

PROPOSED

**Minutes of a Regular Meeting
Pittsfield Charter Township Board of Trustees, September 28, 2022
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, Urda-Thompson
Members Absent: Grewal
Others Present: Deputy Clerk Jill Mitchell, Recording Clerk Kaly Coburn, Director Weiland, Director Best, Director Watkins, Director Harshberger, Fire Chief Gleason, Commissioner Sanders, Kathe Wunderlich, Andy McGill, Christina Lirones

1. Call Meeting to Order

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

2. Pledge of Allegiance

Led by Clerk Anzaldi.

3. Roll Call

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

Clerk Anzaldi requested a motion to appoint a Chair Pro Tem.

Moved by Trustee Krone, supported by Trustee Edwards-Brown, to appoint Clerk Anzaldi as Chair Pro Tem for the September 28, 2022 meeting.

MOTION CARRIED

3.1 Approval of the Agenda

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to approve the agenda.

MOTION CARRIED

4. Public Comment I

None

4.1 Board Response to Public Comment I

None

5. Approval of Minutes

5.1 Approve the Minutes of the Regular Meeting held on September 14, 2022

Moved by Trustee Krone, supported by Trustee Jaffer, to approve the minutes of the Regular Meeting held on September 14, 2022.

MOTION CARRIED

6. Public Hearings/Presentations/Proclamations

None

7. Communications

7.1 Communications

Moved by Trustee Edwards-Brown, supported by Trustee Urda-Thompson, to receive and file communications.

MOTION CARRIED

8. Consent Agenda

- 8.1 Receive the September 28, 2022 Personnel Report**
- 8.2 Receive the July 2022 Revenue/Expenditure Report**
- 8.3 Receive the August 2022 Revenue/Expenditure Report**
- 8.4 Approve payment of Payroll Payables ACH #88 through #92 in the amount of \$2,446.19**
- 8.5 Approve payment of Accounts Payable ACH #333 through #346 in the amount of \$2,251,720.99**
- 8.6 Approve payment of Accounts Payable Check #42820 through #42942 in the amount of \$678,467.17**
- 8.7 Approve payment of Tax Payables ACH #109 through #116 in the amount of \$8,444,641.33**
- 8.8 Approve payment of Tax Payables Check #23111 through #23113 in the amount of \$1,777.31**
- 8.9 Approve payment for Community Development General Services in the amount of \$817.13**
- 8.10 Approve payment to consultant for Utilities General Services in the amount of \$10,041.84**
- 8.11 Approve payment for Municipal Services General Services in the amount of \$24,932.50**
- 8.12 Receive the July 2022 Building Activity Report**
- 8.13 Receive August 2022 Activity Report for the Department of Public Safety**

Moved by Trustee Jaffer, supported by Trustee Urda-Thompson, to approve consent agenda items 8.1 through 8.13.

MOTION CARRIED

9. Items from the Treasurer

9.1 Summer Tax Collection Update

Treasurer Scribner provided the Summer Tax Collection Update. See Attachment 1.
Moved by Trustee Krone, supported by Trustee Urda-Thompson, to receive and file Summer Tax Collection Update.

10. Items from the Clerk

10.1 Approve the purchase of Laptop Computers for a cost not to exceed \$17,000

Moved by Treasurer Scribner, supported by Trustee Urda-Thompson, to approve the purchase of Laptop Computers for a cost not to exceed \$17,000.

Clerk Anzaldi noted the laptop computers are used at the precincts for election purposes. The State has offered a security grant reimbursement for the security of elections. She clarified the grant is up to \$1,500 dollars per precinct. The exact cost of the laptops is not known, but will be under \$1000 dollars each. She noted flood lighting has also been purchased for the Arab American Cultural Center and will be shared with the fire department in off election years.

MOTION CARRIED

11. Items from the Supervisor

11.1 Adopt a Resolution to Approve the FY 2023 Pittsfield Charter Township Budget, Resolution #22-32

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to adopt a Resolution to Approve the FY 2023 Pittsfield Charter Township Budget, Resolution #22-32.

ROLL CALL:

AYES: Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Urda-Thompson

NAYES: None

ABSENT: Grewal

ABSTAIN: None

MOTION CARRIED

11.2 Adopt a Resolution to appoint Ordinance Enforcement Officers for Building Safety, Resolution #22-33

Moved by Trustee Jaffer, supported by Trustee Urda-Thompson, to adopt a Resolution to appoint Ordinance Enforcement Officers for Building Safety, Resolution #22-33.

ROLL CALL:

AYES: Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Urda-Thompson

NAYES: None

ABSENT: Grewal

ABSTAIN: None

MOTION CARRIED

11.3 Authorize the purchase of mold remediation services at Fire Station #3 and temporary housing for fire personnel for a cost not to exceed \$68,719.69

Moved by Treasurer Scribner, supported by Trustee Jaffer, to authorize the purchase of mold remediation services at Fire Station #3 and temporary housing for fire personnel for a cost not to exceed \$68,719.69.

Fire Chief Gleason stated it was found that there was a leak due to a faulty shower pan. He noted multiple tests were completed and slight mold was found. Mr. Gleason clarified temporary housing is no longer needed, as the areas were able to be isolated. However, the kitchen will not be functional while the work is being completed and a solution to provide meals is needed. He said he is working with Supervisor Grewal to find a solution.

MOTION CARRIED

11.4 Approve the rental fee rates for the new Montibeller Park Pavilion and the addition of these rates to the Parks and Recreation fee structure

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to Approve the rental fee rates for the new Montibeller Park Pavilion and the addition of these rates to the Parks and Recreation fee structure.

Director Best provided clarification on the Parks & Recreation fee structure and the supporting documents in the packet. He also noted the only change is for the new Montibeller pavilion. Mr. Best confirmed there is no deposit required, and the rental fee is paid up front.

MOTION CARRIED

12. Unfinished Business

None

13. New Business

None

14. Liaison Reports

None

15. Public Comment II

None

15.1 Board Response to Public Comment II

None

16. Adjournment

Moved by Trustee Krone, supported by Trustee Jaffer, to adjourn the meeting at 6:58 p.m.

MOTION CARRIED

Kaly Coburn, 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 September 28, 2022

Summer Tax Bill Update:

The Pittsfield Township summer tax collection has been successful to date. As of September 27, 2022, the Treasurer's Office has collected just over \$70.1 million. We have a 96% collection rate which is consistent with the 2021 tax cycle.

Pittsfield Charter Township distributes all of the taxes collected on the summer bill to the various entities listed on the bill. Pittsfield only retains the one percent administration fee.

The Treasurer's Office has implemented various tax payment options and updated software programs to increase convenience and efficiency for our residents and businesses to pay their property taxes. Recently, we negotiated with Point and Pay, our Credit Card and Electronic Check provider, in reducing the credit card fee from 3% to 2.8% per transaction and the electronic check fee from \$3.00 to \$1.50. The utilization of our online payment option has increased by 20%, from 823 payments in 2021 to 994 payments this year. The number of taxpayers utilizing Bank of Ann Arbor payment services has also increased from 241 payments in 2021 to 293 payments this year. We have a large percentage of residents who choose to pay their property taxes in-person and appreciate the excellent customer service. We have received positive feedback on the many payment options we offer.

It is our goal to continually provide the Gold Standard of Customer Service to all of our residents, businesses, and community.