

**ROSE TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
February 12, 2014**

The following residents and guests signed in as present:

Jim Porter	Jim Weil	Amy Mayhew	Tom Willwerth
Mark Bolan	Dior Rushton	Don Walls	

Other(s) present: Susan Weaver (recording secretary)

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

Board Members Absent: None

APPROVAL OF AGENDA:

A. Approval of Proposed Agenda for February 12, 2014

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

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

Voting No: None

CONSENT AGENDA:

A. Approval of Regular and Special Board Meeting Minutes of January 8, 2014

B. Receipt of Monthly Reports

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

C. Payment of Bills

Moved by Scheib-Snider, seconded by Miller, motion carried to approve the Consent Agenda as submitted.

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

Voting No: None

PRESENTATIONS:

None.

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

Tom Willwerth, Resident is requesting a BS&A coordinator (software) to assist with cemetery system set-up.

UNFINISHED BUSINESS:

A. Tabled: Discussion, Review and Selection of Company for Installation of Cameras, Monitor and Equipment at the Rose Township Offices.

Kemp explains Tech Resources provided the most competitive priced option (without installation). Received four (4) different quotes. After further investigation, complete installation was added and it remains the lowest bid. Trevethan would like to award the bid to MDK, has issues with Tech Resources. Miller states MDK is the higher bid. Kemp states security cameras are not tied into alarm system. Gambka states this matter was discussed at length in January; economically, Tech Resources is the best choice. Scheib-Snider is not happy with Tech Resources.

Moved by Trevethan, seconded by Scheib-Snider, motion carried to approve the bid to install cameras, monitors and equipment to MDK in the amount of \$5,270.00/total installation.

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

Voting No: None

NEW BUSINESS:

A. Resolution 2014-xx 2013-2014 Budget Amendments

Gambka states cable/tv receipts are down by approximately \$6,000.00. Offers to buy antennae. Elections slightly higher due to upcoming elections. Raised health insurance, due to stipend costs, attorney fees (all legal matters settled).

**ROSE TOWNSHIP RESOLUTION 2014-03
FY 2013-2014 BUDGET AMENDMENTS**

WHEREAS, Rose Township has, by resolution, adopted its FY 2013-2014 Budget, and

WHEREAS, from time to time the Township Supervisor shall present to the Township Board recommendations to amend the budget for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both, and

WHEREAS, the Township Supervisor has reviewed both the actual and budgeted revenues and expenditures upon which the appropriations for the below all funds were based, and has recommended that certain budget amendments be adopted.

NOW THEREFORE BE IT RESOLVED that the Township Board approves amending the FY 2013-2014 Budget for the various funds by Activity/Department/Cost Center as indicated herein:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
General Fund	\$831,520	\$842,673
Building Inspection Fund	\$ 50,870	\$ 49,775

General Fund Budget

Account Description	FY 2013-2014 General Fund Budget As Amended
REVENUES:	
Tax Collections	214,600
Inter Government Revenues	471,000
Miscellaneous	145,920
TOTAL REVENUES	\$ 831,520
EXPENSES:	
Assessor	50,700
General Services	161,215
Transfers to Other Funds	12,700
Building & Grounds	45,660
Ordinance Enforcement	37,133
Zoning Board of Appeals	8,792
Parks & Recreation	3,400
All other General Fund Departments	523,073
TOTAL EXPENSES	\$ 842,673
General Fund Total Revenues	\$ 831,520
General Fund Total Expenses	\$ 842,673

Moved by Scheib-Snider, seconded by Kemp, motion carried to approve the 2013-14 Budget Amendment Resolution.

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

Voting No: None

B. Resolution 2014-xx Interlocal Agreement for Ballot Layout and Programming between Oakland County and Township of Rose

Miller states this is a routine five (5) year resolution contract with Oakland County to handle their end of election responsibilities (i.e., programming, etc.).

**ROSE TOWNSHIP RESOLUTION 2014-04
RESOLUTION AUTHORIZING THE EXECUTION OF THE
AGREEMENT FOR BALLOT LAYOUT AND PROGRAMMING SERVICES**

WHEREAS, it is imperative that ballot layouts and programming for all elections be accomplished in a timely fashion to facilitate preliminary testing which in turn assures that ballots and programming are correct and that delivery of the services meets the timelines contained in Michigan Election Law, and

WHEREAS, it is advantageous to Rose Township to have ballot layout and programming services performed locally by a government agency with a vested interest in the accuracy of ballot layout and programming, and

WHEREAS, Oakland County has agreed to perform ballot layout and programming services to municipalities for all elections, and

WHEREAS, the Township of Rose desires to have ballot layout and programming services performed by Oakland County for all elections;

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of the Township of Rose, Oakland County, Michigan, hereby authorizes the Township Clerk to execute the Agreement for Ballot Layout and Programming Services (a copy of which is attached and made part of this resolution) and by such execution accepts and binds Rose Township to the terms and conditions of the Agreement.

Moved by Kemp, seconded by Miller, motion carried to approve the 2014 Interlocal Agreement Resolution for ballot layout and programming between Oakland County and Rose Township.

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

Voting No: None

C. Resolution 2014-xx Adopting Hardship Exemptions Policy and Procedure

Trevethan states this is a new, running Resolution. Gambka asks if the amount of hardships is at federal poverty level. Trevethan states are income level is approximately \$23,000.00. Oakland County advised against changing guidelines.

**Rose Township Resolution 2014-05
Adopting Hardship Exemptions Policy and Procedure**

WHEREAS, P.A. 390 of 1994, which amended Section 7u of Act No. 206 of the Public Acts of 1893, as amended by Act No. 313 of the Public Acts of 1993, being sections 211.7u of the Michigan Compiled Laws, requires that the governing body of the local assessing unit determine and make available to the public the policy and guidelines used by the Board of Review in granting reductions in property assessments due to limited income and assets, referred to as "poverty exemptions."

NOW THEREFORE, THE ROSE TOWNSHIP BOARD OF TRUSTEES RESOLVES:

That to be eligible for a poverty exemption in Rose Township a person shall do all of the following on an annual basis:

1. An applicant or applicants must physically occupy and be the "sole" owner(s) of the property for which the exemption is requested.
2. The subject property must be classified as an "improved single family residential" or "residential condominium" property with a valid Homeowner's Principle Residence Exemption (PRE) currently in effect.
3. The applicant must submit the most recent year's copies of the following for all persons residing in the homestead:
 - a) Federal and State of Michigan Income Tax Returns.
 - b) Either Senior Citizens Homestead Property Tax Form MI-1040CR-1 or General Homestead Property Tax Claim MI-1040CR-4.

- c) Statement from Social Security Administration and/or the Michigan Social Services as to monies paid to applicants during the previous year.
4. The applicant must supply a copy of a current driver's license or other form of identification.
5. The applicant must provide a deed, land contract, or other evidence of ownership if the Board requests it.
6. The applicant must file a completed written application for poverty exemption on a form provided by the township.

BE IT FURTHER RESOLVED that the applicant's total household income cannot exceed the most current Federal Poverty Guidelines set forth by the U.S. Department of Housing and Urban Development (HUD) Very Low Income Level. These standards are to be updated annually.

BE IT FURTHER RESOLVED that the total value of the assets of the applicant and each member of the applicant's household shall not exceed \$10,000. An applicant's homestead (for which the exemption is requested) and principal vehicle shall be excluded from consideration as an asset. All other property, including from all other persons residing in the household, shall be included as an asset. Property shall include, but is not limited to: all savings, retirement accounts, cash, bonds, stocks and mutual funds, coin collections, boats, recreational vehicles, jewelry, second homes, cottages, or any other saleable real property or other tangible items.

BE IT FURTHER RESOLVED that a poverty exemption shall not be granted to any applicant who owns real property, whether singly or jointly, regardless of location, other than his or her homestead.

BE IT FURTHER RESOLVED that a poverty exemption shall not be granted to an applicant with cash on deposit in excess of the proposed tax obligation for the ensuing year, unless the applicant can show evidence that the cash is subject to a legitimate cost of living expense.

BE IT FURTHER RESOLVED that a poverty exemption shall not be granted to an applicant whose investments will produce an income, which when added to the applicant's total household income exceeds the most current poverty income guidelines.

BE IT FURTHER RESOLVED that meeting the income level guidelines does not guarantee 100% exemption. At their discretion, the Board of Review may approve full or partial exemption if deemed appropriate.

BE IT FURTHER RESOLVED that in reviewing the application and all supporting documentation, the Board of Review will consider income, assets, potential earning capacity, medical conditions, and any other unique circumstances of the applicant. The Board may deviate from the established policy and guidelines only for "substantial and compelling reasons." Said reasons must be stated in writing and provided to the applicant.

BE IT FURTHER RESOLVED that any reduction in the State Equalized Value of a property is granted for one year only and must be applied for and reviewed annually based on the applicant's current situation.

BE IT FURTHER RESOLVED that in order to ease the burden on taxpayers, the assessor and the Board of Review and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, the Township of Rose hereby resolves, according to provisions of MCL 211.30(7) of the General Property Tax Act, that the Board of Review shall receive letters of protest regarding assessments from resident taxpayers from the first Tuesday in March until it adjourns from the public hearings for which it meets to hear such protests.

BE IT FURTHER RESOLVED that all Notices of Assessment Change and all advertisements of Board of Review meetings are to include a statement that the resident taxpayers may protest by letter to the Board.

BE IT FURTHER RESOLVED that to conform to the provisions of P.A. 390 of 1994, this resolution is hereby given immediate effect and will stay in effect for subsequent years until amended or voided.

Moved by Trevethan, seconded by Gambka, motion carried to adopt the 2014 Hardship Exemptions Policy and Procedure Resolution.

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

Voting No: None

D. Resolution 2014-xx Waiver of PTA Penalties

Trevethan states this Resolution is required by law if we do not charge residents PTA penalties, reviewed annually.

**TOWNSHIP OF ROSE
COUNTY OF OAKLAND, STATE OF MICHIGAN
RESOLUTION NO. 2014-06
APPROVING**

WAIVING OF PENALTY FEES FOR FAILURE TO FILE A PROPERTY TRANSFER AFFIDAVIT

WHEREAS, Section 211.27a of the General Property Tax Act requires the buyer, grantee or other transferee of property to file a Property Transfer Affidavit on Form L-4260, as prescribed by the State Tax Commission, with the appropriate Assessing Officer in the local unit of government in which the property is located; and

WHEREAS, Section 211.27b of the General Property Tax Act imposes penalties for the failure to file a Property Transfer Affidavit after 45 days have elapsed; and

WHEREAS, Section 211.27b of the General Property Tax Act provides that the local governing body may waive, by Resolution, the penalties levied for the failure to file a Property Transfer Affidavit; and

WHEREAS, Township of Rose has determined to waive the penalties for the failure to file a Property Transfer Affidavit within 45 days of transfer;

NOW THEREFORE BE IT RESOLVED, that the Council/Commission of the Township of Rose hereby waives the penalties under Section 211.27b of the General Property Tax Act.

FURTHER, that the Township Clerk of the Township of Rose is hereby directed to send a Clerk Certified Copy of this Resolution to David M. Hieber, Assessor of the Township of Rose and Manager of Oakland County Equalization at 250 Elizabeth Lake Road, Ste. 1000W, Pontiac, MI 48341.

Moved by Kemp, seconded by Miller, motion carried to approve 2014 Resolution waiving penalty fees for failing to file a property transfer affidavit.

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

Voting No: None

E. Discussion of Mr. Willwerth's Letter Dated January 14, 2014

It is Gambka's opinion that there is a software problem and BS&A should be brought in to help resolve said problem. Miller states the letter refers to 1999-2002, more investigation needs to be conducted, letter also asks for attorney involvement. Gambka agrees this matter needs to be addressed and suggests conferring with Mr. Willwerth in order to get a better understanding/clarification.

F. Discussion of Old Township Office Future Use

Gambka states there have been many suggestions as to the future of the Old Township Hall. Gambka further suggests formation of a committee who would gather ideas (from citizens) and make presentation(s) to the Board regarding possible uses of Old Township Hall. Miller states it is a historical building and it needs to be preserved, would like to see it used as a library or senior citizen center. Scheib-Snider suggests rental for parties/showers, etc.

G. Recognition of Donation from A. Carolyn Coombes for Beebe Cemetery Maintenance

Miller states Carolyn Coombes donated \$100.00 to the cemetery.

H. Resolution 2014-xx Revised 2014 CDBG Funds (Added 2.12.14)

Gambka states this is a formality and was approved at the January, 2014 meeting, wording needs to be re-stated.

ROSE TOWNSHIP RESOLUTION 2014-07

APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

WHEREAS, Rose Township has duly advertised a public hearing on December 11, 2013 for the purpose of receiving comments regarding the proposed 2014 Program Year Community Development Block Grant funds in the approximate amount of \$16,849, and;

WHEREAS, the Township of Rose determined that that the following projects meets the Federal objectives of the CDBG program and it's prioritized by the community as a high priority need.

Account Number	Activity Description	Amount
172170-731227	Minor Home Repair (single unit res.)	\$ 11,849
172160-732185	Public Service (Youth Services)	\$ 2,500
172160-731712	Public Service (General –Safety and Repair Services)	\$ 2,500

NOW THEREFORE BE IT RESOLVED, that the Rose Township CDBG application for PY 2014 funds is hereby authorized to be submitted to Oakland County and to the U.S. department of Housing and Urban Development, and that the Township Clerk is hereby authorized to execute all documents, agreements or contracts which result from this application to Oakland County.

Moved by Trevethan, seconded by Scheib-Snider, motion carried to approve 2014 Resolution revising the CDBG funds.

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

ANNOUNCEMENTS:

- A. Next Regular Planning Commission Meeting – February 6, 2014 – 7:30 p.m.**
- B. Zoning Board of Appeals Meeting, February 4, 2014 – 7:30 p.m. (Cancelled)**
- C. NOCFA Board Meeting – February 24, 2014 – 6:30 p.m. – Rose Township Offices**
- D. Assessing Office – 2nd Tuesday every month – 9:00 a.m. – 4:00 p.m. – Rose Township**
- E. Next Township Board Meeting – March 12, 2014 – 7:30 p.m.**

- F. Cemetery Committee Meeting – TBD – Rose Township Offices
- G. 24/7 Rose Township Recycling – 9080 Mason Street, Holly, MI

MISCELLANEOUS REPORTS:

- A. **NOCFA** – Trevethan states dinner turnout was great. Alison Kalcec retired from the NOCFA Board. Looking for a new citizen at large.
- B. **Planning Commission** – Scheib-Snider states the dog kennel application was approved/all requirements were met, Mike Brooks appointed as Chair and Glen A. Noble appointed as Vice-Chair.
- C. **Holly Area Youth Assistance (HAYA)** – N/A
- D. **Cemetery Committee** – Rescheduled due to weather/snow storm.
- E. **Parks and Recreation** – Gambka states dog park decision is delayed until April 5, 2014.
- F. **Supervisor’s Report** – Supervisor Gambka states Enbridge grant money has been received.

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

Don Walls, Resident asks as to reason(s) for security camera installation. Gambka states consensus is that cameras will be primarily located outside so staff can see who is coming in and to avoid vandalism. Watch recycling. Only a few cameras inside.

Tom Willwerth, Resident states Mrs. Coombes sent in the donation after fact her parent’s stone was titled and bushes needed to be trimmed. Mr. Willwerth handled these matters for her. Resident states small government does not always work the way it should and appreciates the Board’s help with regard to a coordinator.

ADJOURNMENT:

Meeting adjourned at 8:20 p.m.

Approved/~~Corrected~~—


Debbie Miller, CMC
Rose Township Clerk