

# NORTHFIELD TOWNSHIP

## Township Board

### Minutes

#### December 13, 2016

#### CALL TO ORDER

The meeting was called to order at 7:03 P.M. by Supervisor Chockley at 8350 Main Street.

#### INVOCATION/PLEDGE

Supervisor Chockley offered an invocation and led those present in the Pledge of Allegiance.

#### ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Absent with notice
Jacki Otto, Trustee	Present

Also present:

Township Manager Howard Fink  
Wastewater Treatment Plant Superintendent  
Tim Hardesty  
Public Safety Director William Wagner  
Community Center Director Tammy Averill  
Township Attorney Paul Burns  
Recording Secretary Lisa Lemble

#### CONSENT AGENDA:

- Minutes
- Bills

- ▶ **Motion:** Otto moved, Manley supported, that the consent agenda be adopted as presented.  
**Motion carried 6—0 on a voice vote.**

#### ADOPT BALANCE OF AGENDA

Chockley removed Items 2, 8B, 8C, and 8D, and added Item 10, *Resignation of Township Manager*. Otto added Item 11, *Consideration of Starting Process of Hiring a Township Manager*.

- ▶ **Motion:** Otto moved, Chick supported, that the balance of the agenda be adopted as amended.  
**Motion carried 6—0 on a voice vote.**

#### FIRST CALL TO THE PUBLIC

Mary Devlin, 9211 Brookside, Sam Iaquinto 9876 Main, Ken Dignan, Whitmore Lake Board of Education President, 9210 Hillcrest, George Brown, 7868 Shady Beach, ~~Tabatha Eisenberg~~ Tabitha Isenbarg, temporary Township staffer, Tim Saville, 7705 Whitmore Lake Road, David Gordon, 5558 Hellner Road, Julia Henshaw, 4681 Six Mile, expressed great appreciation for resigning Township Manager Fink's work for the community, thanked the Board members for their service, made suggestions regarding US 23 traffic control and road maintenance, expressed thanks for the excellent relationship between the school board and the Township and for the services of the Community Center, suggested not hiring another

Township Manager, and called attention to nature preserves in the Township.

#### BOARD MEMBER COMMENTS

Board members noted winter tax bills had been sent out, responded briefly to comments from the public, thanked the North Territorial Citgo station for the donation of 60 cases of food to Feeding His Sheep, thanked Fink for the difference his work made for the Township, and said any member of the public can call any Board member about Township issues at any time.

#### CORRESPONDENCE AND ANNOUNCEMENTS

None.

#### REPORTS

*Fire.* Wagner briefly answered questions about plans for mutual aid with Ann Arbor Township during temporary US-23 construction traffic restrictions, purchase of a fire truck, CPR equipment and training, and the duty program.

- ▶ **Motion:** Chick moved, Otto supported, to approve the hiring of Jordan Burns as a paid-on-call fire fighter effective 12/14/16, Jacob Dentel as a fire fighter trainee effective 12/15/16, and Blake Vershum as a fire fighter intern/cadet effective 12/16/16.  
**Motion carried 6—0 on a roll call vote.**

- ▶ **Motion:** Otto moved, Chick supported, to promote from fire fighter to Lieutenant Charles Smith on 12/14/16, Scott Conklin on 12/15/16, and John Baier on 12/16/16. **Motion carried 6—0 on a roll call vote.**

*Police.* Wagner answered a question about overtime.

- ▶ **Motion:** Chick moved, Chockley supported, to approve the hiring of Michael Buxton as a Part-Time Police Officer effective 12/14/16.  
**Motion carried 6—0 on a roll call vote.**

*Senior Center.* Board members praised Averill's work.

*Wastewater Treatment Plant.* Hardesty answered questions about work done for the US-23 construction project.

*ZBA.* Did not meet in November.

*Planning Commission.* Met in November and recommended the four Zoning Ordinance Amendments on the agenda.

*Parks and Recreation.* Fink reviewed the work being done on the Riverwalk project along the Horseshoe Lake drain and noted continued interest in pursuing the preserve project behind the Township Hall.

*Financial.* Zelenock made brief comments about the reports provided.

*Township Manager.* Fink said he is resigning as Township Manager as of January 5, 2017, with a heavy heart,

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
December 13, 2016**

encouraged the Board to participate in training and a retreat, and applauded the work of the Downtown Planning group.

**PRESENTATION**

**1.**

**Michigan Department of Transportation (MDOT):  
US-23 Construction**

Mark Sweeney introduced Paul Ajegba, Andy Hodges, R.J. Rogers, and Carrie Martin and reviewed the "FlexRoute" project that will use the inside shoulder of US-23 between M-14 and M-36 to carry additional traffic during peak traffic times. He noted this includes replacement of the North Territorial and Eight Mile bridges with roundabouts on each side and he reviewed the construction schedule and planned detours.

In answer to questions Sweeney said MDOT is working with the Washtenaw County Road Commission to discourage use of unpaved roads for detours, but MDOT cannot control local traffic on those roads. Fink thanked Sweeney and Ajegba in particular for their work on this project over the past three years.

**AGENDA ITEMS**

**1.**

**Welcome to New Board Members**

Chockley welcomed new Board members and said she has great confidence the Board will move forward with many of the projects Fink has devoted his time to.

**2.**

**Proclamation in Honor of Debra Mozurkewich**

Removed from the agenda to allow family members to be present at a later date.

**3.**

**Civic Event Application:  
Michigan Pond Hockey Classic**

Sam Iaquinto provided an overview of this event and answered questions, noting the event is in its 10<sup>th</sup> year.

- ▶ **Motion:** Chick moved, Otto supported, to approve the Civic Event Application for the Michigan Pond Hockey sports, with set up on February 6, 2017, a start date of February 10, 2017, and an end date of February 12, 2017, depending on completion of all conditions listed in the letter dated December 7<sup>th</sup> with approval from Chief Wagner. **Motion carried 6—0 on a roll call vote.**

**4.**

**Appointments**

a. Deputy Treasurer.

- ▶ **Motion:** Zelenock moved, Chockley supported, that Dawn Samfilippo be appointed Deputy Treasurer full-time at a rate of \$18.00/hour. **Motion carried 6—0 on a roll call vote.**

b. Deputy Clerk.

- ▶ **Motion:** Manley moved, Otto supported, to retain Christina Wilson as Deputy Clerk at the rate of \$19.00/hour. **Motion carried 6—0 on a roll call vote.**

c. Board of Review Re-appointments.

- ▶ **Motion:** Chockley moved, Chick supported, to re-appoint Bob Erickson, Terry Webb, and Scott Chisholm for the two year terms starting January, 2017. **Motion carried 6—0 on a roll call vote.**

d. Board Member Representative to the Planning Commission.

- ▶ **Motion:** Chockley moved, Otto supported, that Janet Chick serve as the Township Board representative to the Planning Commission. **Motion carried 6—0 on a roll call vote.**

e. Board Member Representative to the Zoning Board of Appeals.

- ▶ **Motion:** Chockley moved, Chick supported, that Jacki Otto serve as the Township Board representative to the Zoning Board of Appeals. **Motion carried 6—0 on a roll call vote.**

f. Board Member Representative to the Parks & Recreation Board.

- ▶ **Motion:** Chockley moved, Chick supported, that Tawn Beliger serve as the Township Board representative to the Parks & Recreation Board. **Motion carried 6—0 on a roll call vote.**

**5.**

**Hiring of Front Desk Personnel**

Fink described the duties of this position recommended a salary review after six months. He said he believes the office is still understaffed, and said while staff salaries have been brought up to a professional levels a salary study should be done for all staff positions. He also urged that benefits for part-time staff be improved.

- ▶ **Motion:** Chockley moved, Beliger supported, to hire Tabatha Isenbarg at \$15.50/hour, not to exceed 30 hours per week, starting four months after the assignment period with Trillium Staffing is up, approximately January 9, 2017. **Motion carried 6—0 on a roll call vote.**

**6 and 7.**

**2017 Township Board Meeting Schedule  
and 2017 Holiday Schedule**

- ▶ **Motion:** Chockley moved, Manley supported, to approve the 2017 Township Board Meeting Schedule and the 2017 Holiday Schedule as presented. **Motion carried 6—0 on a roll call vote.**

**8.**

**Zoning Ordinance Amendments**

[B, C, and D removed; not ready for consideration].

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
December 13, 2016**

A. *Rezoning.* Chick explained the Planning Commission recommends approval of this request, and Mike Bernbeck of the Washtenaw County Road Commission explained the proposed use as a maintenance facility, including a possible future 180 foot communications tower. Zelenock noted this zoning complies with the Master Plan.

- ▶ **Motion:** Chick moved, Beliger supported, to approve the Washtenaw County Road Commission request to rezone Parcel 02-21-300-004 from RTM-Research Technology and Manufacturing to LI-Limited Industrial. **Motion carried 6—0 on a roll call vote.**

**9.**

**Engagement of Miller Canfield as Special Counsel**

Fink explained the need for legal guidance related to the capacity of the Seven Mile sewer assessment district.

- ▶ **Motion:** Chockley moved, Otto supported, that the Township engage special finance counsel, Miller Canfield, to deal with the sewer assessment issue the Township is facing. **Motion carried 6—0 on a roll call vote.**

**10.**

**Resignation of Township Manager**

Chockley said Fink leaves an impressive list of accomplishments as the Township's manager, and Chick read his letter of resignation. Fink noted he and Chockley have been doing transition planning and will keep the Board informed.

- ▶ **Motion:** Chockley moved, Otto supported, that the Board accepts the resignation of Howard Fink with heavy hearts and wished him all the best in the future. **Motion carried 6—0 on a roll call vote.**

Fink said it is truly with a heavy heart that he leaves the Township, he put his heart and soul into serving the community, he appreciated the many people who welcomed him and his family, and—although it has not been without some controversies—it has been an honor for him and he sees great things for the future of the Township.

**11.**

**Consideration of Starting the Process of Hiring a Township Manager**

The Board discussed the pros and cons of continuing the Council/Manager form of governance (the Board setting policy and the Manager implementing it) vs. full-time elected officials handling the business of the Township including issues of cost, politics, experience, education, and community buy-in. It was agreed that information on

costs and possibilities for hiring an interim manager would be on the January 10<sup>th</sup> agenda.

**DISCUSSION ITEMS**

**1 and 2.**

**Code Enforcement  
and  
Planning Commission Community Survey**

Not discussed due to lack of time.

**3.**

**Farmland and Natural Area  
Preservation Committee**

Chockley said she would like to see a Farmland and Natural Area Preservation Committee dedicated to looking into and researching strategies that would benefit the Township. In answer to questions she said she envisions this as a volunteer group. Beliger said she would not like this to lead to programs that cost taxpayers money.

- ▶ **Motion:** Chockley moved, Chick supported, to establish the Farmland and Natural Area Preservation Committee and make appointments to it at the next meeting. **Motion carried 6—0 on a roll call vote.**

**4.**

**Board of Trustees Retreat**

January 7<sup>th</sup> from 10:00 A.M. to 4:00 P.M. was set for a Board retreat. [This was subsequently changed to January 21<sup>st</sup>].

**SECOND CALL TO THE PUBLIC**

Dan Smith, Ken Dignan, and Patrick Kelley made comments supporting the quick hiring of a Township Manager. David Gordon expressed dissatisfaction of operation of the Township under a Township Manager and supported the creation of the Farmland and Natural Area Preservation Committee.

**BOARD MEMBER COMMENTS**

Board members wished every safe and happy holidays and thanked those who attended the meeting.

**ADJOURNMENT**

- ▶ **Motion:** Chockley moved, Chick supported, that the meeting be adjourned. **Motion carried 6—0 on a voice vote.**

The meeting adjourned at 10:18 P.M.

---

Submitted by Lisa Lemble. Corrections to the originally issued minutes are indicated as follows:  
Wording removed is ~~stricken through~~; wording added is underlined.

Approved by the Township Board on January 10, 2017.

---

Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at [http://www.twp-northfield.org/government/township\\_board\\_of\\_trustees/](http://www.twp-northfield.org/government/township_board_of_trustees/)