

**ROSE TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
May 8, 2013**

The following residents and guests signed in as present:

Jim Porter	Jim Weil	Brian Oppmann	Doug Smith
Roger Caster	Matt Weil	Joan Leshley	Darlyne Stanczyk
Tom Wirth	A. Eddington	B. Eddington	Tom Willwerth
Sandi Villarreal	Mark Bolan	Donna Boshell	Lawrence Bannerman
Frieda Bannerman			

Other(s) present: Brian Oppmann, Carlisle Wortman Associates, Inc. – Code Enforcement Services

Joan Leshley – OLHSA – Oakland Livingston Human Services Agency

Supervisor Gambka called the regular meeting of the Rose Township Board of Trustees to order at 7:30 p.m. at the Rose Township Hall, 9080 Mason Street, Rose Township, Michigan and led in the Pledge of Allegiance.

Board Members Present: Miller, Trevethan, Kemp, Scheib-Snider, Gambka

Board Members Absent: None

APPROVAL OF AGENDA:

A. Approval of Proposed Agenda for May 8, 2013

Moved by Kemp, seconded by Miller, motion carried to approve the Agenda as submitted.

Voting Yes: Scheib-Snider, Trevethan, Miller, Kemp, Gambka

Voting No: None

CONSENT AGENDA:

A. Approval of Minutes of April 10, 2013

B. Receipt of Monthly Reports

- Building Department
- Constable
- NOCFA
- HAYA
- Financial Reports (Revenue and Expense Reports/Balance Sheets by Fund)

C. Payment of Bills

Scheib-Snider, p. 4, Scheib-Snider and Kemp voted no on holding the Annual Meeting.

Moved by Scheib-Snider, seconded by Miller, motion carried to approve the Consent Agenda with the above-stated corrections.

Voting Yes: Kemp, Scheib-Snider, Miller, Trevethan, Gambka
Voting No: None

PRESENTATIONS:

A. Brian Oppmann – Carlise Wortman Associates, Inc. - Code Enforcement Services (“CES”)

Mr. Oppmann presented a 2.5 year contract renewal, ending December 31, 2015. Mr. Oppmann states that since CES began their contract term in 2011, Rose Township’s building department is now profitable. Upon contracting with Rose Township in 2011, CES took upon an open permit project. There were ninety-five (95) outstanding permits going back to 2000, almost all open permits have been addressed and the project will soon be complete. Supervisor Gambka asks as to the exact number of open permits and Mr. Oppmann responds approximately ten (10). Mr. Kemp asks as to \$500.00 set-up fee, Mr. Oppmann states this was in the original contract and will be removed going forward and apologizes for the error.

B. Joan Leshley – OLHSA –Oakland Livingston Human Service Agency

Ms. Leshley thanks the Board and states OLHSA (a Community Action Agency) is a non-profit, serving all of Oakland/Livingston County. OLHSA’s mission is to enable low-income, elderly and those with disabilities to gain the knowledge and skills to become self sufficient and helps those in a vulnerable states move forward. Vision is to be catalyst to community to reduce causes and effects of poverty. OLHSA has multiple partners in funding – community, federal, state and local funding. Funding is approximately \$42,000,000.00. Discusses CDBG – minor home/mobile home repair. Maximum repair \$5,000.00. Opened Welcome Center in February in Holly. Throughout the past two (2) years have helped over sixty-nine (69) residents in Rose Township, families (children, elderly, veterans, etc.). Holds a yearly fundraiser. Adolene Eddington asks how someone would begin the process and Ms. Leshley advises her to call the number in Holly or Pontiac.

PUBLIC COMMENT ON AGENDA ITEMS ONLY (limit comments to 3 minutes each item):

Glen Noble, Resident – Old Business 5(b) – fire authority insurance, Board should not be involved. CES renewal contract – cost/benefit, not at level to eliminate. Speaks as to personnel policy and cost centers relating to health insurance and inequities within offices.

Moved by Gambka, seconded by Trevethan, motion carried to grant resident additional two (2) minutes to speak.

Voting Yes: Kemp, Scheib-Snider, Miller, Trevethan, Gambka
Voting No: None

Adolene Eddington, Resident asks Mr. Oppmann (CES) if Rose Township is showing a profit and asks as to figures and yearly increases.

Tom Willwerth, Resident, assistant cemetery sexton, does not believe the Board should have voted on grass mowing contract since they have not reviewed it. They will have to uphold their contracts.

OLD/CONTINUING BUSINESS:

A. Tri-Party Gravel Project for 2013 – Revise Amount.

Moved by Gambka, seconded by Kemp, motion carried to revise the amount spent on the 2013 Tri-Party from \$100,000.00 to approximately \$131,000.00.

Supervisor Gambka received a call from Oakland County and was told we had four (4) years of monies; money was going to be taken away before it could be used. Take the money and use for gravelling (costing Township only \$44,000.00). Looking for verbal approval.

Voting Yes: Miller, Trevethan, Kemp, Scheib-Snyder, Gambka

Voting No: None

B. NOCFA Insurance

Trevethan explains additional insurance necessary for clean-up day. NOCFA has Rose Township as additional insured.

C. Caster Insurance/Discuss RFP for Dearborn Park Hayfield

Trevethan states the Casters have farming insurance on their equipment and cannot add Rose Twp as additional insured, they are completely covered. Township Attorney suggested entering into a Hold Harmless Agreement with the Casters, which will protect Rose Township from any possible litigation/lawsuit. Miller states heavy duty equipment is being supplied and Caster's help is unnecessary. Supervisor Gambka states their help can be utilized elsewhere as there was a motion regarding same at last month's meeting. Kemp states it will not hurt to have extra hands at Clean-Up Day. Scheib-Snyder is in favor of using Casters. Supervisor Gambka states it was voted to use the Casters and we will honor that vote. Motion stands.

D. All N One Lawn Care Insurance

Trevethan states that All N One submitted their Proof of Insurance to Rose Township. In the future, Rose Township should be listed as additional insured on all contractors' Proof of Insurance.

NEW BUSINESS:

A. Code Enforcement Contract Renewal

Kemp states that a one (1) year contract makes sense, hard to justify full-time personnel to support in-house building department at this time. Miller states that it would cost \$80-90,000.00/year to run in-house building department, CES has made the building department profitable and brought everything up to date. Scheib-Snyder supports decision but with a shorter contract. Supervisor Gambka states the building department used to cost approximately \$120,000.00 in-house and is satisfied CES is the way to go with the ninety (90) day termination clause

Moved by Gambka, Second by Miller, motion carried to approve a three (3) year contract with Code Enforcement Services.

Voting Yes: Miller, Trevethan, Kemp, Gambka
Voting No: Scheib-Snider

B. Discuss/Revise Administrative and Personnel Policy Manual, Section 3

Moved by Trevethan, seconded by Scheib-Snider, motion carried to table this line item until later date (1-2 months).

Voting Yes: Trevethan, Kemp, Scheib-Snider, Miller, Gambka
Voting No: None

C. Resolutions to Approve July 4, 2013 Fire Works Display – Roger Rakowski – Lake Braemar

Rose Township Resolution # 2013-17
Rakowski Fireworks Display Permit

Whereas, Roger Rakowski, holder of a license for “User of Fireworks (Display)” issued by the Bureau of Alcohol, Tobacco and Firearms (ATF), has made application for a fireworks permit to be conducted in Rose Township, and

Whereas, the ATF, in a letter issued on May 24, 2010, has approved the applicant as a “responsible person” under Federal explosives license/permit # 4-MI-125-54-3F-00759, and

Whereas, Mr. Rakowski, has previously been issued Fireworks Display Permits by Rose Township and has heretofore complied with permit requirements, and

Whereas, Mr. Rakowski, a Rose Township resident, seeks the issuance of a permit to hold a fireworks display on the smaller of the two vacant islands located in Lake Braemar, Rose Township, Oakland County, Michigan on the evening of July 5, 2013 or if weather delayed, July 6, 2013.

Now Therefore Be It Resolved, that Rose Township Board authorizes the Township Supervisor to issue a fireworks display permit to Roger Rakowski contingent upon his compliance with all of the following conditions:

1. Forwarding to Rose Township, a copy of all required licenses and permits for a fireworks display required by the State of Michigan and or the federal government not heretofore submitted.
2. Obtaining the approval of the North Oakland County Fire Authority as to his competency as pyrotechnic operator, suitability of the site, and a demonstration that applicant is in compliance with all applicable rules and regulations (including NFPA) for fireworks display.

3. Submit a list of the fireworks to be used during the 2013 display and a letter from the property owner(s) indicating that the applicant has permission to use their property for purposes of the display.
4. Submission to the Township, a Certificate of Insurance naming Rose Township and the North Oakland County Fire Authority as additionally named insured on his insurance policy for the date(s) of the event and that the policy limits be a minimum of \$1,000,000 (One Million Dollars) combined single limits for both bodily injury and property damage.
5. The display is carried out in accordance with all appropriate federal, state, statutes, rules and regulations on July 5, 2013 or if delayed by weather conditions or at direction of NOCFA, July 6, 2013.

Moved by Trevethan, seconded by Scheib-Snider, motion carried to approve the July 4, 2013 Fire Works display (Roger Rakowski – Lake Braemar).

Voting Yes: Miller, Trevethan, Kemp, Scheib-Snider, Gambka
Voting No: None

D. Discuss/Approve Eagle Scout Project – Presentation to be given to Board for Final Approval Prior to Commencing Project

Miller states the Board and Mr. Willwerth will draft a plan of what needs to be done and take it to the Eagle Scouts.

Moved by Gambka, seconded by Miller, motion carried to approve the Eagle Scout project moving forward.

Voting Yes: Scheib-Snider, Miller, Trevethan, Kemp, Gambka
Voting No: None

E. Discuss Removal of Investment Policy from Policy and Procedure Manual

Moved by Trevethan, seconded by Miller, motion carried to discuss the removal of the investment policy from the policy and procedure manual which will still be active but in a separate binder.

Trevethan states it was brought to her attention via training that investment policy should not be part of a policy and procedure manual. Asking that these be separate documents and requesting the Board remove this from the manual. Kemp states we should not remove the language yet without looking into further, provide us with the new option. Supervisor Gambka asks where this information will be located. Trevethan responds it will just be a separate document. Scheib-Snider agrees with Mr. Kemp, keep until new policy is in place. Kemp states it would be premature to remove language before approving new policy. Trevethan states that removing language does not make it null and void, simply moving language to a revised document. Trevethan states it will be ready for the June meeting.

Voting Yes: Kemp, Scheib-Snider, Miller, Trevethan, Gambka
Voting No: None

ANNOUNCEMENTS:

- A. Next Regular Planning Commission Meeting – June 6, 2013 – 7:30 p.m.
- B. NOCFA Board Meeting – May 20, 2013 – 7:00 p.m. – Station 1
- C. Assessing Office – 2nd Tuesday every month – 9:00 a.m. – 4:00 p.m.
- D. Next Township Board Meeting – June 12, 2013 – 7:30 p.m.
- E. Cemetery Committee Meeting – June 18, 2013 – 2:00 p.m. – Rose Township Offices
- F. Rose Township Clean-Up Day – May 18, 2013 – 8:00 a.m. – 4:00 p.m.

MISCELLANEOUS REPORTS:

- A. **NOCFA** – Trevethan reports that Marilyn Houser passed away and gifted \$20,000.00 to NOCFA. A recognition plaque will be issued to her family in her name.
- B. **Planning Commission** – Miller states that Planning Commission/Chairperson Proper is ill and in the hospital.
- C. **Holly Area Youth Assistance (HAYA)** – Scheib-Snider states there will be a fundraising golf outing - May 17, 2013 - t Heather Highlands - \$75.00/player.
- D. **Cemetery Committee** – Miller states that rules and regulations are being drafted and will come to Board for approval once completed.
- E. **Parks and Recreation** – Scheib-Snider states trails are being marked, working on CDBG funds, bench and signage details.
- F. **Supervisor's Report** – None.

PUBLIC COMMENT (limit comments to 3 minutes each item):

Darlyne Stanczyk, Resident asks when road chloriding will start. Miller states there will be repairs to the road and chloride the week of May 22.

Roger Caster, Resident states he began helping the Township at Clean-Up day thirty (30) years ago and collects tires dumped on the road.

Tom Willwerth, Resident states the mowing contract is wrong. How can the Board sign a contract they did not read? Dave Plewes and Trevethan are in control of the contract and Mr. Plewes does not run the Township. Read the package. Has an issue with hand trimming. Resident feels he was discriminated against last year.

Frieda Bannerman, Resident thought the Township was interested in saving money, not spending money. Using Casters does not cost the Township money, Board just looking to spend more money.

Unidentified Resident, Resident asks when the budget meeting will be held. Miller responds at the June 12, 2013 meeting. Mr. Gambka states there is no longer an annual meeting, budget will be discussed at the regular June 12, 2013 Board meeting.

Adolene Eddington, Resident asks why the Board discontinued the tradition of holding the Annual Meeting. Supervisor Gambka states this matter was voted on and the only thing

discussed at annual meetings are salaries (can only increase salaries, not decrease), meetings were combative and comments can be discussed at any meeting. Resident asks how much CES is being paid. Supervisor Gambka states he will provide resident with a copy of the contract with CES.

Miller informs Ms. Bannerman that there is no extra charge if we do not use Casters; heavy equipment is a part of their price for Clean-Up Day.

Matt Weil, Resident states the fire department needs to converse with CES, not included in contract. States a large home was constructed and is need of attention. Mr. Gambka states any fees necessary will be paid from permit fee and it will be discussed with CES as to how to proceed. Resident states he received a call to respond to Hickory Ridge, illegally burning without a permit and caught raw material on fire. Supervisor Gambka states wood soaked in Creosol was being chipped and it is hazardous.

ADJOURNMENT:

Adjourned at 9:01 p.m.

Approved/Corrected



Debbie Miller, CMC
Rose Township Clerk