

Augusta Charter Township
8021 Talladay Road, Whittaker, MI 48190
Board of Trustees
Regular Meeting (Reports) – 7 pm
October 23, 2007

1. Call Meeting to Order by Jackson at 7:04 pm.
2. Pledge of Allegiance
3. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder, Dew.
4. Motion by Jackson, 2nd by Tobler to approve the new agenda template. Motion passed.
5. Motion by Jackson, 2nd by Tobler to approve the agenda. Motion passed.
Motion by Jackson, 2nd by Tobler to approve the Meeting Minutes as amended. Motion passed.
6. Correspondence: Clerk announced that the November Warrant requests are due no latter than Monday, November 19, 2007 by 4 pm due to the township office being closed on 11/22/07 and 11/23/07 for the holiday.
7. Public Comment/Board Response opened at 7:13 pm, closed at 7:17 pm. 7:16 Dew left to make copies. 7:17 public comments closed, and meeting recessed to Dew's return at 7:22pm.
8. Reports
 - a. Attorney Report – No Action.
 - b. Motion by Jackson, 2nd by Giszczak to accept Washtenaw County Sheriff's Department Report as submitted. Motion passed. Discussion: Tobler drew boards attention to last month (August), the "Administrative" section, four lines total 50% of the total hours came from these four lines.
 - c. Motion by Giszczak, 2nd by Jackson to accept Neighborhood Watch report as submitted. Motion passed.
 - d. Utility Committee Report
 - i. Motion by Tobler, 2nd by Jackson to table Water Master Plan Draft until November 27, 2007. Motion passed.
 - ii. Motion by Giszczak, 2nd by Tobler to table the Engineering Option 3 Status Report to the November 27, 2007. Motion passed.
 - iii. Motion by Giszczak, 2nd by Jackson to table the District Compliance Agreement (DCA) to the November 27, 2007 meeting. Supervisor Jackson reported that the DEQ issued our short term part 41 permit. Motion passed.
 - iv. Motion by Jackson, 2nd by Manty to table the Water Sewer Rate Study Status report to November 27, 2007.
 - e. Motion by Jackson, 2nd by Tobler to accept Fire Department Report as given. Motion passed.

- f. Fire Department Building Advisory Committee Report: Motion by Tobler, to authorize Hobbs and Black to evaluate the Willis Road site to the original Hobbs & Black evaluation for storm water management, not to exceed \$3,000 from the Fire Department Building Fund. Motion failed for lack of support. Motion by Tobler, 2nd by Giszczak to authorize OHM to attend the Fire Department Building Advisory Committee on November 14, 2007 at 6:30 pm for not to exceed 1 hour to be paid from the Fire Department Fund. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder, Dew. Motion Passed.
- g. Assessor/Board of Review Report – No Action.
- h. Motion by Jackson, 2nd by Tobler to accept the Planning Commission Report as given by Tobler. Motion passed.
- i. Zoning Board of Appeals Report – No Action.
- j. Motion by Jackson, 2nd by Tobler to accept the Farmland Preservation Report as presented by Sherbine. Motion passed.
- k. Webmaster Report – No Action.
- l. Financial Reports
 - i. Supervisors: “Financial condition and needs of the township” MCL 42.10
 - 1. Discuss Establishing Collections procedure: Motion by Giszczak, 2nd by Kidder to direct the Supervisor and the Clerk to meet with Township Attorney D. Winters and bring a report to the Board of Trustees at the next meeting related to the Attorney’s review and recommendation of a written procedure on an Accounts Receivable Collections Procedure. Further to authorize issuing a “first” collection letter to developers according to Attorney Winters advice. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder, Dew. Motion Passed. Mr. Tobler requests to attend. Discussed putting in the procedure a Stop Work Order if accounts not paid to date and/or setting an escrow dollar limit, for example \$2,000.

Motion Dew, 2nd Jackson to take a five (5) minute break. Motion passed. Supervisor called meeting back to order at 9:12 pm.

- 2. Accounts Receivable Update:
 - a. Developer Application Escrow/Deposit Receivables – No Action see preceding motion.
 - b. PUD Reserve Capacity Receivables– No Action see preceding motion.

- c. Sanitary Sewer Prelim. Engineering and Water Receivable – No Action see preceding motion.
 3. Budget Amendments– No Action – Giszczak presented General Ledger Income Statement worksheets with Budget Amendment Column for the year to date September 30, 2007. Giszczak reported that the Balance Sheet will be provided upon the Clerk and Treasurer confirming the Cash Balances for September 30, 2007.
 4. Other township needs – No Action
- ii. Treasurer’s Cash Reports:
 1. Summary Report of Cash activity by fund, bank, and Investment Account: Motion by Giszczak, 2nd by Manty to accept Treasurer Dew Cash Balances Report as provided. Motion passed. Treasurer Dew reported that the October 23, 2007 warrants to be approved by the board were deducted from the Cash Balances Report provided; General Fund \$9,602.18, Utility Fund \$61,336.21, Fire Fund \$76,649.73, Police Fund \$174,634.21, and Water Project Fund of \$102,014.12. Also the Fire Building Fund \$37,371.58, Trust and Agency \$32,116.12 and the Cawley Escrow of \$10,000 were reported.
- iii. Clerk’s Reports:
 1. Motion by Giszczak, 2nd by Jackson to move Coexe Invoice to Warrant section of agenda. Motion passed.
 2. Trustees Warrants for October, 2007: Motion by Giszczak, 2nd by Kidder to preauthorize \$9,714.71 of invoices received to be paid upon receipt of W-9’s or Application file numbers as indicated. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder. Nay: Dew. Motion Passed.
 3. Motion by Giszczak, 2nd by Jackson to approve the warrants for General Fund \$56,330.05, Utility fund \$96,401.89, Fire Fund \$305,069.79 (includes financed fire truck payment), Police Fund \$19,703.69 and the Water Project fund of \$49,148.75, contingent upon the funds being available. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak. Dew. Nay: Kidder. Motion Passed.
 - a. Motion by Giszczak, 2nd by Manty to authorize adding the Copier Lease payment to prepay list. (General fund \$467.73 and Fire fund \$66.89). Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder, Dew. Motion Passed.

4. Balance Sheet by Fund: Motion by Tobler, 2nd by Giszczak to accept the Financial Statement status report as presented in the Budget Amendment discussion earlier: Giszczak reported that the Balance Sheet will be provided upon the Clerk and Treasurer confirming the Cash Balances for September 30, 2007.
5. Revenue and Expenditure by fund with YTD Budget: See previous board discussion on Budget Amendment and Balance Sheet above.
6. Audit Status Report: Motion by Jackson, 2nd by Manty to accept the Audit Status Report as given. Motion passed. Giszczak reported on the status of the Audit pursuant to the board's receipt of the auditor's timeline on October 18, 2007; that the auditor will present the Audit to the Board of Trustees at their November 13, 2007 board meeting; the audit, due September 30, 2007, is late in being delivered to the State and would not be considered past due until the State issues the "30 day letter" per Giszczak conversation with the Local State Audit Division of the Department of Treasury. The Clerk reported the State has not issued the "30 day letters" as of October 19, 2007 and that the Auditor and Clerk are confident that the audit report will be delivered to the State prior to the 30 day due date of any future State notice as the Audit timeline reflected. The Local Audit division expressed that if the annual audit report is expected to be late that the Board of Trustee's pass a resolution outlining the request to extend the delivery of the audit report and forward the Board's request to their office prior to the due date.

Motion by Jackson, 2nd by Giszczak to extend the meeting to 10:30 pm. Nay: Dew. Motion passed.

9. Old Business:

- a. Williams v Williams: Motion by Jackson, 2nd by Manty for the Supervisor to send the Williams v Williams zoning compliance to McLain and Winters if necessary. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder, Dew. Motion Passed.
- b. Newsletter Discussion: Motion by Kidder, 2nd by Giszczak to table per Tobler report that the committee met and possibly another couple meetings. Motion passed.
- c. New Hire:

Motion by Giszczak, 2nd by Manty to authorize the officers to pre-interview seven candidates for the position of Customer Service Specialist/Administrative Assistant pursuant to the resume/applications review by the Officers (Jackson, Dew, Giszczak) and recommendation of Nogle, Overton-Slack, Horn, Conley, McPherson, Elka, and McCune from the total 10 candidate applications presented to the Board. The purpose of the pre-interview is to provide the board with

a report recommending three (3) candidates for the Board to interview. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder, Dew. Motion Passed.

Motion by Giszczak, 2nd by Manty to call a special meeting on Tuesday, November 6, 2007 from noon to 2 pm, for the purpose of selecting three (3) candidates to be interviewed from the seven (7) candidates pre-interviewed and recommended by the Officers (Jackson, Dew, Giszczak) for the position of Customer Service Specialist/Administrative Assistant, for the Board to interview. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder, Dew. Motion Passed.

Motion by Giszczak, 2nd by Jackson to call a special meeting for Tuesday, November 13, 2007 at 5:30 pm for the purpose of the Board interviewing the final three (3) candidates for the position of Customer Service Specialist/Administrative Assistant. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder, Dew. Motion Passed.

d. Street Lighting Lincoln Pines PUD

Old Business from last year: Motion by Giszczak, 2nd by Jackson to authorize attorney to review the Lincoln Pines PUD agreement and recommend the next steps for installing the street lighting and establishing the Special Assessment District (SAD) for the Street Lighting. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder, Dew. Motion Passed.

e. Census 2010

Motion by Giszczak, 2nd by Jackson to submit the 2010 Census participation Registration Form recommended by Giszczak to be based on address detail and facilitated by the Clerk's office. Roll Call: Aye: Goodwin, Manty, Tobler, Jackson, Giszczak, Kidder, Dew. Motion Passed.

10. New Business:

a. Coexe Invoice – Moved to Warrants Discussion.

11. Public Comment opened at 10:50, closed at 10:57 pm.

12. Motion to Adjourn by Jackson, 2nd by Dew at 10:57 pm. Motion passed.

Respectfully submitted:

Kathleen M. Jackson, Supervisor

Date

Kathy Giszczak, Clerk

Date