

Augusta Charter Township
8021 Talladay Road
Whittaker, MI 48190

Board of Trustees Meeting Minutes

May 21, 2018 7:00 p.m.

1. Meeting called to order by Shelby at 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call: Present: Burek, Domas, Howard, Ortiz, Shelby. Absent: Knick, Chie.
4. Motion by Shelby, 2nd by Ortiz to approve the agenda with the following amendments: Add: Michelle Deatruck 6.A, Add: Reports H. Planning Commission and to Remove: Township Business C. Appoint Linda Adams to Planning Commission. Motion Passed.
5. Public comment opened at 7:01 p.m. and closed at 7:09 p.m. Michelle Deatruck, democratic candidate for State Senate gave a brief introduction.
6. Motion by Domas, 2nd by Ortiz to approve the Draft Meeting Minutes from 05/07/2018 as submitted. Motion Passed.
7. Sylvia Taylor, Farmland Preservation Chair gave a Park Concept presentation.
8. Motion by Shelby, 2nd by Domas for Shelby to obtain a bid from Carlisle Wortman for applying for the Connecting Communities Initiative grant money and planning a potential park according to the grant guidelines. Aye; 5. Nay; 0. Absent; 2. Motion Passed.
9. Motion by Shelby, 2nd by Domas for Shelby to form an Augusta Township Park Advisory Committee with five various stakeholders to be presented at the next board meeting. Aye; 5. Nay; 0. Absent; 2. Motion Passed.
10. Treasurer Susan Burek discussed the Utility Shutoff Notices, Late Fees for delinquent water customers and existing payment plan arrangements. The current ordinance and subsequent amendments were also discussed. The objective is to determine whether the ordinance is being followed and/or

does the ordinance need to be revised. Susan will report back to the Board after obtaining additional information from D&B Billing who agreed to assist her in these matters.

11. Fire Chief David Music gave his monthly reports for March and April. The Chief included the Sales Contract for the purchase of land for the new fire station. The board made a motion previously to approve the Contract after the Township attorney approved it. The Sales Contract presented has been approved by the Township and the Sellers attorneys and will be submitted to the seller for signature. Motion by Shelby, 2nd by Ortiz to approve the Fire Department's Monthly Reports. Aye; 5. Nay; 0. Absent; 2. Motion Passed.
12. A Utility Report UMS provided for May 2018 was included in the Board Packet. Treasurer Susan Burek thanked UMS for providing the corresponding financial billing information from BSA.
13. The Utility Advisory Committee has made a recommendation. **From the UAC Meeting Minutes 5/15/2018. "REU service charge-rate increase proposal \$7.00 per billing cycle for water and \$7.00 per billing cycle for sewer, see Tables 9-14 of the Bendzinski Study plan. Motion by Keefe, supported by Chie, to recommend that the Township Board approve a \$7.00 residential equivalency unit (REU) charge for water and a \$7.00 REU charge for sewer per bimonthly billing period per customer. This money will be directed to the Capital Funds for each service. Ayes were Keefe, Shelby, Chie, Linville and Meyers. Nays none. Excused Bayley."**
14. Motion by Domas, 2nd by Shelby to approve a meeting between OHM Nicholas Bayley, Dennis Chie and Belynda Domas. The meeting will be to review Tables 9 - 14 of the Bendzinski Study as it applies to the UAC recommendation and to review the SAW Grant timeline and process. Ayes; Burek, Domas, Howard, Ortiz, Shelby, Nays; None. Absent; Chie, Knick. Motion Passed.
15. Supervisor Shelby reported that volunteers from Washtenaw County will paint the modular building.
16. Motion by Shelby, 2nd by Domas authorizing Supervisor Shelby to spend up to \$500 on paint for the modular building. Ayes; Burek, Domas, Howard, Ortiz, Shelby, Nays; None. Absent; Chie, Knick. Motion Passed.
17. Recent break ins were reported. Supervisor Shelby reminded people to be aware and report any suspicious activity.

18. Motion by Shelby, 2nd by Howard to accept the Supervisors Report. Aye; 5. Nay; 0. Absent; 2. Motion Passed.
19. Treasurer Susan Burek reported the final property tax settlement check from Washtenaw County should arrive in June. Motion by Shelby, 2nd by Ortiz to accept the Treasurers report. Aye; 5. Nay; 0. Absent; 2. Motion Passed.
20. Motion by Domas, 2nd by Shelby to approve Warrants #20886 to #20906. Ayes; Burek, Domas, Howard, Ortiz, Shelby, Nays; None. Absent; Chie, Knick. Motion Passed.
21. A draft revised Augusta Charter Township Personnel Manual was included in the Board Packet. This project is a result of the Management Letter from the auditors for periods ending 3/31/2016 and 3/31/2017.
22. Motion by Howard, 2nd by Domas to provide the Board of Trustee's with current employee job descriptions. Aye; 5. Nay; 0. Absent; 2. Motion Passed.
23. Motion by Howard, 2nd by Domas to insert page 25, last paragraph into Augusta Charter Township New Hire Paperwork and have all current employees resign and date. "Employees shall generally refrain from discussion of Township business with the public and press, unless authorized to do so by the Township Supervisor or a Department Head who has authorization by the Township Board to make certain releases. Employees shall not release information concerning Township business without supervisory approval or make statements that would be detrimental to the Township or anyone in it. Because we consider security breaches to be very serious, if you improperly use or disclose confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information." Aye; 5. Nay; 0. Absent; 2. Motion Passed
24. Discussion occurred regarding the PTO Paid Time Off benefit. Clerk Domas and Trustee Cath Howard will continue to work on this section.
25. Motion by Shelby, 2nd by Howard to accept the Assessors April report. Aye; 5. Nay; 0. Absent; 2. Motion Passed
26. Cath Howard provided an Urban County Report, FOIA Report and a summary of the last Planning Commission Meeting.
27. Public comment opened at 9:07 p.m. closed at 9:11 p.m.
28. Board Response – Trustee Ortiz discussed obtaining "No Dumping" signs to be posted in problem areas. Ortiz believes posting signs will enable the

Township to enforce the ordinance and charge the fines. Supervisor Shelby said he will look into the costs for signage.

29. Motion by Shelby, 2nd by Ortiz to Adjourn Board of Trustee's Meeting at 9:11 p.m. Motion Passed.

Respectfully submitted:

Brian Shelby
Brian Shelby, Supervisor

6/15/18
Date

Belynda Domas
Belynda Domas, Clerk

6/15/18
Date