

**CARROLLTON TOWNSHIP BOARD
REGULAR MEETING
Monday, January 30, 2017**

<u>Roll Call:</u>	Supervisor Abney	Present
	Clerk Fritz	Present
	Treasurer Petrowski	Absent - Excused
	Trustee Douglas	Present
	Trustee Westphal	Present

There being a quorum, Supervisor Abney called the meeting to order at 5:30 p.m. Also in attendance: Director Craig Oatten, Office Manager Megan Weaver and DPW Superintendent Mark Pilkington.

Acceptance of Agenda:

Oatten requested to add to New Business: #4 - Quote for Recreation Basketball trophies and #5 – Resignation of Fire Chief. It was board consensus to approve the agenda as amended.

Public Comments:

Chuck Stack, District 2 Saginaw County Commissioner, gave a brief update on the recent actions made at the county level. He invited board members to attend future meetings at the County and to call him with any questions or concerns.

Recognition:

Supervisor Abney presented past Supervisor Marv Kozara with a Proclamation in honor of his public service since 1986 (copy attached).

Board members also recognized Township employees that had anniversaries in January: DPW Superintendent Mark Pilkington for 11 years of service; Assistant Fire Chief Frank Rivette for 33 years of service; and Firefighter Casey Rivette for 6 years of service.

Approval of Minutes:

It was moved by Douglas and supported by Fritz to approve minutes for: December 28, 2016 – regular and January 9, 2017 – departmental meetings. There being all ayes, the motion carried.

Correspondence:

It was moved by Fritz and supported by Abney to receive and file the correspondence as listed for January 2017. There being all ayes, the motion carried.

Accounts Payable:

It was moved by Westphal and supported by Fritz to approve the January Accounts Payable for the amount of \$228,757.68. There being all ayes, the motion carried.

Quarterly Investment Report:

It was moved by Fritz and supported by Abney to receive and file the Quarterly Investment Report for the period ending 12/31/16. There being all ayes, the motion carried.

Committee/Commission/Board Reports:

Oatten informed the board that the Fire Department received a grant from the 100 Club of Saginaw in the amount of \$1,230 to purchase two new ice rescue suits.

Pilkington stated that bid requests had been sent out for the Carla Dr. Water Main Replacement Project (Phase II). They are due back on February 9.

Pending Business:

It was moved by Abney and supported by Westphal to adopt Ordinance No. 2017-02 amending Chapter 38, Secondhand Goods, Article II, Garage Sales, Sec. 38-19 and 38-20 adding limitations on items being sold (copy attached).

Roll call:	Douglas	Yes
	Fritz	Yes
	Abney	Yes
	Westphal	Yes

There being all ayes, the ordinance amendment was adopted.

New Business:

Oatten presented the proposed Saginaw County Hazard Mitigation Plan prepared by the Sheriff's Office. He asked the board to review it and get any questions/concerns to him by February 15.

Oatten reviewed the amended bid proposal from John E. Green Company for the 8" flow meter to be installed at Stoker Pump Station. An additional \$778 was needed for extra work to ensure maximum flow bringing the revised proposal to \$2,910. It was moved by Abney and supported by Douglas to approve the revised bid from John E. Green Company in the amount of \$2,910 (copy attached). There being all ayes, the motion carried.

Weaver presented an ordinance amendment that was needed to correct the penalty amounts since the Municipal Civil Infraction Ticket Bureau ordinance was adopted on January 9. Discussion followed. It was moved by Abney and supported by Fritz to adopt Ordinance No. 2017-03 amending Chapter 1, General Provisions, Sec. 1-7 General penalty; continuing violations (copy attached).

Roll call:	Westphal	Yes
	Douglas	Yes
	Fritz	Yes
	Abney	Yes

There being all ayes, the ordinance amendment was adopted.

Abney presented a proposed customer feedback survey plan to the board members and asked them to review. He would like to have pictures of all township employees displayed in the Township Office with an employee ID number assigned to each. Customers will be able to identify the employee by number and fill out a customer service survey and deposit into a lockbox that will be emptied and reviewed by board members on a quarterly basis. Much discussion followed on the proposed process and it was consensus to discuss further at the next meeting.

It was moved by Abney and supported by Fritz to approve the estimate for trophies for the Recreation Basketball program from Walkers Ideal Trophies for \$1,432.50 (copy attached). There being all ayes, the motion carried.

It was moved by Douglas and supported by Abney to accept the letter of resignation from Fire Chief Tom Czerniak effective January 30, 2017 (copy attached). There being all ayes, the motion carried.

Oatten informed the board that Deputy Chief Robert Tetloff would be interim-fire chief until further notice. Abney and Oatten both planned on attending the Fire Department's upcoming staff and business meetings to discuss further.

Public Comments: None.

Director Comments/Updates:

Oatten gave a brief update on the Iron Belle Trail planning meetings that he had been attending. The next meeting was scheduled for March 8.

Oatten stated that the Saginaw County Road Commission allocation to Carrollton Township for 2017 was \$27,854.91 and with the carry-over from 2016 of \$35,625.14, we have \$63,480.05 available for road projects of which Carrollton must provide a 50/50 match. He would review further during FY 17-18 budget preparation.

Board Comments:

Fritz stated that numerous calls had been received in the office from residents that did not receive their water bill in the mail. Weaver explained that with the U.S. Postal Service sending all mail to the Metroplex Post Office in Pontiac before it is sent back to be delivered locally, delays and delivery failures have become quite common over the past couple of years. She also explained that the Township cannot take responsibility for the U.S. Postal Service; however, she has all utility bill mailings sent out as soon as is possible in order to allow for the slower service. The Township ordinance does not allow for the 10% penalty to be waived if the resident does not receive the bill.

Weaver stated that the Township offers residents the option of receiving their quarterly bill by email. Much discussion followed. It was board consensus to have Weaver bring the ordinance pertaining to utility bill payment and penalties to the next meeting for review.

Douglas asked the board to make a plan of action on the community garden project idea. He also asked if any applications had been received for the vacant code enforcement officer position.
Response: No.

Abney asked when the new police patrol vehicle would be on the road. Response: by the end of the week. Abney informed the board that he had driven by all Township-owned properties and had a resident that was interested in purchasing some of them. Weaver stated that she would get with the assessor to get values of the properties and would forward the policy reference the sale of Township-owned land.

Board discussion was held on the performance evaluation procedures for Director Oatten. Fritz requested the completed evaluations by February 13. Discussion was also held on having department heads attend board meetings. It was board consensus to have department heads attend the end of the month meetings to present their board reports.

Adjournment:

It was moved by Fritz and supported by Westphal to adjourn. There being all ayes, the meeting adjourned at 7:46 p.m.

Respectfully submitted,

Jerry W. Fritz, Clerk

Public in attendance:

Chuck Stack	5708 Venoy
Marv Kozara	915 Atlanta
Barb Kozara	915 Atlanta
Robert Gubody	3562 Monroe
Robert Weaver	3324 Monroe
Robin Weaver	3324 Monroe
Bret Sundeck	1250 Flanders
Rose King	3427 N. Michigan
Raymond Jones	3675 Jackson