

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
OCTOBER 18, 2021  
ADOPTED MINUTES  
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**1. CALL TO ORDER**

The regular meeting of the Superior Charter Township Board was called to order by the Supervisor Ken Schwartz at 7:00 p.m. on October 18, 2021, 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 Supervisor Ken Schwartz, Clerk Lynette Findley, Treasurer Brenda McKinney, Trustee Bernice Lindke, Trustee Nancy Caviston, and Trustee Rhonda McGill.

Absent: Trustee Lisa Lewis

**4. ADOPTION OF AGENDA**

- A.** It was moved by Trustee Lindke supported by Treasurer McKinney, to adopt the agenda with the addition of adding: Communications **B. Liaison Report on Parks & Recreation Commission Meeting – Trustee Lindke and combining New Business A. and B.**

The motion carried by unanimous voice vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF SEPTEMBER 20, 2021**

It was moved by Trustee McGill supported by Treasurer McKinney, to approve the minutes of the regular Board meeting of September 20, 2021, as presented.

The motion carried by unanimous voice vote.

**6. CITIZEN PARTICIPATION**

**A. CITIZEN COMMENTS**

- Marsha Moore, 8754 MacArthur Blvd, thanked the Board for the new DTE lights on MacArthur Blvd.

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- Raikesha Washington, 8814 MacArthur Blvd., asked the Board about the American Rescue Plan Act (ARPA) funds and how they plan to use these funds. Ms. Washington also asked about the cross walk at Harris Road and MacArthur Blvd.
- Carolyn Gregory, 1692 Stephens Drive., thanked Supervisor Schwartz for the paperwork on the speed bumps and asked the Board on what the next steps are.
- Supervisor Schwartz explained the petition process with Ms. Gregory. He encouraged Ms. Gregory to attend the Washtenaw County Road Commission meeting. Ms. Gregory expressed her concerns with the speeding on Stephens Drive.
- Marsha Moore, 8754 MacArthur Blvd., expressed her concerns about MacArthur Blvd and the unsafe crossways for children.
- Barbara Hughes, Washington Square, expressed her concerns about the speeding on Stephens Dr.
- Supervisor Schwartz explained the Washtenaw County Road Commission makes it difficult for speed bumps to be installed, but the entire Board is willing to help get this process started.
- Roy Thompson who has lived on Stephens Dr. for thirty-five plus years asked about removable speedbumps and expressed his concerns about the need for speedbumps on Stephens Dr.
- Supervisor Schwartz stated 75% of the houses on Stephens Dr. needs to sign the petition and they will need the support of the Township Board before submitting to the Washtenaw County Road Commission.
- Jerry Clifton, Stephens Dr., expressed his concerns about the speeding on Stephens Dr. and asked if the Board could help with the funds for speedbumps or patrolling Stephens Dr.
- Clerk Findley stated when it comes to the safety of our residents, the Board should be acting upon this. Regarding the Sycamore Meadows, Danbury Park Manor, and MacArthur Blvd. area, she shared her experience being profiled by the Washtenaw County Sheriff's Department. She stated she campaigned on doing something for the residents.
- Laura Clifton, corner of Stephens Drive and Pine Court, expressed her concerns about the speeding on Stephens Drive and has witnessed three children get hit by a car.
- Supervisor Schwartz stated the residents who are concerned about speedbumps should attend the Washtenaw County Road Commission (WCRC) meetings every other Tuesday at 1 p.m. Trustee McGill stated she would attend the WCRC meeting with the residents of Washington Square. The Board voiced their support in getting speedbumps installed on Stephens Dr.
- Marion Morris, 8264 Vreeland Rd., expressed her concerns about those who speed on her road.
- Kelly Goolsby, asked about the petition processes needing 75% support for all petitions. Ms. Goolsby is starting a petition for a community center. Supervisor Schwartz explained petitions and that petitions do not compel the Board to act.
- Rakeisha Washington, 8814 MacArthur Blvd., expressed her concerns about there being no activities for the children and the park being very small. She also expressed her support for community center near the Sycamore Meadows and Danbury Manor area.
- Supervisor Schwartz stated the Parks & Recreation Department take care of the parks and have used all federal funding to develop the parks.
- Juan Bradford, Parks & Recreation Administrator, stated there has been more improvements to Fireman's Park than any other park. There is a lot of programing at the Fireman's Park done by

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the Charter Township of Superior Parks & Recreation Department, Christian Love Church, and others.

- Supervisor Schwartz explained the process of getting a community center for the Township. He also explained the County Commissioners could help get the speedbumps on Stephens Dr.
- Supervisor Schwartz explained Treasurer McKinney applied for \$150,000.00 grant to improve the crosswalk and sidewalk at MacArthur Blvd. and Harris Road; Clerk Findley applied for a planning grant through Southeast Michigan Council of Government for \$35,000.00. Supervisor Schwartz explained the American Rescue Plan Act funding, and the Board will have a work session the first week in November to start planning how to use the funds.
- Supervisor Schwartz explained the Township has no authority over drains.

**7. PRESENTATIONS AND PUBLIC HEARINGS**

**A. TRUTH-IN-TAXATION PUBLIC HEARING**

It was moved by Clerk Findley, supported by Trustee McGill to open the 2021 Budgets and Truth-in- Taxation public hearing at 7:48 p.m.

Supervisor Schwartz opened the 2020 Budgets and Truth-in-Taxation public hearing. There were no comments. The hearing was closed at 7:49 p.m.

**8. REPORTS**

• **SUPERVISOR REPORT**

Supervisor Schwartz reported on the following:

- Through a United States Department of Agriculture grant, seventy-four trees of different varieties will be planted on Stamford Road.
- Former fire fighter, Lee Rodowski who was terminated for committing a crime is suing the union and has a hearing on October 28, 2021. The Fire Chief and Supervisor Schwartz will be called to testify.
- Clerk Findley and Supervisor Schwartz met with Tom Freeman at the Dixboro Village Green to discuss the septic system. The Township has tentative approval from the Washtenaw County Health Department to put in a gravity septic system. This will allow water and sewer services to the Dixboro Schoolhouse. The well must be drilled first. The septic system and well will hopefully be installed before spring 2022.
- Dixboro Design and Review Board met last Thursday and reviewed the plans for Arbor Hills Veterinary Clinic to move into a house on Plymouth Road if approved by the Planning Commission. The Veterinary Clinic will not alter the exterior of the house.

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- The contractors for Danbury Park Manor who are remodeling the apartments have trailers parked on MacArthur Blvd. Supervisor Schwartz has allowed the trailers to be parked on the Township's lot.
- In the next couple weeks, limestone will be deposited on the Township's gravel roads.
- The Township's rear parking lot replacement will begin this week.
- Harris Road improvement project will be delayed until the spring.
- There is a roof leak in the maintenance facility building for the Utilities Department.
- The tentative Michigan Re-Appportionment Committee maps have taken Superior Township out of the Washtenaw County Senate district and puts the Township with Wayne and Oakland County. The State Representative district as proposed takes Superior Township, Salem Township, Lyon Township, and Wixom to make the new district. Superior Township could be a three-county district. Clerk Findley encouraged the public to contact the re-apportionment committee. Washtenaw County is re-apportioning the County Commissioner's districts. The public can comment on this subject.

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

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

The motion carried by unanimous voice vote.

**9. COMMUNICATIONS**

**B. LETTER FROM RESIDENTS OF 3875 NAPIER ROAD**

It was moved by Trustee Caviston supported by Treasurer McKinney to receive the letter of communications.

Supervisor Schwartz read the letter out loud.

**C. LIAISON REPORT ON PARKS & RECREATION COMMISSION MEETING – TRUSTEE LINDKE**

- Chair Morris and Administrator Bradford has prepared the Parks & Recreation Budget.
- Former Parks Commissioner, Sandi Lopez has passed away.
- Commissioner Guy Conti has missed five meetings since January 2020 without notice. The Township has a Board Policy regarding elected officials missing meetings without notice.

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- There is introduction to tennis lessons at Community Park on Monday nights in October.
- The movies in the parks were a success.
- Dixboro United Methodist Church is hosting a trunk-or-treat on Friday, October 29<sup>th</sup> and pumpkin carving is Saturday, October 23<sup>rd</sup> in Norfolk Park.
- Juan Bradford, Parks & Recreation Administrator, gave a report on the Cherry Hill Nature Preserve Bingo Event.

**10. UNFINISHED BUSINESS**

None

**11. NEW BUSINESS**

**A. MATTHEW SCHUSTER, TOWNSHIP RESIDENT: PRIVATE ROAD APPEAL & RICK MAYERNIK'S, BUILDING AND ZONING OFFICIAL, MEMO REGARDING PRIVATE ROAD APPEAL**

Supervisor Schwartz explained if a person applies for a private road, they go through the Building and Zoning Department. In this case, the request was made to declare a driveway. Rick Mayernik, Building and Zoning Administrator, made the determination the driveway did not need to become a private road. The appeal of Mr. Mayernik's decision comes to the Board who acts as an appellate court.

Matthew Schuster, 5766 Geddes Road, presented his appeal for a private road permit requirement. He thanked the Board for their tolerance. Mr. Schuster is questioning the interpretation of Ordinance #163. He explained the Township Board has the prerogative to look at this, and the public health, safety, and welfare is better served by requiring a permit. He reviewed the history of the parcels. Mr. Schuster explained his concerns for the wetlands and natural features on the adjacent parcel, no approved turn around for emergency access, and the unsafe conditions.

Rick Mayernik explained his interpretation of Ordinance #163. He believes the intent of the Ordinance is clear; "Existing lots, rights-of-way and drives in existence prior to the enactment of this ordinance shall be exempt from the provisions of this ordinance....unless additional lots are connected to the private road".

Mr. Mayernik explained as a Board, there is the option of upholding the Building and Zoning Official's decision or requiring a permit. He explained about three quarters of the site are wetlands. The purchasers of the property's intent are to build a home. The Building Department has been in contact with the builder and have requested the permit applications and plans. Last Friday, October 15, 2021, they received the building plans. The Moulrier's purchased both lots. The land division which was approved in 1996 contained a private road to serve the two lots. The

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private road is now only serving the one lot, frontage had to be created. At the time, there was no Private Road Ordinance.

Washtenaw County Water Resources have jurisdiction over the wetlands on this property.

Mr. Schuster informed the Board the soil erosion has put a stop work order on the site for over a month ago. He asked the Board to require a permit. He explains his interpretation of Ordinance #163 again.

Mr. Mayernik commented if the intent of the ordinance was to require the drive to be constructed in order to be exempt; the ordinance could have stated rights-of-way and drives in existence. The ordinance does not state that. Mr. Mayernik states he believes the language of the ordinance is clear.

Clerk Findley asked Mr. Schuster if he had the option of purchasing the lots which are being discussed. Mr. Schuster stated he does not know when those lots were on the market. Trustee Caviston asked for clarification on what is being asked. Mr. Mayernik explained the appeal of his decision is on the table tonight.

Supervisor Schwartz commented he was on the Board when the Private Road Ordinance was adopted due to the issue of the maintenance of the private roads. The two issues that have arisen tonight are Mr. Mayernik's interpretation of the Private Road Ordinance. The private road is exempt for existing lots, rights-of-ways, and drive prior to the enactment the 2004 Private Road Ordinance. Supervisor Schwartz explained his interpretation of the ordinance is in accordance with Mr. Mayernik's interpretation. He explained the second issue which has been brought up is the health, safety, and welfare of the generalized area, the Huron River which is an important resource and the wetlands which are also important. He believes the Board is in the position to decide on the exemption and does not think the Board is ready to decide on the health, safety, and welfare issue. He believes there needs to be more discussion on this and research.

It was moved by Treasurer McKinney supported by Trustee Lindke to deny the appeal and this particular road is exempt pursuant to Ordinance #163.

Roll Call:

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

Nays: None

Absent: Trustee Lewis

It was moved by Treasurer McKinney, supported by Trustee McGill to table the issue of health, safety, and welfare exemption until the November meeting so Supervisor Schwartz can do more research and share with the Board.

The motion carried by unanimous voice vote.

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**B. RESOLUTION 2021-47, AMEND THE RATES, FEES, AND CHARGES RELATED TO SEWER AND WATER SERVICES PROVIDED BY THE TOWNSHIP'S UTILITY DEPARTMENT**

Mary Burton, Utility Administrator, explained the Resolution to the Board.

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

**CHARTER TOWNSHIP OF SUPERIOR**

**WASHTENAW COUNTY, MICHIGAN**

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

**RESOLUTION NUMBER: 2021-47**

**DATE: OCTOBER 18, 2021**

**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

**WHEREAS**, the Ypsilanti Community Utilities Authority has increased the charge for sewer by 2%, 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 and sewer, it was determined that it would be adequate to increase our sewer rates by 2%, 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 sewer and water systems shall be amended per the attached Schedule B; and

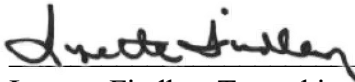
**BE IT FURTHER RESOLVED** that this Resolution and attached schedule shall be published pursuant to Section 8 of the Charter Township Act being MCL 42.8 by posting in the Office of the Clerk, 3040 N. Prospect, Ypsilanti 48198 and on the Township website –

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[www.superior-twp.org](http://www.superior-twp.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**

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 October 18, 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

10/18/2021  
\_\_\_\_\_  
Date Certified

**SCHEDULE B**

**SUPERIOR CHARTER TOWNSHIP  
UTILITY DEPARTMENT FEES  
575 EAST CLARK ROAD  
YPSILANTI, MI 48198  
734-480-5500**

RESOLUTION ADOPTED FEBRUARY 27, 1996 AND AS AMENDED THROUGH NOVEMBER 1, 2021, SCHEDULE OF RATES, FEES AND CHARGES RELATED TO SEWER SERVICES PROVIDED BY THE TOWNSHIP'S UTILITY DEPARTMENT.

**Service Rates:**

- B. Sewer (including wastewater treatment) rates for Township customers served from the Ypsilanti Community Utilities Authority.

Effective November 1, 2021

Sewer	\$4.77 per 100 cubic feet
Minimum monthly billing	\$15.88 (333 cubic feet)

NOTE: All sewer rates and surcharges are based on water usage, except to the extent of water metered through a separate "Water-only" meter.



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Roll Call:

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

Nays: None

Absent: Trustee Lewis

The resolution carried by unanimous vote.

**C. RESOLUTION 2021-48, ACCEPT THE AUDITING SERVICES PROPOSAL WITH PFEFFER, HANNIFORD, AND PALKA, CERTIFIED ACCOUNTANTS**

Supervisor Schwartz commented Pfeffer, Hanniford, and Palka have been with the Township for twenty-six years.

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

**CHARTER TOWNSHIP OF  
SUPERIORWASHTENAW COUNTY,  
MICHIGAN**

**RESOLUTION ACCEPTING THE AUDITING SERVICE  
PROPOSAL WITH PFEFFER, HANNIFORD AND  
PALKA, CERTIFIED PUBLIC ACCOUNTANTS**

**RESOLUTION NUMBER: 2021-48**

**DATE: OCTOBER 18, 2021**

**WHEREAS**, the Charter Township of Superior Board of Trustees has requested a proposal from Pfeffer, Hanniford and Palka to continue providing auditing and financial reporting services to Superior Township, and;

**WHEREAS**, the Township has budgeted for this expense and the Board of Trustees has been very satisfied with past services and performance.

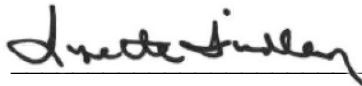
**WHEREAS**, the estimated total audit fee for the 2021 year will be \$23,500, for the 2022 year will be \$23,750, and for the year 2023 year will be \$24,000. This is an increase of \$500 for 2021; \$250 for 2022; and \$250 for 2023. For all non-audit services which the Township requests there will be an hourly fee of \$115.

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**NOW THEREFORE BE IT RESOLVED** that the Charter Township of Superior Board of Trustees hereby approves a contract for three years with Pfeiffer, Hanniford and Palka for the services as set forth in the proposal for professional services contract with the set increases.

**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 October 18, 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

10/18/2021

Date Certified

Roll Call:

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

Nays: None

Absent: Trustee Lewis

The resolution carried by unanimous vote.

**D. RESOLUTION 2021-49, ADOPTING GENERAL APPROPRIATIONS ACT MILLAGE RATES FOR 2022**

Supervisor Schwartz read the chart to the Board and public. Trustee Lindke asked that the Resolution contain the period. Supervisor Schwartz added in the last therefore clause **“for the Fiscal Year January 1, 2022, to December 31, 2022”**. Trustee Lindke asked how the general is figured out. Supervisor Schwartz explained the general was created in 1968 when the first apportionment committee at the county level. This is considered a Charter millage.

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

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

**RESOLUTION ADOPTING GENERAL APPROPRIATION ACT MILLAGE RATES**

**RESOLUTION NUMBER: 2021-49**

**DATE: OCTOBER 18, 2021**

**WHEREAS**, the Charter Township of Superior Board of Trustee’s has carefully reviewed the Township’s current and projected financial needs, and

**WHEREAS**, the Board of Trustee’s recognizes its responsibility to the citizens of the Charter Township of Superior to carefully monitor the Township funds and provide necessary revenue to offset proposed expenditures, and

**WHEREAS**, the auditors suggested that millage rates for revenue should be by resolution, and

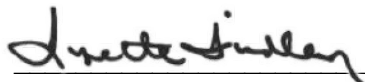
**THEREFORE, BE IT RESOLVED**, that the Charter Township of Superior Board of Trustees adopts the millages on the attachment by Resolution **for the Fiscal Year January 1, 2022, to December 31, 2022.**

	TAXABLE VALUE	MILLAGE	TOTAL TAX REVENUE
<b>GENERAL</b>			
REG	\$728,538,131	0.8003	\$583,049
IFT	\$21,225,455	0.4001	\$8,492
<b>FIRE</b>	Voter-Approved		
REG	\$728,538,131	3.4601	\$2,520,814
IFT	\$21,225,455	1.7300	\$36,720
<b>LAW</b>	Voter-Approved		
REG	\$728,538,131	2.7187	\$1,980,676
IFT	\$21,225,455	1.3593	\$28,851

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**CERTIFICATION STATEMENT**

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Lynette Findley, Township Clerk

10/18/2021

Date Certified

Roll Call:

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

Nays: None

Absent: Trustee Lewis

The resolution carried by unanimous vote.

**E. RESOLUTION 2021-50, ADOPTING GENERAL APPROPRIATIONS ACT: 2022  
BUDGETS OF ALL FUNDS**

Clerk Findley explained a correction on the chart in the Resolution.

The amendments on the resolution below were moved by Trustee Lindke supported by Trustee McGill.

The motion carried by unanimous voice vote.

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

Trustee Lindke asked if there could be a subtotal on the chart in the Resolution. She inquired about the Interest Income (line item 664, page 1 of 17) on the General Fund and the Interests of Reserves Income (line item 663, page 10 of 17) on the Fire Fund. She asked why there is a discrepancy with the actuals and budgeted. Trustee Lindke commented she is trying to understand why some banks are charging more fees than other banks. Treasurer McKinney stated she would have to look at this tomorrow because she doesn't have the answers. Supervisor Schwartz stated sometimes they have to put a place holder in line items because the specific number is not available. At the end of the year, the budget adjustments are made.

Trustee Lindke asked about the three percent increase for the Board of Trustees Official's salaries. Supervisor Schwartz stated he never heard from Trustee Lindke about discussing this increase. Trustee Lindke commented this is a big deal for her and wants there to be transparency in Superior Township. She voiced her concerns about the budget and the salary increases.

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

**RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT:  
2022 BUDGETS FOR ALL FUNDS**

**RESOLUTION NUMBER: 2021-50**

**DATE: OCTOBER 18, 2021**

**WHEREAS**, the Charter Township of Superior Board of Trustee’s has carefully reviewed the Township’s current and projected financial needs, 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 considered the projected revenues and expenditures for the coming year, and

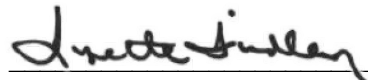
**NOW THEREFORE BE IT RESOLVED**, that the Charter Township of Superior Board of Trustee’s adopt the proposed budgets for the 2022 calendar year: the General Fund Budget by activity dated October 18, 2021, the Fire fund Budget dated October 18, 2021, the Building Fund budget dated October 18, 2021, the Law Fund budget dated October 18, 2021, the Park Fund Budget dated October 18, 2021, the Utility Fund Budget dated October 18, 2021, The Streetlight Budget dated October 18, 2021, and the Side Street Maintenance fund budget dated October 18, 2021.

Fund	Revenues	Expenditures	Transfers
General	\$2,338,996	\$2,027,545	\$311,451
Fire	2,651,869	\$2,353,223	\$298,646
Law	2,339,029	1,980,793	358,236
Building	402,050	384,098	17,952
Parks	330,551	330,551	-0-
Streetlights	<b>81,346 81,363</b>	<b>81,364 81,363</b>	-0-
SidestreetMaint.	23,517	23,347	170
Utilities	4,541,500	3,941,870	599,630

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**CERTIFICATION STATEMENT**

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Lynette Findley, Township Clerk

10/18/2021

Date Certified

**Roll Call:**

Ayes: Supervisor Schwartz, Trustee McGill, Treasurer McKinney, and Trustee Caviston.

Nays: Trustee Lindke and Clerk Findley

Absent: Trustee Lewis

The resolution carried by unanimous vote.

Supervisor Schwartz explained to the Board that Clerk Findley approached him about giving Deputy Clerk, Sarah Collier, a significant raise, and he agrees with Clerk Findley. Supervisor Schwartz explained deputies work hard and are always the lowest paid employees because the deputies are transitory. Trustee McGill asked if the deputies make the same amount. Supervisor Schwartz explained they have always made the same amount, and the three percent raise was reasonable across the board. Clerk Findley commented the deputies should not make the same. She commented the clerk and treasurer should not make the same, but she is not here to discuss that. She explained the responsibilities of the deputies are very different. Supervisor Schwartz stated he doesn't think this discussion could be put into closed session.

Clerk Findley commented she agrees with Trustee Lindke with giving salary increases across the Board. She commented people in the office are not doing the same amount of work.

The motion to increase Deputy Clerk's, Sarah Collier, salary by ten percent was moved by Clerk Findley, supported by Trustee Lindke.

The motion was tabled by Trustee McGill, supported by Treasurer McKinney.

The motion was moved by unanimous voice vote.

**F. RESOLUTION 2021-51, PROMOTE NANCY MASON AS CHARTER TOWNSHIP OF SUPERIOR ASSISTANT OFFICE AND PERSONNEL MANAGER**

Supervisor Schwartz explained the resolution below. He explained the extent of what Nancy Mason does in her position.

