

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 17, 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 June 17, 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 Lynette Findley, Meghan Winslow, Lisa Lewis, Brenda McKinney, Ken Schwartz, and Alex Williams.

Absent: Nancy Caviston

**4. ADOPTION OF AGENDA**

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

The motion carried by unanimous vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF MAY 20, 2019**

It was moved by Lewis supported by McKinney, to approve the minutes of the regular Board meeting of May 20, 2019, as presented.

The motion carried by unanimous vote.

**6. CITIZEN PARTICIPATION**

- Ellen Kurath inquired on the details concerning the Purchase of Development Rights (PDR) presented during the board meeting in May. Supervisor Schwartz advised the ordinance is being researched further to determine if there is a clerk certificate as well as an affidavit which will confirm if the ordinance was published and adopted at a regular board meeting in 2002. There will be more details available concerning the PDR at the next meeting.

**7. PRESENTATIONS AND PUBLIC HEARINGS**

**A. Pfeffer, Hanniford and Palka, CPA's FY 2018 Audit**

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Ken Palka presented the Charter Township of Superior FY2018 audit report. The audit comments were discussed with the officials and it was noted that the trustees should be well informed of findings as well. The following is a list of referenced comments from Mr. Palka:

- Township is operating well.
- The personnel manual should be completed this year. The manual is looked at to compare financial matters to see what should be done according to the Townships established policies. There are items that do not align with policy and procedure that will be identified with the completion of the manual.
- Michigan has passed a new Paid Medical Leave Act that applies if there are at least fifty employees. The Township falls within the category and must adopt sick policies that will keep the Township in compliance within a year. It was advised to check with the Township's attorney to make sure the guidelines are followed.
- The Hyundai fund should be closed down. The money was provided for roads and there is a large amount that should be transferred to the general fund. Nancy Mason advised the funds has been titled as the Geddes Road fund. There should be a resolution or a motion to transfer those funds to the designated fund.
- Safeguard of the Townships data should be reviewed. Currently, the Township has the vendor responsible for the computers. They are allowed access to computers at any time. The vendors should be asked what controls are in place to protect the Township data. Mr. Palka talked with the vendor and was advised that they can supply the controls in place to protect the Township.
- The general fund has just over \$2 million in revenue. Expenditures are just over \$1.9 million. There is a surplus in that fund of \$107,000. The year started with an equity balance of \$2, 352,405. The year finished with a balance of \$ 2,459,000. The Township's financials are in good standing.
- Supervisor Schwartz expressed that the Township has added to every fund balance this year. The Township will be levying an extra 1 mill at the beginning of the summer which will apply a ½ mill for fire and a ½ mill for employees. The Township will have additional expense beyond 2018 because three new firefighters were hired.

Motion to receive the 2018 audit report was moved by McKinney, supported by Lewis.

The motion carried by unanimous vote.

**B. Public Hearing for Draft SRF Project Plan**

Supervisor Schwartz explained that the court reporter was present due to the public hearing requires transcripts to be sent to the state. It was declared at 7:26 p.m. that the

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public hearing opened. Lambrina Tercala, project manager and MacKenzie Johnson from OHM Advisors, facilitated a powerpoint presentation outlining the State Revolving Fund (SRF). Lambrina stated there was a notice published in the Washtenaw Legal News on May 16, 2019, notifying the public of the public hearing. Key components defined in the presentation included the Federal Clean Water Act, the benefit of low-interest loans for projects to improve water, and the jointly administered program that includes Environment, Great Lakes, and Energy (EGLE), and Michigan Municipal Bond Authority (MMBA). Lambrina summarized the planning process along with the three projects to include the Clark Road Pump Station Replacement, Harvest Lane Sewer Rehabilitation, and the Sewer Pipe and Manhole Rehabilitation. It was also explained that a joint resolution is a component of the project plan and will be adopted by the Board of Trustees later in the meeting. The need for the projects was outlined as well as the alignment with the Township master plan. Lambrina also discussed relevant dates of the projects that included February 2016 improvement memorandum, May 2017 wastewater asset management plan, and June 2018 Harvest Lane sanitary sewer condition assessment summary memorandum. Each project scope was outlined and included both positive and negative impacts and the overall project goals. MacKenzie reviewed the six different proposed project alternatives and advised the rehabilitation will be tailored to effectively address each asset, rather than deciding one fix all methodology. The public hearing was opened to comments and questions. Trustee Williams asked the predicted life span of Harvest Lane sewer. The response was approximately 50 years. Trustee Williams followed with an additional question, to get clarity on why the cost for work at MacArthur and Harvest Lane does not reflect as a reduction based on the remaining rehabilitation centers. Lambrina shared, Bakertilly is responsible for the rate methodology and will determine if there will be a rate adjustment after the engineering design is complete. There were no additional comments or questions presented. The public hearing closed at 7:49 p.m.

