



Montrose Charter Township
139 S. Saginaw Street, P.O. Box 3128 Montrose, MI 48457
Phone (810) 639-2021 Fax (810) 639-3207

Montrose Township Regular Board Meeting
June 16, 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, Fred Domine, Don Sullivan, Tom Tithof, Gary Keeler, Dan Hill, Linda Miller. Absent- None

Citizens Comments:

Matt Fejedelem 13425 Nichols Road said that the ditch floods in front of his house and causes water to back up into his yard. Supervisor Emmendorfer said he would look into this matter.

Minutes:

Tom Tithof made a **Motion** to approve the minutes of the May 19th 2009 meeting as presented. Support for the motion was given 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 the bills as presented. Support for the motion by Gary Keeler. Vote- All yes. Motion passed.

Reports:

Fire-

Chief Ellis reported that fireman, Jason Eldred, has returned from Iraq. Ellis also said that the 100 Club has made a donation of \$2,000.00 to the Montrose Township Fire Department. The fire department is also going to conduct training for fires in Hybrid Vehicles.

Police-

Chief Ellis said that the 100 Club will be presenting a Hero Award to Officer Jeff Przepiora for saving the life of a fisherman whose boat capsized in a pond located in the township. Ellis also said that Officer Matt Payne will be off for the summer because of illness. Other items relayed by the Chief; Crime Cog (DDP) has selected Montrose Township as an alpha test site for its new software and the department will be able to terminate its T-1 telephone line with AT&T and CenturyTel.

Building/ Assessing Department-Building and Grounds-

Supervisor Emmendorfer said that we are eliminating the well at the cemetery and will connect the entire cemetery up to the municipal water line. We have had problems with the electricity at the cemetery and would have to bury a new wire to the pump to continue using it.

Senior Center-

Sandy said that the Senior Center was closed four days in May and this lowered the numbers for the month. Sandy also said that she had passed the Food Managers course required by the Genesee County Health Department beginning this year.

C M Ambulance-

No payment was due to C M Ambulance for the Month of May.

Business:Abraham and Gaffney Audit Results:

Bill Tucker of Abraham and Gaffney presented the Township Board with the results of our annual Audit.

Overall, Montrose Townships, financial position is good. We have an unreserved Fund Balance of \$422,188.00 which is 36% of our annual budget. Abraham and Gaffney recommend's a minimum Fund Balance of 15%-20%.

Montrose Township had General Fund expenditures of \$1,091,443.00 for the 2008 fiscal year and total expenditures of \$2,156,450.00.

Abraham and Gaffney recommend that we adopt a Fraud, Risk Management policy and a Code of Conduct policy.

The Police Fund ended the with a deficit financial position. Michigan Public Act 275 of 1980 provides that a governmental entity shall not have deficits in one or more of the unreserved fund balances. Abraham & Gaffney recommends that the township file a corrective action plan with the State of Michigan.

A Complete copy of the 2008 Audit is on file at the Township office.

Gary Keeler made a **Motion** to accept the audit results of Abraham & Gaffney for the 2008 fiscal year. Support for the motion by Don Sullivan. Vote- Domine (yes), Keeler (yes), Sullivan (yes), Tithof (yes), Hill (yes), Miller (yes), Emmendorfer (yes). Motion passed.

Assessor Contract with the City of Montrose;

The City of Montrose has requested proposals for assessing and Supervisor Emmendorfer wanted to know if the Township Board would be interested in providing these services to the City.

Tom Tithof asked if Dennis Millers hours would change if the city accepted our contract? Mark's answer was no.

Our proposal to the city is to provide assessing services for \$15,000.00 per year. Dennis would like to receive an additional \$2,000.00 in salary for assuming this additional work load.

Gary Keeler and Dan Hill brought attention to two typing errors in the proposal one on page two in 6a (updating) and the second on page two under 7 (quarterly payment \$3,750.00).

Gary Keeler made a **Motion** to present the City of Montrose with a proposal for Assessing Services with the changes indicated. Support for the motion by Don Sullivan. Vote- Miller (yes), Hill (no), Keeler (yes), Tithof (yes), Sullivan (yes), Domine (yes), Emmendorfer (yes). Motion passed.

Policy and Procedure Manual Update revisions;

Supervisor Emmendorfer explained that we should amend the Longevity/Severance Pay section of the Policy and Procedure Manual to allow benefits to be paid in case of death or involuntary termination of employment.

Dan Hill made a **Motion** to amend the Policy and Procedure Manual section on Longevity/Severance Pay to allow payment of benefits in case of death or involuntary termination of employment. Support for the motion by Gary Keeler. Vote- All yes. Motion passed.

Sewer Rate Changes & Drains at Large;

Supervisor Emmendorfer explained that he would like to use \$50,000.00 from the pending impact payment to pay off the sewer loan to National City Bank, but the township will not receive this payment from the Landfill until about the 10th or 15th of July Therefore, we need to make a temporary loan in the amount of \$50,000.00 from either the Water Fund or the Sewer Fund in order to pay off this loan.

Emmendorfer explained that by paying off the loan to National City Bank we could lower our sewer rates. We will be able to lower our sewer rates and still make 2.5% interest on our "in house" loan compared to the 1% that we are currently receiving on these funds from First Place Bank. In summary, we would use \$70,000.00 from the Sewer Fund and approximately \$188,000.00 from the impact fund to pay off the National City Loan. This money would be paid back over a twenty year period at 2.5% interest from sewer fees.

Tom Tithof made a **Motion** to borrow \$50,000.00 from the General fund until our Impact payment is received. This will enable us to pay off the loan due to National City Bank. This temporary loan will be paid back to the General Fund as soon as the Impact payment is received from the Landfill. Support for the motion by Gary Keeler. Vote- Miller (yes), Hill (yes), Keeler (yes), Tithof (yes), Sullivan (yes), Domine (yes), Emmendorfer (yes). Motion passed.

Tom Tithof made a **Motion** to approve the new Sewer Rates. Unmetered \$35.80, Metered \$6.82. Support for the motion by Don Sullivan. Vote- All yes. Motion passed.

Mark explained "Drains at Large" and the process by which they are cleaned. The process takes about a year from the time the request is received until the drain is cleaned. The Township has paid the County \$20,000.00 in the past two years for drain maintenance. The township pays 25% of drain cleaning per mile the remainder of the money is assessed to the drainage district. Mark said that he is going to do whatever he can to get these drain issues expedited and utilize the unspent money that we have on deposit at the County Drain commission.

MTA Dues:

Mark asked the Board if they wanted to renew our MTA membership? Dues for the 2009-2010 membership year is \$2,998.67. He asked for Board approval to pay these dues.

Tom Tithof made a Motion to renew Montrose Townships' membership in the MTA and pay dues in the amount of \$2,998.67. Support for the motion by Dan Hill. Vote- All yes. Motion passed.

Charter Communications Contract;

Supervisor Emmendorfer explained that this item did not need Board action. The contract in question was for faster internet service which was determined to be unnecessary.

Other Business:

Don Sullivan made a request for board members that have keys to the hall entrance door to please turn them into him. The construction of the new offices makes this necessary in order to provide security for records and files.

Dan Hill asked if we found the printed information that he had left at the township hall. Yes.

Dan Hill asked if Bev Diffin the assistant Director at the Senior Center would be evaluated after ninety days. Mark told him that the Director would evaluate her.

Dan Hill asked how far back we could go to collect Personal Property Taxes. Otis Stout told him six years.

Citizens Comments:

None

Adjournment:

Dan Hill made a Motion to adjourn the meeting. Support for the motion given by Gary Keeler. Vote- All yes. Meeting adjourned at 8:45pm.

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**