

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

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| 1. CALL TO ORDER: | 6:30 PM |
| MEMBERS PRESENT: | Reeder, Honold, Kandell, Clifford, Gurley |
| ATTORNEY PRESENT: | Addis |
| RESIDENTS AND GUESTS PRESENT: | 15 |
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MEETING AGENDA**

Motion: Kandell Support: Clifford

Motion to approve the May Board of Trustees 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 March 6, 2023 as written. All Ayes. Motion passes.

5. PUBLIC ANNOUNCEMENTS

Clerk Kandell reported that the Township Attorney was unable to attend this meeting, however, he would be available by telephone if needed.

6. PUBLIC COMMENT

A member of the public commented on the Pashalk Road sand pit, regarding possible overmining and the lapse in testing.

S. Howard representing VFW Auxiliary Striber McVicar Post 2052 Romeo, spoke of her hope for Lenox Township to become a Purple Heart Community. She highlighted the Purple Heart that her husband was awarded for being wounded in combat.

J. Greene, State Representative District 65, thanked the Board of Trustees for opening the building to assist her in continuing her Listening Tour to allow the public time to voice their concerns. She extended an offer to the public to contact her if a need arises.

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. 8, 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 \$382,573.31 in invoices that need approval to be paid at this meeting

Motion: Clifford Support: Gurley

Motion to accept the Consent Agenda as written with the Orders and Bills in the amount of \$382,573.31.

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

8. ITEMS REMOVED FROM CONSENT AGENDA

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

9. UNFINISHED BUSINESS

A. NICKEL AND SAPH ASSET MANAGEMENT PROPOSAL

Supervisor Reeder explained that the Township Attorney has advised the Board of Trustees to decline the Asset Management Proposal.

Motion: Kandell Support: Clifford

Motion to decline the offer from Nickel and Saph to complete the Asset Management for Lenox Township.

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

B. PARK PROPERTY LEASE AGREEMENT

Deputy Supervisor Mark Grabow explained that in the newly purchased 20-acre parcel of property, eight acres are farmable, and that portion has been added to the lease agreement. This lease would run until December 31, 2023 and could be extended until December 31, 2024 if both parties are in agreement. The lease rate has been set at \$50.00 per acre. Township Legal Counsel has recommended that the lease be approved and signed.

Motion: Gurley Support: Kandell

Motion to approve the Park Property Lease Agreement between Lenox Township and Esper Farms until December 31, 2023 and could be renewed for one year until December 31, 2024 if both parties agree.

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

10. NEW BUSINESS

a. TEJA ENTERPRISES, LLC., ANNUAL MINING PERMIT RENEWAL

The Township Planner Steve Cassin detailed that TeJa Enterprises is present at this meeting to renew the Annual Mining Permit for 2023. The work continues at the site. The Planning Commission met last month and recommended that the Board approve the renewal.

G. Pieprzak explained that third-party engineering is done twice a year placing grade stakes and showing elevations to match the proposed site design. The inspections that are done every three to five years are more based on volumes to compare the volumes that are sent in versus what is actually removed. These engineering assessments have matched exactly every year for the last twenty years. The site is being monitored on a regular basis.

Township Engineer Sermed Saif clarified that TeJa has followed the volume removal requirements and there have been six third-party inspections showing actual data. The surface testing is verified against actual survey data. Pieprzak's rely on their own data for daily operations the site is approximately 93% complete at the present time. It is the Board of Trustees decision if they want to require additional tests; it has not been required for the last few years.

Motion: Kandell Support: Clifford

Motion to approve the Annual Mining Permit for TeJa Enterprises, LLC. for 2023.

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

b. FOOD TRUCK LICENSING ORDINANCE AMENDMENT

Clerk Kandell reported that it was necessary to amend the Food Truck Ordinance to include signage. The Township Attorney and Planner have reviewed the amendment for signage and revisions have been made.

Motion: Clifford Support: Kandell

Motion to accept the revision to the Food Truck Licensing Ordinance to include signage as written.

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

c. FOOD TRUCK LICENSING COSTS AND PERMITS SCHEDULE

Clerk Kandell stated that Licensing Costs and Permit Costs have been researched and discussed by several departments. The recommendations are as follows:

Fire Department Inspection	\$100.00 per Inspection
Daily Registration Fee	\$30.00 + \$100.00 Fire Department Inspection
Weekly Registration Fee	\$150.00 + \$100.00 Fire Department Inspection
Monthly Registration Fee	\$250.00 + \$100.00 Fire Department Inspection

Motion: Clifford Support: Gurley

Motion to accept the Fee Permits Schedule as written for the Proposed Food Truck costs.

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

d. PURPLE HEART PROCLAMATION

Deputy Supervisor Mark Grabow explained the Purple Heart Trail and Susan Howard’s hope to have all Macomb County municipalities on the Trail by August 7, 2023, which is Purple Heart Day.

Clerk Kandell read the Proclamation aloud as follows:

WHEREAS, the Township of Lenox in the state of Michigan has always supported its military veteran population; and

WHEREAS, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington in 1782; and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and

WHEREAS, the mission of the Military Order of the Purple Heart is to foster an environment of goodwill among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly – make sure we never forget; and

WHEREAS, the Lenox metropolitan area has a large, highly decorated veteran population including many Purple Heart recipients; and

WHEREAS, Lenox appreciates the sacrifices our Purple Heart recipients made in defending our freedoms and believe it is important that we acknowledge them for their courage and show them the honor and support they have earned.

NOW, THEREFORE, we, the Board of Trustees of the Township of Lenox, Michigan, do hereby proclaim the Township of Lenox as

A PURPLE HEART TOWNSHIP

and encourage the citizens of the Township of Lenox to show their appreciation for the sacrifices of the Purple Heart recipients have made in defending our freedoms, to acknowledge their courage, and to show them the honor and support they have earned.

Motion: Kandell Support: Reeder

Motion that the Lenox Township Board of Trustees accept and show appreciation for the sacrifices of Purple Heart recipients to show them the honor and support they have earned by passing the Proclamation presented.

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

e. GENERATOR MAINTENANCE AGREEMENT RENEWAL

Deputy Supervisor Mark Grabow explained the contract for generator maintenance at the Township Offices is near expiration and needs to be renewed. The proposal is for three years of maintenance, two visits a year at the cost of \$1,678.00 per year. It is recommended that a

load bank test be done during one of the visits. It is also recommended that a two-hour load test be done during the second year of the proposal at the cost of \$975.00.

Motion: Clifford Support: Gurley

Motion to approve the generator maintenance agreement proposal from Total Energy Systems for three years at the total cost of \$2,653.00.

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

f. OAKLAND-MACOMB INTERCEPTOR DRAIN, EXTENSION, AND IMPROVEMENT PROJECT

Clerk Kandell explained that this item has been outstanding since the Pandemic began. The Macomb-Oakland Interceptor Drain Extension Improvement Project, which was a 2020A Bond of \$84,000,000.00. The State of Michigan contacted Macomb County to request if Lenox Township would like to pre-pay the Bond costs, totaling \$533,652.00. Paying the Bond fees annually for the next twenty years would cost the Township \$666,532.48 with interest payments.

Motion: Kandell Support: Gurley

Motion to approve the pre-payment of the Oakland-Macomb Interceptor Drain Extension, and Improvement Project, Assessment Roll No.1 Series 2020A.

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

g. OFFICE BUILDING PRESSURE WASHING PROPOSAL

Deputy Supervisor Mark Grabow reported that he requested quotes to pressure wash the exterior section of the two-story atrium and steel pole supports near the rain garden. Out of the four companies contacted, two submitted bids as follows:

Hawk Power Washing	\$1,200.00
Michigan Power Washing	\$1,600.00
Redline Power Washing	did not submit quote
Action Power Washing	no quote submitted

Motion: Kandell Support: Gurley

Motion to authorize Michigan Power Washing in the amount of \$1,600.00 to complete the Office Building Pressure Washing, as the low bidder did not submit the proper insurance documents.

Clerk Kandell noted that she did discuss this project with the DPW Superintendent, and the DPW Department would not be able to handle a task such as this, as the equipment they have could not be safely placed to reach the second story.

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

h. OFFICE BUILDING CARPET AND TILE MAINTENANCE PROJECT

Deputy Supervisor Mark Grabow solicited quotes for the carpet and tile cleaning in the Township Office Building. Four companies were contacted; three of them followed the Request for Proposals (RFP) and provided quotes as follows:

Stanley Steamer	\$5,688.00
Modernistic	\$5,632.00
Personal Touch	\$5,620.00
A & B	did not meet the RFP requirement

Grabow recommended Personal Touch as the low bidder.

Motion: Kandell Support: Clifford

Motion to award the tile and carpet cleaning to Personal Touch Cleaning Svc, Inc. at the cost of \$5,620.00.

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

Grabow remarked that the work on the carpet and the tile would be done on two separate Fridays, so as to not interrupt normal business.

i. COMMUNITY CENTER BUILDING ROOF REPLACEMENT PROPOSAL

Deputy Supervisor Mark Grabow explained that there have been emergency patches that have been done on the Community Center roof; bids were sought for roof replacement and the submitted quotes were as follows:

Constructeam	\$116,375.00
M POWER INC.	\$87,650.00
GC COMMERCIAL ROOFING SYSTEMS	\$84,900.00

Grabow recommended GC Commercial Roofing Systems as the low bidder to complete the roof replacement.

Trustee Clifford remarked that he has been in the trades for a long time, he has never seen an HVAC System replaced before drawings are done. He feels the Township would be giving the company the right to charge extras if architectural drawings are not done before work begins. He would prefer that the companies calculate their bids off of plan drawings.

Grabow stated that the structure itself would not be changing; the HVAC System is slated to be moved from the roof to the ground level.

Motion: Kandell Support: Gurley

Motion to approve \$84,900.00 for GC Commercial Roofing Systems to totally replace the roof on the Community and Senior Center.

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

j. COMMUNITY CENTER HVAC REPLACEMENT PROPOSAL

Deputy Supervisor Mark Grabow remarked that the HVAC System would be moved off of the roof to better maintain the equipment and keep it out of the elements. Bids for replacing the HVAC equipment were as follows:

Hutchinson Mechanical Co., Inc.	\$68,700.00
RC Heating and Cooling	\$70,000.00
Lee Contracting Services	unable to bid
Randazzo Heating & Cooling	declined to bid

Grabow explained that there was a delay in getting the bids out to vendors, due to specific specifications for utilizing a propane tank, which is necessary, as natural gas is not available at the present time. He recommended that Hutchinson Mechanical Co., Inc. be awarded this bid.

Trustee Clifford stated that buildings are typically gutted, then the HVAC is put in, not the other way around. In his opinion, that is the way this project should be done.

Motion: Kandell Support: Reeder

Motion to table the Community Center HVAC Replacement Proposal until the May 8, 2023 Board of Trustees Meeting, in order to have drawings produced, so the Board could have a solid idea of what is being proposed.

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

k. OFFICE BUILDING CARD READER SYSTEM REPLACEMENT PROPOSAL

Clerk Kandell explained that the computer server has been replaced. The card reader system that is original to the building will not work with the new server. Three companies submitted quotes for the project as follows:

Johnson Controls	\$8,722.00 + Annual Service Charge \$6,774.63
Hi-Tech	\$9,357.00 + Annual License Agreement \$840.00
S & P Integrated Solutions	\$26,600.25

Kandell recommended Hi-Tech, as they are the low bidder and the Township contracts with them for computer purchases and maintenance with very good results.

Motion: Kandell Support: Gurley

Motion to approve Hi-Tech to replace the Card Reader System in the Office Building at the cost of \$9,357.00.

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

I. STAFF IDENTIFICATION CARD REPLACEMENT REQUEST

Deputy Supervisor Mark Grabow reported that Staff Identification Cards were last done in 2017, it is important that photographs are current when staff is in public for official identification. Photography Unlimited has retained the template with the Township Logo and has proposed the following:

Set-up and one hour of photography	\$95.00
Additional hour of time	\$50.00
Employee photo and name	\$10.00 each
USB/CD of images/files	\$200.00

Grabow recommended that the Board of Trustees approve Photography Unlimited to take photos and make identification cards at a cost of not to exceed \$600.00 to ensure that everyone is photographed.

Motion: Kandell Support: Reeder

Motion to approve up to \$600.00 for Unlimited Photography to produce two identification card copies, plus a USB drive of all staff for employee identification badges.

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

m. MITEL PARTNER TELEPHONE SUPPORT RENEWAL PROPOSAL

Clerk Kandell explained that Mitel Support is an annual telephone maintenance plan, and the agreement needs to be renewed. Mitel Partner Support costs \$1,399.00 for one year of maintenance support. This fee has not been increased for several years.

Motion: Kandell Support: Gurley

Motion to renew Mitel Partner Support Agreement for one year at the cost of \$1,399.00.

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

n. OFFICE BUILDING TELEPHONE SYSTEM REPLACEMENT

Clerk Kandell reported that the Township telephone system is original to the building and performance issues are beginning. Hi-Tech submitted a quote of \$10,220.00 for 28 telephones and one desktop telephone for the Receptionist. This was budgeted for during last year's budget. Labor for installing the telephones could be deducted from the Time Block that Lenox already has.

Motion: Gurley Support: Clifford

Motion to approve Hi-Tech to replace the telephones in the Office Building at the amount of \$10,220.00.

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

o. COMPUTER MONITOR REPLACEMENT PROPOSAL

Clerk LuAnne Kandell explained that many of the computer monitors in the Township Office Building are nearing the end of their life span. This request was budgeted for in last year's budget to improve the technology within the Offices. Kandell received two quotes for replacement monitors as follows:

Hi-Tech	\$122.00 each
Office Depot	\$169.00 each

Kandell recommended Hi-Tech to replace the monitors in the Office Building, as the labor charges could be used from the current Time Block.

Motion: Clifford Support: Gurley

Motion to accept the bid from Hi-Tech for 40 Hewlett Packard Computer Monitors at \$122.00 each, totaling \$5,280.00.

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

p. BUDGET WORKSHOP SCHEDULE

Supervisor Anthony Reeder reported that he would like to hold Budget Workshops on the following dates:

Monday, April 24, 2023	3:30 PM	focusing on Capital Outlay Budgeting
Monday, May 15, 2024	3:30 PM	focusing on Employee Compensation
Monday, June 5, 2023	6:30 PM	Budget Public Hearing

Motion: Gurley Support: Reeder

Motion to approve scheduling Budget Workshops for Monday, April 24, 2023 and Monday, May 15, 2023 to begin at 3:30 PM.

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

11. PUBLIC COMMENT

There were no comments from the public at this time.

12. CALL FROM THE BOARD

Clerk Kandell reminded everyone that the May Board of Trustees Meeting has been changed to Monday, May 8, 2023, as a Special Election would be held the Tuesday, May 2, 2023.

Kandell commented that she is in possession of three rental applications for the Stone House- background checks would be done shortly. She hopes to set up a quick get together or a telephone poll in order to get the house rented.

13. ADJOURNMENT

Motion: Gurley Support: Kandell

Motion to adjourn the Meeting at 7:30 PM. All Ayes. Motion passes.

Respectfully submitted,

Respectfully submitted,

LuAnne Kandell, Clerk

Carol A. Swantek, Recording Secretary