

**ROSE TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING
October 27, 2009**

The following residents and guests signed in as present:

Nancy Lopez	Emile Bair	Chester Koop
Don Walls	Bruce Proper	Robert Hauxwell
Mark Bolan	Lyle Barger	Tim Cole
Anna Troppens	Amy Mayhew	Janet Cousins
Lee Ann Hole		

Other(s) present: Susan Weaver (Recording Secretary)

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, Michigan.

Roll Call: Present: Kalcec, Miller, Gordon, Scheib-Snyder, Slaughter

APPROVAL OF AGENDA:

Moved by Slaughter, seconded by Scheib-Snyder, motion carried to approve the October 27, 2009 Agenda as submitted.

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

Voting No: None

PUBLIC COMMENT (Agenda Items Only):

No public comments.

PRESENTATION BY STATE BANK:

Slaughter states Township business with State Bank is handled with Debbie Hardin (Branch Manager) and Tom Hufton (Assistant Vice President). Slaughter further states that she enjoys having an accommodating local bank with personal service and introduces Tom Hufton.

Tom Hufton states that State Bank has not accepted TARP money from the federal government because its capital has always been strong (8% or higher). This capital is put back into community (i.e., starting new banks). States most of State Bank's customers are making loan payments. Mr. Hufton states that State Bank's ratings have dropped because its earnings are not there due to moving of earnings into a loan loss reserve. Mr. Hufton has met with Rose Township's Treasurer and has made sure that Rose Township's funds are guaranteed (FDIC insured). TLG program (ending 06/31/2010): Non-interest bearing checking accounts have unlimited insurance, interest bearing savings accounts have a \$250,000.00 limit, restructured Rose Township's accounts so majority of funds are in checking accounts. This program will probably be extended or made permanent.

Slaughter states that operating accounts are insured and still making some money. Investment

accounts capped at \$250,000.00 and revisited every few months.

Scheib-Snider states she spoke to Kerry Vaughn (State Treasury Department/Manager of Auditing) and he sees no reason for Rose Township to not pursue doing this. Scheib-Snider states the Board has already decided to allow members access to bank accounts and asks Mr. Hufton what is needed to do this? Slaughter states there is a dispute as to whether or not Trustees are entitled to this authorization. Tom Hufton states that if a form is signed, Board members can view accounts. Mr. Hufton asks that the Board to go through Debbie Hardin or himself with any questions/concerns.

“This Board has already decided to allow all members access to bank accounts, what is needed to do this?”

AUTHORIZATION TO SUBMIT EXCEPTION APPLICATION:

Supervisor Kalcec states she has received response from Bureau of Construction Codes regarding issues with State of Michigan's Barrier-Free Access Regulations pertaining to the 9080 Mason Street building and in order to comply Board must decide how to fund. The Township has 10 days to bring building into compliance or request an exception from the Barrier Free Design Board. Supervisor Kalcec states should this exception be granted, the Township would have up to five (5) years to bring building into compliance. Supervisor Kalcec needs Board authorization to submit exception application.

Slaughter asks who will assist Supervisor Kalcec with application? Supervisor Kalcec responds “the building official”. Slaughter is concerned due to past reassurances the building met “all” codes. Slaughter states (pertaining to original complaint) it was recorded to Michigan Bureau of Codes that only 5-8% of the building was remodeled, the building has obviously been remodeled more than that, and in fact alteration involved 50% or more in floor area alteration. Supervisor Kalcec states that remodeling is not erection of partitions, nothing structural was performed, and violation triggered by a change of use (assembly to office). Supervisor Kalcec wants to be in on this process to keep Board informed. Slaughter questions how this whole thing happened and believes it is just the tip of the iceberg. Supervisor Kalcec states that while this is an unfortunate situation, we must move forward to rectify. Slaughter states the Board needs to address the fact the Building Inspector coordinated building, permitted building, inspected building, gave Certificate of Occupancy and told Board/Supervisor that this building was 100% in compliance when in fact it was not. Supervisor Kalcec states this only addresses Michigan Barrier Free complaints, not ADA. RFP's distributed and due to Township by 11/20/09. She understands prior issues but need to solve the compliance issues now.

Slaughter is concerned regarding costs involved, already \$425,000.00 or more into this building, what if it is \$200,000.00 more to bring building into compliance. Need to determine if it would be worth it as building is limited? Supervisor Kalcec states we have no other option but to ask for an extension, needs Board's authorization to submit application and will keep the Board informed.

Moved by Gordon, seconded by Scheib-Snider, motion carried to authorize Supervisor to submit an Exception Application as detailed in the letter dated October 19, 2009.

A copy of the Exception Application will be provided to Board members before sent out.

Voting Yes: Kalcec, Miller, Gordon, Scheib-Snider, Slaughter
Voting No: None

BUDGET AMENDMENT WORKSHIP & RECOMMENDATIONS:

Supervisor Kalcec refers Board to 10/26/09 memo outlining changes occurring since adoption of the budget on 06/24/09 (i.e., decrease in office staff, barrier-free access, Plante & Moran services, etc.).

Supervisor Kalcec would like to designate portion of cash reserve to resolve building issue. Purchase new accounting software (current software has new version which will cost approximately \$10,000.00) and believes new software would streamline operations. Staffing changes since budget: 1 employee in front office and possible ½ employee. Supervisor Kalcec states that Lansing has not made a funding decision, Governor vetoed, asking legislature to increase revenues and minimize cuts. Oakland County states to expect an 11-13% reduction in property tax revenues. Township will have to fund elections starting in July 2010.

Miller states that she proposes a budget amendment reflecting \$1,200.00 stipend and \$6,000.00 to compensate an on-call deputy clerk (assisting with elections, QVF at \$15.00/hr.). Would add software cost to Clerk's cost center and \$6,000.00 toward Plante & Moran (2 days/quarter) coming in to ensure departments are functioning properly. Clerk will also contribute \$12,000.00 to barrier free.

Slaughter confirms that the \$6,000.00/deputy clerk is **up to** that amount, deputy clerk being paid \$15.00/hr.

Supervisor Kalcec states that her calculation of Clerk/Cost Center savings amounts to \$46,795.00.

Miller states that proposed deputy clerk would be a contract employee, used only when necessary.

Gordon asks if BS&A's outright purchase is \$25,000.00? Miller responds, nothing final, could be less. Gordon asks if Vadim is forcing Township to pay \$10,000.00. Miller states it will be at least \$10-20,000.00. Supervisor Kalcec states if an update is not purchased, support ceases.

Scheib-Snider asks Clerk Miller what deputy clerk would do that Linda is not, resume? Miller states the proposed deputy clerk would assist with elections, QVF and signing checks in Clerk's absence. Supervisor Kalcec asks if proposed deputy clerk has accounting background? Miller responds that she has been a legal assistant for 16 years/office background. Scheib-Snider suggests deputy clerk make \$12.00/hr with a year total of \$3,360.00. Gordon supports BS&A, deputy clerk/\$5,000.00/year and discontinue Plante & Moran services.

Supervisor Kalcec states Groveland Township has same auditors as Rose Township and have assisted Clerks with training/instruction at a lesser charge. Auditors cannot make physical entries into accounting and also audit. Supports money for accounting training but would like to look at alternatives. Would like independence from outside assistance. Miller states that most Township's have an on-staff accountant. Slaughter states the auditors support Plante & Moran's quarterly services and it is a smart financial move.

Gordon asks if Clerk and Treasurer are willing to reduce their salaries to offset Plante & Moran's charges? Miller responds no.

Slaughter states that the Township has had a full-time deputy clerk (with full benefits) for many years. Treasurer and Clerk have agreed to share a deputy (Linda), thus, saving Township a considerable amount of money.

Scheib-Snider asks if Treasurer is back to work? Slaughter states she has some doctor restrictions and is handling all of her responsibilities.

Supervisor Kalcec states she will put together budget amendments. Cash reserves (General Fund) at

end of fiscal year 2008 - \$913,000.00. RFP's/barrier free audit in by 11/10/09 and opened at 4:00 p.m. and on agenda.

ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:

Scheib-Snider will be attending education conferences, inquires regarding reimbursement for driving distance and lodging? Slaughter states that allowances/distances need to be updated.

OPEN MEETING TO PUBLIC:

Supervisor Kalcec opens meeting to the public at 8:42 p.m.

Don Walls, Resident states that the former deputy clerk did not receive health insurance, took payment in lieu. Slaughter states that she was not referring to Pat, referring to deputy clerk's prior.

Chester Koop, Resident asks Clerk about other software companies. Miller responds: Fund Balance, Quantum, BS&A, and New World. Resident states a few years ago there was a compromise, whatever software is picked is this quote just for software? Miller states it also includes data conversion and cemetery. Resident asks if price quote includes automated receipting and cash drawers? Miller responds yes.

Don Walls, Resident asks if software includes sufficient training? Miller responds yes.

Mark Bolan asks if the sealed bids are opened only by the Board. Supervisor Kalcec responds the Clerk will handle opening the bids; Board not present and public is welcome. Miller states that Mr. Schang has opened bids for NSP and Clerk sat in.

Janet Cousins, Resident asks Slaughter to describe work performed at home. Slaughter responds working at home consists of phone calls and some paperwork. Resident asks if there is any liability with taking Township documentation home? Slaughter responds that she does not take official documents home, mostly returning phone calls.

Robert Hauxwell, Resident states if results are not achieved regarding the building, entire Board might end up working from home. Resident asks, 10-day exception, is this a direct answer on how Supervisor will meet the requirements. Supervisor Kalcec responds it is her understanding they will take the Township drawings and look at restroom accessibility, elevator (double door), and steps. Resident states he is not comfortable with "up to 5 years" and would like to suggest speaking with someone to come out inspect building and get a temporary reprieve so application is not rushed. Supervisor Kalcec states she would like to get an extension. Resident states there could be more violations than what is in existence now, suggests requesting a 30 day extension. Resident states that if the building costs up to \$200,000.00 or more, tax payers are paying that bill and why was this not handled originally. Supervisor Kalcec does not believe the problems were intentional. Resident states that he is not happy about this tax payer expenditure and believes tax payers should have a voice in the decision.

Robert Hauxwell, Resident asks if a potential bookkeeper would be in addition to current staff. Supervisor Kalcec responds that this was just a suggestion. Resident states that any additional employees would cost Township more money.

Robert Hauxwell, Resident states Trustees are paid health care insurance and asks why? Resident states: Springfield Township – no paid health care, Holly – no paid health care, Milford – no paid health care, Groveland – no paid health care, Highland – no paid health care, independence – no paid health care, White Lake – no paid health care. Resident tells Board if they need to cut costs they should start

with their Trustees.

Slaughter asks who drew up the plans for the contractor (blue print/upstairs floor)? Supervisor Kalcec responds she thinks it was Pat, Chet and herself, but no blue prints.

Robert Hauxwell, Resident would like an answer as to why Rose Township is conducting business differently (i.e., health benefits) by next Board meeting. Supervisor Kalcec responds she will look into it.

Lee Ann Hole, Resident states that the money used for Trustee benefits could go to help the Clerk, as she does not have a full-time deputy clerk. Resident asks the Supervisor if it was helpful to have a deputy clerk when she was the Clerk? Supervisor Kalcec responds that she did have a full-time deputy, if it was helpful and there were unwritten rules that the Clerk and Treasurer's office were separate. Supervisor Kalcec states that she is in favor of the Clerk having assistance/deputy. Resident asks if it is necessary for Trustee Scheib-Snyder to attend conferences and incur costs? Scheib-Snyder responds that they are educational conferences and help her better serve the community and she does not get paid for her time. Resident does not feel Plante & Moran fees should come out of Clerk's salary, states sometimes you have to spend money to ultimately save money.

ADJOURNMENT:

Moved by Slaughter, seconded by Scheib-Snyder, motion carried to adjourn the meeting at 9:04 p.m.

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

Voting No: None



Approved/Corrected

Debbie Miller
Rose Township Clerk