**8. REPORTS**

**A. SUPERVISOR REPORT**

Supervisor Schwartz reported on the following:

- The Township applied for a commercial driveway permit on Harris Road and as a result, the County Road Commission requested a meeting. The processing has taken longer than previous permits. The Board of Trustees will be informed of the meeting outcome.
- Harvest Lane was milled. The blacktop will be rolled by the end of the week.

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- Supervisor Schwartz, Clerk Findley, and Trustee Lewis attended the grand opening of Vibrant Life on June 6, 2019. There was a live band at the event with food, and good attendance. Senator Stabenow also attended. The buildings are very nice. There are two structures to accommodate 20 patients per building. Many Township families have transferred into the facility due to the convenience of the location.
- The PDR ordinance will be verified and discussed in a future meeting.
- Dixboro House is now under construction. It is a large project. The general contractor anticipates the project completion to occur at the end of the year or early spring.
- The framing has begun at Dixboro Village Green in the pavilion. The beams are beautiful. The roof will be completed by the end of the week. The work completion is expected to be early July.
- Treasurer McKinney did a great job organizing Superior Days on June 8, 2019. McKinney expressed appreciation for the Parks and Recreations workers.
- Sycamore Meadows meter replacement is taken place. The replacement is being paid for by Sycamore Meadows. There are two water feeds that lead to Sycamore. One has been shut down for a defective meter rehabilitation.
- Infinity Homes representative came in to talk about phase II at Woodside. They are not required to come before the Board of Trustees because the plans have already been approved.

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

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

The motion carried by unanimous vote.

**C. UTILITY DEPARTMENT FINANCIAL REPORTS PERIOD ENDING DECEMBER 31, 2018.**

It was moved by Mckinney, supported by Lewis, to receive the Utility Department Financial reports Period Ending December 31, 2018.

The motion carried by unanimous vote.

**D. FINANCIAL REPORT, ALL FUNDS, DECEMBER 31, 2019**

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It was moved by McKinney, supported by Lewis, to receive the Financial Report, December 31, 2018.

Supervisor Schwartz stated the auditor's report shows the Township is in good standing. The conditions were set by the Board of Trustees that provide trust to invest in the community. The Township has experienced consistent growth for the past five years and the Township is outperforming neighboring communities.

The motion carried by unanimous vote.

**9. COMMUNICATIONS**

**A. SUPERIOR TOWNSHIP PARKS & RECREATION COMMISSION**

It was moved by McKinney, support by Winslow to receive the communication from the Superior Township Parks & Recreation Commission.

The motion carried by unanimous vote.

**10. UNFINISHED BUSINESS**

None

**11. NEW BUSINESS**

**A. BUSY BUTLER AGREEMENT**

Supervisor Schwartz explained he reviewed a comparable bid for \$15,000 that is considerably higher from Green Street. Clerk Findley asked if the information was shared with Green Street since they have provided services for the Township for some time and Parks still uses the service. Supervisor Schwartz advised the management has changed and the prices have risen. McKinney stated the services should be paid from the Right Away Fund, not the general fund.

It was moved by McKinney, supported by Lewis, to approve the Busy Butler Agreement.

The motion carried by unanimous vote.

**B. MICHIGAN TOWNSHIPS ASSOCIATION INVOICE**

It was moved by McKinney, supported by Lewis, to approve the Michigan Township Association invoice.

The motion carried by unanimous vote.

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**C. RESOLUTION 2019-20, APPROVE ROAD IMPROVEMENTS IN SUPERIOR TOWNSHIP**

Supervisor Schwartz explained this would be the third agreement with Washtenaw County Road Commission. The agreement is for road improvements from Vreeland Road to Gale Road and adding Rolling Ridge Court. Rolling Ridge Court is in bad condition. The total project cost will be \$84,152.47.

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

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

**A RESOLUTION TO APPROVE ROAD IMPROVEMENTS IN  
SUPERIOR TOWNSHIP BY WASHTENAW COUNTY ROAD COMMISSION**

**RESOLUTION NUMBER: 2019-20**

**DATE: JUNE 17, 2019**

**THIS AGREEMENT** made and entered into this 17<sup>th</sup> day of June 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**, Vreeland Road, Gale Road, and Rollin Ridge Court are in Superior Township and in need of improvements, 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 the following improvement of the local roads:

1. VREELAND ROAD: \$19,800 work to include shaping the existing surface, the application of 6" (C.I.P.) of 23a limestone (approximately 1,900 tons) with associated dust control and project restoration.
2. GALE ROAD: \$9,500 work to include roadside berm removal and associated project restoration.

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3. ROLLING RIDGE COURT: \$45,600 work to include milling the existing pavement, the placement of 3” HMA resurfacing, aggregate shoulders, and associated project restoration.

**Estimated project cost: \$ 84,152.47**

**NOW, THEREFORE BE IT RESOLVED**, the Superior Township Board of Trustees approve the Supervisor to secure funds for the road improvements that will be debited from G.L. 466-866.

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 June 17, 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

**D. RESOLUTION 2019-21, APPROVE A RESOLUTION AUTHORIZING JULY AS  
PARKS & RECREATION MONTH**

Supervisor Schwartz asked Juan Bradford, the administrator of Parks & Recreation to speak about July. Juan shared the National Parks Recreations (NPR) three pillars that include conservation, health and wellness, and social equity. This years theme for July is “Game On”. The resolution will show the Township is committed to the three pillars. The summer program attendance has grown over the past three years. The program started with 20 and advanced to a cap of 50 last year. The attendance this year is 68 and there is a waiting list. When the Superior slots are full individuals are sent to other sites. The camp is for eight weeks. Washtenaw County Parks & Recreation Department is committed to funding the camps.

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

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION AUTHORIZING JULY AS  
PARKS & RECREATION MONTH**

**RESOLUTION NUMBER: 2019-21**

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**DATE: JUNE 17, 2019**

**WHEREAS**, parks and recreation programs are an integral part of communities throughout this country, including the Charter Township of Superior; and

**WHEREAS**, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

**WHEREAS**, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

**WHEREAS**, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction, and retention of businesses, and crime reduction; and

**WHEREAS** parks and recreation areas are fundamental to the environmental well-being of our community; and

**WHEREAS** parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

**WHEREAS** our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS** the U.S. House of Representatives has designated July as Parks and Recreation Month; and

**WHEREAS** the Charter Township of Superior recognizes the benefits derived from parks and recreation resources.

**NOW, THEREFORE, BE IT RESOLVED**, that the Superior Township Board of Trustees, approve July to be recognized as Parks and Recreation Month in the Charter Township of Superior.

The resolution carried by unanimous vote.



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**CERTIFICATION STATEMENT**

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

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

**E. RESOLUTION 2019-22, A RESOLUTION TO APPROVE STATE RECOVERY FUND RATE STUDY**

Supervisor Schwartz stated we do not want to complete a study and place it on a shelf. Treasurer McKinney emphasized that the previous Board of Trustees did a great job managing infrastuctre. The current Board is faced with critical needs and has actively addressed issues including the issues at the pump station.

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

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO APPROVE STATE RECOVERY FUND RATE STUDY**

**RESOLUTION NUMBER: 2019-22**

**DATE: JUNE 17, 2019**

**WHEREAS**, as part of the State Recovery Fund, (SRF) application process EGLE requires a rate study to determine if current utility rates can meet the financial obligation undertaken through the bonding process.

**WHEREAS**, the Township's has secured an engagement letter from Bakertilly Municipal advisors of Lansing, Michigan; and,

**WHEREAS** the Township engaged Bakertilly, then Umbaugh Associates to conduct the rate study for the SAW grant and the advisors are intimately aware of the Superior Township Utility Department financials and are in an excellent position to fulfill this role.

**NOW, THEREFORE BE IT RESOLVED**, that the Superior Township Board of Trustees accepts the letter of engagement from Bakertilly of Lansing, Michigan to provide the township a rate study pursuant to the SRF application process.

The resolution carried by unanimous vote.

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**CERTIFICATION STATEMENT**

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

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

**F. RESOLUTION 2019-23, A RESOLUTION TO APPROVE THE PROPOSED CLARK ROAD PUMP STATION DESIGN**

Supervisor Schwartz, there is a proposal for design services for the pump station and the submission of the final plan is due in November. He also stated the Board will make the decision on how much will be paid with cash or financed. It may be best to finance. The finance amount is only 2%. There may also be an incentive program titled principle forgiveness, which is free funding. Trustee Williams inquired on the quarterly payments. Supervisor Schwartz advised payments will be apart of the rate study.

**Roll call**

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

Nays: 0

Absent: Caviston

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

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO APPROVE THE PROPOSED  
CLARK ROAD PUMP STATION DESIGN**

**RESOLUTION NUMBER: 2019-23**

**DATE: JUNE 17, 2019**

**WHEREAS**, the utility department owns and maintains a sanitary pump station, commonly known as the Clark Road Pump Station; and,

**WHEREAS**, the pump station is located within the Clark Road right of way, has been deemed inadequate, worn out and in need of replacement and,

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**WHEREAS**, the Clark Road Pump Station is subject to numerous breakdowns every year and has reached the end of its useful service life; and,

**WHEREAS**, replacing the Clark Road Pump Station will increase sanitary service reliability.

**NOW THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves the proposed contract with OHM Advisors to collect data and prepare final engineering and design, permitting and other assistance as set forth in the proposal for design engineering services dated June 10, 2019, in the amount of \$169,500.00 to be paid from utility department reserves.

The resolution carried by unanimous vote.

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

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

**G. RESOLUTION 2019-24, A RESOLUTION ADOPTING A FINAL PROJECT PLAN FOR WASTEWATER SYSTEM IMPROVEMENTS AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

Supervisor Schwartz stated this resolution is for the final project plan for wastewater system improvements. It establishes the three projects that the Township wants EGLE to evaluate. The resolution also establishes the Township Supervisor as the representative to sign everything. The resolution will have to be certified by Clerk Findley. The resolution must be delivered to EGLE by the end of the month.

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

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION ADOPTING A FINAL PROJECT PLAN  
FOR WASTEWATER SYSTEM IMPROVEMENTS or  
NPS POLLUTION CONTROL/STORMWATER IMPROVEMENTS AND  
DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

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**RESOLUTION NUMBER: 2019-24**

**DATE: JUNE 17, 2019**

**WHEREAS**, the Charter Township of Superior recognizes the need to make improvements to its existing wastewater collection system; and

**WHEREAS**, the Charter Township of Superior authorized OHM Advisors to prepare a Project Plan, which recommends the construction of the replacement of an existing pump station on Clark Road and rehabilitation of sanitary sewer pipe and manholes; and

**WHEREAS**, said Project Plan was presented at a Public Hearing held on June 17, 2019, and all public comments have been considered and addressed;

**NOW THEREFORE BE IT RESOLVED**, that the Charter Township of Superior formally adopts said Project Plan and agrees to implement the selected alternatives.

- Project 1 – Clark Rd Pump Station Replacement  
(pg. 17) Option 3 - Selected alternative is replacement of the ex-pump station and installation of new pump station with a building enclosure.
- Project 2- Harvest Lane Sewer Rehab  
(pg. 18) Option 1 - Full CIPP lining of sewer
- Project 3 – Select Sewer Pipe & MH Rehab  
(pg. 22) Item D – Combo of Spot Lining, Full Lining, and Other Rehab Methods as Necessary

**BE IT FURTHER RESOLVED**, that the Superior Township Supervisor, a position currently held by Ken Schwartz, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for a revolving fund loan to assist in the implementation of the selected alternative.

The resolution carried by unanimous vote.

**CERTIFICATION STATEMENT**

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Lynette Findley, Township Clerk

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Date Certified

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

It was moved by McKinney, supported by Lewis, to receive bills for payment and record of disbursements in the amount of \$1,882,240.

The motion carried by unanimous vote.

**13. PLEAS and PETITIONS**

None

**14. ADJOURNMENT**

It was moved by Lewis, supported by McKinney, that the meeting be adjourned. The motion carried and the meeting adjourned at 8:26 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor