

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
NOVEMBER 18, 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 November 18, 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 Lisa Lewis, Nancy Caviston, Alex Williams, Lynette Findley, Brenda McKinney, Ken Schwartz, and Meghan Winslow.

4. ADOPTION OF AGENDA

It was moved by Caviston, supported by McKinney, to adopt the agenda with the revision to table K under new business, the ordinance officer salary and expense budget item to the next meeting.

The motion carried by a unanimous voice vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF OCTOBER 21, 2019

It was moved by McKinney, supported by Findley to approve the minutes of the regular Board meeting of October 21, 2019, as presented.

The motion carried by a unanimous voice vote.

6. CITIZEN PARTICIPATION

A. CITIZEN COMMENTS

- Mr. & Mrs. Kenneth Lewis presented they would like to open a karate studio, but they are running into a zoning issue. Supervisor Schwartz advised he would communicate with the zoning official concerning the matter and allow time to research.

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- Sandy Lopez advised yard waste was not picked up. Supervisor Schwartz advised if Republic does not pick up yard waste in the future, forward an email to him. Republic indicated they were driving in rural areas and nothing was found for pick up.

7. PRESENTATIONS AND PUBLIC HEARINGS

None

8. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following:

- A meeting took place with the Townships' healthcare advisors Brown & Brown concerning the 2020 benefit year. Healthcare benefits will remain with Blue Cross Blue Shield. The resolution concerning healthcare will be presented in December.
- Washtenaw County Board of Commissioners will meet in the Township Hall on November 21, 2019, at 6:30 p.m. regarding the renewal of the county ½ mill road tax.
- There will be a meeting over the next couple of weeks concerning the status of removing Cheney School.

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

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

The motion carried by a unanimous voice vote.

C. UTILITY DEPARTMENT FINANCIAL REPORTS PERIOD ENDING SEPTEMBER 30, 2019.

It was moved by Lewis, supported by Caviston, to receive the Utility Department Financial reports Period Ending September 30, 2019.

The motion carried by a unanimous vote.

D. CONTROLLER'S REPORT, 3rd QUARTER, 2019

It was moved by Lewis, supported by Caviston, to receive the Controller's Report, 3rd Quarter, 2019 report.

The motion carried by a unanimous vote.

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9. COMMUNICATIONS

- A. It was moved by McKinney, supported by Winslow, to receive the letter of retirement from David Buterbaugh and the letter of support to acquire the development rights for the property on Vreeland from Robert Muise.

The motion carried by a unanimous vote.

10. UNFINISHED BUSINESS

None

11. NEW BUSINESS

**A. RESOLUTION 2019-47, AFFIRMING THE SALARIES OF ALL
NON-UNION EMPLOYEES OF SUPERIOR TOWNSHIP FOR THE 2020 BUDGET**

Supervisor Schwartz explained resolutions 2019-47 through 51 are annual salary resolutions. Trustee Williams indicated he would like to look at the salaries of similar offices as a comparison as salaries have gone up 3%. Supervisor Schwartz indicated he would forward a comparison completed by Michael Moran from Ann Arbor Charter Township. The following resolution was moved by Winslow, supported by Caviston.

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION AFFIRMING THE SALARIES OF ALL NON-UNION EMPLOYEES OF
SUPERIOR TOWNSHIP FOR THE 2020 BUDGET**

RESOLUTION NUMBER: 2019-47

DATE: NOVEMBER 18, 2019

WHEREAS: the Superior Charter Township Board of Trustees approved the 2020 budgets for all funds on October 21, 2019; and

WHEREAS: the Board of Trustees did not specifically designate the compensation for the full-time and part-time Township employees and

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WHEREAS: the Township auditors have requested that the compensation for the employees be approved by the Board of Trustees by resolution; and

WHEREAS: the residents of Superior Township continue to receive service that reflects positively on the employees, officials, and trustees of the Township,

NOW THEREFORE BE IT RESOLVED: that compensation for all full-time and part-time non-union employees be three percent (3%) higher in 2020 than their compensation in 2019 except as otherwise set by the 2020 budget.

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 November 18, 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. RESOLUTION 2019-48, AFFIRMING SALARIES OF THE BOARD OF TRUSTEES

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

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION AFFIRMING THE SALARY OF SUPERIOR TOWNSHIP
TRUSTEES FOR THE 2020 BUDGET**

RESOLUTION NUMBER: 2019-48

DATE: NOVEMBER 18, 2019

WHEREAS: the Superior Charter Township Board of Trustees approved the 2020 budgets for all funds on October 21, 2019; and

WHEREAS: the Board of Trustees did not specifically designate the compensation for the full-time elected officials or the Board of Trustees; and

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WHEREAS: the Township auditors have requested that the compensation for the full-time elected officials and the Board of Trustees be approved by the Board of Trustees by resolution; and

WHEREAS: the residents of Superior Township continue to receive service that reflects positively on the employees, officials and trustees of the Township,

NOW THEREFORE BE IT RESOLVED: that compensation for the Superior Charter Township Board of Trustees shall be \$175.00 per meeting attended in 2020.

The resolution carried by a 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 November 18, 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 2019-49, AFFIRMING THE SALARY FOR THE SUPERVISOR

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

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION AFFIRMING THE 2020 SALARY OF
THE SUPERIOR TOWNSHIP SUPERVISOR**

RESOLUTION NUMBER: 2019-49

NOVEMBER 18, 2019

WHEREAS: the Superior Charter Township Board of Trustees approved the 2020 budgets for all funds on October 21, 2019; and

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WHEREAS: the Board of Trustees did not specifically designate the compensation for the full-time elected officials or the Board of Trustees; and

WHEREAS: the Township auditors have requested that the compensation for the full-time elected officials and the Board of Trustees be approved by the Board of Trustees by resolution; and

WHEREAS: the residents of Superior Township continue to receive service that reflects positively on the employees, officials and trustees of the Township,

NOW THEREFORE BE IT RESOLVED: that compensation for the Supervisor be three percent (3%) higher in 2020 than his compensation in 2019 as listed in the 2020 budget adopted by the Superior Charter Township Board of Trustees.

The resolution carried by a 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 November 18, 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 2019-50, AFFIRMING THE SALARY FOR THE CLERK

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

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION AFFIRMING THE 2020 SALARY OF
SUPERIOR TOWNSHIP CLERK**

RESOLUTION NUMBER: 2019-50

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DATE: NOVEMBER 18, 2019

WHEREAS: the Superior Charter Township Board of Trustees approved the 2020 budgets for all funds on October 21, 2019; and

WHEREAS: the Board of Trustees did not specifically designate the compensation for the full-time elected officials or the Board of Trustees; and

WHEREAS: the Township auditors have requested that the compensation for the full-time elected officials and the Board of Trustees be approved by the Board of Trustees by resolution; and

WHEREAS: the residents of Superior Township continue to receive service that reflects positively on the employees, officials, and trustees of the Township,

NOW THEREFORE BE IT RESOLVED: that compensation for the Clerk be three percent (3%) higher in 2020 than her compensation in 2019 as listed in the 2020 budget adopted by the Superior Charter Township Board of Trustees.

The resolution carried by a 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 November 18, 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

E. RESOLUTION 2019-51, AFFIRMING THE SALARY FOR THE TREASURER

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

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

RESOLUTION AFFIRMING THE 2020 SALARY OF

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SUPERIOR TOWNSHIP TREASURER

RESOLUTION NUMBER: 2019-51

DATE: NOVEMBER 18, 2019

WHEREAS: the Superior Charter Township Board of Trustees approved the 2020 budgets for all funds on October 21, 2019; and

WHEREAS: the Board of Trustees did not specifically designate the compensation for the full-time elected officials or the Board of Trustees; and

WHEREAS: the Township auditors have requested that the compensation for the full-time elected officials and the Board of Trustees be approved by the Board of Trustees by resolution; and

WHEREAS: the residents of Superior Township continue to receive service that reflects positively on the employees, officials, and trustees of the Township,

NOW THEREFORE BE IT RESOLVED: that compensation for the Treasurer be three percent (3%) higher in 2020 than her compensation in 2019 as listed in the 2020 budget adopted by the Superior Charter Township Board of Trustees.

The motion carried by a 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 November 18, 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

F. RESOLUTION 2019-52, HIRING OF BLAKELY HARGRAVE FOR PART TIME ASSISTANT IN TREASURER DEPARTMENT

Treasurer McKinney introduced Blakely. She advised he will be part-time. The following resolution was moved by Caviston supported by Lewis.

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**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO APPROVE THE HIRING OF BLAKELY HARGRAVE FOR
PART-TIME ASSISTANT IN THE TREASURER'S DEPARTMENT AND THE
ASSESSING DEPARTMENT**

RESOLUTION NUMBER: 2019-52

DATE: NOVEMBER 18, 2019

WHEREAS, Deputy Treasurer and Assessing office assistant, Vickie Kooyers, has requested to work part-time beginning December 2, 2019, leaving a staff shortage in the Treasurer's Department and in the Assessing Department; and,

WHEREAS, Blakely Hargrave has been interviewed and has had ten years of work experience with JPMorgan Chase and will bring a wealth of experience in cash handling, customer service, understanding of account reconciliation, and detail-oriented data entry, now

THEREFORE, BE IT RESOLVED that effective December 2, 2019, the Superior Charter Township Board of Trustees hereby hires Blakely Hargrave as a permanent part-time employee to be trained to share the duties and responsibilities of part-time Deputy Treasurer and Assessing office assistant at a wage of \$21.00 per hour.

The motion carried by a 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 November 18, 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

**G. RESOLUTION 2019-53, NOTICE OF INTENT RESOLUTION 2020 CAPITAL
IMPROVEMENT BONDS IN TREASURER DEPARTMENT (STATE REVOLVING
FUND)**

Supervisor Schwartz explained resolutions 2019-53 The notice of intent to bond was drafted by

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Miller Canfield. It is required to borrow money from the State Revolving Fund (SRF). If approved the notice of intent will be published in the Ann Arbor News, which will activate a referendum period if the public should want to initiate.

The following resolution was moved by Mckinney, supported by Williams.

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

NOTICE OF INTENT RESOLUTION

**2020 CAPITAL IMPROVEMENT BONDS
(STATE REVOLVING FUND PROJECT)**

RESOLUTION NUMBER: 2019-53

DATE: NOVEMBER 18, 2019

Minutes of a regular meeting of the Township Board of the Charter Township of Superior, County of Washtenaw, State of Michigan, held on the 18th day of November 2019, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Schwartz, Findley, McKinney, Caviston, Lewis, Willaims, Winslow

ABSENT: None

The following preamble and resolution were offered by Member: _____
and supported by Member: _____:

WHEREAS, the Charter Township of Superior, County of Washtenaw, State of Michigan (the "Township"), has determined that it is necessary for the public health, safety and welfare of the Township to acquire, construct, furnish and equip sanitary sewer system improvements, including pump station replacement, gravity sewer and force main improvements, sewer line and manhole rehabilitation, together with all related appurtenances and attachments (the "Project"); and

WHEREAS, the Township has been advised by the Michigan Department of Environment, Great Lakes and Energy ("EGLE") that financial assistance to accomplish the acquisition and construction of all or a portion of the Project is available through the State Revolving Fund ("SRF") loan program administered by the EGLE and the Michigan Finance Authority; and

WHEREAS, the Township has made an application for participation in the SRF loan program; and

WHEREAS, the Township intends to issue general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in an aggregate principal amount of not to exceed Three Million Seven Hundred Fifty Hundred Thousand Dollars (\$3,750,000) (the

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“Bonds”) for the purpose of financing all or part of the Project; and

WHEREAS, a notice of intent to issue revenue bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the Township intends at this time to state its intentions to be reimbursed from the proceeds of the Bonds for any expenditures undertaken by the Township for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Clerk is authorized and directed to publish a notice of intent to issue bonds in the Ann Arbor News Daily Edition, a newspaper of general circulation in the Township.

2. The notice of intent shall be published as a display advertisement not less than one quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.

3. The Township Board does hereby determine that the foregoing form of Notice of Intent to Issue Bonds and the manner of publication directed is the method best calculated to give notice to the Township’s electors and taxpayers residing in the boundaries of the Township of the Township’s intent to issue the Bonds, the maximum amount of the Bonds, the purpose of the Bonds, the source of payment for the Bonds and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. The Township makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) As of the date hereof, the Township reasonably expects to reimburse itself for the expenditures described in (b) below with proceeds of debt to be incurred by the Township.
- (b) The expenditures described in this paragraph (b) are for the costs of acquiring the Project which was paid or will be paid subsequent to sixty (60) days prior to the date hereof from the funds of the Township.
- (c) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$3,750,000.
- (d) A reimbursement allocation of the expenditures described in (b) above with the proceeds of the borrowing described herein will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the related Projects are placed in service or abandoned, but in no event more than three (3) years

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after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the Township's use of the proceeds of the debt to be issued for the Project to reimburse the Township for a capital expenditure made pursuant to this resolution.

5. Miller, Canfield, Paddock, and Stone, P.L.C. is hereby confirmed as Bond Counsel to the Township in connection with the issuance of the Bonds.

6. Baker Tilly is hereby confirmed as the registered municipal advisor to the Township in connection with the issuance of the Bonds.

7. All resolutions and parts of resolutions in so far as they conflict with the provisions of this resolution be and the same hereby are rescinded.

Roll Call Vote:

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

Nays: None

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 November 18, 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

H. ZONING BOARD AND DIXBORO DESIGN REVIEW BOARD

Supervisor Schwartz explained the Zoning Board and Dixbor Design Review Board has seats that are expiring with a renew period that will end in three years.

