

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
DECEMBER 15, 2008
ADOPTED MINUTES
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1. CALL TO ORDER

The regular meeting of the Superior Charter Township Board was called to order by the Supervisor at 7:30 p.m. on December 15, 2008, at the Superior Township Hall, 3040 North Prospect, Ypsilanti, Michigan.

2. PLEDGE OF ALLEGIANCE

The Supervisor led the assembly in the pledge of allegiance to the flag.

3. ROLL CALL

The members present were William McFarlane, Brenda McKinney, David Phillips, Nancy Caviston, Rodrick Green, Lisa Lewis, and Alex Williams.

4. ADOPTION OF AGENDA

It was moved by Caviston, supported by Green, to adopt the agenda with the addition of item g., Printer for the Treasurer's Office and an additional Budget Amendment to the General Fund.

The motion carried with a voice vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF NOVEMBER 3, 2008

It was moved by Caviston, supported by Green, to approve the minutes of the regular Board meeting of December 1, 2008, as presented.

The motion carried with a voice vote.

6. CITIZEN PARTICIPATION

There was none.

7. REPORTS

A. SUPERVISOR

The Supervisor reported on the following items:

1. Terri Blackmore, Executive Director of the Washtenaw Area Transportation Study, will be making a presentation concerning public

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transportation in Washtenaw County to the Board at the January 20, 2009 Board meeting.

2. The Wetlands Board is in the process of reviewing and recommending amendments to the Wetlands Ordinance. The Planning Commission will discuss the ordinance at their January 28, 2009 meeting. They will forward their comments and recommendations to the Board for consideration and action.
3. The MSU Extension is offering free face-to-face, confidential, counseling to homeowners who are struggling with mortgage payments, or who are concerned about becoming delinquent. Interested persons can contact the MSU Extension at 734-997-1678.
4. Due to budget constraints, the Washtenaw County Road Commission will be providing reduced winter road maintenance for 2008-2009. Priority will be given to state trunklines and high volume hard surface roads.
5. South Prospect L.L.C. has offered to donate 22 acres of undeveloped land which is located east of the Prospect Woods Condominiums. The land was used as a household dump in the 1950's. Also, the site lacks access from a public road. Supervisor McFarlane indicated the former use as a dump could create a liability and the lack of access would limit the use of the property to our residents. Because of these reasons, his recommendation is that the Township should not accept the donation of the land from South Prospect L.L.C.

B. DEPARTMENT REPORTS: FIRE DEPARTMENT, FIRE MARSHALL, FALSE ALARMS, BUILDING DEPARTMENT, SHERIFF REPORT, ORDINANCE OFFICER

It was moved by Caviston, supported by Lewis, that the Fire Department and Fire Marshall Report for November, the False Alarm Report for St. Joseph Hospital for November, the Sheriff Department Report for November, the Building Department Report for November 2008, the Utility Department Report and the Ordinance Officer Report for November be received.

The motion carried with a voice vote.

C. UTILITY DEPARTMENT THIRD QUARTER FINANCIAL STATEMENTS

It was moved by Lewis, supported by Green, that the Utility Department Financial Statements for the Third Quarter be received.

The motion carried with a voice vote.

8. COMMUNICATIONS

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A. CARL SADDLER'S RESIGNATION LETTER FROM THE PARK COMMISSION

Carl Saddler submitted his resignation from the Park Commission, effective December 31, 2008. Supervisor McFarlane indicated he will contact the Ann Arbor News and request they publish a notice announcing the opening. It will also be posted on the Township's website. It was also suggested to contact the eighth candidate in the November 4, 2008 Election and inquire if they were interested in the position. The Board will conduct interviews at the regular meeting on January 5, 2009 and make the appointment at the regular Board meeting of January 20, 2009.

It was moved by Green, seconded by Caviston, to accept Mr. Saddler's resignation.

The motion carried with a voice vote.

9. UNFINISHED BUSINESS

There was none.

10. NEW BUSINESS

A. UTILITY DEPARTMENT, PURCHASE OF COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEMS

Dave Donoghue of Parhelion Technologies, Inc., made a brief presentation about a computer software system they have developed to computerize the Utility Department's maintenance and work order system. Instead of maintenance requests and work orders being written on paper forms and then placed in files and binders, the maintenance requests would be entered into a computer which would generate the forms and store the data. The system would be faster and would allow for the collection, storage and recall of data. The initial purchase price for the system with all of the options would be \$7,075.00 which would include one year of support service. The Utility Department and Township engineers have researched Parhelion's and other software packages. Both have recommended the purchase of Parhelion's product.

It was moved by Phillips, seconded by Caviston, to approve the Utility Department's purchase of the Computerized Maintenance Management System software, with all options, from Parhelion Technologies, Inc. at a cost of \$7,075.00.

Roll call vote:

Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

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Nays: None

The motion carried.

B. CHERRY HILL NATURE PRESERVE IMPROVEMENTS, GRANT MATCHING FUNDS

Jan Berry, Chairperson of the Park Commission submitted a letter to the Board indicating that the Superior Land Conservancy has donated approximately \$8,000.00 to the Superior Township Park Commission to be used at the Cherry Hill Nature Preserve for landscape alterations and work associated with creating a new road access from Cherry Hill Road. The Parks Department has applied for a grant from the DNR to install an ADA accessible boardwalk in the Cherry Hill Nature Preserve. The original grant application to purchase the property included proposals to make the park accessible to handicapped and senior citizens. This project will help to meet those requirements and will make the park more accessible to the public. Board members expressed support of the project. Supervisor McFarlane contacted Mark R. Lidke, Director of the Washtenaw County Veterans Services. Mr. Lidke was very enthusiastic about making the park accessible to disabled veterans.

It was moved by Caviston, seconded by Lewis to receive the communication.

The motion carried with a voice vote.

C. CHERRY HILL NATURE PRESERVE, ROAD ACCESS

The Cherry Hill Nature Preserve DNR grant proposal for an ADA boardwalk project involves adding a road access for park maintenance and construction vehicles. The project requires a permit from the Washtenaw County Road Commission (WCRC) for the driveway cut onto Cherry Hill Road. The WCRC requires a drawing of the road access. OHM has provided an estimate of \$ 600.00 for the completion of the engineering drawings. Additional funds were recommended to cover the permit fees and incidental expenses.

It was moved by Caviston, seconded by McKinney, to approve the payment to OHM in the amount of \$ 800.00 to complete the engineering drawings for the Cherry Hill Nature Preserve road access, including incidental expenses.

The motion carried with a voice vote.

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D. BOARD OF REVIEW BACKUP, MR. JAMES SWITALA

The law now allows for the appointment of a backup Board of Review member. Mr. James Switala has volunteered for this position. He is very well qualified for the job as he is a former (retired) Assessor and Accountant for the City of Inkster. He is also a Certified Public Accountant.

It was moved by McKinney, seconded by Caviston, to approve the hiring of Mr. James Switala as a backup Board of Review member. His term will be effective starting January 1, 2009 and ending December 31, 2010.

The motion carried with a voice vote.

E. BOARD APPOINTMENTS

Supervisor McFarlane recommended the following Board Appointments for 2009:

Planning Commission	David Phillips
Park Commission Liaison	Alex Williams
Zoning Board of Appeals	Lisa Lewis
Supervisor Protem	Brenda McKinney
SEMCOG	Rodrick Green
Superior Scenes	Nancy Caviston
Alliance of Rouge Communities	Brenda McKinney/ Deborah Kuehn
Dixboro Design Review Board	William McFarlane
Wetlands Board	Nancy Caviston
WATS	Wm. McFarlane/ Brenda McKinney
County Non-Motorized Trail Committee	Brenda McKinney
Election Commission	R. Green/L. Lewis/D. Phillips
Washtenaw Co. Solid Waste Authority	Alex Williams/ D. Phillips
Urban County	Wm. McFarlane/Brenda McKinney

It was moved by Green, seconded by Caviston, to approve the Supervisor suggested appointments for 2009.

The motion carried with a voice vote.

F. BUDGET AMENDMENTS ALL FUNDS

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It was moved by Caviston, seconded by Green, that the Superior Charter Township Board amend the 2008 budget as follows:

GENERAL FUND			
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
101-000-452-001	CABLE TV FEES AT&T	INCREASE	\$ 1,294.00
101-000-607-000	PLANS & PERMIT ADMIN FEES	INCREASE	\$ 1,600.00
101-000-607-030	PLAN & PERMITS BASE FEES	\$ 5,000.00	DECREASE
101-000-607-075	CHARGES ABOVE BASE REIMBURSEMENTS	\$ 14,000.00	DECREASE
101-000-607-074	CHARGES ABOVE BASE ADMIN FEES	\$ 2,000.00	DECREASE
101-000-609-050	BUILDING FUND CONTRIBUTION	\$ 5,000.00	DECREASE
101-000-626-000	SUMMER TAX COLLECTION FEES	INCREASE	\$ 1,832.00
101-000-664-000	INTEREST	\$ 9,000.00	DECREASE
101-000-695-075	GRANTS	INCREASE	\$ 12,616.00
101-101-702-000	SALARIES BOARD	DECREASE	\$ 2,000.00
101-101-717-000	TAXB BENEFITS SENIOR ASSISTANT	\$ 834.00	INCREASE
101-101-727-050	POSTAGE	\$ 3,500.00	INCREASE
101-101-851-000	INSURANCE	DECREASE	\$ 3,500.00
101-101-958-000	MEMBERSHIPS	DECREASE	\$ 2,000.00
101-171-702-050	SALARY ASSISTANT TO SUPERVISOR	DECREASE	\$ 5,850.00
101-191-702-000	SALARIES ELECTION DEPT	\$ 2,000.00	INCREASE
101-191-703-000	CONTRACT SERVICES ELECTION DEPT	\$ 2,800.00	INCREASE
101-210-801-000	ATTORNEY'S	DECREASE	\$ 10,000.00

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101-210-801-050	ATTORNEY'S OTHER	DECREASE	\$ 4,000.00
101-215-702-050	DEPUTY CLERK SALARY	\$ 5,000.00	INCREASE
101-215-707-000	PART TIME WAGES	DECREASE	\$ 5,850.00
101-215-715-000	CLERK SOC SEC	DECREASE	\$ 2,000.00
101-253-702-055	TREASURER'S ASSISTANT SALARY	DECREASE	\$ 6,908.00
101-258-801-000	COMPUTER DEPT PROF SERV	\$ 2,500.00	INCREASE
101-258-740-000	COMPUTER DEPT OPER SUPP	DECREASE	\$ 3,000.00
101-265-930-000	REPAIR & MAIT BUILD & GROUNDS	\$ 3,000.00	INCREASE
101-278-715-033	ORD OFFICER SOC SEC	\$ 100.00	INCREASE
101-278-717-075	ORD OFFICER TAXB BENEFITS	\$ 400.00	INCREASE
101-278-860-000	MILEAGE ORD OFFICER	\$ 900.00	INCREASE
101-410-702-000	PLAN COMM SALARIES	DECREASE	\$ 3,000.00
101-410-801-010	NON PROJECT ENG	\$ 4,000.00	INCREASE
101-410-801-016	NON PROJECT PLANNING	\$ 3,000.00	INCREASE
101-410-801-020	PROJECT COSTS ABOVE BASE	DECREASE	\$ 14,000.00
101-410-801-012	ENG REVIEWS PLAN DEPT	\$ 3,000.00	INCREASE
101-446-866-000	ROAD MAIT & REPAIR	\$ 3,227.00	INCREASE
101-965-965-000	TRANS TO RESERVES	\$ 9,389.00	INCREASE
101-966-755-000	TRANS TO PARK SPECIAL	INCREASE	\$800.00
	TOTAL Increases/Decreases	\$ 79,450.00	\$ 79,450.00

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FIRE FUND			
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
206-000-664-000	INTEREST	\$ 8,000.00	DECREASE
206-000-671-075	INSURANCE REIMBURSEMENTS	INCREASE	\$ 71,087.00
206-000-695-000	FALSE ALARM CHARGES	INCREASE	\$ 3,100.00
206-000-699-028	TRANS IN FROM FIRE BOND	INCREASE	\$ 32,639.00
206-336-702-000	SALARIES REG STAFF	\$ 40,000.00	INCREASE
206-336-702-005	SALARY FIRE CHIEF	\$ 2,500.00	INCREASE
206-336-702-006	SALARY FIRE MARSHALL	\$ 5,300.00	INCREASE
206-336-707-000	SALARIES ON-CALL STAFF	DECREASE	\$ 30,000.00
206-336-715-005	FIRE CHIEF SOC SEC	\$ 200.00	INCREASE
206-336-715-006	FIRE MARSHAL SOC SEC	\$ 600.00	INCREASE
206-336-717-000	TAXB BENEFITS FULL-TIME STAFF	\$ 4,000.00	INCREASE
206-336-717-033	BENEFIT TIME CASH OUTS	\$ 4,000.00	INCREASE
206-336-718-006	PENSION FIRE MARSHAL	DECREASE	\$ 3,500.00
206-336-851-000	INSURANCE	\$ 5,200.00	INCREASE
206-336-920-000	UTILITIES	DECREASE	\$ 15,000.00
206-336-930-000	REPAIR & MAIT	\$ 22,000.00	INCREASE
206-336-980-000	EQUIPMENT	DECREASE	\$ 20,000.00
206-890-895-000	DELQ PERS PROP BAD DEBT	\$ 2,155.00	INCREASE
206-965-965-010	TRANS TO BUILDING RESERVE	\$ 103,726.00	INCREASE

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206-965-965-000	TRANS TO GEN RESERVE	DECREASE	\$ 22,355.00
	TOTAL OF Increases/Decreases	\$ 197,681.00	\$ 197,681.00

PARK FUND				
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT	
508-756-947-000	PROJECT COSTS PARK DEVEL/IMPROV	\$800.00	INCREASE	
508-000-587-000	GEN FUND TRANSFER SPECIAL	INCREASE	\$800.00	
508-000-651-004	DAY CAMP USER FEES	\$ 7,690.00	DECREASE	
508-000-664-050	INTEREST ON RESERVES	\$ 2,700.00	DECREASE	
508-751-702-001	SALARIES COMMISSIONERS	DECREASE	\$ 2,000.00	
508-751-850-000	TELECOMMUNICATIONS ADMIN DEPT	\$ 700.00	INCREASE	
508-000-695-000	DONATIONS	INCREASE	\$ 5,000.00	
508-751-851-000	INSURANCE	DECREASE	\$ 4,500.00	
508-751-900-000	PRINTING & PUBLISHING	DECREASE	\$ 450.00	
508-754-704-000	SEASONAL STAFF REC DEPT	DECREASE	\$ 2,384.00	
508-754-718-000	PENSION DAY CAMP DIRECTOR	\$ 635.00	INCREASE	
508-754-740-000	OPER SUPPLIES REC DEPT	DECREASE	\$ 1,100.00	
508-754-855-000	ADMISSION FEES REC DEP	DECREASE	\$ 500.00	
508-754-930-000	REPAIR & MAIT REC DEPT	\$ 256.00	INCREASE	
508-755-702-000	SALARY PARK RANGER	\$ 4,388.00	INCREASE	
508-755-704-000	SEASONAL STAFF SALARIES	DECREASE	\$ 5,886.00	
508-755-740-001	OPERATING SUPPLIES MAIT DEPT	\$ 2,000.00	INCREASE	
508-755-740-004	SAND GRAVEL BARK	DECREASE	\$ 1,300.00	

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508-755-742-000	FUEL	\$ 500.00	INCREASE	
508-755-930-000	REPAIR & MAIT MAIT DEPT	DECREASE	\$ 1,500.00	
508-755-951-000	BEAUTIFICATION MAIT DEPT	DECREASE	\$ 5,000.00	
508-755-974-000	SMALL TOOLS/EQUIP	\$ 2,500.00	INCREASE	
508-965-965-000	TRANS TO RESERVES	\$ 6,751.00	INCREASE	
	TOTAL OF Increases/Decreases	\$ 28,920.00	\$ 28,920.00	

PROPOSED BUDGET AMENDMENTS

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LAW FUND

BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
266-000-660-000	FINES & FORFEITS	INCREASE	\$ 9,000.00
266-000-664-000	INTEREST	INCREASE	\$ 17,000.00
266-000-664-050	INTEREST ON RESERVES	\$ 5,000.00	DECREASE
266-310-801-000	PROFESSIONAL SERVICES	DECREASE	\$ 4,000.00
266-310-851-000	INSURANCE AND BONDS	DECREASE	\$ 3,000.00
266-310-976-000	BUILDING ADDITIONS	DECREASE	\$ 11,000.00
266-890-985-000	TAX CHARGEBACKS	\$ 3,000.00	INCREASE
266-310-703-001	SHERIFF'S AUTHORIZED OVERTIME	\$ 25,000.00	INCREASE
266-310-703-000	SHERIFF'S REG CONTRACT	DECREASE	\$ 128,000.00
266-965-965-000	TRANS TO RESERVES	\$ 139,000.00	INCREASE
	TOTAL OF DEBITS/CREDITS	\$ 172,000.00	\$ 172,000.00

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UTILITY FUND

Acct. #	Account Name	Increase	Decrease
O&M:			
404	Water Sales		\$ 123,898.00
405	Sewer Sales		\$ 60,193.00
408	Penalty Income	\$ 8,000.00	
421	Fees	\$ 9,200.00	
426	Prior Year Pension	\$ 64.00	
428	Reimb. For Meetings	\$ 69.00	
441	Interest on Bank Accts.		\$ 9,000.00
555	Water Purchased		\$ 141,500.00
560	Sewer Purchased	\$ 19,176.00	
601	Salaries		\$ 13,154.00
602	Overtime Premium		\$ 3,520.00
605	FICA		\$ 2,290.00
607	Employee Insurance		\$ 13,163.00
608	Prescription Reimb.	\$ 419.00	
610	MERS Health Savings		\$ 840.00
620-AB	R&M - Adm. Bldg.	\$ 5,000.00	
643-AB	Computer Services	\$ 10,000.00	
665-AB	Utilities - Adm. Bldg.	\$ 200.00	
668-AB	Telecomm. - Adm. Bldg.		\$ 500.00
620-MF	R&M - Maint. Fac.	\$ 1,500.00	
645-MF	Oper. Supp. - Maint. Fac.	\$ 10,000.00	
665-MF	Utilities - Maint. Fac.		\$ 6,000.00
668-MF	Telecomm. - Maint. Fac.		\$ 1,000.00
620-LB	R&M - Lift & Booster		\$ 4,000.00
645-LB	Oper. Supp. - Lift & Boos.		\$ 2,000.00
665-LB	Utilities - Lift & Booster	\$ 1,000.00	
632	Prof. Serv. - Auditors		\$ 100.00
636	Prof. Serv. - Other		\$ 50.00
636	Prof. Serv. - Magic Wright.		\$ 400.00
653	Employee Training		\$ 4,000.00
656	Misc. Employee Exp.		\$ 1,250.00
671	Meters & Supplies		\$ 20,000.00
672	Fuel	\$ 2,000.00	
856	Trans to Capital Reserves		\$ 11,286.00

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Capital Reserves:			
413	Availability Fees Inc.	\$ 20,578.00	
416	T&T Income	\$ 167,100.00	
427	State Revolving Fund	\$ 155,353.00	
441	Interest Income		\$ 122,000.00
712	Miscellaneous Expense		\$ 98,000.00
715	State Revolving Fund	\$ 205,556.00	
716	Interest Expense	\$ 3,579.00	
809	Trans from O & M		\$ 11,286.00
Debt Service:			
441	Interest on Bank Accts.		\$ 10,000.00
System Repair Reserve:			
441	Interest on Bank Accts.		\$ 2,250.00
	TOTALS	INCREASES	DECREASES

G. PRINTER FOR THE TREASURER’S OFFICE

The primary printer for the Treasurer’s Office malfunctions on a frequent basis and has resulted in significant repair charges. Due to the age and condition of the printer, and the increasing repair costs, it is recommended to that it be replaced with a new printer. Parhelion, Technologies, Inc. indicated they will obtain three prices and GSA pricing for the printer. They would make sure the Township receives the best price which they estimate to not exceed \$1,500.00.

It was moved by McKinney, seconded by Caviston to purchase a printer from Parhelion Technologies, Inc. to replace the primary printer for the Treasurer’s Office at a cost not to exceed \$1,500.00.

11. PAYMENT OF BILLS

There were no bills to pay.

12. PLEAS AND PETITIONS

Caviston requested an updated list of the Board members addresses.

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13. ADJOURNMENT

It was moved by McKinney, supported by Green, that the meeting adjourn. The motion carried and the meeting adjourned at 8:05 p.m.

Respectfully submitted,

David Phillips, Clerk

William McFarlane, Supervisor