

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
SPECIAL MEETING  
JUNE 13, 2022  
ADOPTED MINUTES  
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**1. CALL TO ORDER**

The special meeting of the Charter Township of Superior Board was called to order by Supervisor Ken Schwartz at 5:30 p.m. on June 13, 2022, at Superior Township Hall, 3040 North Prospect, Superior Township, Michigan.

**2. ROLL CALL**

The members present: Supervisor Ken Schwartz, Clerk Lynette Findley, Treasurer Brenda McKinney, Trustee Lisa Lewis, Trustee Bernice Lindke, Trustee Rhonda McGill, and Trustee Nancy Caviston.

Absent: None

**3. ADOPTION OF AGENDA**

It was moved by Treasurer McKinney supported by Trustee McGill, to adopt the agenda.

The motion carried by unanimous voice vote.

**5. CITIZEN PARTICIPATION**

**A. CITIZEN COMMENTS**

- Brenda Baker, Ashton Ct., thanked the Board for allowing this meeting to be open and fair. She specifically thanked Supervisor Schwartz for accommodating this fair meeting time.
- Tamar Jones, 1620 Sheffield Dr., introduced herself as a candidate for the position and thanked the Board for the opportunity to interview.
- Jan Piert, 2172 Anns Way, asked if there would be a process created for when positions are open due to a Board members resignation or retirement, or a Board member leaves. She would like this to be a written process.
- Irma Golden, 1585 Sheffield Dr., asked if open positions could be included in the newsletter instead of only on our Township website. She asked if the meetings could be virtual for the public.
- Clerk Findley stated that positions cannot be posted until they are official. She stated “official” means “in writing”. She explained that the equipment for virtual meetings has been ordered and explained that the Board did listen to the public regarding this.
- Treasurer McKinney explained that she put in the newsletter that she was retiring but did not know the date.
- Supervisor Schwartz stated that there can definitely be a process developed but there are state regulations regarding the timelines for when seats have to be filled.

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**6. NEW BUSINESS**

**A. MOTION TO RECEIVE BRENDA MCKINNEY'S WRITTEN RESIGNATION  
AS SUPERIOR TOWNSHIP TREASURER EFFECTIVE JUNE 13, 2022**

The motion was moved by Trustee Caviston and supported by Trustee McGill to receive Treasurer McKinney's written resignation as Superior Township Treasurer effective June 13, 2022.

Roll Call:

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

Nays: None

Absent: None

The motion carried by unanimous voice vote.

**B. MOTION TO ACCEPT LETTERS OF INTEREST**

The motion was moved by Trustee Lindke and supported by Trustee Lewis to accept the letters of interest.

The motion carried by unanimous voice vote.

**C. INTERVIEW CANDIDATES**

There was discussion concerning how to interview the candidates. Clerk Findley stated that it should be consistent. Trustee Lindke explained she would like to be able to ask the other candidates questions as a trustee. She stated she would like to offer up some questions. Trustee McGill explained she did not ask anyone if they had specific questions and that she produced some interview questions on her own.

Questions:

- 1. Although we have reviewed your resume and have been briefed on your qualifications, would you tell us a little bit more about your professional background and interests?**

Tamar Jones thanked the Board for the opportunity to interview. She explained that she has worked in banking for eighteen years. She is currently a branch manager for Bank of Ann Arbor and oversees the daily operations. She then went into depth about what she does on a daily basis within her position as branch manager.

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There was continued discussion on how the interviews would be conducted to remain consistent. Clerk Findley pointed out each candidate should be asked the same question before going to the next question.

After the discussion was finished, Lisa Lewis introduced herself and stated she has lived in the Township since 1994. She disclosed her previous and current employment, volunteer work, and other related experiences. She mentioned during the height of COVID-19, she volunteered with Meals on Wheels.

Bernice Lindke explained she has had two careers prior to being a Township Trustee. She cited her degrees and how they, along with her career experience would benefit this position.

**2. Describe your experience in working with citizens from various cultural backgrounds. What approaches have you used to ensure adequate attention is given to the varying needs of these groups?**

Tamar Jones explained working in banking, she has come across many foreign students while working in downtown Ann Arbor. She tries her best to assist them in any way possible.

Lisa Lewis stated she worked for Plymouth-Canton Community Schools which has many students and parents of various cultural and religious backgrounds. She explained she would attend class meetings to help assist with various needs. She stated that she also participated in the various groups to help connect with the various cultural backgrounds.

Bernice Lindke talked about her experience working with students at Eastern Michigan University (EMU). She said that she assisted students in Student Judicial Services to ensure all students were being treated fairly.

