

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
APRIL 19, 2021
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 7:01 p.m. on April 19, 2021 on a Zoom Virtual Board Meeting. Supervisor Schwartz read a script required by the Open Meetings Act.

2. PLEDGE OF ALLEGIANCE

Supervisor Schwartz led the assembly in the pledge of allegiance to the flag.

3. ROLL CALL

The members present were Supervisor Ken Schwartz, Clerk Lynette Findley, Treasurer Brenda McKinney, Trustee Nancy Caviston, Trustee Lisa Lewis, Trustee Bernice Lindke, and Trustee Rhonda McGill. All board members stated they were present in Superior Township.

Absent: None

4. ADOPTION OF AGENDA

It was moved by Treasurer McKinney supported by Trustee McGill, to adopt the agenda with the addition of adding: "H, Motion to Approve and Accept a Bid from Conklin Landscaping to Clean Up the West Side of Wiard Blvd".

The motion carried by unanimous vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF MARCH 15, 2021

It was moved by Trustee Lewis supported by Treasurer McKinney, to approve the minutes of the regular Board meeting of March 15, 2021 as presented.

The motion carried by unanimous vote.

6. CITIZEN PARTICIPATION

None

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7. PRESENTATIONS AND PUBLIC HEARINGS

None

8. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following:

- The Special Meeting regarding the Salem Sewer Application is tomorrow at 3 p.m. and is suspected to have many public comments.
- Geddes Road is closed from the roundabout near Superior Road all the way to Dixboro Road. The Road Commission has been clearing the road right-of-way and replacing the guardrails. The Road Commission will be repaving the entire stretch which could take until May 15, 2021. This is being funded by the Michigan Department of Transportation Act 51 and Washtenaw County millage.
- Ford Road from Plymouth Rd to M-153 will be repaved before the height of the summer.
- There was a major gas outage in the Township last week. Arbor Woods and Geddes Ridge were both affected. A total of 615 customers were affected.
- The Library groundbreaking was last Wednesday. Clerk Findley and Supervisor Schwartz attended the title closing for the 4.2 acres conveyance to the Library.
- This summer, Supervisor Schwartz will be opening a bid for the back parking lot of the Township hall to be repaved and expanded due to the Sheriff's Department growth.
- Ron Peatry, Ordinance Officer, has decided to retire due to medical reasons. The Board made comments regarding how much they will miss Ron Peatry and how much he has done for the Township.
- Master Plan Committee will have a meeting coming up in May. The Planning Commission will have two representatives, Emily Dabish and Tom Brennan. The Board of Trustees will also have two representatives, Clerk Findley, and Trustee Lindke.

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

It was moved by Trustee Lindke supported by Trustee McGill, that the Superior Township Board receive all reports.

The motion carried by unanimous vote.

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**TRUSTEE LINDKE LIAISON REPORT ON PARKS & RECREATION
COMMISSION MEETING**

During the March 22, 2021 Parks and Recreation Commission Meeting, Juan Bradford reported Washtenaw County will not fund the ADA compliant sidewalk in Community Park because the project was already in the budget. Juan wants to go ahead with the project. Trustee Lindke would like the Board to make a commitment to put the Schock Park Use and Maintenance on the next Board meeting agenda. Supervisor Schwartz commented he has been swamped but agrees to get this done. The Parks Maintenance Supervisor position was awarded to Patrick Pigott.

Supervisor Schwartz spoke with Teresa Gillotti and Tara Cohen and explained to them the ADA compliant sidewalk was not specifically mentioned in the budget. In the parks budget, it is stated there are funds for park improvements. The sidewalk project will be funded through the Washtenaw Community Development Block Grant Program this year. Juan Bradford will complete and submit the application by the end of the week.

9. COMMUNICATIONS

A. WASHTENAW URBAN COUNY COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Supervisor Schwartz explained this grant is for additional lighting on MacArthur Blvd. in front of Sycamore Meadows and Danbury Green. This application has been submitted but has not been approved yet. This would be an agreement with DTE which would be presented to the Board. The County would pay for the installation, but the Township would be responsible for the usage. Two years ago, on MacArthur from Clark Rd to Stamford Rd, this was done on every other light pole.

The tennis courts at Community Park were funded last year through the Community Development Block Grant. Juan Bradford has accepted the bid on this project. Some of the funds will be rolled over for next year.

The Township will be looking at making some improvements at the cross walk at Harris Rd and MacArthur Blvd (not the mid-street crosswalk). The Washtenaw County Road Commission (WCRC) will begin a warrant study which will look at the pedestrian and motor traffic. Supervisor Schwartz has requested a three way stop sign at the MacArthur Blvd/Harris Rd intersection. All of this will be paid for by the WCRC. The WCRC will restripe MacArthur Blvd this year.

**B. TREASURER MCKINNEY ANNOUNCEMENT REGARDING DEPUTY
TREASURER**

Treasurer McKinney reported on hiring Trustee Lisa Lewis as her Deputy Treasurer beginning June 14, 2021 instead of July 1, 2021. Treasurer McKinney explained she needs Trustee Lewis to attend some trainings in May before her start date. Trustee Lewis will not

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receive any health benefits. The current Deputy Treasurer's end date will be June 14, 2021. Treasurer McKinney is asking for the Board's approval to hire Trustee Lewis starting June 14th.

Trustee Lindke explained she reached out to MTA about a Township Trustee performing work for the Township. The Board must approve the Trustee working for the Township. Trustee Lindke asked for transparency regarding who would be appointed Treasurer at the time of retirement of current Treasurer. The Board discussed that this was not what was being asked right now.

Supervisor Schwartz explained the process when a Board member resigns. Clerk Findley asked Trustee Lewis' plans are with her current employment position. Treasurer McKinney and Trustee Lewis' explained this was not something they wanted to discuss. Supervisor Schwartz suggested the Deputy Treasurer position be advertised. Clerk Findley stated she does not have to advertise for a deputy position. Treasurer McKinney also commented on not having to advertise for a deputy position. Trustee Lindke stated in a Township with a population of less than 40,000 if the Township Board agrees, a Township Trustee can perform non-statutory duties. Trustee Lindke explained she wants transparency for the Board which is one of the reasons she ran for Trustee.

It was moved by Trustee McGill, supported by Trustee Lindke to appoint Trustee Lewis as full-time Deputy Treasurer starting June 14, 2021 but allowing her to start training in May 2021 for an hourly wage for her training hours. On June 14, 2021, the current part-time Deputy Treasurer will no longer be working for the Township.

Roll Call:

Ayes: Trustee Lindke, Trustee Caviston, Clerk Findley, Trustee McGill, Treasurer McKinney, and Supervisor Schwartz

Nays: None

Absent: None

Abstained: Trustee Lewis

The motion carried by unanimous vote.

10. UNFINISHED BUSINESS

None

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11. NEW BUSINESS

A. RESOLUTION 2021-15, AUTHORIZE PAYMENT TO ESO FOR THE CAD INTEGRATION FOR DISPATCH SERVICES FOR FIRE DEPARTMENT

Supervisor Schwartz explained the Fire Chief is on vacation. When the Fire Department goes on a run from Dispatch, there are a lot of handwriting reports. This program will allow Dispatch to automatically input the information in the report and will allow for more accurate reports. This is software.

The following resolution was moved by Trustee Lewis supported by Clerk Findley.

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

**A RESOLUTION TO AUTHORIZE PAYMENT TO ESO FOR THE CAD
INTEGRATION FOR DISPATCH SERVICES FOR FIRE DEPARTMENT**

RESOLUTION NUMBER: 2021-15

DATE: APRIL 19, 2021

WHEREAS, the Charter Township of Superior Fire Department is requesting to move forward with the CAD integration for Dispatch Services.

WHEREAS, there are two parts to the request. 1) to approve the integration with ESO for the annual amount of \$1,495.00. ESO provides our Fire Reporting software to FEMA and the state of Michigan as required by law. The reason for this integration is presently all the Fire Department Staff have to manually write the information on all incident reports in the program software. By completing the integration of CAD from Dispatch, this will automatically autofill all the run times, truck, and narrative information from 911. Therefore, this information for the reporting system will be more accurate.

WHEREAS, 2) Fire Dispatch connection for CAD requires a one-time fee to install the connection to our tablets in all Fire Stations and Truck. The cost for the one-time fee is \$3,394.88 as stated in the attached email.

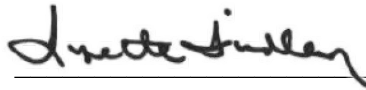
WHEREAS, both costs would come from line item #206-336-850-000 Dispatch Services.

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NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Superior Board of Trustees hereby authorizes the payment of \$4,889.88 to ESO for the CAD integration for Dispatch Services.

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 Charter Township of Superior Board held on April 19, 2021 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

04/19/2021

Date Certified

The resolution carried by unanimous voice vote.

B. RESOLUTION 2021-16, APPROVING CONTRACT WITH OHM FOR DIXBORO VILLAGE GREEN SEWER PERMIT

Supervisor Schwartz stated the Dixboro Village Green has agreed to be responsible for half of the costs. Tom Freeman provided Supervisor Schwartz with a state certified survey of the site. OHM estimated a survey of the site would be approximately \$3,000. The total cost will be less than \$4,350.00. Supervisor Schwartz explained the reasoning for the engineering services. The Dixboro Village Green has been fundraising for the costs of this project.

The following resolution was moved by Trustee McGill supported by Trustee Caviston.

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

**RESOLUTION APPROVING CONTRACT WITH OHM
FOR DIXBORO VILLAGE GREEN SEWERAGE PERMIT**

RESOLUTION NUMBER: 2020-16

DATE: APRIL 19, 2021

WHEREAS, the Charter Township of Superior entered into a use agreement with the Dixboro Methodist Church giving control of the Green and the Schoolhouse to the Board of Trustees; and,

WHEREAS, the Township is desirous of rehabilitating the Schoolhouse and the Green; and,

WHEREAS, the Dixboro Village Green LLC requested a permit from the Washtenaw County Health Department for a well and private sewer permit; and,

WHEREAS, the Washtenaw County Health Department required numerous engineering and survey questions to be provided by a professional engineer before issuing a sewer permit; and,

WHEREAS, OHM supplied a proposal and a scope of services to Superior Township for the engineering for the sewer permit not to exceed the amount of \$8,700.00; and,

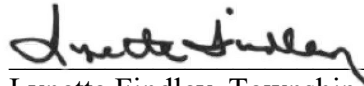
WHEREAS, Dixboro Village Green LLC has agreed to split the costs of the project 50/50.

NOW THEREFORE, BE IT RESOLVED that the Charter Township of Superior Board of Trustees hereby approves the proposed contract with OHM Advisors to prepare the engineering and surveying for the project in the amount of \$4,350.00 to be paid from general fund reserves.

CERTIFICATION STATEMENT

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Lynette Findley, Township Clerk

04/19/2021

Date Certified

Roll Call:

Ayes: Clerk Findley, Trustee Caviston, Trustee Lindke, Trustee Lewis, Trustee McGill,
Supervisor Schwartz, and Treasurer McKinney

Nays: None

Absent: None

The resolution carried by unanimous vote.

C. RESOLUTION 2021-17, MORATORIUM ON REZONING PETITIONS

Supervisor Schwartz stated the Washtenaw County Board of Commissioners has declared a state of emergency until December 31, 2021. The last WHEREAS clause is new in this resolution. “zoning issues of minor importance do not require the input of citizens to the same degree as large rezoning issues and where area plans amendments and revisions pursuant to 7.106 of the Superior Township Zoning ordinances do not require the same scrutiny or public input as projects which have a significant bearing on traffic, utilities, or other zoning considerations.” Some developments have gotten area plans approved during a public hearing but have never been executed on them. If the developments come in with some minor changes, they would not need to have another public hearing.

The following resolution was moved by Treasurer McKinney supported by Clerk Findley.

CHARTER TOWNSHIP OF SUPERIOR

WASHTENAW COUNTY, MICHIGAN

**RESOLUTION TO IMPOSE A TEMPORARY MORATORIUM ON REZONING
PETITIONS**

RESOLUTION NUMBER: 2021-17

DATE: APRIL 19, 2021

WHEREAS, the Michigan Zoning Enabling Act (Act 110 of 2006) provides for a statutory scheme for the consideration of proposed amendments to zoning ordinances and zoning maps; and,

WHEREAS, under the statute a township Board may require a public hearing (MCL 125.3401) on a request for amendment under the township zoning ordinance, and

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WHEREAS, the Washtenaw County Board of Commissioners has declared a state of emergency, county wide, until December 31, 2021, due to the covid-19 virus and its variants; and

WHEREAS, it is both impractical and unfair to the residents of the community for the Township to hold remote meetings on issues that are of great and significant public interest and which may have a permanent impact on the character and infrastructure of the community; and,

WHEREAS, the township has been informed by many citizens that virtual meetings are a poor substitute for in-person meetings; and that many residents are not equipped to join virtual meetings due to the lack of electronic and the other necessary components to fully participate in a virtual meeting; and,

WHEREAS, the township Board can take notice of the commonsense notion that for issues that may draw the interest of hundreds of citizens, a virtual public hearing denies the citizen to fully participate in the public hearing and can see and confront the issues at hand.

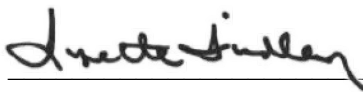
WHEREAS, zoning issues of minor importance do not require the input of citizens to the same degree as large rezoning issues and where area plans amendments and revisions pursuant to 7.106 of the Superior Township Zoning ordinances do not require the same scrutiny or public input as projects which have a significant bearing on traffic, utilities, or other zoning considerations.

NOW THEREFORE BE IT RESOLVED THAT a moratorium is imposed upon holding any public hearing(s) on requested zoning amendments until July 20, 2021 or until such time as the Township Board believes it is safe to return to unlimited in-person meetings.

BE IT FURTHER RESOLVED THAT area plans revisions and area plan amendments are not subject to this moratorium.

CERTIFICATION STATEMENT

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Lynette Findley, Township Clerk

04/19/2021

Date Certified

The resolution carried by unanimous voice vote.

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D. RESOLUTION 2021-18, AMEND THE POLICY FOR THE PRE-APPROVAL OF DISBURSEMENTS

Supervisor Schwartz stated this is updating the 1995 and 2008 version of the Policy for the Pre-Approval Disbursements.

The following resolution was moved by Trustee Lindke supported by Trustee McGill.

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

RESOLUTION TO AMEND THE POLICY FOR THE PRE-APPROVAL OF DISBURSEMENTS PRIOR TO BOARD OF TRUSTEES APPROVAL

RESOLUTION NUMBER: 2021-18

DATE: APRIL 19, 2021

WHEREAS, on January 17, 1995, the Charter Township of Superior Board of Trustees established a policy exempting specified bills from presentation for Board approval prior to payment; and,

WHEREAS, on April 21, 2008, the Charter Township of Superior Board of Trustees amended the policy exempting specified bills from presentation for Board approval prior to payment; and,

WHEREAS, these policies were established to ensure the Board of Trustees has proper supervision over the disbursement of Township expenditures, while also authorizing the disbursement of routine or emergency expenditures without the direct monthly approval of the Board of Trustees at the regular meeting of the Board of Trustees; and

WHEREAS, the policy has not been revised or updated since April 21, 2008; and

WHEREAS, it is prudent to reconsider the items on the pre-approval list from time to time;

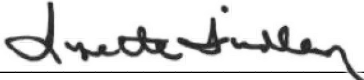
NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Superior Board of Trustees adopts the following policy for the pre-approval of disbursements prior to formal Board approval.

