

TOWNSHIP OF SOMERSET
COUNTY OF HILLSDALE, MICHIGAN
MINUTES FOR JULY 17, 2014

CALL TO ORDER

The regular meeting of the Somerset Township Board of Trustees was called to order by Supervisor, Donald Figiel on Thursday, July 17, 2014 at 7:00 pm in the Somerset Center Community Room, 12715 E. Chicago Road, Somerset Center, Michigan. The Pledge of Allegiance was said and there were 19 citizens present.

ROLL CALL OF BOARD MEMBERS

Supervisor – Donald Figiel (Present)
Treasurer – Pamela Beck (Present)
Trustee – Kim Nieswender (Present)
Trustee – Clinton Sneary (Present)
Clerk – Deborah Spicer (Present)

AGENDA

Clerk Spicer requested the addition of Consent Agenda item #7. MOVED BY SNEARY, seconded by Beck to approve agenda as amended. Vote was Unanimous – Motion Carried.

PUBLIC COMMENT: None heard.

PLANNING COMMISSION: Rob Freed, PC Chairperson and the commission present requested time to speak with the Board of Trustees regarding communication between the Board of Trustees and the public along with website management. (See the PC minutes from July 8, 2014)

REPORTS

Fire & Rescue – Supervisor Figiel read a report as prepared by Fire Chief Scott Friess for the month of June 2014 (See Attachment #1).

Treasurer – A report prepared by Treasurer Beck was available (See Attachment #2). Beck also stated that all budget transfers have been made and tax bills have gone out.

Police – Supervisor Figiel read a report as prepared by Chief Eric Stolberg for the month of June 2014 (See Attachment #3).

Parks & Rec. – Supervisor Figiel read a report prepared by chairman, Jim Souder (See Attachment #4).

Jerome Community Building – Secretary Delores Smith reported on the following:

- Zumba Classes on Tuesday & Thursday nights,
- Yoga Classes will be starting later in August.
- Old Playground equipment being painted.
- 5 volunteer hours for the month.
- July minutes (See Attachment #5)

TOWNSHIP OF SOMERSET
MINUTES FOR JULY 17, 2014/PAGE 2
REPORTS CONTINUED:

Zoning – Administrator Figiel gave the 2nd quarter report (See attachment #6).

Supervisor – Don Figiel commented on the following:

- Fresh Water Conservation Survey
- Notice of Intent regarding Hillsdale County to rehab 8 single family homes and emergency repair 9.
- Fireworks donations for this year were \$2,336
- Article regarding McCourtie Park in Sunday, July 13th issue of the Detroit Free Press.
- 2nd quarter State Shared Revenue has been received in the amount of \$57,436
- MI Township's legal responsibilities are "Assessing, Tax Collection and Elections" all other duties performed by township are not mandatory.
- Review Brief from Comcast

FINANCES

MOVED BY BECK, seconded by Sneary to allow and pay bills and payroll in the amount of \$132,852.85. Roll Call was taken with Ayes: Figiel, Beck, Nieswender, Sneary and Spicer. Nays: None – Motion Carried.

CONSENT AGENDA

MOVED BY NIESWENDER, seconded by Sneary to allow and take action on the following. Vote was Unanimous – Motion Carried.

1. Approve the minutes from the June 19, 2014 regular meeting of the Somerset Township Board of Trustees.
2. Approve the minutes from the June 25, 2014 special meeting of the Somerset Township Board of Trustees.
3. Acknowledge Communications.
4. Approve the sale of space 1 of lot 246 at Somerset cemetery to resident, Mary Cantu in the amount of \$125.00.
5. Approve the annual renewal of virus protection for township computers in the amount of \$624.00
6. Approve the removal of 2 signs relating to the Garden Club as requested by past president, Connie Gavitt.
7. *Approve the reimbursement to Denny Steinman in the amount of \$125 for the cancelation of the JCB rental on 7/26/2014 as dated in his letter of July 16, 2014.*

Supervisor Figiel addressed those present regarding a report in the Brooklyn Exponent pertaining to salaries for the township Police Chief and Assessor. The reporter apparently took the wage "range" approved for the actual wages to be received.

UNFINISHED BUSINESS

Employee Handbook

Tabled from June 25, 2014, draft wording was presented for the amendment of the Employee Handbook pertaining to both Retirement Program and Compensatory Time. MOVED BY SPICER, seconded by Sneary to approve amending the Employee Handbook pertaining to Retirement Program as amended. Roll Call was taken with Ayes: Beck, Nieswender, Sneary, Spicer and Figiel. Nays: None – Motion Carried – Employee Handbook amended.

MOVED BY SNEARY, seconded by Nieswender to approve amending the Employee Handbook pertaining to Compensatory Time as amended. Roll Call was taken with Ayes: Nieswender, Sneary, Spicer, Figiel and Beck. Nays: None – Motion Carried – Employee Handbook amended.

Township Flag

Tabled from June 19, 2014, Clerk Spicer presented 3 complete bids for the making of the Township flag. Supervisor Figiel stated that there is \$100 received in donations. Resident, Tim Shufflin offered to donate the difference between what has been donated previously and what the cost will be. MOVED BY FIGIEL, seconded by Sneary to purchase the township flag from Carrot Top in the amount of \$150.12. Roll Call was taken with Ayes: Sneary, Spicer, Figiel, Beck and Nieswender. Nays: None – Motion Carried.

JCB Stair Project

JCB Committee representative, Delores Smith-Post presented 2 bids for the removal of the upper back stairs and installation of flooring in its place. MOVED BY BECK, seconded by Nieswender to enter into a contract with Osbourne Builders as recommended by the JCB Committee not to exceed \$2,400. Roll Call was taken with Ayes: Spicer, Figiel, Beck, Nieswender and Sneary. Nays: None – Motion Carried

NEW BUSINESS

Conditional Use Permit #32

Clerk Spicer stated that the Planning Commission held a Public Hearing regarding this application on July 8th and they are recommending the board approve the application. MOVED BY FIGIEL, seconded by Sneary to approve Conditional Use Permit application #32 submitted by Tonya Michael with the “condition” that the Conditional Use Permit is granted as long as Tonya Michael is occupying the property and has a valid day care license as recommended by the Planning Commission. Roll Call was taken with Ayes: Figiel, Beck, Nieswender, Sneary and Spicer. Nays: None – Motion Carried – Conditional Use Permit Application #32 granted.

Employee Handbook-Custodial/Janitorial Wages

Clerk Spicer stated that she had received a request for the increase in the custodial/janitorial wages for the Jerome Community Building which exceeded the wage range in the Employee Handbook. After some discussion it was MOVED BY FIGIEL, seconded by Sneary to amend the Employee Handbook wage range for Custodial/Janitorial from \$10-\$12 to \$10-\$17 and increase the custodial/janitorial wages for the current employee of JCB to \$15 retroactive to July 1, 2014. Roll Call was taken with Ayes: Beck, Nieswender, Sneary, Spicer and Figiel. Nays: None – Motion Carried – Employee Handbook amended

New Police Vehicle

Supervisor Figiel stated that the current police vehicles are a 2009 and 2011 and that the 2009 has had several previous repairs and in need of more repairs. Police Chief Stolberg presented a bid for a 2014 replacement vehicle for the 2009. It was further stated that next year's models would not be conducive to the current equipment and all new equipment would be needed. Discussion pertaining to this was heard from those present. MOVED BY SNEARY, seconded and amended by Beck to purchase a new 2014 police vehicle from Bill Snethkamp Dodge in the amount of \$25,372 *with the provision the equipment on the 2009 car be used on the 2014 and sell the 2009 to recoup some of the cost.* Roll Call was taken with Ayes: Nieswender, Sneary, Spicer, Figiel and Beck. Nays: None – Motion Carried

Supervisor Figiel thanked both the Police and Fire Department for their help at the township fireworks.

Road Commission Report – Bill Watkins reported on the following:

- Seal Coating should start in August
- Mowers are in the area
- Trying to scrape roads when weather permits
- No date on Glendalough project to start
- Took comments from those present

PUBLIC COMMENT – Opened at 8:27 pm and Closed at 8:49 pm

Hearing no further public comments or announcements, meeting was adjourned by Supervisor Donald Figiel at 8:49 pm. Respectfully submitted by Deborah L. Spicer, Somerset Township Clerk.