**3. In the position of Township Treasurer, you will have many challenges. Please share a time when you faced an unexpected challenge. How did you overcome this challenge? Give an example.**

Tamar Jones explained having to move up the chain in her current position, so she could continue assisting the customer.

Lisa Lewis stated that she faced unexpected challenges with students who were bilingual and whose parents did not speak English. She explained she would assist the students in their homes to fill out forms. She stated that sometimes you have to meet people where they are in order to help them.

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Bernice Lindke gave an example from her recent experience with Cranbrook Academy of Art regarding how she overcame a challenge with their enrollment.

**4. Can you give an example of creative problem solving from your past work history?**

Tamar Jones stated she created a few spreadsheets to assist the office in the auditing process.

Lisa Lewis discussed her recent experience as Deputy Treasurer. She stated finding the goal and working as a team can help in troubling situations.

Bernice Lindke gave an example of helping a former student with getting through to the Student Visa Office in Detroit. She said she assisted him in calling the immigration center in Detroit.

**5. The Treasurer has an obligation to complete tasks on specific deadlines. Tell me about a time when you had a task to complete with a tight deadline.**

Bernice Lindke discussed having deadlines throughout her entire career. She stated sometimes you must rearrange your schedule to meet deadlines.

Lisa Lewis discussed the deadlines surrounding the Individualized Education Program in her previous employment. She discussed making sure all participants know about the deadline.

Tamar Jones explained when dealing with people's money in her current position, deadlines are extremely important. She stated that completing reviews for her employees is an important task in her role and if she has to work past her usual time to complete these deadlines she will.

**6. The Treasurer may have to present to the board issues within his/her department. Can you tell me about a time you gave a presentation that was particularly successful? Why do you think it went well?**

Bernice Lindke discussed giving presentations throughout her career. She said she would present a request for funding annually regarding the budget at EMU. She said she would study up on the presentation and make sure she could answer any questions that were asked of her.

Lisa Lewis shared an example of a presentation she completed on a new program in her previous employment at Plymouth-Canton Community Schools. She explained all the information included in the presentation.

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Tamar Jones stated she is in an investment group. She discussed having to present different stocks to the group, which she completes by presenting via PowerPoint and Excel spreadsheets.

**7. What would be your process for goal setting the next two years and how would you communicate with our residents to ensure that they are aware?**

Bernice Lindke stated she would look at what needs to be done in the Treasurer's office. She explained she would put information on the website for the residents to view. She also stated she would work with the bank to sweep the funds to ensure they are FDIC guaranteed based on the audit recommendations, and that she looks forward to informing the residents about the funds.

Lisa Lewis stated she would consult with other Treasurers in Washtenaw County to ensure all the Township funds are Public Act 20 compliant and FDIC compliant. She stated she believes most of the funds are invested in Treasury bills. She would share this information with the residents through the Superior Scenes newsletter and the website. She also said she would like to develop a handout available to the public letting them know how the funds are being invested on monthly basis.

Tamar Jones stated she believes in transparency. She explained that she would first have to see how the process works in the Township. Given her current position, she believes she would be able to guide the finances in the right direction.

**8. Describe an ethical dilemma you have faced in the workplace. How was it resolved? What was your role in the resolution? What, if anything, would you do differently if you were faced with the same issue again?**

Lisa Lewis shared an experience at Plymouth-Canton Community Schools regarding a teacher who was from an Islamic background. She described the solution for the dilemma and her role in resolving this.

Tamar Jones stated she had an employee who left thousands of dollars in an unlocked drawer. She explained sweeping it under the rug would have been unethical. She said she had to go to her manager regarding the situation. She continued to explain having to train the employee more regarding closing procedures.

Bernice Lindke shared an experience when she served on the Washtenaw County Retirement Board. She stated that someone on the board wanted to divest in South African assets. She said she did vote to divest on the South African assets and believes that she always does the right thing.

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- 9. The Treasurer may have daily interactions with the public and colleagues. Talk about a time when you successfully explained a problem to a colleague or a customer who didn't have your situational knowledge.**

Lisa Lewis stated greeting someone first is especially important. She explained a customer recently commented on her always being "bubbly". She stated that it is especially important to interact with people with love and compassion.

Tamar Jones stated she always tries to practice being cool, calm, and collected. She discussed a step-by-step process for helping customers.

Bernice Lindke discussed dealing with Free Application for Federal Student Aid (FAFSA) at EMU. She explained listening to people's concerns and help them understand the FAFSA process.

- 10. This position is ever changing and requires developing new skills. How do you approach the learning process?**

Tamar Jones stated she is a very fast learner and would take any training that is available.

Bernice Lindke stated she has worked in fields that change all the time. She said she would talk to colleagues, read, and practice the skills she learns.

Lisa Lewis stated she would ensure that the new skills she learns are applicable to the position. She stated she would attend any trainings available and would practice the new skills that she learns. She said she would also research any new processes required by the state.

- 11. How would you engage with the elected officials, trustees, and department heads to ensure that you are always aligned on the needs of the township departments so that your investment decisions align with our short- and long-term goals.**

Bernice Lindke stated she met with the department head of the Utility Department and realized this was important to understand their needs and expectations. She explained that she would continue this process. She also explained what she would do regarding investments.

Lisa Lewis stated that it is better to be proactive than reactive. She discussed always being able to amend the budget, but she also sees the importance of consulting with the auditors. She also discussed the importance of having regular meetings with the department heads.

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Tamar Jones explained how she would invest the money for the Township.

**Closing statements from the candidates:**

Lisa Lewis stated she has been the Deputy Treasurer for the last eleven months and has performed account maintenance and analysis on Treasury accounts including tax rolls and all economic incentive programs, researched and calculated the Michigan State Tax Tribunal Commission, processed adjustments to tax payments, written and received checks, sent letters to residents, responded to emails in a timely manner, ensured all money is accounted for, settled the taxes with the County, and fiduciary responsible for all tax payments. She stated she can explain all special assessments relating to taxes, transferred delinquent property parcels, posted surety bonds, and served as a liaison to the online payment processing firms for the Treasurer's office. She stated she will continue to cultivate the relationship between the managers at the financial institutions which the Township uses and will continue to foster the relationship with other municipalities by being accessible for questions. She stated she will represent this position with dignity and high moral standards while upholding the fiduciary responsibilities in order to keep the Township A rating. She then thanked the Board for the consideration.

Bernice Lindke stated she believes she can perform the statutory duties of the position and is familiar with accounting standards and the required treasury activities. She stated the Township uses BS&A and is familiar with the program. She explained her familiarity with accounts receivable, the different funds, and tax collections. Bernice stated she would look closely at the banks the Township uses and have other banks propose their business to the Township. She explained wanting to do better regarding the audit recommendations. She stated she would always be an advocate for a fair, transparent, and open process. She said she would also better inform the public.

Tamar Jones explained she has been a Superior Township resident for the past five years. She claimed that her eighteen years of banking experience and passion for helping people would make her a great candidate for this position.

Clerk Findley stated it is important to her that there be a healing process for the officials in the office. She discussed wanting to create a process for succession. This is an opportunity for a person to continue their career and not come out of retirement. She stated she was taken aback by Bernice Lindke being a candidate for this position. She said she is appreciative of all she has done regarding the budgets. She said her concern is healing and would like to see someone not connected to this Township. She explained her concerns with bringing in "new blood" and fresh ideas, and said she wants to get rid of all the nasty politics. She said that she is tired. She discussed wanting to have a good relationship with Supervisor Schwartz for the next two years of her term and said that the only way to do that is by getting "new blood".

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Trustee Lindke stated she considers herself new blood because she started in her position as Trustee in November 2020. She stated she does not see the attacks on each other stopping unless there is an intervention by a professional. She said she came forward because she has skill sets and a background in finances and accounting. She stated she resents what Clerk Findley has said and stated that all candidates are qualified.

Trustee McGill thanked all the candidates for their drive and passion for this position. She stated as it is only a two-year appointment and is thinking what could happen in two years. She stated all candidates are highly qualified. She stated whoever is decided tonight, the Board still needs healing.

Supervisor Schwartz thanked all the candidates for applying. He explained the Board has done a lot of good things in the last two years. He explained his understanding of how the process works.

**D. APPOINT CANDIDATE TO THE POSITION OF CHARTER TOWNSHIP OF SUPERIOR TREASURER**

It was moved by Trustee Lewis and supported by Supervisor Schwartz to appoint Trustee Lewis as the Charter Township of Superior Treasurer.

Ayes: Trustee Lindke, Trustee Lewis, Supervisor Schwartz, Trustee McGill, Trustee Caviston

Nays: Clerk Findley

Absent: None

The Board now has an opening for a Trustee. Supervisor Schwartz suggested posting an advertisement for the position. Clerk Findley suggested putting it on the website and adding the Board appointment for Trustee on June 21, 2022, meeting agenda.

**7. ADJOURNMENT**

It was moved by Trustee McGill and supported by Clerk Findley, that the meeting be adjourned. The motion carried and the meeting adjourned at 7:00 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor