

KOCHVILLE TOWNSHIP
BOARD MEETING
MINUTES OF
January 14, 2013

1. Open Board Meeting

The Regular Board Meeting was called to order at 7:30 p.m. by Supervisor Loiacano. The Pledge of Allegiance was recited.

2. Roll Call

PRESENT: Supervisor Loiacano, Clerk Machata, Treasurer Brewster, and Trustee Ferrell. Trustee Thon-absent (excused).

ALSO PRESENT: Steve King, Twp Manager/DDA Director; Mike Comstock, DPW Manager; Alan Malesky, Fire Chief; and John Kaczar, Municipal Analytics. There was one resident (Don Jackson-Planning Commission).

3. Agenda Approval

Motion was made by Clerk Machata and seconded by Supervisor Loiacano to approve agenda with the following change: under Unfinished Business, add item 8 (j) Rental Housing Ordinance. Motion carried.

AGENDA
KOCHVILLE TOWNSHIP BOARD OF TRUSTEES
JANUARY 14, 2014 – 7:30PM

KOCHVILLE TOWNSHIP HALL - 5851 MACKINAW RD - SAGINAW, MI 48604

1. *Open Meeting – Pledge of Allegiance*
2. *Roll Call*
3. *Approval of Agenda*
4. *Public Comment (Open to the Floor)*
5. *Communications / Information (Receive & File)*
 - a. *Newsletter / Parks & Recreation Survey Mailing*
6. *Reports*
 - a. *Financials – Treasurer Brewster*
 - b. *Other Committees / Departments*
7. *Consent Agenda (Approvals and Removals)*
 - a. *Meeting Minutes of December 17, 2013*
 - b. *Payment of the Regular Bills*
 - c. *Next Regular Township Board Meeting: Tuesday, February 25, 2014*
8. *Unfinished Business*
 - a. *FY 2013/14 Budget Amendments*
 - b. *FY 2014/15 Budget Proposal – Presentation*
 - c. *Township Manager Ordinance*
 - d. *Personnel Policy Amendments*
 - e. *Water/Sewer Rates Discussion*
 - f. *Township Staff Salaries Adjustment for FY 2014-15*
 - g. *Township Phone System*
 - h. *Site Plan Fee Schedule*
 - i. *Accounting Technician Position Scope – Discussion/Approval*

9. *New Business*

- a. *Capital Improvements Plan – FY 2014/15 – FY 2019/20*
- b. *Auditor Contract*
- c. *Master Plan Update – Proposed contract with McKenna Associates*
- d. *Resolution: 2014 Board of Trustees Meetings Calendar*
- e. *Resolution: Amendment to Credit Card Policy*
- f. *Interlocal Agreement for Shared Services (Community Development) w/ Saginaw Township*
- g. *Township Overtime Policy*
- h. *Township Hall Closure Policy*
- i. *Waste Assessment Refund*

10. *Manager Comments*

11. *Board Member Comments*

12. *Adjournment*

4. Public Comments –

Don Jackson, Mackinaw Rd, gave a briefing on the election of the Planning Commission Officers. He asked the Board to approve the CIP (Capital Improvement Plan), and also discussed the Office Supervisor being paid per meeting as a stenographer similar to an independent contractor.

5. Communications/Information (Receive & File)

- a. Newsletter/Park & Recreation Survey Mailing

6. Reports

- a. Financial Report Ending December 31, 2013

Treasurer Brewster read the balance for each of the following funds for the month of December 31, 2013.

a)	General Fund	\$597,557.01	\$1,098,169.75
b)	Fire Fund	\$231,023.89	\$231,123.89
c)	Building		\$62,447.92
d)	Debt Service Fund – Kochville Road		(\$14,832.50)
e)	Sewer Fund	\$107,788.21	\$308,824.58
f)	Water Fund	\$117,833.84	\$368,161.60
g)	Tax Collection		\$403,317.44

Total of all Funds \$	\$1,519,968.31	\$2,457,212.68
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- b. Other Committees/Departments – None

7. Consent Agenda (Approvals and Removals)

- a. Meeting Minutes of December 17, 2013.
- b. Payment of the Regular Bills
- c. **Next regular scheduled Board meeting: Tuesday, February 25, 2014 @ 7:30 pm.**

Moved by Clerk Machata and seconded by Treasurer Brewster to approve the consent agenda with the following change to the December 17, 2013 minutes of the Regular Board Meeting -Under New Business 10(f) omit Steve King's name once (in twice). Motion carried.

8. Unfinished Business

- a. FY 2013/14 Budget Amendments
Moved by Clerk Machata and seconded by Treasurer Brewster to approve Budget Amendments as presented. Township Manager Department addition to General Ledger. Motion carried.
ROLL CALL VOTE:
Ayes: Ferrell, Brewster, Machata, and Loiacano
Nays: None
Absent: Thon
- b. FY 2014-15 Budget Proposal – Presentation
Twp Manager, Steve King talked about budget and then turned the discussion over to John Kaczar from Municipal Analytics.
- c. Township Manager Ordinance – 14-01
Moved by Clerk Machata and seconded by Supervisor Loiacano to approve Ordinance #14-01 as amended - removed “with the exception of contract employees of the township,” from Section 4 B (1). Motion carried.
ROLL CALL VOTE:
Ayes: Ferrell, Brewster, Machata, and Loiacano
Nays: None
Absent: Thon
- d. Personnel Policy Amendments
Moved by Clerk Machata and seconded by Trustee Ferrell to “table” the Personnel Policy Amendments. Motion carried.
- e. Water/Sewer Rates Discussion
Moved by Treasurer Brewster to raise the sewer basic rate from \$2.00 to \$3.75 and the RTS from zero to \$9.00 effective 2/1/13. Due to lack of support, motion failed. Moved by Treasurer Brewster and seconded by Clerk Machata to adopt Resolution 14-003 as presented. Motion carried.
ROLL CALL VOTE:
Ayes: Ferrell, Brewster, Machata, and Loiacano
Nays: None
Absent: Thon
- f. Township Staff Salaries Adjustment for FY 2014-15
Township Manager, Steve King, said he will approach the Township Board in the future.
- g. Township Phone System
Discussion is still on-going
- h. Site Plan Fee Schedule
Township Manager discussed proposing in the future the Site Plan Fee Schedule be in Resolution format. A board discussion also took place.
- i. Accounting Technical Position Scope-Discussion/Approval
Moved by Clerk Machata and seconded by Supervisor Loiacano to move forward and place an ad in a newspaper for the Accounting Clerk position. Motion carried.

- j. Rental Housing Ordinance
Moved by Trustee Ferrell and seconded by Supervisor Loiacano to move forward with approving McKenna Associate's proposal of \$3,750 to amend Rental Housing Ordinance. Motion carried.
ROLL CALL VOTE:
Ayes: Ferrell, Brewster, Machata, and Loiacano
Nays: None
Absent: Thon

9. New Business

- a. Capital Improvements Plan – FY 2014/15 – FY 2019/20
Moved by Treasurer Brewster and seconded by Clerk Machata to approve a Capital Improvements Plan for FY 2014/15 – FY 2019/20. Motion carried.
- b. Auditor Contract
Township Manager spoke about RFP's being sent out regarding an Auditor Contract and will have more information in the future.
- c. Master Plan Update – Proposed contract with McKenna Associates
Moved by Trustee Ferrell and seconded by Treasurer Brewster to approve McKenna Associates proposal of \$5,500 to update master plan. Motion carried
ROLL CALL VOTE:
Ayes: Ferrell, Brewster, Machata, and Loiacano
Nays: None
Absent: Thon
- d. Resolution: 2014 Board of Trustees Meetings Calendar – Resolution 14-001
Moved by Treasurer Brewster and seconded by Clerk Machata to approve Resolution 14-001. Motion carried.
- e. Resolution: Amendment to Credit Card Policy – Resolution 14-002
Moved by Clerk Machata and seconded by Supervisor Loiacano to approve Resolution 14-002. Motion carried.
ROLL CALL VOTE:
Ayes: Ferrell, Brewster, Machata, and Loiacano
Nays: None
Absent: Thon
- f. Interlocal Agreement for Shared Services (Community Development) w/ Saginaw Township
Moved by Clerk Machata and seconded by Supervisor Loiacano to "table" this issue until a later date. Motion carried.
- g. Township Overtime Policy
Moved by Trustee Ferrell and seconded by Supervisor Loiacano to approve Office Supervisor (Tammy Bressette) to be paid \$75 per meeting to transcribe minutes for the Planning Commission meetings pending attorney approval.
ROLL CALL VOTE:
Ayes: Ferrell, Brewster, Machata, and Loiacano
Nays: None
Absent: Thon
- h. Township Hall Closure Policy – Discussed but no action taken

i. Waste Assessment Refund –

Moved by Treasurer Brewster and seconded by Supervisor Loiacano to approve a waste assessment refund for parcel #18-13-4-21-1003-000 for \$256.00. (\$128/year) Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Brewster, Machata, and Loiacano

Nays: None

Absent: Thon

10. Manager Comments/Information - None

11. Board Comments

Trustee Ferrell explained the process of a stenographer to Board. She would like to see a podium for public comment and people addressing the Board.

Clerk Machata thanked Trish Foerster for 10+ years of service as a Fire Fighter.

Treasurer Brewster asked Fire Chief Malesky for the front page of the cost Recovery invoices.

Supervisor Loiacano talked about the road commission regarding salting and snow removal. He also discussed garbage pickup.

12. Adjourn Meeting

Moved by Treasurer Brewster and seconded by Clerk Machata to adjourn the meeting at 9:42 p.m. Motion carried



Kevin Machata, Clerk

2/26/14

Date