

**CARROLLTON TOWNSHIP BOARD
DEPARTMENTAL MEETING
Monday, February 10, 2014**

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| <u>Roll Call:</u> | Supervisor Kozara | Present |
| | Clerk Fritz | Present |
| | Treasurer Riley | Present |
| | Trustee Dudek | Present |
| | Trustee Loperena | Present |

There being a full board, Supervisor Kozara called the meeting to order at 5:35 p.m. Also in attendance: Director Craig Oatten and Office Manager Megan Weaver.

Acceptance of Agenda:

Oatten added to New Business: #7 – Recreation baseball equipment purchase request. It was board consensus to accept the agenda as amended.

Public Comments:

Comments were received from Rose King, 3427 N. Michigan.

New Business:

Board reports were reviewed. It was noted that the Carrollton Township Fire Department reported a total of 119 fire runs for calendar year 2013. Assistant Chief Frank Rivette was chosen as Firefighter of the Year.

Oatten presented the bids received for the municipal building ceiling tile replacement (copy attached). It was moved by Fritz and supported by Loperena to award the bid to the low bidder, Pumford Construction, in the amount of \$19,957.00 (copy attached). There being all ayes, the motion carried.

Board members reviewed the cost breakdown provided by Standard Electric for new light fixtures for the municipal building. It was noted that an estimation of payback time through energy efficient lighting is 34 months. Discussion followed. It was moved by Dudek and supported by Riley to approve the purchase of 62 office light fixtures, two LED outdoor lights, three exit lights and 176 energy efficient bulbs in the amount of \$4,350.47 (copy attached). There being all ayes, the motion carried.

Oatten presented the bid tabulation (copy attached) for the light fixture replacement which includes removal of all existing light fixtures and installation of new. It was noted that there was two bid amounts listed per contractor due to an error in the amount of fixtures to be removed in the original request for bid. All bidders were notified of the change and submitted an amended bid per the revised amount. Discussion followed.

It was moved by Riley and supported by Fritz to award the bid to the low bidder, Van Herweg Electric, Inc. in the amount of \$3,830.00 (copy attached). There being all ayes, the motion carried.

Oatten explained that with the current office renovations providing the exposure of the municipal building's heating and cooling system, a quote was obtained from Universal Air, Inc. to check over all of the existing wiring and ductwork and provide new registers for the front office area and new ductwork for the board room (due to lowering the ceiling). Discussion followed. It was moved by Dudek and supported by Fritz to approve the quote from Universal Air, Inc. in the amount of \$4,400.00 as presented (copy attached). There being all ayes, the motion carried.

It was moved by Fritz and supported by Riley to receive and file the quarterly investment report for December 31, 2013 (copy attached). There being all ayes, the motion carried.

Recreation Chairperson Matt Tetloff answered questions regarding the proposed purchase request for new baseball equipment. It was moved by Dudek and supported by Loperena to approve the purchase as presented in the amount of \$6,444.00 (copy attached) contingent to a budget amendment. There being all ayes, the motion carried.

Public Comments:

Public comments were received from Rose King, 3427 N. Michigan and Tanya Carter, 704 Hickory.

Supervisor Kozara asked Ms. Carter to put her concerns reference the Township's recreation basketball program in writing for the board's review.

Director Comments:

Oatten reminded the board that the public review period for the proposed Parks & Recreation Master Plan would be ending in a couple of weeks. The final public hearing will take place at a special meeting scheduled for 5:00 p.m. on February 24.

Board Comments:

Fritz asked if Oatten was planning on replacing the part-time police officer position now that Officer Phil Schuette has secured employment with another agency. Oatten stated that he was unsure and would know more once FY 2015 budget preparations were completed. Discussion followed.

Loperena stated that after the 2014 basketball season was over, he would not be returning as a referee for the Recreation Department. He would like to assist with training the new referees as he sees a need there. Discussion followed.

Adjournment:

It was moved by Dudek and supported by Loperena to adjourn. There being all ayes, the meeting adjourned at 6:52 p.m.

Respectfully submitted,

Jerry W. Fritz, Clerk

Public in attendance:

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| Rose King | 3427 N. Michigan |
| Matt Tetloff | 3276 Elm |
| Teresa Tetloff | 3276 Elm |
| Tanya Carter | 704 Hickory |