

PROPOSED

**Minutes of a Regular Meeting
Pittsfield Charter Township Board of Trustees, November 18, 2020
E.A. Jackson Morris Hall, The Robert A. Lillie Service Center
6201 W. Michigan Avenue, Ann Arbor, Michigan 48108**

Members Present: Grewal, Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph
Members Absent: None
Others Present: Deputy Clerk Lyn Sebestyen, Director Craig Lyon, Director Jessica West, Director Tracy Watkins, Director Matt Harshberger, Jonathan Mazza, Christina Lirones, Theo Eggermont

1. Call Meeting to Order

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

3. Roll Call

Members Present: Grewal, Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph
Members Absent: None

2.1 Approval of the Agenda

Moved by Clerk Anzaldi, supported by Trustee Krone, to approve the agenda.

MOTION CARRIED

3. Public Comment

Christina Lirones, 151 E. Textile Road, requested No Thru Truck signs for the Pittsfield Preserve neighborhood on the following roads: Campbell, Payeur, Stone School and Morgan Roads. She also requested that the Board return the second public comment to the board meeting agendas.

3.1 Board Response to Public Comment

None

4. Approval of Minutes

4.1 Approve Minutes of the Regular Meeting held on October 28, 2020

Moved by Trustee Krone, supported by Trustee Ralph, to approve the minutes of the October 28, 2020 regular meeting.

MOTION CARRIED

5. Public Hearings/Presentations/Proclamations

5.1 Proclamation of Appreciation to George Ralph for His Service to the Residents of Pittsfield Charter Township

Supervisor Grewal expressed appreciation to Trustee Ralph for his years of service on the Board of Trustees and his ongoing service in the community.

5.2 Public Hearing: Meadows at Arbor Ridge Phase 2 Street Lighting Special Assessment District (SAD) Setting Tax Roll

Supervisor Grewal opened the public hearing at 6:46 p.m.

Supervisor Grewal closed the public hearing at 6:46 p.m.

5.3 Public Hearing: Arbor Ridge Crossing Phase 2 Street Lighting Special Assessment District (SAD) Setting Tax Roll

Supervisor Grewal opened the public hearing at 6:47 p.m.

Supervisor Grewal closed the public hearing at 6:47 p.m.

5.4 Public Hearing: Arbor Ridge Crossing Phase 3 Street Lighting Special Assessment District (SAD) Setting Tax Roll

Supervisor Grewal opened the public hearing at 6:47 p.m.

Supervisor Grewal closed the public hearing at 6:47 p.m.

6. Communications

6.1 Communications

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

MOTION CARRIED

7. Consent Agenda

7.1 Approve payment of Accounts Payables checks #36813 through #37027 in the amount of \$1,999,822.55

7.2 Approve payment of Payroll Payables checks #1286 through #1298 in the amount of \$6,732.65

7.3 Approve payment of Tax Checking Fund checks #22791 through #22814 in the amount of \$712,334.87

7.4 Receive the September 2020 Revenue/Expenditure Report

- 7.5 Receive the October 2020 Revenue/Expenditure Report**
- 7.6 Approve payment to Consultants for General Services in the amount of \$26,546.11**
- 7.7 Receive the August 2020 activity report for the Department of Public Safety**
- 7.8 Receive the September 2020 activity report for the Department of Public Safety**
- 7.9 Receive the September 2020 Building Activity Report**
- 7.10 Receive the October 2020 Building Activity Report**
- 7.11 Receive the September 2020 Republic Services Rubbish Collection Report**
- 7.12 Receive the October 2020 Republic Services Rubbish Collection Report**
- 7.13 Approve the application for additional credited service through the Municipal Employees Retirement System (MERS) for Matthew Ritzler, with the entire cost of the purchase of time to be funded by Mr. Ritzler**
- 7.14 Receive the November 18, 2020 Personnel Report**

Moved by Clerk Anzaldi, supported by Trustee Jaffer, to approve consent agenda items 7.1 through 7.14.

MOTION CARRIED

8. Items from the Treasurer

8.1 Quarterly Cash Balance Report

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

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

MOTION CARRIED

9. Items from the Clerk

9.1 Election Update

Supervisor Grewal expressed appreciation to Clerk Anzaldi, Deputy Clerk Lyn Sebestyen and the entire team for their work during the election season to ensure the election was successful and accessible for every resident.

Clerk Anzaldi added her own appreciation to her staff, election inspectors, Washtenaw

County, and Secretary of State Benson for their dedication during the pandemic. She shared a report on statistics for the November 3, 2020 General Election (See Attachment 2).

10. Items from the Supervisor

10.1 Adopt a Resolution to Amend the 2020 General Fund Budget, Resolution #20-51

Moved by Trustee Jaffer, supported by Trustee Krone, to adopt Res #20-51, a Resolution to Amend the 2020 General Fund Budget.

Supervisor Grewal reiterated the uncertainty of any federal stimulus money being available for local jurisdictions which will impact 2021 and 2022 budgets.

ROLL CALL:

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

MOTION CARRIED

10.2 Adopt a Resolution to Amend the 2020 Public Safety Fund Budget, 2020 Fire FEMA Fund Budget, 2020 Building Department Fund Budget, and the 2020 Refuse Fund Budget, Resolution #20-55

Moved by Treasurer Scribner, supported by Clerk Anzaldi, to adopt Res #20-55, a Resolution to Amend the 2020 Public Safety Fund Budget, 2020 Fire FEMA Fund Budget, 2020 Building Department Fund Budget, and the 2020 Refuse Fund Budget.

ROLL CALL:

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

MOTION CARRIED

10.3 Approve the 2021 Pittsfield Township Board of Trustees Meeting Schedule

Moved by Trustee Krone, supported by Treasurer Scribner, to approve the 2021 Pittsfield Township Board of Trustees Meeting Schedule.

MOTION CARRIED

- 10.4 Approve acceptance of the Federal Emergency Management Agency (FEMA) Assistance to Fire Fighters regional grant award in the amount of \$219,712 for purchase of extrication equipment for the Fire Department, and approval of the grant's conditions that the township contribute matching funds for an amount not to exceed \$19,973.82, subject to Township Attorney approval**

Moved by Clerk Anzaldi, supported by Trustee Krone, to approve acceptance of the Federal Emergency Management Agency (FEMA) Assistance to Fire Fighters regional grant award in the amount of \$219,712 for purchase of extrication equipment for the Fire Department, and approval of the grant's conditions that the township contribute matching funds for an amount not to exceed \$19,973.82, subject to Township Attorney approval.

Supervisor Grewal thanked Director Harshberger, Fire Chief Gleason and their team for their diligence, hard work, tenacity, and persistence in pursuing these grants.

MOTION CARRIED

- 10.5 Authorize \$5,000 for the 2021 budget year to the Washtenaw County Regional Resource Management Authority (WRRMA), and acknowledgement of the draft 2021 WRRMA budget**

Moved by Treasurer Scribner, supported by Trustee Jaffer, to authorize \$5,000 for the 2021 budget year to the Washtenaw County Regional Resource Management Authority (WRRMA), and acknowledgement of the draft 2021 WRRMA budget.

Mr. Theo Eggermont updated the Board on current and future projects of WRRMA. Supervisor Grewal added that she would like WRRMA to return annually to report to the Board. Trustee Krone added he is happy to see the Township participating.

MOTION CARRIED

- 10.6 Adopt a Resolution to set Utility Rates and Charges in the amount of \$5.15 per unit for residential and commercial water accounts, \$4.50 per unit for residential sewer accounts, \$5.17 per unit for commercial sewer accounts, and the fee schedule. Rate and charge adjustments will be effective on January 1, 2021, Resolution #20-50**

Moved by Trustee Jaffer, supported by Trustee Krone, to adopt Res #20-50, a Resolution to set Utility Rates and Charges in the amount of \$5.15 per unit for residential and commercial water accounts, \$4.50 per unit for residential sewer accounts, \$5.17 per unit for commercial sewer accounts, and the fee schedule. Rate and charge adjustments will be effective on January 1, 2021.

Director Lyon stated that every year there are rate adjustments because of water purchase and sewer treatment services from the City of Ann Arbor and Ypsilanti Community Utilities Authority (YCUA).

ROLL CALL:

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

MOTION CARRIED

- 10.7 Authorize the Supervisor and Clerk to enter into an Agreement with Granite Liner to provide emergency lining services on the existing 16-inch water main located on State Road between Morgan and Ellsworth Roads, for a cost not to exceed \$758,500 including contingency, subject to Township Attorney approval**

Moved by Treasurer Scribner, supported by Trustee Jaffer, to authorize the Supervisor and Clerk to enter into an Agreement with Granite Liner to provide emergency lining services on the existing 16-inch water main located on State Road between Morgan and Ellsworth Roads, for a cost not to exceed \$758,500 including contingency, subject to Township Attorney approval.

Director Craig Lyon elaborated on the details of the water main breaks that occurred several weeks ago. Upon approval, work can start immediately and will take 4-6 weeks. He does not anticipate any disruption to the newly paved State Street. He added that no residents or commercial businesses are currently without water.

MOTION CARRIED

- 10.8 Authorize the Supervisor and Clerk to enter into an Agreement between the Washtenaw County Road Commission and Pittsfield Charter Township for the installation of five (5) speed humps, pavement markings and signs for Torrey Avenue, for a cost estimated not to exceed \$39,628.00, subject to Township Attorney approval**

Moved by Clerk Anzaldi, supported by Trustee Ralph, to authorize the Supervisor and Clerk to enter into an Agreement between the Washtenaw County Road Commission and Pittsfield Charter Township for the installation of five (5) speed humps, pavement markings and signs for Torrey Avenue, for a cost estimated not to exceed \$39,628.00, subject to Township Attorney approval.

Supervisor Grewal expressed appreciation to Trustee Ralph for getting this project completed. Trustee Ralph thanked the Township for their support.

MOTION CARRIED

10.9 Adopt a Resolution declaring the Township's intent to establish a street lighting Special Assessment District in Meadows at Arbor Ridge Phase 2, and setting the tax roll, Resolution #20-52

Moved by Clerk Anzaldi, supported by Trustee Krone, to adopt Res #20-52, a Resolution declaring the Township's intent to establish a street lighting Special Assessment District in Meadows at Arbor Ridge Phase 2, and setting the tax roll.

ROLL CALL:

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

MOTION CARRIED

10.10 Adopt a Resolution declaring the Township's intent to establish a street lighting Special Assessment District in Arbor Ridge Crossing Phase 2, and setting the tax roll, Resolution #20-53

Moved by Treasurer Scribner, supported by Clerk Anzaldi, to adopt Res #20-53, a Resolution declaring the Township's intent to establish a street lighting Special Assessment District in Arbor Ridge Crossing Phase 2, and setting the tax roll.

ROLL CALL:

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

MOTION CARRIED

10.11 Adopt a Resolution declaring the Township's intent to establish a street lighting Special Assessment District in Arbor Ridge Crossing Phase 3, and setting the tax roll, Resolution #20-54

Moved by Clerk Anzaldi, supported by Treasurer Scribner, to adopt Res #20-54, a Resolution declaring the Township's intent to establish a street lighting Special Assessment District in Arbor Ridge Crossing Phase 3, and setting the tax roll.

ROLL CALL:

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

ABSENT: None

ABSTAIN: None

MOTION CARRIED

- 10.12 Authorize the Supervisor and Clerk to enter into an Agreement with DTE Energy to furnish and install nine street lighting fixtures in the Meadows at Arbor Ridge Phase 2 subdivision, paid for by the developer, for a cost not to exceed \$21,059, subject to Township Attorney approval**

Moved by Trustee Krone, supported by Clerk Anzaldi, to authorize the Supervisor and Clerk to enter into an Agreement with DTE Energy to furnish and install nine street lighting fixtures in the Meadows at Arbor Ridge Phase 2 subdivision, paid for by the developer, for a cost not to exceed \$21,059, subject to Township Attorney approval.

MOTION CARRIED

- 10.13 Authorize the Supervisor and Clerk to enter into an Agreement with DTE Energy to furnish and install six street lighting fixtures in the Arbor Ridge Crossing Phase 2 subdivision, paid for by the developer, for a cost not to exceed \$22,652, subject to Township Attorney approval**

Moved by Clerk Anzaldi, supported by Trustee Krone, to authorize the Supervisor and Clerk to enter into an Agreement with DTE Energy to furnish and install six street lighting fixtures in the Arbor Ridge Crossing Phase 2 subdivision, paid for by the developer, for a cost not to exceed \$22,652, subject to Township Attorney approval.

MOTION CARRIED

- 10.14 Authorize the Supervisor and Clerk to enter into an Agreement with DTE Energy to furnish and install twelve street lighting fixtures in the Arbor Ridge Crossing Phase 3 subdivision, paid for by the developer, for a cost not to exceed \$40,473, subject to Township Attorney approval**

Moved by Trustee Krone, supported by Treasurer Scribner, to authorize the Supervisor and Clerk to enter into an Agreement with DTE Energy to furnish and install twelve street lighting fixtures in the Arbor Ridge Crossing Phase 3 subdivision, paid for by the developer, for a cost not to exceed \$40,743, subject to Township Attorney approval.

Supervisor Grewal thanked Director West and Jonathan Mazza for their hard work to see this projection to completion.

MOTION CARRIED

11. Unfinished Business

11.1 Adopt at Second Reading of Ordinance #20-211 to Amend the Pittsfield Charter Township Zoning Ordinance, as recommended by the Planning Commission, with additional proposed revisions

Moved by Treasurer Scribner, supported by Trustee Krone, to adopt Reading of Ordinance #20-211 to Amend the Pittsfield Charter Township Zoning Ordinance, as recommended by the Planning Commission, with additional proposed revisions.

ROLL CALL:

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

MOTION CARRIED

12. New Business

None

13. Liaison Reports

Trustee Edwards-Brown thanked the Washtenaw County chapter of Zeta Phi Beta sorority, Rho Delta Zeta Chapter for the snack bags they provided for Pittsfield Township Election Inspectors for the November 3, 2020 Election. She would like to see the relationship between Zeta Phi Beta and Pittsfield Township continue to grow.

Trustee Ralph thanked the Board for their support and friendship over the last four years. He looks forward to continuing to serve Pittsfield Township in other capacities and supporting the new incoming Trustee.

Supervisor Grewal thanked the Board and staff as they continue their commitment to serving the residents of Pittsfield Township. She expressed appreciation to Governor Whitmer for her fearless leadership during these difficult times.

14. Adjournment

Moved by Trustee Krone, supported by Trustee Jaffer, to adjourn the meeting at 7:20 p.m.

MOTION CARRIED

Jill Mitchell, Recording Clerk
Pittsfield Charter Township

Michelle L. Anzaldi, Clerk
Pittsfield Charter Township

Mandy Grewal, Supervisor
Pittsfield Charter Township



Pittsfield Charter Township

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Office of the Treasurer

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Board Meeting Notes for November 18, 2020 - 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 you can see, we had a significant increase of funds in our accounts from the second quarter. This is due to the collection of the summer taxes that started at the beginning of the third quarter. The percentage of taxes collected in past years remains consistent at 98%. We distributed the funds to the appropriate local taxing authorities.

Our main-focus is to keep our funds secure. Unfortunately, rates are extremely low and the Federal Reserve has said they will continue to keep rates low during these uncertain times.





Pittsfield Charter Township
Clerk's Office

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Unofficial Election Results November 3, 2020 General Election

Pittsfield has 29,148 registered voters and 21,433 ballots were cast in the November 3, 2020 election. Overall turnout for the Township was 74%. Washtenaw County Proposal, State Proposal 2020-1, and State Proposal 2020-2 all passed.

Precinct	Registered Voters	Ballots Cast	In-Person Voting	Absentee	Voter Turnout
Precinct 1	2,167	1,562	331	1,231	72%
Precinct 2	1,917	1,326	319	1,007	69%
Precinct 3	2,171	1,659	318	1,341	76%
Precinct 4	2,462	1,515	341	1,174	62%
Precinct 5	1,512	1,176	236	940	78%
Precinct 6	2,631	2,037	458	1,579	77%
Precinct 7	2,593	1,929	336	1,593	74%
Precinct 8	1,163	988	210	778	85%
Precinct 9	2,475	1,942	268	1,674	78%
Precinct 10	2,830	1,986	491	1,495	70%
Precinct 11	2,609	2,157	340	1,817	83%
Precinct 12	2,239	1,774	407	1,367	79%
Precinct 13	2,379	1,382	384	998	58%
Total Township	29,148	21,433	4,439	16,994	74%
Washtenaw County	318,685	217,820			68%
State of Michigan	5,579,072				

Historical	Registered Voters	Ballots Cast	AV Ballots	In-Person Voting	Voter Turnout
November 8, 2016	25,535	18,157	4,513	13,644	71%
November 6, 2012	24,586	16,609	3,212	13,397	68%

<https://electionresults.ewashtenaw.org/electionreporting/nov2020/index.jsp>

Michelle L. Anzaldi
Pittsfield Township Clerk