

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
DECEMBER 16, 2019
APPROVED 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 December 16, 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 Winslow supported by Lewis, to adopt the agenda.

The motion carried by unanimous vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF NOVEMBER 18, 2019

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

The motion carried by a unanimous vote.

6. CITIZEN PARTICIPATION

A. CITIZEN COMMENTS

None

7. PRESENTATIONS AND PUBLIC HEARINGS

None

8. REPORTS

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A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following:

- He attended a meeting on December 11, 2019, with the superintendent of Ypsilanti Community Schools concerning the demolition of the Cheney School building. Washtenaw County will donate \$20,000 to the school district to complete a Phase I environmental study. The study will determine if there is asbestos or other environmental concerns. The Township will review the area in which the school exists to determine if development correlates with the master plan. Clerk Findley confirmed the time and the attendees of the meeting.
- He will attend a meeting with County Parks, Greenbelt, and three private farmers to discuss the future of Rock Properties.
- New phone systems will be installed in every department on Martin Luther King Day. There will also be a phone installed in the conference room and board room. The cost is \$1100 monthly.
- On November 21st Washtenaw County Board Commissioners held a meeting in the Township hall with success. There will be more work session meetings scheduled in 2020.
- There was a meeting with Ben Carlyle and Paul Matagno of Carlyle Wortman regarding the master plan. Another joint board and planning commission meeting will also be scheduled for the first of the year. There will also be a steering committee established. Clerk Findley advised that she wants to be notified of all meetings in the future. She stated she wanted to attend the previous meeting but was not aware of the date or time.
- Supervisor Schwartz had a meeting with the County and the Road Commission regarding a crosswalk from MacArthur Boulevard to access Fireman's Park.
- The water main project is moving forward smoothly. The weather has provided an opportunity to work consistent 12 hour days.
- There is a tentative approval from Michigan Department of Environment Great Lakes and Energy (EGLE) of the State Revolving Fund (SRF) funding for the pipe rehab and the pump station for the 3rd quarter of 2020.
- The Board of Review met and granted numerous poverty, veterans, and primary residential exemptions.

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 a unanimous vote.

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9. COMMUNICATIONS

A. PARKS AND RECREATIONS MEETING SCHEDULE

Supervisor Schwartz advised the referenced meeting schedule was approved by Parks and Recreations Board. He also advised that Paula Jefferson was present for any questions.

B. THE COMMITTEE TO PROMOTE SUPERIOR TOWNSHIP

Brenda Baker, the committee chair of the Committee to Promote Superior Township presented an annual overview and update of the mission. She emphasized everyone can support the efforts to promote Superior Township including sharing Superior Township address in mailed communications. Treasurer McKinney advised she includes Superior Township on tax bills. Mrs. Baker also solicited suggestions to get more participation and attendance at meetings.

It was moved by Mckinney and supported by Findley to receive the annual communication presentation from the Committee to Improve Superior Township.

The motion carried by a unanimous vote.

10. UNFINISHED BUSINESS

None

11. NEW BUSINESS

A. RESOLUTION 2019-54, BOARD RESPONSE TO SALEM SEWER APPLICATION

Supervisor Schwartz explained that there was an application received for a Salem Sewer permit for municipal sewerage lines and appurtenances to be installed in the public right-of-way in the Township. The 300-page application can be downloaded for review. He also shared Superior Township requested \$50,000 in an escrow to complete an engineering and legal review. The response from Salem Township indicated the escrow request can only be deposited if Superior Township engineers do not find any deficiencies in the plans which have already been approved by the MDEQ and the County Road Commission, and the legal fees will be used for the legal review of the plans and the drafting of an agreement between Salem Township and Superior Township to prohibit any proposed property owners or developers in Superior from tapping into the sewer line. The response to escrow was not acceptable. The following resolution is to assure due diligence. There is not enough information presented to

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determine if the requirements of the Township's ordinance have been met.

The following resolution was moved by Mckinney supported by Lewis.

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

BOARD RESPONSE TO SALEM SEWER APPLICATION

RESOLUTION NUMBER 2019-54

DATE: DECEMBER 16, 2019

On September 20, 2019, the Charter Township of Superior received an application from Salem Township for authorization or permit for municipal sewerage lines and appurtenances to be installed in the public right-of-way in the Township. This application contained engineering plans.

Following receipt of the application, Superior Township requested that Salem Township deposit an engineering and legal fee escrow with the Township to cover the cost of having the Townships' experts review the attached plans.

In response to this request, Salem Township indicated it would deposit the funds but only if Superior Township agreed to the following conditions:

“Superior will provide Salem with a letter assuring us that:

1. Superior will grant the permit for the sewer line if Superior's engineers, OHM, do not find any deficiencies in the plans which have already been approved by the MDEQ and the County Road Commission, and
2. The legal fees will be used for the legal review of the plans and the drafting of an agreement between Salem Township and Superior Township to prohibit any proposed property owners or developers in Superior from tapping into the sewer line.”

Therefore, it is resolved as follows:

1. The conditions imposed for establishing an escrow by Salem Township are unacceptable.

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2. Without an escrow, the Township will not review the engineering plans submitted by Salem Township.
3. Without review by the Township's experts, the application submitted by Salem Township is not complete and therefore, cannot be acted upon by the Township Board.

The motion carried by unanimous voice 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 December 16, 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 2019-55, APPROVE THE HIRING OF WILLIAM BRANDON FOR FULL-TIME ASSISTANT ASSESSOR IN THE ASSESSING DEPARTMENT

Supervisor Schwartz explained that Bill took Saxon's place as an assessor level II. Bill introduced his wife and indicated he will be with the township for the long haul.

The following resolution was moved by McKinney supported by Lewis.

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**APPROVE THE HIRING OF WILLIAM BRANDON
FOR FULL-TIME ASSISTANT ASSESSOR IN THE ASSESSING DEPARTMENT**

RESOLUTION NUMBER: 2019-55

DATE: DECEMBER 16, 2019

WHEREAS, the Assistant Assessor, Saxon Lee, has resigned to work full time at the Washtenaw County Department of Equalization, creating a vacancy; and,

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WHEREAS, William Brandon has been interviewed and has had two years of work experience as an assessor with the City of East Pointe, Michigan and is a certified level two assessor.

THEREFORE, BE IT RESOLVED that effective December 16, 2019, the Superior Charter Township Board of Trustees hereby hires William (Bill) Brandon as a permanent full-time employee to continue assessment training, to conduct field appraisals, to inspect and value structures for tax purposes, to assist with the Board of Review, to accurately document the reassessment and reappraisal of Superior Township and other responsibilities as set forth by the Supervisor and the Superior Township assessor, Paula Calopisis, and to comply with the standards as set forth in the Auditing of Minimal Assessing Requirements (AMAR) at a wage of \$25.00 per hour.

The motion carried by a unanimous vote.

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Lynette Findley, Township Clerk

Date Certified

C. RESOLUTION 2019-56, THE APPROVAL OF THE ADMINISTRATIVE STAFF TO PURCHASE MEDICAL, DENTAL, AND VISION INSURANCE FOR EMPLOYEES OF SUPERIOR TOWNSHIP

Supervisor Schwartz explained the insurance is the same with a small increase of the deductible. There is an increased cost for insurance to the Township due to adding three fireman, however, the Township will get 70% of the cost back from FEMA.

The following resolution was moved by McKinney supported by Williams.

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

THE APPROVAL OF THE ADMINISTRATIVE STAFF TO PURCHASE MEDICAL,

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DENTAL AND VISION INSURANCE FOR EMPLOYEES OF SUPERIOR TOWNSHIP

RESOLUTION NUMBER 2019-56

DATE: DECEMBER 16, 2019

WHEREAS, the Charter Township of Superior provides health care insurance plan benefits to all full-time Township employees; and

WHEREAS, the Township's current health care insurance plan expires on December 31, 2019; and

WHEREAS, Township officials and staff have received and reviewed quotes for various health care providers through its agent Brown and Brown; and

WHEREAS, pursuant to its authority, Superior Township has elected to renew the Simply Blue HSA PPO Gold \$1,500 health care plan, the Delta Dental Premier dental insurance plan and the VSP vision plan for 2020 with a total health care premium cost to the township of approximately \$319,111.08 with an effective term of January 1, 2020, through December 31, 2020; and

WHEREAS, Superior Township will continue to offer its fulltime employees the option to opt-out of health insurance in consideration of a payment to the employee of 40% of the costs of providing health care insurance resulting in a cost of \$38,698.92; and,

WHEREAS, Superior Township will offer its employees a wellness bonus in 2020 in the following amounts which is the employee's responsibility to utilize as desired to ensure maximum personal health in the amount of \$99,000.00 divided as follows:

<u>Non-union</u>		<u>Union</u>	
Single	\$1,500	Single	\$3,000
Family	\$3,000	Family	\$6,000

WHEREAS, the total costs to Superior Township to provide medical, dental and vision insurance, plus opt-outs and wellness is \$481,649.82.

NOW, THEREFORE BE IT RESOLVED, that the Superior Township Supervisor, Clerk or Treasurer are authorized to execute any documents necessary to provide the described health care benefits and corollary opt-out and wellness incentive payments.

Roll call

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

Nays:0

Absent: Caviston

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The motion carried by a unanimous vote.

CERTIFICATION STATEMENT

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Lynette Findley, Township Clerk

Date Certified

D. RESOLUTION 2019-57, AMEND THE HEALTH CARE SAVINGS PLAN PARTICIPATION AGREEMENTS WITH INDIVIDUAL EMPLOYEES

Supervisor Schwartz explained the resolution is for employee contributions.

The following resolution was moved by Winslow supported by McKinney

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

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

RESOLUTION NUMBER 2019-57

DATE: DECEMBER 16, 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 employees hired after November 1, 2011, are a separate and distinct group for purposes of their MERS Health Care Savings Plan Participation Agreement (HCSP) and are divided into non-union and union groups, and each group must vote as a separate group to amend their contribution by majority vote; and,

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WHEREAS said non-union decided in November 2019 not to amend the amount withheld and continue to contribute at the rate of 3% for and the union groups decided to amend their amount to 6% of their gross pay; 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 2020 heretofore;

2020 HEALTH OPTION CHANGES

NAME	DIVISION NUMBER		New Rate
Conklin, Barry	300488	Fire Union Health Option #1	0%
Kujawa, Jeffrey	300492	Fire Union Health Option #1	0%
Bach, Shaun	300488	Fire Union Health Option #3	5%
Calopisis, Paula	300515	Non-Union Health Option #1	2%

NOW, THEREFORE, BE IT RESOLVED that a new MERS Health Care Savings Plan Participation Agreement be created for each above employee with the employee contribution rates for 2020 as indicated above, with all other provisions of their current existing MERS Health Care Savings Plan Participation Agreement to remain the same;

BE IT FURTHER RESOLVED that any full-time employee, upon termination or separation from Superior Township, may elect to 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.

Roll call

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

Nays:0

Absent: Caviston

The motion carried by a unanimous vote.

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CERTIFICATION STATEMENT

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Lynette Findley, Township Clerk

Date Certified

E. RESOLUTION 2019-58 APPROVAL TO SET THE RATE OF EMPLOYEE CONTRIBUTION TO THE MERS HEALTH CARE SAVINGS PROGRAM FOR NON-UNION AND UNION EMPLOYEES

Supervisor Schwartz explained the resolution set the rates of contributions the Township will contribute. The resolution is annual.

The following resolution was moved by Winslow supported by Findley.

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**APPROVAL TO SET THE RATE OF EMPLOYER CONTRIBUTION
TO THE MERS HEALTH CARE SAVINGS PROGRAM FOR
NON-UNION AND UNION EMPLOYEES**

RESOLUTION NUMBER 2019-58

DATE: DECEMBER 16, 2019

WHEREAS, on March 21, 2005, the Superior Charter Township Board of Trustees adopted a resolution to participate in the MERS Health Care Savings Program for the benefit of the non-union and union employees of the Township; and

WHEREAS, the Township contribution to each employee was set at one hundred (\$100.00) dollars per month, and this amount has been raised several times since then; and

WHEREAS, the Township Board has given this matter due consideration through the

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budgeting process;

NOW, THEREFORE, BE IT RESOLVED that the Superior Township Board does hereby establish the monthly contribution for Health Care Savings Plan for union employees in the amount of three hundred (\$325.00) per month in 2020; and does hereby establish the monthly contribution for non-union employees in the amount of two hundred fifty dollars (\$265.00) per month in 2020.

Roll call

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

Nays:0

Absent: Caviston

The motion carried by a unanimous vote.

CERTIFICATION STATEMENT

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Lynette Findley, Township Clerk

Date Certified

**F. RESOLUTION 2019-59, WATER SERVICE CONTRACT WITH YPSILANTI
COMMUNITY UTILITIES AUTHORITY**

Supervisor Schwartz explained the contract expired a year ago. There have been contract negotiations. It is the same contract with other Townships. It is a long term contract.

The following resolution was moved by Lewis supported by Findley

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**WATER SERVICE CONTRACT WITH
YPSILANTI COMMUNITY UTILITIES AUTHORITY**

RESOLUTION NUMBER 2019-59

DATE: DECEMBER 16, 2019

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WHEREAS, the Superior Township Board is authorized by statute to accept and approve a water service contract with Ypsilanti Community Utilities Authority to supply water to the (YCUA) service area within the township; and,

WHEREAS, the Superior Township Board finds the proposed contract is reasonable and necessary to continue providing a water supply to its residents.

NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board does hereby approved the Water Service Contract with the Ypsilanti Community Utilities Authority and authorizes the Supervisor and Clerk to execute said contract.

Roll call

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

Nays:0

Absent: Caviston

The motion carried by a unanimous vote.

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Lynette Findley, Township Clerk

Date Certified

G. RESOLUTION 2019-60, BUDGET AMENDMENTS FOR ALL FUNDS

Supervisor Schwartz explained there maybe another amendment at the beginning of the year. The amendment is self-explanatory.

The following resolution was moved by McKinney supported by Winslow

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

BUDGET AMENDMENTS FOR ALL FUNDS

RESOLUTION NUMBER 2019-60

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WHEREAS, the Charter Township of Superior Board of Trustee's has carefully reviewed the Township's current spending, and

WHEREAS, the Charter Township of Superior Board of Trustees recognizes its responsibility to the citizens of Superior Township to carefully monitor the Township funds and provide for the needs of the Township, and

WHEREAS, the Board of Trustees of the Charter Township of Superior has carefully reviewed the revenues and expenditures for 2019 and offers the following budget amendments.

NOW THEREFORE BE IT RESOLVED that the Charter Township of Superior Board of Trustees adopt the proposed budget amendments as set forth in the attached spreadsheet.

The motion carried by a unanimous vote.

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Lynette Findley, Township Clerk

Date Certified

H. AMENDMENT TO THE BUDGET

Supervisor Schwartz explained an amendment is needed to move the ordinance enforcement 278 to law enforcement 000 is necessary to correct an error. He checked with the auditor and was advised the Board can adopt the amendment. Trustee Williams asked if the lawn services would also be covered under law enforcement services. Supervisor Schwartz advised lawn services are charged back to the homeowner.

It was moved by McKinney, supported by Winslow to move ordinance enforcement 278 to law enforcement 000 in the budget.

The amendment carried by a unanimous vote.

I. AUTOMATED MUTUAL AID AGREEMENT

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Supervisor Schwartz asked Chief Chevrette to explain the agreement. Chief Chevrette advised the agreement is between the City of Ypsilanti, Charter Township of Ypsilanti, and Superior Township to respond jointly to confirmed structured fires only to decrease response times and improve scene safety with increased manpower.

It was moved by Winslow, supported by Lewis to approve the automatic mutual aid agreement.

J. BROMLEY PARK CONDOS ANNUAL UTILITY ACCESS MAINTENANCE FEE

Super Schwartz explained as a courtesy the utility maintenance fees will be written off. Clerk Findley indicated that there was an agreement to waive the fee for the last time last year. Supervisor Schwartz explained there is still construction being completed. They have been informed this will be the last time the fee will be waived and absorbed by the utility department.

It was moved by McKinney, supported by Winslow to write off the current invoice fee of \$3,420.17 for 2019 for the last time.

The motion was 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 \$770,800.20.

The motion carried by a unanimous voice vote.

13. PLEAS and PETITIONS

- Trustee Williams advised while driving by Oakbrook the gates were open again. Treasurer McKinney advised someone to check the gates and she will follow up again.

14. ADJOURNMENT

It was moved by McKinney, supported by Winslow, that the meeting be adjourned. The motion carried and the meeting adjourned at 8:14 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor