

Augusta Charter Township  
Regular Meeting  
8021 Talladay Road  
PO Box 100  
Whittaker, MI 48190  
October 22, 2013

1. Meeting called to order at 7:00 pm.
2. Pledge of Allegiance.
3. Roll Call: Present: Dew, Giszczak, Hafler, Howard, Keefe and Thornton. Absent: Todd.
4. Motion by Hafler, 2<sup>nd</sup> by Thornton to accept the agenda as submitted. Motion passed.
5. Motion by Giszczak, 2<sup>nd</sup> by Howard to use the updated draft received at 1:11 pm on October 22, 2013. Motion passed.
6. Motion by Howard, 2<sup>nd</sup> by Dew to approve the October 7, 2013 meeting minutes as amended. Roll Call: Aye: Dew, Giszczak, Howard, Keefe and Thornton. Nay: Hafler. Absent: Todd. Motion passed.
7. Motion by Giszczak, 2<sup>nd</sup> by Keefe that if the clerk is not available for a meeting the clerk will arrange for the minutes to be taken by a non-Board member if time permits, otherwise the Board of Trustees "in the absence of the clerk, the board shall appoint one (1) of its members as temporary clerk for that meeting." Roll Call: Aye: Dew, Giszczak, Howard and Keefe. Nay: Hafler and Thornton. Absent: Todd. Motion passed.
8. Public comments opened at 7:27 pm and closed at 7:30 pm.
9. Motion by Hafler, 2<sup>nd</sup> by Dew to accept the Fire Department Report of September 2013 as submitted and given. Motion passed.
10. Motion by Giszczak, 2<sup>nd</sup> by Keefe to approve warrants numbered 14408 through 14474. A friendly amendment offered by Dew not to pay the new deputy clerk until the board has the opportunity to evaluate the new deputy qualifications for the position, so we can determine the new deputy's salary; the friendly amendment to Giszczak's motion was not accepted by Giszczak because the salary offered to and accepted by the new deputy clerk was based on the Deputy Clerk Salary Resolution. Roll Call: Aye: Giszczak, Hafler, Howard and Keefe. Nay: Dew and Thornton. Absent: Todd. Motion passed.

11. Motion by Giszczak, 2<sup>nd</sup> by Howard to approve journal entries numbered 4636 through 4674. Roll Call: Aye: Giszczak, Hafler, Howard and Keefe. Nay: Dew and Thornton. Absent: Todd. Motion passed.
12. Motion by Giszczak to accept the second quarter September 30, 2013 Revenue and Expense Report as submitted. Motion failed for lack of support.
13. Motion by Hafler, 2<sup>nd</sup> by Keefe to accept the Utility Report of September 2013 as submitted by Utility Management Services. Motion passed.
14. Motion by Hafler, 2<sup>nd</sup> by Thornton to make \$20,000.00 per month a prepay to Utility Management Services. Motion withdrawn.
15. Motion by Dew, 2<sup>nd</sup> by Howard for the Board to approve a check for a \$1,000.00 for postage on taxes, on or before October 30, 2013. [ clerk confirmed treasurer will provide originals ]. Roll Call: Aye: Dew, Giszczak, Hafler, Howard, Keefe and Thornton. Nay: None. Absent: Todd. Motion passed.
16. Motion by Dew, 2<sup>nd</sup> by Thornton to issue a payment to Michigan Township Association workshop for deputy treasurer to pay for it for \$145.00 immediately, friendly amendment Howard to process with paperwork delivered at tonight's meeting, friendly amendment accepted by Dew. [Clerk advised that the next check run will not allow time for the check to be received by Michigan Township Association before the work shop on October 29, 2013, clerk will pay on Wednesday October 23, 2013 with personal credit card one time only to be reimbursed through expense report. ] Roll Call: Aye: Dew, Giszczak, Hafler, Howard, Keefe and Thornton. Nay: None. Absent: Todd. Motion passed.
17. Motion by Hafler, 2<sup>nd</sup> by Howard to accept the Assessor September 2013 report as submitted. Motion passed.
18. Motion by Hafler, 2<sup>nd</sup> by Dew to accept the Planning Commission report as given. Motion passed.
19. Motion by Howard, 2<sup>nd</sup> by Keefe to accept the Freedom of Information Act Request report as submitted. Motion passed.
20. Motion by Giszczak, 2<sup>nd</sup> by Hafler to authorize the township's regular attorney William Fahey to file an appearance as co-counsel in this litigation McDonald v. Augusta Twp, et al, claim #166507, effective immediately as requested by the township insurance attorney Fred Lucus.

Roll Call: Aye: Dew, Giszczak, Hafler, Howard, Keefe and Thornton. Nay: None. Absent: Todd. Motion passed.

21. Motion by Giszczak, 2<sup>nd</sup> by Hafler to approve the Resolution to amend rates fees and charges related to the sewer and water services provided by the Augusta Charter Township Utility Department effective November 1, 2013 and to be billed January 5, 2014, from \$5.225 per 100 cubic feet to the new rate of \$5.357 per 100 cubic feet. Roll Call: Aye: Dew, Giszczak, Hafler, Howard, Keefe and Thornton. Nay: None. Absent: Todd. Motion passed.
22. Motion by Giszczak, 2<sup>nd</sup> by Thornton to approve the transition from BSA pervasive software to BSA.net software with the following information for the next board meeting to include an updated proposal for the following: a) from page 3, to quote delinquent personal property software module, b) from page 4 to quote the addition of one additional day of training for the addition of the delinquent personal property, the tax receipting and assessing software modules; in addition for a quote adjustment to include the offsite coordination and training of the utility software, c) from page 6 to update the annual service fees quote for the delinquent personal property tax software module, d) page 7 to update the quote to include the import of the offsite utility journal to general ledger, and to see the assessors for what is needed to coordinate and update the quote for the Apex Sketching Software which the assessing company may have already purchased, to verify that the standard reports on the pervasive version are on the .net, or update the quote for the cost to create/customize these same pervasive reports, e) page 8 to confirm the township has all of the hardware recommended and needed for the Utility Journal import, f) page 9 of 9 to verify what is needed from BSA Software for the contact information sheet, i.e. possibly need to list by administrative module responsibility, and for the requestor to submit a timeline schedule of implementation tasks and dates from all departments with a date to go online by and if the township needs to run the pervasive and BSA.net in parallel. Roll Call: Aye: Dew, Giszczak, Hafler, Howard, Keefe and Thornton. Nay: None. Absent: Todd. Motion passed.
23. Motion by Giszczak, 2<sup>nd</sup> by Dew to approve continuing to use the same rate of \$25.03 for the December 2013 Bellemeade SAD Lighting tax billing amount. Roll Call: Aye: Dew, Giszczak, Hafler, Howard, Keefe and Thornton. Nay: None. Absent: Todd. Motion passed.
24. Motion by Howard, 2<sup>nd</sup> by Hafler to place all financial reports from the clerk's office such as journal entry reports, the warrant report and financial reports, etc., under the clerks report. Roll Call: Aye: Dew, Giszczak, Hafler, Howard, Keefe and Thornton. Nay: None. Absent: Todd. Motion passed.
25. Motion by Howard, 2<sup>nd</sup> by Hafler to accept the second quarter September 30, 2013 Revenue and Expense Report as submitted by Clerk Giszczak. Roll Call: Aye: Dew, Giszczak, Howard, Keefe and Thornton. Nay: Hafler. Absent: Todd. Motion passed.

26. Motion by Hafler, 2<sup>nd</sup> by Thornton to accept Bogles Lawn Service for \$40 per cut for the township hall. Roll Call: Aye: Dew, Giszczak, Hafler, Howard, Keefe and Thornton. Nay: None. Absent: Todd. Motion passed.
27. Motion by Thornton, 2<sup>nd</sup> by Keefe to select Stanley Security Solution for the fire and security in the hall for not to exceed \$2,200. Roll Call: Aye: Dew, Giszczak, Hafler, Howard, Keefe and Thornton. Nay: None. Absent: Todd. Motion passed.
28. Motion by Giszczak, 2<sup>nd</sup> by Howard to accept the engagement letter for the nine (9) month period ending 12/31/2013, which is to establish a new year ending date of December 31st which would bring our "Charter" township in line with the fiscal year ends of Charter Townships Statewide; for the primary purpose of streamlining the annual workload of the Treasurer's office and the Biannual workload of the Clerk's office which, for the Treasurer includes the two benefits of a) the audit would be completed before the work of the July Tax Billing and b) the added benefit of eliminating the deadline to settle with the county by May 31st so the Township General and Fire Funds could recognize their property tax revenue for the period ending March 31, based on the 60 days rule of recognizing revenue under our municipal accounting rules and which one benefit for the clerk's office includes the benefit that every other year the audit would be completed prior to starting the gubernatorial and presidential election cycle since June of even years. Also considering that the benefit to our Board as a whole is that the Board would have its budget for the next fiscal year done before the December holidays. Roll Call: Aye: Giszczak, Howard and Keefe. Nay: Dew, Hafler and Thornton. Absent: Todd. Motion failed.
29. Hafler adjourned for a break at 9:53 pm.
30. Hafler called meeting to order at 9:59 pm.
31. Motion by Howard, 2<sup>nd</sup> by Giszczak to that the Board of Trustees and the public be provided a monthly report similar to the FOIA report that outlines the number of and types of Ordinance Complaints filed, actual numbers of Notices of Ordinance Violations served and the outcomes. This would be coordinated by the Supervisor as oversight of ordinance compliance is part of the statutory duties assigned to the township Supervisor. Provision of this type of monthly report would serve several purposes: It would inform the Board of Trustees the scope of ordinance complaints and Township response. Residents would be aware not only of ordinance issues but of the Township's response as the municipal body responsible for upholding the community's ordinances. A recurring report such as this would allow the Board of Trustees to become more familiar with the types of concerns that exist in our community and provide much needed data to help them developed informed approaches to addressing resident concerns and considerations for options for increasing the efficacy of ordinance enforcement and even ordinance re-evaluation if appropriate. For some time there have

been discussions of instituting civil infractions for ordinance violations as a precursor to criminal charges as the initial responses to uncorrected ordinance violations. Currently the Township's recourse is to authorize our attorney (at a cost) to prosecute violators in criminal cases. Civil infractions would consist of fines paid to the township and would be a (very minor) source of revenue. Monthly reports indicating the number, types and outcomes of ordinance violations would provide useful data for evaluating whether our current process of serving notices and single recourse for non compliance of criminal prosecution is effective sufficient, and cost effective or if it is worth developing and implementing a progressive civil infraction approach and voting in the procedures, identifying authorized personnel, and creating a system of enforcement accountability. Roll Call: Aye: Giszczak and Howard. Nay: Dew, Hafler Keefe and Thornton. Absent: Todd. Motion failed.

32. Motion by Hafler, 2<sup>nd</sup> by Dew to table Supervisor's agenda request for a motion to stop spending of eight accounts from the clerk's office budget. Motion passed.

33. Public comments opened at 10:27pm and were closed at 10:27 pm.

34. Motion by Hafler, 2<sup>nd</sup> by Dew to adjourn at 10:31 pm. Motion passed.

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Pete Hafler, Supervisor

Date Signed

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Kathy Giszczak, Clerk

Date Signed