



Montrose Charter Township
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Montrose Township Regular Board Meeting
January 20, 2009

The meeting was called to order by Supervisor Mark Emmendorfer at 7:00pm.

The meeting began with the Pledge of Allegiance to the Flag.

Roll Call:

Present- Mark Emmendorfer, Gary Keeler, Tom Tithof, Don Sullivan, Dan Hill,
 Linda Miller, Fred Domine.

Absent- None

Citizens Comments: None.

Minutes:

Dan Hill made a **Motion** to accept the minutes of the December 16, 2008 Regular Board meeting as written. Support for the motion by Tom Tithof. Vote- All yes. Motion passed.

Gary Keeler made a **Motion** to accept the minutes of the December 30, 2008 Special Board meeting as written. Support for the motion by Dan Hill. Vote- All yes. Motion passed.

Treasurers Report:

Treasurer, D. Sullivan gave the treasurers report.

Revenue/Expenditure Report:

Supervisor M. Emmendorfer presented the Revenue/Expenditure report which is on file with these minutes.

Presentation of Bills:

Don Sullivan made a **Motion** to pay all the bills as presented. Support for the motion given by Tom Tithof. Vote- Emmendorfer (yes), Domine (yes), Sullivan (yes), Tithof (yes), Keeler (yes), Hill (yes), Miller (yes). Motion passed.

Reports:

Fire- Monthly and Annual Reports on file. Administrator Ellis said that the Fire Department has added a new employee.

Police- Monthly and Annual Reports on file.

Building/ Assessing Department- Monthly and Annual Reports on file.

Building and Grounds- Report on File.

Senior Center- Report on file. Sandy said numbers have been down but the Jamboree was a success. They have scheduled another Jamboree for February 12, 2009.

Business:**John Daly;**

Supervisor Emmendorfer said that Mr. Daly had injured himself and would not be at the meeting.

Archie Bailey;

County Commissioner, Archie Bailey presented Albert Rush with a Plaque from the Genesee County Board of Commissioners acknowledging Albert's retirement and his fifty five years of service to the Montrose Township Fire Department.

Montrose Veterans Bell Memorial Project request;

Supervisor Emmendorfer referenced a letter dated January 9, 2009, from Jim Stewart requesting Montrose Township set aside an area at the top of the former sledding hill at the Barber Memorial Park for the location of the proposed Veterans Memorial Building. Mark explained that it would probably take several years for the veterans to collect the necessary funds to complete this project and it would be beneficial to enter into a lease with them to ensure this area is reserved for the Veterans Memorial Building.

Don Sullivan made a **Motion** to adopt a Resolution and enter into a lease with the Montrose Veterans Bell Memorial Project Inc. This will allow the Bell Committee to erect a sign in Barber Memorial Park at the proposed site of the Memorial Bell Building and will ensure this site will be available for the Memorial Building through Jan1, 2016. Support for the motion by Gary Keeler. Vote all yes. Motion passed.

M-57 Heritage Route Resolution;

Supervisor Emmendorfer explained the Heritage Route designation and how it could help Montrose Township. Adopting this resolution would gain free advertising for businesses located along the M-57 corridor and help to promote our community.

Don Sullivan made a **Motion** to adopt the Resolution endorsing the M-57 Heritage Route designation by the State of Michigan Department of Transportation. Support for the resolution by Tom Tithof. Vote- All yes. Motion passed.

Identity Theft Resolution;

Attorney, Otis Stout, explained the purpose of adopting this resolution is to “detect, prevent and mitigate identity theft” in connection with the opening of a covered account or any existing account. The township Treasurer is designated as the privacy officer to implement and administer this program. The privacy Officer, with assistance from the Township Supervisor, is responsible for developing appropriate written procedures and internal controls to assure compliance with the act.

Dan Hill made a **Motion** to adopt the Resolution Policy to prevent Identity Theft. Support for the motion by Tom Tithof. Vote- All yes. Motion passed.

C M Ambulance Report;

Supervisor Emmendorfer explained the Township did not owe any money to C M Ambulance for the month of December 2008. C M had 66 calls of which 12 were refusals, cancels or standbys. Based on these numbers, the projected revenue is \$18,941.70. Therefore Montrose Township does not have to pay for any shortfall.

Archie Bailey said that the technology is being re-examined to have AVI's installed on every ambulance in Genesee County. This will enable dispatchers to know the location of every ambulance within the county. Bailey said that this program will be implemented beginning January 30, 2009.

Remove Special Assessment from Parcel 13-12-200-006;

This is a retired parcel. It was split into parcels 13-12-200-013 and 13-12-200-014 in September of 2007 and therefore, there should not be any garbage collection charges on this parcel.

Dan Hill made a **Motion** to remove the garbage assessment from parcel 13-12-200-006. Support for the motion by Gary Keeler. Vote- All yes. Motion passed.

BS&A Software Updates;

BS&A, the Townships' provider of computer software for “Accounts Payable, General Ledger, Cash receipting, Payroll, Taxes and Assessing” has introduced a new version of their software. This software is known as .Net Systems. Because Montrose Township has purchased our software recently, we are able to receive this new software for a reduced price. The Tax.Net and Equalizer Assessing.Net software has a price of \$9,000.00. The township can purchase them for \$1,240.00 plus \$700.00 for On-Site installation. The annual service and support for this software is \$1,800.00. The Equalizer General Ledger.Net, Equalizer Accounts Payable.Net, Equalizer Cash Receipting.Net, and Equalizer Payroll.Net have a total price of \$12,680.00. There will be no cost to the township for this software because our existing software was purchased within the past 12 months. The On-Site installation charge would be \$2,100.00 and the annual Service and support would be \$2,530.00.

The Hardware requirements to run this software will require us to replace our existing server. Our existing server could be sent to the Police Department. They currently use a desk top computer as their server so this would be a huge improvement. The estimated cost to replace our server is \$4,400.00.

Gary Keeler made a **Motion** to amend the budget in the amount of \$10,115.00 and to purchase the BS&A software and the new hardware required to run this software. Support for the motion by Don Sullivan. Vote- Emmendorfer (yes), Domine (yes), Keeler (yes), Miller (yes), Hill (yes), Tithof (yes), Sullivan (yes). Motion passed.

Resolution for Determining the Value of Donated Property;

Attorney Stout was asked to provide a recommendation for accepting and assigning a value to donated property at our December Board meeting. Supervisor Emmendorfer explained that it was the attorney's recommendation that the township adopt a resolution which would adopt by attachment "IRS Publication 561" entitled "Determining the Value of Donated Property.

The person or entity who needs to decide the value of the donated item to the township is the person or entity that is the donor.

Dan Hill made a **Motion** to send this recommendation to the Policy and Procedure Committee for their review. This motion failed for lack of support.

Gary Keeler made a **Motion** to adopt the "Resolution for Determining the Value of Donated Property" as recommended by Attorney Otis Stout. Support for the motion by Linda Miller. Vote- All yes. Motion passed.

Jennings Memorial Library Contract;

Supervisor Emmendorfer explained the current situation with the Jennings Memorial Library. The school owns the property and the library building. The school has been doing the janitorial work, Mowing, Snow removal, light maintenance, etc. Last year, the schools financial investment for the library was about \$6,200.00. They are willing to keep doing the things that they have been doing for the library but are not willing to make any major investment into the library. The city has been paying ½ of the utilities for the library and do not feel that they can make a greater investment.

Mark, said that he would like the township to enter into a lease with the school for the library. He would then like the township to enter into an agreement with the Genesee County Public Library. Finally, he would like to draft an agreement between the township and the city pertaining to the library. Discussion took place on this issue.

Tom Tithof made a **Motion** to authorize Supervisor Emmendorfer to meet with Montrose Schools, The City of Montrose and the Genesee County Library to work out these agreements. Support for the motion by Gary Keeler. Vote- All yes. Motion passed.

Adopt 2009 Holiday Schedule for Montrose Township;

Supervisor Emmendorfer presented the 2009 Holiday Schedule for the township and asked that it be adopted by the Township Board.

Gary Keeler made a **Motion** to adopt the Montrose 2009 Holiday schedule as presented. Support for the motion was given by Dan Hill. Vote- All yes. Motion passed.

2009 Budget: Sewer Fund / Water Fund / Police Fund Approval & Amendments;

Supervisor Emmendorfer explained that the Township Board had adopted the 2009 budget with the exception of the Sewer Fund. He said that he contacted the county and they provided him with updated numbers. The proposed Sewer Budget would be \$190,511.00 revenue and \$178,192.00 expenditure for a projected surplus of \$12,319.00.

Dan Hill made a **Motion** to adopt the 2009 Sewer Fund Budget as presented. Support for the motion by Gary Keeler. Vote- Keeler (yes), Domine (yes), Miller (yes), Sullivan (yes), Tithof (yes), Hill (yes), Emmendorfer (yes). Motion passed.

Water Fund;

Emmendorfer explained that while talking with the County about the sewer billing numbers he realized that there were some errors in the Water Fund Budget. Supervisor Emmendorfer said that he would like to amend the Water Fund also. The new numbers for the Water Fund would be revenue of \$301,938.00 and Expenditure of \$270,860. This results in a budget surplus of \$31,078.00. Supervisor Emmendorfer asked the Township Board to amend this budget. These figures are based on water usage of 8 million gallons a year.

Fred Domine made a **Motion** to approve the amended Water Fund Budget as presented. Support for the motion by Dan Hill. Vote- Domine (yes), Sullivan (yes), Tithof (yes), Miller (yes), Keeler (yes), Hill (yes), Emmendorfer (yes). Motion passed.

Police Fund;

Supervisor Emmendorfer explained that the \$25,000.00 transfer-in figure for the 2009 Police Budget was for the purchase of a new police car. At the December budget meeting it was thought that this \$25,000.00 was an error created when the township switched from Fund Balance to BS & A. However, Chief Ellis has expressed the desire to replace one police car on a year. This will keep the police fleet up to date and we won't find ourselves in a situation where we have to replace multiple vehicles at the same time because they have excess mileage or are deemed not safe to operate.

Dan Hill made a **Motion** to transfer the \$25,000.00 back from 207-000-694.000 to 207-000-699.000. Support for the motion by Gary Keeler. Vote- Domine (yes), Sullivan (yes), Tithof (yes), Miller (yes), Keeler (yes), Hill (yes), Emmendorfer (yes). Motion passed.

Board of Review Dates;

Dennis Miller has requested that the Board of Review meet on March 10th, 2009 from 9:00AM – 7:00PM and March 11th, 2009 from 1:00PM – 8:00PM. Dennis is requesting the Township Board approve these dates.

Gary Keeler made a **Motion** to approve the Board of Review meeting dates of March 10th and March 11th. Support for the motion by Linda Miller. Vote- All yes. Motion passed.

Other Business:

Supervisor Emmendorfer Discussed the DNR Grant Application. The Township was not selected for a DNR Grant in 2008. He explained that the Township had spent about \$5,000.00 for this Grant application in 2008.

He also explained that the Grant application could be resubmitted to the State at a cost of about \$1,500.00 for the year 2009. We came very close to receiving the Grant last year, in fact at one point, it was indicated to us that we should receive it but, at the last minute it appeared politics got in the way and we lost out.

Tom Tithof made a **Motion** for the Charter Township of Montrose to re-apply for the DNR Grant for 2009. Support for the motion by Dan Hill. Vote- Domine (yes), Sullivan (yes), Tithof (yes), Miller (yes), Keeler (yes), Hill (yes), Emmendorfer (yes). Motion passed.

Cost Recovery Ordinance;

Supervisor Emmendorfer said that Attorney Stout has prepared a Cost Recovery Ordinance and the Ordinance is under review by the Police and Fire Departments.

Dan Hill Budget; Concerned about budget amendments and 2008 transfers in and transfers out.

Dan Hill Distressed Home Sales; Dennis Miller explained the guide lines that he must operate under.

Citizens Time;

Patti Payne said the toilet seat at the library needs replacing. Mark said he would relay message to the proper people to get the seat replaced or repaired.

Les Christensen asked about the Landfill being sold? Mark explained that when Republic bought out Allied, the federal government told them they had to divest themselves of the Brent Run Landfill located in Montrose Township. It is for sale but has not been sold as of this time.

Adjournment;

Gary Keeler made a **Motion** to adjourn the meeting. Support for the motion given by Don Sullivan. Vote- All yes. Meeting adjourned at 9:45pm.

Submitted by
Fred Domine, Township Clerk

Mark Emmendorfer, Supervisor

Fred Domine, Clerk

Mark Emmendorfer - Supervisor **Fred Domine** – Clerk **Donald Sullivan** – Treasurer
Township Trustees - **Gary Keeler, Dan Hill, Linda Miller, Tom Tithof**