

**CHARTER TOWNSHIP OF BROWNSTOWN REGULAR TOWNSHIP BOARD
MEETING OF FEBRUARY 1, 2021**

The Charter Township of Brownstown regular meeting of the Board of Trustees was held via teleconference, on Monday, February 1, 2021.

To mitigate the spread of COVID-19, protect the health of the public, and provide essential protections to Brownstown Township residents; this meeting of the Brownstown Township Board of Trustees was conducted virtually using Zoom.

To participate in the meeting electronically residents could either visit: <https://zoom.us/j/9413972621> or dial 1-312-626-6799 and enter meeting identification number 941 397 2621. Press # when instructed.

E-mail Option for Public Comment:

Residents were given the option to send their public comments through e-mail at: alisonf@brownstown-mi.org and any comments received would be read during the meeting.

The meeting was called to order electronically via Zoom meeting ID 941397621 by Supervisor Linko at 7:00 p.m. and began with the Pledge of Allegiance.

ROLL CALL BY CLERK PETERS:

The following statement was read by Clerk Peters before the roll call was conducted.

“By acknowledging your presence during roll call you are attesting that you are participating in this meeting virtually and that you are physically located in Brownstown Township. If you are not physically in Brownstown, please state your physical location for the record.”

PRESENT: Supervisor Linko, Clerk Peters, Treasurer Eberth, and Trustees: Allen, Berecz, Brinker, and Killian. Also in attendance were Police Chief Watson, Fire Chief Drouillard, Parks & Recreation Director Maxe, Deputy Clerk Whipple, and Township Attorney Foley.

ABSENT AND EXCUSED: None.

MINUTE ACCEPTANCE:

Motion of Eberth, supported by Berecz, to approve the regular board meeting minutes of January 18, 2021. All voting aye.

Motion of Killian, supported by Berecz, to approve the special board meeting minutes of January 26, 2021. All voting aye.

AGENDA APPROVAL:

Motion of Allen, supported by Berecz, to approve the agenda of February 1, 2021 as submitted. All voting aye.

PUBLIC FORUM:

Public Forum was held at 7:03 p.m. There was no public comment.

**ACCEPT RESIGNATION OF BRIAN C. PETERS AS THE TOWNSHIP CLERK,
EFFECTIVE FEBRUARY 8, 2021:**

Motion of Eberth, supported by Allen, to approve to accept the resignation of Township Clerk Brian C. Peters, effective February 8, 2021. Roll call vote: Allen, aye; Killian, aye; Peters, abstain; Brinker, aye; Eberth, aye; Berecz, aye; and Linko, aye. Motion carried.

**APPROVE TO CREATE A TOWNSHIP MANAGER POSITION FOR THE CHARTER
TOWNSHIP OF BROWNSTOWN (tabled from the meeting of 01/18/2021):**

Motion of Killian, supported by Berecz, to approve to create a Township Manager position for the Charter Township of Brownstown. The Township Manager will serve as the chief administrative officer on behalf of the Township and will be appointed by and receive direction from the Board of Trustees, without usurping the statutory duties and responsibilities of the Supervisor, Clerk, and Treasurer. The main duties of this position include but not limited to: overseeing the organization and direction of Township departments as well as recommending, planning, developing, and executing Township services to meet policy requirements and community needs. Roll call vote: Killian, aye; Peters, abstain; Eberth, aye; Berecz, aye; Brinker, aye; Allen, aye; and Linko, aye. Motion carried.

**APPROVAL OF THE PERSONAL SERVICE CONTRACT FOR TOWNSHIP MANAGER
AND TO APPOINT BRIAN C. PETERS AS TOWNSHIP MANAGER (tabled from the
meeting of 01/18/2021):**

Motion of Eberth, supported by Allen, to approve the personal service contract for the Township Manager and to appoint Brian C. Peters as the Township Manager. The contract will be effective February 8, 2021 until November 20, 2024, with an approved starting salary of \$105,000.00. Roll call vote: Peters, abstain; Berecz, aye; Brinker, aye; Eberth, aye; Allen, aye; Killian, aye; and Linko, aye. Motion carried.

APPOINT NEW TOWNSHIP CLERK, EFFECTIVE FEBRUARY 8, 2021:

Motion of Eberth, supported by Allen, to approve to appoint Maureen Brinker as the Township Clerk, effective February 8, 2021. Roll call vote: Eberth, aye; Brinker, abstain; Berecz, aye; Peters, abstain; Killian, aye; Allen, aye; and Linko, aye. Motion carried.

SUPERVISOR:

**HUMAN RESOURCES: ACCEPT EMPLOYEE RETIREMENT NOTICE OF MARK MAXE
AND REQUEST TO POST AND ADVERTISE THE RESULTING VACANCY:**

Motion of Eberth, supported by Berecz, to accept the resignation of Parks & Recreation Director Mark Maxe due to retirement after over 33 years of service, effective May 21, 2021. Upon his last day in the office of February 19, 2021, he will be using vacation, personal, and float days through May 21, 2021. Also approved to post and advertise for this resulting Parks & Recreation Director position vacancy. This position is included in the 2021 approved budget. All voting aye.

**POLICE: ACCEPT WITH REGRETS THE RESIGNATION OF OFFICER MATTHEW
FOLEY, EFFECTIVE JANURAY 24, 2021:**

Motion of Eberth, supported by Berecz, to accept the resignation of Officer Matthew Foley with regrets, effective January 24, 2021. All voting aye.

POLICE: REQUEST PERMISSION TO INCLUDE RECENT POLICE OFFICER VACANCY IN THE CURRENT HIRING PROCESS TO KEEP STAFFING AT THE BUDGETED LEVEL FOR 2021:

Motion of Berecz, supported by Peters, to approve the request to include the recent vacancy of Officer Foley's position in the current hiring process in an attempt to keep staffing levels at the budgeted level for 2021. At the conclusion of the hiring process, the top two (2) candidates will be presented to the Township Board for approval to hire. All voting aye.

POLICE: REQUEST PURCHASE OF FOUR (4) 2021 CHEVY TAHOE POLICE PATROL VEHICLES:

Motion of Allen, supported by Peters, to approve the request to purchase four (4) 2021 Chevy Tahoe police patrol vehicles from Berger Chevrolet under the MIDeal pricing plan at \$38,199.00 each, for a total cost of \$152,796.00. Funds are available in the 2021 police budget, account number 251.301.981.000. All voting aye.

CLERK:

APPROVE TOWNSHIP CYBER INSURANCE QUOTE FROM AT BAY:

Motion of Peters, supported by Killian, to approve the purchase of Cyber Liability insurance to provide additional protection to the Township. This coverage is designed to protect against a wide range of threats relating to a breach event, including electronic hacking and online activities. It has been recommended to purchase an At Bay Cyber Policy in the amount of \$2,795.70, providing coverage for a one year period and carrying a \$2,500.00 deductible per claim. The limits are \$2,000,000.00 per claim. Funds are to be spread to various departments. All voting aye.

BOARD INFORMATION:

Motion of Allen, supported by Berecz, to accept the Clerk's report which consists of disbursements and two pieces of correspondence from Comcast. The first correspondence from Comcast is in regards to the company expanding its efforts to bridge the digital divide in Michigan by launching twenty Wi-Fi-connected "lift zones" in Detroit recently. The second correspondence from Comcast is in regards to upcoming increase of Comcast business services. All voting aye.

TREASURER:

DISBURSEMENTS: \$1,320,169.10

Motion of Brinker, supported by Berecz, to approve disbursements as follows: General Fund Disbursements in the amount of \$479,465.25; Fire Protection in the amount of \$12,872.77; Police Fund in the amount of \$15,459.89; Capital Project in the amount of \$5,875.00; Downtown Development in the amount of \$2,977.79; Police Improvement in the amount of \$2,952.71; Fire Improvement in the amount of \$170.00; Drug Forfeiture in the amount of \$801.00; Sewer Fund in the amount of \$199,244.33; and Water Fund in the amount of \$27,631.13; bringing the sub-total amount of disbursements to \$747,449.87. There were also three payroll transfers listed on the report one dated January 22nd in the amount of \$531,237.32 for Regular Payroll, one dated January 22nd in the amount of \$111.38 for Third Party Sick Pay, and one dated February 2021 in the amount of \$41,370.53 for Retirees Insurance; bringing the total amount of disbursements to \$1,320,169.10. Roll call vote: Brinker, aye; Peters, aye; Killian, aye; Allen, aye; Eberth, aye; Berecz, aye; and Linko, aye. Motion carried.

COMMUNITY SERVICES:

BOARD INFORMATION:

Motion of Peters, supported by Allen, to accept the Community Services report which consists of the Zoning Board of Appeals Meeting Minutes of September 17, 2020, Planning Commission Meeting Minutes of January 11, 2021, and the Zoning Enforcement Log for December 2020. All voting aye.

RECREATION:

APPROVAL TO INCREASE SPLASH PAD WORKERS STARTING WAGE TO \$9.65 TO COINCIDE WITH MINIMUM WAGE:

Motion of Brinker, supported by Berecz, to approve to increase the starting wage of seasonal Splash Pad workers from \$9.50 to \$9.65 to coincide with current Michigan minimum wage. Funds are available in the 2021 budget, account number 101.753.707.000, to allow for this increase. All voting aye.

BOARD INFORMATION:

Motion of Killian, supported by Brinker, to accept the Recreation report which consists of a community center update, 2021 winter programs, and senior programs. All voting aye.

PUBLIC WORKS: No report submitted.

ADJOURNMENT:

Motion of Allen, supported by Eberth, to adjourn the regular Township board meeting at 7:22 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brian C. Peters', written in a cursive style.

Brian C. Peters, Clerk
Charter Township of Brownstown
BCP/anf