

APPROVED

**Minutes of a Regular Meeting
Pittsfield Charter Township Board of Trustees, October 25, 2023
E.A. Jackson Morris Hall, The Robert A. Lillie Service Center
6201 W. Michigan Avenue, Ann Arbor, Michigan 48108**

Members Present: Anzaldi, Scribner, Edwards-Brown, Krone, Urda-Thompson
Members Absent: Grewal, Jaffer
Others Present: Deputy Clerk Mitchell, Recording Clerk Salo, Director Best, Director Harshberger, Director Weiland, Kim McIntire, Christina Lirones

1. Call Meeting to Order

Clerk Anzaldi called the meeting to order at 6:30 p.m. A quorum was present.

2. Pledge of Allegiance

Led by Clerk Anzaldi.

3. Roll Call

Members Present: Anzaldi, Scribner, Edwards-Brown, Krone, Urda-Thompson
Members Absent: Grewal, Jaffer

Clerk Anzaldi requested a motion to appoint a Chair Pro Tem.

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to appoint Clerk Anzaldi as Chair Pro Tem for the October 25, 2023, meeting.

MOTION CARRIED

3.1 Approval of the Agenda

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to approve the agenda.

MOTION CARRIED

4. Public Comment I

None

4.1 Board Response to Public Comment I

None

5. Approval of Minutes

5.1 Approve the Minutes of the Regular Meeting held on October 11, 2023

Moved by Trustee Linda Edwards-Brown, supported by Trustee Urda-Thompson, to approve the minutes of the Regular Meeting held on October 11, 2023.

MOTION CARRIED

6. Public Hearings/Presentations/Proclamations

None

7. Communications

7.1 Communications

Moved by Trustee Krone, supported by Treasurer Scribner, to receive and file communications.

MOTION CARRIED

8. Consent Agenda

- 8.1 Approve payment of Accounts Payables ACH #845 through #866 in the amount of \$2,407,706.00**
- 8.2 Approve payment of Accounts Payables checks #46595 through #46724 in the amount of \$624,307.63**
- 8.3 Approve payment of Payroll Payables ACH #214 through 218 in the amount of \$2,425.53**
- 8.4 Approve payment of Tax Checking payables ACH #268 through #275 in the amount of \$1,768,249.07**
- 8.5 Approve payment of Tax Checking payables check #23188 through #23189 in the amount of \$673.88**
- 8.6 Approve payment to Carlisle Wortman Associates for MS Planning Consultation in the amount of \$14,055.00**
- 8.7 Approve payment to Stantec Consulting Michigan INC for Misc Utility Engineering services in the amount of \$11,786.62**
- 8.8 Approve payment to Stantec for CDBG-NE Green Infrastructure Program in the amount of \$8,289.20**
- 8.9 Receive the Revenue and Expenditure Report for September 30, 2023**
- 8.10 Receive the September 2023 Republic Services Rubbish Report**
- 8.11 Receive the August 2023 Building Activity Report**
- 8.12 Receive the October 25, 2023 Personnel Report**

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to approve consent agenda items 8.1 through 8.12.

MOTION CARRIED

9. Items from the Treasurer

9.1 Summer Tax Bill Update

Treasurer Scribner provided the Summer Tax Collection Update. See Attachment 1.

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to receive and file the Summer Tax Bill Update report.

MOTION CARRIED

10. Items from the Clerk

None

11. Items from the Supervisor

- 11.1 Authorize the Supervisor and Clerk to extend the agreement with Governmental Consultant Services, Inc. for consulting services through November 2024, for a cost not to exceed \$75,600, subject to Township Attorney approval**

Moved by Treasurer Scribner, supported by Trustee Urda-Thompson, to authorize the Supervisor and Clerk to extend the agreement with Governmental Consultant Services, Inc. for consulting services through November 2024, for a cost not to exceed \$75,600, subject to Township Attorney approval.

Clerk Anzaldi explained the contract expired and this is to continue and satisfy the contract with GCSI, Inc. until November 2024.

MOTION CARRIED

- 11.2 Approve the purchase of six (6) Ford Interceptor Police vehicles from Wade Ford of Smyrna, Georgia, and outfitting by Cruisers Inc., for a cost not to exceed \$410,000**

Moved by Trustee Krone, supported by Treasurer Scribner, to approve the purchase of six (6) Ford Interceptor Police vehicles from Wade Ford of Smyrna, Georgia, and outfitting by Cruisers Inc., for a cost not to exceed \$410,000.

Director Harshberger illustrated the need for police vehicles due to three total losses from accidents this year, previous orders not being fulfilled, and that police vehicles available for purchase are scarce in Michigan which is why they will be purchased out of state.

MOTION CARRIED

- 11.3 Approve the selection of Doan Construction Company for the St. James Woods sidewalk ADA ramps project, for a cost not to exceed \$57,585**

Moved by Treasurer Scribner, supported by Trustee Edwards-Brown, to approve the selection of Doan Construction Company for the St. James Woods sidewalk ADA ramps project, for a cost not to exceed \$57,585.

Director Best explained that the ramps that are not ADA compliant will be remedied with this project.

MOTION CARRIED

- 11.4 Authorize the Supervisor and Clerk to enter into an Agreement with Stantec Consulting for engineering services for the Pittsfield Charter Township Farmers Market Planning Project located at Prairie Park, for a cost not to exceed \$25,000, subject to Township Attorney approval**

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to authorize the Supervisor and Clerk to enter into an Agreement with Stantec Consulting for engineering

services for the Pittsfield Charter Township Farmers Market Planning Project located at Prairie Park, for a cost not to exceed \$25,000, subject to Township Attorney approval.

Clerk Anzaldi stated that she would like to maintain the parking for election purposes.

MOTION CARRIED

11.5 Approve payment to University Lithoprinters, Inc. for the printing of the Parks and Recreation 2024 Winter Program Brochure, for a cost not to exceed \$10,580

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to approve payment to University Lithoprinters, Inc. for the printing of the Parks and Recreation 2024 Winter Program Brochure, for a cost not to exceed \$10,580.

MOTION CARRIED

11.6 Authorize payment to Erie Construction, LLC. for emergency repairs of a 48-inch drainage structure located in the Administration Building parking lot, for a cost not to exceed \$9,756

Moved by Treasurer Scribner, supported by Trustee Edwards-Brown, to authorize payment to Erie Construction, LLC. for emergency repairs of a 48-inch drainage structure located in the Administration Building parking lot, for a cost not to exceed \$9,756.

MOTION CARRIED

12. Unfinished Business

None

13. New Business

None

14. Liaison Reports

None

15. Public Comment II

None

15.1 Board Response to Public Comment II

None

16. Adjournment

Moved by Trustee Krone, supported by Treasurer Scribner, to adjourn the meeting at 6:48 p.m.

MOTION CARRIED



Dawn Salo, Recording Clerk
Pittsfield Charter Township



Michelle L. Anzaldi, Clerk
Pittsfield Charter Township



Mandy Grewal, Supervisor
Pittsfield Charter Township

MINUTES APPROVED AS SUBMITTED AT THE PITTSFIELD CHARTER
TOWNSHIP BOARD OF TRUSTEES MEETING HELD NOVEMBER 8, 2023.



Pittsfield Charter Township

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Office of the Treasurer

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Oma Angus
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Kimberley Johnson
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Board Meeting Notes for October 25, 2023

Summer Tax Bill Update:

The Pittsfield Township summer tax collection has been successful to date. As of September 30, 2023, the Treasurer's Office has collected just over \$75.5 million. We have collected 97% of the summer tax roll, which is consistent with last year's tax cycle.

Pittsfield Charter Township distributes all of the taxes collected on the summer bill to the various entities listed on the bill. Pittsfield only retains the one percent administration fee from the summer taxes.

The Treasurer's Office has implemented various payment options over the years to provide up-to-date technology and convenience to our residents. We have seen an increased use in these payment options from the last tax cycle. The online payment option increased by 10%, from 994 to 1092 payments. The Bank of Ann Arbor tax payment service option increased by 5%, from 293 to 310 payments. The largest percentage of payments received continues to be through the U.S. Postal Service and in-person payments.

My team and I are dedicated to helping our residents in a professional and courteous manner. It is our goal to continually provide the Gold Standard of Service.
