

**PROPOSED**

**Minutes of a Regular Meeting  
Pittsfield Charter Township Board of Trustees, October 26, 2022  
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, Urda-Thompson  
Members Absent: None  
Others Present: Deputy Clerk Jill Mitchell, Recording Clerk Kaly Coburn, Director Best, Director Harshberger, Deputy Chief Gray, Director Watkins, Director Denig, Christine Watson, Adriana Mancillas, Shereen Hussein, Amy Mertle, Christina Lirones

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**1. Call Meeting to Order**

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

**2. Pledge of Allegiance**

Led by Supervisor Grewal.

**3. Roll Call**

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

**3.1 Approval of the Agenda**

Moved by Clerk Anzaldi, supported by Trustee Krone, 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 October 12, 2022**

Moved by Clerk Anzaldi, supported by Trustee Krone, to approve the minutes of the Regular Meeting held on October 12, 2022.

**MOTION CARRIED**

**6. Public Hearings/Presentations/Proclamations**

**6.1 Proclamation Establishing October as "Domestic Violence Awareness Month" and April as "Sexual Assault Awareness Month" in Pittsfield Charter Township**

Supervisor Grewal presented the proclamation to the Safe House Center and thanked the organization for their hard work and dedication to help end domestic violence and sexual assault.

Director Christine Watson noted the Safe House Center is located in Pittsfield Township and services all of Washtenaw County. Ms. Watson thanked Pittsfield Township for the support, and noted the work to end domestic violence and sexual assault cannot be done alone.

## **7. Communications**

### **7.1 Communications**

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

Trustee Krone noted the Chair of the Planning Commission Matthew Payne, was recognized in Michigan Planner for his work. He also noted Supervisor Grewal was elected to the Michigan Association of Planning Board.

Supervisor Grewal recognized Commissioner Payne's service for over a decade. She noted his significant presence and hard work.

**MOTION CARRIED**

## **8. Consent Agenda**

- 8.1** Receive the October 26, 2022 Personnel Report
- 8.2** Approve payment of Payroll Payables ACH #98 through #102 in the amount of \$2,493.77
- 8.3** Approve payment of Accounts Payable ACH #360 through #376 in the amount of \$954,313.64
- 8.4** Approve payment of Accounts Payable Check #43059 through #43179 in the amount of \$192,812.39
- 8.5** Approve payment of Tax Checking Payables ACH #125 through #132 in the amount of \$1,305,207.39
- 8.6** Approve payment of Tax Checking Payables Check #23118 through #22119 in the amount of \$2,038.02
- 8.7** Receive the September 2022 Building Activity Report

Moved by Clerk Anzaldi, supported by Trustee Jaffer, to approve consent agenda items 8.1 through 8.7.

**MOTION CARRIED**

## **9. Items from the Treasurer**

- 9.1 Update on Delinquent Personal Property**

Treasurer Scribner provided an update on Delinquent Personal Property. See Attachment 1.

Moved by Trustee Krone, supported by Trustee Jaffer, to receive and file the Update on Delinquent Personal Property.

**MOTION CARRIED**

**10. Items from the Clerk**

**10.1 Adopt a Resolution to Approve Placement of the Street Lighting Special Assessment Districts on the 2022 Tax Roll, Resolution #22-36**

Moved by Clerk Anzaldi, supported by Treasurer Scribner, to adopt a Resolution to Approve Placement of the Street Lighting Special Assessment Districts on the 2022 Tax Roll, Resolution #22-36.

**ROLL CALL:**

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

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

**10.2 Adopt the Pittsfield Charter Township Federal Awards Administration-Financial Management Policy**

Moved by Clerk Anzaldi, supported by Trustee Krone, to adopt the Pittsfield Charter Township Federal Awards Administration-Financial Management Policy.

Clerk Anzaldi noted this policy is required to receive Federal Grants. Director Watkins worked with auditors to create the policy on how to administer Federal Grant funding.

Treasurer Scribner thanked Director Watkins on her hard work.

**MOTION CARRIED**

**11. Items from the Supervisor**

**11.1 Adopt a Resolution to approve Reappointments to Township Boards, Commissions, and Committees, Resolution #22-37**

Moved by Treasurer Scribner, supported by Trustee Krone, to adopt a Resolution to approve Reappointments to Township Boards, Commissions, and Committees, Resolution #22-37.

**ROLL CALL:**

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

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

- 11.2 Authorize the Supervisor and Clerk to enter into a Purchase of Service Agreement with the Ann Arbor Area Transportation Authority (AAATA) from January 1, 2023 through December 31, 2023, for a cost not to exceed \$693,379, subject to Township Attorney approval**

Moved by Trustee Krone, supported by Trustee Jaffer, to authorize the Supervisor and Clerk to enter into a Purchase of Service Agreement with the Ann Arbor Area Transportation Authority (AAATA) from January 1, 2023 through December 31, 2023, for a cost not to exceed \$693,379, subject to Township Attorney approval.

**MOTION CARRIED**

- 11.3 Approve the Washtenaw County Road Commission's (WCRC) selection of Erie Construction, lowest bidder, to provide construction services for the Platt Road Greenway Phase II Project (PRGII) for a total project cost not to exceed \$2,160,538.60, including contingency**

Moved by Clerk Anzaldi, supported by Trustee Jaffer, to approve the Washtenaw County Road Commission's (WCRC) selection of Erie Construction, lowest bidder, to provide construction services for the Platt Road Greenway Phase II Project (PRGII) for a total project cost not to exceed \$2,160,538.60, including contingency.

Trustee Krone noted the significant increase in cost, due to the delay in starting the project.

Supervisor Grewal noted the pricing increased post-pandemic. She added postponing longer would potentially mean higher costs.

**MOTION CARRIED**

- 11.4 Adopt a Resolution to accept the LWCF Project Agreement for Montibeller Park Improvements and commit to match funding, Resolution #22-34**

Moved by Trustee Jaffer, supported by Treasurer Scribner, to adopt a Resolution to accept the LWCF Project Agreement for Montibeller Park Improvements and commit to match funding, Resolution #22-34.

**ROLL CALL:**

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

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

- 11.5 Authorize the Supervisor and Clerk to sign a Development Agreement and Stormwater Agreement for Townes on the Green, CSPA 20-16, subject to Township Attorney approval**

Moved by Trustee Jaffer, supported by Clerk Anzaldi, to authorize the Supervisor and Clerk to sign a Development Agreement and Stormwater Agreement for Townes on the Green, CSPA 20-16, subject to Township Attorney approval.

**MOTION CARRIED**

- 11.6 Authorize the purchase of two (2) ballistic shields with carrying cases for the Police Department, from LPS Tactical & Personal Security Supply, using awarded grant funds, for a cost not to exceed \$8,345.74**

Moved by Treasurer Scribner, supported by Clerk Anzaldi, to authorize the purchase of two (2) ballistic shields with carrying cases for the Police Department, from LPS Tactical & Personal Security Supply, using awarded grant funds, for a cost not to exceed \$8,345.74.

**MOTION CARRIED**

- 11.7 Authorize the purchase of a one-year subscription with Power DMS Digital Management Software for Power Policy and Power Training software programs for the Police Department, for a cost not to exceed \$8,490.49**

Moved by Clerk Anzaldi, supported by Trustee Krone, to authorize the purchase of a one-year subscription with Power DMS Digital Management Software for Power Policy and Power Training software programs for the Police Department, for a cost not to exceed \$8,490.49.

**MOTION CARRIED**

**12. Unfinished Business**

- 12.1 Motion to move into closed session as authorized by Section 8 of the Michigan Open Meetings Act for the following reasons:**

- 1. To consult with the Township Attorneys regarding trial or settlement strategies in the case of Geddes et al v Pittsfield Twp, Washtenaw County Circuit Ct. Case No. 21-000547-CZ**

Moved by Clerk Anzaldi, supported by Trustee Krone, to move into closed session as authorized by Section 8 of the Michigan Open Meetings Act to consult with the Township Attorneys regarding trial or settlement strategies in the case of Geddes et al v Pittsfield Twp, Washtenaw County Circuit Ct. Case No. 21-000547-CZ.

**ROLL CALL:**

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

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

The Board moved into a closed session at 6:47 p.m.

Moved by Clerk Anzaldi, supported by Urda-Thompson, to reconvene into regular session.

**MOTION CARRIED**

The Board moved into regular session at 7:28 p.m.

Moved by Clerk Anzaldi, supported by Trustee Jaffer to accept the recommendation of counsel as discussed in closed session.

**ROLL CALL:**

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

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

**13. New Business**

**13.1 Approve First Reading of Ordinance 338 Amending Chapter 5 Historic Districts, Article I, Section 55**

Moved by Treasurer Scribner, supported by Trustee Krone, to approve First Reading of Ordinance 338 Amending Chapter 5 Historic Districts, Article I, Section 55.

Treasurer Scribner commented on the importance of adding two members to the Board with the addition of one district, which will create a higher work load.

**ROLL CALL:**

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

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

**13.2 Motion to move into closed executive session for the purpose of discussing ongoing labor relations and negotiating matters**

Moved by Clerk Anzaldi, supported by Trustee Krone, to move into closed executive session for the purpose of discussing ongoing labor relations and negotiating matters.

**ROLL CALL:**

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

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

The Board moved into a closed session at 7:31 p.m.

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

**MOTION CARRIED**

The Board moved into regular session at 8:08 p.m.

**14. Liaison Reports**

Trustee Edwards-Brown stated Clerk Anzaldi and herself attended the ribbon cutting for Lefty's on October 25, 2022. She noted the outstanding level of professionalism demonstrated by staff members of the police and fire department from Station 2. Trustee Edwards-Brown stated the meaningfulness of having this presence within the community.

Clerk Anzaldi noted the importance to business partners on having the support of the Township.

**15. Public Comment II**

None

**15.1 Board Response to Public Comment II**

None

**16. Adjournment**

Moved by Trustee Jaffer, supported by Clerk Anzaldi, to adjourn the meeting at 8:12 p.m.

**MOTION CARRIED**

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Kaly Coburn, Recording Clerk  
Pittsfield Charter Township

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Michelle L. Anzaldi, Clerk  
Pittsfield Charter Township

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Mandy Grewal, Supervisor  
Pittsfield Charter Township

TO: Board of Trustees

FROM: Patricia Tupacz Scribner, Treasurer

DATE: October 26, 2022

SUBJECT: DELINQUENT PERSONAL PROPERTY TAX COLLECTION

As of April 13, 2022, there were 105 delinquent personal property accounts for the 2021 tax season. Currently, there are 53 delinquent accounts. We are taking the following course of action for these remaining delinquent accounts:

- We are pursuing further collection efforts for 29 accounts.
- There are 23 accounts that are deemed uncollectable and will be written off through the Circuit Court in five years. These businesses have closed and we are unable to locate and pursue further collections.
- There is one delinquent account that is pursuing a case with the State Tax Commission.

Since May of 2009 we have collected over \$2 million in delinquent personal property taxes.

My office will continue its due diligence in resolving the delinquent personal property taxes. I will update the Board of our collection efforts in early 2023.