

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
MARCH 17, 2025
APPROVED MINUTES
PAGE 1**

1. CALL TO ORDER

The regular meeting of the Charter Township of Superior Board of Trustees was called to order by Supervisor Emily Dabish Yahkind at 7:00 p.m. on March 17, 2025, at the Superior Charter Township Hall, 3040 N Prospect Rd, Superior Charter Township, Michigan.

The meeting went into recess at 7:01 p.m. due to protests. The meeting readjusted at 7:06 p.m.

2. PLEDGE OF ALLEGIANCE

Supervisor Dabish Yahkind led the assembly in the Pledge of Allegiance.

3. ROLL CALL

The board members present included Supervisor Emily Dabish Yahkind, Clerk Angela Robinson, Treasurer Lisa Lewis, Trustee Sarah Devereaux, Trustee Dana Greene Jr., Trustee Brenda McKinney, and Trustee Ken Schwartz.

Absent: None

4. ADOPTION OF AGENDA

A motion was made by Treasurer Lewis and supported by Trustee McKinney to move discussion of the Community Development Block Grant to new business entitled as *Resolution 2025-20, Resolution Authorizing the Use of Community Development Block Grant Funds for Paving at Fireman's Park.*

The motion carried unanimously.

The meeting went into recess at this time for roughly 7 minutes.

A motion was made by Trustee Greene and supported by Clerk Robinson to add *Resolution 2025-21, Resolution to Establish a Committee to Outline the Roles and Responsibilities of a Human Resource Director* under new business.

Roll Call

Aye: Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson, Trustee Schwartz

Nay: Supervisor Dabish Yahkind

Absent: None

The motion carried 6 to 1.

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A motion was made by Trustee Greene and supported by Clerk Robinson to add *Resolution 2025-22, Resolution to Terminate the Employment Activities of Former Controller Keith Lockie* under New Business.

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: None

The motion carried unanimously.

A motion was made by Trustee Greene and supported by Trustee Devereaux to add *Resolution 2025-23, Resolution to Rehire Landis Smith to the Position of Billing Specialist and Residential Liaison* under New Business.

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee Mckinney, Clerk Robinson

Nay: Trustee Schwartz

Absent: None

The motion carried 6 to 1.

A motion was made by Trustee Greene and supported by Clerk Robinson to add the report entitled *Informal Inquiry of the Billing Specialist and Resident Liaison, Controller Positions* to presentations.

Roll Call

Aye: Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: Supervisor Dabish Yahkind, Trustee Scwartz

Absent: None

The motion carried 4 to 2.

Documents submitted at the table will appear at the end of these minutes

5. CITIZEN PARTICIPATION

- **Juan Bradford**, Parks and Recreation Director, announced that the annual Easter egg hunt at Fireman's Park will be on Saturday, April 13, at 11 a.m. sharp. A rainy-day date is

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set for Sunday, April 14. Kids can bring their own baskets or use provided bags to decorate. The Easter Bunny will be there for added fun.

- **Trische Duckworth** questioned the dismissal of Landis Smith and the Supervisor's leadership. She called for transparency and expressed concerns over former controller Keith Lockie's continued employment with Superior Township despite his multiple resignations. She urged the board to act responsibly and called on voters to elect leaders who prioritize the community's interests.
- **Crystal Lyte**, County Commissioner, announced an event at the Washtenaw County Learning Resource Center scheduled for Tuesday, March 18, 2025 at 6:30 p.m., featuring speakers including Judge Janan Hamood, Commissioner Caroline Sanders, and Mr. Omar. She also recommended board members attend training for better meeting management and suggests thoroughly reading submitted documents to avoid misunderstandings.
- **Mrs. Muhammad** raised concerns about financial management, including the lack of an insured cash sweep account, unchanged balances, and a significant increase in accounts payable. She also questioned the supervisor's authority to unilaterally remove agenda items, arguing it limits transparency and prevents residents' concerns from being addressed.
- **Rhonda McGill** expressed dissatisfaction with the Superior Township Board for the termination of Landis Smith, arguing it was unjust and poorly handled. She also questioned the supervisor's decision to retain a controller who resigned without two-week notice, suggesting that the board exemplifies inconsistent leadership and places the community at legal risk. McGill expressed dissatisfaction with the board's actions and stated that the community will not remain silent.
- **Brenda Baker**, Ashton Ct., provided updates from the Committee to Promote Superior Township, highlighting plans to participate in Superior Day on June 14th with an information booth. The committee will also collaborate with volunteers to design and fund new promotional items.
- **Irma Golden**, Sheffield Dr., expressed serious concerns about retaliation, unethical practices, racism, and a lack of transparency in the township, citing information obtained through FOIA requests. She highlighted an email from Trustee Schwartz discussing disciplinary actions against an employee and alleged discriminatory behavior by board members. Ms. Golden called for accountability and emphasized that the community's voice will not be silenced.
- **Rickey Harding**, Utility Superintendent, disagreed with the board's actions, particularly regarding the treatment of Landis Smith and Keith Lockie. He condemned the decision to bring Mr. Lockie back at the same salary as the controller position despite his resignation, while denying Landis Smith unemployment benefits. Harding stated that the board showed favoritism, dishonesty, and unethical behavior.
- **Gail Summerhill** expressed disappointment in the board, particularly with their handling of ARPA funds and the current situation in Superior Township. She urged the board to take responsibility and address the pressing issues.

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6. SUPERVISOR COMMENTS

- Supervisor Dabish Yahkind emphasized that board policies require approval for all hires and stated that the hire in question was never approved by the board. She clarified that the supervisor has final approval of the agenda, but any board member can add items with support. She also explained that she was never shown a resolution regarding Human Resources or supporting documents for any items removed from the agenda and that was not a matter of the Supervisor not performing her due diligence. She expressed disappointment regarding the continued rehashing of issues from the primary campaign season and that a deep dive was made into the emails of a trustee to find some perceived retaliation against Utility Department employees. She urged moving forward peacefully, sharing perspectives without assumptions, and mentioned that the Supervisor's Report would be included in the minutes.

7. PRESENTATIONS

- A. Fire Department – Chief Victor Chevrette
- B. Informal Inquiry of the Billing Specialist and Residential Liaison, Controller Positions – Trustee Dana Greene Jr.

8. CONSENT AGENDA

The motion was made by Trustee Greene and supported by Clerk Robinson to approve the Consent Agenda with the removal of the following items:

- Landis Smith Email to Board of Trustees
- Utility Department Report

The motion carried unanimously.

A. APPROVAL OF MINUTES

1. JANUARY 21, 2025
2. FEBRUARY 18, 2025

B. REPORTS

1. SUPERVISOR REPORT
2. BUILDING DEPARTMENT
3. PARKS AND RECREATION COMMISSION MINUTES
4. SHERIFF'S REPORT
5. ~~UTILITY DEPARTMENT~~
6. ACCOUNTING REPORT

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7. MONTHLY FINANCIAL REPORTS, JANUARY 2025

C. COMMUNICATIONS

- 1. COMMITTEE TO PROMOTE SUPERIOR TOWNSHIP (C2PST)**
- 2. LETTERS REGARDING PROPOSED EXPANSION OF THE GRENADA ELECTRICAL SUBSTATION**
- 3. ~~LANDIS SMITH EMAIL TO BOARD OF TRUSTEES~~**

9. ITEMS REMOVED FROM THE CONSENT AGENDA

- A. LANDIS SMITH EMAIL TO BOARD OF TRUSTEES**
- B. UTILITY DEPARTMENT REPORT**

10. REVISITED

- A. RESOLUTION 2025-13, RESOLUTION TO APPROVE GARRETT'S SPACE CONSERVATION DEED RESTRICTION AGREEMENT**

The motion was made by Clerk Robinson and supported by Treasurer Lewis to approve the resolution.

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

**RESOLUTION TO APPROVE GARRETT'S SPACE CONSERVATION
DEED RESTRICTION AGREEMENT**

RESOLUTION NUMBER: 2025-13

DATE: MARCH 17, 2025

WHEREAS, Garrett's Space, a Michigan non-profit corporation ("GS"), is purchasing approximately 76 acres of land ("76 acres") from Maria E. Serras, Trustee of the Maria E. Serras Living Trust, dated December 22, 1998, as amended; DTS Family, LLC, a Michigan Limited Liability Company; and MES Family, LLC, a Michigan Limited Liability Company (collectively, "Vendor"), through a land contract; and

WHEREAS, Garrett's Space has applied to the Charter Township of Superior ("Township") for rezoning of the 76 acres to allow for a Planned Community (PC) Special District use, which has been approved through Ordinance No. 174-25, to establish a care center for young adults struggling with depression, anxiety, and/or suicidal ideation who voluntarily seek care and support from GS ("Garrett's Space Use"); and

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WHEREAS, as a condition of the zoning approval, Garrett's Space is required to conserve certain areas within the 76 acres ("Conservation Property") as stipulated in Section 1.4 of the Development Agreement dated October 21, 2024, between the Township and Garrett's Space; and

WHEREAS, Garrett's Space has diligently attempted to secure a suitable conservation easement grantee, but the process of review and approval requires an extended period of time; and

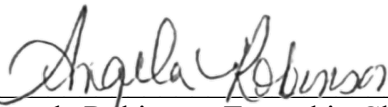
WHEREAS, to satisfy the Township's conservation easement requirement in the interim, Garrett's Space agrees to grant a conservation deed restriction to the Township until a conservation easement is secured and recorded.

NOW, THEREFORE, BE IT RESOLVED that the Township accepts the conservation deed restriction from Garrett's Space on the Conservation Property entitled "Conservation Deed Restriction which is attached to this resolution.

BE IT FURTHER RESOLVED that this resolution shall take immediate effect upon adoption.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 March 17, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

3/17/2025
Date Certified

Roll Call

Aye: Dabish Yahkind, Devereaux, Greene, Lewis, McKinney, Robinson, Schwartz

Nay: None

Absent: None

The motion carried unanimously.

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11. NEW BUSINESS

A. RESOLUTION 2025-14, RESOLUTION TO APPROVE NOMINATION TO THE ZONING BOARD OF APPEALS

The motion was made by Trustee Schwartz and supported by Clerk Robinson to approve the resolution.

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

**RESOLUTION TO APPROVE NOMINATION
TO THE ZONING BOARD OF APPEALS**

RESOLUTION NUMBER: 2025-14

DATE: MARCH 17, 2025

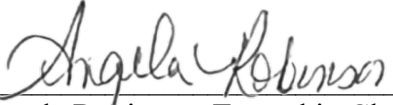
NOMINEE

Tanya Markos-Vanno, term expires January 2028

NOW, THEREFORE, BE IT RESOLVED that the board member is hereby duly nominated to serve on the committees, commissions, boards, and authorities of Superior Township, as outlined above, and shall undertake their respective role with the dedication and expertise required to further the goals and responsibilities of these bodies.

CERTIFICATION STATEMENT

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Angela Robinson, Township Clerk

3/17/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson, Trustee Schwartz

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**Nay: None
Absent: None**

The motion carried unanimously.

**B. RESOLUTION 2025-15, RESOLUTION TO APPROVE REAPPOINTMENTS TO
THE DIXBORO DESIGN REVIEW COMMITTEE**

The motion was made by Trustee Schwartz and supported by Treasurer Lewis to approve the resolution.

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

**RESOLUTION TO APPROVE REAPPOINTMENTS
TO THE DIXBORO DESIGN REVIEW COMMITTEE**

RESOLUTION NUMBER: 2025-15

DATE: MARCH 17, 2025

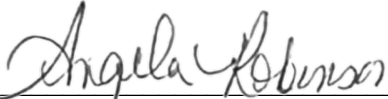
APPOINTMENTS

Wendy Fry, term expires January 2028
Michelle Barth, term expires January 2028

NOW, THEREFORE, BE IT RESOLVED that the committee members are hereby duly appointed to serve on the committees, commissions, boards, and authorities of Superior Township, as outlined above, and shall undertake their respective roles with the dedication and expertise required to further the goals and responsibilities of these bodies.

CERTIFICATION STATEMENT

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Angela Robinson, Township Clerk

3/17/2025
Date Certified

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Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Trustee Lewis, Trustee McKinney, Trustee Robinson, Trustee Schwartz

Nay: None

Absent: None

The motion carried unanimously.

C. RESOLUTION 2025-16, RESOLUTION TO APPROVE THE UTILITIES DEPARTMENT MATERIAL STANDARDS UPDATE PROPOSAL WITH OHM

The motion was made by Treasurer Lewis and supported by Trustee Schwartz to approve the resolution.

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

RESOLUTION TO APPROVE THE UTILITIES DEPARTMENT MATERIAL STANDARDS UPDATE PROPOSAL WITH OHM

RESOLUTION NUMBER: 2025-16

DATE: MARCH 17, 2025

WHEREAS, the Superior Charter Township (the “Township”) recognizes the need to update its Utility Department Materials Standards, as outlined in the Charter Township of Superior Engineering Standards Manual (ESM) and the Standard Detail Sheets, which were last materially updated in 2007 and 2010, respectively; and

WHEREAS, advancements in materials and products used in public water and sanitary systems have been introduced since the last update, and it is necessary to review and incorporate these new materials and products into the Township’s standards; and

WHEREAS, OHM Advisors (“OHM”) has demonstrated extensive experience working with municipalities and water utilities in southeast Michigan and possesses the requisite expertise to assist the Township in evaluating and updating its materials standards; and

WHEREAS, OHM has submitted a proposal outlining the scope of services, including meetings with Utility Department Staff, preparation of draft updates to Standard Detail Sheets, development of a draft Materials Submittals Checklist, and incorporation of feedback into final documents; and

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WHEREAS, the proposed project schedule includes an initial meeting by February 14, 2025, submission of draft updates by May 23, 2025, and completion of final documents within three weeks of receiving the Township's final comments; and

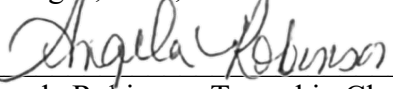
WHEREAS, OHM has proposed to provide these services on a time and materials basis for a not-to-exceed fee of \$7,500;

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board of Trustees hereby approves the proposal submitted by OHM Advisors for technical assistance in updating the Utility Department Materials Standards and authorizes the Township Supervisor to execute the agreement on behalf of the Township.

BE IT FURTHER RESOLVED that funding for this project shall be allocated from the appropriate Utility Department budget, and the Township's Utility Department Staff shall collaborate with OHM to ensure the successful completion of the updates.

CERTIFICATION STATEMENT

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Angela Robinson, Township Clerk

3/17/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: None

The motion carried unanimously.

D. RESOLUTION 2025-17, RESOLUTION TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT FOR FIRE STATION NO. 1 ROOF REPLACEMENT

The motion was made by Clerk Robinson and supported by Treasurer Lewis to approve the resolution.

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WASHTENAW COUNTY, MICHIGAN**

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**RESOLUTION TO APPROVE PROFESSIONAL SERVICES AGREEMENT
FOR FIRE STATION NO. 1 ROOF REPLACEMENT**

RESOLUTION NUMBER: 2025-17

DATE: MARCH 17, 2025

WHEREAS, the Fire Department, under the direction of Fire Chief Vic Chevrette, has requested the replacement of the roof at Fire Station No. 1, located at the corner of Ford Rd. and Prospect Rd., due to its age (installed 25 years ago) and recurring issues with leaks, repairs, and ice dam prevention; and

WHEREAS, OHM Advisors has submitted a proposal to provide professional design, bidding, and construction phase support services for the roof replacement project; and

WHEREAS, the proposal includes the following scope of services:

- **Task 1 – Design Documents:** Verification of existing conditions, development of scope of work, finalization of construction documents, and preparation for bid documents.
- **Task 2 – Bidding Assistance:** Development of bid package, attendance at pre-bid meeting, issuance of addenda, response to contractor inquiries, and bid review assistance.
- **Task 3 – Contract Administration Services:** Coordination of project delivery, review of shop drawings, site visits, monitoring of construction progress, and issuance of construction change orders.

WHEREAS, the total cost for these services is \$39,200, to be allocated as follows:

- Task 1: Design Documents - \$19,200 (6 weeks)
- Task 2: Bidding Assistance - \$5,000 (6 weeks)
- Task 3: Contract Administration Services - \$15,000 (8-12 weeks)

WHEREAS, the anticipated schedule for the completion of all tasks is approximately 20-22 weeks, with work to begin immediately upon authorization;

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board of Trustees hereby approves the proposal submitted by OHM Advisors to provide professional services for the roof replacement at Fire Station No. 1, as outlined above, in the total amount of \$39,200.


BE IT FURTHER RESOLVED that the Fire Chief, Vic Chevrette under direction of OHM Advisors is authorized to execute any necessary agreements, documents, and contracts related to this project, and to take any further actions as required to complete the scope of work.

CERTIFICATION STATEMENT

I, Angela Robinson, the duly qualified Clerk of the Charter Township of Superior, Washtenaw

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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 March 17, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

3/17/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: None

The motion carried unanimously.

E. RESOLUTION 2025-18, RESOLUTION TO RENAME NANCY MASON'S POSITION TO OFFICE/ACCOUNTING ADMINISTRATOR

The motion was made by Treasurer Lewis and supported by Trustee McKinney to approve the resolution with an amendment stating that a 3% raise will be added to her pay effective upon termination of the hiring moratorium, with the pay increase being paid retroactively starting March 18, 2025.

CHARTER TOWNSHIP OF SUPERIOR

**RESOLUTION TO RENAME NANCY MASON'S POSITION
TO OFFICE/ACCOUNTING ADMINISTRATOR**

RESOLUTION NUMBER: 2025-18

DATE: MARCH 17, 2025

WHEREAS, the Charter Township of Superior is committed to ensuring the accurate and timely management of financial records for the benefit of the township and its residents;

WHEREAS, Nancy Mason has consistently and diligently carried out accounting responsibilities for the Charter Township of Superior, including managing financial records, reconciling accounts, preparing financial reports and statements, and performing other key administrative functions;

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WHEREAS, the Township Board recognizes the valuable contribution of Nancy Mason in supporting the township's financial operations, and acknowledges the importance of her role in the preparation and management of the township's budget;

NOW, THEREFORE, BE IT RESOLVED, by the Township Board of the Charter Township of Superior, Michigan, that:

1. Nancy Mason is hereby officially appointed as Office/Accounting Administrator for the Charter Township of Superior, effective March 17, 2025.
2. The responsibilities of Nancy Mason in her role as Office/Accounting Administrator shall include the following duties:
 - Maintaining accurate and up-to-date financial records for the Township.
 - Regularly reconciling bank accounts and financial ledgers.
 - Preparing and presenting monthly and annual financial reports and statements to the Township Board.
 - Assisting with the preparation, monitoring, and management of the Township's budget, in collaboration with the Township Supervisor. Ensuring compliance with financial regulations and providing the Township Board with necessary financial data and insights.
 - Performing other administrative duties as required.
3. The Accounting/Office Administrator will operate under the supervision of the Township Clerk.
4. Compensation for Nancy Mason in her role as Office/Accounting Administrator will be in accordance with the terms established in the Township's budget and compensation policies, and a 3% raise will be added to her pay effective upon termination of the hiring moratorium, with the pay increase being paid retroactively starting March 18, 2025.
5. This resolution shall be effective immediately upon adoption.
6. The final adjustment to Nancy Mason's rate of pay will be reevaluated.

Specific Duties and Responsibilities:


- **Accounts Payable:**
 - Manage all functions for government funds (excluding tax funds).
 - Print checks for the Utility Department and enter invoices as necessary.
- **Payroll:**
 - Oversee all aspects of payroll for the entire township, including check printing.
- **General Ledger:**
 - Manage all functions for government funds, including monthly closings and yearly audit.
 - Balancing of T-bills and J-Funds.
- **Human Resources:**
 - Handle HR tasks as needed, with no other staff members available to perform these duties.

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- **Workers' Compensation:**
 - Administer all claims, audits, and related activities.
- **Grants:**
 - Act as administrator for all fire-related grants and assist with other government grants as required.
- **Pension/H CSP/HSA:**
 - Administer all pension, healthcare savings accounts (HCSP), and Health Savings Accounts (HSA).
 - Perform monthly reports and process payments online.
- **Telephone/Internet Systems:**
 - Oversee all township phone systems and the Comcast internet service.
- **MESC Reporting:**
 - Complete all reports and claims related to the Michigan Employment Security Commission (MESC).
- **Office Supplies:**
 - Manage office supply purchases.
- **IT Support:**
 - Serve as the primary IT contact for the Township.
- **Planning Department Assistance:**
 - Provide support to the Planning Department, including handling invoices, payments, and other related tasks.
- **Monthly Reports:**
 - Prepare monthly reports for the Department of Labor.
 - Prepare monthly reports for Board of Trustee meetings related to the accounting department's activities.

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Angela Robinson, Township Clerk

3/17/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: None

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The motion carried unanimously.

**F. RESOLUTION 2025-19, RESOLUTION TO APPROVE THE PROMOTION OF
FIREFIGHTER LANCE PIERCE TO FIRE LIEUTENANT**

The motion was made by Treasurer Lewis and supported by Trustee Schwartz to approve the resolution.

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

**RESOLUTION TO APPROVE THE PROMOTION OF
FIREFIGHTER LANCE PIERCE TO FIRE LIEUTENANT**

RESOLUTION NUMBER: 2025-19

DATE: MARCH 17, 2025

WHEREAS, on February 27, 2025, the Superior Township Fire Department completed the Promotion Exam for the position of Fire Lieutenant in accordance with the IAFF Local 3292 contract and in partnership with EMPCO Inc.; and

WHEREAS, the Fire Department currently operates with one Shift Captain on duty per shift, based at Fire Station 1, and the position of Fire Lieutenant is essential for providing supervision at Fire Station 2 and ensuring immediate leadership during emergency incidents; and

WHEREAS, the department's goal is to appoint three Fire Lieutenants, one per shift, as authorized under the current Union Contract, which also defines the pay scale for the position; and

WHEREAS, three candidates applied and tested for the position, with only one candidate successfully passing the process; and


WHEREAS, Firefighter Lance Pierce has served the Superior Township Fire Department with dedication for twenty-two years and meets all necessary qualifications as set forth by the State of Michigan Firefighters Training Council General Rules and the IAFF Local 3292 Contract;

NOW, THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees hereby approves the promotion of Firefighter Lance Pierce to the rank of Fire Lieutenant, effective immediately.

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Angela Robinson, Township Clerk

3/17/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: None

The motion carried unanimously.

G. ORDINANCE NO. 169 ARTICLE III – YCUA SEWER SERVICE, FIRST READING

The motion was made by Trustee Schwartz and supported by Trustee Devereaux to approve the first reading of the ordinance.

**AMENDMENT OF ORDINANCE 169 ARTICLE III;
THE UTILITIES ORDINANCE**

**FIRST READING: MARCH 17, 2025
SECOND READING: APRIL 21, 2025**

The Superior Charter Township Board of Trustees held the first reading of an Ordinance amending Article III of Ordinance No.169 for the Charter Township of Superior, entitled the “Utilities Ordinance”.

The first reading of the amendment of Article III was made at the regular meeting of the Superior Charter Township Board of Trustees held on March 17, 2025, at the Superior Charter Township Hall located at 3040 N. Prospect Road, Ypsilanti, MI 48198.

This ordinance amends Article III of Ordinance 169 by amending a number of provisions in the ordinance to conform to the requirements of the Ypsilanti Community Utilities Authorities (YCUA) for treatment of wastewater. All wastewater emanating from the

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Township is treated by the YCUA and the amendments are required to meet the discharge standards established by the YCUA.

A complete copy of the proposed amendment to Article III of Ordinance No.169 for the Charter Township of Superior entitled the "Utilities Ordinance" is available at the office of the Township Clerk, 3040 N. Prospect, Ypsilanti MI, 48198, and on the Township's website www.superiortownship.org.

Summary of Amendments

- 1. Clarifications of Definitions:** Terms like "Best Management Practices (BMP)," "Pretreatment Standards," and "PFAS Compounds" were redefined to align better with environmental compliance measures and pollution control standards.
- 2. References to the Township Stricken:** References to the Charter Township of Superior were stricken from various sections of the Ordinance to clarify that the Ypsilanti Community Utilities Authority, and not the Township, regulates various discharges into the sewer system.
- 3. Expanded Permit Regulations:** Provisions regarding permit requirements for industrial users and pretreatment standards have been elaborated, including stricter reporting and compliance measures.
- 4. Prohibited Discharges:** Specific pollutants are now more defined, such as PFAS compounds, mercury, and total phenolic compounds. Instantaneous and daily limits for these substances were added or updated for better compliance tracking.
- 5. Emergency Containment:** A new section outlines secondary containment requirements for hazardous substances and the protocols for accidental discharges.
- 6. Mercury Reduction Plan (MRP):** Introduction of a detailed mercury reduction plan aimed at ensuring undetectable mercury levels in discharges within three years of its adoption.
- 7. PFAS Mitigation:** There's a heightened emphasis on the identification and reduction of PFAS compounds in industrial and nondomestic wastewater discharges.
- 8. Enforcement Protocols:** Enhanced administrative processes for violations, including expanded judicial remedies, emergency suspension measures, and penalties for falsifying reports or permit noncompliance.
- 9. Technical Additions:**
 - a. Sampling Techniques:** Specifications on methods for sampling pollutants were included, ensuring more reliable compliance monitoring.
 - b. Surcharges for Strengthened Compliance:** Revision of surcharges for pollutants like BOD, SS, phosphorus, and ammonia nitrogen, including thresholds, limits, and excess fees.

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson, Trustee Schwartz

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**Nay: None
Absent: None**

The motion carried unanimously.

H. MOTION TO APPROVE POSTING THE ZONING ADMINISTRATOR/CLERK POSITION

The motion was made by Clerk Robinson and supported by Trustee Devereaux to approve posting the Zoning Administrator/Clerk position.

The motion carried unanimously.

I. RESOLUTION 2025-20, RESOLUTION AUTHORIZING THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR PAVING AT FIREMAN'S PARK

No formal motion or support was made for this resolution.

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION AUTHORIZING THE USE OF COMMUNITY DEVELOPMENT
BLOCK GRANT FUNDS FOR PAVING AT FIREMAN'S PARK**

RESOLUTION NUMBER: 2025-20

DATE: MARCH 17, 2025

WHEREAS, the Charter Township of Superior is committed to enhancing community facilities and promoting recreational opportunities for its residents; and

WHEREAS, Fireman's Park serves as a vital recreational space for the community, providing areas for play, community gatherings, and sporting activities; and

WHEREAS, the paving of pathways and parking areas at Fireman's Park is necessary to improve accessibility, safety, and overall enjoyment of the park for residents and visitors; and

WHEREAS, the Township expects to be awarded Community Development Block Grant (CDBG) funds estimated at \$33,765 for 2025, which are to be used for projects that benefit low- and moderate-income residents; and

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WHEREAS, the repaving of Fireman’s Park drive and parking has been deemed an eligible use of CDBG funds that aligns with the goals of improving community infrastructure and enhancing recreational facilities;

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Superior authorizes the use of CDBG funds to be allocated in 2025 for the paving project at Fireman's Park; and

BE IT FURTHER RESOLVED that the Township Supervisor is authorized to take all necessary actions to implement this resolution, including entering into any agreements required for the use of these funds; and

BE IT FURTHER RESOLVED that the Township will ensure compliance with all CDBG regulations and reporting requirements associated with the use of these funds.

Roll call

Aye: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson, Trustee Schwartz

Nay: None

Absent: None

The motion carried unanimously.

Despite formal vote and due to lack of formal motion and support, Resolution 2025-20 will return to the board on April 21, 2025.

J. RESOLUTION 2025-21, RESOLUTION TO ESTABLISH A COMMITTEE TO OUTLINE THE ROLES AND RESPONSIBILITIES OF A HUMAN RESOURCE DIRECTOR

The motion was made by Treasurer Lewis and supported by Trustee Devereaux to approve the resolution.

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

RESOLUTION TO ESTABLISH A COMMITTEE TO OUTLINE THE ROLES AND RESPONSIBILITIES OF A HUMAN RESOURCE DIRECTOR

RESOLUTION NUMBER: 2025-21

DATE: MARCH 17, 2025

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WHEREAS Superior Charter Township has a need for a Human Resource Director; and,

WHEREAS roles and responsibilities for this new position should be established by a committee; and,

WHEREAS the committee should be comprised of one Official, one Trustee, and one employee

WHEREAS the roles and responsibilities should be presented and accepted to the Board prior to posting; and,

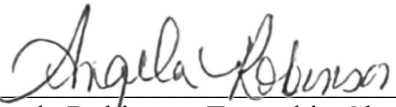
WHEREAS Superior Charter Township has adopted a hiring freeze to be re-evaluated no later than May 31st, 2025; and,

WHEREAS the position should not be posted prior to approval from the Superior Charter Township Board of Trustees

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board of Trustees shall establish a committee to outline the roles and responsibilities of a Human Resources Director.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 March 17, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

3/17/2025
Date Certified

The motion carried unanimously.

K. RESOLUTION 2025-22, RESOLUTION TO TERMINATE THE EMPLOYMENT ACTIVITIES OF FORMER CONTROLLER KEITH LOCKIE

The motion was made by Trustee Greene and supported by Clerk Robinson to approve the resolution.

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

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**RESOLUTION TO TERMINATE THE EMPLOYMENT ACTIVITIES OF
FORMER CONTROLLER KEITH LOCKIE**

RESOLUTION NUMBER: 2025-22

DATE: MARCH 17, 2025

WHEREAS, Keith Lockie resigned, the position of Controller on February 7, 2025; and,

WHEREAS, the Superior Township Board of Trustees accepted his resignation at the general board meeting on February 18, 2025; and,

WHEREAS, he only had the position of Controller upon his resignation; and,

NOW THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees ends the employment activities of Keith Lockie effective March 15, 2025.

Roll Call

Aye: Trustee Devereaux, Trustee Greene, Clerk Robinson

Nay: Supervisor Dabish Yahkind, Treasurer Lewis, Trustee McKinney, Trustee Schwartz

Absent: None

The motion was denied 4 to 3.

L. RESOLUTION 2025-23, RESOLUTION TO REHIRE LANDIS SMITH TO THE POSITION OF BILLING SPECIALIST AND RESIDENTIAL LIAISON

The motion was made by Trustee Greene and supported by Clerk Robinson to approve the resolution.

The meeting went into recess at 9:48 p.m. for 5 minutes during discussion of this resolution.

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

**RESOLUTION TO REHIRE LANDIS SMITH TO THE POSITION OF BILLING
SPECIALIST AND RESIDENTIAL LIAISON**

RESOLUTION NUMBER: 2025-23

DATE: MARCH 17, 2025

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WHEREAS, the Superior Township Board of Trustees adopted a hiring freeze on January 21, 2025 due to budgetary concerns regarding the general fund; and,

WHEREAS, the Utility Department budget has no impact on the general fund as it is a separate enterprise; and,

WHEREAS, the position was posted for hiring prior to the adopted hiring freeze; and,

WHEREAS, an exception can be made to the hiring freeze; and,

WHEREAS, the capacity at the Superior Township Utility Department (STUD) is low due to the absence of previously established position; and,

WHEREAS, the Superior Township Utility Department has a Billing Specialist and Residential Liaison vacancy; and,

WHEREAS, the Billing Specialist and Residential Liaison position was established in 2022; and,

WHEREAS, there was no violation of township policy during the hiring process; and,

WHEREAS, Landis Smith was selected to fulfil the Billing Specialist and Residential Liaison duties as set forth by the Utility Director and has performed the duties outstandingly.

NOW, THEREFORE, BE IT RESOLVED that the Superior Township hereby approves Landis Smith as Billing Specialist and Residential Liaison at a wage of \$35.36 per hour.

Roll Call

Aye: Trustee Greene, Treasurer Lewis, Clerk Robinson

Nay: Supervisor Dabish Yahkind, Trustee Devereaux, Trustee McKinney, Trustee Schwartz

Absent: None

The motion was denied 4 to 3.

12. DISCUSSION

A. ROAD AND BLIGHT COMMITTEE

Supervisor Dabish Yahkind nominated Trustee Schwartz, Pastor Larry Davis, and Gene Winburn to participate on the newly developed Road and Blight Committee intended to improve and maintain the cleanliness, beauty and quality of life in Superior Township.

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The item will be brought back to the board at the April 21st regular meeting as a resolution for formal vote.

13. BILLS FOR PAYMENT AND RECORD OF DISBURSEMENTS

The motion was made by Trustee Devereaux and supported by Treasurer Lewis to approve the bills for payment and record of disbursements totaling \$1,007,836.59.

The motion carried unanimously.

14. PLEAS AND PETITIONS

- **Bernice Lindke** expressed disappointment and disgust over the board's decision to rehire Keith Lockie for an accounting position, despite a hiring freeze. She criticized the board for making an exception for him while other options were available. Lindke questioned why so much effort was made to retain someone who had quit multiple times, while another community member was overlooked. She described the situation as shameful.
- **Irma Golden**, Sheffield Dr, expressed frustration over the lack of action on the blight in Superior Township, citing long-standing issues with junk and abandoned vehicles in specific areas. She urged the board to take the problem seriously and involve someone who genuinely cares about addressing it. Ms. Golden also mentioned a resident who qualified for a sidewalk exemption but hasn't received it, urging the board to act on his behalf and remove his \$5,700 tax bill.
- **Trische Duckworth** expressed deep disappointment and shame toward a board member, stating they enabled unethical behavior and failed to support the reinstatement of Landis Smith. She disagreed with the board for allowing an employee to remain in a position despite repeated absences and insubordination. She also questioned the integrity of recent election results and expressed frustration with the board's lack of response to community concerns.
- **Rickey Harding**, Utility Superintendent, expressed hurt and disbelief over the email sent by Trustee Schwartz in August, mentioning the emotional distress it caused him and his family. Harding questioned how Supervisor Dabish Yahkind could attend his niece's funeral offering consolation while having knowledge of the email. He finished by sharing his hopes that the truth will eventually come to light and that those responsible will feel guilt for their actions.
- **Rhonda McGill** expressed concern about Keith Lockie receiving \$69.41/hr in an accounting position while two others in similar positions receive half the amount. McGill questioned the decision to retain Lockie, who has quit multiple times, instead of hiring a qualified local candidate. She also highlighted the unfair treatment of black men, specifically referencing Landis Smith's loss of his livelihood and the unwillingness to listen to concerns. Mrs. McGill expressed her displeasure with the dismissive behavior of board members during the discussion. She called on the board to do the right thing and reflect on their actions.

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- **Mrs. Muhammad** expressed frustration over unanswered questions about the financial reports, questioning the board's inability to address basic finance inquiries. She was displeased with the controller's lack of internal controls, as highlighted in eight audits. She also requested updates on the Infinity lawsuit and CDBG funds, mentioning an unreported \$30k. She expressed concern over the township's financial mismanagement, emphasizing that tax dollars are at stake and noting the resignation of a CFO would typically result in immediate dismissal.
- **Gail Summerhill** emphasized that progress made for the township should not be undone, stating that change is coming soon and people with more authority will be present.
- **Steph** stated that it is inappropriate to appoint Trustee Schwartz to the blight committee, citing his failure to act when garbage was not picked up for weeks during his time as supervisor, leading to health issues in the community.
- **Jordan Greene** petitioned for informed decision-making in governance, urging board members to thoroughly understand all facts before making decisions in the best interest of the community. She also thanked those who supported Trustee Greene's items on the agenda. She addressed the Supervisor's right to approve the agenda and urged the entire board to consider not just whether they have the right to do something, but whether it is the right thing to do.

15. ADJOURNMENT

The motion was made by Trustee Schwartz and supported by Trustee McKinney to adjourn the meeting. The motion carried and the meeting adjourned at 10:20 p.m.

Respectfully submitted,

Angela Robinson, Clerk

Emily Dabish Yahkind, Supervisor

Report:

Informal Inquiry of the Billing Specialist & Resident Liaison, Controller Positions

Dana Greene Jr., Trustee

Presented to the Superior Township Board of Trustees | March 2025

Overview

Purpose

- On January 21, 2025, the Board voted to terminate a position without all relevant facts
- This report details key information about the Billing Specialist & Residential Liaison position/hiring process

Methods

- Systematic review of resolutions, memos, and documents

Timeline

Resolution 2022-13
establishes Billing Specialist &
Residential Liaison position

Billing Specialist & Residential
Liaison position becomes
available

Utility Director provides memo
detailing new hire and
Resolution 2024-76 for Board
approval

03.21.2022

10.16.2023

10.09.2024

11.21.2024

12.16.2024

Resolution 2023-50 increases
pay rate for Billing Specialist &
Accountant

Utility Director hires new
employee as the Billing
Specialist & Residential
Liaison

Finding 1: The previous Billing Specialist & Residential Liaison was terminated in 2024

Summary

- Position became available in October 2024 after the former employee was terminated due to repeated attendance and punctuality issues

Rationale

- Utility Director documented attendance issues and disciplinary actions
- Former employee was placed on a 3-day suspension and probation in June 2024

Finding 2: The Billing Specialist & Residential Liaison position was a vacancy

Summary

- Resolution 2022-13 originally created the position and the former employee was terminated, making this a vacancy rather than a new position

Rationale

- The job description posted for the position in November 2024 only includes *one* additional responsibility
- The addition of one responsibility does not constitute a new position
- The posted pay rate of \$34 - \$38 per hour is in alignment with the other Billing Specialist position

Finding 3: The hiring process aligned with previously established township practices

Summary

- Billing Specialist & Residential Liaison position was posted publicly, several candidates were evaluated
- The hiring process did not violate any Superior Township hiring policies or procedures
- The Clerk's Office (and potentially the former Supervisor) was aware of the posting and made no objection

Rationale

- Township Personnel Manual doesn't outline *any* best practices for hiring
- The Utility Director used the same hiring process for other vacant positions prior to this one
- The most qualified candidate was selected for the position

Finding 4: The candidate for the position was appropriately presented to the Board for approval

Summary

- Utility Director sent justification to the Board with Resolution 2024-76
- Reasonable to assume the Utility Director was following processes and acting in good faith

Rationale

- A vacancy does *not* require Board approval prior to posting
- The Board approved appointments for other positions (including within the Utility Department) *after* the employee's official start date

Finding 5: The pay rate was justified and on par with other other positions in the department

Summary

- Pay rate for the Billing Specialist & Accountant position is \$38.29/hour
- Both Billing Specialist positions work in tandem and should have a similar rate, commensurate with experience

Rationale

- Resolution 2023-50 increased the pay rate for the Billing Specialist & Accountant position
- Utility Department underwent restructuring in 2023, including roles and raises for nearly all employees
- Board approved the \$36.07/hour pay rate for the Billing Specialist & Residential Liaison position in December 2024

Finding 6: The Controller did not hold two separate positions with the Township

Summary

- The Controller held *one* position with the Township, established by Resolution 2016-14
- The Controller resigned in February 2025 and should not be allowed to pick and choose which responsibilities he maintains
 - By allowing this to happen, it can be argued that a new position was created

Rationale

- Resolution 2016-14 names *one* position, Controller, that includes responsibilities related to accounting for the Utility Department
- Controller has a singular pay rate, \$69.41/hour, with effort split across the Utility and General Fund

Disclosure: Email discussing Utility Employee

Email Quotes:

Sent From: Ken Schwartz

To: Emily Dabish

“Emily”

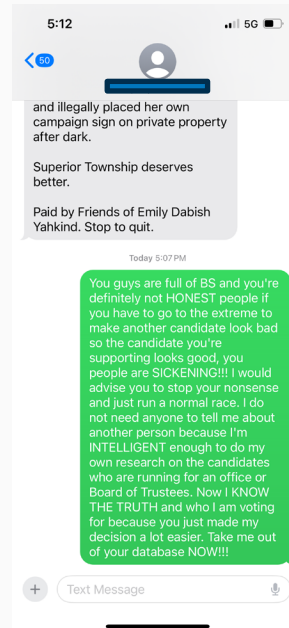
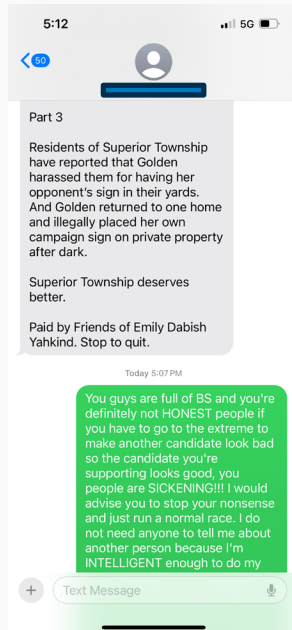
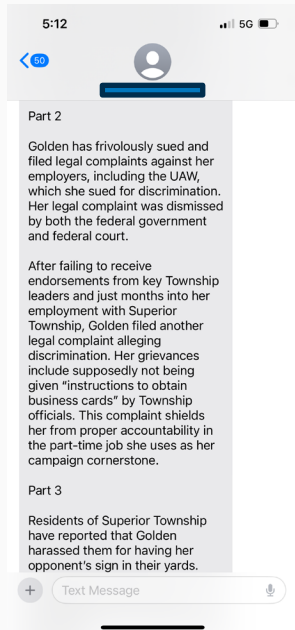
“I have reviewed the inappropriate text sent to you by Mr. Harding. Needless to say, It violates a provision of the personnel policy and I think it needs to be addressed before you take office since you will be **in charge of utilities 11/20.**”

“Both Brenda and Lisa are shocked by the content of the text and we all wonder if he can work under you as incoming Supervisor.”

“I propose to send the text and narrative to Mary Burton, the director, and request her to interview Harding and get his response to the violation for review at the September meeting. We’ll see how he responds, but at a minimum and admonishment is in order, if not more severe discipline. He’ll probably hide behind the 1st amendment, but that does not protect him.”

“I think letting this Board handle the matter before you become supervisor is better for you. **If unresolved by November, then you can step in.**”

Disclosure: Email discussing Utility Employee (Continued)



Conclusion

1. Termination of the Billing Specialist & Residential Liaison position was not justified
2. Board should work to establish clear HR frameworks and policies
3. Board should ensure decisions about employment, hiring, and termination, are applied equally across positions and departments
4. Oversight of the Utilities Department should return to the board

Recommendations

Resolution 2025-XX

Rehiring Landis Smith to the position of Billing Specialist & Residential Rate at the posted rate of \$34-\$38 per hour

Resolution 2025-XX

Terminate all employment activities under the position of Controller

Resolution 2025-XX

Establish a committee to outline the roles and responsibilities of a Human Resource Director and, upon conclusion of the hiring freeze, post the position for hiring

Resolution 2025-XX

Return oversight of the Superior Township Utility Department to the Board of Trustees

Informal Inquiry of the Billing Specialist & Residential Liaison, Controller Positions

Presented to the Superior Township Board of Trustees | March 2025

Purpose

On December 16th, 2024, Resolution 2024-76 “Resolution to Hire a Billing Specialist and Residential Liaison,” was brought to the Board of Trustees for review and approval. There were several concerns stated by the board concerning how the position became available and the hiring process. I considered these concerns to be valid and requested that the Board consider holding a special meeting so that all the facts regarding the posting could be presented. The resolution was tabled until the January 21st, 2025, meeting, and no special meeting was called to discuss Resolution 2024-76. Due to the valid concerns raised by the board, I began an informal inquiry into the Billing Specialist and Residential Liaison position.

This inquiry began the week of January 13th, 2025, and concluded on January 24th, 2025. The Board of Trustees held its regularly scheduled meeting prior to the completion of my inquiry. The position of Billing Specialist and Residential Liaison was eliminated on the premise that the position was a new position and required approval of the board before posting. The board just prior to discussing the position adopted a hiring freeze due to budget concerns. It should be noted that the Utility department is an independent enterprise, and the utility budget has no effect on the general fund.

In comparison, the Controller resigned their position on February 7th and that resignation was accepted by the board on February 18th. The former Controller was then allowed to continue working for the township in the role of Accountant under the assumption that the Controller had two positions at the township. The role of Controller is now vacant, and the former Controller is now serving as the Utility Accountant while maintaining the same rate of pay as Controller. Given, the circumstances of this change I also began an inquiry into the Controller position and resignation beginning on Feb 7th and concluding on Feb 28th.

This report will ask and provide answers to the following questions:

- How did the posting of Billing Specialist and Residential Liaison become available?
- Is the position of Billing Specialist and Residential Liaison a new position or vacancy?
- Was the hiring process improper or in violation of Superior Township policy?
- Was the position appropriately presented to the Superior Township Board of Trustees?
- Is there a justification for an increase to the pay rate for the Billing Specialist and Residential Liaison position?
- Was it appropriate for the Board of Trustees to terminate the position of Billing Specialist and Residential Liaison?
- Did the former Controller hold two positions, Controller and Accountant, at the township prior to their resignation?

This report also highlights concerns regarding Human Resource processes and discloses potential bias by members of the Board of Trustees.

Methods

To answer the questions stated above, I conducted a systematic review of the following:

- Reviewed series of resolutions detailing the recent history of the Utilities Department and the creation of the Billing Specialist and Residential Liaison position
 - Resolution 2022-13 Creation of Billing Specialist and Residential Liaison position
 - Resolution 2023-46 Appointing Mary Burton Utility Director
 - Resolution 2023-47 Appointing Rickey Harding Maintenance Superintendent
 - Resolution 2023-50 Promoting Billing Specialist to Billing Specialist/Accountant
 - Resolution 2023-77 Increasing Pay Rate for Maintenance Tech II Position
 - Posting of Billing Specialist and Residential Liaison Position November 2024 (Currently Online)
- Memos from Utilities Director to former Supervisor & former Clerk
- Budgets and pay rates dating back to 2022
- Contemporaneous notes from Utility Directory
- Resolutions detailing the history of the Controller position
 - Resolution 2014-25 “Reorganization of the Townships Accounting System”
 - Resolution 2016-14 “A Resolution to Hire Keith Lockie As Superior Township Part Time Controller”

I will reference these documents in my findings and will attach the documents to this report.

Findings

How did the position of Billing Specialist and Residential Liaison become available?

The Billing Specialist and Residential Liaison role most recently became available when the Utility Director terminated an employee on October 9th, 2024, for extensive attendance and tardiness issues. For the purposes of this report, that employee will be referred to as E3. The Utility Director provided me with a detailed timeline of events leading to the dismissal of E3. The Utility Director tracked disciplinary actions through contemporaneous notes E3 was documented to have habitual attendance/excessive tardiness concerns. The Utility Director had several conversations with E3 and addressed these at several dates:

- December 8th, 2023
- April 1st, 2024
- June 20th, 2024

As a follow-up to the June 20th, 2024, conversation, the employee was notified via email that they would be suspended for three days (June 21st, 24th, and 25th). They were also notified that they would be placed on probation beginning June 26th, 2024, and ending December 26th, 2024. The employee was notified that if they violated the terms of the probationary period, it would be cause to disrupt their employment with the Superior Township Utility Department, up to dismissal. The terms of this probation were violated on October 9th, 2024, and E3 was terminated, creating a vacancy in the Billing Specialist and Residential Liaison position.

Is the position of Billing Specialist and Residential Liaison a new position or vacancy?

This position is a vacancy, not a new position. According to a memo sent to the former Supervisor on February 15, 2022, additional responsibilities were added to the Billing Specialist position due to the Michigan Department of Environmental, Great Lakes, and Energy (EGLE) requiring the implementation of a new backflow prevention program in 2022. The Utility Director recommended a pay increase for both Billing Specialists at the time, as they worked in tandem. For the purposes of this report, those employees will be referred to as E1 and E2. E1 is the lead Billing Specialist and is part time, while E2 was the full time Billing Specialist who was terminated by the Board in January.

It is important to note that the Utility Director treated these two positions equally and reported them as being the same position. Additionally, a resolution was presented to the Superior Township Board of Trustees on March 21st, 2022, formally appointing employee E2 from Utility Clerk to the Billing Specialist and Residential Liaison position. Increasing their salary from \$22.95 per hour to \$26.00 per hour (Resolution 2022-13) this was in alignment with the other Billing Specialist position who made \$26.66. The responsibilities for the Billing Specialist and Residential Liaison position were detailed and attached to the resolution. In the 2024 posting of the position all responsibilities are equal to the original description with the exception of one added responsibility: to provide back-up and support to the Utilities Director as needed. The addition of one responsibility does not constitute a new position.

The board eliminated this position under the assumption that it was new and, therefore, needed board approval prior to posting. Resolution 2022-13 clearly outlines the creation and approval of this position.

Was the hiring process improper or in violation of Superior Charter Township policy?

The position was publicly posted to the Superior Township website on November 7th, 2024 with a pay range of \$34-\$38 per hour. The Utility Director accepted four applications for the position. E2 applied for the role as they were in the process of completing their service as Deputy Clerk. Upon review of all four applications and one follow-up interview, the Utility Director selected employee E2. A memorandum was provided to the board on December 16th, 2024 detailing the decision. It stated that given applicant E2's direct and extensive experience in the role prior to their service as Deputy Clerk, they were the most qualified candidate. E2 began working in the role of Billing Specialist and Residential Liaison on November 21st, 2024, at a rate of \$35.36 per hour.

At the time of hiring for this position, Superior Township did not (and still doesn't) have standard operating procedures for hiring. The position was submitted to the Clerk's Office for public posting on the township website, and other candidates had an opportunity to apply. The candidate selected for the position was not simply appointed to the job. They went through the same process as the other three applicants, submitted all required materials (a resume and cover letter), and were the most qualified for the job. There was no violation of township policy.

Was the position appropriately presented to the Superior Township Board Trustees?

As previously stated, this was a vacancy and not a new position. Vacancies do not require board approval prior to posting. Once the Utility Director made their selection and provided a start

date of November 21st, 2024, a memorandum justifying the selection and a resolution (Resolution 2024-76) were presented to the board for approval at the December 16th, 2024, general meeting .

Based on my review of other positions within the Utility Department, the hiring process for the Billing Specialist and Residential Liaison position has been standard practice. This pattern can be seen across multiple hiring processes, the most recent being the hiring of a Field Service Tech II (which was also a vacancy and did not come before the board prior to posting). The candidate selected for this position began work on January 2nd, 2024. A memorandum explaining the selection and Resolution 2024-05 were presented to the Board for approval at the February 20th, 2024, general meeting after hiring and onboarding concluded.

The same process was used with the hiring of a Billing Specialist and Residential Liaison on June 5th, 2023. A memorandum explaining the selection was sent to the board June 6th, 2023, and Resolution 2023-34 was presented to the board for approval at the June 20th, 2023, general meeting.

Given the consistency of this process, it can be reasonably assumed that the Utility Director was acting in good faith. The Billing Specialist and Residential Liaison hiring followed previously established hiring practices and was therefore appropriately presented to the Board on December 16th, 2024.

Is the pay rate for the Billing Specialist and Residential Liaison justified?

The pay rate posted for the Billing Specialist and Residential Liaison position on November 7th, 2024, was \$34-\$38 per hour. This is a significant increase from the previous pay rate of \$24-\$28 per hour.

Year	Billing Specialist (E1) (Part time)	Billing Specialist (E2) (Full Time)	Billing Specialist (E3) (Full Time)
2022	\$26.66	\$26.00	N/A
2023	\$27.73	\$27.04	\$24.50
2024	\$37.54	N/A	\$25.48
2025	\$38.29	\$36.07 (currently vacant)	N/A

Billing Specialist Pay Rates (Figure 1)

Between August and November 2023, the Utility Department went through significant restructuring. There were several role changes, and almost all positions received a raise. In August, Oversight of the Utility Department moved from the Supervisor to the Board of Trustees (Resolution 2023-45). Additionally, it was proposed that a new Utility Department Director be appointed (Resolution 2023-46) and a 10% raise be given to both the Director and Superintendent (Resolution 2023-47). Those resolutions passed on October 16th, 2023. Two additional changes were made:

- The lead Billing Specialist received a role change to Billing Specialist/Accountant and a pay raise from \$27.73 to \$36.10 per hour (Resolution 2023-50).
- The pay rate for the Field Service Tech II position increased from \$29.50 to \$34.50 per hour (Resolution 2023-77). All three employees in this position received that raise.

Both the Billing Specialist/Accountant and Field Service Tech II raises are relevant to the pay rate of the Billing Specialist and Residential Liaison position. The justification provided to the board regarding the increase in pay rate for the Billing Specialist and Residential Liaison position stated that the increase in pay rate for the Billing Specialist/Accountant reset the rate for the Billing Specialist position from \$24-\$28 per hour to \$34-\$38 per hour. This is consistent with the train of thought established by the Utility Director in the February 15th, 2022, memorandum where she asserted that the Billing Position was held by both employee E1 and employee E2.

However, when the lead Billing Specialist (E1) had a role change in October of 2023 from Billing Specialist to Billing Specialist/Accountant, only employee E1 was given the raise. The Utility Director stated that E3 was not eligible to receive the raise because they had only been at the Utility Department for six months. Conversely, all three Field Service Tech II positions were well-established employees and eligible to receive the raise.

Again, when the Billing Specialist and Residential Liaison position became vacant in 2024, it was sent to the Clerk's Office for public posting to the township website. Additionally, I learned that the former Supervisor, Ken Schwartz, asked E2 if they were planning to apply for the Billing Specialist and Residential Liaison position in November 2024. If this is true, then both the Clerk's Office and the Supervisor were aware of the posting and made no objections to the process or pay rate. Finally, E2 was named in the Utility Department budget at a pay rate of \$36.07 per hour (with COLA)--that budget was unanimously approved by the Board of Trustees at the December 12th, 2024 special meeting. There were several points of intervention at which the hiring process or pay rate could have been addressed, and they were not.

Was the termination of the Billing Specialist and Residential Liaison position appropriate?

In reviewing all the materials referenced in this report, I established that:

1. The Billing Specialist and Residential Liaison position was a vacancy;
2. There was no violation of township hiring policies;
3. Based on previously established hiring practices and precedent, the position was appropriately presented to the Board for approval, and;
4. Members of the Board were aware of the posting and could have stepped in to address concerns over process or pay rate.

It is my opinion that the termination of this position was not appropriate, especially given the Board's handling of the Controller's resignation.

Did the former Controller hold two positions at the township prior to his resignation as Controller

The former Controller is the longest serving employee in the township, with over 27 years of service time. Based on my inquiry, they served in several roles throughout that time including part-time Utility Accountant, Utility Director, Parks & Recreation Director, and Controller. At one point, they served as the Utility Director, Parks & Recreation Director and Controller at the same time. They were originally appointed to the position of part-time Controller on May 19th, 2014 (Resolution, 2014-25). They retired from the township on May 31st, 2016, and were rehired as part-time Controller on August 15th, 2016 (Resolution 2016-14).

When the Board discussed the Controller's resignation at the February 18th, 2024 general meeting, several members asserted that he held two separate positions (Utility Accountant and Controller). Resolution 2016-14 titled "A Resolution to hire Keith Lockie as Superior Township Part-Time Controller" rehired Keith to a *single* part-time position, which included accounting responsibilities related to the Utility Department (e.g., monitoring financial conditions of the Utility Department on a monthly basis, making recommendations to the Utility Director for water/sewer rate adjustments). The Controller did not have two separate positions prior to their resignation earlier this year. This is further supported by the fact that the Controller was paid a singular rate, as can be seen in the General Fund and Utility Department budget.

Despite this, upon their resignation they were allowed to stay employed by the township and receive the same rate of pay while taking on fewer responsibilities. This is in direct contradiction to how the Billing Specialist and Residential Liaison position was treated. The former Controller was not asked to apply to the position of Utility Accountant, nor is it even clear that the position existed since the reorganization of the township accounting system in 2014.

Disclosure and Impact

As a direct result of the termination of the Billing Specialist and Residential Liaison position, capacity and employee morale at the Utility department are at an extreme low. The Utility Director, Billing Specialist/Accountant and Utility Clerk have been forced to take on additional responsibilities without increased compensation. The township is currently in violation of the mandated EGLE backflow prevention program because the position was eliminated. Employees of the department have shared that they feel targeted, belittled, and generally not respected.

These feelings are amplified by the discovery of an email sent on August 15th, 2024 from the former Supervisor and current Trustee, Ken Schwartz, to then Supervisor-candidate Emily Dabish-Yahkind and referenced other members of the Board. The email was sent from Ken's township account, and therefore was done in his capacity as Supervisor. For the purposes of this report, I am quoting the relevant passages of this email and attaching the full document. This email was obtained via a FOIA request from township residents.

Email Quotes:

"I have reviewed the inappropriate text sent to you by Mr. Harding. Needless to say, It violates a provision of the personnel policy and I think it needs to be addressed before you take office since you will be in charge of utilities 11/20."

"Both Brenda and Lisa are shocked by the content of the text and we all wonder if he can work under you as incoming Supervisor."

"I propose to send the text and narrative to Mary Burton, the director, and request her to interview Harding and get his response to the violation for review at the September meeting. We'll see how he responds, but at a minimum and admonishment is in order, if not more severe discipline. He'll probably hide behind the 1st amendment, but that does not protect him."

"I think letting this Board handle the matter before you become supervisor is better for you. If unresolved by November, then you can step in."

The text message referred to in this email from Mr. Harding was sent in response to a political message sent to residents of Superior Township from “Friends of Emily Dabish Yahkind” prior to the August election. Mr. Harding responded to that message as a resident, from his personal cell phone, and not in his capacity as an employee of the township. Ms. Dabish-Yahkind was not the Supervisor at the time of his response. Regardless, the former Supervisor appears to inappropriately recommended retaliation and disciplinary action of an employee.

This email was first referenced by Rickey Harding our Superintendent of Utilities during the pleas and petitions portion of the January 21st, 2025 meeting. He stated that he was aware of some things and that he would be planning to take action. I was unclear as to what he was referring to until I became aware of the email later that month. I was also made aware of emails detailing a series of complaints against the former Supervisor Ken Schwartz from Mary Burton and Rickey Harding.

Due to the seriousness of the matter, I first sought to verify the authenticity of the emails and spoke with both Rickey and Mary. I wanted to determine if they were comfortable with me disclosing the email to the Board and the public. I received permission from Mr. Harding and Ms. Burton to disclose this information, despite their fear of retaliation. I also feel that it is relevant to these matters, and that it is my duty to disclose.

The content of this email is deeply concerning and calls into question the motives of all decisions made concerning the Utility department since the swearing-in of this new board. For the public’s knowledge, I am attaching the referenced text and response to this report with the permission of Mr. Harding.

Conclusion & Recommendations

In conclusion, the current Superior Township Board of Trustees in my opinion has mishandled both the termination of the Billing Specialist and Residential Liaison position, and the resignation of the Controller. This has in large part been facilitated by the absence of an Human Resources Director, unclear procedures, and lack of documentation. In both circumstances regarding the Billing Specialist and Residential Liaison position and the Controller, the board failed to gather all of the relevant facts before making a decision. I am also deeply concerned by the email disclosed in this report and fear that potential bias has influenced this board’s decision making.

Due to the findings listed in this report, and the disclosure of potential bias, I ask the board to take seriously my recommendations, and I ask the public to hold us accountable for our decisions. Based on the findings in this report, I recommend that:

- 1.) The employee referred to as E2 be rehired to the position of Billing Specialist and Residential Liaison at the posted rate (\$34-\$38)
- 2.) The former Controller no longer be employed by the township, as their resignation was accepted on February 18th, 2024
- 3.) The Superior Township Board of Trustees immediately establish a committee to outline the roles and responsibilities of a Human Resource Director and, upon conclusion of the hiring freeze, post the position for hiring.
- 4.) The oversight of the Superior Township Utility Department be returned to the Board of Trustees.

Appendix

Resolution 2022-13

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

**RESOLUTION TO PROMOTE LANDIS SMITH AS CHARTER TOWNSHIP OF
SUPERIOR UTILITY DEPARTMENT BILLING SPECIALIST AND RESIDENTIAL
LIAISON**

RESOLUTON NUMBER: 2022-13

DATE: MARCH 21, 2022

WHEREAS, Landis Smith has served the Charter Township of Superior Utilities Department as billing clerk from May 2018, until the present time; and,

WHEREAS, Landis Smith has performed his duties with distinction; and, over the years has taken on additional duties without a pay increase to compensate him; and,

NOW THEREFORE, BE IT RESOLVED that the Charter Township of Superior hereby approves a new job description for Landis Smith and raises his pay from \$22.95 per hour or \$47,736.00 annually to \$26.00 per hour or \$54,080.00 annually effective immediately and delegates the responsibilities and duties attached hereto.

Superior Charter Township Utility
Department Employment Position
Description

Position: Billing Specialist & Residential Liaison

Status: Full Time/part-time

Reports to: Utility Administrator

Pay rate: \$26/hr.

Summary: Primary responsibilities include preparing monthly residential and commercial utility bills. Act as liaison for new residential backflow program. Provide administrative and office support to Utility department. Performs other related duties as required.

Responsibilities:

- Prepare monthly commercial and residential bills ensuring accuracy while adhering to billing schedules
- Monitor accounts for billing accuracy and troubleshoot/resolve issues
- Perform account reconciliations/history as needed for customers
- Work with Utility Techs to ensure accuracy of meter reads and resolve problems that may arise
- Compile water/sewer usage and revenue billing reports for Controller
- Create monthly water/sewer usage spread sheet reports for St. Joseph Hospital and campus
- Answer customer inquiries regarding accounts, bills and payments
- Handle customer water bill disputes and provide resolutions to customer complaints
- Interpret administrative policies and resolve payment and service issues
- Identify billing software glitches, issues or problems and utilize resources for resolutions
- Complete final read requests and issue bills in a timely manner
- Process applications for new water and sewer service accounts
- Assist builders/developers with utility service permits and other requests
- Create and maintain bankruptcy accounts and initiate necessary actions with attorneys
- Process disbursement requests for special projects with OHM
- Coordinate backflow prevention device repairs, notices and State compliancy with residential customers
- Maintain database accuracy for residential backflow prevention program
- Enforce backflow prevention policy, inspections, and procedures with maintenance staff ● Fully train Utility Clerk for all job responsibilities
- Provide back-up for phones and support to Utility Clerk as needed
- Perform other duties as required for the operation of the department and as requested

Required Skills, Knowledge and Qualifications:

Posting of Billing Specialist and Residential Liaison Position November 2024 (Currently Online)

SUPERIOR TOWNSHIP UTILITY DEPARTMENT EMPLOYMENT POSITION DESCRIPTION

Position: Utility Billing Specialist & Residential Liaison

Status: Full Time

Reports to: Utility Director

Pay rate: \$34-\$38/hr.

Responsibilities Below

RESPONSIBILITIES:

- Prepare monthly commercial and residential bills ensuring accuracy while adhering to billing schedules
- Monitor accounts for billing accuracy and troubleshoot/resolve issues
- Perform account reconciliations/history as needed for customers
- Work with Utility Techs to ensure accuracy of meter reads and resolve problems that may arise
- Compile water/sewer usage and revenue billing reports for Controller
- Create monthly water/sewer usage spread sheet reports for Joseph Hospital and campus
- **Provide back-up and support for Utility Director as needed**
- Answer customer inquiries regarding accounts, bills and payments
- Handle customer water bill disputes and provide resolutions to customer complaints
- Interpret administrative policies and resolve payment and service issues
- Identify billing software glitches, issues or problems and utilize resources for resolutions
- Complete final read requests and issue bills in a timely manner
- Process applications for new water and sewer service accounts
- Assist builders/developers with utility service permits and other requests
- Create and maintain bankruptcy accounts and initiate necessary actions with attorneys
- Process disbursement requests for special projects with OHM
- Coordinate backflow prevention device repairs, notices and compliancy with residential customers
- Maintain database accuracy for residential backflow prevention program
- Enforce backflow prevention policy, inspections, and procedures with maintenance staff
- Fully train Utility Clerk for all job responsibilities
- Provide back-up for phones and support to Utility Clerk as needed
- Perform other duties as required for the operation of the department and as requested

Resolution 2023-46 Appointing Mary Burton Utility Director

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

**A RESOLUTION TO PROMOTE MARY BURTON TO DIRECTOR
OF THE CHARTER TOWNSHIP OF SUPERIOR UTILITY DEPARTMENT**

RESOLUTION NUMBER: 2023-46

DATE: AUGUST 21, 2023

WHEREAS, Mary Burton has been the Utility Department Administrator since October 16, 2017; and,

WHEREAS, Mary Burton has over 18 years of experience in the utilities field; and,

WHEREAS, she has an additional 17 years of experience in communications and administration; and,

WHEREAS, Supervisor Kenneth Schwartz has served as the Utility Director since 2017; and;

WHEREAS, the Board acknowledges the need to have a staff person directly involved in the day-to-day contractual, administrative and managerial aspects of the work of the Utilities Department; and,

WHEREAS, there are many functions and tasks in the Utility Ordinance which need to be addressed; and,

WHEREAS, the Board is responsible to clearly define the person(s) to whom these functions and tasks are expected to be performed and hold that person accountable; and,

WHEREAS, the Board wishes to charge Mary Burton with all of the day-to-day administrative and managerial tasks; and,

WHEREAS, Mary Burton has served with distinction in her position with the Utilities Department; and,

WHEREAS, Mary Burton should be given both the title and commensurate salary for her work in the Utilities Department.

NOW, THEREFORE BE IT RESOLVED, that Mary Burton be appointed as Director of the Charter Township of Superior Utility Department with a starting salary of \$90,514, a 10% increase.

Resolution 2023-47 Appointing Rickey Harding Maintenance Superintendent

**RESOLUTION TO RAISE THE PAY RATE OF THE UTILITIES SUPERINTENDENT,
RICKEY HARDING**

RESOLUTION NUMBER: 2023-47

DATE: AUGUST 21, 2023

WHEREAS, Rickey Harding has been the Superintendent of Maintenance since January 22, 2019; and,

WHEREAS, Rickey Harding has over 25 years of experience in the utilities field; and,

WHEREAS, Rickey Harding has received the following certifications December 20, 2017: S-3 December 15, 2018: S-2, and June 13, 2019, S-1; and,

WHEREAS, section 42.10 of the State of Michigan Charter Township Act provides the township Board with the power to delegate certain duties of the township to a township superintendent; and,

WHEREAS, section 42.11 of the State of Michigan Charter Township Act notes that the Township Superintendent serves at the pleasure of the Board and must be a township resident; and,

WHEREAS, The Board wishes to assign the following functions and duties to the Township Superintendent position: 1) managing and supervising the operation of all township utilities, and 2) seeing that all terms and conditions imposed in favor of the township or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed.

WHEREAS, the Board acknowledges the need to have the Township Superintendent position directly involved in the technical field work of the Utilities Department and responsible for the duties as described above; and;

WHEREAS, the Board does not wish to continue to delegate supervision of the Utility Department to the Township Supervisor; and,

WHEREAS, it is the Board's responsibility to clearly define the person(s) to whom these functions and tasks are expected to be performed and hold that person accountable; and,

WHEREAS, Rickey Harding has served with distinction in his position as Superintendent with the Utilities Department; and,

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

**RESOLUTION TO NAME AN ACCOUNTANT/BILLING SPECIALIST FOR THE
SUPERIOR TOWNSHIP UTILITY DEPARTMENT**

RESOLUTION NUMBER: 2023-50

DATE: AUGUST 21, 2023

WHEREAS, the Superior Township Utility Department (STUD) after reviewing job roles and responsibilities of the Controller's office foresee an immediate need to train an employee in the role of Accountant who would serve as backup and support to the Controller; and,

WHEREAS, this position can be combined with the Billing Specialist responsibilities, which would be expanded to include general accounting work; and,

WHEREAS, the Superior Township Utility Department (STUD) will name an Accountant/Billing Specialist; and,

WHEREAS, the Superior Township Utility Department (STUD) recommends Aalea Skrycki to be promoted to this position as Accountant and Billing Specialist. She has been an employee of Superior Township for more than 17 years, beginning as an Administrative Assistant for the Treasurer's office for a short stint and soon moving up to Deputy Treasurer; and.

WHEREAS, Aalea Skrycki is qualified, capable and in times past, has filled in for the Controller to cover vacations. She holds a bachelor's degree in accounting and is willing to be fully trained in this capacity.

NOW THEREFORE, BE IT RESOLVED, the Superior Charter Township Board hereby approves Aalea Skrycki as Accountant/Billing Specialist for the Superior Township Utility Department at a wage of \$36.10 per hour an increase from her previous \$27.73.

Resolution 2023-77 Increasing Pay Rate for Maintenance Tech II Position

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

**RESOLUTION TO APPROVE UTILITY DIRECTOR AND SUPERINTENDENT
RECOMMENDATION TO INCREASE WAGES FOR FIELD SERVICE TECH II
POSITIONS**

RESOLUTION NUMBER: 2023-77

DATE: NOVEMBER 20, 2023

WHEREAS, the wages for Field Service Tech II positions within the Charter Township of Superior have been under review for over a year, with a comparison to wages in other townships/cities within Washtenaw County; and

WHEREAS, Utility Director Mary Burton, has provided a comprehensive review, concluding that a wage increase for these positions is necessary and justified; and

WHEREAS, comparable local townships exceed our current pay, thereby highlighting the need for a competitive wage structure in our township; and

WHEREAS, the Field Service Tech II positions, currently held by Gary Foster, Dan Allen, and Rob Millett, are occupied by long-standing, highly skilled employees with state certifications, underscoring their value to the Charter Township of Superior; and

WHEREAS, these employees have efficiently managed additional responsibilities, including a State mandated residential backflow program, without a corresponding increase in their compensation; and

WHEREAS, Utilities Superintendent Rickey Harding has advocated for a wage increase, emphasizing the discrepancy in wages despite higher qualifications and experience of our techs compared to those in similar positions in neighboring townships; and

WHEREAS, the proposed increase from approximately \$29.50 to \$34.50 per hour represents a warranted 17% increase in wages, reflecting the dedication, skill, and additional responsibilities of these employees; and

WHEREAS, ensuring competitive and fair compensation is essential for retaining skilled and dedicated employees within the Charter Township of Superior.

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Superior Board of Trustees approves a 17% wage increase for the Field Service Tech II positions, specifically for *Gary Foster, Dan Allen, and Rob Millett*, elevating their hourly wage to \$34.50.

Contemporaneous Notes from Utility Director

From: Mary Burton <mburton@superior-twp.org>
Sent: Tuesday, June 25, 2024 5:46 PM
To: [REDACTED]
Subject: Attendance/Excessive Tardiness - Probation Time
Importance: High

[REDACTED]

As a follow up to our conversation on Thursday, June 20th, 2024 regarding your excessive tardiness and attendance issues you have been suspended without pay for three business days (June 21, 24 and 25). Time will be deducted from your time banks in increments of 15 minutes for tardies that occurred during the week of June 17th.

In the past, I met with you about this on December 8th, 2023 and again on April 1st, 2024 in hopes that things would change. You were reminded that your official start time is 8:00a.m. and it is imperative that you be in place and ready to begin at your start time. Due to this being an ongoing issue, you will be placed on probation for a total of six months effective June 26, 2024 and ending December 26, 2024. The probationary period will require you to avoid any tardiness and unscheduled time off or this will be cause to disrupt your employment with Superior Township Utility Department up to being discharged.

Best Regards,

Mary Burton
Utility Director | Superior Charter Township
575 E Clark Road
Superior Township, MI 48198

2022 Memo to Supervisor Ken Schwarts about Billing Specialist

UTILITIES DEPARTMENT

575 E Clark Road • Ypsilanti, MI 48198

OFFICE (734) 480-5500

FAX (734) 484-4883

EMAIL utilitydept@superior-twp.org

WEB superiortwp.org

February 15, 2022

Ken,

As you may know, the Michigan Department of EGLE is now requiring a backflow prevention program for all residential customers be implemented this year. The Superior Township Utility Department is scheduled to launch this program in March 2022. All staff will soon be trained by Jeff Castro in each role of the backflow prevention program. In order to fulfill this requirement from EGLE, additional duties must be added for all utility staff including the Billing Specialist position. I am in the process of revising all Utility Department positions and have completed the revision of the Billing Specialist job description. I am recommending the hourly pay be increased due to the extra responsibilities that will be required.

Attached is the new job title and description for the Utility Department Billing Specialist, which both Landis Smith and Aalea Skrycki currently occupy.

Thank you,

Ken Schwartz Email

From: [Ken Schwartz](#)
To: [Emily Dabish](#)
Subject: text
Date: Thursday, August 15, 2024 4:51:47 PM

Emily,

I have reviewed the inappropriate text sent to you by Mr. Harding. Needless to say, It violates a provision of the personnel policy and I think it needs to be addressed before you take office since you will be in charge of utilities 11/20.

Both Brenda and Lisa are shocked by content of the text and we all wonder if he can work under you as the incoming Supervisor.

Harding has been out of control for 2 years fueled by Rhonda and Bernice. Both of whom involved him and other utility personnel in negative township politics. For his cooperation he was rewarded with a new title and a 10K raise without any review.

Later he railed against Rhonda and Bernice at a later meeting showing ingratitude and poor judgment.

I propose to send the text and a narrative to Mary Burton, the director, and request her to interview Harding and get his response to the violation for review at the September meeting. We'll see how he responds, but at a minimum and admonishment is in order, if not more severe discipline. He'll probably hide behind the 1st amendment, but that does not protect him.

I think letting this Board handle the matter before you become supervisor is better for you. If unresolved by November, then you can step in.

He can request a closed hearing since this is framed as a personnel review, but he will know the score.

Do you have any objections to this procedure?

Ken Schwartz
Superior Township Supervisor
734-482-6099

Supervisor's Report

Date: March 17, 2025

1. CDBG Strategy: The Community Development Block Grant (CDBG) strategy continues to focus on enhancing housing, infrastructure, and economic development within our community. My aim is to use our expected allocation of approximately \$33,000 for a paving project along the drive at Fireman's Park where it is currently in poor condition.

2. Personnel Manual Updates: Developed in collaboration with Trustee Sarah Deveraux, we intend to present significant updates to the personnel manual, that reflect changes in labor laws and enhance workplace policies. They are awaiting legal review.

3. Roads Plan: My office is working with the Washtenaw County Roads Commission to put together a five-year plan for improvements across our Township, outside of pursuing work that is reactionary. By setting aside funding yearly, we can aggregate a sum that will show more involved improvements for our residents.

4. Sewer Ordinance: The new sewer ordinance has been carefully crafted the Ypsilanti Community Utility Authority to enhance environmental protection and public health. The updates are largely mandated by State law. It is on the March agenda.

6. Road and Blight Committee Implementation: I am intending for the creation this month of a Roads and Blight Committee to actively address infrastructure improvement and community aesthetics. Initiatives to combat blight, promoting property maintenance, beautification projects, and trash removal. The committee aims to enhance overall community appearance and quality of life for residents.

7. DTE Granada Substation

I am working closely with residents and having conversations with leadership at DTE to discuss resident concerns related to the scope and scale of the proposed expansion of the Granada Substation at Plymouth and Dixboro, which has come before the planning commission. The site is approximately four acres and the expansion could involve infrastructure that is largely under fifteen feet but would involve a seventy foot lightening rod.

8. Salem Development

The Township has been informed that an alternate route has been proposed for sewerage to reach Salem Township and service development. The route does not touch Superior Township. We do, however, have the opportunity to review our utility and zoning policies to help mitigate the possibility of development.

Other items of note:

- Flooding was discovered during regular maintenance in the basement at Old Town Hall. Belfor was contracted for remediation. A claim will be made with insurance.
- The Emergency Notification System for the County was activated after matter was discovered by residents in Mario Lake. The County Health Department is

working with residents and is confident that the material is not related to sewage but is organic. It will be further investigated.

- A service line failed at the Sycamore complex and flooded a major portion of the parking lot. HUD was contacted and helped to assist in getting a contractor out to the site where the service line is on private property. The property is currently in receivership.