

Augusta Charter Township
8021 Talladay Road, Whittaker, MI 48190
Regular Board of Trustees Meeting
Tuesday, May 24, 2011 7:00 pm

1. Call meeting to order at 7:00 pm.
2. Pledge of Allegiance.
3. Roll Call: Hafler, Giszczak, Sherbine, King, Lula, Shelby, and Tobler.
4. Motion by Tobler, 2nd by Giszczak to accept changes to the agenda to add stop payment fee, part time accounting and Child's Cemetery. Motion passed.
5. Motion by Sherbine, 2nd by Tobler to approve meeting minutes of May 10, 2011 as amended. Motion passed.
6. Public comments opened at 7:03 pm.
7. Motion by Lula, 2nd by Giszczak to direct the Utility Advisory Committee to review and present recommendations to the Board on Ron Ellis, 9066 Willis, Road regarding: a) is meter testable and has it been tested, b) what steps taken on validity of his claim and c) what needs to be done to resolve. Roll Call: Aye: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: None. Absent: None. Motion passed.
8. Public comments closed 7:24 pm.
9. Motion by King, 2nd by Shelby to accept the Bendzinski Water Sewer Rate Study Report as revised. Roll Call: Aye: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: None. Absent: None. Motion passed.
10. Motion by Giszczak, 2nd by Tobler to accept the Fire Department report as submitted. Motion passed.
11. Motion by Hafler, 2nd by Shelby to accept the resignation of Rodney Harris as submitted. Roll Call: Aye: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: None. Absent: None. Motion passed.

12. Motion by Sherbine, 2nd by Tobler to accept the Treasurer's cash report as presented. Roll Call: Aye: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: None. Absent: None. Motion passed.
13. Motion by Giszczak, 2nd by Tobler to approve warrants #11926-12024. Roll Call: Aye: Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: Hafler. Absent: None. Motion passed.
14. Motion by Giszczak, 2nd by Sherbine to approve Journal Entry #3517-3533. Roll Call: Aye: Giszczak, Sherbine, Shelby, and Tobler. Nay: Hafler, King and Lula. Absent: None. Motion passed.
15. Motion by King, 2nd by Shelby to accept verbal utility report. Roll Call: Aye: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: None. Absent: None. Motion passed.
16. Motion by Giszczak, 2nd by Tobler to authorize letters of interest to serve on the Countywide Transit Interlocal Agreement Committee and to post it on the Web site and include in our tax newsletter. Roll Call: Aye: Giszczak, Sherbine, King, Shelby, and Tobler. Nay: Hafler and Lula. Absent: None. Motion passed.
17. Motion by King, 2nd by Lula to table the Deputy Clerk attendance and compensation. Roll Call: Aye: Giszczak, Sherbine, Lula and Tobler. Nay: King, Shelby and Hafler. Absent: None. Motion passed.
18. Motion by Giszczak, 2nd by Tobler to schedule an executive closed session with Township Attorney Winters at a special meeting, preceding a regular meeting, at approximately 5:30 or 6:00 pm when our attorney is available to discuss with the Township Board of Trustees the legal ramifications of the Board committing libel and slander related to the agenda item submitted by Supervisor Hafler entitled "Hostile Work Environment Caused by Clerk". Roll Call: Ayes: Sherbine, Giszczak, Tobler, Shelby and Lula. Nay: Hafler and King. Absent: None. Motion passed.
19. Motion by Hafler, 2nd by Shelby to table receptionist job description. Roll Call: Aye: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: None. Absent: None. Motion passed.
20. Motion by Tobler, 2nd by Sherbine to accept Carlisle Wortman proposal to create the proposed ordinance required under act 37 of 2008 not to exceed \$500.00. Roll Call: Aye: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: None. Absent: None. Motion passed.

21. Motion by Giszczak, 2nd by Lula to update the authorized prepay list to reflect the name change from LDMI/Cavalier to PAETEC. Roll Call: Aye: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: None. Absent: None. Motion passed.
22. Motion by Sherbine, 2nd by King to return Mr. Knox \$34.00 NSF charge. Roll Call: Aye: None. Nay: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Absent: None. Motion failed.
23. Motion by Sherbine, 2nd by Giszczak:

1) To contract ADC Accounting Services, Colleen Coogan, in a part-time capacity to provide the following services to the Clerk and Treasurer's offices:

- Convert the tax account checking & cash recordkeeping from Quicken to BS&A not to exceed 40 hours = \$2600.00
 - Integrate the tax BS&A program with the BS&A GL and AP programs
 - Set up tax check writing in BS&A AP program
 - Provide Treasurer's office training on BS&A AP check writing and develop revised procedures for same
 - Assist with reconciling and balancing for several months to work out bugs & into initial tax collection months to assure smooth transition
 - Update GL tax history for prior years
 - Other tasks necessary to complete the conversion
- Draft and assist with implementing a Township ACH Policy in order to process ACH payments to vendors (USDA has requested this) not to exceed 8 hours = \$520.00
- Evaluate and make recommendations regarding internal controls & segregation of duties to address audit deficiency 2010-1 not to exceed 80 hours = \$5200.00
- Complete an overhead allocation study and make recommendation to Board of Trustees not to exceed 40 hours = \$2600.00

Total not to exceed \$10,920.00

2) The actual cost of her time will be split between the following budget accounts:

- 101-215-702.400 Clerk part-time help
- 101-253-702.400 Treasurer part-time help

3) Amend the current budget to transfer \$5700.00

from 101-215-702.400 Clerk's part-time help
to 101-253-702.400 Treasurer's part-time help

Friendly amendment Giszczak to amend motion to do project #1 only not to exceed \$2,600, accepted Sherbine; friendly amendment Lula that upon completion of project #1 to review efficiency and make a determination on the other remaining projects, accepted by Sherbine with additional amendment by Sherbine to update the budget transfer from \$5,700 to \$1,300. Roll Call: Aye: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: None. Absent: None. Motion passed.

24. Motion by Shelby, 2nd by King to spend up to \$50.00 for bleach and flags for Childs Cemetery for Memorial Day 2011. Flags \$12.00 and bleach \$38.00 for a total of \$50.00. Roll Call: Aye: Hafler, Giszczak, Sherbine, King, Shelby, Lula, and Tobler. Nay: None. Absent: None. Motion passed.

25. Public comments opened at 10:05 pm, closed at 10:27 pm.

26. Motion by King, 2nd by Shelby to adjourn at 10:30 pm. Motion passed.

Respectfully submitted:

Pete Hafler, Supervisor

Date

Kathy Giszczak, Clerk

Date