

# CHARTER TOWNSHIP OF FLUSHING

6524 N. SEYMOUR ROAD

## AGENDA FOR THE BOARD OF TRUSTEES MEETING

DATE: JULY 9, 2015

TIME: 7:00 P.M.

PHONE: 810-659-0800

FAX 810-659-4212

WEB PAGE: <http://flushingtowship.com>

### *ADMINISTRATION MEMBERS*

SUPERVISOR: Rian R. Birchmeier

CLERK: Julia A. Morford

TREASURER: Maryion T. Lee

### *TRUSTEES*

Shirley D. Gage

Bonnie Jean Martinson

Scott R. Matzke

Scott P. Minaudo

### **TOWNSHIP ATTORNEYS:**

STEVEN W. MOULTON PLLC

6258 W. Pierson Road

Flushing MI 48433

810-407-7658

## **I. DATE AGENDA POSTED: MONDAY, JULY 6, 2015**

## **II. CALL THE MEETING TO ORDER:**

ROLL CALL

PLEDGE OF ALLEGIANCE

### **CONSENT AGENDA:**

AGENDA FOR JULY 9, 2015

PROPOSED MINUTES FROM JUNE 11, 2015

PAYMENT OF BILLS

## **III. PUBLIC COMMENTS:**

## **IV. UNFINISHED BUSINESS:**

1. Closed Session

2. The following items may be the subject and possible action of the Board:

### **A. Discussion on:**

1. Fire Hydrant Markers – Supervisor Birchmeier

2. Main Office Generator and Furnace – Supervisor Birchmeier

3. Township Truck – Supervisor Birchmeier

4. Employee Payroll Sheet – Supervisor Birchmeier

5. Flushing Township Nature Park Brochure – Supervisor Birchmeier

6. Township Records – Supervisor Birchmeier

7. Communication Committee – Supervisor Birchmeier

8. Minutes Publication of Proceeding Policy – Supervisor Birchmeier

B. **Approval of the Following Pages that include Policies and Procedures that were Adopted at our Regularly Scheduled Board Meeting on March 12, 2015:**

“I move to approve the following pages that include policies and procedures that were adopted at our regularly scheduled Board Meeting on March 12, 2015 and shared with you at the Board Meeting on June 11, 2015: page 8, page 9, page 11, page 12, page 25, page 31, and page 45.” Documentation was shared with you at our last meeting. . .please study/compare with our March 12, 2015 Board minutes for accuracy. NDA/N\* - Trustee Martinson

C. **Board Appointment of Trustee Bonnie Jean Martinson to keep Policies and Procedures Manual updated:**

“I move to have the Board appoint me, Trustee Martinson, to be responsible for keeping the Policies and Procedures Manual updated (with the assistance of Attorney Moulton’s paralegal Lorraine Nemecek) and for giving each Board Member copies of updated/revised/new pages to keep their individual manual current” NDA/N\* - Trustee Martinson

D. **Motion to approve the Flushing Township Office Maintenance Plan proposed by Goyette Mechanical – Clerk Morford**

V. **NEW BUSINESS:**

1. The following items may be the subject and possible action of the Board:

A. **Motion to approve the Fiscal Year end Quarter Budget for March 31, 2015 – Treasurer Lee**

B. **Motion to approve Genesee County Water and Waste Services rate increase effective October 2015 billing cycle. The new rate will be an increase of .38 cents per 100 cubic feet. The Township’s new rate due to the pass through of the increase from the County will be \$5.56 per 100 cubic feet. The Township is not receiving any additional income due to the increase – Treasurer Lee**

C. **Addition of New Policy to Policies and Procedures Manual**

I move to add the following policy to our *Policies and Procedures Manual* to be placed on page 8 – **BOARDS, COMMISSIONS, AND COMMITTEES** – between Board of Trustees and Planning Commission:

“A Member of a Flushing Township Board, Commission, or Committee (such as **Planning Commission, Zoning Board of Appeals, Board of Review, and Flushing Township Nature Park Committee**), must be a resident in good standing of the Township of Flushing and vacant positions shall be open to ALL residents of Flushing Township ONLY. – NDA/N\* – Trustee Martinson

D. **Elimination of TWO Directives**

I move to eliminate the two Directives that specifically took away the many duties and responsibilities of the Supervisor and that were brought

to the Board for approval by Treasurer Lee and Clerk Morford. This action would be the first step in trying to reduce the hostile work environment in the office AND reduce the hostility that becomes apparent at our Board Meetings. - NDA/N\* - Trustee Martinson

**E. Discussion on:**

1. Flushing Township Road Improvement Plan for the Local Road System 2016-2018 – Supervisor Birchmeier
2. MTA Class “Hot Topics in Planning and Zoning” – Supervisor Birchmeier
3. *Policies and Procedures Manual* – Supervisor Birchmeier/Trustee Martinson
4. Building, Grounds and Bids Committee/Contract Negotiating and Grievances Committee/Personnel Committee – Supervisor Birchmeier
5. Parks and Recreation Committee – Supervisor Birchmeier
6. Main Office Mailbox/Township Mailbox – Supervisor Birchmeier
7. Freedom of Information Act (FOIA) Coordinator – Supervisor Birchmeier
8. Violation of the “*Ethics Policy for Elected Officials*” by Treasurer, Maryion Lee, for her behavior unbecoming of a public official toward Supervisor Birchmeier – Supervisor Birchmeier
9. Violation of the “*Ethics Policy for Elected Officials*” by Clerk, Julie Morford, for her behavior unbecoming of a public official toward Supervisor Birchmeier – Supervisor Birchmeier
10. “*Use of Township Equipment, Labor, Attorney and Premises Policy*” – Supervisor Birchmeier

**F. Motion to pay Michigan Townships Association \$5,384.38 for the Dues Invoice dated May 12, 2015 for the Annual Dues Covering 7/1/2015 through 6/30/2016 - Clerk Morford**

**G. Motion to approve the Treasurer appointing a working Deputy Treasurer, to work as needed, at \$10 per hour but not to exceed \$2,250, this fiscal year 2015-2016 – Treasurer Lee**

**H. Motion to consider quotes for installing a generator in the Police Department – Treasurer Lee**

**\*NO DOCUMENTATION AVAILABLE/OR NECESSARY**

**VI. REPORTS:**

1. Flushing Township Police Department– Chief Fairchild
2. Flushing Fire Department – Supervisor Birchmeier
3. Flushing Area Senior Center – Clerk Morford
4. Financial Report – Treasurer Lee

**VII. COMMITTEE REPORTS:**

1. Roads, Bridges, and Ditches – Supervisor Birchmeier
2. Sewer and Water – Supervisor Birchmeier

**VIII. PUBLIC COMMENTS:**

**IX. BOARD COMMENTS:**

**X. NEXT REGULAR MEETING: THURSDAY, AUGUST 13, 2015 AT 7:00 P.M.**

**XI. ADJOURNMENT**

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JULIA A. MORFORD, Clerk

**ATTENTION:** All requests for placing items on the agenda must be delivered to the Office of the Township Clerk no later than 9:00 a.m. on the Thursday (one week prior) to the Charter Township of Flushing Board of Trustees Meeting. You may view the minutes on the internet at [www.flushingtownship.com](http://www.flushingtownship.com)  
Regular meeting agenda 07 09 2015