

**CHARTER TOWNSHIP OF BROWNSTOWN REGULAR TOWNSHIP BOARD
MEETING OF DECEMBER 6, 2021**

The Charter Township of Brownstown regular meeting of the Board of Trustees was held in the Township Hall, 21313 Telegraph Road, on Monday, December 6, 2021.

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

A moment of silence was held in remembrance of the victims of the Oxford High School shooting and the community of Oxford.

ROLL CALL BY CLERK BRINKER:

PRESENT: Supervisor Linko, Clerk Brinker, Treasurer Eberth, and Trustees: Allen, Berecz, Chapman, and Killian. Also in attendance were Township Manager Peters, Police Chief Watson, Finance Director Moreno, Parks & Recreation Director Graves, and Township Attorney Robinette.

ABSENT AND EXCUSED: None

MINUTE ACCEPTANCE:

Motion of Allen, supported by Chapman, to approve the special meeting, closed session, and regular meeting minutes of November 15, 2021. All voting aye.

AGENDA APPROVAL:

Motion of Allen, supported by Chapman, to approve the agenda of December 6, 2021 as submitted. All voting aye.

PRESENTATIONS:

SPECIAL RECOGNITION OF RECREATION COMMISSIONER JAMES BRYAN:

A presentation was given by Supervisor Linko and Parks and Recreation Director Graves recognizing James Bryan with a Proclamation from the Township Board for his 41 years of service on the Recreation Commission.

INTRODUCTION AND BADGE PINNING FOR NEW FIREFIGHTER/MEDIC ETHAN SEDLIK:

A presentation was given by Fire Chief Drouillard introducing of new Firefighter/Medic Ethan Sedlik as well as a badge pinning ceremony. Additionally, Clerk Brinker administered the Oath of Office to Sedlik.

PRESENTATION OF 2022 PROPOSED CHARTER TOWNSHIP OF BROWNSTOWN BUDGET:

A presentation was given by Township Manager Peters regarding some of the economic and policy factors that had an impact on the 2022 proposed Charter Township of Brownstown Budget.

PUBLIC HEARING:

Motion of Berecz, supported by Chapman, to open the Public Hearing for the 2022 Proposed Charter Township of Brownstown Budget at 7:27 p.m. Roll call vote: Brinker, aye; Eberth, aye; Allen, aye; Killian, aye; Berecz, aye; Chapman, aye; and Linko, aye. Motion carried.

No public comment was received.

Motion of Allen, supported by Chapman, to close the Public Hearing for the 2022 Proposed Charter Township of Brownstown Budget at 7:28 p.m. All voting aye.

PUBLIC FORUM:

Public Forum was held from 7:28 to 7:35 p.m.

RESOLUTION 2021-34 GENERAL AND SPECIAL APPROPRIATIONS ACT TO ADOPT THE 2022 BUDGET:

Motion of Eberth, supported by Berecz, to approve and adopt Resolution 2021-34 General and Special Appropriations Act to adopt the 2022 Budget. This resolution provides for the adoption of a budget proposed by the Supervisor containing estimates of proposed revenues and expenditures for the fiscal year beginning January 1, 2022, and ending December 31, 2022, along with millage rates to support this budget. The amounts for the expenditures of the Township Government and its activities for the fiscal year, beginning January 1, 2022, and ending December 31, 2022, are adopted and appropriated as referenced in the resolution. Roll call vote: Chapman, aye; Allen, aye; Berecz, aye; Eberth, aye; Killian, aye; Brinker, aye; and Linko, aye. Motion carried.

SECOND READING OF ORDINANCE 316, AN ORDINANCE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A HOUSING PROJECT FOR LOW INCOME PERSONS AND FAMILIES TO BE FINANCED WITH A FEDERALLY-AIDED MORTGAGE LOAN PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (1966 PA 346 AS AMENDED; MCL 125.1401 *ET SEQ*) (THE "ACT"):

Motion of Allen, supported by Chapman, to approve and adopt the second reading of Ordinance 316, an Ordinance to Provide for a Service Charge in Lieu of Taxes for a Housing Project for Low Income Persons and Families to be Financed with a Federally-Aided Mortgage Loan Pursuant to the Provisions of the State Housing Development Authority Act of 1966 (1966 PA 346 as Amended; MCL 125.1401 *et seq*) (the "Act"). This Ordinance shall also be known as the "Charter Township of Brownstown Tax Exemption Ordinance for the Baldwin House Senior Living Brownstown. Roll call vote: Killian, aye; Brinker, aye; Eberth, aye; Berecz, aye; Chapman, aye; Allen, aye; and Linko, aye. Motion carried.

RESOLUTION 2021-35 ANNUAL SCHEDULE OF MEETINGS FOR 2022:

Motion of Killian, supported by Allen, to approve and adopt Resolution 2021-35 the Annual Schedule of Meetings in compliance with the Open Meetings Act #267 for fiscal year 2022. Roll call vote: Berecz, aye; Killian, aye; Chapman, aye; Brinker, aye; Allen, aye; Eberth, aye; and Linko, aye. Motion carried

RESOLUTION 2021-36 WAGE RESOLUTION FOR 2022:

Motion of Eberth, supported by Brinker, to approve and adopt Resolution 2021-36 Wage Resolution for 2022 for the following:

- Election Inspector salaries - \$200 per day (6 a.m. – 10 p.m.) \$10 hour paid after 10 p.m. or prevailing minimum wage, whichever is greater; Precinct Chairperson - \$250 per day; Precinct Co-Chairperson - \$230 per day; Students/partial work day - \$12 per hour or prevailing minimum wage, whichever is greater; School of Instruction Attendance - \$45 (4 hours); Electronic Poll Book Training - \$35; Electronic Poll Book Refresher - \$25;
- Board of Review-\$75 per day;
- Commission Member- \$20 per meeting; \$25 for Chairperson per meeting;
- Inspectors Part-time Employees- 50% of permit fee and 50% of re-inspection fee, if inspected;
- Car Allowance-\$1,200 per year for Electrical and Heating Inspectors;
- Elected Officials
 - Supervisor-\$36,860.00
 - Clerk-\$30,500.00;
 - Treasurer-\$30,500.00
 - Trustee-\$7,500.00.

Roll call vote: Allen, aye; Berecz, aye; Brinker, aye; Chapman, aye; Eberth, aye; Killian, aye; and Linko, aye. Motion carried.

ANNUAL REAPPOINTMENTS 2021-2022:

Motion of Allen, supported by Brinker, to approve Annual Township Reappointments for calendar year 2021-2022, with terms to expire on December 31, 2022. All voting aye.

- Health Officer – Concentra
- Township Attorney – Foley & Robinette, P.C.
- Township Auditor – Plante & Moran
- Township Planner – SAFEbuilt
- Township Engineers – Wade/Trim Associates, Inc.
- Official Newspaper – The News-Herald
- SEMCOG Representative – Andrew Linko; (Alternate) Brian Peters
- Election Commissioner – David Chapman
- Election Commissioner – Patrick Killian
- Senior Alliance Representative – Amy Thomas
- Beautification Council Representative – Vacant until replacement is named
- Library Advisory Board Commissioner – Delegate Maureen Brinker; (Alternate) David Chapman
- Library Finance Commissioner – Delegate Maureen Brinker; (Alternate) David Chapman
- Zoning Board of Appeals Representative – Steven Allen
- Planning Commission Representative – Steven Allen
- 33rd District Court Representative – Michael Eberth
- Downriver Community Conference Representative – Andy Linko; (Alternate) Brian Peters

REAPPOINT PLANNING COMMISSION MEMBERS: K. ARMATIS AND P. SIELOFF:

Motion of Chapman, supported by Berecz, to approve the reappointment of K. Armatis and P. Sieloff to the Planning Commission. Appointment terms will be effective starting on December 21, 2021 and will last for three (3) years. All voting aye.

APPROVE PEDDLER PERMIT FOR POWER HOME REMODELING GROUP:

Motion of Brinker, supported by Killian to approve the peddler permit for Power Home Remodeling Group who will be soliciting throughout the township providing free estimates on exterior remodeling. This permit will expire on December 31, 2021 in accordance with Ordinance 115-2. All voting aye.

APPROVE DOWNRIVER COMMUNITY CONFERENCE MEMBERSHIP DUES 2021-2022:

Motion of Berez, supported by Eberth, to approve the payment of the Township's membership dues to the Downriver Community Conference for 2021-2022, for a total of \$9,942.37. All voting aye.

APPROVE DMA POLICE DUES; FIRE DUES; DRANO DUES 2021-2022: \$27,419.72:

Motion of Allen, supported by Chapman, to approve the payment of Downriver Mutual Aid membership dues for the Police Department; the Fire Department; and the Township's DRANO membership dues for 2021-2022 for a total of \$27,419.72. All voting aye.

SUPERVISOR:

HUMAN RESOURCES: APPROVE TO CLOSE TOWNSHIP BUILDINGS ON WEDNESDAY, DECEMBER 22, 2021 AT 2:30 P.M. FOR ANNUAL EMPLOYEE APPRECIATION EVENT:

Motion of Killian, supported by Chapman, to approve the closure of Township buildings on December 22, 2021, at 2:30 p.m. for the annual employee appreciation event. All voting aye.

HUMAN RESOURCES: ACCEPT EMPLOYEE RETIREMENT NOTICE OF CURTIS HINZMANN AND APPROVE A LUMP SUM PAYOUT OF UNUSED SICK AND VACATION TIME:

Motion of Berez, supported by Brinker, to accept the retirement notice of Laborer Curtis Hinzmann, effective January 10, 2022 after 28 years of service with the Township. Upon his retirement, the Board approved that he will receive a lump sum payment of any unused sick and vacation leave time. All voting aye.

HUMAN RESOURCES: ACCEPT PAUL MENDEL'S REQUEST FOR AN EXTENSION OF AN UNPAID LEAVE OF ABSENCE AND ACCEPTANCE OF RETIREMENT NOTICE:

Motion of Allen, supported by Eberth, to approve an extension of an unpaid leave of absence for Housing/Zoning Officer Paul Mendel and his retirement notice, both effective December 31, 2021 after serving the Township for over 34 years. Upon his retirement, the Board approved that he will receive a lump sum payment of any unused leave time earned from his anniversary date minus 3% healthcare contributions owed after his October 1, 2021 paycheck in addition to other deductions that may be outstanding. All voting aye.

HUMAN RESOURCES: ACCEPT EMPLOYEE RETIREMENT NOTICE – ROBERT CUNNINGHAM:

Motion of Brinker, supported by Chapman, to accept the retirement notice of Firefighter Lieutenant/Medic Robert Cunningham, effective December 31, 2021, after over 45 years of service to the Township having served as both a full time and a paid on call Firefighter. All voting aye.

HUMAN RESOURCES: RESOLUTION 2021-37 FOR CHANGES TO BCBSM HEALTHCARE PLAN FOR NON-UNION EMPLOYEES AND ELECTED/APPOINTED OFFICIALS:

Motion of Eberth, supported by Allen, to approve and adopt Resolution 2021-37 for changes to BCBSM Healthcare plan for non-union and elected/appointed officials. Upon approval, the Blue Care Network HMO shall be the base plan offered to employees and officials who receive benefits from the Township, and the individuals will pay the cost share contribution as provided in their employment agreements or as required by ordinance. The current Blue Cross Simply Blue HSA plan will continued to be offered to employees and officials who will be responsible for a cost share contribution of eight percent of the total cost of the plan. Employees and/or Officials who choose to opt out of the health, hospitalization, and prescription drug coverage shall be offered one half of the savings realized by the Township based upon the Blue Care Network HMO plan's rate. This resolution and the provisions contained within it shall expire and terminate on December 31, 2022. Roll call vote: Eberth, aye; Allen, aye; Chapman, aye; Berecz, aye; Killian, aye; Brinker, aye; and Linko, aye. Motion carried.

HUMAN RESOURCES: ADOPT CHANGES TO BCBSM HEALTHCARE PLAN PURSUANT TO LETTERS OF AGREEMENT: a) POLC UNION; b) MAP UNION; c) COAM UNION; d) IAFF UNION; e) TEAMSTERS LOCAL 214 UNION; f) AFSCME UNION:

Motion of Eberth, supported by Allen, to approve and adopt changes to the BCBSM healthcare plans pursuant to letters agreement from the POLC union, MAP union, COAM union, IAFF union, Teamsters Local 214 union, and AFSCME union. Per the letters of agreement with the collective bargaining units, the Blue Care Network HMO shall be the base plan offered to employees who receive benefits from the Township, and the individuals will pay the cost share contribution as provided in their collective bargaining agreements. The current Blue Cross Simply Blue HSA plan will continued to be offered to employees who will be responsible for a cost share contribution of eight percent of the total cost of the plan. Employees who choose to opt out of the health, hospitalization, and prescription drug coverage shall be offered one half of the savings realized by the Township based upon the Blue Care Network HMO plan's rate. Health Savings Plan (HSA) contributions will remain the same at a rate of \$2,500 for an individual and \$5,000 for a 2-person or family, which is to help offset the same high deductibles of \$3,000 and \$6,000 respectively. These changes to the healthcare plans are for the plan year from January 1, 2022, to December 31, 2022. All voting aye.

HUMAN RESOURCES: RESOLUTION 2021-38 DETERMINATION TO EXEMPT BROWNSTOWN TOWNSHIP FROM THE REQUIREMENTS OF PA 152 OF 2011 FOR 2022:

Motion of Eberth, supported by Berecz, to approve and adopt Resolution 2021-38 to exempt Brownstown Township employees from the healthcare hard cap under the requirements of Section 8 of Public Act 152 of 2011 for the calendar year 2022. Roll call vote: Brinker, aye; Killian, aye; Berecz, aye; Eberth, aye; Chapman, aye; Allen, aye; and Linko, aye. Motion carried.

HUMAN RESOURCES: LETTER OF AGREEMENT – COAM HOLIDAYS

Motion of Chapman, supported by Brinker, to approve a letter of agreement for updated language in the COAM union contract, Article 19, Section 19.1 – Holidays. The changes to the contract include having the lump sum for holidays paid as a separate payroll disbursement on the first pay during the month of December. This letter of agreement will be effective December 1, 2021, for any holidays occurring thereafter. This letter of agreement does not involve gaining an additional benefit within the collective bargaining agreement. All voting aye.

HUMAN RESOURCES: LETTER OF AGREEMENT – COAM UNIFORMS AND EQUIPMENT:

Motion of Allen, supported by Chapman, to approve a letter of agreement for updated language in the COAM union contract, Article 17, Section 17.2 – Uniforms and Equipment. The changes to the contract include eliminating the need for maintaining individual officer account balances each year which can be used to purchase necessary clothing and police equipment. Instead, each Command Officer would be paid two installments of \$650.00, once on January 1st and once on July 1st of each year. If there is any credit remaining on their individual accounts as of January 1st, 2022, it will be paid out with the January 2022 uniform clothing and equipment payroll disbursement. This letter of agreement does not involve gaining an additional benefit within the collective bargaining agreement and would take effect on January 1, 2022. All voting aye.

FIRE: REQUEST APPROVAL TO FILL SEVERAL VACANT OFFICER POSITIONS AND FIREFIGHTER POSITION CREATED BY RECENT RETIREMENTS:

Motion of Berecz, supported by Eberth, to approve a request to fill several vacant officer positions and firefighter positions which are a result of recent retirements. The positions to be filled include two vacant Lieutenant positions, which would then create two vacant Sergeant positions that would also need to be filled. Additionally there would be one new firefighter position that would also need to be filled. All of these replacement positions have been accounted for within the 2022 fire department budget. All voting aye.

POLICE: AUTHORIZATION TO ENTER INTO A TWO-YEAR CONTRACT WITH POWERDMS FOR SOFTWARE LICENSING TO ASSIST IN THE ACCREDIATION PROCESS:

Motion of Chapman, supported by Berecz, to approve a two-year contract with PowerDMS for Software Licensing to assist with the accreditation process through the Michigan Law Enforcement Accreditation Commission (MLEAC). This software will allow the department to host policies, rules, regulations, general orders, etc., and allow for the opportunity for the department to share certain policies with the general public. The total cost of the software for the duration of the contact is \$15,629.36 and is covered under the Department of Justice Accreditation Grant that was received and will be included in both the budget for 2022 and for 2023. All voting aye.

BOARD INFORMATION:

Motion of Killian, supported by Berecz, to accept the Supervisor's report, which consists of a thank you note that was received from J. Shaffer regarding the Fire Department administering COVID-19 Vaccinations to homebound residents. All voting aye.

CLERK

REQUEST TO PAY COMMISSIONERS FROM DECEMBER 2020 THROUGH NOVEMBER 2021:

Motion of Eberth, supported by Chapman, to approve payment of Commissioners, pay to cover meetings held between December 1, 2020 and November 30, 2021. The summary total for all commission is \$3,190.00. All voting aye.

Planning	\$815.00	101.400.710
Zoning	\$610.00	101.410.710
Parks and Recreation	\$1,205.00	101.775.710
Beautification	\$560.00	101.802.710

BOARD INFORMATION:

Motion of Allen, supported by Brinker, to accept the Clerk's report which consists of disbursements and three pieces of correspondence from Comcast. The first notice from Comcast states important information regarding price changes for certain services and fees including the Broadcast TV Fee and the Regional Sports Network Fee. The second notice from Comcast states a programming advisory that effective December 17, 2021 the channel Fuse will be added to the Digital Preferred and the channel FM will be added to the Sports Entertainment Package. The third notice from Comcast states a programming advisory that ACC Network will be added to the Digital Preferred Package in the coming weeks. All voting aye.

TREASURER:**DISBURSEMENTS: \$1,665,281.46**

Motion of Berecz, supported by Brinker, to approve disbursements as follows: General Fund Disbursements in the amount of \$323,538.25; Fire Protection in the amount of \$14,524.20; Police Fund in the amount of \$17,772.32; Greenbelt in the amount of \$25,960.18; Capital Project in the amount of \$858.98; Downtown Development in the amount of \$29,753.90; Road Improvement in the amount of \$15,677.28; Building Authority in the amount of \$500.00; Sewer Fund in the amount of \$379,136.31; Water Fund in the amount of \$296,102.55; Retiree Insurance in the amount of \$11,931.60; Payroll Fund in the amount of \$48,081.00; bringing the sub-total amount of disbursements to \$1,163,836.57. There were also three payroll transfers listed on the report, one dated November 24th in the amount of \$137.73 for Third Party Sick Pay; one dated November 24th in the amount of \$456,523.13 for Regular Payroll; and one for Retiree Insurance for November 2021 in the amount of \$44,784.03; bringing the total amount of disbursements to \$1,665,281.46. Roll call vote: Chapman, aye; Berecz, aye; Allen, aye; Brinker, aye; Killian, aye; Eberth, aye; and Linko, aye. Motion carried.

COMMUNITY SERVICES:**BOARD INFORMATION:**

Motion of Eberth, supported by Allen, to accept the Community Services report which consists of the Zoning Board of Appeals Minutes from October 13, 2021 and correspondence regarding Zoning Ordinance for a new cemetery. All voting aye.

RECREATION:**APPROVAL OF RENTAL FEES FOR THE COMMUNITY CENTER AND THE EVENT CENTER:**

Motion of Eberth, supported by Chapman, to approve the 2022 rental fees and times for both the Community Center and Event Center. Both venues will be available to rent in eight hour blocks from 8 a.m. to 10 p.m. Monday thru Thursday, and 8 a.m. to midnight on Fridays and Saturdays. The rental fees for the Community Center and the Event Center have not been adjusted since 2013. Additionally rules will be established and a fee will be charged for renting out the shelter at Thorn Park. The Shelter can be rented by Brownstown residents only in six hour blocks from 12 p.m. to 8 p.m. Monday thru Saturday, and 10 a.m. to 4 p.m. on Saturdays and Sundays. The Splash Pad can also be rented by Brownstown residents only for a fee for a private party from 6:15 p.m. to 7:15 p.m. Both of these fees which will be used to help offset the cost of hiring a new Park Supervisory Position for the summer season to oversee the park and enforce the rules. All voting aye.

BOARD INFORMATION:

Motion of Brinker, supported by Allen, to accept the Recreation report which consists of updates regarding 2021 Winter Programs; Park Improvements; Senior Programs; Capital Improvements and Projects; and Commission News. A list of ongoing winter and senior programs were provided in addition to news about upcoming programs as well. Ongoing improvements to the parks include installing a new park sign for Capital Park. Under the list of Capital Improvement Projects, the fire clean-up in the Recreation Garage is now complete. Additionally under Commissioner news, Elizabeth Browning is resigning and James Bryan is retiring from the Recreation Commission while D. Galik is retiring from the Beautification and Historical Commission. All voting aye.

PUBLIC WORKS:**BOARD INFORMATION:**

Motion of Killian, supported by Allen, to accept the Public Works report which consists of an updated Animal Shelter Volunteer handbook. All voting aye.

TOWNSHIP MANAGER UPDATE:

Township Manager Peters provided a brief update about several items that may be of interest to Brownstown residents:

- Union Leaders and Board members were thanked for working together to find a solution to the Healthcare challenge the Township faced this year.
- Director of Parks and Recreation Graves along with her department and commissions were thanked for their efforts of organizing the tree lighting ceremony.

ADJOURNMENT:

Motion of Chapman, supported by Eberth, to adjourn the regular Township board meeting at 7:59 p.m. All voting aye.

Respectfully submitted,



Maureen Brinker, Clerk
Charter Township of Brownstown
MB/slm