

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JANUARY 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 January 19, 2021 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 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 Trustee Lewis supported by Treasurer McKinney, to adopt the agenda with the addition of adding: “f. Motion to Appoint Jim McIntyre and Ellen Kurath to the Wetlands Board”, under new business.

The motion carried by unanimous vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF DECEMBER 21, 2020

It was moved by Trustee Lewis supported by Treasurer McKinney, to approve the minutes of the regular Board meeting of December 21, 2020 as presented.

The motion carried by unanimous vote.

6. CITIZEN PARTICIPATION

Supervisor Schwartz read a script required by the Open Meetings Act.

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A. CITIZEN COMMENTS

- Trische Duckworth, Van Buren Township, read a publication on behalf of Ypsi Can I Share.
- Jan Piert, southwest Superior Township, asked when a resident can expect a response when emailing an official, what are the next steps if the resident does not receive a response, and if the recording of the meeting will be on the website.
- Martha Kern-Boprie, member of the Superior Township Parks & Recreation Commission, attended for any questions regarding the items on the agenda pertaining to the Parks & Recreation Commission.
- Scott Bowers, Dixboro, asked how to petition Superior Township to put in sidewalks in Dixboro.
- Supervisor Schwartz addressed Jan Piert's questions. Supervisor Schwartz stated to give the party that she hadn't heard from a call at the Township Hall. Treasurer McKinney addressed Jan Piert's email about the budgets on the website. Treasurer McKinney stated she forwarded her request to who puts the budgets on the website. Jan Piert stated she has not received a response yet. Supervisor Schwartz stated he would contact Laura Bennett about the budgets being easily accessible on the website.
- Supervisor Schwartz addressed Scott Bowers question about sidewalks in Dixboro. Supervisor Schwartz stated this would require a special assessment district which would require a petition to circulate among the area where you would want to add sidewalks. The board would then conduct public hearings. The first would be an engineering study to determine the cost and routes.

7. PRESENTATIONS AND PUBLIC HEARINGS

None

8. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following:

- The proposed consent judgment from Salem Springs who sued Superior Township for not allowing them to install a sewer along Gotfredson Road. During the February Board Meeting, there most likely will be a closed session where the attorney can address this. The escrow agreement has just been resolved. The Township should be receiving \$30,000 to begin the engineering. Supervisor Schwartz or the attorney couldn't recommend reviewing the consent judgment until the engineering is completed. At this point, the consent judgment is confidential, but Supervisor Schwartz is willing to discuss this with anyone from the Board.

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- The Township Offices continue to be closed to the public, and staff is staggering work shifts from home or the office.

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

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

The motion carried by unanimous vote.

9. COMMUNICATIONS

It was moved by Treasurer McKinney supported by Trustee Lewis, to receive the communications.

The motion carried by unanimous vote.

A. SCHOCK PARK USE AND MAINTENANCE RESPONSIBILITIES – PARKS AND RECREATION

Supervisor Schwartz explained he is not proposing to take any action on this item tonight. Schock Park is the land directly east of the Township Hall. The land was deeded to the Township. One of the developers agreed to clean up Schock Park last April. The Park & Recreation Commission was not aware of the clearing. Supervisor Schwartz attended a Parks & Recreation Commission meeting and proposed turning the Schock Park over to the Township Board. Schock Park would then be taken out of the Parks & Recreation Master Plan. The Township would pick up the maintenance fees for the park. Supervisor Schwartz stated this would be an action item for the February Board Meeting.

