

CHARTER TOWNSHIP OF DELTA
Public Meeting Room A
Delta Township Administration Building
7710 West Saginaw Highway
Lansing MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR
MONDAY, JUNE 18, 2012**

I. CALL TO ORDER

Supervisor Ken Fletcher called the meeting to order at 6:00 p.m.

II. OPENING CEREMONIES – Pledge of Allegiance

III. ROLL CALL

Members Present: Supervisor Ken Fletcher, Clerk Mary Clark, Treasurer Howard Pizzo, and Trustees Jan Cunningham, and Jeff Hicks

Members Absent: Trustees Barb Poma and Cara Spagnuolo

Others Present: Utility Director Tom Morrissey, Finance Director Jeff Anderson, Lt. Jeff Campbell, Assessing Director Brian Thelen, Township Manager Richard Watkins, and Deputy Manager Jenny Roberts

TRUSTEE CUNNINGHAM MOVED THAT TRUSTEES POMA AND SPAGNUOLO BE EXCUSED. TRUSTEE HICKS SUPPORTED THE MOTION. MOTION PASSED 5-0.

IV. PRESENTATIONS AND PROCLAMATIONS

1. Delta Township Employee Recognition

a. Nick Oberst

On behalf of the Township Board, Supervisor Fletcher commended Nick on his achievements and his service to Delta Township and bringing good things to the community. Mr. Fletcher also acknowledged his award from Sparrow Health System.

*The Delta Township Board
Recognizes*

William 'Nick' Oberst

Whereas, Nick Oberst has faithfully served the Charter Township of Delta as a Firefighter/Paramedic since November 29, 2010; and

Whereas, Nick Oberst received the 2012 Outstanding EMS Provider Award from the Sparrow Hospital Emergency Department Staff; and

Whereas, Nick Oberst was the first recipient of this award; and

Whereas, Nick Oberst was chosen for this award by the nursing and ancillary staff at the Sparrow and St. Lawrence Emergency Departments for his distinguished efforts and excellent patient care.

Now, Therefore, be it resolved that the Township Board of Delta Township is indeed grateful to Nick Oberst and wishes to congratulate him and recognize his outstanding service to the residents of Delta Township through his position within our local government.

V. SET/ADJUST AGENDA

TRUSTEE CUNNINGHAM MOVED THAT THE AGENDA BE APPROVED AS PRESENTED.

TREASURER PIZZO SUPPORTED THE MOTION. MOTION PASSED 5-0.

VI. PUBLIC HEARINGS - None

VII. COMMUNICATIONS

2. Eaton County Transportation Authority Board Meeting Minutes
 - a. May 9, 2012 Meeting Minutes

VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA

Bob Robinson introduced himself to the Board as a candidate for Eaton County Treasurer. Mr. Robinson said he resided in Vermontville and that he was a writer in public relations. He was currently Treasurer of the Eaton County United Way, a past Board member of the Volunteer Center of Mid-Michigan, President of Bismarck

Community Boosters, and a volunteer on the Communications Committee in Sunfield Township. Mr. Robinson stated the reason why he was running for Treasurer was because of the improvements he could do for townships, villages, cities, and farmers of Eaton County. He said first and foremost as Treasurer, he wanted to work more closely with the Board at the Township level. He understood the unique deposition of Township's, villages, and cities with respect to delinquent tax collection and dog license issues which were the responsibility of the Treasurer. Mr. Robinson stated that he would like to see much broader lines of communications between the county and township level. He said as Treasurer, he would like to develop a three year on-line dog licensing system which would increase efficiency and reduce costs for taxpayers. Mr. Robinson noted that he would also like to see better website services provided to residents and businesses, open transparency, and the creation of a land bank in Eaton County. Mr. Robinson noted that he had been indorsed by Eaton County Farm Bureau, Ingham County Treasurer, Kallimo Township Treasurer, and United Auto Workers.

IX. INTRODUCTION OF ORDINANCES – None

X. PASSAGE OF ORDINANCES - None

XI. CONSENT AGENDA

TREASURER PIZZO MOVED THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION.

ROLL CALL:

AYES: TREASURER PIZZO, CLERK CLARK, TRUSTEE CUNNINGHAM, SUPERVISOR FLETCHER, AND TRUSTEE HICKS

NAYS: NONE

ABSENT: POMA AND SPAGNUOLO

MOTION PASSED 5 TO 0.

3. Bills & Financial Transactions - \$613,129.96

TREASURER PIZZO MOVED THAT THE BILLS & FINANCIAL TRANSACTIONS BE APPROVED IN THE AMOUNT OF \$613,129.96.

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Bond/Debt Payments	\$	125.00
Investments	\$	
Payroll & Related	\$	323,260.09
Refunds	\$	2,677.32
Tax Distributions	\$	
Vendor Claims	\$	287,067.55

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION. MOTION PASSED 5-0.

4. Minutes – June 4, 2012 Regular Board Meeting Minutes.

TREASURER PIZZO MOVED THAT THE JUNE 4, 2012 REGULAR BOARD MEETING MINUTES BE APPROVED AS PRESENTED.

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION. MOTION PASSED 5-0.

5. Payment of Vouchers – The Accounting Department recommends that the Township Board give the Township Manager the authority to release payment of vendor invoices, which have been approved by the Township Clerk and Finance Director, and which would have normally been presented for payment at the July 2, 2012 meeting.

TREASURER PIZZO MOVED THAT THE TOWNSHIP BOARD GIVE THE TOWNSHIP MANAGER THE AUTHORITY TO RELEASE PAYMENT OF VENDOR INVOICES, WHICH HAVE BEEN APPROVED BY THE TOWNSHIP CLERK AND FINANCE DIRECTOR, AND WHICH WOULD HAVE NORMALLY BEEN PRESENTED FOR PAYMENT AT THE JULY 2, 2012 MEETING, AND FURTHER, THESE SAME VOUCHERS WOULD BE PRESENTED FOR TOWNSHIP BOARD APPROVAL AT THE REGULAR BOARD MEETING SCHEDULED FOR JULY 16, 2012.

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION. MOTION PASSED 5-0.

XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION – None

XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA - None

XIV. ITEMS OF BUSINESS

6. Proposed Increase Rates for Water and Sanitary Sewer – The Manager's Office recommends that the Township Board approve a rate increase of 5.0% for water and 2.0% for sanitary sewer to be effective June 1, 2012.

TREASURER PIZZO MOVED THAT THE TOWNSHIP BOARD APPROVE A RATE INCREASE OF 5.0% FOR WATER AND A 2.0% RATE INCREASE FOR SANITARY SEWER TO BE EFFECTIVE FOR THE JUNE 2012 BILLING. TRUSTEE HICKS SUPPORTED THE MOTION.

Trustee Hicks stated for the record that the rate increase was in response to a 9% increase from the Lansing Board of Water & Light.

MOTION PASSED 5-0.

- 7. Water Capital Charges** – The Utility Department is recommending that the Township Board approve a new system of calculating capital charges.

TRUSTEE CUNNINGHAM MOVED THE FOLLOWING:

A WATER CAPITAL CHARGE SHALL BE ESTABLISHED BASED UPON THE FOLLOWING SCHEDULE OF FEES THAT SHALL APPLY TO ALL NEW SERVICE CONNECTIONS MADE TO THE TOWNSHIP FACILITIES AND FOR ANY INCREASE IN SIZING THEREAFTER. THEY SHALL BE CHARGED THE DIFFERENCE BETWEEN THE CHANGE FOR EXISTING METER AND THE FEE HEREIN ESTABLISHED FOR THE LARGER GPM. FUTURE THAT THE CURRENT “WATER CAPITAL CHARGE FEE SCHEDULE RESOLUTION ADOPTED APRIL 1, 2002 WITH AN EFFECTIVE DATE OF JULY 1, 2002 BE REPEALED WITH AN EFFECTIVE DATE OF JUNE 18, 2012.

Capital Charge Fee Schedule

Based on Gallon per Minute (GPM)

GPM	Capital Charge
5/8" – Residential Meter	\$835
1" – Residential meter	\$1,670
Up to 100	\$3,340
101 to 160	\$6,800
161 to 300	\$13,360
301 to 500	\$23,380
501 to 1000	\$53,440
Within one year the Accounting Department will adjust the Capital Charge based on actual “Peak Demand” usage.	

CLERK CLARK SUPPORTED THE MOTION.

Manager Watkins noted for the record that the new capital charge fee schedule did not reflect an increase, but rather they were based on new technology in making water meters.

MOTION PASSED 7-0.

XV. MANAGER’S REPORT

Mr. Watkins informed the Board of the following:

- On Friday, representatives from the State and Federal Energy Office made a visit to the Township at which time staff gave them a tour of the new pathway. The representatives were very impressed with the pathway and the usage it was receiving.
- A reminder to the Board that Delta Rocks was this Saturday from 12 to 6:00 p.m.

Supervisor Fletcher added that the Government Youth Council’s fundraiser would also be held this Saturday in the parking lot of the Township’s Library.

XVI. COMMITTEE OF THE WHOLE

8. Clerk’s Office Quarterly Report, Clerk Mary Clark

Clerk Clark reported the following for January 1 thru May 31st:

- There was an increase in registered voters with 228 new registrations. It was anticipated that the Clerk’s Office next quarterly report would show a decline as a result of new voter identification card verifications being sent out due to the 2010 Census.
- There were 16 burials and 20 cemetery plots sold.
- There was a lot of Board activity at the Board meetings during this quarter with the month of April only having two meetings.
- The Presidential Primary was held in February, as well as a Special Waverly School election in May. The February election had a 22.48% voter turnout and the May election had a 16.45% voter turnout. The Primary and General elections would be held yet this year with the November election consistently experiencing a high voter turnout.
- Passport revenue was the highest during the months of January and April. Since staff attended passport training in May, new fee options available to the Township had been instituted and that passport revenue would reflect those increases. A breakdown of the type of passports processed was provided to the Board.
- Redistricting was done due to the 2010 Census which resulted in new precinct lines, six county commissioners, and three new facilities. The

qualified voter file was completed on May 21st. There are 23,964 registered voters within the Township. New voter identification cards were mailed by an outside vendor versus staff preparing the mailing which resulted in a savings to the Township.

- Recodification was in the final stages.
- Staff had three trainings with the Bureau of Elections for the upcoming 2012 elections. In order to train election workers, staff was required to be trained and certified by the State. Yearly passport training was on-going with in person training and on-line training every other year.
- Two vending permits were issued for firework vendors, with a third vendor in the approval process.
- Candidate filing deadline was May 15th. Staff processed 18 petitions, with 17 petitions qualifying.

9. Assessing Department's Quarterly Report, Brian Thelen

Assessing Director Brian Thelen reported the following to the Board:

- May 31st was the filing deadline for the Michigan Tax Tribunal. Staff was in the process of working through each case to determine due cause.
- The Department's secretary is on an earlier than expected maternity leave. Her duties were being allocated to department staff.
- The Board was provided with a list of Michigan Tax Tribunal new appeals for 2012 tax year which consisted of 20 cases.
- The 2012 Summer Tax Roll has been prepared. The Grand Ledge School District's millage rates had gone down and that the overall millage rate for the summer tax season was less due to a new millage rate being spread per year. Lansing School District's Sinking Fund increased their millage, and that Holt and Waverly School Districts remained the same.
- The Board was provided with the Summer Tax Roll and the differences between 2012 versus 2011. The Township was close to \$1 million less in tax revenue in the summer of 2012 than in the summer of 2011. Property values are still having a large impact on revenue.
- Principal Residence Exemption Deadline Amendment (PA114) was moved to June 1st and that a November 1st PRE deadline was added.

- Personal Property Legislation was still pending. Legislation would eventually phase out industrial personal property.
- The City of Grand Ledge Assessing Contract expired in September 2012. Staff has been working on a proposal for contract extension, but has not yet met with City of Grand Ledge officials.

XVII PUBLIC COMMENTS - None

XVIII ADJOURNMENT

Supervisor Fletcher adjourned the meeting at 6:41 p.m.

CHARTER TOWNSHIP OF DELTA

MARY CLARK, TOWNSHIP CLERK

KENNETH FLETCHER, TOWNSHIP SUPERVISOR

/as

M:\Regular Board Meeting\BD\MIN\June 18, 2012

Minutes Approved: