

Charter Township of Lyon  
Board of Trustees  
Regular Meeting Minutes  
June 4, 2012

Approved: July 2, 2012

The meeting was called to order by Supervisor Young at 7:00 p.m.

Roll Call: Michele Cash, Clerk  
Patricia Carcone, Treasurer  
John Dolan, Trustee  
Steven Fletcher, Trustee  
Brent Hemker, Trustee  
John Hicks, Trustee  
Lannie Young, Supervisor

Guests: 16

Also Present: Matthew Quinn, Township Attorney  
Chris Doozan, McKenna Associates  
Leslie Zawada, Civil Engineering Solutions, Inc.  
Michelle Aniol, DDA Administrator/Economic Development  
Coordinator

**APPROVAL OF THE CONSENT AGENDA**

Approval of Special Meeting Minutes of April 30, 2012  
Approval of Regular Meeting Minutes of May 7, 2012  
Approval of Disbursements  
Building Department Report for April 2012  
Fire Department Reports for April 2012  
Zoning Reports for May 2012  
Engineering Reports for April 2012  
Tri Annual Sheriff Report  
Michigan Association of Municipal Clerks  
Acceptance of Bills of Sale for Water Line and Sewer Line from Miles Christi Religious  
Order for the property located at 25300 Johns Road, Lyon Township, MI

**Motion by Cash second by Carcone  
To approve the consent agenda as presented.**

**Roll Call Vote: Ayes: Carcone, Young, Hemker, Cash, Dolan, Fletcher, Hicks  
Nays: None**

**MOTION APPROVED**

## **ANNOUNCEMENTS & COMMUNICATIONS**

Mr. Ziegler from South Lyon Area Youth Assistance gave a brief presentation on the benefits of the program. There were 20 children from Lyon Township that benefited from caseworker services for the year at a cost of \$8,719.00.

Supervisor Young explained that due to the reallocation of the Community Block Grant Funds the majority of those Funds will go to home repair now. The budgeted amount that the Township has for Youth Assistance is \$5000.00 with \$3680.00 coming from the Community Block Grant Funds.

Trustee Fletcher felt that the number of participants for Lyon Township was small and he questioned how more Township residents could take advantage of the program.

Supervisor Young suggested adding this item to the agenda so action can be taken.

Holly Teasdale from the Lyon Township Public Library gave a presentation regarding the library's annual report. She explained that circulation has continued to rise especially with the addition of OverDrive which is a service for downloadable eBooks. She reviewed the charitable contributions and events that are held at the library.

Michelle Fields reviewed the Literacy 5k Run/Walk and the Dewey Decimal ½ Mile that will be held on July 14, 2012 beginning at 8:00 a.m. at South Lyon East High School. Proceeds will benefit the Lyon Township Public Library and the South Lyon/South Lyon East Girls Cross Country Teams. Sponsors are still needed.

## **CALL TO THE PUBLIC**

**Jim Chuck, 25365 Stanley Lane** – He commented on the success of the Kite Festival with over 3800 participants.

**John Bell** – He gave a statistical account of the Kite Festival. He thanked the Board for their participation.

## **REPORTS**

**DDA** – Ms. Aniol reported that the DDA has been working on a new flag for the Township. There is a Milford Road improving project on the table and the southeast corner of Milford Road and Grand River is being looked at. The DDA sent out a request for bids for a new cemetery fence along the southern boundary of the New Hudson Cemetery, which ranged from \$4800 to \$6000 and the contract would be awarded next week. The DDA is continuing the Business Welcome Initiative and the Historic Photo Lending Program and budgeting \$500 to each due to the success of those programs. The DDA has decided to do another 2-page profile in the Oakland County Prosper magazine. The Farmers Market opened and it was busy the whole day even with the rain.

**Fire** – Chief McClain reported that they are working cooperatively with HVA and are in the 2<sup>nd</sup> year of a 4-year contract. A Basic EMT Class will be held on September 5,

2012-December 19, 2012. He reviewed an accident that happened and how it was handled with HVA. He gave an update regarding the Extrication Grant. He explained that the amount that was approved for the AFG Super Summit actually came in \$253 less. He explained that the new fire truck would be in use very soon.

**Sheriff** – None

**Planning Commission** – Trustee Dolan reported that TNG came in and applied for a larger parking lot due to an increase in employees. Four public hearings were set for the next meeting.

**ZBA** – Trustee Hicks reported that a lot split was approved and another case was sent back to the Building Department.

### **APPROVAL OF AGENDA**

Supervisor Young added South Lyon Youth Assistance to the agenda.

**Motion by Hicks, second by Cash  
To approve the agenda as amended.**

<b>Voice Vote:</b>	<b>Ayes:</b>	<b>Unanimous</b>
	<b>Nays:</b>	<b>None</b>

### **MOTION APPROVED**

### **UNFINISHED BUSINESS**

#### **A. Appointment of Park Advisory Board Members**

Trustee Fletcher explained that 11 applicants were evaluated and he recommended the following 3 candidates along with the Park Advisory Board: Scott Gerlach, Rebecca Wilder and Dean Whitcomb.

**Motion by Fletcher, second by Cash  
To appoint Dean Whitcomb to the Park and Recreation Advisory Board to a 3-year term that would start June 4, 2012 and end May 31, 2015.**

<b>Voice Vote:</b>	<b>Ayes:</b>	<b>Unanimous</b>
	<b>Nays:</b>	<b>None</b>

### **MOTION APPROVED**

**Motion by Fletcher, second by Hicks  
To appoint Rebecca Wilder to the Park and Recreation Advisory Board to a 3-year term that would start June 4, 2012 and end May 31, 2015.**

**Voice Vote:           Ayes:           Unanimous**  
**Nays:           None**

**MOTION APPROVED**

**Motion by Fletcher, second by Cash**  
**To appoint Scott Gerlach to the Park and Recreation Advisory Board to a 2-**  
**year term that would start June 4, 2012 and end May 31, 2014.**

**Voice Vote:           Ayes:           Unanimous**  
**Nays:           None**

**MOTION APPROVED**

**NEW BUSINESS**

**A.     South Lyon Youth Assistance**

Supervisor Young explained that \$5000 was the budgeted amount for this year and of that the Community Block Grant Fund is paying \$3680.

There was brief discussion as to how to increase participation.

**Motion by Carcone, second by Fletcher**  
**To provide South Lyon Youth Assistance with the budgeted amount of**  
**\$5000 and to revisit after a review of the budgeted numbers when the audit**  
**is received.**

**Roll Call Vote:       Ayes: Hicks, Hemker, Dolan, Fletcher, Cash, Young, Carcone**  
**Nays: None**

**MOTION APPROVED**

**B.     SW Sewer Phase IV Easement through parcel 21-28-400-001 and Waiver of**  
**Sewer along Nine Mile Road.**

Ms. Zawada reviewed the CES Solutions, Inc. memo dated 5/25/12 with the recommendation to waive the frontage requirement for the sanitary sewer for the parcels mentioned in the memo with the condition that the property owner will sign the permanent and temporary easements for \$1.00 to allow the construction of Phase IV of the Southwest Sanitary Sewer SAD to be completed.

**Motion by Carcone, second by Hicks**  
**To approve the waiver of the Sewer along Nine Mile Road for parcels 01**  
**and 09 per the drawing.**

**Voice Vote:**           **Ayes:**           **Unanimous**  
**Nays:**               **None**

**MOTION APPROVED**

**C.    AP-12-03 Creek Side of Lyon Final PD Review**

Mr. Doozan reviewed the McKenna Associates memo dated June 1, 2012. Mr. Doozan explained that consistent with the Planning Commission's recommendation, it is recommended to approve the Stoneleigh Planned Development, subject to the following conditions:

1.    Review and approval of the Planned Development Agreement by the Township Attorney and Township Engineer, and subject to the issues related to the PD Agreement, cited herein, being addressed satisfactorily.
2.    Compliance with the conditions in the May 29, 2012, review letter from Civil Engineering Solutions, Inc.
3.    Approvals being obtained from state and county agencies having jurisdiction over the project, at the appropriate time.
4.    Completion of the amendments to the landscape plan, as noted in the memo.

**Motion by Carcone, second by Dolan**

**To approve the Planned Development Agreement for Stoneleigh Planned Development subject to the review letters of the Planner and Engineer and subject to final approval of the Township Attorney.**

**Roll Call Vote:    Ayes: Fletcher, Carcone, Dolan, Young, Hicks, Cash**  
**Nays: Hemker**

**MOTION APPROVED**

**D.    Consider Environmental Coverage on Insurance Policy**

Supervisor Young explained that in an effort to ensure that the Township has limited exposure in the event of an environmental spillage or discharge to our sewer system. He recommended a 3-year policy. There was discussion regarding obtaining more estimates from other companies. Trustee Hemker and Supervisor Young agreed to research for other possible companies and bring it back for further discussion.

**Motion by Carcone, second by Cash**

**To table the insurance policy until more information can be obtained.**

**Voice Vote: Ayes:           Unanimous**  
**Nays:           None**

## **MOTION APPROVED**

### **E. Waste Water Treatment Plant Expansion Discussion**

Mr. Loren Crandall from Giffels/Webster summarized the status of Lyon Township's waste water treatment plant expansion program, and provided an approach for moving forward with this project. Some of the suggestions were that the Township consider other alternatives including: 1) SBR expansion to 1 mgd; and 2) investigate the feasibility of purchasing capacity from one of the neighboring communities.

Mr. Crandall recommended that the Township work with Wixom and South Lyon and work with the MDEQ to get input on the alternatives as well as their input on modifying the DCA to delay the construction start date. There was brief discussion regarding possible grants to apply for as well.

There was brief discussion regarding alternatives.

#### **Motion by Fletcher, second by Carcone**

**To approve a not to exceed \$48,000 to allow Giffels/Webster to continue their studies that will cover bullets B, C and D of the Recommended Approach to move forward with the Waste Water Treatment Plant project.**

**Roll Call Vote: Ayes: Cash, Carcone, Dolan, Hicks, Young, Hemker, Fletcher  
Nays: None**

## **MOTION APPROVED**

### **F. Consider Sale of Township Property - 53080 12 Mile Road**

Supervisor Young explained that the Township has had many complaints regarding the blight associated with this property. Now that the Township has ownership, we need to sell it.

Mr. Quinn explained that the property would be sold through a sealed bid process to be advertised in the local newspaper. The minimum bid will be \$15,000.00. The bid would be limited to the Township transferring the property via a quit claim deed, without providing any warranties of title or any other type of warranties, and the property would be sold "as is" and "where is". Also, as part of the bid requirement, the buyer would have to post \$5,000.00 cash bond at closing to insure the demolition of the existing structure within 90 days of closing.

#### **Motion by Carcone, second by Dolan**

**To advertise the Township's property at 53080 12 Mile Road parcel number 21-11-426-027 per our attorney's advertisement that he will prepare for the minimum bid of \$15,000.00**

**Roll Call Vote: Ayes: Hemker, Hicks, Carcone, Cash, Young, Fletcher, Dolan  
Nays: None**

**MOTION APPROVED**

**G. Township Hall Parking Lot Repair and Sealcoat**

Supervisor Young explained the repairs that need to be made and he reviewed the bids that were received.

**Motion by Carcone, second by Cash  
To approve A&R Sealcoating per their proposal in the amount of \$5,595.00**

**Roll Call Vote: Ayes: Dolan, Hicks, Cash, Fletcher, Young, Carcone, Hemker  
Nays: None**

**MOTION APPROVED**

**H. Proposed Amendments to Fire Department Rules and Regulations**

Chief McClain requested permission to revise the following documents in the Fire Department Rules and Regulations:

- #2 Recruiting, Employment and Promotions
- #17 Training
- #27 Sergeant Job Description

There was brief discussion regarding the promotion section.

**Motion by Hemker, second by Carcone  
To adopt the amendments to the Fire Department Rules and Regulations as referenced in the memo dated May 25, 2012 from the Fire Chief.**

**Roll Call Vote: Ayes: Young, Dolan, Fletcher, Hicks, Carcone, Cash, Hemker  
Nays: None**

**MOTION APPROVED**

**I. Consider 2012 – 2015 Fire Dispatch Service Agreement**

Chief McClain explained that an agreement was entered into with the Oakland County Sheriff for 911 services. At that time the contract was only good for 9 months because it was a prorated contract. Chief McClain reviewed the increases that would take place over the next 3 years. The rate is set by the County Board of Commissioners.

**Motion by Carcone, second by Hicks  
To approve 2012-2015 Fire Dispatch Service Agreement between the  
County of Oakland and the Charter Township of Lyon.**

**Roll Call Vote: Ayes: Carcone, Dolan, Fletcher, Hicks, Cash, Hemker, Young  
Nays: None**

**MOTION APPROVED**

**ADJOURNMENT**

**Motion by Cash, second by Fletcher  
To adjourn the Regular Meeting of the Board of Trustees at 9:35 p.m. and  
enter into Executive Session.**

**Voice Vote: Ayes: Unanimous  
Nays: None**

**MOTION APPROVED**

The Board of Trustees meeting was adjourned at 9:35 p.m. to a brief break and then to reconvene into Executive Session to discuss Attorney/Client Correspondence.

Respectfully Submitted,

*Kellie Angelosanto*

*Michele Cash*

Kellie Angelosanto  
Recording Secretary

Michele Cash  
Township Clerk