With a unanimous voice, all appointments were authorized.

Zoning Board and Dixboro Design Review Board

The appointments of the following Zoning Board and Dixboro Design Review Board are scheduled to expire and will be renewed for a period of three years ending 12/31/2022.

Zoning Board

Daniel Deeds
7498 Cherry Hill Road

Avery Heningburg
1610 Zoey Court

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Ypsilanti, MI 48198
Home: (734) 487-2624
DPVSJ@comcast.net

Expires: 12/31/2019

John Rintamaki, Chairman
5503 Great Hawk Circle
Ann Arbor, MI 48105
(734) 485-5648
jrintamaki@comcast.net

Ypsilanti, MI 48198
Home: (734)354-7391
Fax: (734) 354-7392
Aheningburg@plastipak.com
Expires: 12/31/2019

Dixboro Design Review Board

Tom Freeman, Chairman
3381 Alan Mark Drive
Ann Arbor, MI 48105
Home: (734) 665-8471
Work: (734) 971-6337 ext. 323
Fax: (734) 971-6386
Tafreeman24@gmail.com
Expires: 12/31/2019

Lance Pierce
5182 Plymouth Road
Ann Arbor, MI 48105
Home: (734) 663-6487
lapd@comcast.net
Expires: 12/31/2019

I. APPROVE 2020 BOARD SCHEDULES

It was moved by McKinney, supported by Lewis, to authorize meeting schedules.

All regular meetings are held at the Township Hall, 3040 N. Prospect, at **7:00 p.m.** on the third Monday of each month. If a holiday falls on a third Monday, the meeting will be on the Tuesday following that Monday of that week.

Tuesday, January 21, 2020 (following Martin Luther King Day)

Tuesday, February 18, 2020 (following Presidents' Day)

Monday, March 16, 2020

Monday, April 20, 2020

Monday, May 18, 2020

Monday, June 15, 2020

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Monday, July 20, 2020

Monday, August 17, 2020

Monday, September 21, 2020

Monday, October 19, 2020

Monday, November 16, 2020

Monday, December 21, 2020

PLANNING COMMISSION (subject to Planning Commission approval)

All regular meetings are held at the Township Hall, 3040 N. Prospect, at 7:30 p.m. on the fourth Wednesday of each month, except for the November and December meetings, which will be held on the third Wednesday of the month.

Wednesday, January 22, 2020

Wednesday, July 22, 2020

Wednesday, February 26, 2020

Wednesday, August 26, 2020

Wednesday, March 25, 2020

Wednesday, September 23, 2020

Wednesday, April 22, 2020

Wednesday, October 28, 2020

Wednesday, May 27, 2020

Wednesday, November 18, 2020

Wednesday, June 24, 2020

Wednesday, December 16, 2020

The motion carried by a unanimous vote.

J. APPROVE 2020 HOLIDAY SCHEDULE

It was moved by McKinney, supported by Caviston, to authorize the holiday schedule.

**CHARTER TOWNSHIP OF SUPERIOR
2020 HOLIDAY CLOSINGS SCHEDULE**

Wednesday, January 1, 2020

New Year's Day

Thursday, January 2, 2020

Day after New Year's Day

Monday, January 20, 2020

Martin Luther King, Jr. Day

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Monday, February 17, 2020	President's Day
Friday, April 10, 2020*	Good Friday
Monday, May 25, 2020	Memorial Day
Friday, July 3, 2020	Independence Day (Observed)
Monday, September 7, 2020	Labor Day
Monday, October 12, 2020	Columbus Day
Wednesday, November 11, 2020	Veteran's Day
Wednesday, November 25, 2020*	Day before Thanksgiving
Thursday, November 26, 2020	Thanksgiving Day
Friday, November 27, 2020	Day after Thanksgiving
Thursday, December 24, 2020	Christmas Eve
Friday, December 25, 2020	Christmas Day
Thursday, December 31, 2020	New Year's Eve

* denotes ½ day, offices close at 12:00 noon

The motion carried by a unanimous vote.

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 \$904,801.91.

The motion carried by a unanimous vote.

13. PLEAS and PETITIONS

- Trustee Williams advised while driving by Stabler Farms Park the gates were left opened. Treasurer McKinney advised she would address the following day.
- Supervisor Schwartz advised Fire Chief Chevette presented a letter from Daniel Ripple, from the St Joseph Mercy Health System in response to the fundraiser the fireman

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engaged in for breast cancer awareness. Everyone bought tee-shirts to support. He advised the Chief to thank everyone for a job well done.

14. ADJOURNMENT

It was moved by McKinney supported by Findley, that the meeting be adjourned. The motion carried and the meeting adjourned at 7:25 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor