

**HANDY TOWNSHIP BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
MONDAY, APRIL 6, 2020**

The special meeting of the Handy Township Board of Trustees was called to order via video teleconference by Supervisor Alverson at 9:30 a.m. Trustees present: Eisele, Shear, Munsell and Roddy. Absent: None.

Approval of Agenda

**MOTION MUNSELL SUPPORT SHEAR TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED.**

Minutes

Handy Township Regular Meeting Minutes of February 17, 2020

**MOTION EISELE SUPPORT RODDY TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 17, 2020 AS PRESENTED. MOTION CARRIED.**

Handy Township Special Meeting Minutes of March 9, 2020

**MOTION EISELE SUPPORT SHEAR TO APPROVE THE MINUTES OF THE HANDY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING OF MARCH 9, 2020 AS PRESENTED. MOTION CARRIED.**

Approval of Bills

Bills in the amount of \$145,819.50 were presented for approval.

Brief discussion.

**MOTION MUNSELL SUPPORT RODDY TO PAY THE BILLS FOR APRIL 6, 2020 IN THE AMOUNT OF \$145,819.50 TO BE PAID FROM THE APPROPRIATE ACCOUNTS. MOTION CARRIED.**

Pending Business

A) Sewer Report

a) Sewer Plant Update

Update on increase going through plant due to Stay At Home order.

b) Amending Work for Raica Excavating

Brief discussion.

**MOTION EISELE SUPPORT MUNSELL TO APPROVE AN ADDITIONAL \$5,000.00 TO JOE RAICA EXCAVATING FOR WORK CONNECTING THE HEADWORKS TO THE EQ TANK AT THE HANDY TOWNSHIP SEWER PLANT, MONIES TO BE PAID FROM THE BOND IMPROVEMENT GRANT. MOTION CARRIED.**

c) Sewer Plant Improvements

Review of work completed and work that has been delayed due to weather conditions.

d) Preliminary Funding of Energy Study

Discussion of changes recommended to lighting and a new dehumidifier that would be more energy efficient for the Water Plant.

**MOTION MUNSELL SUPPORT EISELE TO ALLOCATE UP TO \$4,000.00 TO CONDUCT AN ENERGY STUDY AT THE HANDY TOWNSHIP WATER PLANT AS RECOMMENDED BY THE MICHIGAN RURAL WATER ASSOCIATION. MOTION CARRIED.**

e) Appointment of Trustee Roddy to Water and Sewer Committee

Clerk Eisele has resigned from the Water and Sewer Committee, Supervisor Alverson recommends appointment of Trustee Roddy to Committee.

**MOTION MUNSELL SUPPORT EISELE TO APPOINT TRUSTEE RODDY TO THE HANDY TOWNSHIP WATER AND SEWER COMMITTEE. MOTION CARRIED.**

B) Water Report

a) Water Plant Update

Work has been completed on the softener tanks. Water and salt usage is up due to the Stay at Home order.

New Business

- A) Resolution Amending the Special Assessment Roll for Sanitary Sewer Special Assessment District No. 2

Discussion followed.

**A RESOLUTION WAS OFFERED BY EISELE AND SUPPORTED BY SHEAR ALLOWING FOR THE 272 REU'S TO BE REMOVED FROM PROPERTY PARCEL #4705-08-400-001, 4705-08-100-038 AND 4705-08-300-004 (FORMERLY MITCH HARRIS PROPERTY). ROLL CALL VOTE. MUNSELL-AYE, SHEAR-AYE, EISELE-AYE, RODDY-AYE, ALVERSON-AYE. AYES-5, NAYS-0, ABSTAIN-0, ABSENT-0. RESOLUTION DECLARED ADOPTED.**

- B) 2020-2021 Allocation Budget

Brief discussion.

**MOTION RODDY SUPPORT EISELE TO APPROVE THE 2020-2021 ALLOCATION BUDGET AS PRESENTED AND TO AUTHORIZE THE SUPERVISOR'S, CLERK'S AND TREASURER'S SIGNATURES. MOTION CARRIED.**

- C) Township Board Request: Re-Zoning of Township Properties (South of I-96)

Discussion followed concerning Master Plan and current zoning.

**MOTION RODDY SUPPORT EISELE TO FORWARD TO THE HANDY TOWNSHIP PLANNING COMMISSION FOR REVIEW AND RECOMMENDATIONS CONCERNING RE-ZONING OF PROPERTY PARCEL NOS: 4705-14-300-012, 4705-15-300-003, 4705-22-100-004, 4705-22-100-006, 4705-22-200-003, 4705-22-200-006, 4705-22-200-005, 4705-22-200-009, 4705-22-200-010, 4705-22-200-012, 4705-22-200-013, 4705-22-200-014 AND 4705-22-400-005. MOTION CARRIED.**

- D) Contract-Cemetery Lawn Mowing 2020 Klaus Gardening

**MOTION MUNSELL SUPPORT EISELE TO RENEW THE CONTRACT FOR LAWN MAINTENANCE WITH KLAUS GARDENING FOR TOWNSHIP CEMETERIES FOR THE 2020 LAWN MOWING SEASON AS PRESENTED AND TO AUTHORIZE THE SIGNATURE OF THE CLERK. MOTION CARRIED.**

- E) Private Road Special Assessment Districts

Supervisor was contacted by one of the subdivisions requesting establishment of a special assessment district for the subdivision private road. Supervisor would like to contact legal counsel for information on process. Will report back to Board with the information.

- F) Request: Supervisor to Assign Special Project work to Assistant Zoning Administrator  
Discussion concerning project, rate of pay and concerns with interference with learning Zoning Administrator duties.

**MOTION EISELE SUPPORT SHEAR TO PAY THE ASSISTANT ZONING ADMINISTRATOR'S HOURLY RATE FOR WORK IMPLEMENTING THE ENERGY STUDY RECOMMENDATIONS FOR THE HANDY TOWNSHIP WATER AND SEWER PLANTS, PAY TO BE RETROACTIVE TO MARCH 1, 2020, TO BE PAID FROM THE APPROPRIATE FUNDS, WORK TO BE DONE AS ASSIGNED BY THE SUPERVISOR. MOTION CARRIED.**

- G) Delay of Request for Road Millage & Headlee Override  
Brief discussion.

**MOTION EISELE SUPPORT SHEAR TO POSTPONE ANY FURTHER DISCUSSION OR ACTION WITH REGARD TO A ROAD MILLAGE INCREASE OR HEADLEE OVERRIDE. MOTION CARRIED.**

- H) Rescheduling of May 2020 Meeting  
Discussion of possible dates.

**MOTION EISELE SUPPORT RODDY TO CANCEL THE REGULAR BOARD MEETING OF APRIL 20, 2020 AND TO RESCHEDULE THE MAY 18, 2020 REGULAR BOARD MEETING TO MONDAY, MAY 11, 2020 AT 9:30 A.M. MOTION CARRIED.**

- I) Twp. Insurance Policy Renewal  
Brief discussion of policy.

**MOTION EISELE SUPPORT MUNSELL TO APPROVE RENEWAL OF TOWNSHIP INSURANCE POLICY WITH EMC INSURANCE THROUGH THE TED HARTLEB AGENCY AS PRESENTED, EFFECTIVE MAY 1, 2020. MOTION CARRIED.**

- J) Document Imaging Software Quote  
Brief discussion.

**MOTION EISELE SUPPORT RODDY TO ACCEPT THE QUOTE FROM SHUMACHER TECHNOLOGIES GROUP (STG) FOR DOCUMENT IMAGING, CONTINGENT UPON THEIR ACCEPTANCE OF QUOTE DATED AUGUST 2019, WITH A START DATE TO BE DETERMINED. ROLL CALL VOTE. SHEAR-AYE, EISELE-AYE, MUNSELL-AYE, RODDY-AYE, ALVERSON-AYE, ABSENT-0, ABSTAIN-0, AYES-5, NAYS-0. MOTION CARRIED.**

K) Frontier Metro Act Right-of-Way Extension

Brief discussion. Trustee Munsell expressed the concerns with property damage when right-of-ways are accessed and the lack of responsibility to repair damages.

**MOTION EISELE SUPPORT RODDY TO APPROVE 5 YEAR EXTENSION, ENDING NOVEMBER 10, 2025, OF METRO ACT RIGHT OF WAY AND TO AUTHORIZE THE CLERK'S SIGNATURE. ROLL CALL VOTE. RODDY- AYE, EISELE-AYE, ALVERSON-AYE, MUNSELL-NAY, SHEAR-AYE. ABSTAIN-0, ABSENT- 0, AYE- 4, NAY- 1. MOTION CARRIED.**

L) MEDC Agreement: Handy Township & HRC

Discussion concerning separate agreement for work done by HRC because grant monies are from the Federal government.

**MOTION SHEAR SUPPORT RODDY TO ENTER INTO AGREEMENT WITH HUBBEL, ROTH & CLARK (HRC) FOR PROFESSIONAL SERVICES ON THE SITE READINESS PROJECT (W. GRAND RIVER PROPERTY) AND TO AUTHORIZE THE SUPERVISOR'S SIGNATURE. ROLL CALL VOTE. ALVERSON-AYE, MUNSELL-AYE, SHEAR-AYE, EISELE-AYE, RODDY-AYE. ABSENT-0, ABSTAIN-0, AYES-5, NAYS-0. MOTION CARRIED.**

M) MEDC Program Schedule

Brief discussion, planning on all work being completed by June 30<sup>th</sup>.

N) Capital Improvement Loan: Budget

Discussion concerning budget.

**MOTION EISELE SUPPORT SHEAR TO USE THE REMAINING MONIES FOR THE RECONSTRUCTION OF MANHOLES IN SPECIAL ASSESSMENT DISTRICT NO. 1. MOTION CARRIED.**

O) 2020 Census Update

Discussion concerning community response to the Census. Residents have until April 30<sup>th</sup> to respond. Discussion concerning effect on State Shared Revenue to Townships.

P) Twp. Property Out lot: Sunnyside Sub: Approval for Fill

Discussion concerning access to Township Property for Farmland lease.

**MOTION MUNSELL SUPPORT EISELE TO AUTHORIZE SUPERVISOR ALVERSON TO WORK WITH CULVER EXCAVATING TO IMPROVE DRAINAGE AND USE APPROPRIATE FILL TO IMPROVE ACCESS TO TOWNSHIP PROPERTY THROUGH THE SUNNYSIDE SUBDIVISION IN AN AMOUNT NOT TO EXCEED \$3,000.00. MOTION CARRIED.**

- Q) 2019-2020 State Shared Revenues  
Discussion concerning revenues.

- R) May 2020 Bond Payment Approval: Loan from General to Sewer  
Discussion concerning bond payment and transfer of funds.

**MOTION EISELE SUPPORT SHEAR TO AUTHORIZE CLERK EISELE TO LOAN FROM THE GENERAL FUND TO THE SEWER FUND IN AN AMOUNT NOT TO EXCEED \$200,000.00 TO MAKE THE MAY, 2020 BOND PAYMENT TO LIVINGSTON COUNTY IN THE AMOUNT OF \$504,000.00. ROLL CALL VOTE. RODDY-AYE, SHEAR-AYE, MUNSELL-AYE, EISELE-AYE. ABSENT-0, ABSTAIN-0, AYES-5, NAYS-0. MOTION CARRIED.**

- S) Crossroads Assessing Contract Renewal for 2020-2021  
Discussion of contract.

**MOTION MUNSELL SUPPORT SHEAR TO RENEW THE CONTRACT WITH CROSSROADS ASSESSING FOR 2020-2021 AS AMENDED, WITH THE DELETION OF LAST 2 LINES OF SECTION 5.1. AND SECTION 5.2 IN ITS ENTIRETY AND TO AUTHORIZE THE SUPERVISOR'S SIGNATURE. MOTION CARRIED.**

**MOTION MUNSELL SUPPORT SHEAR TO RENEW THE EMPLOYMENT CONTRACT WITH AMY PASHBY IN THE AMOUNT OF \$1,200.00 FOR THE PURPOSE OF SIGNING THE HANDY TOWNSHIP TAX ROLLS FOR THE 2020 TAX YEAR AS PRESENTED. MOTION CARRIED.**

- T) Silver Springs Association: Phase 1: Request for Cost Sharing  
Discussion concerning Silver Springs Association Phase 2 contributing to the cost of the street light located at the entrance to the subdivision. Supervisor is waiting on further information from the Phase 1 Association.

- U) 2020 Farmland Agreement: Kurtis Griffes: 4705-03-400-003  
Brief discussion.

**MOTION MUNSELL SUPPORT EISELE TO RENEW THE FARMLAND LEASE AGREEMENT WITH KURTIS GRIFFES FOR 2020, PARCEL #4705-03-400-003, AT A PRICE OF \$102.00 PER ACRE AND TO AUTHORIZE THE SUPERVISOR'S SIGNATURE. MOTION CARRIED.**

V) Employment Compensation During CoVid 19 Pandemic

Discussion concerning loss of wages due to Stay at Home order.

**MOTION EISELE SUPPORT RODDY TO MAINTAIN COMPENSATION AT THE REGULAR RATE AND HOURS FOR THE TOWNSHIP OFFICE PERSON, DEPUTIES, ZONING ADMINISTRATOR AND UTILITY BILLING CLERK, RETROACTIVE TO MARCH 16, 2020 AND CONTINUING THROUGH MAY 31, 2020. ROLL CALL VOTE. RODDY-AYE, EISELE-AYE, SHEAR-AYE, MUNSELL-AYE, ALVERSON-AYE. ABSENT-0, ABSTAIN-0, AYES-5, NAYS-0. MOTION CARRIED.**

W) Renewal of Agreement with SLC Meters

Brief discussion.

**MOTION EISELE SUPPORT RODDY TO RENEW THE CONTRACT WITH SLC METERS AS PRESENTED AND TO AUTHORIZE THE CLERK'S SIGNATURE. MOTION CARRIED.**

X) Supervisor's Report

Will be looking at Chloride on roads soon.

Reviewed Budget and revenues. Revenues are solid and all Township accounts are healthy. Budget numbers look good.

Y) Clerk's Report

Clerk reported on Primary, County canvas is done but due to COVID 19 State has not released election materials. Reimbursement for election has been sent to State.

Brief discussion concerning burn permits, one resident was having difficulty getting through on burn permit line, some residents are confused about who handles the permits.

Correspondence:

A) Liaison Officer march 5, 2020 Status Report

Brief Public Comments

Supervisor Alverson announced Brief Public Comments were available to anyone who wished to address the Board at 11:19 a.m. Contact information was presented. No response as of 11:21 a.m.

Handy Township Board of Trustees Meeting Minutes of 4-6-20  
Page 8

**MOTION EISELE SUPPORT RODDY TO ADJOURN AT 11:22 A.M.  
MOTION CARRIED.**

Respectfully Submitted,

Pamela J. Hibbard  
Deputy Clerk/ Recording Secretary

Laura A. Eisele  
Handy Township Clerk