

**LIMA TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
December 12, 2016**

**CALL TO ORDER:** The meeting was called to order by Supervisor Maier at 7:00 pm. and opened with the Pledge of Allegiance. Present was Supervisor Maier, Clerk Bater, Treasurer Havens, and Trustees Laier and Luick. Also present were several residents and guests.

**AGENDA APPROVAL:** Laier moved, supported by Trustee Luick to approve the agenda as amended – under New Business replace Budget Line-item Adjustment with MERS Service Credit Purchase Process. Motion carried

**MINUTES APPROVAL:** Laier moved, supported by Treasurer Havens to approve the minutes of the Regular Meeting of November 14, 2016. Motion carried

**PUBLIC COMMENT:** David and Jeff Hardcastle spoke on the non-motorized trail system. Arlene Bareis responded with many questions concerning Dexter-Chelsea Road and the Boland right-of-way.

**TREASURER’S REPORT:** As submitted.

TREASURER'S REPORT	November 30, 2016
Beginning Balance CSB	86,392.64
Deposits	49,814.20
Oct., 2016 Bills Paid	(30,701.51)
<b>CSB Checking Balance 11/30/2016 (.05% int.)</b>	<b>105,505.33</b>
Non-Maturing CD's	676,667.62
<b>Total CSB Checking &amp; CD's</b>	<b>782,172.95</b>
CSB Money Market	353,747.34
CSB Money Market Nov. Interest (.20%)	57.99
<b>Total CSB Money Market</b>	<b>353,805.33</b>
Flagstar/Thornton Farms	142,122.68
Thornton Farms Nov. Interest (.25%)	29.12
<b>Total Flagstar Checking</b>	<b>142,151.80</b>
<b>Funds Available</b>	<b>1,135,978.28</b>
<b>Total Funds</b>	<b>1,278,130.08</b>

**OLD BUSINESS: Payroll Processing Service** – Rather than going to an outside service and paying a monthly charge Clerk Bater recommended using an in-house software program called Payroll Mate to perform Township payroll, quarterly tax reporting, and year-end requirements. **Moved by Trustee Luick, support by Laier to purchase Payroll Mate software and 1,000 compatible checks for approximately \$350.00. Motion carried**

**NEW BUSINESS:**

**Master Plan Update – Approval to Publish Notice:** Moved by Bater, supported by Laier to publish a notice for citizens to review the Planning Commission/Carlisle Wortman draft changes dated 10/6/16 to the Township Master Plan. Motion carried

**Dexter Builders – Enforcement of Flags and Yard signs:** Jeffrey Brown spoke to the Board requesting his business, Dexter Builders, be allowed to have pennants/flag signs on his property. Maximum of six signs and flags would not necessarily be all along the Jackson Road frontage - they may be arranged throughout the property. Tom Caplis, Ordinance Enforcement Officer, gave a recommendation: 1) “Flag” (festoon, banner, pennants, ribbons, streamers, etc.)

signs be approved for six months, requiring the business to request an extension from the Board; 2) Signs be limited in number; 3) Signs must be kept in good condition; 4) Condition assessment will reside with the Ordinance Enforcement Officer. Other concerns that Board members voiced were that signs cannot flap (make noise), fall over or that Township receive complaints about the flag signs. **Moved by Laier, supported by Luick to allow Dexter Builders' request to have flag signs from April 1<sup>st</sup> – October 1<sup>st</sup> being renewable with a maximum of six signs. Motion carried**

**2017 Chelsea Area Fire Authority Budget Approval Recommendation:** Supervisor Maier explained that the budget is not balanced - it is actually \$21.00 under. Both Havens and Bater asked additional questions regarding the budget. **Bater moved, supported by Laier that the Lima Township Board has reviewed the 2017 CAFA Budget for their approval. Motion carried**

**Michigan Employees Retirement System (MERS) – Service Credit Purchase Process:** The Township received a letter and form from the Municipal Employees' Retirement System informing the Board that as of 1/3/2017 they were implementing a new process for service credit purchase requests. All employee requests to purchase service credit must first go through their municipality then to MERS and finally back to the governing body to approve the purchase. If Lima Township does not wish to provide employees the opportunity for service credit purchases a Service Credit Purchase Opt-Out form must be submitted to MERS. After much discussion involving the cost to the Township and if non-service credit may be purchased as well, it was decided that no action would be taken and MERS would be contacted for a representative to come for a question/answer session on the subject.

**2017 Board of Trustees Meeting Dates: Laier moved, supported by Luick to approve the 2017 Board of Trustees meeting dates as presented. Motion carried**

**Board(s) Positions Expiring 12/31/2016: Maier moved, supported by Laier to retain all current members that are expiring as of 12/31/2016 (see attachment) with the exception of SEMCOG with Duane Luick as Board Representative and Greg McKenzie as Alternate. Motion carried**

**ACCOUNTS PAYABLE: Laier moved, supported by Luick to pay bills as presented in the amount of \$23,103.67. Motion carried.**

Vendor Name	ACCOUNTS PAYABLE 12/12/2016	Amount
AMERICAN LEGION POST 31	FLAGS & MARKERS MEMORIAL DAY 2016	\$ 300.00
CARLISLE/WORTMAN ASSOC., INC.	2016 ORDINANCE UPDATES	\$ 42.50
CARLISLE/WORTMAN ASSOC., INC.	2016 MASTER PLAN UPDATES	\$ 255.00
CARLISLE/WORTMAN ASSOC., INC.	GENERAL CONSULTATION	\$ 1,020.00
CHARLOTTE SCHAUER	DEC OFF/TWP. HALL CLEANING	\$ 166.23
CHELSEA AREA CONSTRUCTION AGENCY	DEC OFFICE LEASE	\$ 1,046.45
CHRIS RENIUS	ASSESSING CONT. 11/16/16-12/15/16	\$ 1,950.00
CITY OF CHELSEA	LANDFILL MAINT. REMEDIATION	\$ 829.30
CRAIG MAIER	SUPERVISOR WAGES DEC 2016	\$ 2,258.31
DONALD LAIER	TRUSTEE WAGES DEC 2016	\$ 258.12
DTE ENERGY	251216900018 ELEC - HALL	\$ 64.56
DUANE D LUICK	TRUSTEE WAGES DEC 2016	\$ 258.12
EDWIN GREENLEAF	PC 1 MTG 9/26 @ \$86.70	\$ 80.06
ELAINE BATER	CLERK WAGES DEC 2016	\$ 2,258.31
ELIZABETH SENSOLI	PC 1 MTG 9/26 @ \$86.70	\$ 80.06
ELSE HELLER	SECRETARY NOV. WAGES & \$5.55 POSTAGE REIMB.	\$ 769.35
GOVERNMENTAL BUSINESS SYSTEMS	MEMORY CARD CODING (2) 11/8/16 ELECT.	\$ 300.00
HOWARD SIAS	PC 1 MTG 9/26 @ \$86.70	\$ 80.06
IVS COMM	OCT. 2016 PHONE SERVICE PART. MONTH	\$ 16.65
IVS COMM	NOV. 2016 PHONE SERVICE	\$ 87.48
KENNETH PRIELIPP, SR.	PC 1 MTG 9/26 @ \$86.70	\$ 80.06
MARLENE CONSIGLIO	PC CHAIR 1 MTG 9/26 @ \$117.30	\$ 108.33
MERS	CUSTOMER 811201 EMP RETIRE PLAN	\$ 802.48
MICHAEL J. KEHOE, P.C.	LEGAL SERV. GENERAL WORK	\$ 25.00
MICHAEL J. KEHOE, P.C.	LEGAL SERV. BEACH CEMETERY SETTLEMENT	\$ 50.00
NANETTE HAVENS	TREASURER WAGES DEC 2016	\$ 2,258.31
NANETTE HAVENS	REIMB.- POSTAGE TAX BILLS	\$ 1,038.34

NANETTE HAVENS	PC 1 MTG 9/26 @ \$86.70	\$ 81.10
SONS & DAUGHTERS, INC.	OCT MOWINGS HALL(3) & LIMA CEM(1)	\$ 450.00
SUSAN ALLSHOUSE	11/8/2016 ELEC. TEST MATERIALS & SUMMARY SHT.	\$ 150.00
THE COMPUTER SOURCE	ELEC.DAY SUPPORT & LAPTOP SERV.WORK	\$ 390.00
TOM CAPLIS	WAGES-ZONING ADMINISTRATOR	\$ 692.09
VERIZON	642097789-01 TWP. HALL BROADBAND 11/29-12/28	\$ 40.82
VICTOR L. LILLICH, J. D.	LEGAL SERV-BATESON 9/1/-11/30/16	\$ 1,500.00
UNITED STATES TREASURY Paid 12/23/16	Form 941 2016 3rd Qtr EMP. FEDERAL TAX WITHHOLDING	\$ 1,471.55
UNITED STATES TREASURY Paid 12/23/16	Form 941 2016 4th Qtr EMP. FEDERAL TAX WITHHOLDING	\$ 1,409.20
WILLIAM COLTRE	DEP.TREAS PROP.TAX STATEMENTS 23 HRS.	\$ 355.77
WILLIAM COLTRE	PC 1 MTG 9/26 @ \$86.70	\$ 80.06
		\$ 23,103.67

**REPORTS:**

Zoning Report for November, 2016: Tom Caplis

- 2 new home permits
- 4 violations written or investigated for the month

Chelsea Area Construction Agency (CACA): Greg McKenzie

- Special meeting was held in December
- Sidewalk will not be repaired until spring
- All bond money was returned by County Road Commission for parking lot project
- Kim Spittler, candidate for new Building Official was becoming familiar with office
- Business is still good

Capital Improvements: Ed GreenLeaf (absent)

- Work Session concerning the Township Hall was held on December 5, 2016.

Cemeteries: Ed GreenLeaf (absent)

Chelsea District Library: Elizabeth Sensoli

- There are data bases available for businesses and researchers
- Immigration project display

Planning Commission: Nanette Havens

- Next meeting is Monday, December 19<sup>th</sup>.

Western Washtenaw Recycling Authority (WWRA): Nanette Havens

- WWRC received \$3/ton for the load of glass that was collected. \$650 was saved by not taking it to the landfill and \$350 was saved in trucking cost
- Sales are up \$246,000 from last year
- Expenses are down an average of \$53,000 from last year
- Up 40 loads of product
- Marion & Webster Twps. will be required to pay the same fee of \$26/household

Washtenaw Area Value Express (WAVE): Arlene Bareis

- January meeting will be held in the new office of the Construction Agency Building

Clerk's Report: Elaine Bater

- Election vote re-count was started on 12/2/16 and was halted on 12/8/16
- No significant change in the numbers
- No improprieties in Michigan's Elections

Supervisor's Reports: Craig Maier

- Next CAFA Meeting is 12/20/16 at the Township Hall, 7:00 pm
- Greg McKenzie gave an update on the CAFA permanent fire chief search: 2-5 candidate recommendations will be given to the CAFA Board after two more phone interviews are conducted.

**PUBLIC COMMENT: NONE**

**ADJOURNMENT: Moved by Laier, supported by Havens to adjourn at 9:04 p.m. Motion carried.**

**Respectfully Submitted**

**Elaine Bater, Lima Township Clerk**