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IT IS FURTHER RESOLVED, that all expenditures shall be reported to the Board of Trustees monthly meeting on a register of expenditures. Any Trustee may request to examine the supporting documentation for the expenditure.

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Lynette Findley, Township Clerk

04/19/2021

Date Certified

The resolution carried by unanimous voice vote.

E. RESOLUTION 2021-19, APPROVE AGREEMENT WITH WASHTENAW COUNTY ROAD COMMISSION FOR ROAD IMPROVEMENTS IN SUPERIOR TOWNSHIP

Supervisor Schwartz stated the first agreement must be approved in April so the Township can claim the 2021 conventional and drainage matching funds. If this is not done by May 15th, we lose those funds. Supervisor Schwartz explained the agreement. The Township is having a lot of work done on the roads because of the Michigan Department of Transportation Act 51 and Washtenaw County millage.

The following resolution was moved by Treasurer McKinney supported by Trustee McGill.

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

**RESOLUTION TO APPROVE AN AGREEMENT BETWEEN
SUPERIOR TOWNSHIP AND THE WASHTENAW COUNTY ROAD
COMMISSION FOR 2021 ROAD IMPROVEMENTS**

RESOLUTION NUMBER: 2021-19

DATE: APRIL 19, 2021

WHEREAS, the Charter Township of Superior and the Washtenaw County Road Commission desire improvements of local roads located within Superior Township; and,

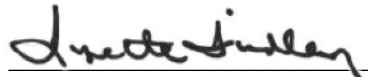
WHEREAS, the Township has historically contributed funds to the Road Commission for improvement of the local roads.

WHEREAS, the estimated amount to be paid by Charter Township of Superior under this agreement during 2021 is \$173,019.42.

NOW THEREFORE, BE IT RESOLVED that the Charter Township of Superior Board of Trustees hereby authorizes the payment of \$173,019.42 and approves the Washtenaw County Road Commission to complete following road improvement projects in 2021 as set forth in the attached First Agreement.

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 Charter Township of Superior Board held on April 19, 2021 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

04/19/2021

Date Certified

Roll Call:

Ayes: Trustee Lindke, Trustee Lewis, Trustee McGill, Trustee Caviston, Clerk Findley, Treasurer McKinney, and Supervisor Schwartz.

Nays: None

Absent: None

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The resolution carried by unanimous vote.

F. MOTION TO APPOINT A MEMBER TO THE WETLANDS BOARD

It was moved by Trustee Caviston, supported by Treasurer McKinney to appoint David Zelisse to the Wetlands Board.

The motion carried by unanimous voice vote.

G. FARMERS MARKET AT DIXBORO VILLAGE GREEN, TRANSIENT AND AMUSEMENT ENTERPRISES APPLICATION – 2021

It was moved by Trustee Caviston, supported by Trustee Lewis to approve the Transient and Amusement Enterprises Application for the Farmers Market at Dixboro Village Green.

The motion carried by unanimous voice vote.

H. MOTION TO APPROVE AND ACCEPT A BID FROM CONKLIN LANDSCAPING TO CLEAN UP THE WEST SIDE OF WIARD BLVD

It was moved by Treasurer McKinney, supported by Trustee Caviston to approve, and accept the bid from Conklin Landscaping to clean up the west side of Wiard Blvd for \$1,944.00.

The motion carried by unanimous voice vote.

12. BILLS for PAYMENT and RECORD of DISBURSEMENTS

It was moved by Trustee Lewis supported by Trustee McGill, to receive bills for payment and record of disbursements.

Trustee Lindke inquired about Controller Lockie being present for the audit. Supervisor Schwartz explained Controller Lockie decided not to come for the audit due to the spike in Covid-19 cases. Trustee Lindke asked if the expenditure for his hotel in the amount of \$546 was reimbursed. Supervisor Schwartz explained he received a credit for his flight and hotel which is good till the end of the year. Controller Lockie plans to be present for the budget.

The motion carried by unanimous voice vote.

13. PLEAS and PETITIONS

- None

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14. ADJOURNMENT

It was moved by Trustee Caviston supported by Trustee McGill, 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