

**CHARTER TOWNSHIP OF YORK BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 10, 2009**

Supervisor Zurawski called a Regular meeting of the Charter Township of York Board of Trustees to order at 7:30 p.m. on February 10, 2009 at the York Township Hall, 11560 Stony Creek Road, Milan, MI. An invocation was offered and American Flag Pledge recited.

Roll Call of Board Members Present: Clerk Helen Neill, Trustee Wayne Meier, Trustee Jane Kartje, Supervisor Joe Zurawski, Treasurer Sally Donahue, Trustee Gary Zajac, Trustee Jill Hargrove. Absent: None.

Others present: Five, (*list on file*)

Short Public Comments: None.

Presentation of Written Petitions: None.

Approval of January 13, 2009 Regular meeting minutes:

Moved by Meier, Seconded by Hargrove to approve the Charter Township of York January 13, 2009 Regular meeting minutes of the Charter Township of York Board of Trustees as presented. Discussion: none. Voice Vote: Aye: 7; Nay: 0; Absent: 0. Motion carried 7-0-0

CONSENT AGENDA APPROVED AS AMENDED

Moved by Meier, Seconded by Kartje to adopt the February 10, 2009 Consent Agenda as amended. Discussion: Add to C6, SAFD report; Strike C9, Assessor written report; C10, change from four to five, add name; Add C13 & C14. Voice Vote: Aye: 7; Nay: 0; Absent: 0. Motion carried 7-0-0.

- C 1 Approve Disbursements from Clerk: January 14-February 10, 2009, as presented.
- C 2 Recognize reports from Clerk: Revenue/Expenditures, January 2009.
- C 3 Recognize correspondence received.
- C 4 Recognize Treasurer's report, January 2009.
- C 5 Recognize Washtenaw County Sheriff's Dept. Activities Log, January 2009 & Incident Summary Report: 1/1/09 through 1/31/09, Supervisor Zurawski.
- C 6 Recognize written reports, Milan & **Saline** Area Fire Depts. Board meetings, January & **February**, respectively, Trustee Meier.
- C 7 Recognize written report, Building Official, January 2009.
- C 8 Recognize written report, Zoning Inspector, January 2009.
- C10 Appoint ~~four~~ **five** new members to the York Township Environmental Committee, as recommended by the Committee: William Feight, Jeff Morris, Dr. Tiziano Marovino, Anna Lettang-Visioni & **Larry Walton** to 3-year terms to expire February 2012.
- C11 Approve renewing membership to the Michigan Recreation & Park Association for one year, not to exceed \$250.00; change member name to Jill Hargrove.
- C12 Acknowledge receipt, proposed Milan & Saline Area Fire Dept. 2009/2010 FY budgets.
- C13 Recognize written reports, Saline Sustainability Circle & M.O.R.E. meetings, Trustee Zajac.**
- C14 Recognize written report, Parks Committee meeting; Trustee Hargrove.**

REGULAR AGENDA APPROVED AS AMENDED

Moved by Zajac, Seconded by Meier to approve the Charter Township of York February 10, 2009 Regular Agenda as amended. Discussion: Add to end of New Business-Set Budget Public Hearing date & time; Refund Request, T-Mobile; move Budget discussion from Pending Business to end of New Business; strike Assessor & Building Official from Verbal Reports. Voice Vote: Aye: 7; Nay: 0; Absent: 0. Motion carried 7-0-0

VERBAL REPORTS

Zoning Administrator. Mr. Girbach reviewed his written report. Per Township Attorney, Mr. Milan reviewing proposal to resolve parks trees issue, should be resolved by end of February.

BOARD REPORTS

Trustee Meier. Reviewed written reports, MAFD & SAFD.

Trustee Zajac. Reviewed written reports, Milan Organization for Regional Excellence & Saline Sustainability Circle meetings.

Clerk Neill. 2/24/09 Special Election, Milan Schools: Election Commission met; combined our Precinct 1 w/Augusta & Saline Twps. here for **this election only**; Census 2010 report regarding Township boundaries; MTA Educational Conference: report & copies of handouts forthcoming.

Treasurer Donahue. Did some rough calculations for this period: at 12% delinquency now, sent 5% delinquent taxes to the County last year; last day to pay is Tuesday, February 17th due to the 14th falling on the weekend and President's Day holiday on Monday.

Trustee Kartje. Planning Commission: recommended approval of rezoning for 10-acre parcel on Willis Rd. deeded from State, from A-2 to C-P; Master Plan review began, a community interest story will be in the Heritage papers & Ann Arbor News indicating historical text that will remain and updated with new information. Election Commission meeting held: approved roster of workers, designated number of voting booths and set the Public Accuracy Test for 2/18, 4:00 p.m.

Trustee Hargrove. Parks Committee met 1/28 (4th Wednesdays now): Planning Commission Chair Alexander attended to explain proposed setbacks surrounding parks areas; reviewed written report.

Supervisor Zurawski. County-wide Spring & Fall Clean-up Days will now be limited to 1 each season; SAFD meeting; Officers met with Saline Twp. Supervisor regarding PA 425 Agreements; SEMCOG meeting-Sinking Revenues discussion; distributed MTA Conference handouts; County gave presentation at Supervisors meeting: many budget issues; Ad Hoc Gun Club committee met.

PENDING BUSINESS

IDENTITY THEFT PREVENTION PROGRAM AMEND, POLICIES & PROCEDURES MANUAL MOVED BY DONAHUE to adopt the York Charter Township Identity Theft Prevention Program, as presented and place in the Policies & Procedures Manual under Section 4; Township Attorney provided input. SECONDED BY HARGROVE. Discussion: low risk in York, Treasurer doesn't take social security, driver's license numbers with tax payments or utility payments, nothing like that regarding residents is kept on file in the Township; York provides utility services, policy must be adopted. VOICE VOTE: AYE: 7; NAY: 0; ABSENT: 0
MOTION CARRIED 7-0-0

CAPITAL IMPROVEMENTS PROGRAM Supervisor Zurawski working on. The Planning Enabling Act has information to assist with this.

GROUNDS MAINTENANCE CONTRACT, 2009/2010 FY MOVED BY MEIER to send the Independent Contractor's Agreement for Lawn Care, 2009 Season, out for competitive bid. SECONDED BY ZAJAC. Discussion: budgetary constraints cited; looking for best price; Supervisor suggested a pre-bid meeting for interested bidders, mandatory attendance to qualify their bid. AMENDMENT BY ZURAWSKI to run an ad notifying potential bidders of the date and time of the mandatory pre-bid meeting to qualify. SECONDED BY MEIER. Discussion: prudent to ensure Township is getting competitive services. VOICE VOTE ON AMENDED: AYE: 7; NAY: 0; ABSENT: 0
MOTION CARRIED 7-0-0

- HALL
MAINTENANCE
CONTRACT,
2009/2010 FY
- MOVED BY MEIER to send Agreement to Clean York Township Hall for fiscal year 2009/2010 out for bid.
SECONDED BY KARTJE. Discussion: pre-bid meeting may be needed, as well; basic cleaning; consider rotating from year to year sending the maintenance agreements out to bid; current company still charging same fair price as first year;
VOICE VOTE: AYE: 4; NAY: 3; ABSENT: 0
MOTION CARRIED 4-3-0
- WEBSITE
MAINTENANCE
CONTRACT,
2009/2010 FY
- MOVED BY DONAHUE to approve Supervisor Zurawski approaching Jeff Morris of HTTP, Inc. about the agreement for Website Maintenance, 2009/2010 Fiscal Year, to remain as is in 2008/2009 Fiscal Year.
SECONDED BY MEIER. Discussion: Mr. Morris places information on the website almost immediately after sent to him.
VOICE VOTE: AYE: 7; NAY: 0; ABSENT: 0
MOTION CARRIED 7-0-0
- BUILDING
OFFICIAL
AGREEMENT,
2009/2010 FY
- Supervisor advised this would be a good time to discuss IRS regulations for requiring detailed documentation from everyone when requesting mileage reimbursement; vacation time is per Policies Manual and includes correct number of days for 11 years of employment; Supervisor will now meet with Building Official and review the agreement.
- EMPLOYMENT
AGREEMENT,
ZONING
ENFORCEMENT
OFFICER,
2009/2010 FY
- Discussion held regarding: vacation time as per Policies Manual and in Article 5; documenting mileage as mentioned under Building Official Agreement above. All three Employment Agreements should mention vacation time in the same manner.
MOVED BY DONAHUE to remove Article VI, Vacation Time, from the Building Official's Agreement for 2009/2010 FY due to Article VIII, Administrative Policy/Procedures Manual, makes Article VI unnecessary.
SECONDED BY MEIER. Discussion: none
VOICE VOTE: AYE: 7; NAY: 0; ABSENT: 0
MOTION CARRIED 7-0-0
- ASSESSOR
AGREEMENT
2009/2010 FY
- Discussion held: adjust salary to current fiscal year changes due to adding Deputy, \$45,400.00 annually; salary too high working one morning in the Township Hall available to residents; number of hours not known working at home; vacation time to coincide with Policies Manual as described in Article 5; Article I correction, Employee Duties—change last sentence, 1st paragraph to “..but will generally be a one (1) day week at the York Township Hall..”; issue is what the market will bear; go out for bid on this position; worked at York nearly 3 years.

NEW BUSINESS

- RESOLUTION
#2009-03,
APPROVE
AMENDED
IFTEC & LETTER
OF AGREEMENT
- MOVED BY DONAHUE to adopt Resolution #2009-03, Resolution to Approve an Amended Industrial Facilities Tax Exemption Certificate No. 2005-172 and Amended Letter of Agreement with Toyota Motor Engineering North America, Inc., as presented; to be a part of this meeting's minutes.
SECONDED BY MEIER. Discussion: none.

ROLL CALL VOTE: HARGROVE, AYE; KARTJE, AYE; DONAHUE, AYE; ZURAWSKI, AYE; NEILL, AYE; ZAJAC, AYE; MEIER, AYE; NAY: NONE; ABSENT: NONE. MOTION CARRIED 7-0-0
Resolution declared adopted.

RESOLUTION #2009-04, APPROVE NEW IFTEC & LETTER OF AGREEMENT, INSTALL PERSONAL PROPERTY
MOVED BY DONAHUE to adopt Resolution #2009-04, Resolution to Approve a New Industrial Facilities Exemption Certificate and Letter of Agreement with Toyota Motor Engineering & Manufacturing North America, Inc., for installation of Personal Property, as presented; to be a part of this meeting's minutes.
SECONDED BY KARTJE. Discussion: SET waived.
ROLL CALL VOTE: DONAHUE, AYE; ZURAWSKI, AYE; NEILL, AYE; ZAJAC, AYE; MEIER, AYE; HARGROVE, AYE; KARTJE, AYE; NAY: NONE; ABSENT: NONE. MOTION CARRIED 7-0-0
Resolution declared adopted.

PROPOSED EAGLE SCOUT PROJECT, RICHARDSON PARK BOARDWALK
MOVED BY HARGROVE to accept the proposed Eagle Scout project as submitted by Ian Waters, Saline Troop 446; Great Sauk Trail Council approval needed.
SECONDED BY ZAJAC. Discussion: Parks Committee recommends; Township parks benefit from the Scout projects.
VOICE VOTE: AYE: 7; NAY: 0; ABSENT: 0
MOTION CARRIED 7-0-0

POVERTY EXEMPTION GUIDELINES
MOVED BY DONAHUE to set the Hardship Income Guidelines for a one-person household at \$17,600.00, two-person household at \$21,400.00 and each additional family member at \$3,800.00.
SECONDED BY NEILL. Discussion: none.
VOICE VOTE: AYE: 7; NAY: 0; ABSENT: 0. MOTION CARRIED 7-0-0

YTEC WORKSHOP, AIMEE KAY
Aimee Kay, Chairperson of the York Township Environmental Committee was present to give an overview of a proposed "Saving Green while being Green" Workshop. The Earth Day celebration last year was very successful, but being mindful of the economy the committee decided to put together something different. The workshop's sessions under consideration are: Sustainable Gardens, Home Energy Audits & Backyard Habitat-Native Plants. They expect to receive corporate donations. This could be a launching pad for a series of workshops dedicated to environment and parks.

MOVED BY NEILL to schedule a ½ day workshop on April 18, 2009, in honor of Earth Day called Saving Green while being Green to be held at the York Township Hall; expenditures not to exceed \$500.00.

SECONDED BY MEIER. Discussion: thanks to the Committee for their hard work.

VOICE VOTE: AYE: 7; NAY: 0; ABSENT: 0. MOTION CARRIED 7-0-0

SALINE AREA FIRE DEPT., 2009/2010 FY PERCENTAGES
MOVED BY KARTJE to approve the Saline Area Fire Department Operating Percentages, 2009/2010 Fiscal Year, as presented.
SECONDED BY ZAJAC. Discussion: were officially presented to the Fire Board & referred back to the member units for approval; Supervisor was asked why Lodi's is going down, while York's, City's and Saline Twp.'s are all going up-probably due to SEV.
VOICE VOTE: AYE: 7; NAY: 0; ABSENT: 0
MOTION CARRIED 7-0-0

SET PROPOSED MOVED BY NEILL to set the Public Hearing for comments and questions
 2009/2010 FY regarding the proposed 2009/2010 York Charter Township Budget for
 BUDGET Tuesday, March 10, 2009 at 7:00 p.m.; publish as required.
 PUBLIC HEARING SECONDED BY ZAJAC. Discussion: none.
 DATE & TIME VOICE VOTE: AYE: 7; NAY: 0; ABSENT: 0
 MOTION CARRIED 7-0-0

REFUND MOVED BY DONAHUE that we refund T-Mobile the Special Use Permit Fee of
 REQUEST, \$2,500.00 for lack of pursuing the project.
 T-MOBILE SECONDED BY NEILL. Discussion: costs incurred, but no policy in place to
 PHONE keep a percentage of the fee paid.
 VOICE VOTE: AYE: 7; NAY: 0; ABSENT: 0
 MOTION CARRIED 7-0-0

PROPOSED Discussion: Liquor Law Fund Enforcement inspection fee needs to be
 2009/2010 FY reduced to \$45.75 per month now that there are two establishments to
 BUDGET inspect. With Club 23 now closed, the State’s grant monies will also be
 DISCUSSION, reduced. Adjustments needed to: 212, 249. All Budgets to be considered
 at the March 10, 2009 Regular Board meeting: 101, 205, 212, 225, 249,
 257, 413, 590, 592 and 711.

PUBLIC COMMENTS (*five minutes or less*)
 None.

ADJOURNMENT

With no further business to come before the Board, Supervisor Zurawski adjourned the Regular meeting at 9:39 p.m.

 Helen Neill, Clerk

 Joseph Zurawski, Supervisor

Approved: _____

Synopsis published: _____

 Next 3 regularly scheduled meetings: March 10, April 14 & May 12, 2009, 7:30 p.m. start time
 York Charter Township’s newspapers of record: *The Milan News-Leader* and *The Saline Reporter*
 Website: www.twp-york.org and Yorkline Cable channel 12