

Charter Township of Brandon
395 Mill Street, Ortonville, MI 48462
Regular Board Meeting Minutes
February 6, 2006 – 7:30 p.m.
Draft

Supervisor Lapp called the meeting to order at 7:30 p.m., followed by the Pledge of Allegiance.

Roll Call: Present: McCreery, Owen, Willett, Stowell, Carlson, DeWitt, Lapp
Absent: None

Approval of Agenda:

Motion by McCreery, seconded by DeWitt, to approve the agenda as amended.
All were in favor, the motion carried.

The following reports were received and placed on file:

- Building Department Report
- Fire Department Report

Recreation Report

- **Fred Waybrant:** I would like to compliment my staff, Candee Allen, Diane Lapp and Drenna Beck; they're self-motivated and want to see the best recreation for this township. The Recreation Department is in very good hands.

Sheriff's Quarterly Report

- Accidents are down 10 percent; the improvements to M-15 are making a difference.
- Drunk-driving arrests are down, as is expected when accidents are down.
- We are still getting a lot of citizen complaints about the traffic in front of the middle school.

Trustees Report

- **Willett:** Not tonight.
- **DeWitt:** Trustee Stowell will be giving the park update this evening.
- **Carlson:** That's the same with me. I have been working on No Haz.
- **Stowell:** Nothing, thank you.

Treasurer's Report

- I attended a winter workshop in Lansing a couple weeks ago on procedures.
- Taxes are coming in very slow but steady.
- We have been running into a slight problem concerning escrow accounts where the bank is applying money to the wrong account. If you have an escrow account and you got a letter from a bank, please call our office and make sure your taxes were paid. My staff worked very diligently to correct the problem.

- The Treasurer's office will be open February 14th until 7:00 p.m. The Sheriff's Department will be watching the office during this time.
- The drop box is working and in good shape.
- I have a meeting with Tom Miller, the new Superintendent of Brand School District, to go over negotiations for the summer tax collection.

Clerk's Report

- I attended a SMART meeting and we are scheduled to get a new van in 2007 or 2008.
- I attended a meeting today in Lansing and found that we can use the bulk mailing permit with a non-profit rate for election materials if we send out 200 or more. The non-profit rate is \$.17, rather than \$.39.
- We have a new Qualified Voter System that will require a new computer, but the state should be paying for that.
- The bids came in for the new ADA voting machines and the state is in the process of considering them and awarding the contracts. We will get training and will have them in the precincts in August.
- Brief history of issues being handled by the board in the 1970s and 1980s.

Supervisor's Report

- The Road Commission has done a great job keeping the road clean, even with the inclement weather.
- I met with the Drain Commissioner's office about the Allen Road Drain.
- I met with Stu Cooney and will meet tomorrow with Tom Biehl from HRC.
- I attended the Mother Son Dance, which was very good. I understand the Daddy Daughter Dance was the biggest ever. The staff at the school did a great job with the meal preparation.
- Both the Stony Point and the Upper Clinton Phase II programs are moving along.
- I have a meeting on February 15th in Lansing regarding Phase II.

Correspondence

- Senior Center Newsletter, Late Bloomers
- Senior Center, February Programs
- Dec 21/05 Minutes of Brandon Zoning Board of Appeals
- Dec 13/05 Minutes of Brandon Planning Commission

Citizen's Comments for Agenda Items only

- None

Unfinished Business

A. Policy Amendment, Medical Leave

Motion by DeWitt, seconded by McCreery, to adopt the changes of the medical leave policy.

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Roll Call: Ayes: McCreery, DeWitt, Lapp
Nays: Owen, Willett, Stowell, Carlson
Absent: None

Motion denied.

B. Brandon Township Minutes of 12/19/05 Regular Meeting

Motion by DeWitt, seconded by McCreery, to approve the minutes as presented this evening.

Roll Call: Ayes: McCreery, Willett, Stowell, Carlson, DeWitt, Lapp
Nays: Owen
Absent: None

Motion approved.

Consent Agenda

Motion by DeWitt, seconded by Stowell, to approve the Consent Agenda, which included the following items:

- Regular Township Minutes of January 9, 2006
- Supervisor: Additional FOIA Document – No Records
- 2006 Mileage Rate for Travel Reimbursement
- February Extension of Tax Deferment 998
- Regular Bills in the amount of \$34,507.71
- Pre-pays in the amount of \$329,737.11
- Trustees' Timesheets in the amount of \$1,571.48

Roll Call: Ayes: McCreery, Willett, Stowell, Carlson, DeWitt, Lapp
Nays: Owen
Absent: None

Motion approved.

New Business

A. Township Park Committee

Motion by Stowell, seconded by Carlson, to approve the expenditure of \$1,250 to have a site plan prepared for the township park by HRC.

Roll Call: Ayes: Carlson, DeWitt, McCreery, Owen, Willett, Stowell, Lapp
Nays: None
Absent: None

Motion approved.

B. Township Policy Amendment – Hours of Work and Absences

Motion by McCreery, seconded by DeWitt, to approve the proposed amendment to township policy 2.15 **Hours of Work and Absences.**

The normal work week is (40) hours within a five day period, Monday through Friday. The normal workday is 8 a.m. to 5 p.m. with a one hour unpaid lunch break. The Brandon Senior Center *and full time Senior Van Driver's* hours are 8 a.m. to 4 p.m. *The Part time Senior Van Driver works 25 hours a week. The hours worked will vary according to transportation needs and will be scheduled by the Senior Center coordinator or Township Clerk.* The Charter Township of Brandon has the right to establish and change work schedules, to determine starting and finishing times and alter employee's hours. Any changes in work schedules must be approved by the employee's supervisor.

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Roll Call: Ayes: DeWitt, McCreery, Owen, Willett, Stowell, Carlson, Lapp
Nays: None
Absent: None

Motion approved.

C. Senior Center Coordinator – Position Description

Motion by Owen, seconded by DeWitt, to approve the position description of Senior Coordinator.

Roll Call: Ayes: Owen, Willett, Stowell, Carlson, DeWitt, McCreery, Lapp
Nays: None
Absent: None

Motion approved.

D. Senior Van Driver – Position Description

Motion by DeWitt, seconded by Owen, to adopt the position description of Senior Van Driver.

Roll Call: Ayes: Willett, Stowell, Carlson, DeWitt, McCreery, Owen, Lapp
Nays: None
Absent: None

Motion approved.

E. Senior Center Coordinator – Retirement Resolution

Motion by McCreery, seconded by DeWitt, to adopt the **Resolution Honoring Wilma Merritt, Senior Center Coordinator, Edna Burton Senior Center.**

WHEREAS, Wilma Merritt will retire after 31 years of distinguished service to the Charter Township of Brandon on Feb. 15, 2006; and

WHEREAS, Wilma Merritt served as Senior Center Coordinator of the Edna Burton Senior Center for 30 years; and

WHEREAS, throughout her tenure, Wilma has been a forceful and effective advocate for the interests of seniors, standing up for their independence and dignity; and

WHEREAS, Wilma has been a friend, confidant, advisor, chief cook and bottle washer for many of the seniors of the community of Brandon and Groveland Townships and the Village of Ortonville; and

WHEREAS, Wilma's energy, passion, and dedication have been an inspiration to her fellow township employees and officials; now therefore be it

RESOLVED that the Board of Trustees of the Charter Township of Brandon wish Wilma success and happiness in her retirement and thank her for her many years of dedicated service.

Roll Call: Ayes: Stowell, Carlson, DeWitt, McCreery, Owen, Willett, Lapp
Nays: None
Absent: None

Motion approved.

F. Senior Center Coordinator Promotion Resolution

Motion by McCreery, seconded by DeWitt, to adopt the **Resolution Promoting Annette Beach to Senior Center Coordinator.**

WHEREAS, Wilma Merritt, Senior Center Coordinator for the Edna Burton Senior Center, will retire on February 15, 2006; and

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WHEREAS, The Brandon Township Board of Trustees approved promoting a Senior Van Driver to the position of Senior Center Coordinator upon Wilma's retirement; and
WHEREAS, Annette Beach has worked as Senior Center Coordinator for the last several years during Wilma's absence; and
WHEREAS, Annette has served the Senior Center and seniors for many years and is respected and trusted by them; and
WHEREAS, Annette has proven to be reliable and knowledgeable of all operations of the Senior Center; and
WHEREAS, Annette has demonstrated a desire to fill the position of Senior Center Coordinator, to work to increase attendance, programs, efficiency and to continue to serve seniors; now therefore be it
RESOLVED, That the Board of Trustees of the Charter Township of Brandon hereby promote Annette Beach to the position of Senior Center Coordinator for the Edna Burton Senior Center effective February 16, 2006.

Roll Call: Ayes: DeWitt, McCreery, Willett, Stowell, Lapp
Nays: Owen, Carlson
Absent: None

Motion approved.

G. Senior Van Program, Part Time Driver Promotion Resolution

Motion by McCreery, seconded by Owen, to adopt the Resolution to Promote Janet Wilson to Permanent Part Time Senior Van Driver.

WHEREAS, Annette Beach has been promoted from Senior Center Van Driver to Senior Center Coordinator effective February 16, 2006; and
WHEREAS, The Brandon Township Board of Trustees approved changing the full time Senior Van Driver position to a permanent, part time position of 25 hours a week; and
WHEREAS, It has always been past policy of Brandon Township to promote from within whenever possible; and
WHEREAS, Janet Wilson has worked for the Charter Township of Brandon as a Fill in Senior Van Driver for three years; and
WHEREAS, Janet has demonstrated reliability, knowledge of the requirements of the position, honesty, patience and respect for the seniors she transports; and
WHEREAS, the seniors respect and trust her; now therefore be it
RESOLVED, That the Board of Trustees of the Charter Township of Brandon hereby hire Janet Wilson to fill the position of Permanent Part Time Senior Van Driver effective February 16, 2006.

Roll Call: Ayes: DeWitt, McCreery, Owen, Willett, Carlson, Lapp
Nays: Stowell
Absent: None

Motion approved.

H. No-Haz Resolution – Contract Approval Resolution

Motion by Carlson, seconded by Owen, to approve the resolution of THE NORTH OAKLAND COUNTY HOUSEHOLD HAZARDOUS WASTE CONSORTIUM.

WHEREAS, the northern cities, villages, and townships in Oakland County are committed to protection of the natural environment and preventing toxic materials from entering our waterways and landfill resources; and
WHEREAS, the improper handling and disposal of toxic and poisonous household chemicals also pose a health risk to our citizens; and
WHEREAS, recognizing there is a need to provide regular and easily accessible household hazardous waste collection services to North Oakland County residents ; and

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WHEREAS, collection events for household hazardous waste have become widely accepted as the best way to provide citizens with a safe method of disposal of these toxic and poisonous household chemicals and for the communities to realize the economies of scale; and
WHEREAS, Oakland County, through its Waste resource Management Division, has joined these northern Oakland County Communities in creating the North Oakland County Household Hazardous Waste Consortium (NO HAZ); and
WHEREAS, the NO HAZ Interlocal agreement establishes a NO HAZ advisory board to assist and advise Oakland County in the development of the NO HAZ consortium; now therefore be it
RESOLVED, that the Charter Township of Brandon hereby approves the attached NO HAZ Interlocal Agreement and authorizes its Ronald J. Lapp, its Supervisor to execute the agreement on behalf of the municipality.

Roll Call: Ayes: Owen, Willett, Stowell, Carlson, DeWitt, McCreery, Lapp
Nays: None
Absent: None

Motion approved.

I. Fire Department Property Purchase

Motion by Carlson, seconded by Owen, to postpone this issue.

All were in favor, the motion carried.

J. Millage Restoration – Request to place on August ballot

Motion by Carlson, seconded by Owen, to place the millage restoration of .3991 on the ballot in August and authorize the 1.41 mills that were established in 1978.

Roll Call: Ayes: Stowell, Carlson, DeWitt, McCreery, Owen, Willett, Lapp
Nays: None
Absent: None

Motion approved.

Citizen's Comments

- None

Motion by Owen, seconded by Willett, to adjourn the meeting at 8:44 p.m.

Respectfully Submitted,

B. Jean McCreery, CMC
Brandon Township Clerk

Ronald Lapp
Brandon Township Supervisor

BJM/bsf

I, B. Jean McCreery, CMC, Clerk of the Charter Township of Brandon, certify that the foregoing is a true copy of the minutes of the Regular Meeting and of the motions made at the Brandon Township Meeting Board of Trustees on February 6, 2006.

B. Jean McCreery, CMC
Brandon Township Clerk