

CHARTER TOWNSHIP OF MONITOR  
REGULAR TOWNSHIP BOARD MEETING  
MAY 13, 2013

The Supervisor called the meeting to order at 7:00 p.m.

Members present: Brandt, Kowalski, Pike, Arnold, Malkin, Miller  
Members absent: Kochany

The Pledge of Allegiance was recited by all present.

Public Input opened at 7:01 p.m. No public present wished to speak and public input was closed.

Motion by Kowalski supported by Miller to adopt the agenda as presented.  
Motion carried.

Motion by Malkin supported by Miller to approve the minutes of the April 8, 2013 & April 22, 2013 regular meetings as presented.  
Motion carried.

Motion by Kowalski supported by Pike to pay the bills in the amount of \$43,548.45 from General Fund.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Malkin, Miller

No: None

Absent: Kochany

Motion carried.

Motion by Kowalski supported by Miller to receive the Treasurer's Report for April 2013.  
Motion carried.

Personnel Committee Recommendations of New Job Descriptions for Building Dept. Personnel and Building Department Wage Compensation

There was board discussion regarding the eight recommendations submitted by the Personnel Committee to restructure the Building Department as follows:

The Personnel Committee recommends for discussion and possible adoption new job descriptions for the positions of Building Official and Inspector, Ordinance Administrator, and Zoning and Code Enforcement Assistant, compensation packages, and implementation.

RECOMMENDATION # 1: Adoption of a new job description for Building Official and Inspector.

RECOMMENDATION #2: Adoption of a job description for the position of Ordinance Administrator.

RECOMMENDATON # 3: That the position of Receptionist is eliminated and a new job description and position of Zoning and Code Enforcement Assistant be adopted.

RECOMMENDATON #4: That the position of Building Official and Inspector serve at will based on need and that the following compensation package be adopted:

50% of Building Permit fees

80% of Construction Plan Review fees

Payment to be 1/3% of permit fee monthly as completed and plan review fee monthly.

Hourly wage of \$25.00 if requested to attend Township Board, Planning Commission and/or Zoning Board of Appeals.

Mileage; Training

RECOMMENDATION #5: That the position of Ordinance Administrator serve at will based on need and that the following compensation package be adopted:

Range between \$15.00 and \$25.00 an hour for Ordinance Construction Plan Reviews; on-site building inspections, ordinance inspections, and reports depending on experience.

Payment to be bi-weekly as inspections are completed.

Regular hourly wage if requested to attend Township Board, Planning Commission and/or Zoning Board of Appeals.

Mileage; Training

RECOMMENDATION #6: That the position of part time Zoning and Code Enforcement Assistant working 20 hours, five days a week, from 8:00 a.m. to noon with a compensation package of \$9.50 an hour and training be adopted.

RECOMMENDATION #7: That the three new positions of Building Official and Inspector, Ordinance Administrator, and Zoning and Code Enforcement Assistant are posted and interviews held based on the new skills and description of duties.

RECOMMENDATION #8: That the three positions be reviewed and evaluated by the Personnel Committee six months after the initial hiring date.

Motion by Miller supported by Malkin to adopt the eight recommendations submitted by the Personnel Committee regarding the job descriptions, hours, and wage compensation for the Building Official & Inspector, Ordinance Administrator, and Zoning and Code Enforcement Assistant positions.

Roll call vote:

Yes: Brandt, Pike, Arnold, Malkin, Miller

No: Kowalski

Absent: Kochany

Motion carried.

#### Roadside Weed Cutting Bids

Motion by Kowalski supported by Pike to award the three-year roadside weed-cutting contract to Leon Leszczynski, LL Enterprises, for the cutting of secondary roads in June and August in the amount of: \$6,500 for 2013, \$6,600 for 2014, and \$6,700 for 2015.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Malkin, Miller  
No: Arnold  
Absent: Kochany  
Motion carried.

Second Reading and Adoption of Ordinance 54-A ó Provision to Amend Park Hours by Resolution

Motion by Malkin supported by Miller to have this meeting serve as Second Reading and Adoption of Ordinance 54-A, as follows:

**ORDINANCE 54-A**

**AN ORDINANCE AMENDING SECTION II OF MONITOR TOWNSHIP PARK ORDINANCE 54 TO PROVIDE FOR THE ESTABLISHMENT OF TIME THE TOWNSHIP PARK IS OPEN TO THE PUBLIC BY RESOLUTION OF THE TOWNSHIP BOARD.**

**THE CHARTER TOWNSHIP OF MONITOR ORDAINS:**

**SECTION I**

Section II of Ordinance No. 54 shall be amended to provide as follows:

**SECTION II. HOURS**

Monitor Park shall be open to the general public from May 1<sup>st</sup> each year until September 30<sup>th</sup> between the hours of 8:00 a.m. Eastern Daylight Savings Time and dusk. Hereafter the dates and hours the Park is open to the public may be amended from time to time by resolution of the Monitor Township Board.

No person or vehicle shall remain upon park property at anytime the Park is not open to the public.

**SECTION II**

All other terms and conditions of said Ordinance No. 54 shall remain in full force and effect and are hereby ratified.

**SECTION III**

This Ordinance, once adopted, shall be published in a newspaper circulated within the Charter Township of Monitor, County of Bay, Michigan.

This Ordinance shall take effect thirty (30) days after publication.

Roll call vote:

Yes: Brandt, Pike, Arnold, Malkin, Miller  
No: Kowalski

Absent: Kochany

Motion carried.

#### Fire Chief Recommendation for New Fire Truck

Chief Kramer reported the public safety millage, passed in 2007, allowed the township to purchase the first fire truck (the HME #412). After the three-year term of the loan was paid off, the township board designated public safety millage funds each year for the future purchase of an additional fire engine to replace the 1984 GMC engine #407. Kramer reported parts for this engine are getting harder find and it has become increasingly more expensive each year to maintain.

It is Chief Kramer's belief there has been sufficient money saved in the public safety fund to purchase the replacement fire truck outright this year. To that end, the fire department formed a committee to ascertain the specifications needed to replace the 1984 GMC truck. The Fire Department would prefer the second truck to be another HME unit. The current HME has performed well and has the benefit of being manufactured in Michigan. The second newer truck, the KME #409, has not performed as well over time and is more problematic when it needs to travel to Pennsylvania for repairs.

If finances allow with the cost of the new truck and the sale of the older GMC engine, there may be enough funds to also replace the rescue vehicle.

The question was raised regarding potential need for an aerial truck.

Kramer responded that yes, an aerial truck would be advantageous; however, such a truck would not fit in our current station. Additionally, the cost to put on an addition, or build a new station is beyond the scope of the current public safety millage both legally and financially. Hopefully, having shown the public we were conscientious with the money raised from this millage, there may be support in the future to try for a new millage to finance a fire station and an aerial truck.

Motion by Malkin supported by Pike to authorize the Fire Chief to submit the specifications as determined by the Fire Department Committee to HME in order to obtain an estimate for a new fire truck to replace the GMC engine #407.

Motion carried.

#### Fire Department SOP #31

Motion by Kowalski supported by Malkin to approve Fire Department S.O.P. #31, which sets the guidelines for the use and storage of Epi-Pens as submitted by the Fire Chief in his letter to the board dated May 3, 2013.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Malkin, Miller

No: None

Absent: Kochany

Motion carried.

#### Roofing Estimates ó Township Hall & Office Building

Motion by Brandt supported by Miller to table consideration of the roofing estimates submitted by Kawkawlin Roofing to the next regular meeting to allow time to gain additional information and additional bids.

Motion carried.

Streetlight Request ó 7 Mile & Wheeler

Motion by Miller supported by Arnold to approve the installation of a streetlight at the four-way stop intersection of 7 Mile and Wheeler Roads; the cost for the installation and operation of the streetlight to be paid by the township.

Roll call vote:

Yes: Brandt, Pike, Arnold, Malkin, Miller

No: Kowalski

Absent: Kochany

Motion carried.

PA 116 Applications (2) ó Floyd, Nancy & Craig Meyer

PA 116 Application (1) ó Floyd & Nancy Meyer

Motion by Kowalski supported by Pike to approve the Farmland and Open Space Preservation PA116 applications as follows:

Floyd & Nancy Meyer - parcel #09-100-011-200-030-04, comprised of 9 acres, with an initial term of 40 years.

Floyd, Nancy & Craig Meyer - parcel #09-100-011-200-010-03, comprised of 23.13 acres, with an initial term of 40 years.

Floyd, Nancy & Craig Meyer - parcel #09-100-001-300-050-02, comprised of 49 acres, with an initial term of 40 years.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Malkin, Miller

No: None

Absent: Kochany

Motion carried.

Electrical Permit Refund ó J. Frank Permits PE13-0021, PE13-0030

Motion by Arnold supported by Malkin to approve the request submitted by the Building Official in a letter to the board dated May 8, 2013, for the refund to J. Frank for payment of electrical permit fees charged for electrical services not requiring a permit for electrical inspection on agricultural property as follows: PE13-0021 partial refund of \$130.00; PE13-0030 full refund of \$230.00.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Malkin, Miller

No: None

Absent: Kochany

Motion carried.

Frankenlust Township ó Statement of Support for Guard & Reserve

Motion by Brandt supported by Pike to authorize the Supervisor to sign a statement of support for the Guard and Reserve.

Motion carried.

BCDWS ó Monitor Township Share of 2011-2012 True UP Refund

Motion by Arnold supported by Brandt to request Monitor Township's share of the City of Bay City 2011/2012 Water Rate True Up for Bay County Out-City Customers in the amount of

\$44,377, be transferred from Monitor Township's account at DWS to the Water Fund held at the Township.

Roll call vote:

Yes: Brandt, Arnold

No: Kowalski, Pike, Malkin, Miller

Absent: Kochany

Motion defeated.

Building Official Letter to Planning Commission & Zoning Ordinance 52, Section 3.13

There was discussion concerning the letter dated May 7, 2013 from the Building Official to the Planning Commission regarding Zoning Ordinance 52, Section 3.13.

No action was taken.

SUPERVISOR'S REPORT

Brandt reported he attended the first meeting of the Water Advisory board. The township will need to appoint an alternate to the Water Advisory board at our June meeting.

The meeting adjourned at 9:10 p.m.

Cindy L. Kowalski, Clerk

Gary A. Brandt, Supervisor