

**Whitewater Township Board  
Minutes of Special Meeting held March 18, 2019**

**Call to Order**

In the absence of the supervisor, Clerk Goss called the meeting to order at 6:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Motion by Lawson to nominate Hubbell to chair the meeting; second by Benak.** There was no further discussion. **On voice vote, Benak, Goss, Hubbell, and Lawson voted in favor, none opposed, Popp absent. Motion carried.**

**Roll Call of Board Members**

Board members present: Treasurer Benak, Goss, Trustee Hubbell, Trustee Lawson

Board members absent: Supervisor Popp

Others present: Deputy Supervisor Ron Bachi

**Set/Adjust Meeting Agenda**

There were no adjustments.

**Declaration of Conflict of Interest**

None

**Public Comment**

Ron Bachi, 6987 Cook Road, deputy supervisor, present.

**Agenda Items as Listed in Special Meeting Notice****Budget Work Session**

Goss explained the process of e-mailing MTA's legal counsel, Catherine Mullhaupt, after the allegation on March 7 that the March 4 and March 7 meetings were illegal. Mullhaupt's response was that the final answer will have to come from the township's attorney and they should be asked whether the board should re-enact any actions taken at the meetings.

Goss stated that instead of spending money at the attorney's office, the "illegal" March 4 meeting should be re-enacted. Goss noted that her budget document for the 3/4 meeting has all the numbers in red that were discussed on that date, so the board can easily go back through the sections of the budget that were addressed on 3/4. Goss stated that the 3/4 draft minutes can also be reviewed, and provided copies of same to the board and deputy supervisor.

The board agreed with reviewing the sections of the budget that were discussed on 3/4.

As took place on 3/4, the board started with Department 265, Township Hall and Grounds, and reviewed and confirmed the amount allocated to every line item in the department. The board also confirmed that they agreed to add \$10,000 to the General Fund Contingency account to park money for handyman services at the township hall and both cemeteries, and to determine later whether that person would be an independent contractor or an employee.

The board then reviewed and confirmed all line item allocations in the following General Fund departments: Cemetery, Planning Commission (including a wage increase for members, the addition of \$7,000 in the Township Board department, line 804, for recodification of general ordinances, and the addition of \$3,000 in the Capital Expenditure account for six laptops and associated items), Zoning Administrator (including a \$2 per hour wage increase, nixing of the requested amount in the 804 line item, and setting aside \$800 in Capital Expenditure for a laptop), Zoning Board of Appeals (including a wage increase for members), Insurance, Contingency, Capital Expenditure (including amounts for planning commission laptops, zoning administrator laptop, flooring, treasurer desktop, and supervisor laptop).

The board confirmed their 3/4 discussion that painting would come out of facility repairs, parking lot sealing and striping would be a facility repair/maintenance number, and that the \$10,000 in the Township Hall Facility Repairs/Maintenance line item was adequate considering \$2,500 for the parking lot and \$4,000 for interior painting. Capital Expenditure was pegged at \$20,000.

The board confirmed the Transfers to Other Funds discussion which took place on 3/4, i.e., Popp's recommended amount, Benak's suggestion to put money in the Public Improvement Fund, Goss's research into what PIF money can be used for, \$65,000 to Ambulance Fund, \$10,000 to Road Fund, and \$30,000 to the Recreation Fund.

The board reviewed and confirmed all line item allocations in the Road Fund, the Road Repair/Replacement Fund (including the need to revisit the recommended \$100,000 transfer), and the Park Fund (including an increase in the park ranger starting wage to \$12 per hour, with a possible end-of-season incentive).

The board reviewed and confirmed that the final items handled on 3/4 were the decision to pick up with the Recreation Fund on 3/7, as well as moving the discussion of deputy supervisor compensation to the 3/7 agenda, brief comments by Hubbell under Board Comments/Discussion, no public comment, next meeting on 3/7, and adjournment at 9:03 p.m.

Bachi complimented Goss on her recap of the 3/4 meeting.

Discussion turned to the taxable value figure on which township allocated, fire special assessment district, and ambulance millage levies should be based.

After much discussion, it was agreed that a conservative figure of \$205,000,000 will be used. The property tax revenue figure in the General Fund was adjusted to \$121,000.

Line 670, cell tower revenue, was adjusted to \$41,000 per information from Goss.

The Fire Fund property tax revenue figure was adjusted to \$205,000.

In the Ambulance Fund, the property tax revenue figure was adjusted to \$305,450.

Returning to the General Fund, Goss adjusted the deputy clerk wage line item to \$12,000.

Benak adjusted the deputy treasurer wage line item to \$10,176.

Benak also brought up the idea of having her deputy work on digitizing records in the treasurer/zoning office and the advantages of same.

Discussion followed.

It was agreed that \$4,100 will be added to the zoning administrator 703 wage line item to pay the deputy treasurer to assist the zoning administrator with scanning documents.

Goss noted that she forgot to add the 703 line item in the supervisor department for deputy supervisor wages and asked for guidance on what to allocate in this line item for the next fiscal year.

Consensus was reached to allocate \$4,000 to the 101-171-703 line item.

Social Security and Medicare line items were also adjusted in the supervisor, clerk, treasurer (using a figure of \$10,200 for deputy wages), and zoning administrator departments to account for the additional wages.

Benak pointed out that a memo was received from Popp minutes before the meeting stating he does not agree with not putting \$100,000 in the Road Repair/Replacement Fund.

Bachi stated Popp's argument is that matching funds are needed.

Discussion followed. No changes were made in the previously-agreed-to split of \$50,000 to the Road Repair/Replacement Fund and \$50,000 to the Public Improvement Fund.

Bachi said Popp's memo also stated that the \$18,000 dugout might need engineering because it is over \$15,000.

Goss stated it is a manufactured item.

Benak noted that Popp has requested that a recording of tonight's meeting be put on CD and sent to him.

Goss stated she will make a notation on the General Fund Contingency line item that \$25,000 is unallocated and \$10,000 is for handyman wages.

Bachi suggested the first place the township should look for a handyman is a fireman.

Goss said that has been discussed previously and the firemen are not interested.

Fund by fund, Goss recapped several changes which were made in the budget document, salary/wage schedule, and graded wage scale.

Bachi asked for an explanation of the \$1,000 commitment to Milton Township.

Goss and other board members explained how the commitment came about.

Goss said she will make the budget document changes and prepare the budget public hearing format document.

The budget public hearing process was briefly discussed, as well as additional items for the 3/26 agenda.

Benak asked Bachi if he knows of anything Popp has for the 3/26 meeting.

Bachi said Popp will have his input for the event barn survey; he realizes the board has a pretty full plate with the budget and has not mentioned anything else. He stated Popp will be back soon.

#### **Board Comments/Discussion**

In jest, Hubbell stated hopefully we will nominate Lawson to run the next meeting.

Bachi said he thinks the board has the power to nominate him.

#### **Public Comment**

None

#### **Adjournment**

Motion by Lawson to adjourn; second by Benak. Meeting adjourned at 7:46 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk