

**Forsyth Township Board
Regular Meeting
Emergency Services Building
March 27, 2014**

Supervisor Minelli called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance to the American Flag.

Board Members Present: Supervisor Minelli, Clerk Nordeen, Treasurer Roberts, Trustee Bodenus and Trustee Adams

Board Members Absent: None

Also Present: Chief of Police Tim Rector, Assessor Henry DeGroot, Fire Chief Don Hutchens, Deputy Treasurer Lynn Rodgers, Joe D’Ambrosio, UPEA representative Carr Baldwin, a number of township employees and concerned citizens.

Truth In Taxation Public Hearing: Supervisor Minelli **opened the Public Hearing at 6:32 p.m.** Assessor DeGroot presented the Board with documents including the Estimated 2014-2015 Revenue report and the Truth In Taxation Resolution. He then explained the documents in detail. There were no public comments or questions. Supervisor Minelli **closed the Public Hearing at 6:43 p.m.**

Budget Hearing: Supervisor Minelli **opened the Public Hearing at 6:43 p.m.** Deputy Treasurer Rodgers explained the only change to the Budget since the Budget Workshop presentation, was the suggested Police Department change. There were no other amendments. There were no public comments or questions. Supervisor Minelli **closed the Public Hearing at 6:44.**

Approval of Minutes: Motion by Roberts, supported by Nordeen, to approve the minutes for March 24, 2014 Special Board Meeting, including the Closed Session, as presented. Motion carried.

Public Comment: UPEA representative Carr Baldwin announced the award for the SAW Grant and asked if the Public or Board had any questions for him. Chief Rector presented the Board with a copy of the MSU School that Sergeant LaFave will be attending. Deputy Treasurer Rodgers stated that the locks are set in the office and asked the Board to come to her for any questions. Mr. Rich Johnson recommended forming an advisory committee for the Police Department, volunteering himself as a participant.

Agenda: Motion by Nordeen, supported by Roberts, to approve the agenda with the following amendments and additions: **10s. Fire Dept. – Purchase Radio, 10t. Police Chiefs Purchasing Policy, 10u. Personal Time Carry-Over Request, 10v. Assessor Contract, and 10w. Sergeant Schooling, move 10e. Chief of Police Contract and 10f. POAM Contract to 14a. and 14b. POAM Contract to be held in Closed Session due to collective bargaining.** Motion carried.

Department Reports: The following reports were accepted and placed on file: Ambulance, Assessing/Zoning, Senior Citizens, Fire Department, Library, Police Department, and Financial. Reports not filed: Parks Committee and Public Works Department.

Attorney's Report: Attorney Koch informed the Board that he has filed, and has a pretrial date for Zoning Violation Beaudette on April 14th. He has filed on Zoning Violations Manninen and Vultaggio, but has not received a pretrial date as of yet. He would like direction from the Board on how to proceed with the 131 Sands Street Zoning Violation. He has not heard anything from the Federal Court in regards to a previous Zoning Violation, therefore suggests we proceed with the violation. He will get with Stacy for Police Policy suggestions from the MML. He needs the requested Bylaws and Discipline information from the Fire Chief. Chief Hutchens recognized the request and will get the information to Attorney Koch.

Approval of Bills & Vouchers: Motion by Nordeen, supported by Roberts, to approve bills and vouchers totaling, \$98,592.77, as presented. Motion carried.

**Forsyth Township
Bills For Approval
3/27/14**

Vendor	Description	Amount
AWWA	Water Training	85.00
Airgas	PW and EMS supplies	108.49
Aramark	Uniform and Carpet Service	1,064.93
Auto Value	Parts and Supplies Various Depts	1,662.01
Bear Auto Repair	Police Vehicle Tow	80.00
Border States	Tool for Water Dept	640.00
Car Quest	Oil Filter	9.73
City of Marquette	Bacteriological Analysis	80.00
Clarey's Safety Equipment	Fire Dept Supplies	95.35
Federal Licensing Inc	Radio License Renewal	110.00
Fox Negaunee	Ambulance Repair	148.50
HD Supply	Water Line Locator	3,900.00
IBP	Senior Center Training	296.00
Joe and Son's Plowing	Senior Center Plowing Services	155.00
Johnson's Printing	Envelopes for Assessing	54.85
Kevin Koch PC	Attorney Fees	2,065.55
Larry Carlesen Snow Plowing	Senior Center Plowing Services	25.00
Marquette Charter Township	Sewer Jetting	745.02
MCTA	Dues and Publishing Truth-In-Tax	337.03
Marquette General Hospital	EMS Supplies	151.38
Menards	Supplies Various Departments	489.78
MERS	Supplemental Payment	30,000.00
Midway Rentals	Water and Sewer Supplies & Rentals	1,012.37
Miller-Bradford & Risberg	Parts for Air Compressor	137.02
MWEA Local Section 21	Water Training	120.00
OK Industrial	Compressor Hose	58.53
Pitney Bowes	Postage Supplies	196.32

Pomasl Fire Equipment	Fire Dept Supplies	1,224.12
Quill	Supplies Various Departments	298.41
Range	Antenna and Radio Repairs & Miss Dig	439.62
Roger Hiironen	Senior Center Plowing Services	410.00
S&T Electrical International	Heater Repair	255.00
Swick	Sawyer Community Center Claim	5,940.00
The Mining Journal	Fire Dept Ad and Minutes Publishing	295.16
UPEA	Water, Clubhouse, and Water Project	26,071.94
		78,762.11

**Forsyth Township
Bills Additional For Approval
3/27/14**

Vendor	Purpose	Amount
Ace Hardware	Supplies for Various Depts	1,080.56
Beauchamp Plumbing & Heating	Fix Sewer in Police Station	1,055.77
Clarey's Safety Equipment	Fire Dept Supplies	224.50
Emergency Medical Products	Ambulance Supplies	388.63
HD Supply	Water Dept Parts and Supplies	487.10
Fraco	Clocktower	260.08
Frobergs Clothing	PW Boots	100.00
Fox Negaunee	PW New Truck Bed Liner	309.50
Holiday Cleaners	Police Dept Drycleaning	170.93
Johnsons Printing	Envelopes	156.28
Menards	Supplies for Various Depts	119.90
MSU	Police Review	10,000.00
Midway Rentals	Compressor Parts	57.41
Mike's Auto Center	Police Tahoe Repair	326.80
Pomasl Fire Equipment	Fire Dept Supplies	612.65
Rick Heric Painting	Materials for Sawyer Center	1,155.00
Neil's Trucking & Excavating	Seamer Rental and Loader Work & Supplies	2,430.00
Quill	Supplies Various Depts	81.19
Snyder Drug Store	Supplies Various Depts	90.36
Swick	Sawyer Center Insurance Claim	674.00
UP Fire Cheifs Assoc	Membership Dues	50.00
		19,830.66
Original Bill Listing		78,762.11
Total Accounts Payable		98,592.77

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 65406-65624
 Voucher Numbers for Tax

ACTION ITEMS:

Budget Adjustments (10a.): Motion by Roberts, supported by Nordeen, to approve the Budget Adjustments as presented. Motion carried.

**FORSYTH TOWNSHIP
 BUDGET ADJUSTMENTS
 19-Mar-14**

GENERAL FUND		Original/Amende	New	Difference
Department	Department #	d		
Revenue		2,375,710	2,471,650	95,940
Expense				
Legislative	101	14,665	13,065	(1,600)
Assessor	209	188,985	192,035	3,050
Clerk	215	13,880	13,130	(750)
Office	260	74,900	81,000	6,100
Buildings & Grounds	265	99,995	87,900	(12,095)
Cemetery	276	28,630	27,930	(700)
Fire Department	336	99,460	103,760	4,300
SOA	337	1,000	0	(1,000)
Misc. Debris	421	1,765	250	(1,515)
Public Works	441	135,240	147,615	12,375
Road Work	446	4,000	0	(4,000)
Street Lighting	448	97,000	99,000	2,000
Landfill	526	1,000	0	(1,000)
Transfer Station	528	21,450	22,575	1,125
Senior Center	672	152,950	168,500	15,550
Planning & Zoning	721	11,780	6,680	(5,100)
Zoning Board of Appeals	722	2,415	1,525	(890)
Contingency	890	11,000	0	(11,000)
Misc. Operating	895	13,500	9,500	(4,000)
Tax Refunds/Bad Debt	899	44,000	7,000	(37,000)
Transfers Out	965	749,000	845,725	96,725
			Total	60,575
Beginning Fund Balance:	1,472,918	4/1/13		
Estimated Revenues:	2,471,650			
Estimated Expenses:	(2,494,465)			
Estimated Ending Fund Balance:	1,450,103	3/31/14		

Police			
	Original/Amended	New	Difference
Revenue	885,580	954,450	68,870
Expenses	924,600	954,450	29,850
Beginning Fund Balance:	201,221	4/1/13	
Estimated Revenues:	954,450		
Estimated Expenses:	(954,450)		
Estimated Ending Fund Balance:	201,221	3/31/14	

Ambulance Equipment			
	Original/Amended	New	Difference
Revenue	71,650	81,650	10,000
Expenses	35,970	35,970	0
Beginning Fund Balance:	209,322	4/1/13	
Estimated Revenues:	81,650		
Estimated Expenses:	(35,970)		
Estimated Ending Fund Balance:	255,002	3/31/14	

Clubhouse/Recreation			
	Original/Amended	New	Difference
Revenue	371,750	408,200	36,450
Expenses	364,480	391,750	27,270
Beginning Fund Balance:	496,401	4/1/13	
Estimated Revenues:	408,200		
Estimated Expenses:	(391,750)		
Estimated Ending Fund Balance:	512,851	3/31/14	

Revolving Fund			
	Original/Amended	New	Difference
Revenue	165,000	195,000	30,000
Expenses	60,250	60,250	0

Beginning Fund Balance:	187,553	4/1/13	
Estimated Revenues:	195,000		
Estimated Expenses:	(60,250)		
Estimated Ending Fund Balance:	322,303	3/31/14	

Library			
	Original/Amended	New	Difference
Revenue	166,485	161,645	(4,840)
Expenses	173,120	156,080	(17,040)
Beginning Fund Balance:	631,757	4/1/13	
Estimated Revenues:	161,645		
Estimated Expenses:	(156,080)		
Estimated Ending Fund Balance:	637,322	3/31/14	

Sewer			
	Original/Amended	New	Difference
Revenue	300,050	296,100	(3,950)
Expenses	302,675	313,475	10,800
Beginning Net Position:	1,295,477	4/1/13	
Estimated Revenues:	296,100		
Estimated Expenses:	(313,475)		
Estimated Ending Net Position:	1,278,102	3/31/14	

Water			
	Original/Amended	New	Difference
Revenue	454,500	453,700	(800)
Expenses	400,155	434,155	34,000
Beginning Net Position:	1,998,310	4/1/13	
Estimated Revenues:	453,700		
Estimated Expenses:	(434,155)		
Estimated Ending Net Position:	2,017,855	3/31/14	

Truth In Taxation Resolution (10b.): Motion by Roberts, supported by Nordeen, to approve the Truth-In-Taxation Resolution as presented. Roll call: Bodenus – aye, Nordeen – aye, Roberts – aye, Adams – aye, Minelli – aye. Motion carried.

TRUTH IN TAXATION

RESOLUTION

WHEREAS, Act 5, Public Acts of Michigan, 1982, provides that without specific action taken by the Forsyth Township Board, the Board shall not levy ad valorem an amount more than the sum of the taxes levied at the base tax rate on additions within the taxing unit for the ensuing fiscal year plus an amount equal to the taxes levied for operating purposes for the concluding fiscal year on existing property; and

WHEREAS, said Act 5 provides that the Forsyth Township Board may approve the levy of an additional millage rate, within its present authorized or proposed millage rate, only after providing certain notice to the public and holding a public hearing for the purpose of receiving testimony and discussing the levy of an additional millage rate for the ensuing fiscal year; and

WHEREAS, this Forsyth Township Board has been advised by the Township Assessor that the Taxable Value for the 2014/15 tax year of property located within the taxing unit is approximately \$180,306,673 and

WHEREAS, Act 5, based upon the Taxable Value of the taxing unit, this would limit the Forsyth Township operating tax levy to 6.0807 mills and extra voted mills of 4.7947 for the ensuing fiscal year;

NOW THEREFORE, BE IT RESOLVED THAT:

1. This Forsyth Township Board, pursuant to the said Act 5, proposes a levy not to exceed 6.0807 mills for operating purposes in 2014/15.
2. A public hearing shall be held on March 27, 2013 at 6:30 p.m. at the Gwinn Emergency Services Building for the purposes of receiving testimony and discussing the levy of an additional millage rate for the 2014/15 fiscal year.
3. The Forsyth Township Clerk has sent timely written notice of the time, date and place of the public hearing to the Marquette Mining Journal not less than six days prior to the hearing and complies with all requirements of said Act 5.
4. The Forsyth Township Clerk has posted notices of public hearing in compliance with the Michigan Open Meeting Act.

AYES: _____ NAYS: _____

Jane Nordeen, Forsyth Township Clerk

Public Works – Purchase Jackhammer (10c.): Motion by Nordeen, supported by Roberts, to approve the purchase of a jackhammer for Public Works, not to exceed \$15,395.00. Discussion ensued. Superintendent Jancsi explained that the quick connects were not included in the quote presented, nor did he know exactly how much they would cost. Motion carried.

Millage Renewal Election Date (10d.): Motion by Roberts, supported by Nordeen, to discuss the options involved to run the election. Discussion ensued. Motion by Adams, supported by Roberts, to run the General Operating and Clubhouse Millage Renewal Elections on August 5, 2014. Motion carried.

Chief of Police Contract (10e.): This item was moved to 14a.(the motion was made at that time): Motion by Nordeen, supported by Roberts, to approve extending the Chief of Police’s contract for 60 days effective April 1st, while the Board puts together a goal and proposal. Discussion ensued. The 60 day period is because of health issues for Attorney Koch, and a scheduled vacation for Chief Rector. Motion carried 4-1.

POAM Contract (10f.): This item was moved to 14b.(the motion was made at that time): Motion by Adams, supported by Nordeen, to go into closed session for collective bargaining regarding the POAM negotiations. Roll call: Bodenus – aye, Nordeen – aye, Minelli – aye, Roberts – aye, Adams – aye. Motion carried.

Motion by Minelli, supported by Nordeen to come out of closed session. Roll call: Bodenus – aye, Nordeen – aye, Minelli – aye, Roberts – aye, Adams – aye. Motion carried.

Fire Dept – Purchase Locks for Emergency Services Building (10g.): Motion by Adams, supported by Nordeen, to approve the purchase of Mechanical Combination Locks for 4 doors at the Emergency Services Building, totaling \$600.00, to be split between the Fire Department and EMS. Motion carried.

Fire Dept – Purchase Light Bar (10h.): Motion by Adams, supported by Nordeen, to approve the purchase of a compliant light bar for the Fire Department totaling \$675.00. Motion carried.

Fire Dept – Chief Pay Schedule (10i.): Motion by Nordeen, supported by Adams, to approve paying the Fire Chief an annual salary of \$700.00, and an hourly rate of \$10.00 for administrative duties, effective April 1, 2014. Discussion ensued. Motion carried.

Fiscal Year 2014-2015 Budget (10j.): Motion by Nordeen, supported by Minelli, to pass a General Appropriations Act, consistent with the Uniform Chart of Accounts prescribed by the Department of Treasury as formal approval of the April 1, 2014 to March 31, 2015 Fiscal Year Budget, by department for the following funds: General Operating, Police, Ambulance Equipment, Clubhouse/Recreation, Revolving, Library, Sewer System and Water System Funds. Roll Call: Bodenus – aye, Nordeen – aye, Roberts – aye, Adams – aye, Minelli – aye. Motion carried.

Assessing/Zoning – Sands Street Violation (10k.): Motion by Adams to proceed with legal action for the zoning violation at 131 E. Sands Street. Discussion ensued. Superintendent Jancsi notified the Board that the garbage on the porch is no longer there. Per Supervisor Minelli, a site visit is warranted. Motion failed.

Assessing/Zoning – BOR Vacancy (10l.): Motion by Adams, supported by Roberts, to appoint Maurene Hakes as a permanent Board of Review Member. Motion carried. Motion by Nordeen, supported by Adams, to add Bonnie Filizetti-Hartzell as an alternate to the Board of Review. Motion carried.

Assessing/Zoning – ZBA Vacancies (10m.): Motion by Adams, supported by Roberts, to appoint James Nowak and Bonnie Filizetti-Hartzell to the Zoning Board of Appeals. Motion carried.

Assessing/Zoning – Purchase Printer (10n.): Motion by Nordeen, supported by Adams, to approve the purchase of a printer for the Assessing and Zoning office not to exceed \$400.00. Motion carried.

Police Dept – Vehicle Repair (10o.): Motion by Adams, supported by Nordeen, to approve the additional repair cost of \$350.00 to remove rust from the Police Department Tahoe. Discussion ensued. Supervisor Minelli advised the Police Chief to check all the Police Vehicles for rust and to have them brought in if any had rust on them. Motion carried.

Police Dept – Advertise for Officer (10p.): Motion by Roberts, supported by Nordeen, to approve advertising for a part-time Patrol Officer. Discussion ensued. Treasurer Roberts stated the need to start the employment process now is important because of the upcoming summer months, the current short staffing, and officers out for training. The position could possibly turn into full time. Supervisor Minelli's concern is that by advertising for a part-time officer it may limit the amount of applicants. Motion carried 4-1.

EMS – New Hire (10q.): Motion by Nordeen, supported by Roberts, to hire Matt Sirtola to the Emergency Medical Service Department. Discussion ensued. EMS Director Peter Ghiringhelli commented on the qualifications of Mr. Sirtola. Motion carried.

EMS – Gas Cylinder Purchase (10r.): Motion by Nordeen, supported by Roberts, to accept the American Welding and Gas bid, after April 1, 2014. Discussion ensued. EMS Ghiringhelli explained that the department has been exploring options to cut costs. After much research, this will be more cost effective. Motion carried.

Fire Dept – Purchase Radio (10s.): Motion by Nordeen, supported by Roberts, to approve the purchase of a new radio for the Fire Department from Anderson Communications, not to exceed \$2500.00, after April 1, 2014. Motion carried.

Police Chief's Purchasing Policy (10t.): Motion by Nordeen, supported by Roberts, to adopt the Police Chiefs Purchasing Policy as presented. Motion carried.

Police Chiefs Purchasing Policy

Let it be the policy of the Forsyth Township Board, that the Chief of Forsyth Township Police Department has the authority to make purchases of \$1,000.00 or less from the currently approved Police Department Budget. These purchases must be legitimate department expenses.

(This policy has been reviewed and approved by Attorney Koch)

Personal Time Carry-Over Request (10u.): Motion by Nordeen, supported by Roberts, to approve the request from Michael Jakubowski to carry over his Personal Leave Time. Motion carried

Assessor Contract (10v.): Motion by Nordeen, supported by Adams, to approve the contract of employment for the Assessor/Zoning Administrator as presented. Motion carried.

Sergeant Schooling (10w.): Motion by Adams, supported by Nordeen, to approve sending Sergeant LaFave to Training at MSU. Motion carried.

DISCUSSION ITEMS:

Water/Sewer Rate Increase (11a.): Supervisor Minelli commented on the increased expenses occurred in the Water and Sewer Department due to frozen lines. The water and sewer rates have not been increased in approximately 6 years. Supervisor advised the Board to consider rate increases to absorb some of the expenses. This will be revisited next meeting.

Land Request (11b.): Joe D'Ambrosio, owner of Joe & Sons and Earth Sense Energy Systems, was leasing a building near his businesses. That building has collapsed under the weight of the snow. Mr. D'Ambrosio wrote a letter to the Board, showing interest in purchasing the land if the Township decides to sell. He elaborated that time is of the essence. Currently there is still product in the building, which he cannot get out, and product that is being stored outside the building, as he has no appropriate place to store it at this time. He is concerned about vandals and additional weather. Supervisor Minelli asked Assessor DeGroot look into the zoning restrictions should the Board decide to sell the property. After all information is gathered, selling may be considered as an option.

Motion by Adams, supported by Nordeen, to waive rental fees back to when the building collapsed, and cease rental payments until the building is repaired. Motion carried.

OLD BUSINESS: None.

CORRESPONDENCE:

LEIN Services Commendation (13a.): Mr. Rich Johnson wrote a letter to Chief Rector, copied to Supervisor Minelli, commending Office Manager/Administrative Assistant Julie Day and Corporal Brian Kjellin for their hard work developing and implementing the LEIN Services at the Forsyth Township Police Department.

***Supervisor Minelli called for a short break at 7:53 p.m.
Supervisor Minelli called the meeting back to order at 8:04 p.m.***

Public Comment: None.

Action Items 10e. Chief of Police Contract and 10f. POAM Contract were held at this time. See detailed information above.

Board Member Comment: None.

Adjournment: Supervisor Minelli adjourned the meeting at 9:07 p.m.

Respectfully submitted,

Stacy Filizetti
Clerk/Secretary