYDRANT REPLACEMENT**

Supervisor Schwartz explained the Phase II Oakbrook Fire Hydrant Replacement is a result of the SAW Grant. The older hydrants that need to be replaced have been identified. The cost to replace eight fire hydrants each is \$4240.50. The total cost is \$33,924.

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

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

**A RESOLUTION TO ACCEPT PHASE II OAKBROOK SUBDIVISION FIRE  
HYDRANT REPLACEMENT FROM FTL CONSTRUCTION INC.**

**RESOLUTION NUMBER: 2019-11**

**DATE: APRIL 15, 2019**

**WHEREAS,** There are eight hydrants in the Oakbrook subdivision that need to be replaced and,

**WHEREAS,** there are several factors why the replacement is needed including:

1. Current hydrants sit too low to the ground and are not up to current 18" fire code.
2. When snow is plowed, they become snow covered and are difficult to locate.
3. To rebuild or raise the fire hydrants is more costly than replacement.
4. Service parts are difficult to locate and obtain

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**WHEREAS**, we have received a bid from FTL Construction Inc. to complete the work for the eight fire hydrants in the Oakbrook subdivision at a cost of \$4240.50 for each hydrant for a total of \$33,924.

**NOW, THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves the contract from FTL Construction Inc. in the amount of \$33,924 to replace eight fire hydrants.

The resolution carried by unanimous vote.

**CERTIFICATION STATEMENT**

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\_\_\_\_\_  
Lynette Findley, Township Clerk

\_\_\_\_\_  
Date Certified

**E. RESOLUTION 2019-12, APPROVE A PROPOSAL TO PURCHASE SECURITY CAMERAS FOR THE UTILITY BOOSTER STATION**

Supervisor Schwartz explained the resolution to install cameras for the utility booster station will help prevent unauthorized access that could cause a lot of damage.

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

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

**A RESOLUTION TO APPROVE A PROPOSAL TO PURCHASE SECURITY  
CAMERAS FOR THE UTILITY BOOSTER STATION**

**RESOLUTION NUMBER: 2019-12**

**DATE: APRIL 15, 2019**

**WHEREAS**, the Superior Township Utility Department owns the water booster station located at the corner of LeForge and Clark Roads; and,



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**WHEREAS**, the booster station controls water delivery, at correct pressures, to a large part of the township; and,

**WHEREAS**, the security of this asset is of high importance and should be secured to a reasonable degree; and,

**WHEREAS**, security cameras will be a deterrent to trespassing and vandalism; and in the event of unforeseen harm to the station can offer evidence to identify the persons and/or discover important information about failure at the station.

**WHEREAS**, the Superior Township Utility Department received a bid from Holman Surveillance Systems LLC for security cameras and appurtenances in the amount of \$4,680.00; and,

**WHEREAS**, Holman Surveillance Systems LLC has performed prior work for the township.

**NOW, THEREFORE BE IT RESOLVED**, that the Superior Township Board of Trustees accepts the bid as presented from Holman Surveillance Systems LLC in an amount not to exceed \$4,680.00 unless necessary for an unforeseen issue, in which case the additional costs shall be reported to the Board of Trustees.

The resolution carried by unanimous vote.

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\_\_\_\_\_  
Date Certified

**F. RESOLUTION 2019-13, APPROVAL TO ENTER INTO A STREET-SIDE MAINTENANCE AGREEMENT**

Supervisor Schwartz stated the resolution to approve the street side maintenance agreement includes a 4% raise over last year. Mr. Butler does an excellent job.

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

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**A RESOLUTION FOR APPROVAL TO ENTER INTO A STREET-SIDE  
MAINTENANCE AGREEMENT WITH MR. BUTLER FOR THE OAKBROOK AND  
WASHINGTON SQUARE SUBDIVISION COMMON AREAS**

**RESOLUTION NUMBER: 2019-13**

**DATE: APRIL 15, 2019**

**WHEREAS**, Superior Charter Township is a Michigan municipal corporation that provides public services to residents of Superior Charter Township, and

**WHEREAS**, a Special Assessment District was created to provide funding for street-side maintenance in the Oakbrook and Washington Square subdivisions located in the Township, which includes cutting the grass and other maintenance of the common areas, and

**WHEREAS**, the Township Board has the responsibility to approve, execute and administer agreements to provide for such street-side maintenance, and

**WHEREAS**, Mr. Robert Lee Butler has worked as an independent contractor for the Township for many years, and

**WHEREAS**, the Township has been extremely satisfied with the performance of Mr. Butler;

**NOW, THEREFORE BE IT RESOLVED:** that the Superior Township Board approves the Agreement for 2019 with Mr. Robert Lee Butler for side-street maintenance in an amount not to exceed \$21,365.35 and authorizes the Township Supervisor to sign the Agreement, and that the cost of this agreement is to be taken from the Side Street Maintenance Fund, G.L. Account

The resolution carried by unanimous vote.

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Lynette Findley, Township Clerk

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Date Certified

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**G. RESOLUTION 2019-14, ACCEPT BID FROM HUTCH PAVING FOR SEAL CRACK**

Supervisor Schwartz explained the resolution the contract for Hutch Paving is for seal crack In the Pinnacle Properties. The roads are in good condition but, will require the crack repairs.

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

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

**A RESOLUTION TO ACCEPT BID FROM  
HUTCH PAVING FOR SEAL CRACK FOR  
SHEFFIELD, STAMFORD, AND ARDMOOR ROADS**

**RESOLUTION NUMBER: 2019-14**

**DATE: APRIL 15, 2019**

**WHEREAS**, Sheffield, Stamford, and Ardmoor roads are in Superior Township and in need of repair; and,

**WHEREAS**, Sheffield, Stamford, and Ardmoor roads are in fair to good condition and not yet deteriorated and can be rehabilitated with an application of crack seal;

**WHEREAS**, to crack seal Sheffield, Stamford and Ardmoor roads will lengthen the useful life of the roads and lower costs for the Township in the long run;

**WHEREAS**, Hutch Paving will crack seal the existing surface for \$2,280.00.

**NOW, THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves Hutch Paving to crack seal Sheffield, Stamford and Ardmoor roads in the total amount of \$2,280.00 payable from the general fund line item 101-446-866-000, roads.

The motion carried by unanimous vote.

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Lynette Findley, Township Clerk

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Date Certified

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**H. RESOLUTION 2019-15, AGREEMENT BETWEEN SUPERIOR TOWNSHIP AND  
THE WASHTENAW COUNTY ROAD COMMISSION**

Supervisor Schwartz stated the resolution is to approve the first and second agreements for the Washtenaw County Road Commission road improvements. The road improvements include Joy Road, Curtis, and Gotfredson. The project is more than \$100,000, however, the Township matches were applied to leave the Township with a cost of \$48,000.

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

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO APPROVE AN AGREEMENT BETWEEN  
SUPERIOR TOWNSHIP AND THE WASHTENAW COUNTY ROAD COMMISSION  
FOR 2019 ROAD IMPROVEMENTS**

**RESOLUTION NUMBER: 2019-15**

**DATE: APRIL 15, 2019**

**THIS AGREEMENT** made and entered into this 15<sup>th</sup> day of April 2019 by and between the Board of Superior Charter Township (the “Township”) and the Board of Washtenaw County Road Commissioners (the “Road Commission”).

**WHEREAS**, both parties desire improvements of local roads located within Superior Township; and

**WHEREAS** included within their 2019 Annual Meeting report, the Road Commission has provided the Township with a list of proposed road improvement; and

**WHEREAS**, the Township has historically contributed funds to the Road Commission for improvement of the local roads; and

**NOW, THEREFORE**, the Township approves the Road Commission to complete following road improvement projects in 2019:

1. DUST CONTROL, work to include placement of three (3) solid applications of contract brine on all certified local gravel/limestone roads within the township.

**Estimated project cost: \$38,996.94**

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2. JOY ROAD, CURTIS ROAD, TO GOTFREDSON ROAD: Work to include heavy brushing, tree cutting, ditching, culvert installation, roadside berm removal, shaping the existing surface, and the application of 6" (C.I.P.) of 23a limestone.

**Estimated project cost: \$ 48,150.00**

**NOW, THEREFORE BE IT RESOLVED**, the township approves the Superior Township Supervisor to sign the necessary agreements to secure funds for the road improvements that will be debited from G.L. 466-866.

The resolution carried by unanimous vote.

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Lynette Findley, Township Clerk

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**I. RESOLUTION 2019-16, AUTHORIZING REMOTE DEPOSIT CHECK RETENTION**

Supervisor Schwartz stated the resolution for remote deposit check will be presented by Treasurer McKinney. She explained that remote deposition takes place with Chase Bank. Checks will be kept for 30 days. Treasurer McKinney request the Board of Trustees approve the process to destroy the checks.

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

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

**A RESOLUTION AUTHORIZING REMOTE  
DEPOSIT CHECK RETENTION**

**RESOLUTION: NUMBER: 2019-16**

**DATE: APRIL 15, 2019**

**WHEREAS**, Superior Charter Township is now using remote deposit capture with Chase Bank. Received checks are scanned for deposit at the Township Administrative offices, and do

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not need to be taken to the bank. Chase Bank requires that the physical checks be retained in a secure location for thirty days before being securely destroyed.

**WHEREAS**, the Superior Charter Township Treasurer has adopted a policy to retain the physical copies for sixty days before destruction. Checks that were remotely deposited are kept under lock and key in the Treasurer's Office until they are destroyed.

**WHEREAS**, destruction will be accomplished by shredding and will be witnessed by at least one township employee.

**WHEREAS**, the Treasurer will maintain a file to log the date of destruction, the checks that are being destroyed, and the person to witness the shredding of the checks.

**NOW THEREFORE BE IT RESOLVED**, that the Superior Township Board authorizes the Treasurer to maintain, keep and destroy checks as set forth in this resolution which shall be applicable to all future banks if required by bank rule or other regulation.

The resolution carried by unanimous vote.

**CERTIFICATION STATEMENT**

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

It was moved by Lewis, supported by McKinney to receive bills for payment and record of \$1,444,200.30 disbursements.

The motion carried by unanimous vote.

**13. PLEAS and PETITIONS**

- Ellen Kurath asked about mowers sitting along Dixboro. Supervisor Schwartz explained contractors KBB will be clearing the right-of-ways with three new mowers. They are clearing shoulders and across ditches. The state is also allocating resources to clean up the phragmites.

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- Clerk Findley thanked Trustee Caviston for the outstanding, hard work on completing the newsletter. They both worked a couple of days past midnight to deliver a quality informational resource for the community.

**14. ADJOURNMENT**

It was moved by Caviston, supported by Lewis, that the meeting is adjourned. The motion carried and the meeting adjourned at 8:21 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor