

**ROSE TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING
November 2, 2011**

The following residents and guests signed in as present:

Brian Oppmann	Don Walls	Tom Willwerth	GE Noble
Jim Porter	Dave Plewes	Paul Gambka	Lyle Barger
Terry Claus	Robert Hauxwell	Alton Gray	

Other(s) present: Susan Weaver (Recording Secretary), Amanda Carrigan (Assessor)

Supervisor Kalcec called the special meeting of the Rose Township Board of Trustees to order at 7:30 p.m. at the Rose Township Hall, 204 Franklin Street, Holly.

Board Members Present: Gordon, Kalcec, Miller, Slaughter, Scheib-Snider

Board Members Absent: None

APPROVAL OF AGENDA:

Motion by Slaughter, second by Miller to convene in closed session to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.

Voting Yes: Kalcec, Slaughter, Scheib-Snider, Gordon, Miller

Voting No: None

CLOSED SESSION:

Closed session begins at 6:35 p.m. and reconvened at 7:17 p.m.

WORK SESSION – SECURING SERVICES:

Brian Oppmann of Carlisle Wortman Assoc. has a proposal for interim building services on a trial basis for Rose Township. Dave Schang's last day is December 15, 2011.

A. Building Department

- 1. Building Inspector**
- 2. Mechanical Inspector**
- 3. Building Official**

Brian Oppmann of Code Enforcement Services (CES), a division of Carlisle/Wortman Associates ("CWA"), located in the Springfield Township Offices/Davisburg Road, states it is state requirement that Townships have a Building Official in place. CES is proposing an interim contract with Rose Township, evaluated over a 6 month period. This would give CES time to evaluate Township's needs and the Township time to evaluate CES. CES is the point person for inspectors and residents/contractors applying for permits and all building department administrative functions. CES employs a Building Inspector/Official on staff providing services to the Township (plan review). Building Inspector paid on a per inspection basis. Plumbing/Electrical/Mechanical

inspectors contracted through the Township but under administrative authority to CES. Slaughter states we also need Mechanical Inspector services, we have a Plumbing and Electrical inspectors. Administratively CES would provide 4 days coverage, 9:00 a.m. - 4:00 p.m. Supervisor Kalcec states we also need Zoning/Code enforcement coverage. Mr. Oppmann states CES also provides that service. Slaughter states CES's proposal is \$875.00/month, plus other listed fees with a one-time start-up fee of \$500.00. Slaughter asks if CES could provide monthly reports in lieu of quarterly reports. Mr. Oppmann responds yes. Gordon asks if there could be a flat fee on mileage for all inspectors. Mr. Oppmann responds yes.

Supervisor Kalcec states Dave Plewes is available for questions. Mr. Plewes concerned about contracting out what can be done in-house. Contracting a building inspector as we do Plumbing/Electrical inspector makes more sense. Mr. Plewes states the majority of Rose Township permits are residents not contractors. Suggests Glen Thomas handle Mechanical and another resident interested in Building Inspector position. Slaughter states, by law we have to provide these services now. Hence, contract CES in the interim while we decide on permanent solution. Slaughter also states she discussed a 3 month interim contract with CES. Miller states CES provides a lot of services for less money than we have been paying. Supervisor Kalcec states we have staff members who can perform some of these duties. Slaughter states we have to have someone in place immediately. Dave Plewes states we lose a lot of control by contracting out. Gordon wants to keep services in-house.

Moved by Slaughter, seconded by Miller, motion carried to approve a 3 month interim contract beginning November 10, 2011 with Carlisle Wortman to provide building department services as outlined in the contract dated November 1, 2011.

Scheib-Snider states we can look into in-housing service over the next week. Miller states \$875.00/month with Carlisle Wortman is a lot less money, \$2000.00 less than what we were paying per month. Supervisor Kalcec asks how this would work on a day-to-day basis. Mr. Oppmann states Rose Township can have applications on-site with information referring resident to Springfield, 4 miles away. Gordon asks about on-line permit capability. Mr. Oppmann responds yes, forms downloaded on-line but not processed.

Voting Yes: Scheib-Snider, Kalcec, Slaughter, Miller
Voting No: Gordon

B. Code Enforcement

Supervisor Kalcec states zoning enforcement also includes Dangerous Buildings and we need to replace this service. It has been suggested that Emile Bair/Constable handle Code Enforcement. Emile Bair states the budget line item for zoning is \$18,000.00 and he will handle it for \$5,000.00. Supervisor Kalcec asks Dave Plewes if he would handle Zoning/Code enforcement? Mr. Plewes states this is difficult to answer without going over job description, the objective of the Township is to obtain compliance. Miller asks if Emile Bair and Dave Plewes could handle this position together. Emile Bair asks if this position requires more hours, he can take those hours on. Slaughter states Emile Bair is an elected official/Enforcement Officer and should taking over Zoning Enforcement, Dave Plewes is a Zoning Administrator and knows zoning in and out. Slaughter suggests Emile Bair handle Code Enforcement with Dave Plewes as a counter-part. Slaughter suggests taking \$10,000.00 out of cost center, paying Emile Bair \$6,000.00/Plewes \$4,000.00 to co-handle Code Enforcement. Supervisor Kalcec suggests meeting with Messer's. Bair and Plewes to discuss handling of CDBG, enforcement, zoning and compile a package that would save the Township money. Plewes suggests working the 4th day a week and making additional \$6,000.00. Costs are important but it is imperative to meet public service needs.

Moved by Slaughter, second by Scheib-Snider, motion carried to appoint the Constable as the Zoning Enforcement Officer, adding Dave Plewes (Zoning Administrator) for administrative assistance and CDBG at \$6,000.00 each for a 3-month trial period, to be reviewed at 60 days.

Voting Yes: Slaughter, Miller, Scheib-Snider, Kalcec,
Voting No: Gordon

C. PEG Administrator

Supervisor Kalcec states there is not an immediate urgency to fill this position. Miller responds she could handle PEG. Supervisor Kalcec states there is public interest, suggests obtaining proposals.

Board consensus to request proposals for PEG administration.

D. CDBG Coordinator

Discussed above.

WORK SESSION – METHODOLOGY FOR FILLING SUPERVISOR VACANCY:

Supervisor Kalcec states she has submitted her resignation letter and the Board has 45 days from its effective date (December 31, 2011) to appoint someone to the position of Supervisor. If not filled, becomes complicated (i.e., special election). Miller responds May 2012 would be the earliest a Special Election could be held. Supervisor Kalcec and Miller state a Special Election would be costly and should be avoided. Slaughter states the Supervisor position primarily consists of the budget, need someone with this experience. Supervisor Kalcec states first we need to decide on methodology. Gordon suggests placing an ad in the paper. Miller states she can place an ad in the paper by next week.

Moved by Gordon, seconded by Scheib-Snyder, motion carried to place Supervisor vacancy in the paper for November 13, 2011, needs to be a Township resident.

**Voting Yes: Gordon, Scheib-Snyder, Miller, Kalcec
Voting No: Slaughter**

PUBLIC COMMENT:


Don Walls, Resident is concerned over permits falling through the cracks. Resident believes Dave Plewes would be a better candidate for zoning enforcement. Resident is dismayed by the Board's lack of readiness to fill building official position after discussing same for many months.

Tim Claus, Resident states he has worked with Glen Thomas and highly recommends him as a mechanical inspector. Keep Constable and give him more authority, not controlled by the Board. Supervisor Kalcec states the Board will decide in February whether or not to keep the Constable position. Resident states Miller suggested taking over PEG, keep it in-house.

ADJOURNMENT:

**Adjourned at 8:40 p.m.
No vote.**

Approved/Corrected



Debbie Miller, Clerk
Rose Township