

**CHARTER TOWNSHIP OF BROWNSTOWN REGULAR TOWNSHIP BOARD  
MEETING OF DECEMBER 6, 2010**

The Charter Township of Brownstown regular meeting of the Board of Trustees was held in the Township Hall, 21313 Telegraph Road, on Monday, December 6, 2010.

The meeting was called to order by Supervisor Linko at 7:00 p.m. and began with the Pledge of Allegiance.

**ROLL CALL BY CLERK BEREZCZ:**

**PRESENT:** Supervisor Linko, Clerk Berezcz, and Treasurer Warren. Trustees: Cronin, Eberth, Taft, and Walters. Also in attendance were Public Safety Director Sclater, Fire Chief Drouillard, Economic Development Manager DiSanto, Building Official Earl, DPW Director Gahry, Recreation Director Maxe, Human Resource/Payroll Coordinator Hall, Assessor Iott, Township Attorney Foley, and Township Engineer Woodworth.

**MINUTE ACCEPTANCE:**

Motion of Cronin, supported by Taft, to accept the Regular Meeting Minutes of November 15, 2010, as submitted. All voting aye.

**AGENDA APPROVAL:**

Motion of Walters, supported by Warren, to approve the Agenda of December 6, 2010, moving Item #12A1 – Approve Proposal to Purchase Human Resources System from BS&A Software from the Supervisor’s Report to make it line item #12, with department reports to become #13; and to add Item #13C5 – Expense Reimbursement for the Assessor in the amount of \$899.80. All voting aye.

**PRESENTATION OF TWO NEW POLICE OFFICERS AND FOUR NEW FIREFIGHTERS:**

Public Safety Director Sclater presented newly hired officers Bryan Roberts and Ian Morrison to the Township Board and Clerk Berezcz administered the Oath of Office.

Fire Chief Drouillard presented newly hired Firefighters Robert Campeau, Brandon Craft, Mark Sanfilippo, and Shane Wilde to the Township Board and Clerk Berezcz administered the Oath of Office.

**PUBLIC FORUM:**

Public forum was held from 7:09 p.m. to 7:14 p.m.

**DDA/FACADE IMPROVEMENT APPLICATION CONCURRENCE – MARLOW’S, 23307 TELEGRAPH ROAD (tabled 11/15/10):**

Motion of Berezcz, supported by Warren, to concur with the DDA and approve the DDA/Façade Improvement Application for Marlow’s, 23307 Telegraph Road, Brownstown, MI 48134, for a grant amount of \$15,000.00 and a loan for \$51,768.30 at a three percent (3%) interest rate for a period of eight (8) years, unless the applicant does not extend his lease for another five years, then a **balloon** payment of **\$33,793.22 for the remaining balance** would be due in full at the end of the current lease which has three years left. All voting aye.

**1<sup>ST</sup> READING ZONING ORDINANCE AMENDMENT #141-51; TO AMEND ORDINANCE #141-45 SECTION 25.12(c) “DEFINITIONS U-V”:**

Motion of Cronin, supported by Taft, to approve the first reading of Zoning Ordinance Amendment #141-51; an ordinance to amend Zoning Ordinance #141-45, Section 25.12(c) “Definitions U-V”, to differentiate Veterinary Clinics from Veterinary Hospitals. All voting aye.

**1<sup>ST</sup> READING ZONING ORDINANCE AMENDMENT #141-52; TO AMEND ORDINANCE #141-45 APPENDIX “A” “TABLE OF USE”:**

Motion of Cronin, supported by Walters, to approve the first reading of Zoning Ordinance Amendment #141-52; an ordinance to amend Zoning Ordinance #141-45, Appendix “A” “Table of Uses”, to provide for the separation of the “Veterinary Hospitals” and “Veterinary Clinics” Uses. All voting aye.

**1<sup>ST</sup> READING ZONING ORDINANCE AMENDMENT #141-53; TO AMEND ORDINANCE #141-45 SECTION 6.02 “SCHEDULE OF USES”:**

Motion of Walters, supported by Cronin, to approve the first reading of Zoning Ordinance Amendment #141-53; an ordinance to amend Zoning Ordinance #141-45, Section 6.02 “Schedule of Uses”, to provide for the separation of Veterinary Hospitals and Veterinary Clinics in Table 6.02. All voting aye.

**1<sup>ST</sup> READING ZONING ORDINANCE AMENDMENT #141-54; TO AMEND ORDINANCE #141-45 SECTION 11.02(e)(2) “AGRICULTURE AND ANIMAL USES”:**

Motion of Cronin, supported by Walters, to approve the first reading of Zoning Ordinance Amendment #141-54; an ordinance to amend Zoning Ordinance #141-45, Section 11.02(e)(2) “Agriculture and Animal Uses”, to separate Veterinary Hospitals and Veterinary Clinics. All voting aye.

**2011 WAGE RESOLUTION #2010-23:**

Motion of Walters, supported by Cronin, to approve and adopt the 2011 Wage Resolution #2010-23 as follows:

To designate the salary of the Election Inspectors in the amount of \$120 per day (6 a.m. to 9 p.m.) and the prevailing minimum wage after 9 p.m.; \$170 per day for Precinct Chairperson; \$150 per day for Precinct Co-Chairperson; and School of Instruction at \$30 per meeting;

To designate the salary of Board of Canvassers and Board of Review in the amount of \$75.00 per day;

To designate the salary of Architectural Review Commission, Beautification/Historical Commission, Zoning Board of Appeals, Planning Commission, and Recreation Commission in the amount of \$20 per meeting with \$25 per meeting for Chairperson;

To designate the salary of Electrical and Heating Inspectors in the amount of 50% of permit fee and 50% of re-inspection fee, if inspected;

To designate the car allowance for Electrical and Heating Inspectors in the amount of \$1,200 per year;

To designate \$36,855.91 as Township Salary of Supervisor;

To designate \$30,498.46 as Township Salary of Clerk;

To designate \$30,498.46 as Township Salary of Treasurer;

To designate \$7,500 as Township Salary of Trustee.

Roll call vote: Cronin, aye; Eberth, aye; Taft, aye; Walters, aye; Warren, aye; Berecz, aye; and Linko, aye. Motion carried.

**MDOT RESOLUTION #2010-24 AND ANNUAL PERMIT FOR WORK WITHIN THE STATE RIGHT-OF-WAY:**

Motion of Cronin, supported by Walters, to approve and adopt MDOT Resolution #2010-24 and Annual Permit for work within the state right-of-way. Roll call vote: Berezcz, aye; Walters, aye; Taft, aye; Eberth, aye; Warren, aye; Cronin, aye; and Linko, aye. Motion carried.

Motion of Taft, supported by Berezcz, to approve to include DPW Director Gahry, Economic Development Manager DiSanto, and Assistant DPW Director Julian as authorized positions to apply to the Michigan Department of Transportation for the necessary permits to work within state trunkline right-of-way on behalf of the Charter Township of Brownstown. All voting aye.

**BS&A FIXED ASSETS CONVERSION:**

Motion of Berezcz, supported by Eberth, to approve an amount not to exceed \$3,000.00 to convert the fixed assets from the previous ACS 400 program to the new BS&A software in order to complete the 2010 audit. Funds to come from the following accounts: Water Department Account #591.537.930 in the amount of \$420.00; Sewer Department Account #590.536.930 in the amount of \$420.00; Fire Department Account #206.336.931 in the amount of \$600.00; Police Department Account #207.301.930 in the amount of \$840.00; and General Fund Account #101.872.930 in the amount of \$720.00. All voting aye.

**COMMISSIONERS' PAY:**

Motion of Berezcz, supported by Taft, to approve the Brownstown Township 2010 Commissioners' Pay from December 1, 2009, through November 30, 2010, for the Planning Commission in the amount of \$2,120.00, with funds to come from Account #101.200.710; Zoning Board of Appeals in the amount of \$275.00, with funds to come from Account #101.410.710; Parks and Recreation Commission in the amount of \$1,335.00, removing the pay for Commissioner A. Wright, with funds to come from Account #101.775.710; and Beautification Commission in the amount of \$1,475.00, with funds to come from 101.802.710. All voting aye.

**SOUTHERN WAYNE COUNTY REGIONAL CHAMBER – ANNUAL INVOICE \$225.00:**

Motion of Walters, supported by Warren, to approve the renewal of the Southern Wayne County Regional Chamber Membership in the amount of \$225.00 for the period of January 1, 2011 through December 31, 2011. All voting aye.

**EMPLOYEES' CHRISTMAS LUNCHEON:**

Motion of Cronin, supported by Walters, to approve to close Township Offices on Wednesday, December 22, 2010, from 12 noon until 2:00 p.m. for the Township Employees' Christmas Luncheon. All voting aye.

**APPROVE PROPOSAL TO PURCHASE HUMAN RESOURCES SYSTEM FROM BS&A SOFTWARE:**

Motion of Cronin, supported by Warren, to approve to purchase the Human Resources System from BS&A Software for an amount not to exceed \$12,595.00 with funds to come from the following accounts: Water Department Account #591.537.930 in the amount of \$1,500.00; Sewer Department Account #590.536.930 in the amount of \$1,500.00; Fire Department Account #206.336.931 in the amount of \$2,500.00; Police Department Account #207.301.930 in the amount of \$3,000.00; and General Fund Account #101.872.930 in the amount of \$2,295.00. Roll call vote: Taft, aye; Eberth, aye; Warren, aye; Berezcz, nay; Cronin, aye; Walters, aye; and Linko, aye. Motion carried.

**SUPERVISOR:**

**ADVERTISE FOR FULL-TIME LEVEL III ASSESSOR:**

Motion of Cronin, supported by Berez, to approve to re-advertise the Assessor position as a full-time Level III Assessor in the Detroit News/Free Press twice at an approximate cost of \$1,448.85. All voting aye.

**CLERK:**

Motion of Eberth, supported by Cronin, to accept the Clerk's Report which includes the following: 3<sup>rd</sup> Quarter Financial Reports and Disbursements. All voting aye.

**TREASURER:**

**DISBURSEMENTS – \$1,740,197.46:**

Motion of Cronin, supported by Warren, to approve General Fund Disbursements in the amount of \$419,993.19; Fire Protection in the amount of \$279,886.90; Police Operations in the amount of \$356,755.77; Downtown Development in the amount of \$193,350.40; Police Capital in the amount of \$2,750.14; Fire Capital in the amount of \$6,391.96; Road Capital in the amount of \$136,140.67; Housing Assistance in the amount of \$16,347.00; Debt Service Fund in the amount of \$6,148.96; Sewer Fund in the amount of \$187,772.21; Water Fund in the amount of \$85,042.35; Vehicle Maintenance in the amount of \$9,182.15; School and County Tax in the amount of \$2,641.94; and Retiree Insurance in the amount of \$37,793.82, for a total amount of \$1,740,197.46. Roll call vote: Eberth, aye; Cronin, aye; Warren, aye; Walters, aye; Taft, aye; Berez, aye; and Linko, aye. Motion carried.

**APPROVE PUBLICATION FOR NEWS-HERALD REGARDING WINTER 2010 TAX BILLS:**

Motion of Cronin, supported by Warren, to approve the 2010 Winter Tax Bills publication in the News-Herald on December 12, 2010, and December 15, 2010. All voting aye.

**APPROVE PUBLICATION FOR NEWS-HERALD REGARDING HOLIDAY OFFICE HOURS:**

Motion of Cronin, supported by Walters, to approve the 2010 Holiday Office hours publication in the News-Herald on December 12, 2010, and December 15, 2010. All voting aye.

**APPROVE RECOMMENDATION TO PUT BROWNSTOWN TAXES ONLINE - \$4,500.00:**

Motion of Cronin, supported by Walters, to approve to put Brownstown taxes online for residents and mortgage companies at no cost to them, for an amount not to exceed \$4,500.00 with \$3,000.00 to come from Account #101.254.906 and \$1,500.00 to come from Account #101.253.727. All voting aye.

**EXPENSE REIMBURSEMENT FOR THE ASSESSOR IN THE AMOUNT OF \$899.80:**

Motion of Berez, supported by Warren, to approve the expense report for Assessor Iott and reimburse in the amount of \$899.80. All voting aye.

**COMMUNITY SERVICES DEPARTMENT:**

Motion of Cronin, supported by Taft, to accept the Community Services Department Report which includes the Planning Commission – meeting minutes of October 25, 2010 and the Zoning Enforcement Log for November 2010. All voting aye.

**RECREATION:**

**WOODLAND HEIGHTS PARKS GRANT PHASE II – APPROVE INTERGOVERNMENTAL AGREEMENT WITH WAYNE COUNTY PARKS:**

Motion of Walters, supported by Cronin, to approve the Intergovernmental Agreement for the Woodland Heights Parks Grant Phase II. All voting aye.

Motion of Cronin, supported by Warren, to receive the balance of the Recreation Department Report which includes the Community Center Update, 2010 Fall Programs, and Senior Programs. All voting aye.

**PUBLIC WORKS:**

**WATER AND SEWER DUMP TRUCK BID:**

Motion of Walters, supported by Taft, to concur with the recommendation of DPW Director Gahry and authorize to prepare bid specifications and advertise for bid for a new Dump Truck with a plow and a salt spreader. All voting aye.

**CROSS CONNECTION PROGRAM – TRAINING:**

Motion of Warren, supported by Cronin, to approve to hire Tom Dunn at a rate of \$15.00 an hour not to exceed twenty-four (24) hours per week for a six-month period beginning January 1, 2011 through June 30, 2011. All voting aye.

**FUEL TANK AND FUEL PUMP REPLACEMENT:**

Motion of Cronin, supported by Taft, to approve to authorize to prepare bid specifications and bid documents for the removal of the Township's underground storage tanks and also the replacement of these with above ground fuel tanks. All voting aye.

**HIGH DENSITY FILING SYSTEM:**

Motion of Cronin, supported by Taft, to approve to purchase the used high density filing system from Quality Business Solutions for \$9,860.60. All voting aye.

**SALE/DISPOSAL OF USED FILE CABINETS:**

Motion of Walters, supported by Warren, to approve to donate old file cabinets to other Township departments and/or offer for sale to Township employees and to the public. All voting aye.

Motion of Walters, supported by Cronin, to receive the balance of the Department of Public Works Report which consists of the Wade-Trim Engineering Status Report of December 6, 2010. All voting aye.

**ADJOURNMENT:**

Motion of Taft, supported by Walters, to adjourn the regular Township Board Meeting at 8:26 p.m. All voting aye.

Respectfully submitted,

Sherry A. Berecz, Clerk  
Charter Township of Brownstown

SAB/rh