

PROPOSED

**Minutes of a Regular Meeting
Pittsfield Charter Township Board of Trustees, August 12, 2020
E.A. Jackson Morris Hall, The Robert A. Lillie Service Center
6201 W. Michigan Avenue, Ann Arbor, Michigan 48108**

Members Present: Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph
Members Absent: Grewal
Others Present: Deputy Clerk Lyn Sebestyen, Director Tracy Watkins, Director Jessica West, Interim Director Billy Weirich, Director Matt Harshberger, Director Phil Biscorner, Attorney Andrew Fink, Township Planner Ben Carlisle, Engineer Mark Pascoe, Nathan Baldermann, Christina Lirones.

1. Call Meeting to Order

Clerk Anzaldi called the meeting to order at 6:30 p.m. A quorum was present.

2. Roll Call

Members Present: Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph
Members Absent: Grewal

2.1 Approval of the Agenda

Moved by Trustee Krone, supported by Trustee Jaffer, to elect Clerk Anzaldi as Chair Pro Tem for the August 12, 2020 meeting.

MOTION CARRIED

Moved by Trustee Krone, supported by Trustee Jaffer, to approve the agenda as submitted.

MOTION CARRIED

3. Public Comment I

Christina Lirones, 151 E. Textile Road, congratulated Board members that won the August 4, 2020 Primary. She requested No Thru Truck signs posted on the following roads within the Pittsfield Preserve neighborhood: Campbell, Payeur, Stone School, and Morgan Roads. She referenced the June 10, 2020 Board of Trustees packet to dispute statements regarding the Commercial Truck Ordinance as it applies to her request. She is happy all Board members have No Thru Truck signs in their neighborhoods, and wants that same courtesy for the Pittsfield Preserve neighborhood.

Trustee Ralph joined the meeting at 6:34 p.m.

3.1 Board Response to Public Comment

NONE

4. Approval of Minutes

4.1 Approve Minutes of the Regular Meeting held on June 10, 2020

Moved by Trustee Krone, supported by Treasurer Scribner, to approve the minutes of the June 10, 2020 regular meeting.

4.2 Approve Minutes of the Special Meeting held on June 22, 2020

Moved by Trustee Jaffer, supported by Trustee Krone, to approve the minutes of the June 22, 2020 special meeting.

MOTION CARRIED

5. Public Hearings/Presentations/Proclamations

5.1 Proclamation of Appreciation to Edward Carnahan for His Service to the Residents of Pittsfield Charter Township

Clerk Anzaldi thanked Firefighter Edward Carnahan for his twenty seven years of service to the Township and its residents.

5.2 Proclamation of Appreciation to Michael McVicker for His Service to the Residents of Pittsfield Charter Township

Clerk Anzaldi thanked Corporal Michael McVicker for his twenty seven years of service to the Township and its residents.

5.3 Presentation of the 2019 Comprehensive Annual Financial Report (CAFR), Nathan Baldermann

Nathan Baldermann provided an overview of the 2019 CAFR.

Moved by Trustee Krone, supported by Trustee Jaffer, to receive and file the 2019 CAFR.

MOTION CARRIED

6. Communications

6.1 Communications

Moved by Trustee Krone, supported by Trustee Jaffer, to receive and file communications.

Trustee Krone requested that communications from the Supervisor's Office be dated.

Treasurer Scribner commended Supervisor Grewal on securing \$20,000,000 in grant funding for the Michigan Avenue infrastructure project. She was also happy to see a breakdown of allocations of the Township's grant funding for small businesses in Ann Arbor SPARK's report.

MOTION CARRIED

7. Consent Agenda

- 7.1 Approve payment of Accounts Payable checks #35509 through #35751 in the amount of \$2,202,692.67**
- 7.2 Approve payment of Accounts Payable checks #35752 through #36043 in the amount of \$2,167,927.91**
- 7.3 Approve payment of Payroll Payables checks #1228 through #1238 in the amount of \$6,523.12**
- 7.4 Approve payment of Payroll Payables checks #1239 through #1250 in the amount of \$6,606.52**
- 7.5 Approve payment of Tax Payables check #22703 in the amount of \$644.42**
- 7.6 Approve payment of Tax Checking Fund checks #22704 through #22723 in the amount of \$5,455,151.65**
- 7.7 Receive the May 2020 Revenue/Expenditure Report**
- 7.8 Receive the June 2020 Revenue/Expenditure Report**
- 7.9 Receive the Public Act 202 of 2019 Health Care (OPEB) and Pension Reports**
- 7.10 Approve payment to Consultants for General Services in the amount of \$60,712.29**
- 7.11 Approve retroactively inspection coverage for the month of June by Code Enforcement Services for all mechanical and plumbing inspections, for a cost not to exceed \$21,406**
- 7.13 Receive the April 2020 Building Activity Report**
- 7.14 Receive the May 2020 Building Activity Report**
- 7.15 Receive the June 2020 Building Activity Report**

7.16 Receive the June 2020 activity report for the Department of Public Safety

7.17 Receive the May 2020 Republic Services Rubbish Collection Report

7.18 Receive the June 2020 Republic Services Rubbish Collection Report

7.19 Receive the August 12, 2020 Personnel Report

7.20 Receive the Parks and Recreation Director's Monthly Report

Moved by Trustee Jaffer, supported by Trustee Ralph, to approve consent agenda items 7.1 through 7.20.

Moved by Treasurer Scribner, supported by Trustee Jaffer to remove item 7.12 and re-assign it as item 10.17 under Items from the Supervisor.

MOTION CARRIED

Moved by Trustee Krone, supported by Trustee Jaffer, to approve consent agenda items 7.1 through 7.20 as amended.

MOTION CARRIED

8. Items from the Treasurer

8.1 Quarterly Cash Balance Report

Treasurer Scribner provided the Quarterly Cash Balance Report (Attachment 1).

Moved by Trustee Krone, supported by Trustee Ralph, to receive and file the Quarterly Cash Balance Report.

MOTION CARRIED

9. Items from the Clerk

9.1 Election Report

Clerk Anzaldi provided the Election Report. She personally thanked Deputy Clerk Lyn Sebestyen, her staff, and all the volunteers and election inspectors for making sure the record number of ballots were processed and that this election went smoothly. She and her staff are already working on the November 3, 2020 Presidential Election as she anticipates having another record number of voters participating.

Moved by Treasurer Scribner, supported by Trustee Ralph, to receive and file the Election Report.

Trustee Edwards-Brown stated that Clerk Anzaldi and her staff did a great job.

MOTION CARRIED

9.2 Authorization to allow the Clerk to purchase additional election equipment for an amount not to exceed \$25,000

Moved by Trustee Krone, supported by Treasurer Scribner, to authorize the Clerk to purchase additional election equipment for an amount not to exceed \$25,000.

Clerk Anzaldi stated that she was not able to provide additional documentation as her office is working with County and State resources to obtain as much grant funding as possible, while seeking out the lowest pricing for the required election equipment.

MOTION CARRIED

9.3 Marihuana Policy Committee Report

Clerk Anzaldi provided the Marihuana Policy Committee Report.

Moved by Trustee Edwards-Brown, supported by Treasurer Scribner, to receive and file the Marihuana Policy Committee Report.

Clerk Anzaldi emphasized that while the committee extensively reviewed and vetted all aspects of Marihuana Policy, the committee and its report functions only to recommend actions for the Board to consider and make decisions on. She stated that she does not want to handle anymore marihuana business inquiries until the Board has made its decision.

Trustee Krone commended the committee on its report. Trustee Jaffer echoed these sentiments.

MOTION CARRIED

Trustee Edwards-Brown requested procedural clarification regarding tabling item 10.8.

Clerk Anzaldi and Trustee Krone provided procedural clarification.

10. Items from the Supervisor

10.1 Adopt a Resolution to Approve the Amended 2020 FY Budget for Pittsfield Charter Township, Resolution #20-29

Moved by Treasurer Scribner, supported by Trustee Jaffer, to adopt a resolution to approve the Amended 2020 FY Budget for Pittsfield Charter Township, Resolution #20-29.

Clerk Anzaldi stated that this amended budget is directly related to the pandemic and an

anticipated decrease in state funding.

ROLL CALL:

AYES: Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph
NAYS: None
ABSENT: Grewal
ABSTAIN: None

MOTION CARRIED

10.2 Adopt a Resolution to Establish the Federal Forfeitures Fund, Special Revenue Fund 262, Resolution #20-26

Moved by Treasurer Scribner, supported by Trustee Ralph, to adopt a resolution to Establish the Federal Forfeitures Fund, Special Revenue Fund 262, Resolution #20-26.

ROLL CALL:

AYES: Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph
NAYS: None
ABSENT: Grewal
ABSTAIN: None

MOTION CARRIED

10.3 Approve the 2020 budget for the Federal Forfeitures Fund 262

Moved by Trustee Krone, supported by Trustee Jaffer, to approve the 2020 budget for the Federal Forfeitures Fund 262.

MOTION CARRIED

10.4 Authorize installation of a Rain Garden on Textile Road adjacent to Marsh View Meadows Park for a cost not to exceed \$50,152

Moved by Trustee Jaffer, supported by Trustee Krone, to authorize installation of a Rain Garden on Textile Road adjacent to Marsh View Meadows Park for a cost not to exceed \$50,152.

MOTION CARRIED

10.5 Authorize the Supervisor and Clerk to enter into an Agreement with Doan Construction Company, Inc (Doan), low bidder, for the construction of sidewalk gap filling along Ann Arbor-Saline Road, for a cost not to exceed \$54,400 including contingency, subject to Township Attorney approval

Moved by Treasurer Scribner, supported by Trustee Krone, to authorize the Supervisor and Clerk to enter into an Agreement with Doan Construction Company, Inc (Doan), low bidder, for the construction of sidewalk gap filling along Ann Arbor-Saline Road, for a cost not to exceed \$54,400 including contingency, subject to Township Attorney approval.

Trustee Krone requested more location details of the sidewalk gap, which Interim Director Weirich provided.

MOTION CARRIED

10.6 Authorize the Supervisor and Clerk to enter into an Agreement with the Washtenaw County Road Commission for the 2020 Local Road Maintenance Agreement, subject to Township Attorney approval

Moved by Trustee Jaffer, supported by Trustee Ralph, to authorize the Supervisor and Clerk to enter into an Agreement with the Washtenaw County Road Commission for the 2020 Local Road Maintenance Agreement, subject to Township Attorney approval.

MOTION CARRIED

10.7 Authorize the Supervisor and Clerk to enter into an Agreement with the Washtenaw County Road Commission for the construction of right-turn lanes on Oak Valley Drive at Ann Arbor-Saline Road for a cost not to exceed \$772,350, subject to Township Attorney approval

Moved by Treasurer Scribner, supported by Trustee Edwards-Brown, to authorize the Supervisor and Clerk to enter into an Agreement with the Washtenaw County Road Commission for the construction of right-turn lanes on Oak Valley Drive at Ann Arbor-Saline Road for a cost not to exceed \$772,350, subject to Township Attorney approval.

Clerk Anzaldi relayed to the Board a note from the Supervisor that the funds to pay for

this item are from the Washtenaw County Road (WCR) millage.

Director West clarified that the funds will be drawn from the Township's portion of the WCR millage, so the Impact on Township Budget line for this item in the packet is incorrect.

MOTION CARRIED

10.8 Authorize the Supervisor and Clerk to sign a three (3) year Renewal Agreement with Saline Area Schools to supply a School Resource Officer, subject to Township Attorney approval

Moved by Treasurer Scribner, supported by Trustee Krone, to authorize the Supervisor and Clerk to sign a three (3) year Renewal Agreement with Saline Area Schools to supply a School Resource Officer, subject to Township Attorney approval.

Moved by Trustee Edwards-Brown, supported by Trustee Ralph, to table item 10.8.

MOTION CARRIED

Item 10.8 was tabled.

Trustee Edwards-Brown requested procedural clarification and wished to state her reasoning to table item 10.8 versus voting against it.

Attorney Fink provided procedural clarification. He stated that Board members could speak more broadly about having a School Resource Officer via the Liaison Reports portion of the meeting.

Clerk Anzaldi offered her apologies for not providing further clarification and stated Trustee Edwards-Brown can give her thoughts in the Liaison Reports portion of the meeting.

10.9 Authorize the Supervisor and Clerk to sign a Service Agreement with Huron Valley Ambulance to perform evidentiary blood draws, when requested for the Police Department, subject to Township Attorney approval

Moved by Trustee Krone, supported by Trustee Jaffer, to authorize the Supervisor and

Clerk to sign a Service Agreement with Huron Valley Ambulance to perform evidentiary blood draws, when requested for the Police Department, subject to Township Attorney approval.

MOTION CARRIED

- 10.10 Authorize the Supervisor and Clerk to sign a Renewal Agreement with Emergent Health Partners (Huron Valley Ambulance) for fire dispatch services, for an annual cost not to exceed \$44,961.46, subject to Township Attorney approval**

Moved by Trustee Krone, supported by Trustee Jaffer, to authorize the Supervisor and Clerk to sign a Renewal Agreement with Emergent Health Partners (Huron Valley Ambulance) for fire dispatch services, for an annual cost not to exceed \$44,961.46, subject to Township Attorney approval.

MOTION CARRIED

- 10.11 Approve the purchase of equipment to outfit two (2) 2020 Chevrolet Tahoe police vehicles to be added to the department's fleet, due to the Police Department's COVID-19 operations plan, as well as one (1) existing police vehicle, for a cost not to exceed \$46,055.50**

Moved by Trustee Ralph, supported by Trustee Jaffer, to approve the purchase of equipment to outfit two (2) 2020 Chevrolet Tahoe police vehicles to be added to the department's fleet, due to the Police Department's COVID-19 operations plan, as well as one (1) existing police vehicle, for a cost not to exceed \$46,055.50.

Trustee Krone requested background information, which Director Harshberger provided.

Trustee Ralph commended Director Harshberger and his department for their outstanding work during these very difficult times. Trustee Jaffer echoed those sentiments and thanked Director Harshberger.

MOTION CARRIED

- 10.12 Approve the purchase of a 2020 Chrysler Jeep Grand Cherokee Laredo 4x4 from LaFontaine CDJR-Lansing, through MiDEAL pricing, for the police officer assigned to the Organized Crime Drug Enforcement Task Force, for a cost not to**

exceed \$28,477

Moved by Trustee Krone, supported by Trustee Jaffer, to approve the purchase of a 2020 Chrysler Jeep Grand Cherokee Laredo 4x4 from LaFontaine CDJR-Lansing, through MiDEAL pricing, for the police officer assigned to the Organized Crime Drug Enforcement Task Force, for a cost not to exceed \$28,477.

MOTION CARRIED

10.13 Request to consider an Amendment to the Consent Judgement for the Arbor Oaks Development (CSPA 20-01)

Moved by Trustee Jaffer, supported by Trustee Ralph, to request to consider an Amendment to the Consent Judgement for the Arbor Oaks Development (CSPA 20-01).

Township Planner Carlisle provided background information for Item 10.13.

Clerk Anzaldi offered a friendly amendment to move the Board to authorize the Township Attorney to execute the Consent Judgement for the Arbor Oaks Development (CSPA 20-01).

Moved by Trustee Krone, supported by Treasurer Scribner, to authorize the Township Attorney to execute the Consent Judgement for the Arbor Oaks Development (CSPA 20-01).

MOTION CARRIED

10.14 Authorize the Supervisor and Clerk to enter into a Development Agreement between Pittsfield Charter Township and 814 Construction, LLC for the 814 Development (CSPA 18-19 and RZ 17-01), subject to Township Attorney approval

Moved by Trustee Jaffer, supported by Trustee Edwards-Brown, to authorize the Supervisor and Clerk to enter into a Development Agreement between Pittsfield Charter Township and 814 Construction, LLC for the 814 Development (CSPA 18-19 and RZ 17-01), subject to Township Attorney approval.

MOTION CARRIED

10.15 Authorize the Supervisor and Clerk to enter into an Environmental Assessment Grant Agreement with the Washtenaw County Brownfield Redevelopment Authority (WCBRA) for a cost not to exceed \$5,100, and accept full reimbursement provided by WCBRA grant funding, subject to Township Attorney approval

Moved by Trustee Krone, supported by Trustee Jaffer, to authorize the Supervisor and Clerk to enter into an Environmental Assessment Grant Agreement with the Washtenaw County Brownfield Redevelopment Authority (WCBRA) for a cost not to exceed \$5,100, and accept full reimbursement provided by WCBRA grant funding, subject to Township Attorney approval.

Director Biscorner provided background information.

MOTION CARRIED

10.16 Authorize the Supervisor and Clerk to enter into a five (5) year contract with Republic Services for solid waste and recycle hauling services, subject to Township Attorney approval

Moved by Treasurer Scribner, supported by Trustee Krone, to authorize the Supervisor and Clerk to enter into a five (5) year contract with Republic Services for solid waste and recycle hauling services, subject to Township Attorney approval.

Trustee Krone stated that he was pleasantly surprised by the price on Item 10.16. He is aware there have been issues in the past with Republic providing services to some Township residents, but is hopeful those issues can be resolved.

MOTION CARRIED

10.17 Approve retroactively the purchase and installation of glass by Henderson Glass for the front counters at the Pittsfield Township Administration Building, for a cost not to exceed \$9,750

Moved by Trustee Krone, supported by Trustee Jaffer, to approve retroactively the purchase and installation of glass by Henderson Glass for the front counters at the Pittsfield Township Administration Building, for a cost not to exceed \$9,750.

Trustee Krone requested clarification and additional documentation to account for the

Wolverine Moore Glass, Inc. estimate in the provided memorandum being less than the Henderson Glass invoice.

Director Weiland stated that the Wolverine Moore Glass, Inc. estimate only accounted for one counter. At the Township Administration Building, there are three front counters. If the Township chose Wolverine Moore Glass, Inc., the total cost would be three times the provided estimate, \$15,360, which is greater than the total cost paid to Henderson Glass as reflected in the Henderson Glass invoice.

MOTION CARRIED

11. Unfinished Business

None

12. New Business

12.1 Motion to move into closed session for the purpose of discussing settlement of pending litigation

Moved by Trustee Krone, supported by Trustee Ralph, to move into closed session under section 8(e) of the Open Meetings Act, to consult with our attorney regarding trial or settlement strategy in connection with Pittsfield Charter Township v. Ann Arbor Nights, Inc., the Huntington National Bank, and First Technology Federal Credit Union, Washtenaw County Circuit Court Case No. 19-226-CZ; Pittsfield Charter Township v. Charter Township of Pittsfield v. Jacey Mitchell, Nick Mitchell, and any and all heirs or others who may have a claim to the property of Ruby Mitchell, Washtenaw County Circuit Court Case No. 19-227-CZ; and Pittsfield Charter Township v. 4025 Packard, LLC, Washtenaw County Circuit Court Case No. 20-484-CZ because discussing such strategy in an open meeting would have a detrimental financial effect on the litigating or settlement position of the township.

ROLL CALL:

AYES: Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph
NAYS: None
ABSENT: Grewal
ABSTAIN: None

MOTION CARRIED

The Board moved into closed session at 7:59 p.m.

Moved by Trustee Krone, supported by Trustee Jaffer, to reconvene into regular session.

MOTION CARRIED

The Board reconvened into regular session at 9:12 p.m.

Moved by Trustee Krone, supported by Trustee Ralph, to authorize the Township Attorney to pursue litigation or settlement strategy in each case as discussed during closed session.

MOTION CARRIED

13. Liaison Reports

Clerk Anzaldi offered the floor to Trustee Edwards-Brown and offered her apologies for not communicating that once the motion to table an agenda item is made, any discussion on that agenda item during that portion of the meeting is closed.

Trustee Edwards-Brown thanked Clerk Anzaldi for the apology but recognized she could have requested procedural clarification prior to the meeting. She stated that part of the reason she moved to table Item 10.8 is because COVID-19 has placed all in-person teaching plans in flux. The other reason is that she believes the Board should receive input from those directly affected by the decision, the students and their parents, before voting on Item 10.8. She relayed to the Board that she took a small, informal survey among Saline Area Schools (SAS) students and their parents, and they all requested more counselors and social workers. She does not presume that this is an accurate reflection of what the entire student body or their parents want, nor is she in favor of anything close to defunding the Township's Department of Public Safety. She simply recognized there are those who believe the School Resource Officer should not be there. She reasoned that without dialogue between those directly affected and the Board, the Board does not know that a School Resource Office is indeed what SAS students want.

Trustee Krone agreed with Trustee Edwards-Brown's request and reasoning, but is also concerned with the timeframe in which the Board has to make this decision.

Director Harshberger stated that Superintendent Scot Graden and school officers anticipate schools opening in a hybrid fashion after Labor Day Weekend. Reports he received from Superintendent Graden and school faculty reflect that they want the School Resource Officer, but he has not conducted a survey with the students and their parents.

Trustee Krone asked what will result in the Board not making its decision until the September 9, 2020 meeting.

Director Harshberger stated that the contract could come up in the September 9, 2020 meeting and upon approval the School Resource Officer would begin their duties after class has resumed session. While faculty prefer the officer starting at the same time as students to set the precedent of safety and availability, having the officer begin mid-September is not bad, either.

Treasurer Scribner also understood Trustee Edwards-Brown's request for input, and believes that is a smart strategy to have. In her conversations with school resource officers and teachers, she was informed the officers have been very helpful in situations where students did not know who to reach out to except for the officers.

Trustee Edwards-Brown wondered if it has to be a police officer, as opposed to a mental health professional. She is not recommending that it be either a police officer or a mental health professional, but that the students and their parents should have a voice in this matter. She understands the perspectives of the Superintendent and the teachers, but her concern is also with the residents that the Board represent, the parents of students.

Treasurer Scribner agreed that the Board should request input from the parents and students.

Trustee Ralph stated that Trustee Edwards-Brown made a good point. He wanted clarification on what happens to the duties of the officer if classes move entirely online because of the pandemic. He also believes that the School Resource Officer should not just be a police officer, but someone that can truly help the students in a greater capacity like counseling.

Trustee Krone referenced the contract in the meeting packet, and agreed with Trustee Edwards-Brown's concerns. He is still worried about the timeframe, and requested Director Harshberger to keep people apprised.

14. Adjournment

Moved by Trustee Krone, supported by Trustee Edwards-Brown, to adjourn the meeting at 9:25 p.m.

MOTION CARRIED

Rita Lee, Recording Clerk
Pittsfield Charter Township

Michelle L. Anzaldi, Clerk
Pittsfield Charter Township

Mandy Grewal, Supervisor
Pittsfield Charter Township

DRAFT



Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108
Phone: (734) 822-3140 • Fax: (734) 944-0292
Email: treasurer@pittsfield-mi.gov
Website: www.pittsfield-mi.gov

Office of the Treasurer

Patricia Tupacz Scribner
Township Treasurer
treasurer@pittsfield-mi.gov

Orna Angus
Deputy Treasurer
anguso@pittsfield-mi.gov

Kristina L. Dillion
Assistant to Treasurer
dillionk@pittsfield-mi.gov

Board Meeting Notes for August 14, 2019 - Quarterly Cash Balance

Good Evening, as Treasurer, I am providing a summary of the investment activities as required by state law governing the investment of surplus funds. Public Act 20 stipulates that the investment officers shall provide a written report quarterly to the governing body concerning the investment of funds.

As we all know, the Covid-19 pandemic has had a significant effect on everyone. The extent of the ultimate impact on Township operations and financial performance will depend on various developments that cannot be predicted at this time. As always, our focus has been a conservative cash approach. We have rolled over our CDARs investments into local bank collateralized certificates of deposit.

Our main priorities as a fiduciary is that our funds are secure, available to meet the Townships needs and have the best available rate of return. Hopefully, next year will be a better year for the economy.
