

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
AUGUST 17, 2020  
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 August 17, 2020 on a Zoom Virtual Board Meeting.

**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, Meghan Winslow, Lisa Lewis, Brenda McKinney, Ken Schwartz, and Alex Williams.

Absent: None

**4. ADOPTION OF AGENDA**

It was moved by McKinney supported by Lewis, to adopt the agenda with the addition of adding:

Supervisor's report on the used utility trucks authorizing the sale of them.

The motion carried by unanimous vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF JULY 20, 2020.**

It was moved by Lewis supported by Caviston, to approve the minutes of the regular Board meeting of July 20, 2020 as presented.

The motion carried by unanimous voice vote.

**6. CITIZEN PARTICIPATION**

**A. CITIZEN COMMENTS**

Michael David BenDor, 2820 Stommel Road, asked that his name is spelled correctly in the previous minutes. Michael David also wanted-to address Resolution 2020-22 and his concerns with the legality of the document. Michael David urged the Board to not pass

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Resolution 2020-22 because the numbers were incorrect and did not add up. Michael David explained his concerns about the difference between a tabulator and scanner from Hart.

Brenda Baker commented on the zoom format of the board meeting. Brenda explained her frustration regarding not being able to see any participants in the public board meeting.

Supervisor Schwartz informed the public that Brenda Baker, Michael David BenDor, Paula Jefferson, and someone identifying themselves as 17347 were in attendance. All other attendees are involved with the township, Sarah Collier, Deputy Clerk, Laura Bennett, Planning Assistant, and Keith Lockie.

Rhonda McGill spoke up and stated she was also attending.

Brenda McKinney stated that Bernice Lindke is also attending.

**7. PRESENTATIONS AND PUBLIC HEARINGS**

- a. Keith Lockie's report on water and sewer rate increases.

Keith Lockie explained the expenses on the sewer breaks. The Harvest Lane has cost the township over \$100,000 and Dawn/Stamford has cost the township over \$1,235,000. The capital reserve funds have been depleted to 1.4 million dollars. We are recommending a 4.5% water increase. We will be getting 3% from YCUA and 15% sewer increase. The sewer increase is partially to fund the upcoming bond, we just got funded. This is also for the sewer breaks and to put money back into the reserves.

When the township went to metered sewage, we got a 20% increase from YCUA and we only passed along 10.9% to our consumers. Prior to that, there were at least three sewer increases which were never passed along to the consumers. Our sewer is about 5.5% lower than it should be. We are recommending a 15% increase now. This increase would take effect October 1, 2020 for any consumption in September 2020.

**8. REPORTS**

**A. SUPERVISOR REPORT**

Supervisor Schwartz reported on the following:

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- The 2019 audit is completed and filed with the Department of Treasury and with our bond disclosure agent. The board received copies of the audit and financials on July 15, 2020. The General Fund had an excellent year, and we added over \$400,000 to our fund balance. Our General Fund balance as of December 31, 2019 was \$2.886 million. The federal audit has been complete, but it is believed to not be filed yet. Copies will be forwarded once they are received. Superior Township received \$1,327,023 from the federal government in 2019, which puts us over the \$750,000 limit which means we must file a federal audit. All that money was the FEMA grant for the firefighters' salary assistance.
- We have an opinion of probable cause of the widening of Harris Road for a left-hand turn into the commercial driveway that will be constructed by the library, it came out to \$318,000 with a contingency. The road commission kept adding to the project. The cost of the library is escalating and are up to \$5 million. The library has a preliminary site planning but may change to accommodate the budget.
- Clark Road Pump Station bonds will be closed on August 28, 2020. The township will receive a credit line of \$3.2 million on all aspects of the construction. There is a \$200,000 contingency, and the township cannot afford to go over budget on this project with minimal or no use of the contingency.
- The Eyde Company is looking to present at the Planning Commission with a proposal for their 600 acres in Superior Township. They are interested in developing the entire 600 acres in a long-term phased plan around 20 years with something like Cherry Hill Village. The Planning Commission and Board are just listening to them at this point.
- Normally, the 2021 Preliminary Budget would be on the agenda, but we have not received revenue sharing data with the Department of Treasury. We got \$1.2 million revenue sharing last year. We normally would see a \$50,000 increase but are unsure.
- The Stamford Road replacement is essentially done. The limestone shoulders will be added tomorrow, and the right of way restoration will be added after that.
- The Utilities Department purchased four new vehicles before the sewer break. The vehicles cost over \$200,000 which were purchased in January, February, and March. There are three vehicles that are being sold. 2004 Ford F-350 with a snowplow, 2007 Ford F-250 with a snowplow, and 2002 GMC 2500 with a salt spreader. All vehicles have extremely high mileage, over 150,000 miles. The 2004 is being sold for \$3,200, the 2007 for \$4,500, and the 2002 for \$1,500. Mary Burton has researched on Kelley Blue Book for all the vehicles. The titles have been signed.

There was discussion on how the vehicles were advertised being for sale. Treasurer McKinney suggested being more transparent with how we are selling vehicles. Clerk Findley agreed. The vehicles are being purchased by a utility's workers and two contractors. The vehicles were not acceptable for trade in. The vehicles are being sold for cash.

It was moved by McKinney supported by Caviston, to authorize the sale of the three utility vehicles.

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The motion carried by unanimous vote.

- Salem Springs Lawsuit - Supervisor Schwartz met with David Landry, our attorney for a couple hours last week. The answer is due August 24, 2020.
- Stamford Sewer Break – Supervisor Schwartz reported, everything will hopefully be finished by next week, but the township will have to replace the fence for the residents at 1580 Dawn.
- Mr. Fishbeck will be allowing hunting pursuant to a DNR permit from now until August 24, 2020 to remove nuisance deer. A lot of the farmers are asking the Board to allow deer hunting on township property for a short season.

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

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

The motion carried by unanimous vote.

**9. COMMUNICATIONS**

**A. Election Workers**

- Clerk Findley commented that she would like to do more research on the pay increase before bringing it to the board for recommendations

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

The motion carried by unanimous voice vote.

**10. UNFINISHED BUSINESS**

None

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**11. NEW BUSINESS**

**A. RESOLUTION 2020-21, APPROVING HAZARD PAY FOR SUPERIOR TOWNSHIP  
FIREFIGHTERS**

Supervisor Schwartz explained the application was through the Cares Act. The township would have to pay the firefighters the hazard pay before reimbursement.

The following resolution was moved by Findley supported by Williams.

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

**RESOLUTION APPROVING HAZARD PAY FOR SUPERIOR  
TOWNSHIP FIRE FIGHTERS**

**RESOLUTION 2020-21**

**DATE: AUGUST 17, 2020**

**WHEREAS**, the State of Michigan has created a first responders hazard pay reimbursement program; and Superior Township desires to participate in the program; and,

**WHEREAS**, the program was created to reimburse and/or pay for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. The program is funded under the **Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136.**

**WHEREAS**, the Superior Township Fire Fighters served throughout the pandemic treated the injured and responding to dispatch calls; and

**WHEREAS**, eligible hazard pay premiums must be paid to employees by September 30, 2020 to qualify for the program; and

**WHEREAS**, fire fighters are first responders and Superior Township applied or the reimbursement in July 2020; and,

**NOW THEREFORE, BE IT RESOLVED** that Charter Township of Superior hereby authorizes the payment of \$1,000.00 hazard pay (non-taxable) to the following Superior Township Fire Department personnel on the next pay cycle.

1. Chief, Victor Chevrette

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2. Captain, Shaun Bach
3. Captain, Jeffrey French
4. Captain, Jeffrey Kujawa
5. Lance Pierce
6. Barry Conklin
7. Will Pritula
8. Tyler Coker
9. Derek Monday
10. Jordan Burns
11. Jonathon Murphy
12. Lee Rudowski
13. Nik Robson

**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 August 17, 2020 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

Roll Call:

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

Nays: None

Absent: None

The resolution carried by unanimous vote.

**B. RESOLUTION 2020-22, PURCHASE NEW VERITY ELECTION EQUIPMENT AND SERVICE AGREEMENT**

Clerk Findley explained the resolution was corrected and updated on the website. Currently, we are not asking for a consolidated count board, but need additional tabulators. This resolution must be taken care of because the grant funding expires in the next week and a half.

The following resolution was moved by Caviston supported by Williams.

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Trustee Lewis asked for clarification on what is being asked for. Clerk Findley explained the second resolution is the correct information. These two tabulators will be assigned to the Absent Voter Count Board.

Clerk Findley explained there will be another drop box at the Utilities Department for the November Election.

Trustee Winslow asked Clerk Findley to address the security issues for the remote transmission capabilities. Clerk Findley explained the township has not had any issues with security.

Mary Burton suggested that the mailbox is put into place at the Utilities Building before the November election.

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

**A RESOLUTION TO PURCHASE NEW  
VERITY ELECTION EQUIPMENT AND SERVICE AGREEMENT**

**RESOLUTION NUMBER: 2020-22**

**AUGUST 17, 2020**

**WHEREAS**, the Charter Township of Superior Board wishes to purchase two new tabulators at a cost of \$11,000 (\$5500 each), two Flash Memory Cards totaling \$90 (\$45 each), and an annual service and maintenance contract for \$1,128 (\$564 each) in years 6-10; and,

**WHEREAS**, a state grant will cover 50% of one tabulator for \$2,750; and,

**WHEREAS**, township funding needed to purchase the tabulators and Flash Memory Cards amounts to \$8,340 (\$8,250 for the tabulators and \$90 for the two Flash Memory Cards); and,

**WHEREAS**, township funding for the service and maintenance contract in years 6-10 totals \$5,640 (\$1,128 each year); and,

**WHEREAS**, the Charter Township of Superior will need this equipment for the November 3, 2020 General Election; and,

**WHEREAS**, the total cost to the Charter Township of Superior is \$13,980;

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**NOW, THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees authorizes the administrative staff to execute a purchase order with Hart InterCivic for new election equipment, and a service maintenance contract in the amount of \$13,980.

