

# **CHARTER TOWNSHIP OF FLUSHING**

**6524 N. SEYMOUR ROAD  
FLUSHING, MICHIGAN 48433  
BOARD OF TRUSTEES MINUTES**

**DATE: JULY 9, 2020**

**TIME: 7:00 P.M.**

**PHONE: 810-659-0800**

**FAX 810-659-4212**

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

**ADMINISTRATION:**

**SUPERVISOR:** Frederick R. Thorsby  
**CLERK:** Wendy D. Meinburg  
**TREASURER:** Terry A. Peck

**TRUSTEES:**

Jenifer Almassy  
Linda Minarik  
William L. Westenbarger  
Sharilynn K. Willette

**TOWNSHIP ATTORNEY:**

**STEVEN W. MOULTON PLLC**  
6258 W. Pierson Road  
Flushing MI 48433  
810-407-7658

- I. MEETING CALLED TO ORDER** at 7:00 P.M. by **SUPERVISOR FREDERICK R. THORSBY** with Roll Call and the Pledge of Allegiance to the American Flag. **(Meeting held outside in township garage and parking lot due to Covid Pandemic)**
  
- II. ROLL CALL:** Linda Minarik, Fred Thorsby, Jenifer Almassy, Wendy Meinburg, William Westenbarger, Sharilynn Willette and Terry Peck. Attorney Steven Moulton was also present.

**MEMBERS ABSENT:** None

**OTHER INDIVIDUALS PRESENT:** Six (6)

**APPROVAL OF AGENDA FOR JULY 9, 2020:**

**TREASURER PECK MOVED**, supported by Trustee Almassy to approve the agenda as submitted for the July 9, 2020 meeting.

**THE MOTION CARRIED UNANIMOUSLY.**

**APPROVAL OF DRAFT MINUTES OF THE BOARD MEETING OF JUNE 11, 2020**

**TRUSTEE WESTENBARGER MOVED**, supported by Trustee Willette to approve the Minutes of the June 11, 2020 Board Meeting.

**THE MOTION CARRIED UNANIMOUSLY.**

**APPROVAL OF PAYMENT OF BILLS**

**TREASURER PECK MOVED**, supported by Trustee Westenbarger to approve the payment of bills.

Trustee Minark questioned the purchase of the notebook computers with PEG money. After a brief discussion the motion was carried by the following vote:

All trustees present voting in favor of the payment of bills, with Trustee Minarik opposed.

**THE MOTION CARRIED**

**III. PUBLIC COMMENTS:**

**OPEN FOR PUBLIC COMMENTS: 7:13 P.M.**

One individual gave comments

**CLOSED FOR PUBLIC COMMENTS: 7:15 P.M.**

**IV. UNFINISHED BUSINESS:**

1. Motion to approve the Second Reading of Amended Ordinance 2020-02, an ordinance to amend Section 20-1804 (A)(2) (i) and (ii) of the zoning ordinances to clarify the circumstances allowing construction of an accessory building or structure on a lot or parcel prior to construction of a residence or primary structure - Supervisor Thorsby

**TRUSTEE ALMASSY MOVED**, supported by Trustee Willette to approve the Second Reading of Amended Ordinance 2020-02, an ordinance to amend Section 20-1804 (A)(2) (i) and (ii) of the zoning ordinances to clarify the circumstances allowing construction of an accessory building or structure on a lot or parcel prior to construction of a residence or primary structure.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

**AYES:** Thorsby, Meinburg, Peck, Almassy, Minarik, Westenbarger and Willette

**NAYS:** None

**THE MOTION CARRIED UNANIMOUSLY**

**V: NEW BUSINESS:**

1. Motion to approve Resolution 20-04 updated Flushing Township Master Plan from the Planning Commission – Supervisor Thorsby

After a brief review by Cory Christenson of Rowe Engineering, who assisted the Planning Commission with the update, the following motion was made.

**TREASURER PECK MOVED**, supported by Clerk Meinburg to approve Resolution 20-04 updating the Flushing Township Master Plan per the recommendations of the Planning Commission.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

**AYES:** Meinburg, Peck, Westenbarger, Almassy, Minarik, Willette and Thorsby

**NAYS:** None

**THE MOTION CARRIED UNANIMOUSLY**

It was asked of Rowe Engineering to provide clearer copies of the maps contained in the Master Plan if possible.

2. Discussion regarding the proposed road improvements in Brentwood Farms by Richard Hill of the Genesee County Road Commission.

Mr. Hill of the Genesee County Road Commission reviewed with and answered questions from residents of Brentwood Farms regarding the upcoming road improvements.

**Due to inclement weather, Supervisor Thorsby invited the audience into the township garage for the remainder of the meeting.**

3. Motion to approve the price for a new server for the Township Office – Supervisor Thorsby

**TRUSTEE ALMASSY MOVED**, supported Trustee Willette to approve the purchase of a new server for approximately \$3,299.00.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

**AYES:** Meinburg, Peck, Almassy, Minarik, Westenbarger, Willette and Thorsby

**NAYS:** None

**THE MOTION CARRIED UNANIMOUSLY**

4. Motion to approve Resolution 20-05 to authorize the individuals to authorize requests to Genesee County Community Development Program – Supervisor Thorsby

**TRUSTEE ALMASSY MOVED**, supported by Trustee Willette to authorize the listed individuals, 1. Frederick R. Thorsby, 2. Wendy D. Meinburg and 3. Terry A. Peck to authorize requests to the Genesee County Community Development Program.

**THE MOTION CARRIED UNANIMOUSLY**

5. Motion to approve the revised list of the Flushing Township User Fees for Zoning and Planning – Supervisor Thorsby

**TRUSTEE ALMASSY MOVED**, supported by Trustee Minarik to approve the revised list of the Flushing Township User Fees for Zoning and Planning.

**THE MOTION CARRIED UNANIMOUSLY**

6. Motion to approve the updated version of the Policy and Procedures for reopening – Supervisor Thorsby

**TRUSTEE ALMASSY MOVED**, supported by Clerk Meinburg to approve the updated version of the Policy and Procedures for reopening.

All trustees present voting in favor of approving the updated version of the Policy and Procedures for reopening, with Trustee Westenbarger opposed.

**THE MOTION CARRIED**

7. Motion to approve the essential worker bonus pay provided by a grant per P.A. 123 of 2020 signed by Governor Whitmer – Supervisor Thorsby

**TRUSTEE ALMASSY MOVED**, supported by Trustee Willette to approve the essential worker bonus pay provided by a grant per P.A. 123 of 2020 signed by Governor Whitmer.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

**AYES:** Willette, Thorsby, Meinburg, Peck, Almassy and Minarik

**NAYS:** Westenbarger

**THE MOTION CARRIED**

8. Motion to approve the Flushing Township Water Policy – Supervisor Thorsby

**TREASURER PECK MOVED**, supported by Clerk Meinburg to approve the following policy:

**FLUSHING TOWNSHIP POLICY REGARDING WAIVER OF  
REQUIREMENT TO CONNECT TO MUNICIPAL WATER SYSTEM**

This policy will apply to Waiver Requests submitted after July 9, 2020

**BACKGROUND**

- a. According to local Ordinance 18, Section 18-30 “Connection Required” states that

“Permits to improve parcels of land within the water supply district which are adjacent to A public water main shall not be approved and none of such lots or parcels shall be improved by the erection of a building thereon, unless such parcel shall connect to and use the water main.”

- b. Under Section 18-33,

“A property owner may request that a specific property be excused from the requirement to tap into the water system or be included in a special assessment district due to the unique characteristics of the property, e.g., the property is not buildable; the installation of the water lines is not practical, etc.”

#### POLICY

Going forward, the following will be the policy of Flushing Township:

1. Property owners seeking to excuse a property from the requirement to tap into the municipal water system shall submit a written Waiver Request to the clerk.
2. The Waiver Request shall include:
  - A. A scale drawing showing the property and the nearest municipal water line available for tap in to serve the property.
  - B. An estimate of the cost to install a water line to the property prepared by a licensed plumber or other professional qualified with the Genesee County Drain Commission (Water and Waste) to install water lines.
  - C. In the event the sanitary sewer system is not available to the property, written confirmation from the Genesee County Health Department that the property will support an on-site septic system and a well to provide potable water.
  - D. Any other information the property owner believes relevant to the request.
  - E. The Waiver Request shall be considered by the Administrative Committee, consisting of the supervisor, clerk and treasurer.
  - F. If the Administrative Committee, after reviewing the information submitted by the property owner, believes the request should be granted, the Committee shall notify the property owner in writing that the Waiver Request has been granted. As a general rule, a Waiver Request will be granted if the property location where water is to be installed is more than 750 feet from the nearest available municipal water line. However, the Administrative Committee has the discretion to grant or deny any request, based on the facts of the specific request and the property involved.
  - G. If, after reviewing the information submitted by the property owner, the Administrative Committee is not convinced to grant the request, the Committee shall notify the property owner of a time for the property owner to meet with the Committee to discuss the request. The Committee shall consider any further information presented by the property owner (which may include information presented by contractors, or other third parties) and shall grant or deny the request in writing, if the request is denied, the decision shall state the reasons for the denial.
  - H. If the Administrative Committee denies the request, the property owner may appeal the denial to the township board. The appeal shall be made in writing, within 30 days of the date of the decision by letter directed to the clerk requesting the decision be place on the agenda for consideration at the next regular township board meeting.

**THE MOTION CARRIED UNANIMOUSLY**

**VI. REPORTS:**

1. Supervisor's Report and Monthly Building Report given by Supervisor Thorsby. Supervisor Thorsby stated he, Clerk Meinburg and Treasurer Peck were sponsoring the upcoming Chamber of Commerce luncheon at the Flushing Nature Park on July 22, 2020. Trustees Willette and Almassy volunteered to help.
2. Clerk's Report – Clerk Meinburg reported on the preparation for the upcoming election in August.
3. Treasurer's Report– Treasurer Peck stated Jeff Wright, Genesee County Drain Commissioner, would be coming to the September meeting to update the Board on upcoming issues.
4. Police Department Report – Given by Chief Bolin

**VII. PUBLIC COMMENTS**

**OPEN FOR PUBLIC COMMENTS:** 8:38 P.M.

No comments given

**CLOSED FOR PUBLIC COMMENTS:** 8:39 P.M.

**VIII. BOARD COMMENTS**

Trustee Westenbarger stated everything was moving along smoothly for the parking lot light installation. Trustee Almassy reported from the Genesee County Metropolitan Planning Commission stating the Recycle Day was going to be held July 21, 2020 from 2:00 PM to 6:00 PM at Mott College. Trustee Willett reported on the Flushing Area Senior Center. Trustee Minarik had questions regarding school property taxes.

**IX. NEXT REGULAR MEETING:** August 13, 2020 at 7:00 P.M.

**X. ADJOURNMENT:**

**TRUSTEE WESTENBARGER MOVED**, supported by Trustee Minarik to adjourn the meeting at 8:57 P.M.

**THE MOTION CARRIED UNANIMOUSLY.**

---

WENDY D. MEINBURG, Clerk

---

FREDERICK R. THORSBY, Supervisor

APPROVED DATE \_\_\_\_\_

RECORDING SECRETARY: Joyce A. Wilson, Deputy Clerk

07/09/2020