

NORTHFIELD TOWNSHIP
Township Board
Minutes
July 14, 2020

CALL TO ORDER

The meeting was called to order at 7:01 P.M. by Supervisor Chockley via tele-conference.

INVOCATION/PLEDGE

Trustee Beliger provided a brief 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, Trustee	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Township Manager Steven Aynes
Township Attorney James Fink, Fink & Fink PLLC
Recording Secretary Lisa Lemble
Members of the community

FIRST CALL TO THE PUBLIC

Barbara Wutka, 5985 Leland Drive, commented on comments made by a candidate for Supervisor made on social media about taxes and marijuana ordinances. Marissa Prizgint, 32 Schrum Drive, commented on a parade led by a Trustee. David Gordon, Hellner Road, commented on the current economic situation and the expense the Township may take on for a sewage retention basin. Adam Olney, Whitmore Lake resident and Trustee candidate, commented on a Supervisor candidate's website. Michele Gerkman, Whitmore Lake resident, and Chris Miles, 9096 Wildwood Lake Drive, stated their support for a Supervisor candidate.

BOARD MEMBER RESPONSE

Board members responded to comments from the public about a parade held in the Township and statements by candidates for Township offices.

CONSENT AGENDA:

- **Reports**
- **Check Disbursement 6-10-20 to 7-9-20**
- **Correspondence**

► **Motion:** Chockley moved, Beliger seconded, that the consent agenda be adopted as presented.

Dockett expressed concern about the fund balance being at 67%, which is 25 points lower than last month and about bills totaling \$1,009,858.20. Zelenock expressed concern about revenue and income adjustments not having been made to the budget, and the effect that has on reports, including the fund balance appearing lower than it is. There was discussion about the Controller's view of how this should be handled.

Regarding bills, Zelenock said the large total was due to processing bills from vendors before the end of the fiscal year. The Board briefly discussed improving the way accounts payables are handled.

Aynes answered questions about his comparison of attorney fees charge by the current and previous Township attorneys.

Zelenock referred to emails from residents about a proposed marijuana facility on agriculturally-zoned property and expressed concern about whether it will meet conditional use permit requirements to be harmonious with the surrounding area given the changing character of development on agriculturally-zoned land.

Motion carried 7—0 on a roll call vote.

AGENDA ITEMS

1.

Minutes of June 23, 2020, Regular Board Meeting

► **Motion:** Chockley moved, Beliger seconded, that the minutes of the June 23, 2020, Regular Board Meeting be approved as presented.

After discussion, the second and fourth bullets under Board Members comments were changed to:

- The Land Preservation Committee members are to be commended for using their own funds to print information mailed with the Township newsletter to residents, and Beliger and said that is now such efforts should be funded.

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- Several Board members questioned the use of the statement “to end the corruption” on Tawn Beliger’s website.
- ▶ **Amended motion:** Chockley moved, Beliger seconded, that the amended minutes of the June 23, 2020, Regular Board Meeting be approved as presented. **Amended motion carried 7—0 on a roll call vote.**

**2.
Minutes of February 25, 2020,
Regular Board Meeting**

- ▶ **Motion:** Chockley moved, Beliger seconded, that the amended minutes of the February 25, 2020, Regular Board Meeting be approved as presented. **Motion carried 7—0 on a roll call vote.**

**3.
Approve Payment of Open Bills
(expected check run date 7/15/2020)**

- ▶ **Motion:** Chockley moved, Otto seconded, to approve payment of Open Bills (expected check run date 7/15/2020) for a total of \$80,587.36 from all funds in the Municipal Investment Fund (MIF) account.

The Board recalled they had directed that copies of itemized bills from the Township attorney and planner be included in Board packets, and asked that that be done in the future.

Motion carried 7—0 on a roll call vote.

**4.
Repairs at the Wastewater Treatment Plan**

a. Painting Projects.

- ▶ **Motion:** Beliger moved, Otto seconded, to move forward with the painting projects at the Wastewater Treatment plant at a cost of \$17, 755, including a possible overrun not to exceed 10%.

In answer to questions, Wastewater Treatment Plant Superintendent Willis said this type of painting is very specialized, so he could not get additional quotes.

Motion carried 7—0 on a roll call vote.

b. Valve Replacement.

- ▶ **Motion:** Chick moved, Otto seconded, to approve the purchase and installation of the valve and flow meter for aeration tank #3 at a cost of no more than \$32,000.

In answer to a question, Willis said he will come back to the Board with an estimate for the electrical work for the project.

Motion carried 7—0 on a roll call vote.

c. Backup Alarm System Installation.

- ▶ **Motion:** Chick moved, Otto seconded, to approve the purchase of a backup alarm system with a subscription to Scada at a cost of \$12,048; cost to be paid from the Wastewater Treatment Plant fund.

In answer to questions, Willis said the annual subscription cost is \$3,125.00, and the contract has not been reviewed by the Township attorney.

- ▶ **Amendment to motion:** Beliger moved, Otto seconded, that approval be subject to attorney approval of the contract. **Amendment to motion carried 7—0 on a roll call vote.**

- ▶ **Amended motion:** Chick moved, Otto seconded, to approve the purchase of a backup alarm system with a subscription to Scada at a cost of \$12,048; cost to be paid from the Wastewater Treatment Plant fund subject to attorney approval of the contract. **Amended motion carried 7—0 on a roll call vote.**

**5.
Concrete Repairs at the Public Safety Building**

- ▶ **Motion:** Chockley moved, Chick seconded, to approve Chief Wagner to hire Manhole Rehab for the Public Safety Building concrete repairs for \$13,000, to be paid from Fund 217900971, the PSB Rental Fund under the Renovations line item. **Motion carried 7—0 on a roll call vote.**

**6.
Painting of Fire Station #2**

- ▶ **Motion:** Beliger moved, Chockley seconded, to approve Chief Wagner to hire Tye painting to paint Fire Station #2 for \$13,620.

Zelenock noted the funds for this project are in a restricted fund for use only at Fire Station #2, and she thanked Dockett for his idea of reserving that income in this way. The Board asked Aynes to provide them with a copy of the cell tower contract that produces the fund income before the next meeting.

Motion carried 7—0 on a roll call vote.

**7.
Hiring of Temporary Front Desk Clerk**

Chockley noted the candidate for this position has withdrawn. The Board briefly discussed the responsibilities of the position and commensurate compensation as well as avenues for finding a suitable candidate.

[Mr. Aynes’ connection to the meeting was interrupted].

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- ▶ **Motion:** Beliger moved, Dockett seconded, to postpone items 7 and 8 pending Aynes reconnection to the meeting. **Motion carried 7—0 on a voice vote.**

**8.
Revised COVID-19 Policy**

[Discussed after item 11]. The Board reviewed the proposed changes to the policy. Zelenock suggested adding on Page 7, item 3: “The Township will contact the County Health Department for guidance on how to proceed.”

The Board discussed at length various sections, including making sure the mask requirements of the recent governor’s order are addressed and staff know what to do if they learn they were or were potentially exposed. It was agreed that notification to staff of possible virus exposure should be “as soon as practicable.”

- ▶ **Motion:** Chockley moved, Chick seconded, that the revised Plan for Reopening Township Facilities be adopted as presented with the addition that notification to staff of possible virus exposure should be “as soon as practicable.” **Motion carried 5—2 on a roll call vote, Zelenock and Beliger opposed.**

**9.
Resolution 20-626:
Authorization for Township Manager
to Sign Paperwork for the Sale of 75 Barker**

- ▶ **Motion:** Otto moved, Chick seconded, to approve Resolution 20-626 authorizing the Township Manager to sign the purchase agreement, the development agreement, and any associated closing documents on behalf of Northfield Township for the sale of 75 Barker.

Mr. Dockett asked for a recess, but one was not called.

- ▶ **Amendment to motion:** Chockley moved, Chick seconded, to amend the motion to allow the Township Supervisor to sign in the absence of the Township Manager. **Amendment to motion carried 5—1—1 on a roll call vote, Dockett away from the meeting and Zelenock opposed.**
- ▶ **Amended motion:** Otto moved, Chick seconded, to approve Resolution 20-626 authorizing the Township Manager—or the Township Supervisor in his absence—to sign the purchase agreement, the development agreement, and any associated closing documents on behalf of Northfield Township for the sale of 75 Barker. **Amended motion carried 5—1—1 on a roll call vote, Dockett away from the meeting and Zelenock opposed.**

**10.
Purchase Offer for Horseshoe Lake Parcel**

- ▶ **Motion:** Beliger moved, Otto seconded, to authorize and direct the Township Manager to sign the necessary documents to sell Parcel B-02-08-460-004 to Craig Delap for \$1,000, plus Mr. Delap paying for the appropriate closing costs.

Zelenock suggested that it be noted the property is being sold as-is without title insurance, etc.

- ▶ **Amended motion:** Beliger moved, Otto seconded, to authorize and direct the Township Manager to sign the necessary documents to sell B-02-08-460-004 to Craig Delap for \$1,000, plus Mr. Delap paying for the appropriate closing costs. The property is being sold as-is. **Motion carried 7—0 on a roll call vote.**

**11.
Auction of Surplus Township-owned Property**

There was a brief discussion about alternatives to selling real property via auction, including not selling some parcels and talking to the Horseshoe Lake Association about their interest in one parcel.

- ▶ **Motion:** Chockley moved, Zelenock seconded, that the Township Manager bring a list of Township properties that are appropriate to sell to the next Board meeting and a process for doing so. **Motion carried 7—0 on a roll call vote.**

TRUSTEE/LIAISON REPORTS

- ▶ **Motion #1:** Chockley moved, Manley seconded, to receive the Trustee/Liaison Reports.

The Board discussed the Board Focus section of the Supervisor’s Report. Zelenock recalled that a motion was made in 2018 to have the Parks & Recreation Committee take responsibility for making the North Village Park more accessible and to put up a sign. She asked for a plan from the Committee and other Board members made extensive comments and suggestions.

- ▶ **Motion #2:** Zelenock moved, that the Parks & Recreation Committee come back to the Board with a plan for the North Village Park.

There was discussion about what physical area would be included and suggestions for the Committee to work with the Township Planner, meet with the Planning Commission, and prepare a budget for creating a plan. Beliger said the Committee would like direction on expenditures for the park being approved.

Motion #2 died for lack of a second.

Motion #1 carried 7—0 on a roll call vote.

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ANNOUNCEMENTS

- Planning Commission meets on Wednesday, July 15th. Public hearings for six marijuana applications will be held. No decisions will be made at that meeting.
- Parks and Recreation will meet on Thursday, July 16th.
- The ZBA will meet on Monday, July 20th.
- The DDA will meet Wednesday, July 22nd.
- Absentee ballots can still be mailed in. Questions can be directed to the Township Clerk.

SECOND CALL TO THE PUBLIC

Marissa Prizgint commented on the COVID-19 policy update, the Front Desk Clerk pay rate, and the possibility of holding a candidate forum. David Gordon commented on Beliger's website statement about corruption in the Township. Adam Olney asked about the status of the North Village project and information on Beliger's website.

BOARD MEMBER COMMENTS

Board members commented on the Front Desk Clerk position, the COVID-19 policy, statements about corruption on Beliger's website, the North Village property, the Board holding public question and answer sessions, the marijuana ordinance buffers, and political division in the community. They also thanked volunteers, supporters, staff, and Board members who participated in the Cleanup Day, The Kiwanis virtual 4th of July parade, and the Barker Road recreation project.

Willis reported that Green Oaks Township planner has recommended approval to their Planning Commission of the Wastewater Treatment Plant basin site plan.

ADJOURNMENT

The meeting adjourned at 10:23 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 August 11, 2020.

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/