

**Minutes of a REGULAR MEETING
Pittsfield Charter Township Board of Trustees, December 12, 2000
E.A. Jackson Morris Hall, The Robert A. Lillie Service Center
6201 W. Michigan Avenue, Ann Arbor, Michigan 48108**

Members Present: Brostrom, Burhop, Conner, Lirones, Marine, Skrobola, Walter
Members Absent: None
Others Present: Heather McKinzie (Recording Clerk), Sharon Abel, Zella Polliey, Judith Walter, Terrance Bertram, Howard Frehsee?, Terry Nosam?, Greg Croasdill, Al Paas

1.0 Call Meeting to Order

Supervisor Walter called the meeting to order at 7:30 p.m., a quorum was present.

2.0 Pledge of Allegiance led by Supervisor Walter.

3.0 Roll Call – all members were present.

4.0 Open Meetings Act/Public Comment I-no comments.

5.0 Approval of Minutes

5.1 Approve the Minutes of the Regular Meeting of November 28, 2000, as Proposed.

Trustee Brostrom had several corrections to be made to the Minutes.

Motion by Treasurer Skrobola, supported by Clerk Lirones to approve the Minutes of the Regular Meeting of November 28, 2000, as corrected.

MOTION CARRIED.

6.0 Consent Agenda-none.

7.0 Items from the Treasurer

7.1 Resolution to Approve the Continuance of Pittsfield Township's Property and Liability Insurance with the Michigan Township Participating Plan for the year beginning January 1, 2001.

Treasurer Skrobola said that the Township has been insured with Michigan Township Participating Plan for 15 years.

Motion by Treasurer Skrobola, supported by Trustee Burhop to adopt the Resolution to Approve the Continuance of Pittsfield Township's Property and Liability Insurance with the Michigan Township Participating Plan for the year beginning January 1, 2001.

John Oros, MCM Regional Risk Manager spoke regarding the PAR Plan. He gave background information about himself. He said currently MCM Group and the PAR Plan insures the majority of Washtenaw County. He said the retention rate is now at 99%. He said with liability insurance being the primary cost of your insurance budget our liability contract is the greatest that is available. He said currently this Township is reviewed every six months and wanted to make it known that Treasurer Skrobola being on the PAR Plan Board is getting no preferential treatment to him or the township.

Treasurer Skrobola asked Mr. Oros for clarification of the composition of the PAR Plan Board.

John Oros said the PAR Plan Board is elected by its members. He said that Treasurer Skrobola serves on a Board that is made up of 9 zone members, they direct where this program goes. He said they hire an administrator, the administrator hires the sales people and the service people and review litigation claims against the program that might affect majority of townships. He said education programs are put on by this PAR Plan.

Treasurer Skrobola asked Mr. Oros to explain the nature of the Board members.

John Oros said that they are all public elected Township Officials.

Treasurer Skrobola said they are all covered by the insurance company.

John Oros said that the coverage of the Township extends to the Board members.

Treasurer Skrobola said that he had talked to Supervisor Walter about having representatives from PAR Plan talk to the Board in more depth, especially about governmental immunity.

John Oros said he would like to meet with the Board to explain what a governmental and proprietary function is.

Supervisor Walter, Clerk Lirones and Treasurer Skrobola agreed that this would be a very good idea.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Marine, Lirones, Skrobola, Walter

NAYES: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED.

7.2 Resolution Authorizing the Upgrade of Treasurer's Department Assistant I to Treasurer's Department Assistant II.

Motion by Treasurer Skrobola, supported by Trustee Brostrom to adopt the Resolution Authorizing the Upgrade of Treasurer's Department Assistant I to Treasurer's Department Assistant II.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Marine, Lirones, Skrobola, Walter

NAYES: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED.

7.3 Resolution Authorizing the Appointment of Kris Dillion to the Position of Assistant to the Treasurer.

Motion by Treasurer Skrobola, supported by Trustee Burhop to adopt the Resolution Authorizing the Appointment of Kris Dillion to the Position of Assistant to the Treasurer.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Marine, Lirones, Skrobola, Walter

NAYES: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED.

7.4 Resolution Authorizing the Movement of Verna Phillips-Lowe from the Position of Treasurer's Department Assistant I to Treasurer's Department Assistant II.

Motion by Treasurer Skrobola, supported by Trustee Brostrom to adopt the Resolution Authorizing the Movement of Verna Phillips-Lowe from the Position of Treasurer's Department Assistant I to Treasurer's Department Assistant II.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Marine, Lirones, Skrobola, Walter

NAYES: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED.

7.5 Resolution Authorizing the Appointment of Sara Raucher to the Position of Treasurer's Department Assistant II.

Motion by Treasurer Skrobola, supported by Trustee Burhop to adopt the Resolution Authorizing the Appointment of Sara Raucher to the Position of Treasurer's Department Assistant II.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Marine, Lirones, Skrobola, Walter

NAYES: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED.

8.0 Items from the Clerk

8.1 Payables for the Week of November 29, 2000 in the amount of \$440,566.19.

Motion by Trustee Brostrom, supported by Trustee Burhop to approve payables for the week of November 29, 2000 in the amount of \$440,566.19 (checks numbered 33877 through 33973).

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Marine, Lirones, Skrobola, Walter

NAYES: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED.

8.2 Request to Approve Board of Trustees Meeting Schedule for 2001.

Supervisor Walter said that there are no regularly scheduled Work Sessions, they will be on an as needs basis. He also said that the last meeting of the year will be moved to the third Tuesday instead of the second Tuesday.

Motion by Treasurer Skrobola, supported by Clerk Lirones to approve Board of Trustees Meeting Schedule for 2001.

Treasurer Skrobola said that he liked the idea of not scheduling the work sessions and using them as necessary.

Trustee Brostrom asked if the Work Sessions were bound to Mondays or if they could be on other days of the week.

Supervisor Walter said that it may be possible, but typically they have been scheduled on Mondays, which gives a lead in to a Board Meeting. He said if there is a long agenda, the Board could discuss agenda items and have a consent agenda the next day. He also said that many people are tied into other Boards and Commissions that meet at other times during the week.

Clerk Lirones said that we do schedule the hall for the entire year for Monday and Tuesday for the Board.

MOTION CARRIED.

8.3 Promotion of Nicole Hlavka from Department Assistant I to Department Assistant II at the rate of \$10.66 p/h Effective Monday, December 4, 2000.

Motion by Clerk Lirones, supported by Trustee Burhop to approve the Resolution Authorizing the movement of Nicole Hlavka from the Position of Clerk's Department Assistant I to Clerk's Department Assistant II.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Marine, Lirones, Skrobola, Walter

NAYES: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED.

9.0 Items from the Supervisor/Assessor

- 9.1 Resolution to Set Pay Rate for Employees Temporarily Serving in Vacant Positions.**
- 9.2 Resolution to Extend the Employment of Casual Employee Brandi Waskul until December 31, 2001 at the rate of \$8.75 an hour for 20 hours per week.**

10.0 Items from the Office of Public Safety

- 10.1 Resignation of Part-Time Detective Secretary Monica M. Andrews, Effective December 15, 2000.**
- 10.2 Request to Purchase/Replace Air Monitor for the Fire Department for the amount of \$1,435 to be charged to account 336-777 Fire Equipment and Supplies.**
- 10.3 Summary Report for the Week of November 17 through 23, 2000.**
- 10.4 Summary Report for the Week of November 24 through 30, 2000.**
- 10.5 Police Department Call Activity Statistical Report for the Month of November 2000.**
- 10.6 Request Tuition Reimbursement for Officer James Wickman for the amount of \$900.00.**
- 10.7 Request to Purchase Replacement Chairs for the Fire Department in the amount of \$1,280.00, to be charged to Account #336-778 (Supplies).**
- 10.8 Request to Purchase Computer Equipment for Public Safety Station #1 in the Amount of \$20,093.00 to be Charged to the Police Department Capital Account #301.970.**

11.0 Items from the Office of Municipal Services/Planning and Zoning

- 11.1 Rubbish Billing for the Month of November 2000 in the amount of \$45,478.40.**
- 11.2 Building Department Report for the Month of November 2000.**
- 11.3 Request to Approve RZ #00-5, S & H Development, from W-1 to I-1, for Second Reading.**
- 11.4 Request to Approve RZ #00-6, H.T. Wood, LLC, from AG to C-2, for Second Reading.**
- 11.5 Request to Approve RZ #00-3, Issa Properties, from R-3 to O-1, for Second Reading.**
- 11.6 Recommendation for Approval for Private Road Lewis Drive.**
- 11.7 Resolution Authorizing the Organizational Change of Planner II to Senior Planner.**

- 11.8 Resolution Authorizing the Organizational Change of Planner I to Assistant Planner.**
- 11.9 Resolution Authorizing the Creation of the Associate Planner/Zoning Administrator Position.**
- 11.10 Resolution Authorizing the Creation of the Utilities Director Position.**
- 11.11 Termination of Contract with Carlisle-Wortman for revision of the Land Use Plan.**

12.0 Items from the Parks & Recreation Department-none

13.0 Unfinished Business-none

14.0 New Business

- 14.1 Appointments to Zoning Board of Appeals:**
 - 14.1.1 Kenneth Brostrom to Serve Remainder of Term Vacated by Judith Bocklage, ending January 1, 2001, Board Designee.**
 - 14.1.2 Kenneth Brostrom to be Re-Appointed, Term ending January 1, 2004, Board Designee.**
 - 14.1.3 Robert Grosshans to be Re-Appointed, Term ending January 1, 2004.**
 - 14.1.4 Ishwar Naik to be Re-Appointed, Term ending January 1, 2004.**
 - 14.1.5 Edward Resha to Serve Unexpired Term of Al Paas, ending January 1, 2001, Planning Commission Designee.**
 - 14.1.6 Edward Resha to be Re-Appointed, Term ending January 1, 2004, Planning Commission Designee.**
- 14.2 Resolution to Appoint Supervisor Walter to Washtenaw Development Council Board of Directors for Term ending January 2003.**
- 14.3 Request to Purchase Novell Netware Software Upgrade for the Amount of \$3,710.00 to be Charged to Account #250-742 (Gen. Administration/Software).**
- 14.4 Resolution Authorizing the Creation of the Systems Administrator Position.**
- 14.5 Resolution to Adopt a Letter of Support for Enhancement of I-94/US-23 Interchange Landscaping Project.**
- 14.6 Letter of Support for Enhancement of I-94/US-23 Interchange Landscaping Project.**

15.0 Public Comment II

16.0 Adjournment by Supervisor Walter at 9:35 p.m.

Nicole Hlavka, Department Assistant
Pittsfield Charter Township

Christina L. Lirones, Clerk
Pittsfield Charter Township

James R. Walter, Supervisor
Pittsfield Charter Township