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The following resolution was moved by Clerk Findley, supported by Trustee McGill.

Clerk Findley commented she was told not to put the Deputy Clerk's salary as a resolution for the meeting.

Trustee Lindke asked if the annual salary could be put in the resolution.

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

**RESOLUTION TO PROMOTE NANCY MASON  
AS CHARTER TOWNSHIP OF SUPERIOR ASSISTANT OFFICE AND  
PERSONNEL MANAGER**

**RESOLUTION NUMBER: 2021-51**

**DATE: OCTOBER 18, 2021**

**WHEREAS**, Superior Township has been served by Nancy Mason as Bookkeeper from April 1, 2014, until the present time; and,

**WHEREAS**, Nancy Mason performed the duties of bookkeeper with distinction; and, over the years has taken on additional duties as listed below without a pay increase to compensate her for the additional duties which she has accomplished with near perfection.

**WHEREAS**, her duties to the building, fire and law fund has expanded greatly over the years, and these funds shall pay for the raise of five dollars (\$5.00) per hour.

**NOW THEREFORE**, the Superior Township Board hereby approves the new job description for Nancy Mason and raises her pay five dollars (\$5.00) per hour effective immediately and delegates to her the following responsibilities and duties:

**Responsibilities & Duties:**

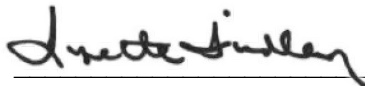
1. Accounts Payable  
Do all functions for all government funds  
Print checks for Utility Dept. and enter invoices as needed
2. Payroll  
Do all aspects of payroll for the entire township including printing of the checks.

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3. General Ledger  
Do all functions for all government funds including monthly closings and audit
4. Human Resources
5. Workers Comp  
Do all claims, audits etc
6. Grants  
Administrator for all Fire grants and government fund grants
7. Pension/H CSP/HSA  
Administrator for all pension, health care savings accounts and HSA accounts
8. Telephone System (Comcast)  
Administrator over all township phone systems
9. MESC all reports and claims

**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 October 18, 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

10/18/2021

Date Certified

**Roll Call:**

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

Nays: None

Absent: Trustee Lewis

The resolution carried by unanimous vote.

**G. HURON RIVER WATERSHED COUNCIL DUES 2021**

The motion was moved by Trustee McGill, supported by Trustee Lindke to pay the Huron River Watershed Council Dues 2021.



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The motion carried by unanimous vote.

**H. TREASURER'S REPORT, 2021 SPECIAL ASSESSMENTS**

The motion was moved by Trustee Lindke, supported by Clerk Findley to accept the Treasurer's Report, 2021 Special Assessments.

The motion carried by unanimous vote.

**I. ZONING BOARD OF APPEALS BYLAWS**

Rick Mayernik informed the Board that the Zoning Board of Appeals never had Bylaws.

The motion was moved by Trustee Lindke supported by Trustee McGill to accept the Zoning Board of Appeals Bylaws

The motion carried by unanimous vote.

**J. PLANNING COMMISSION BYLAWS**

The motion was moved by Trustee McGill, supported by Treasurer McKinney to accept the Planning Commission Bylaws.

The motion carried by unanimous vote.

**K. CLOSED SESSION ROCK PROPERTY OFFER MCL 15.268 SECTION 8(D)**

The motion was moved by Trustee McGill, supported by Trustee Lindke to move into a closed Session.

Roll Call:

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

Nays: None

Absent: Trustee Lewis

**12. BILLS for PAYMENT and RECORD of DISBURSEMENTS**

It was moved by Trustee Lindke supported by Clerk Findley, to receive bills for payment and record of disbursements.

The motion carried by unanimous voice vote.

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**13. PLEAS and PETITIONS**

- Trustee Lindke would like to review monthly financials.

**14. ADJOURNMENT**

It was moved by Clerk Findley supported by Trustee Lindke, that the meeting be adjourned. The motion carried and the meeting adjourned at 10:21 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor