

MEMBERS PRESENT: BALDWIN, REYNOLDS, CRAWFORD, BRADLEY, KISH, BRUCKNER AND KELLY
MEMBERS ABSENT: NONE
ALSO PRESENT: PAT SMITH, FIRE CHIEF
BILL SHAGENA, ORDINANCE ENFORCEMENT OFFICER & LISA SHAGENA, ASSESSORS ASSISTANT

7:00 O'CLOCK P.M. - Supervisor opens the Public Hearing for Bardamar Drive Lighting Assessment District Amendment, at this time, and continued with Regular Agenda.

Motion by Kelly, seconded by Bradley, to approve the Minutes of the **SPECIAL MEETING** of November 6, 2013, as printed and posted; and the **REGULAR MEETING** of November 6, 2013, as printed and posted. Vote, Unanimous.
MOTION PASSED.

CITIZENS WISHING TO ADDRESS THE BOARD: * NONE

APPROVAL OF AGENDA:

Motion by Bradley, seconded by Kelly, to approve the Agenda, as printed and posted. Vote, Unanimous.
MOTION PASSED.

TREASURER'S REPORT:

GENERAL FUND	\$	1,125,414.86
UTILITY RECEIVING FUND	\$	1,573,246.24
CEMETERY FUND	\$	10,044.39
FIRE DEPARTMENT FUND	\$	414,676.43
BUILDING DEPARTMENT FUND	\$	55,673.67
POLICE PROTECTION FUND	\$	344,191.67
TRASH FUND	\$	114,527.67
TOTAL	\$	3,637,774.93
MISCELLANEOUS PROJECTS	\$	3,077,621.95
GENERAL INVESTMENTS	\$	2,200,672.81
UTILITY RECEIVING INVESTMENTS	\$	171,811.63
UTILITY BOND INVESTMENTS	\$	42,749.90
GRAND TOTAL	\$	9,130,631.22

Funds Breakdown by Fund & Banking Institution Report (as of 11/01/2013); and 2013 Delinquencies to Tax Breakdown Report.

Motion by Baldwin, seconded by Kelly, to receive the Treasurer's Report, as given. Roll Call Vote, 7/0.
MOTION PASSED. TOTAL TREASURER'S REPORT APPROVED IN THE AMOUNT OF \$ 9,130,631.22.

BILLS PRESENTED FOR APPROVAL:

GENERAL FUND	\$	43,801.67
UTILITY RECEIVING FUND	\$	14,389.92
CEMETERY FUND	\$	47.85
FIRE DEPARTMENT FUND	\$	1,095.69
BUILDING DEPARTMENT FUND	\$	50.00
POLICE PROTECTION FUND	\$	54,000.27
TRASH FUND	\$	36,746.22
TOTAL	\$	150,131.62

Motion by Bruckner, seconded by Baldwin, to pay bills, as presented. Roll Call Vote, 7/0. **MOTION PASSED. BILLS APPROVED IN THE AMOUNT OF \$ 150,131.62.**

* According to Section 6 of the Charter Township of Fort Gratiot By-Laws adopted 02/20/2003.

SHERIFF DEPARTMENT REPORT: Given by representative of Sheriff Department: Lieutenant Terpenning.

Total Calls for Service for the month of October, 2013, (438). Number of Patrol Hours, (930). 19 Animal Complaint; 26 Assist Other Depts.; 46 Assist Public; 2 B&E/Building; 26 B&E/Alarm; 3 Child Abuse; 6 Disorderly Persons; 9 Domestic Assault; 7 Fraud; 13 Harassment & Threats; 7 Juvenile; 11 Larceny; 1 MDOP; 5 PI Traffic Crash; 34 PD Traffic Crash; 12 Retail Fraud; 4 Sex Offense; 2 Stolen Vehicle; 49 Suspicious Incidents; 4 Trespasser; 152 Misc. Warrant Arrests/Follow-up/BOL, 911 Hangups, etc...; 92 Traffic Stops; 75 Traffic Tickets Issued; 33 Township Tickets Issued.

FIRE DEPARTMENT REPORT: Total runs for the month of October, 2013, (97). Fort Gratiot Township: 66 Medical Emergencies; 1 Fire/Structure; 3 Fire/Misc.; 12 Alarm/Fire; 6 Personal Injury Accidents; 4 Mutual Aid. Clyde Township: 3 Medical Emergencies; 2 Personal Injury Accidents. Total Personnel, 785. Total Cost, \$ 15,547.50.

Chief Nichols thanked Fire Department Members for the response to the recent storm. Received 22 calls from 9 p.m. to 9 a.m., with 16 in the first three hours, from 9 pm to Midnight. It was a busy night and they did an excellent job.

Supervisor Baldwin thanked Starbucks for their very generous donation of a large amount of coffee and baked goods for the Township's "Warming Station". Chief Smith noted that the Township Hall serves as a "Warming" and "Cooling" Station, in the event of any power outage. Residents are welcome to come in to get warm or cool and charge any electronic devices or obtain water.

PLUMBING/MECHANICAL INSPECTOR'S REPORT: Total permits issued for the month of October, 2013, (14). 10 Mechanical; 4 Plumbing. Total Fees, \$ 2,362.00.

BUILDING DEPARTMENT REPORT: Total permits issued for the month of October, 2013, (33). 1 New Home (Val. \$100,000); 14 Residential Addition/Alteration/Repair (Val. \$60,534); 3 Residential Accessory Structures (Val. \$45,500); 1 Deck/Porch (Val. \$500); 1 Fence; 3 Commercial Addition/Alteration/Repair (Val. \$287,500); 5 Signs (Val. \$105,080); 1 Commercial Demolition (Val. \$10,000). Total Valuation, \$ 621,114.00. Total Fees, \$ 6,857.00.

ELECTRICAL DEPARTMENT REPORT: Total permits issued for the month of October, 2013, (14). Total Fees, \$ 3,520.00.

ORDINANCE ENFORCEMENT OFFICER REPORT: 5 Blight; 2 High Grass/Noxious Weeds; 4 Unlicensed Vehicles; 10 Misc. Ordinance Violations.

CORRESPONDENCE:

1. St. Clair County Board of Public Works & Board of County Road Commissioners October 1st, 2013 Meeting Minutes.
2. Comcast notification of changes to channel line-up, effective 11/13/13 - 12/19/13 - 12/21/2013 & 01/06/2013

Motion by Kish, seconded by Bradley, to accept report(s) and correspondence, as given. Vote, Unanimous.
MOTION PASSED.

PUBLIC HEARING(S), CONTINUED:

1. BARDAMAR DRIVE PLANS AND COST ESTIMATES TO ADD TWO (2) DECORATIVE LAMPS, TO MATCH THE EXISTING LIGHTING WITHIN THE SUBDIVISION, AT EACH SIDE OF THE ENTRANCE OF BARDAMAR DRIVE, LOCATED ON THE WEST OF LAKESHORE ROAD:

POINTS OF DISCUSSION: *

- * Cost Estimates provided by DTE to construct two (2) Underground fed 100 Watt High Pressure Sodium Streetlight Fixtures = \$7,570.20. This cost is for construction ONLY and does not include the annual cost of operating, which is currently \$27.51 per light/month.
- * Annual Assessment will appear on December (WINTER) 2014 Property Tax Notice
- * Five (5%) Percent Interest on principal balance of Construction Assessment. No Interest will be charged if *Paid In Full* before 10/15/2014.

Supervisor Baldwin asked for citizen comments, questions and/or objections, at this time. Not one was heard.

Mr. Marlar, Wooded Twigs, noted that he saw the Notice for the Meeting in the paper, but it did not indicate a date or time.

It was pointed out that individuals received a notice, by mail.

PUBLIC HEARING, ITEM #1, CONTINUED:

Motion by Reynolds, seconded by Kish, to close the Public Hearing to review Plans and Cost Estimates for the proposed addition of two (2) lights on each side of the entrance to Bardamar Drive. Time, 7:21 o'clock p.m. Vote, Unanimous. **MOTION PASSED. PUBLIC HEARING CLOSED.**

Motion by Baldwin, seconded by Kish, to approve the Plans and Cost Estimates for the addition of two (2) lights at each side of the entrance of Bardamar Drive and to adopt Resolution No. 3, RESOLUTION TO PREPARE SPECIAL ASSESSMENT ROLL; and Resolution No. 4, RESOLUTION SCHEDULING PUBLIC HEARING AND NOTICE OF SPECIAL ASSESSMENT, with the Public Hearing to be held on Wednesday, December 4, 2013, beginning at 7:00 o'clock p.m. Roll Call Vote, 7/0. **MOTION PASSED.**

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Motion by Bradley, seconded by Kish, to adopt the Policy Resolution for Post Auditing Township Bills, as presented.

POINTS OF DISCUSSION: * For bills that may fall between meetings that need to be paid where the Township may incur a penalty. Allows the Township Administration to pay these bills before they come to the Board.
* This Policy was already in place, but now includes any bill that may allow the Township to receive a discount for early payment.

Roll Call Vote, 7/0. **MOTION PASSED.**

2. Motion by Kish, seconded by Kelly, to adopt the *Resolution Authorizing the Saw Grant Agreement*; and to authorize Clerk Crawford to act as the Authorized Representative on behalf of the Charter Township of Fort Gratiot.

POINTS OF DISCUSSION: * The Township has already signed the Contract with Huron Consultants to develop this Grant. We are looking at using this to map and GIS the Sewer System, Camera existing sewer lines over 8" in diameter (approx. 30 miles). This would be covered by the Grant where the Township will have a ten (10%) match. The Grant, if received, will be about \$800,000; the Township will have to spend about \$80,000.

Roll Call Vote, 7/0. **MOTION PASSED.**

3. RESOLUTION AMENDING APPENDIX "A", CHAPTER 36, UTILITIES, INCREASING THE QUARTERLY SEWER RATE APPROXIMATELY 3.4%, AS FOLLOWS:

1. Quarterly Sewer Treatment Charges for metered water users or metered sewer users shall be based on metered water or metered sewage and computed, as follows:

(A) Twenty Three and 00/100 (\$ 23.00) Dollars for the first one thousand (1,000) cubic feet or fraction, thereof, of metered water or sewage. **(Increased from \$21.75).**

(B) Two and 30/100 (\$ 2.30) Dollars for each one hundred (100) cubic feet of metered water or sewage or fraction, thereof, after the first one thousand (1,000) cubic feet. **(Increased from \$2.18)**

2. Quarterly Sewer Treatment Charge for non-metered users connected to a sewer treatment system and connected to the water distribution system shall be, as follows:

1. 3/4" SERVICE LINE	\$	101.00
2. 1" SERVICE LINE	\$	169.00

POINTS OF DISCUSSION: * Analyzed by and recommended by the Township Auditor.
* Rates based on charges by the City of Port Huron for sewer treatment and improvements to the sewer plant. Fort Gratiot Township is responsible for close to thirteen (13%) percent of the capacity of the sewer treatment plant.
* No adjustment necessary on water rates.

NEW BUSINESS, ITEM #3, CONTINUED:

Motion by Bradley, seconded by Reynolds, to approve the approximate \$3.4% increase to Quarterly Sewer Rate, effective on consumption beginning January 1, 2014(to be billed April, 2014); and adopt the Resolution Amending Appendix "A", Chapter 36, Quarterly Sewer Treatment Charge, as recommended by the Township Auditor. Roll Call Vote, 7/0. **MOTION PASSED.**

4. BURNHAM & FLOWER'S FLEXIBLE SPENDING ROLLOVER OPTIONS:

- OPTION 1 - (CURRENT) ALLOWS A 2 ½ MONTH GRACE PERIOD AT THE END OF THE PLAN YEAR TO SUBMIT INCURRED ELIGIBLE EXPENSES IN ORDER TO EXHAUST ANY BALANCE THAT MAY OTHERWISE BE FORFEITED; OR
OPTION 2 - ALLOWS A \$500.00 ROLLOVER INTO THE FOLLOWING YEARS PLAN

POINTS OF DISCUSSION: * FSA's are Pre-tax contributions (payroll deduction) set aside by employees for medical expenses that are approved by the IRS. (i.e., office visit co-pays, prescriptions, glasses/contacts, etc.) Employees **cannot** have both options.
* Clerk recommends allowing for \$500.00 rollover.
* Directive must be given to Burnham & Flower by December 1st.

Motion by Crawford, seconded by Bruckner, to direct Burnham & Flower to make the Charter Township of Fort Gratiot FSA Plan Option 2, as noted above, for the 2014 FSA Account Year; and authorize the Township Clerk to sign the *Acceptance Form*. Roll Call Vote, 7/0. **MOTION PASSED.**

5. Motion by Kish, seconded by Reynolds, to accept the Proposal and approve the Contract Agreement with Nelson Tank Engineering & Consulting, Inc., (NTEC), for consulting services on the 200,000 Gallon Elevated Water Storage Tank, located on Collins Road; and authorize the Township Clerk to sign the Agreement.

POINTS OF DISCUSSION: * Inspection of tank and notify Township of any service issues.
* Nelson handles developing bid documents and review of bid documents, then giving recommendation to the Township.
* This type of inspection is done ever five (5) years.
* Feasibility of installing a cell tower on top of the water tower.

Roll Call Vote, 7/0. **MOTION PASSED.**

6. Motion by Reynolds, seconded by Kelly, to approve the request to purchase up to fourteen (14) 800 MHz Radios for Fire Department personnel, at a cost of up to \$ 47,000.00, plus related expenses, to be paid for from the 2013 Fire Department Operating Fund.

POINTS OF DISCUSSION: * Motorola is the Fire Departments supplier, selling under a Michigan contract to all Police and Fire Departments.
* Radios purchased in the past are being discontinued as of December 31st and will only be serviced for another five (5) years. Motorola is recommending the Township not buy these particular radios, instead purchasing equivalent radios, which are quite a bit more money.
* Purchasing new radios would give the Department enough radios for every Fire Fighter. Currently, not every Fire Fighter has a radio.
* Radios are warranted for one year; Service Contract with Motorola
* Cost of activating radios through the State of Michigan (approx. \$110.00/radio)

Roll Call Vote, 7/0. **MOTION PASSED.**

NEW BUSINESS, CONTINUED:

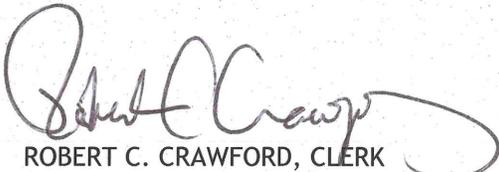
7. Motion by Bruckner, seconded by Bradley, to set a Special Meeting to hold a Budget Work Session on Wednesday, December 11th, 2013, beginning at 6:00 o'clock p.m., for the purpose of discussing Planning & Zoning and DPW Budgets. Roll Call Vote, 7/0. **MOTION PASSED.**
8. Motion by Baldwin, seconded by Bradley, to cancel the January 1st, 2014 Regular Meeting, for the New Year Holiday. Roll Call Vote, 7/0. **MOTION PASSED.**

CITIZENS WISHING TO ADDRESS THE BOARD: NONE

BOARD DISCUSSION:

- Repairs to Carrigan Road Bridge (\$89,926.17 savings to Township).

Motion by Reynolds, seconded by Kish, to adjourn. Time, 8:00 o'clock p.m. Vote, Unanimous. **MOTION PASSED.**
MEETING ADJOURNED.



ROBERT C. CRAWFORD, CLERK
CHARTER TOWNSHIP OF FORT GRATIOT

RCC/JB/vo

JORJA BALDWIN, SUPERVISOR
CHARTER TOWNSHIP OF FORT GRATIOT