

**REGULAR MEETING
LENOX TOWNSHIP BOARD OF TRUSTEES
MONDAY, MAY 2, 2016**

- 1. CALL TO ORDER:** 7:30 PM
MEMBERS PRESENT: Trombly, Kethe, Ottenbacher, Turchi, Boyd
ATTORNEY PRESENT: Steven Joppich
RESIDENTS AND GUESTS PRESENT: 8

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Supervisor Trombly requested that the following be added to the Agenda under New Business, a. Fire Department Vehicle Purchase, moving the other three items down.

Clerk Kethe requested to add the following under New Business, e. Set Public Hearing for the 2016-2017 Budget and f. Limestone recommendation.

Motion by Turchi seconded by Boyd to approve the agenda with the three additions. All Ayes. Motion passes.

4. APPROVAL OF MINUTES

Motion by Boyd seconded by Turchi to approve the minutes of 4-4-2016 and 4-7-2016. All Ayes. Motion passes.

5. PUBLIC ANNOUNCEMENTS

There were no public announcements made at this meeting.

6. PUBLIC COMMENT

There were no public comments heard at this time.

7. CONSENT AGENDA

All items listed under this Consent Agenda are considered routine by the Township Board and will be enacted by one motion. According to established Township meeting rules, there will be no separate discussion of these items, unless a member of the Board or public so requests at or prior to the meeting, in which event the chair of the meeting may remove such item(s) from the Consent Agenda for discussion and consideration under Agenda Item No. 7, below. Approval of the Consent Agenda shall be by a majority roll call vote of those present and voting. Under the consent agenda are items a. Sheriff's Report, b. Fire Department Report, c. EMS Report, d. DPW Report, e. Code Enforcement Report, f. Assessing Department Report, g. Engineers Report, h. Library Report, i. Senior Center Report, j. Supervisor's Report, k. Treasurer's Report, l. Order and Bills in the amount of \$208,431.60, m. Trustees' Report.

Motion by Turchi seconded by Kethe to approve the consent agenda and to include the Orders and Bills in the amount of \$208,431.60. Roll Call: Boyd . Aye, Turchi . Aye, Ottenbacher . Aye, Kethe . Aye, Trombly . Aye. Motion passes.

8. ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the Consent Agenda.

9. UNFINISHED BUSINESS

There was no Unfinished Business to conduct at this meeting.

10. NEW BUSINESS

a. FIRE DEPARTMENT VEHICLE PURCHASE

Chief Fouchia explained that the Fire Department established an apparatus committee several months ago as two vehicles need to be replaced, being Rescue II and Engine II that is currently operating out of Station II. The Apparatus Committee included the Fire Chief, Assistant Chief and Captain, two senior Firefighters, and the Fire Department mechanic. During several meetings, bid specifications were developed, which were put into a Request For Proposal (RFP) and sent to three different companies including: Kodiak Emergency Vehicles/Spencer Manufacturing in South Haven, MI, PL Custom/Rescue 1, in New Jersey, and Pierce Manufacturing in Wisconsin. The Committee was shocked at one bid, with the second equally surprising, the committee realizing that the companies put as little effort as possible into the project. They were also informed that it could take 17 months to build a rescue truck, Rescue II is in dire need of replacement and the department cannot wait 17 months. PL Custom and Pierce added several items that were not even listed, obviously, the RFP was not followed.

Pierce's bid totaled \$377,473.00, which included loose equipment. It did include a 15 year warranty, a 17 month build time and \$12,000 trade-in.

PL Custom proposed \$366,667.00, which included loose equipment with a lifetime warranty and a build time of 16 months plus \$10,000 trade-in.

Kodiak Spencer offered \$291,523.00, which included loose equipment with a lifetime warranty, a build time of 240 days, and \$14,000 trade-in.

Chief Fouchia inquired how much the vehicle would cost if the Fire Department provided the chassis purchasing it from Milne Ford in Mount Clemens. Kodiak Spencer proposed a cost of \$199,367.00 if the department provided the chassis purchased from Milne. The Committee unanimously recommended to request that the Board of Trustees approve the purchase of the new rescue truck from Kodiak Spencer. Fouchia recommends including a 10% up change in the motion, in case there are any necessary modifications, he would not have to keep returning to the Board for approval. The Department is usually able to purchase the loose equipment cheaper from regular vendors. The National Fire Protection Association (NFPA) recommends vehicles that are 20 years old be reduced to reserved status. Any vehicle that is 25 years or older is recommended to be taken completely out of service. The vehicle this would be replacing is a 1995 vehicle, which runs out of Station I on every call except a structure fire.

Trustee Turchi inquired what the cost would be if the department got the chassis from Milne.

Trustee Boyd stated that Fouchia got the price without the chassis from Kodiak but has not gotten the price of the chassis from Milne.

Fouchia explained that the salesperson from Milne would be able to create a quote once he receives the specifications.

Kethe commented with the 10% added in case of overages, the cost would be not to exceed \$320,675.00.

Motion by Boyd seconded by Kethe to authorize the Chief to contract with Kodiak Spencer to purchase a new rescue truck not to exceed \$320,675.00. All Ayes. Motion passes.

Kethe added that Chief Fouchia has been putting money aside every year for this purchase, no loan is needed.

b. ASSESSMENT ADMINISTRATION SERVICES, LLC, CONTRACT RENEWAL

Mr. William Griffin from Assessment Administration Services, LLC (AAS) Contract is the same contract that has been in place for several years, except for a small increase due to health care cost increases. An extension clause has been included so the contract can just be extended rather than going through the whole process of preparing a proposal again. There is a 30 day and out clause for both AAS and Lenox Township.

Turchi directed a question toward Karon or Jodi . in the past three years has the Township noticed if it is cost effective to use the company instead of having an in-house Assessing Department.

Clerk Kethe clarified that many expenses are still there, such as legal fees- it is a toss-up.

Treasurer Ottenbacher interjected that one year ago, the administration fee was added, that fee helps to cover costs in the Assessing Department, agreeing that there is not a big difference in what the expenses are. The only problem that she has had, is that she is still not settled with Macomb County; she has never been this late in all the years she has been with Lenox Township. Some of the communities that Assessment Administration Services contracts with have settled with the county and Lenox has not received the numbers from the Assessor, however, she and Tom Monchak may be able to get it worked out.

Griffin said that he has also spoken to Tom about it and he thinks he could pull someone from his staff and get them to the Township to make it a point to get Lenox done first every year.

Comment B. Ottenbacher: could you put that in writing? Because I have to live with her being so upset about having to wait for so long.

Griffin said the problem is that the Board of Review just ended and there are forms that are required to be turned into the state at that time. In some communities, the Treasurer does the worksheets and some communities they do not. Regarding the contract, if in three years, Lenox decides to extend the contract, the price would increase 3% annually.

Motion by Boyd seconded by Ottenbacher to authorize a three-year contract extension at a cost of \$99,900.00 per year for three years. All Ayes. Motion passes.

c. DPW SEASONAL PERSONNEL HIRE REQUEST

Superintendent Cam Trombly explained that he would like to re-hire the same seasonal person as last year. Dolan Bonkowski was hired last year and he did a really good job; he is interested in coming back to work for Lenox this summer. Trombly requested the Board's approval to re-hire Dolan in to the seasonal position at \$10.00 per hour.

Clerk Kethe inquired what the justification would be for an extra \$1.00 per hour.

C. Trombly remarked that there are two things: (1) there would be no retraining and rehiring phase and (2) to retain him.

Kethe asked if he was OK with the \$9.00 per hour that he was making last year.

C. Trombly responded that he knows it was difficult for him.

Trustee Boyd remarked that he did some investigating and the only other one that is hiring for a seasonal ground worker is Shelby, which is a much bigger community, and they are paying \$9.84 per hour. Hydro-painters are being paid \$9.50 per hour.

Supervisor Ron Trombly stated that his duties include grass cutting and weed whipping; the Township would not have to retrain him. He said maybe Lenox could keep him for four years while he is in school.

C. Trombly added that this year fire hydrants are on the rotation to be painted and he will help with that.

Kethe said she does not have too much of a problem with \$10.00 per hour, except for the second position that Cam is asking for. She stated that now he is asking for two people and would be adding \$19.00 per hour to the payroll, which comes out of the General Fund.

C. Trombly responded that the reason he is asking for a 2nd seasonal person is the Township's shorter work weeks, there is a lot to accomplish in a short period of time.

R. Trombly remarked that there is one person in that department right now and said he doesn't like a person running equipment by themselves or being in a building doing heavy equipment by themselves. This is not a safe scenario.

Kethe said that Dolan would be starting Monday; that would take care of that concern.

Boyd asked if the reality is that if you got another person, nobody would ever do anything alone in the shop again or cutting grass by themselves ever again.

C. Trombly remarked that instead of one three-man crew there would be two two-man crews.

Kethe asked Cam how much of the work would he be able to do himself . mowing lawns and park maintenance?

C. Trombly explained that if he can set up a second crew, he would not be mowing grass. He would work on Water and Sewer system items instead.

Kethe reported that if the second person would assist with that, maybe some of the costs should come out of the DPW Fund.

C. Trombly explained that he is OK with that. This person would be on an as-needed basis.

Kethe said that it would be hard to find someone who would work two days this week and one day next week.

C. Trombly remarked that it is very difficult to find someone to work even 30 hours a week.

Boyd wondered what if instead of hiring another person the DPW start working Fridays.

Treasurer Ottenbacher suggested hiring an independent company to do the lawn mowing so that Cam and his assistant would be free to do other things.

C. Trombly recalled that the last time he completed that exercise, it was not cost effective.

Kethe stated that is a matter of opinion, because everything that goes along with having full time personnel was not included when the cost analysis was done, so that may not be a true statement. It has not been done in a few years.

R. Trombly added that there are a lot of maintenance issues on the building that have not been dealt with. It is getting time to address these things.

Kethe remarked that in other words that second person would work 30 hours per week.

R. Trombly stated that he posed the question to Attorney Joppich . right now the Township does not hire anyone under the age of 18 - if the Board could hire a 16-year old and above, if it meant just to cut grass or weed whip.

Attorney Joppich agreed to research that.

R. Trombly remarked that even with approval it may be difficult to find somebody that would be willing to do that type of work for that short period of time.

C. Trombly explained that Dolan was 18 years old last year, so this year he should be 19 years of age. It was always his understanding that if they were under 18, there was a problem with them operating equipment. The second seasonal position is a need that was identified. He is asking for approval to advertise for the position for two days a week if he can find an applicant that is willing to do that. There are days where he is doing administrative duties that he would have to find something else for that person to do while he is busy doing that.

Boyd inquired where the funds would come from for this request. Does the Township have the funds?

Kethe answered that both the seasonal employee and Patrick are paid out of the General Fund.

R. Trombly interjected that anything not covered by the General Fund is supplemented by the Pine Tree Acres (PTA) Fund.

Kethe explained that that is not a true statement; overages are taken from the General Fund's Savings Account.

R. Trombly asked what is the other revenue fund?

Kethe responded that Lenox has a savings account for the General Fund that covers when the expenses go above and beyond the operating costs.

Trustee Turchi remarked that she would support an increase for Dolan to \$9.50 per hour and advertise for a 2nd seasonal position.

Boyd commented that he would advertise for a seasonal person for a maximum of three days at \$9.00 per hour so the Township would not be bothered with applicants that expect more pay and more hours.

Ottenbacher added that a retiree may want those hours. She agrees with Turchi about the \$9.50 for Dolan and advertising for another seasonal part-time position.

C. Trombly reported that after some of the larger projects have been completed, the need for the 4th person will be gone.

Motion by Boyd seconded by Turchi to rehire Dolan Bonkowski at \$9.50 per hour and advertise for another seasonal person detailing \$9.00 per hour, maximum three days per week in the advertisement. All Ayes. Motion passes

d. BACKUP INSPECTOR HIRE

Supervisor Trombly remarked that the Board Members should have an email from the Building Inspector requesting the Board to consider Kelly Smith as his recommendation for a Back-up Plumbing/Mechanical Inspector. The Building Inspector Dennis LeMieux and Supervisor Trombly met with Mr. Smith, he seems to have a pleasant demeanor and would work well with the residents of Lenox Township.

Treasurer Ottenbacher inquired where Mr. Smith comes from.

Trombly explained that Mr. Smith resides in East China; he is the person that the current Plumbing/Mechanical Inspector Steve Peinovich recommended to Dennis. Smith would be strictly a back-up inspector in the case that a backup inspector is needed.

Motion by Ottenbacher seconded by Boyd to take Dennis Lemieux's recommendation to hire Kelly Smith as the back-up Inspector for plumbing and mechanical inspections. All Ayes. Motion passes.

e. SET PUBLIC HEARING 2016-2017

Motion by Kethe seconded by Turchi to set the Public Hearing for the 2016-2017 Budget for the regular scheduled meeting of June 6, 2016. All Ayes. Motion passes.

f. LIMESTONE RECOMMENDATION

Supervisor Trombly explained that Lenox Township receives three miles of limestone from the Macomb County Department of Roads Limestone Program, which Macomb County pays 90% of the cost, and Lenox Township covers the remaining 10%. DPW Superintendent Cam Trombly, Richmond Lenox EMS Director Jeff White, and Lenox Fire Chief Dennis Fouchia, as well as the New Haven Yard Supervisor for the Road Commission, came to an agreement on the highest need areas. The three miles are: (1) 31 Mile from the Richmond City limit west of Lowe Plank Road . 1.5 miles,

(2) Forest Avenue from Richmond City limit south to the intersection of 31 Mile . .5 miles,

(3) 30 Mile road west from Gratiot . one mile.

DPW Superintendent Cam Trombly detailed that the 31 Mile Road section was done in 2005, however, with the high traffic volume, that road is a high need area that is in dire need of another application. The Road Commission received numerous calls about that section of the road, which is almost impassable at times. The Forest Avenue section has a high traffic count and gets beat up tremendously.

Trustee Turchi asked Mickey and Kirby what condition has 28 Mile Road been this season?

Mickey remarked that 28 Mile Road has not been too bad.

C. Trombly explained that two years ago the Road Commission did ditching on the north side of 28 Mile Road from Gratiot all the way to the Salt River; the road has continually improved from that time.

Motion by Boyd seconded by Turchi to follow the recommendations for the 2016 Limestone Application . the three miles recommended. All Ayes. Motion passes.

C. Trombly detailed that last year the Road Commission applied limestone to a section of Frost Road and also discussed ditching. When he met with the Road Commission Supervisor, he brought up the ditching plans and the Supervisor relayed that it is on the board, still on their radar; they struggle to get to that project because other things come up.

R. Trombly interjected that when the limestone program mapping was initiated, a meeting was held with Mr. Hoepfner regarding a ditching program. The Township asked the County to get more aggressive with ditching, however, this is time and money permitting.

Kethe said the limestone program has been around for many years - a lot longer than when the ditching was initiated.

11. PUBLIC COMMENT

No public comment at this time.

12. CLOSED SESSION – DISCUSSION REGARDING THE PURCHASE OF REAL PROPERTY

Motion by Boyd seconded by Turchi to go into Closed Session for the purpose of discussing the purchase of real property at 8:22 PM. Roll Call: Boyd . Aye, Turchi . Aye, Ottenbacher . Aye, Kethe . Aye, Trombly . Aye. Motion passes.

Motion by Kethe seconded by Boyd to return to open session at 8:44 PM. All Ayes. Motion passes.

Motion by Kethe seconded by Ottenbacher to authorize Township Attorney Steve Joppich and Township Engineer Sermed Saif to proceed with negotiations of the property acquisition as discussed. All Ayes. Motion passes.

13. ADJOURNMENT

Motion by Turchi supported by Boyd to adjourn at 8:45 PM. All Ayes. Meeting adjourned.

Respectfully submitted,

Respectfully submitted,

Jodi Kethe
Clerk

Carol A. Swantek
Deputy Clerk