

**MINUTES OF THE REGULAR MEETING
OF THE
COTTRELLVILLE TOWNSHIP BOARD
WEDNESDAY, September 8th, 2010, AT 7:30 P.M.**

DRAFT

The Regular Meeting was called to order by Supervisor Thomas H. Raymond, followed by the Pledge of Allegiance, at 7:30 p.m. in the Board Room of the Cottrellville Township Hall. Roll Call Attendance taken.

Members Present: Supervisor Thomas Raymond, Clerk Violet C. Pfaff, Treasurer Dian Courtney, Trustee Beverly Kopec, Trustee Bernie Pelc.

D). AGENDA APPROVAL:

ACTION: It was moved by Trustee Kopec, supported by Clerk Pfaff to approve the agenda, as presented, with the following changes, deletions:

Ayes: 5; Nays: 0; Absent: 0. Motion Carried.

Under CONSENT AGENDA:

Remove E-2) Clerk's Report as of August 31st, 2010
Add H-9) Invoice from Wes Simons Trucking & Excavating Inc.

E). CONSENT AGENDA:

ACTION: It was moved by Trustee Kopec, seconded by Treasurer Courtney to approve all items as prepared on the Consent Agenda.

*Roll Call Vote: Supervisor Raymond, Aye; Clerk Pfaff, Aye;
Treasurer Courtney, Aye; Trustee Kopec Aye; &
Trustee Pelc, Aye.*

Ayes: 4; Nays: 0. Motion Carried.

Items approved on Consent Agenda are as follows:

- 1). Township Board Minutes:
 - a). Regular Meeting of August 11th, 2010.
 - b). Special Meeting of September 1st, 2010.
- 2). Removed this item from the Agenda: Clerk's Report as of August 31st, 2010.
- 3). Financial Report of Investments as of 09/02/2010.

Minutes of the Regular Meeting of the
COTTRELLVILLE TOWNSHIP BOARD
September 8th, 2010
Page Two

- 4). Approval of Payroll Checks
- 5). Approval of Accounts Payable
- 6). Continuing Education Requests:
 - a). Memo from Bldg Official William Klaassen to compensate him for Mileage to Traverse City for Bldg Official Fall Seminar Conference, Monday, Sept 27th, 28th, 29th & 30th, leave October 1st, 2010. Share expenses with Algonac & China Twp for class, hotel, mileage.
- 7). Correspondence:
 - a). Marine City Fire Department Runs Report for August, 2010.
 - b). No Report for Ira Twp Fire Department, Runs for June, or July, or August 2010, because there were no runs for Township.

F). OPEN SESSION – ANYONE WISHING TO ADDRESS THE BOARD MAY DO SO AT THIS TIME.

This open session began at 7:35p.m. & concluded at 7:41 p.m. One resident from Shea Road handed each Board Member a copy of a letter regarding her yard, & formally requested she be placed on the "Punch List" regarding the restoration of the work where the water main crossed her property.

G). UNFINISHED BUSINESS:

- 1). Update on Twp Park: Park received more asphalt millings, 11 loads of free gravel mix from Astec Asphalt Inc., Brown City. Township received 20 loads from TK & Associates Inc., which we paid \$150 per load for and another 29 plus loads from Astec for \$125 each. Wes Simons has been doing the dozing, grading & leveling by the hour for these deliveries.
- 2). Update on Restoration Clean Up of Water District No. 3 & No.4. Supervisor Raymond advised "DiPonio is still not officially done yet, and until they tell us they are, we have to wait." Mr. Raymond will invite David Lewandowski to next meeting and hope to have a punch list prepared by the end of the month.
- 3). Mr. Raymond was asked to send a letter to Mr. McNamee regarding the sewer & water ordinance.

- 4). Update on meeting with Clerk, Supervisor, DPW Superintendent & Meter Reader. Clerk supplied the letters mailed out this month regarding:
 - a). A copy of the letter sent out to water billing residents who have yet to allow the Twp to install the Sensus meter.
 - b). A copy of the letter to residents that require a new meter pit outside of their home for a new Sensus meter.

It was also discussed that the master meter at Shangri-La Village Homes needs to be calibrated as it has not been done in the about four years. Etna Supply shall be asked to give us a price on a new meter for the Trailer Park.

ACTION: It was moved by Trustee Pelc, supported by Treasurer Courtney to request the change out of the Shangri-La Village Homes trailer park master meter, cost of the meter and labor to change out, "not to exceed" \$5,000.

All Ayes. Motion Carried.

- 5). Water Rate Study -- Mr. Raymond advised he has contacted Mr. John Julien of H.J Umbaugh & Associates, to speak to the Twp Board at our next meeting in October. Also notation was made to contact Township Attorney John McNamee regarding Ira Twp, and the City Marine City reference recent rate increases for sewer & water and to send a formal letter to schedule a meeting to discuss the current water billing rates.

H). NEW BUSINESS:

- 1). Discussion of the meeting with the Township Auditors indicated that the Auditors thinks Cottrellville Township "looks good."
- 2). Memo from Treasurer's Office/Clerk's Office, is requesting permission to send out letters to the residents delinquent with water and/or sewer payments, stating if the payments are not received, in house, the delinquent amount will be rolled to their winter tax bill. Treasurer requests this be sent out by October 1st. Special Assessments for Water District 2A, 3, 4, and Carroll Street water & sewer, will not be received after October 31st, 2010. This cut-off date is to give the Treasurer time to balance with the County, prior to printing he winter tax bill.

ACTION: Moved by Trustee Pelc, supported by Treasurer Courtney to authorize the Clerk to send out letters for delinquent sewer & water only. All Ayes. Motion Carried

- 3). Request for approval of Debt Retirement Bond Payment for Water District 2A.

ACTION: Moved by Trustee Pelc, supported by Trustee Kopec to approve the Payment to St. Clair County for Debt Retirement Bond for Water Supply System No. XII Series 2008 (Water District 2A), due October 1st, 2010 in the amount of \$28,687.50 in interest, and \$75 for paying agent fees, upon satisfaction of Treasurer Courtney after she calls and get the explanation for the \$75 charge.

*Roll Call Vote: Supervisor Raymond, Aye; Clerk Pfaff, Aye;
Treasurer Courtney, Aye; Trustee Kopec, Aye;
Trustee Pelc, Aye.*

Ayes: 5; Nays: 0; Motion Carried

- 4). **ACTION:** Motion by Trustee Pelc, seconded by Clerk Pfaff to approve payment by St. Clair County out of Bond Proceeds (WD No. 3 & No. 4) to DiPonio Contracting for pay Estimate #8 in the amount of \$137,365.08.

*Roll Call Vote: Supervisor Raymond, Aye; Clerk Pfaff, Aye;
Treasurer Courtney, Aye; Trustee Kopec, Aye;
Trustee Pelc, Aye.*

Ayes: 5; Nays: 0; Motion Carried.

- 5). **ACTION:** Motion by Supervisor Raymond, seconded by Trustee Pelc, to pay David C. Lewandowski, Consulting Engineer, invoice #460, dated 9-1-2010 for inspection work performed on DiPonio during Water District No. 3, in the amount of \$6,892.50.

During the Discussion, Supervisor Raymond went on record stating that the township will probably have to put his malpractice insurance agent on notice regarding this project. Treasurer Courtney questioned how much was left owing on Mr. Lewandowski's contract.

*Roll Call Vote: Supervisor Raymond, Aye; Clerk Pfaff, Aye;
Treasurer Courtney, Nay; Trustee Kopec, Aye;
Trustee Pelc, Aye.*

Ayes: 4; Nays: 1; Motion Carried.

- 6). Discussion of e-mail from Paul Stauder, cc: Harold Bulger re: balance of unspent bond proceeds from Water District 2A. Supervisor Raymond advised, though he has not researched this as yet, there is a formula for calculating this refund, once the job is completed. Treasurer Courtney advised she hasn't completed her research either, and this would be for FYI only.
- 7). Adoption of the following Resolutions due to date changes only:
 - a). Resolution # R-2010-12, to impose property tax administration fee. During discussion, it was explained by Treasurer Courtney that the 0.7128% is the cost to process the tax bills. Trustee Pelc advising that our taxes went down 30%, "why is the Administration fee is going up?" It was explained that it is not going up, the Twp can levy up to 1% & we only levy .7128%. Trustee Kopec questioned the amount, stating she believes that the 0.7128% is the township operating cost determined by the County; that her tax bill says the administration fee to collect taxes is .75% not 0.7128%.

ACTION: Moved by Supervisor Raymond, supported by Clerk Pfaff, to approve Resolution R-2010-12 approving the administration fee to be the same as last year, 0.7128%.

Roll Call Vote: Supervisor Raymond, Aye; Clerk Pfaff, Aye; Treasurer Courtney, Aye; Trustee Kopec, Nay; Trustee Pelc, Nay.

Ayes: 3; Nays: 2; Motion Carried.

- b). **ACTION:** Moved by Supervisor Raymond, seconded by Treasurer Courtney to approve the Resolution #R-2010-20 to adopt the last day the Treasurer may accept payments on Special Assessments & liens prior to placing accounts on Winter Tax Roll for the Current Year; changing the amount to delinquencies over \$50.

Roll Call Vote: Supervisor Raymond, Aye; Clerk Pfaff, Aye; Treasurer Courtney, Aye; Trustee Kopec, Aye; Trustee Pelc, Aye.

Ayes: 5; Nays: 0; Motion Carried.

- c). Resolution R-2010-21 to spread delinquent Special Assessments & liens on 2010 Tax Roll.

ACTION: Moved by Supervisor Raymond, supported by Trustee Pelc to approve Resolution R-2010-21 to spread delinquent Special Assessments and Liens on 2010 Tax Roll.

Roll Call Vote: Supervisor Raymond, Aye; Clerk Pfaff, Aye; Treasurer Courtney, Aye; Trustee Kopec, Aye; Trustee Pelc, Aye.

Ayes: 5; Nays: 0; Motion Carried.

- 8). Resolution to Revoke the Industrial Development District Certificate No. 2004-314.

ACTION: Moved by Supervisor Raymond, supported by Treasurer Courtney to approve the resolution to revoke the Industrial Development District Certificate No. 2004-314, as R-2010-03, Manter Technologies.

Roll Call Vote: Supervisor Raymond, Aye; Clerk Pfaff, Aye; Treasurer Courtney, Aye; Trustee Kopec, Aye; Trustee Pelc, Aye.

Ayes: 5, Nays: 0; Motion Carried.

Treasurer Courtney advised that no 2009 are paid – as Mr. Manter closed up shop. The tax stays with the property from 2010 forward & she collects what is not paid for 2009.

- 9). Wes Simons Trucking & Excavating Invoices, for Time & Material to receive & level asphalt millings from TK & Associates, install a drain line between parking lot & pavilion, excavate swale ditch along east property line; receive 29 more loads of asphalt millings from Astec Asphalt, received 11 free loads of gravel from Astec, rebuilt area of walking path, adding new walking path along north side of playground, dressing up existing path around park. Work completed through September 4th, 2010, in the amount of \$9,810.00, invoices 09/10-219 & 09/10-220.

ACTION: Moved by Supervisor Raymond, seconded by Trustee Kopec to approve the payment of \$9,810.00 for invoices 09-10-219 in the amount of \$6,550 and 09/10-220 in the amount of \$3,260, grand total of \$9,810, requesting Simons to provide exactly where the work was done in each area of the park for

which invoices, and allow the Supervisor to approve the release of the check once he is satisfied with the explanation.

Roll Call Vote: Supervisor Raymond, Aye; Clerk Pfaff, Aye; Treasurer Courtney, Aye; Trustee Kopec, Aye; Trustee Pelc, Aye.

Ayes: 5; Nays: 0; Motion Carried.

I). SUPERVISOR'S REPORT:

- 1). Reminder of the next Food Pantry scheduled for Wednesday, October 13th, 2010 at the Marine City Airport, coffers only have \$175 for this drive.
- 2). Reminder of the news articles to be put in the Township Newsletter that will be going out in the December 1st Winter Tax Bills. Treasurer Courtney requests that all articles be in her office by November 2nd. Final printed & folded copies, must be in her hands on November 15th to include it with her mailing of the tax bills.

J). PUBLIC COMMENTS: Public Comments began at 9:25 p..m. ended at 9:35 p.m.

Clerk Pfaff advised that she would need more money for the election line item of the budget, prior to the election in November, in order to pay help to get out the Absentee Voter's Ballots, and perform the actual election. Supervisor Raymond promised to have something at the next Board Meeting showing what is left, and asked her to estimate what the Clerk feels she needs to finish the fiscal year.

Supervisor Raymond is going to invite Mark Brochu to the next Town Hall Meeting regarding the proposed park acaquisition.

Supervisor advised that he has spoken with Phil Porte of BMJ Engineers & Surveyors regarding the 10 ft wide specs for the completion of the Bike Path in Cottrellville Township. We shall be attempting to get help from the St. Clair County Foundation to help us work on this project.

Phase II & Phase III to continue the Bridge to Bay Trail is an important item that was listed on the Parks & Recreation Survey that was conducted by mail this past summer. Many of our residents would like to see it completed, and hopefully, not the last city or township to close in the project.

Minutes of the Regular Meeting of the
COTTRELLVILLE TOWNSHIP BOARD
September 8th, 2010
Page Eight

K). **ADJOURNMENT:** With no further business to conduct, the meeting was adjourned at 9:49 p.m.

Respectfully submitted by:

Violet C. Pfaff, Clerk
COTTRELLVILLE TOWNSHIP

Thomas H. Raymond, Supervisor
COTTRELLVILLE TOWNSHIP

VCP/mas