B. PARKS & RECREATION COMMISSION 2021 REGULAR MEETING SCHEDULE

C. SALARY DISCUSSION BY TRUSTEE LINDKE

Trustee Lindke stated this is continuation of last month's discussion. Supervisor Schwartz suggests Trustee Lindke propose a Salary Commission or some standards that the Board would adopt as part of the budget procedures when determining salaries. There would need to be an Ordinance if the Salary Commission was proposed. Supervisor Schwartz suggests beginning around March. Trustee Lindke asks for the other board members input regarding this topic. Trustee McGill expressed that she does not want it to become a bureaucracy and does not feel a commission is a necessity at this time. Trustee Lindke would like to see standards that are taken into consideration when looking at salary increases. Trustee McGill asked if there was anything from an MTA standpoint that would provide some guidance. Trustee Lindke understands not wanting to add another layer of bureaucracy but would like to

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see sound rationale behind salary increases. Supervisor Schwartz stated as long as the Township was prospering, there would be raises and they would be consistent with the non-union employees raises. Supervisor Schwartz explained this is how the Township has done the raises since he became trustee in 1997. Supervisor Schwartz also explained there are Constitutional Prohibitions about what you can do with salaries of elected officials including never lowering the official's salary during their term. Salary Commissions meet in odd years, so if one was developed later this year it wouldn't be able to be implemented until 2023. Supervisor Schwartz explained he begins working on the budget late July, early August. Department heads submit their requests for expenditures. The preliminary budgets are generally submitted to the Board in September. The general rationale in the past has been based on the Township's growth of 5-6% per year and the increase in salaries is usually 2-3% per year. Clerk Findley commented on the salary chart as it relates to equity and women. Clerk Findley and Treasurer McKinney commented on the Trustees being underpaid. Trustee Lewis commented she doesn't believe any elected official has gone into their positions for finances.

10. UNFINISHED BUSINESS

None

11. NEW BUSINESS

A. RESOLUTION 2021-1, APPROVE 2021 POVERTY EXEMPTION GUIDELINES FOR THE TAX BOARD OF REVIEW

Supervisor Schwartz explained this is routine. Trustee Lindke asked how the Federal and Superior Township annual income is arrived at. Supervisor Schwartz explained this is based on a formula by the assessor through a combination of the Assessor Association, State Equalization Board, and the Tax Commission. The federal annual income applies across the nation. This is taken into consideration throughout the whole township.

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

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

**A RESOLUTION APPROVING 2021 POVERTY EXEMPTION
GUIDELINES FOR THE TAX BOARD OF REVIEW**

RESOLUTION NUMBER: 2021-1

DATE: JANUARY 19, 2021

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Township Board; and

WHEREAS, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Charter Township of Superior, Washtenaw County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc. All assets not including the homestead shall not exceed \$20,000. Expenses and extenuating financial circumstances that are temporarily beyond the control of the applicant will be considered. Based upon the assets and income listed on a poverty exemption application, the Board of Review may grant the applicant 0% to 100%

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exemption. An applicant could meet the income guidelines but not the asset guidelines.

- 4) Produce a valid driver’s license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence. The Superior Township annual allowable income is also included for all persons residing in the principal residence.

Annual Allowable Income for 2021 Assessments

Number of Persons Residing Township	Federal Poverty Guidelines	Superior
<u>in the Principal Residence</u>	<u>Annual allowable income</u>	<u>Annual</u>
<u>allowable income</u>		

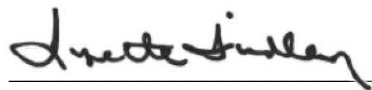
1 Person	\$12,760	\$22,000
2 Persons	\$17,240	\$27,000
3 Persons	\$21,720	\$32,000
4 Persons	\$26,200	\$37,000
5 Persons	\$30,680	\$42,000
6 Persons	\$35,160	\$47,000
7 Persons	\$39,640	\$52,000
8 Persons	\$44,120	\$57,000
For each additional person	\$4,480 per person	\$5,000

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NOW, THEREFORE, BE IT HEREBY RESOLVED that the supervisor/assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

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 January 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

01/19/2021

Date Certified

The resolution carried by unanimous vote.

B. RESOLUTION 2021-2, EXTEND POVERTY EXEMPTIONS GRANTED IN 2019 OR 2020 TO CARRY FORWARD IN 2021, 2022, AND 2023

Supervisor Schwartz stated this only applies to those who are on a fixed income derived solely from public assistance.

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

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

**RESOLUTION TO EXTEND POVERTY EXEMPTIONS GRANTED IN 2019 OR 2020
TO CARRY FORWARD IN 2021, 2022, AND 2023**

RESOLUTION NUMBER: 2021-2

DATE: JANUARY 19, 2021

WHEREAS, Changes to the poverty exemption law, MCL 211.7u, as described in Public

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Act 253 of 2020 grants township s authority to allow poverty exemptions granted in 2019 or 2020 to carry forward to 2021,2022 and 2023 for those persons on a fixed income derived solely from public assistance that is not subject to significant annual increases such as social security disability and retirement income; and,

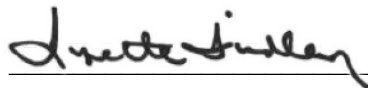
WHEREAS, adopting the resolution will result in improved efficiency for the assessing department, and,

WHEREAS, the supervisor and assessor shall establish an auditing and educational system to assure only residents that truly qualify for a poverty exemption are included.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees grants to poverty exemptions granted in 2019 or 2020, automatic poverty exemption status for 2021, 2022 and 2023.

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 January 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

01/19/2021

Date Certified

The resolution carried by unanimous vote.

C. RESOLUTION 2021-3, EXTEND POVERTY EXEMPTIONS GRANTED IN 2019 OR 2020 TO CARRY FORWARD TO 2021 WITHOUT APPLICATION OR PROTEST

Supervisor Schwartz stated this applies to those already granted poverty exemptions in 2019 or 2020 because it will automatically carry forward to 2021 without an application or protest.

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 EXTEND POVERTY EXEMPTIONS GRANTED IN 2019 OR 2020
TO CARRY FORWARD TO 2021 WITHOUT APPLICATION OR PROTEST**

RESOLUTION NUMBER: 2021-3

DATE: JANUARY 19, 2021

WHEREAS, Changes to the poverty exemption law, MCL 211.7u, as described in Public Act 253 of 2020 grants township s authority to allow poverty exemptions granted in 2019 or 2020 to carry forward to 2021 tax year without an application or protest to the Board of Review; and,

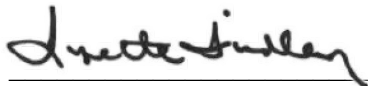
WHEREAS, adopting the resolution will result in improved efficiency for the assessing department, and,

WHEREAS, the supervisor and assessor shall establish an auditing and educational system to assure only residents that truly qualify for a poverty exemption are included.

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees grants to poverty exemptions granted in 2019 or 2020, automatic poverty exemption status for 2021 without an application or protest.

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 January 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

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The resolution carried by unanimous vote.

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**D. RESOLUTION 2021-4, APPROVE AN ANIMAL CONTROL CONTRACT WITH
WASHTENAW COUNTY**

Treasurer McKinney asked when the township started paying this amount. Supervisory Schwartz explained it started in 2011 with the township paying \$5,000 and in 2013 or 2014, it went up to \$10,000. If a community has an animal control ordinance which the Township has the Township is obligated to pay some to the county general fund to offset that cost. If the township did not have an animal control ordinance, then the county is responsible for 100%. For \$10,000, there is a fair amount of work in the township. Clerk Findley noticed there was no agreement when we received the invoice.

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

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

**A RESOLUTION TO APPROVE AN ANIMAL CONTROL CONTRACT WITH
WASHTENAW COUNTY**

RESOLUTION NUMBER: 2021-4

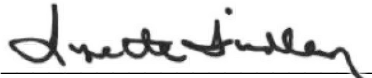
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WHEREAS, the Superior Township Board of Trustees is authorized by statute to enter into a contract with Washtenaw County for animal control expenses.

NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board does hereby approves the animal control contract with the County of Washtenaw as presented and authorizes the Supervisor to execute the same on behalf of the Township.

CERTIFICATION STATEMENT

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Lynette Findley, Township Clerk

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Roll Call:

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

Nays: None

Absent: None

The resolution carried by unanimous vote.

**E. RESOLUTION 2021-5, APPOINT SUPERIOR TOWNSHIP BOARD MEMBERS TO
SERVE ON SUPERIOR TOWNSHIP COMMITTEES, COMMISSIONS, BOARDS
AND AUTHORITIES**

Supervisor Schwartz stated this has already been discussed with the Board.

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

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

**A RESOLUTION APPOINTING SUPERIOR TOWNSHIP BOARD MEMBERS
TO SERVE ON SUPERIOR TOWNSHIP COMMITTEES, COMMISSIONS,
BOARDS AND AUTHORITIES**

RESOLUTION NUMBER: 2021-5

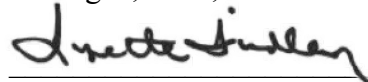
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Planning Commission	Lynette Findley
Park Commission Liaison	Bernice Lindke
Zoning Board of Appeals	Lisa Lewis
Supervisor Pro Tem	Brenda McKinney
SEMCOG	Ken Schwartz/Lynette Findley
Superior Scenes	Nancy Caviston/Bernice Lindke
Dixboro Design Review Board	Ken Schwartz/Lynette Findley
Wetlands Board	Nancy Caviston
WATS	Ken Schwartz/Brenda McKinney
County Non-Motorized Trail Committee	Ken Schwartz
Election Commission	R. McGill /L. Lewis/L. Findley
Washtenaw Co. Solid Waste Authority	Bernice Lindke/Rhonda McGill
Urban County	Ken Schwartz/Brenda McKinney

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CERTIFICATION STATEMENT

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Lynette Findley, Township Clerk

01/19/2021

Date Certified

The resolution carried by unanimous vote.

F. MOTION TO APPOINT JIM MCINTYRE AND ELLEN KURATH TO THE WETLANDS BOARD

Supervisor Schwartz stated both of their terms expired and the Wetlands Board is meeting on January 20, 2021

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

The motion carried by unanimous vote.

12. BILLS for PAYMENT and RECORD of DISBURSEMENTS

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

Trustee Lindke asked about the Lincoln Athletics weight bench for \$2,500. Supervisor Schwartz explained the Fire Department purchased weight equipment for the firefighters physical training. This expense was in the budget. Trustee Lindke asked about the expenses for the cemeteries. Supervisor Schwartz explained the particular residents keep maintenance to the cemeteries for \$500/year. Both cemeteries have only had a burial once in the past ten years. Trustee Lindke explained she will have questions about some expenses due to the Trustee training. Trustee Lindke asked about the \$21,000 for the Library site clearing. Supervisor Schwartz explained that expense was approved by the Board in 2020.

The motion carried by unanimous vote.

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13. PLEAS and PETITIONS

- Jan Piert asked about the recording being made available on the website. Supervisor Schwartz explained she could make a Freedom of Information Act request to obtain the recording.
- Clerk Findley stated she was on the training session for the Washtenaw County Urban Orientation. They explained how they used their community development grant funds. One example they used was the Packard Road mid-block crossing which is exactly what we have been looking for Superior Township to create a crossing for where the future library will be. Supervisor Schwartz stated they have looked at that, but the cost of that project could be up to \$200,000. Once the library is built, there will be a road improvement on Harris Road. The township can request the Road Commission to perform a traffic study on MacArthur Blvd and Harris Rd. Clerk Findley stated Treasurer McKinney along with Dave Rutledge are working with Bill Young to secure funding for the library. Clerk Findley asked Supervisor Schwartz if he was working with Lisa Hoenig to secure funding from Bill Ford. Supervisor Schwartz previously told the Library's Director to ask the Ford Foundation to donate money. Supervisor Schwartz expressed not feeling comfortable asking Bill Ford for more money due to the amount that has been donated in the past years. Clerk Findley stated that means Supervisor Schwartz will not ask the Ford Foundation for any donations for any projects this year. Clerk Findley stated she does not think he would have an issue donating to project that will serve a community that is at risk.

14. ADJOURNMENT

It was moved by Trustee Caviston supported by Trustee Lindke, that the meeting be adjourned. The motion carried and the meeting adjourned at 8:01 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor