

CHARTER TOWNSHIP OF DELTA

In compliance with Governor Whitmer's executive order 2020-15, this meeting was conducted via Zoom Webinar Platform

TOWNSHIP BOARD REGULAR MEETING MINUTES FOR MONDAY, May 18, 2020

I. CALL TO ORDER

Supervisor Fletcher called the meeting to order at 6:00 PM.

II. OPENING CEREMONIES – Pledge of Allegiance

III. ROLL CALL

Members Present: Supervisor Kenneth R. Fletcher, Treasurer Howard A. Pizzo, Clerk Mary R. Clark, Trustee Andrea M. Cascarilla, Trustee Fonda J. Brewer, Trustee Dennis R. Fedewa, and Trustee Karen J. Mojica

Members Absent:

Others Present: Manager Brian T. Reed, Assistant Township Manager Alannah Doak, Parks/Recreation/Cemetery Director Marcus Kirkpatrick, Finance Director Jeff Anderson, Planning Director Gary Bozek, Technology Director Dave Marquette, Township Engineer Ernie West, Utilities Director Rick Kane

IV. PRESENTATIONS AND PROCLAMATIONS

1. Annual Audit Report Presentation

Mr. Jeff Staley from Maner Costerisan, presented the Townships 2019 Annual Audit.

V. SET/ADJUST AGENDA

TRUSTEE BREWER MOVED TO APPROVE THE AGENDA.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

VI. PUBLIC HEARINGS

VII. COMMUNICATIONS

VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA *(maximum two minutes)*

IX. INTRODUCTION OF ORDINANCES

X. PASSAGE OF ORDINANCES

XI. CONSENT AGENDA –

TREASURER PIZZO MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

TRUSTEE CASCARILLA SUPPORTED THE MOTION.

ROLL CALL:

AYES: SUPERVISOR FLETCHER, CLERK CLARK, TREASURER PIZZO, TRUSTEE FEDEWA, TRUSTEE CASCARILLA, TRUSTEE BREWER, AND TRUSTEE MOJICA

NAYS: NONE

ABSENT: NONE

THE MOTION PASSED 7-0.

2. Bills and Financial Transactions

Bonds/Debt Payments	\$	-
Payroll & Related	\$	417,328.82
Refunds	\$	7,703.13
Tax Distributions	\$	-
Vendor Claims	\$	301,452.08
Total	\$	726,484.03

TREASURER PIZZO MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

3. Minutes –

May 4, 2020 Regular Digital Board Meeting

TREASURER PIZZO MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

4. Approval of the Operating and Paramedic/Firefighter 2020 – Tax rates for form L-4029 for the Delta Township Winter Tax Roll and the City of Lansing Summer Tax Roll

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD ADOPT THE FOLLOWING MILLAGE RATES TO BE USED ON THE 2020 TAX RATE REQUEST FORM L-4029 AND TO LEVY SAID TAX RATES ON THE 2020 DELTA TOWNSHIP WINTER TAX ROLL AND THE 2020 CITY OF LANSING SUMMER TAX ROLL:

- 4.9287 MILLS FOR THE CHARTER TAX LEVY
- 0.9896 MILLS FOR THE PARAMEDIC/FIREFIGHTER TAX LEVY

IT WAS FURTHER MOVED THAT THE TOWNSHIP SUPERVISOR AND CLERK ARE AUTHORIZED TO SIGN THE 2020 TAX RATE REQUEST FORM L-4029 TO BE FILED WITH EATON COUNTY CLERK.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

5. 2020 Sidewalk Raising Program Bid Results and Recommendation for Award

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD ACCEPT THE BID FROM ELLIOTT LEVELING, INC. DBA: A-1 CONCRETE LEVELING FOR THE 2020 SIDEWALK RAISING PROGRAM PROJECT IN THE AMOUNT OF \$11,350.00. IT WAS FURTHER MOVED THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO EXECUTE THE NECESSARY DOCUMENTS RELATED TO THE AFOREMENTIONED PROJECT.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

6. 2020 Sidewalk Replacement Program Bid Results and Recommendation for Award

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD ACCEPT THE BID FROM MOYER CONSTRUCTION CO. FOR THE 2020 SIDEWALK REPLACEMENT PROGRAM PROJECT IN THE AMOUNT OF \$47,162.50. IT

WAS FURTHER MOVED THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO EXECUTE THE NECESSARY DOCUMENTS RELATED TO THE AFOREMENTIONED PROJECT.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION

XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA

XIV. ITEMS OF BUSINESS

7. Introduction of 601 North Waverly Road Rezoning Request in Case No. 3-20-1

TRUSTEE CASCARILLA MOVED THAT THE DELTA TOWNSHIP BOARD INTRODUCE MS. EILLEE GALICA'S REQUEST TO REZONE THE PROPERTY DESCRIBED IN CASE NO. 3-20-1 FROM O, OFFICE, TO C, COMMERCIAL. IT WAS FURTHER MOVED THAT THE REZONING REQUEST BE CONSIDERED FOR FINAL ACTION BY THE TOWNSHIP BOARD AT THE JUNE 1, 2020 REGULAR MEETING. THE CLERK IS HEREBY DIRECTED TO PUBLISH NOTICE OF SAID MEETING IN THE LOCAL NEWSPAPERS AS IS REQUIRED.

TRUSTEE BREWER SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

8. Final Consideration of SRF Properties, LLC Drive-Up/Drive-Through Restaurant Special Land Use Permit Requests in Case No. 1-20-1

TRUSTEE CASCARILLA MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE REQUEST FOR A SPECIAL LAND USE PERMIT TO ESTABLISH A DRIVE-UP/DRIVE-THROUGH FACILITY ON THE PROPERTY DESCRIBED IN CASE NO. 1-20-1 FOR THE FOLLOWING REASONS:

1. THE REQUEST MEETS THE GENERAL STANDARDS SPECIFIED FOR SPECIAL LAND USES IN SECTION 7.03 OF THE DELTA ZONING ORDINANCE.

2. THE REQUEST MEETS THE SPECIFIC STANDARDS SPECIFIED FOR DRIVE-UP/DRIVE-THROUGH USES IN SECTION 8.23 OF THE DELTA TOWNSHIP ZONING ORDINANCE.

THE ISSUANCE OF THE SPECIAL LAND USE PERMIT SHALL BE SUBJECT TO THE FOLLOWING STIPULATIONS:

1. THE EASTERN ACCESS DRIVE ON THE SUBJECT PARCEL SHALL BE A NORTHBOUND ONLY DRIVE AND DEMARCATED AS SUCH ON THE SITE VIA THE NECESSARY SIGNAGE AND PAVEMENT MARKINGS. OTHER TRAFFIC CONTROL SIGNAGE AND MARKINGS SHALL BE EMPLOYED AS DETERMINED BY THE ZONING ADMINISTRATOR DURING SITE PLAN REVIEW.
2. THE NEW PARKING AREA NORTH OF THE SERVICE/CROSS-ACCESS DRIVE SHALL BE LIMITED TO 16 PARKING SPACES.
3. FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE DELTA TOWNSHIP ZONING ORDINANCE, OR ANY STIPULATIONS REQUIRED BY THE DELTA TOWNSHIP BOARD, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THESE SPECIAL LAND USE PERMIT BY THE TOWNSHIP BOARD.

TRUSTEE FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

XV. MANAGER'S REPORT – Brian Reed, Township Manager

- 496 Project: Watermain installation under the freeway is complete and in service. Waverly watermain installation is almost complete. Pathway on the East side of Waverly Rd will be under construction in the near future. MDOT Landscaping public meeting has taken place to receive feedback from residents that live along 496.
- High water flows at the wastewater treatment plant due to recent frequent rain. The plant will be manned 24hrs to process the high volume of water it is receiving.
- Content for the new website has been migrated from the old website. Should have an update in the near future.
- Successful in receiving the DALMAC grant for a new bike repair station that will be placed in Mt Hope, along the pathway.
- Buddy's Pizza will begin carry-out June 1st.
- Water Rescue took place this weekend. Talks to potentially shut down the canoe launches for a few days due to frequent rainfall that has made the river dangerous.

XVI. COMMITTEE OF THE WHOLE

9. Wastewater Treatment Plant (WWTP) Major Capital Improvements: 2020 DRAFT State Revolving Fund (SRF) Project Plan Discussion

Engineering Director Ernie West presented the Wastewater Treatment Plant (WWTP) Major Capital Improvements: 2020 DRAFT State Revolving Fund (SRF) Project Plan to the Board. Required advertisements will be coordinated with the Clerk's office for publication.

A brief discussion ensued among Board members and staff regarding the information provided in the project plan material.

10. Accounting Department Annual Report

Finance Director Jeff Anderson presented the Accounting Department 2019 Annual Report to the Board.

A brief discussion ensued among Board members and Mr. Anderson regarding the information provided in the annual report.

11. COVID-19 Update

- Monitoring revenue sharing and how it affects the townships revenues going forward.
- The Township is in a good position heading into budget season. Each department is looking at discretionary items we can push off.
- Still preparing to open offices on June 1st when the stay at home order expires.
- Dave was able to secure a few more computers and web cams. He has set up work areas for virtual meetings in preparation for remote work and rotational shifts. The townships goal is to make the workplace as safe as possible for our employees.
- Daily self-screening is in place for employees.
- Employee expectations with recommendations from the governor are in place.
- Employees are required to wear masks in the workplace in common areas.
- Plexi-glass has been installed. We continue to make adjustments to the workplace.
- Currently, no in-person meetings are allowed, and we are encouraging staff to utilize virtual formats.
- Recycling is back up and running. All aspects are open except electronic recycling.
- Building inspectors are back to completing inspections.
- 1 seasonal employee has been brought back so far. Other employees

have been assisting with maintenance duties such as laying mulch.

- Eaton County inmate crew is back working, however not yet at full capacity.
- Utilities and clerk's office are back to full staffing.
- Accounting is ramping up their operations.
- Most residents have embraced the change in services such as using our dropbox.
- Even when the township is back open, there will still be some services that will reopen further down the road such as parks and rec programming, hall rentals, and parks restrooms. We continue to operate by state guidelines.
- The township is proactively monitoring code enforcement.
- Looking at virtual follow-ups for rental inspections.
- The township continues to not charge late fees on water and sewer. Restoration of late fees will be considered at a future date.

XVII. PUBLIC COMMENTS

Beth Bowen spoke to day care issues with township employees.

XVIII. CLOSED SESSION

XIX. ADJOURNMENT –

Supervisor Fletcher adjourned the meeting at 7:42 PM.

CHARTER TOWNSHIP OF DELTA

KENNETH R. FLETCHER, SUPERVISOR

MARY R. CLARK, TOWNSHIP CLERK