**CERTIFICATION STATEMENT**

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

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

The resolution carried by unanimous voice vote.

**C. RESOLUTION 2020-23, CREATION OF CLERK ADMINISTRATION ASSISTANT**

Clerk Findley explained the information in the memo addresses the number of absentee ballots that will need to be processed for the November election and the need for a permanent administrative assistant.

Trustee Lewis asked if the person who is no longer in the office had health insurance and if their rate of pay was \$19/hour. Trustee Lewis asked if this position was budgeted. Clerk Findley stated it has not been budgeted but has been discussed with Keith Lockie. Trustee Lewis suggested hiring two part-time employees. Clerk Findley disagreed and believes the Clerk's office needs a permanent full-time employee. Trustee Lewis asked what the job duties would be once elections are over. Clerk Findley explained there are things that could be done better as it relates to the Clerk's office but there needs to be staff to do that.

The following resolution was moved by Caviston but was not supported by another Board member.



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

**CREATION OF CLERK ADMINISTRATIVE ASSISTANT**

**RESOLUTION NUMBER: 2020-23**

**AUGUST 17, 2020**

**WHEREAS**, the Charter Township of Superior Board of Trustee's has reviewed the need for a permanent full-time administrative staff position to support the duties required of the Township Clerk.

**WHEREAS**, the duties of the Clerk's Administrative Assistant will include a variety of general office support assistance such as filing, answering phone calls, and helping residents with Election questions.

**WHEREAS**, the Board of Trustees of the Charter Township of Superior has reviewed the projected expenditures for this position and has identified General Fund monies to support it.

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of the Charter Township of Superior approve the creation of the Permanent Full-Time Clerk Administrative Assistant position at the wage of \$19.00 per hour, for an annual budgeted amount of \$39,520 plus benefits.

The resolution was not supported.

**D. RESOLUTION 2020-24, APPROVING OHM PROPOSAL FOR ADMINISTRATION AND INSPECTION OF PUMP STATION**

George Tsakoff explained that the proposal is for the construction phase on the Clark Road Pump Station. The proposal breaks down the scope by section. At the board meeting in September, the board would make a final contract award to the LaSalle Group then the project would formally move forward. Pre-construction meetings will begin at the end of September, and construction would hopefully start at the end of October. Supervisor Schwartz indicated the project has to stay in budget.

Trustee Lewis asked George Tsakoff what other expenses he foresees for this project. George explained there is a section of downstream force main that is a defective pipe that will need replaced in unison with this project. This is something that will be done separately from this project.

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The following resolution was moved by Lewis supported by McKinney.

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

**RESOLUTION APPROVING OHM PROPOSAL FOR ADMINISTRATION AND  
INSPECTION OF PUMP STATION**

**RESOLUTION NUMBER 2020-24**

**DATE: AUGUST 17, 2020**

**WHEREAS**, OHM Advisors have submitted the proposal for construction engineering services for the full replacement of the Clark Road Pump Station project,

**WHEREAS**, the loan closing is anticipated to be completed in late August 2020 with execution of the contract documents completed by the end of September,

**WHEREAS**, construction is expected to begin in mid-October 2020 and substantially completed by July 2021. Final construction and cleanup are to be completed by October 1, 2021.

**WHEREAS**, services will be provided on an hourly rate basis, in accordance with our existing terms and conditions, with a total fee not-to-exceed \$367,000; and,

**NOW THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves the proposed invoice with OHM Advisors dated July 14, 2020 in the amount of \$367,000 paid from the Utility Department reserves.

**CERTIFICATION STATEMENT**

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Lynette Findley, Township Clerk

\_\_\_\_\_  
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Roll Call:

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

Nays: None

Absent: None

The resolution carried by unanimous vote.

**E. RESOLUTION 2020-25, AUTHORIZING THE ACCEPTANCE OF THE FISCAL  
YEAR 2019 ASSISTANCE TO FIREFIGHTERS GRANT**

Fire Chief Victor Chevrette applied for the grant and received notification on August 5, 2020 that they were selected for the award. The total of the grant funding is \$116,820, and FEMA will match at \$106,200 and a 10% match of \$10,620. Superior Township, Ann Arbor Township, City of Belleville, and Chelsea are all a part of the grant. Superior Township would administer the grant. The \$10,620 will be split between the four departments.

The following resolution was moved by McKinney supported by Lewis.

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

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE  
FISCAL YEAR 2019 ASSISTANCE TO FIREFIGHTERS GRANT**

**Resolution Number: 2020-25**

**Date: August 17, 2020**

**WHEREAS**, the Superior Charter Township Fire Department been requested by FEMA to participate in a regional grant program for the purchase of “Nozzles and Appliances” and,

**WHEREAS**, Superior Township will be appointed the region-wide fiduciary and will be responsible for meeting the terms of the grant; and,

**WHEREAS**, Superior Township acceptance of this award will obligate the township to contribute non-Federal funds equal to or greater than 10% of the Federal fund awarded, or \$10,620.00 for a total approved budget of \$116,820.00; and,

**WHEREAS**, FEMA requires the parties to the grant to sign a Memorandum of Understanding; and,

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**NOW THEREFORE, BE IT RESOLVED** that the Superior Charter Township Board of Trustees authorizes the Fire Chief and/or the administrative staff to execute the memorandum of understanding.

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

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

The resolution carried by unanimous voice vote.

**F. RESOLUTION 2020-26, AMENDING THE RATES, FEES, CHARGES RELATED TO WATER SERVICES PROVIDED BY THE TOWNSHIP'S UTILITY DEPARTMENT**

The following resolution was moved by McKinney supported by Caviston.

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

**RESOLUTION AMENDING THE RATES, FEES, AND CHARGES RELATED TO  
WATER SERVICES PROVIDED BY THE TOWNSHIP'S UTILITY DEPARTMENT**

**RESOLUTION 2020-26**

**DATE: AUGUST 17, 2020**

**WHEREAS**, this Board is authorized by statute and by the provisions of Township Ordinance No. 169 to determine by resolution rates, fees and charges for services and benefits by Township's sewer and water systems, and

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**WHEREAS**, the Ypsilanti Community Utilities Authority has increased the charge for water by 3%, and

**WHEREAS**, the Superior Charter Township Utility Fund may not operate at a deficit, and

**WHEREAS**, after an analysis of the effect of the new charges for water, it was determined that it would be adequate to increase our water rates by 5.0%, and sewer rates by 15.0% and

**WHEREAS**, this Board finds that the amended proposed schedule of fees is reasonable and necessary for the continuing operations of the Township Utility System and consistent with the past practices and policies of the Township;

**NOW, THEREFORE, BE IT RESOLVED**, that the Superior Charter Township Board does hereby determine that the fees for services and benefits furnished by the Township's water and sewer systems shall be amended per the attached Schedule A; and

**BE IT FURTHER RESOLVED** that this Resolution and attached schedule shall be published pursuant to Section 8 of the Charter Township Act being MCL 42.8 by posting in the Office of the Clerk, 3040 N. Prospect, Ypsilanti 48198 and on the Township website – [www.superiortownship.org](http://www.superiortownship.org) – with notice of such in *The Ann Arbor News* via *MLive*, a newspaper of general circulation online in the Township qualified under state law to publish legal notices, said rate changes shall be effective immediately upon publication thereof.

**CERTIFICATION STATEMENT**

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

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

Roll Call:

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

Nays: None

Absent: None

The resolution carried by unanimous vote.

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**G. RESOLUTION 2020-27, HUTCH PROPOSAL FOR REPAVING TANGLEWOOD  
SUBDIVISION**

Supervisor Schwartz stated this should be the last section to finish and that the bid came in \$30,000 less than the Road Commission's bid through Cadillac.

The following resolution was moved by McKinney supported by Findley.

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

**RESOLUTION TO ACCEPT BID FROM  
HUTCH PAVING FOR REPAVING  
TANGLEWOOD SUBDIVISION**

**Resolution Number: 2020-27**

**DATE: AUGUST 17, 2020**

**WHEREAS**, Tanglewood subdivision which is served by public roads in Superior Township needs repair; and,

**WHEREAS**; Hutch Paving has extensive experience in supplying paving and associated work to the Township for many years; and,

**WHEREAS**, the Township requested a bid from repairs from Hutch delineating various roads to be repaired and the associated prices.

**NOW, THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves Hutch Paving to repair and replace the designated roads in the Tanglewood subdivision for an amount not to exceed \$45,340.00.

**CERTIFICATION STATEMENT**

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Lynette Findley, Township Clerk

\_\_\_\_\_  
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The resolution carried by unanimous voice vote.

Supervisor Schwartz gave an update on roads in the township.

**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.

The motion carried by unanimous voice vote.

**13. PLEAS and PETITIONS**

- None

**14. ADJOURNMENT**

It was moved by Findley supported by McKinney, that the meeting be adjourned. The motion carried and the meeting adjourned at 8:34 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor