

**BOARD OF TRUSTEES
AGENDA and MINUTES
Thursday, December 10, 2015**

Call to Order

Pledge of Allegiance

Members Present/Members Absent

Call to the Public

- 1.) Approval of Agenda
- 2.) Consent Agenda
 - a.) Approval of November 12, 2015 Regular Meeting Minutes
 - b.) November 17, 2015 HAPRA Minutes
 - c.) November 18, 2015 HAFA Agenda/Minutes
 - d.) November 18, 2015 MHOOG Agenda/Minutes
 - e.) Complaint Report
 - f.) DPW Report
 - g.) Financial Report
 - h.) Zoning Report
 - i.) Howell City WWTP Report
- 3.) MERS Presentation
- 4.) Burnham & Flower Insurance Presentation
- 5.) 2014-2015 Audit Review
- 6.) CVTRS Budget
- 7.) Marion Creek/Sunridge Easement (bring back)
- 8.) Howell School Collection fee (\$3.00 per parcel)
- 9.) Roads
- 10.) Darakjian Property

Correspondence/Updates

Buck Pole Thank You
A.L.I.C.E. Training-December 15th 2-5 pm

Call to the Public

Adjournment

MINUTES – December 10, 2015

MEMBERS PRESENT: Les Andersen, Scott Lloyd, Dan Lowe, Bob Hanvey, Greg Durbin, and Jim Murray

MEMBERS ABSENT: Tammy Beal

CALL TO ORDER

Bob Hanvey called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

CALL TO THE PUBLIC

No response.

APPROVAL OF AGENDA

Items 11—Coon Lake Aquatic Weed Control SAD and 12—Rurik Road Maintenance SAD were added to the agenda. Greg Durbin motioned to approve the agenda as amended. Les Andersen seconded. **Motion carried.**

CONSENT AGENDA

Les Andersen motioned to approve the consent agenda. Jim Murray seconded. **Motion carried.**

MERS PRESENTATION

Tara Tyler, Benefit Plan Advisor for Municipal Employees' Retirement System of Michigan (MERS) summarized the information included in the packet. Scott Lloyd said he would like more information on the performance history. Ms. Tyler said the information is available on their website. No decision made until more information is obtained.

BURNHAM & FLOWER INSURANCE PRESENTATION

Jeff McCray, Account Manager from Burnham & Flower was present to discuss the proposal for the Michigan Township Participating Plan property/liability package. Dan Lowe asked if the \$100,000 coverage for sewer back-up can be increased; Mr. McCray said yes, up to \$1,000,000. This can be modified at any time. Les Andersen motioned to approve the policy as presented, to begin January 1, 2016. Scott Lloyd seconded. Roll call vote: Lowe, Lloyd, Hanvey, Durbin, Andersen, Murray—yes. **Motion carried 6-0**

2014-15 AUDIT REVIEW

Ken Palka from Pfeffer, Hanniford & Palka was present to discuss the recent audit. He reviewed the summary of the General Fund on page 21 and the Sewer Fund on page 24. The auditor recommends increasing the rates, and paying off the bonds. Other recommendations were to obtain receipting software, update the employee handbook, and review telephone expenses. Scott Lloyd and Dan Lowe said the board should be reviewing reimbursements, specifically mileage. Jim Murray said the information is available in the treasurer's office. Les Andersen motioned to accept the 2014-15 audit as presented. Jim Murray seconded. **Motion carried.**

Les Andersen motioned to authorize payment to the auditor in the amount of \$17,000. Scott Lloyd seconded. Roll call vote: Durbin, Murray, Hanvey, Lloyd, Andersen, Lowe—yes. **Motion carried 6-0.**

CVTRS BUDGET

The CVTRS summary reports are included in the packet. Bob Hanvey asked the board members if they saw any drawbacks in paying off the bonds to save approximately \$250,000 in interest payments. Bob Hanvey will discuss with the bond attorney and find out how much it would cost to pay them off for discussion at the next meeting.

MARION CREEK/SUNRIDGE EASEMENT

Manny Kianicky from S.R. Jacobson Dev. Corp. was present for this discussion and to answer any questions the board members may have. Dan Lowe motioned to accept the Marion Creek (Sunridge II) easement agreement as presented. Greg Durbin seconded. **Motion carried.**

HOWELL SCHOOL SUMMER TAX COLLECTION

Les Andersen motioned to adopt a resolution to sign the agreement for collection of summer school property taxes for summer 2016, as presented. Scott Lloyd seconded. Roll call vote: Andersen, Murray, Durbin, Lowe, Hanvey, Lloyd—yes.

Resolution passed 6-0.

ROADS

Bob Hanvey provided the board members with the copy of House Bill 4610 that was recently adopted, which allows townships that contribute more than 50% of the cost of a road project to require that the road commission send projects out for bids. Dan Lowe motioned to ask the Livingston County Road Commission to obtain bids to chip seal County Farm from Sanitorium to Sexton, and Norton Road from M-155 to Cedar Lake Road, to include repair at the bridge by the water plant. Les Andersen seconded.

Motion carried.

DARAKJIAN PROPERTY

Les Andersen motioned to approve the letter to Mr. Miechiels, as presented, and send on Monday, December 14. Jim Murray seconded. **Motion carried.**

COON LAKE AQUATIC WEED CONTROL SAD

Les Andersen motioned to adopt a resolution to schedule a public hearing on the creation of the Coon Lake Aquatic Weed Control Special Assessment District, as presented, for January 14, 2016 at the regular township board meeting. Scott Lloyd seconded. Roll call vote: Hanvey, Lowe, Durbin, Lloyd, Murray, Andersen—yes.

Resolution passed 6-0.

RURIK/IRENE/OLYMPIA/ADRIA ROAD MAINTENANCE SAD

Les Andersen motioned to adopt a resolution to schedule a public hearing on the creation of the Rurik/Irene/ Olympia/Adria Road Maintenance Special Assessment District, as presented, for January 14, 2016 at the regular township board meeting. Jim Murray seconded. Roll call vote: Murray, Andersen, Lowe, Hanvey, Lloyd, Durbin—yes.

Resolution passed 6-0.

CORRESPONDENCE & UPDATES

Howell Area Parks & Recreation Authority staff sent a thank you letter to the township for participation in the 8th annual buck pole.

The ALICE training is scheduled for Tuesday, December 15 at 2 pm at the township hall.

Bob Hanvey passed out the Livingston County Commissioners' monthly update.

The Peavy Road generator pre-bid meeting was held today at the pump station with three contractors present.

Bob Hanvey reported that the Court of Appeals upheld the MTT decision in favor of the township for Mr.Gatt.

Bob Hanvey updated the board members on the Bath situation.

The CIRAB meeting is tentatively scheduled for Wednesday, December 16, 2015.

CALL TO THE PUBLIC

No response.

ADJOURNMENT

Les Andersen motioned to adjourn at 9:57 pm. Jim Murray seconded. **Motion carried.**