

**REGULAR MEETING  
LENOX TOWNSHIP BOARD OF TRUSTEES  
FEBRUARY 3, 2023**

- |                                      |   |
|--------------------------------------|---|
| <b>1. CALL TO ORDER:</b>             | 6:30 PM                                   |
| <b>MEMBERS PRESENT:</b>              | Reeder, Kandell, Honold, Clifford, Gurley |
| <b>ATTORNEY PRESENT:</b>             | Albert Addis                              |
| <b>RESIDENTS AND GUESTS PRESENT:</b> | 10  |
| <b>2. PLEDGE OF ALLEGIANCE</b>       |   |
| <b>3. APPROVAL OF MEETING AGENDA</b> |   |

Motion: Kandell Support: Honold

Motion to approve the Meeting Agenda as presented. All Ayes. Motion passes.

**4. APPROVAL OF MINUTES**

Motion: Clifford Support: Gurley

Motion to approve the minutes from the Regular Meeting of January 3, 2023 and the Special Meeting of January 19, 2023 as presented. All Ayes. Motion passes.

**5. PUBLIC ANNOUNCEMENTS**

There were no Public Announcements at this time.

**6. PUBLIC COMMENT**

There were no Comments from the Public at this time.

**7. PUBLIC HEARING**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)**

**1. OPEN PUBLIC HEARING**

Motion: Kandell Support: Honold

Motion to open the CDBG Public Hearing at 6:31 PM.

Roll Call Vote: Kandell- Aye, Honold- Aye, Gurley- Aye, Reeder- Aye, Clifford- Aye. Motion passes.

Clerk Kandell read the Public Hearing Notice aloud.

**2. CASE SUMMARY**

Lenox Township is slated to receive \$1,400.00 in Community Development Block Grant Funds for 2023, which would be available for funding public services.

**3. PUBLIC COMMENT**

Dorie Vazquez-Nolan, Care House Executive Director, detailed the many services that Care House provides to reduce and prevent child sexual and physical abuse in Macomb County. CDBG Funds have assisted numerous Lenox Township victims and their non-offending family members since 1996. She requested \$1,200.00 in CDBG Funds that would help to support services for two low to middle income Lenox Township residents. She invited the public to visit their website, [www.mccarehouse.org](http://www.mccarehouse.org) as well as their Facebook page, Care House of Macomb County.

Kathleen Sheehan, Lenox Township Recreation Director, explained that the Lenox Township Senior Center is continuously growing and

she requested any amount of funding to assist with new equipment for the Senior Center.

**4. CLOSE PUBLIC HEARING**

Motion: Kandell Support: Clifford

Motion to close the Public Hearing for the Community Development Block Grant Funds at 6:38 PM.

Roll Call Vote: Kandell- Aye, Clifford- Aye, Honold- Aye, Reeder- Aye, Gurley- Aye. Motion passes.

**5. BOARD OF TRUSTEES DISCUSSION**

**6. MOTION**

Motion: Clifford Support: Kandell

Motion to split the Lenox Township allotment of \$1,400.00 equally between Care House and the Lenox Township Senior Center.

Roll Call Vote: Clifford- Aye, Kandell- Aye, Reeder- Aye, Gurley- Aye, Honold- Aye. Motion passes.

**8. 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. 9, 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. Public Safety Report, b. EMS Report, c. DPW Report, d. Code Enforcement Report, e. Assessing Department Report, f. Engineer Report, g. Planner Report, h. Library Report, i. Senior Center Report, j. Supervisor's Report, k. Treasurer's Report, l. Orders and Bills, m. Trustees Report, n. Clerk's Report.

Clerk Kandell explained that there is \$739,514.72 in invoices that need approval to be paid at this meeting.

Motion: Honold Support: Gurley

Motion to approve the Consent Agenda with the Orders and Bills in the amount of \$739,514.72.

Roll Call Vote: Honold- Aye, Gurley- Aye, Kandell- Aye, Clifford- Aye, Reeder- Aye. Motion passes.

**9. ITEMS REMOVED FROM CONSENT AGENDA**

There were no items removed from the Consent Agenda at this meeting.

**10. UNFINISHED BUSINESS**

There was no Unfinished Business to complete at this meeting.

**11. NEW BUSINESS**

**a. FIRE DEPARTMENT STATION I EXHAUST REMOVAL SYSTEM REPAIR**

Public Safety Director Jeff White explained that recently the diesel exhaust system at Station I began failing, which requires immediate repair, as it is a health safety issue. The Plymovent diesel exhaust removal system is a specific piece of equipment, sold by a single source vendor, so there is just one quote for this repair. White approved Hastings Air Energy Control to complete the repair work at the cost of \$3,228.43 to get on the repair schedule. There are sufficient funds to cover this repair in the current budget, although funds may have to be moved from one line item to another.

Motion: Clifford Support: Honold

Motion to approve the repair of the Diesel Exhaust Removal System at Station I for the total cost of \$3,228.43 by Hastings Air Energy Control, Inc. as recommended by Public Safety Director Jeff White.

Roll Call Vote: Clifford- Aye, Honold- Aye, Reeder- Aye, Gurley- Aye, Kandell- Aye. Motion passes.

**b. GEOTHERMAL CHEMICAL TREATMENT SERVICE RENEWAL**

Because DPW Superintendent Cam Trombly was not available at this meeting, Clerk Kandell explained that this is a recurring service to maintain the Glycol based Geothermal Heat Transfer System that heats and cools the building. There are few vendors that provide this type

of service. H.V. Burton Company, offers a one-year option at the cost of \$400.00 or a three-year option for \$1,150.00. Kandell recommends the three-year option as has been done in the past.

Motion: Clifford Support: Kandell

Motion to approve H.V. Burton Company to provide chemicals and maintenance for the Geothermal System Heat Transfer System for three years at the cost of \$1,150.00.

Roll Call Vote: Clifford- Aye, Kandell- Aye, Honold- Aye, Gurley- Aye, Reeder- Aye. Motion passes.

**c. NICKEL AND SAPH ASSET MANAGEMENT PROPOSAL**

Deputy Supervisor Mark Grabow explained that the Township's Insurance carrier Nickel and Saph, Inc.. has offered to contract the services of a company to perform a physical inspection and survey of all Township owned buildings, structures, and contents, to develop contemporary replacement cost evaluations for all Township owned insurable properties. This would be done at no cost to Lenox Township, the Township's insurance carrier would be paying the entire bill. HCA Asset Management Company has been utilized by Nickel and Saph for many years and they have been satisfied with their work.

Supervisor Reeder reported that the Township Attorney suggested tabling this item to allow for further discussion.

Motion: Kandell Support: Gurley

Motion to table the Nickel and Saph Asset Management Proposal for 30 days.

Roll Call Vote: Kandell- Aye, Gurley- Aye, Clifford- Aye, Reeder- Aye, Honold- Aye. Motion passes.

**d. PARKS AND RECREATION EASTER EVENT**

Parks and Recreation Director Kathleen Sheehan detailed the proposal for an Easter Event that would be hosted on Saturday, April 1, 2023. Activities would include egg carton decorating, an egg hunt and raffles in the Township Park as long as the weather permits. She requested the use of the DPW Department staff for set up and tear down. She feels that this event could be accomplished within a budget of \$500.00. There are also plans to dedicate the new playground during this event.

Motion: Kandell Support: Honold

Motion to approve the Easter Event in the Township Park, (weather permitting) on Saturday, April 1, 2023 from 1:00 PM until 3:30 PM.as presented by the Recreation Department.

Roll Call Vote: Kandell- Aye, Honold- Aye, Gurley- Aye, Reeder- Aye, Clifford- Aye. Motion passes.

**e. PARK PROPERTY LEASE AGREEMENT**

Deputy Supervisor Mark Grabow explained that the lease renewal of the Future Township Park Property. There are outstanding items from the last lease that are detailed in this renewal. Township officials, the DPW Superintendent and the Township legal team met with the former lease holder and have agreed to sign a new lease. However, due to the recent property purchase of adjacent property, the lease must be amended to include the additional property. It has been recommended to table this issue until the March Board Meeting.

Motion: Clifford Support: Reeder

Motion to table the Park Property Lease Agreement until the new lease can be amended.

Roll Call Vote: Clifford- Aye, Reeder- Aye, Gurley- Aye, Kandell- Aye, Honold- Aye. Motion passes.

**f. 2023 MACOMB COUNTY DEPARTMENT OF ROADS LIMESTONE PROGRAM**

Deputy Supervisor Mark Grabow explained that the Macomb County Department of Roads Limestone Program has changed slightly for 2023. Macomb County has typically allowed limestone to be applied to three miles of gravel roads of the Township's choice, with the County paying 90% and Lenox paying the remaining 10%. Beginning this year, the County will make the decision on which roads receive the limestone; the Township can provide input, but the Department of Roads will have the final say. Another difference this year is that there is salt brine added to the limestone before being applied to the roads. The Department of Roads reported that they are not able to set costs

accurately at this early date, however, it has been recommended that Lenox Township approve participation in the program not to exceed \$30,000.00.

Motion: Kandell Support: Honold

Motion to authorize Lenox Township's participation with Macomb County Department of Roads to apply limestone on three miles of gravel roads with the cost not to exceed \$30,000.00.

Roll Call Vote: Kandell- Aye, Honold- Aye, Gurley- Aye, Clifford- Aye, Reeder- Aye. Motion passes.

**g. SENIOR CENTER / COMMUNITY CENTER CAD DRAWING REQUEST FOR BIDS**

Deputy Supervisor Mark Grabow reported that in order to move forward with the renovation of the former Township Office Building, Computer Aided Drawings (CAD) must be done. This would involve the interior of the building, the exterior of the building, as well as the engineering standards. A request for bids would be placed on the website and shared to notify interested parties of the renovation plan. Grabow remarked that there are bids in process for the roof and the heating cooling system. There may be businesses that are interested in assisting with cost reduction for the project, which would be welcomed as renovation costs continue to rise.

Motion: Honold Support: Kandell

Motion to approve the Supervisor's Office to prepare the Request for bids and disperse it for CAD Drawings and services pertaining to the Lenox Township Senior Center/ Community Center.

Roll Call Vote: Honold- Aye, Kandell- Aye, Clifford- Aye, Gurley- Aye, Reeder- Aye. Motion passes.

**h. BOARD OF REVIEW ALTERNATE APPOINTMENT**

Deputy Supervisor Mark Grabow explained that Supervisor Reeder has recommended that resident Robert Breemeersch be appointed as an alternate on the Board of Review. Mr. Breemeersch is a 32-year Lenox Township resident and brings a vast amount of experience regarding the value of properties and homes and is ready to learn more about the review process.

Motion: Honold Support: Gurley

Motion to authorize the appointment of Robert Breemeersch as an Alternate to the Board of Review for a term of two years, expiring 12-31-2024 as recommended by Supervisor Reeder.

Roll Call Vote: Honold- Aye, Gurley- Aye, Clifford- Aye, Kandell- Aye, Reeder- Aye. Motion passes.

**i. BUILDING DEPARTMENT INSPECTOR CONTRACT APPROVALS**

Deputy Supervisor Mark Grabow explained that Building Department Manager Amy Flood was unable to attend this meeting, so he has stepped in to present this item. She has requested that the Backup Mechanical and Plumbing Inspector Brian VanSlambrouck be moved to the Primary position. Flood has also requested that Joseph Downs be named as the Backup Mechanical and Plumbing Inspector, as well as Richard Doran for the Backup Electrical Inspector. They have agreed to the contracts, and they have been signed.

Motion: Kandell Support: Honold

Motion to approve Brian VanSlambrouck as the Primary Mechanical and Plumbing Inspector position; he's currently in place as the backup.

Roll Call Vote: Kandell- Aye, Honold- Aye, Gurley- Aye, Reeder- Aye, Clifford- Aye. Motion passes.

Motion: Gurley Support: Kandell

Motion to approve Joseph Downs as the contracted Mechanical and Plumbing Backup Inspector.

Roll Call Vote: Gurley- Aye, Kandell- Aye, Reeder- Aye, Clifford- Aye, Honold- Aye. Motion passes.

Motion Honold Support: Gurley

Motion to approve Rich Doran as the contracted Electrical Backup Inspector.

Roll Call Vote: Honold- Aye, Gurley- Aye, Clifford- Aye, Reeder- Aye, Kandell- Aye. Motion passes.

**j. 2021-2022 BUDGET AMENDMENTS**

Clerk Kandell detailed the amendments that were necessary to the 2021-2022 Budget.

- \$40,000.00 to be taken from Engineering Fees and moved to Developer Funded Escrow,
- \$20,000.00 to be taken from Planner Fees and moved to Zoning Coordinator,
- \$20,000.00 to be taken from Capital Outlay and moved to Election Wages.

Motion: Gurley Support: Honold

Motion to approve the 2021-2022 Budget Amendments as presented by Clerk Kandell.

- \$40,000.00 added to Developer Funded Escrow taken from Engineering Fees,
- \$20,000.00 added to the Zoning Coordinator taken from Planner Fees,
- \$20,000.00 added to Election Wages taken from Capital Outlay.

Roll Call Vote: Gurley- Aye, Honold- Aye, Clifford- Aye, Kandell- Aye, Reeder- Aye. Motion passes.

**k. STAFF MEDICAL INSURANCE RENEWAL PROPOSAL**

Clerk Kandell reported that the medical insurance for the staff is up for renewal or replacement. Three different plans were reviewed for comparison, two Blue Cross Blue Shield Policies and one HAP PPO Plan. In discussing the plans with the staff that participate in the medical insurance, the consensus was that the employees would prefer to stay with Blue Cross Blue Shield in order to keep the same doctors that they currently have. The current policy cost has increased nine percent for this year, with overall costs increasing 20% in the last two years.

Motion: Gurley Support: Kandell

Motion to approve the renewal of the employee medical insurance Blue Cross Blue Shield.

Roll Call Vote: Gurley- Aye, Kandell- Aye, Reeder- Aye, Clifford- Aye, Honold- Aye. Motion passes.

**l. CLERK’S ADMINISTRATIVE ASSISTANT EMPLOYMENT PROPOSAL**

Clerk Kandell thanked Wendy Costa for her years of service to Lenox Township, she has made the decision to retire, and Kandell has regretfully accepted her resignation. A mission began to fill the position;12 resumes were submitted, and five applicants interviewed for the position. Kandell feels that she has found someone who would be a great fit in the Clerk’s Office. Allie Lawson is a Township resident with a banking background, who continues to further her education, majoring in Finance at Walsh College.

Motion: Honold Support: Gurley

Motion to approve the hiring of Allie Lawson as recommended by LuAnne Kandell.

Roll Call Vote: Honold- Aye, Gurley- Aye, Kandell- Aye, Clifford- Aye, Reeder- Aye. Motion passes.

**m. MAY MEETING DATE MODIFICATION**

Clerk Kandell reported that regular Board of Trustees Meetings are held on the first Monday of the month. There was discussion in the past that when an election is scheduled, the date of the meeting should be changed to ensure that mandatory election tasks are able to be completed properly. Armada Area Schools has filed for an Election May 2, 2023 for two bond issues. Kandell recommended that the meeting date be moved to Monday, May 8, 2023 beginning at the regular 6:30 PM start time.

Motion: Gurley Support: Clifford

Motion to change the May Board of Trustees Meeting from May 1, 2023 to Monday, May 8, 2023 due to an election scheduled for Armada Schools.

Roll Call Vote: Gurley- Aye, Clifford- Aye, Reeder- Aye, Kandell- Aye, Honold- Aye. Motion passes.

**n. JULY 3, 2023 OFFICE HOURS AND COMPENSATION PROPOSAL**

Treasurer Honold detailed that July 4, 2023 falls on a Tuesday, she proposes to close the Offices on Monday, July 3, 2023, so as to offer a

long weekend for the staff and officials. She asked the Board to discuss paying the staff for the extra day off as well.

Motion: Honold Support: Clifford

Motion to approve closing the Township Offices on Monday, July 3, 2023 as well as paying the staff for that day.

Roll Call Vote: Honold- Aye, Clifford- Aye, Kandell- Aye, Reeder- Aye, Gurley- Aye. Motion passes.

**o. FOOD TRUCK MORATORIUM**

Township Attorney Albert Addis explained that ordinances from other communities have been examined regarding food trucks. Lenox would have to review allowable times and dates while adhering to Michigan Law. He recommended extending the Food Truck Moratorium until the March Board Meeting to allow for additional research time.

Motion: Kandell Support: Clifford

Motion to extend the Food Truck Moratorium until the March Board of Trustees Meeting to allow additional time to review the ordinance.

Roll Call Vote: Kandell- Aye, Clifford- Aye, Gurley- Aye, Honold- Aye, Reeder- Aye. Motion passes.

**p. FIRE DEPARTMENT GRANT ASSISTANCE PROPOSAL**

Public Safety Director Jeff White explained that the Lenox Fire Department intended to apply for a Federal Assistance to Firefighter Grant, which could gift the Department with possibly \$2,000,000.00 for an apparatus that could service multi-level buildings in Lenox. The application period was a mere 30 days, which amounted to 17 Township working days, and required the Fire Chief to work longer hours and weekends. When White and the Fire Chief realized that they may not be able to complete the application in the time allotted, they enlisted the aid of a grant writer, who is a firefighter, and is used extensively to write grants for other departments in Southeastern Michigan. White approved the \$2,000.00 flat rate fee in the best interest of the Township, as there was not enough time to wait until a Board Meeting for approval. There are enough funds in the Fire Department Budget to cover the cost of the grant writer.

Motion: Kandell Support: Honold

Motion to approve the \$2,000.00 expenditure to utilize Grant Writer Cary Thompson, to assist the Fire Department in completing the Assistance to Firefighter Grant.

Roll Call Vote: Kandell- Aye, Honold- Aye, Reeder- Aye, Gurley- Aye, Clifford- Aye. Motion passes.

White expressed his appreciation to Fire Chief Marty Hartway, who did a phenomenal job pulling information together in a very short time period to help complete this application. He went above and beyond for Lenox Fire Department. The grant process does not work swiftly, and the outcome would not be revealed for at least 10 months.

**12. PUBLIC COMMENT**

There were no comments from the public at this time.

**13. CALL FROM THE BOARD**

There were no additional remarks from the Board of Trustees at this time.

**14. ADJOURNMENT**

Motion: Honold Support: Gurley

Motion to adjourn the Meeting at 7:28 PM. All Ayes. Motion passes.

Respectfully submitted,

Respectfully submitted,

LuAnne Kandell, Clerk

Carol A. Swantek, Recording Secretary