

Charter Township of Lyon
Board of Trustees
Regular Meeting Minutes
July 6, 2015

Approved: **August 3, 2015**

The meeting was called to order by Supervisor Young at 7:02 p.m.

Roll Call: Steven Adams
Patricia Carcone
Michele Cash
John Dolan
John Hicks
Sean O'Neil
Lannie Young

Guests: 8

Also Present: Chris Doozan, McKenna Associates
Matthew Quinn, Township Attorney
Leslie Zawada, Civil Engineering Solutions, Inc.

APPROVAL OF CONSENT AGENDA

Approval of Regular Meeting Minutes of June 1, 2015
Approval of Disbursements
Building Department Report for May 2015
Engineering Report July 2015
Fire Report May 2015
Zoning Reports for June 2015
Sheriff Report January – April 2015
Approval of five year permits extension to McLeodUSA Telecommunications Services, LLC pursuant to the Michigan METRO Act Right-of-Way Extension request
Acceptance of Bill of Sale for Water Line from Pulte Land Company LLC for Tanglewood Greenbrier Phase 1

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

**Roll Call Vote: Ayes: Cash, O'Neil, Carcone, Dolan, Adams, Hicks, Young
Nays: None**

MOTION APPROVED

ANNOUNCEMENTS AND COMMUNICATIONS

Treasurer Carcone reported the tax notices went out last Thursday and the taxes are due 9/14/15 without penalty or interest.

Trustee O'Neil reported on the Blues, Brews and Brats event that will be held on 8/1 from 3:00 p.m. to 11:00 p.m. and is sponsored by the South Lyon Area Chamber of Commerce. There is a \$3.00 cover charge with the proceeds going to local businesses.

Trustee Hicks reported that on this day in 1932 the cost of a postage stamp increased to 3 cents.

CALL TO THE PUBLIC - None

REPORTS

DDA – None

Fire Chief – Chief Van Sparrentak announced that the alarm system is in and the ambulance has been ordered.

Sherriff – Supervisor Young explained that Sheriff Venus injured his knee and will be off work for a while to recuperate.

Planning Commission – Treasurer Carcone gave an update regarding the Planning Commission meetings.

ZBA – Trustee Hicks gave a brief update regarding the ZBA meeting.

Park Advisory Board – Trustee Hicks reported that the Community Center Committee asked for the Park Advisory support for the location at the McHattie Park, no support was given. Fitness stations were discussed to be installed along the trail, a park time manager was discussed and the possibility of renting speed bumps to control speed in the park was discussed. They would like to hire a professional to guide them on the trail regarding paving. Lauren Hanes will be investigating grants. The baskets and tees will soon be installed for the disc golf and they plan on playing by July 19. There is no quorum for the July meeting due to vacations, so there will be no meeting.

Trustee O'Neil explained that the McHattie Park, as a Community Center, idea was suggested to the South Lyon Junior League and they neglected to lend any support for it. He appreciated that the Park Advisory Board did not show support. He didn't feel that Lyon Township should have to pay the brunt of the 30 million dollar bill.

Treasurer Carcone gave a brief update regarding the history of the Community Center.

APPROVAL OF AGENDA

Trustee Adams questioned why the Chubb Road paving item was not on the agenda. Ms. Zawada explained that she had it pulled off the agenda for a later discussion in August.

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

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

MOTION APPROVED

UNFINISHED BUSINESS

A. Third Amendment of the Revised and Restated Planned Development Agreement for Tanglewood Planned Development – Second Reading and Adoption

Mr. Doozan stated that there are no changes from the 1st reading.

**Motion by Cash, second by Adams
To approve the Third Amendment of the Revised and Restated Planned Development Agreement for Tanglewood Planned Development Zoning Map Amendment No. 167-15**

**Roll Call Vote: Ayes: Young, Cash, Hicks, O’Neil, Adams, Carcone, Dolan
 Nays: None**

MOTION APPROVED

B. Second Reading of the Amendment to the Fire Prevention Code Ordinance 09-15

Mr. Quinn explained that the second reading is in its final form and is now ready for adoption.

**Motion O’Neil, second by Cash
To adopt the Amendment to the Fire Prevention Code Ordinance 09-15.**

**Roll Call Vote: Ayes: Dolan, Young, Carcone, Cash, Adams, Hicks, O’Neil
 Nays: None**

MOTION APPROVED

NEW BUSINESS

A. Dental Office – Special Land Use; AP-15-36

Mr. Doozan reviewed the McKenna Associates memo dated June 30, 2015.

There were no legal or engineering concerns.

Motion by Hicks, second by Cash

To approve the special land use for AP-15-36 at 55800 Grand River for a Dental Clinic.

**Roll Call Vote: Ayes: O'Neil, Dolan, Hicks, Young, Adams, Carcone, Cash
Nays: None**

MOTION APPROVED

B. Request Private Road Name Change from Ilene Drive to Lyon Pines Drive

Supervisor Young recommended the name change which was also approved by the Road Commission.

Trustee O'Neil questioned that there is not a similar name that could cause a concern in an emergency? Supervisor Young explained that it was checked and approved by Road Commission; if the Township Board approves it tonight it can be changed.

Motion by Cash, second by Hicks

To approve the private road name change from Ilene Drive to Lyon Pines Drive.

**Roll Call Vote: Ayes: Cash, O'Neil, Carcone, Dolan, Adams, Hicks, Young
Nays: None**

MOTION APPROVED

C. Wage Review for Employees not at Minimum Salary Range

Supervisor Young reviewed his memo dated June 24, 2015. He explained that there are four employees whose current pay rate falls below the range minimum. Based on the findings, he recommends raising the four employees to the minimum pay rate per the study. The Board was in approval of the minimum salary rates.

Motion by O'Neil, second by Dolan

To approve the Supervisor's recommendation based on the compensation study implementation for the four employees that are listed in the June 24, 2015 memo for the amounts specified in the attached study, to start with the next pay period on July 15, 2015.

**Roll Call Vote: Ayes: Young, Cash, Hicks, O'Neil, Dolan, Adams, Carcone
Nays: None**

MOTION APPROVED

D. Request to Hire a Part-Time Administrative Assistant for the Fire Department

Chief Van Sparrentak explained that they are looking for a part-time Administrative Assistant. He felt that this will provide relief in the performance of the day-to-day operations of the department. This position will be contained within the current budget.

Trustee Dolan stated that he felt this is a good idea. Supervisor Young stated that he liked to have the departments run their department if they have the financial means to do it. They were fortunate to have a millage and have a top notch Fire Department. If the Township has the financial means to support them then they will as they have done in the past.

**Motion by Dolan, second by O'Neil
To approve the request to hire a part time Administrative Assistant for the Fire Department. Not to exceed the money in the budget.**

**Roll Call Vote: Ayes: Adams, Dolan, Carcone, O'Neil, Hicks, Cash, Young
Nays: None**

MOTION APPROVED

E. Resolution 2015-17 Adopting Emergency Operations Support Plan

Chief Van Sparrentak explained that this plan is a requirement that the County has every four years. The emergency operations support plan has been updated. He would like to hold a meeting in order to review the emergency operations support plan in the near future.

**Motion by Cash, second by Hicks
To adopt resolution 2015-17, Emergency Operation Support Plan.**

**Roll Call Vote: Ayes: Young, Adams, Cash, Dolan, Hicks, Carcone, O'Neil
Nays: None**

MOTION APPROVED

F. Fire Department – Emergency Service Cost Recovery Ordinance Amendment

Chief Van Sparrentak explained that if they do have to transport, insurance does cover for cost recovery and they can recoup those costs.

Trustee Dolan stated that he didn't like the residents being charged to transport them because they already pay for the service. Chief Van Sparrentak explained if they transport them then they will actually be saving them money, they are already getting

billed at a much higher cost from the Ambulance Service.

Trustee Hicks stated this is long overdue it has been in the ordinance for a long time.

Clerk Cash asked who would take on the billing services for this. Chief Van Sparrentak explained he would lean towards a 3rd party billing service.

Motion by O'Neil, second by Dolan

To move to 2nd reading for the Emergency Service Cost Recovery Ordinance Amendment.

Voice Vote: Ayes: Unanimous

Nays: None

MOTION APPROVED

G. Request and Bids to Remove Dead Tree from Everett Cemetery

Clerk Cash reviewed the bids that were received. She is recommending the lowest bidder All American Tree Service, Inc. for a total of \$1400.00 pending their insurance information. The money is in the budget.

Motion by Carcone, second by Hicks

To approve the tree removal by All American Tree Service, Inc. in the amount of \$1400.00, pending insurance information being submitted to the Township Clerk.

Roll Call Vote: Ayes: O'Neil, Young, Carcone, Adams, Cash, Dolan, Hicks

Nays: None

MOTION APPROVED

H. First Reading Decriminalization Amendment Ordinance 10-15

Mr. Quinn explained he is recommending changing some misdemeanors to Civil Infractions. If any go to trial it is easier to prosecute and easier for the judges to enforce the provisions of the ordinances.

Motion by Cash, second by Carcone

To move Decriminalization Amendment Ordinance 10-15 to second reading.

Voice Vote: Ayes: Unanimous

Nays: None

MOTION APPROVED

I. LED Lighting for Township Hall

Supervisor Young explained the LED fixtures he would like to use to try and decrease the energy costs in the Township Hall. He contacted Conserva and they are relatively in expensive. \$125 per light fixture and install for \$45.00 each. It would be under \$10,000 to do all of Township Hall and Offices that are not part of the addition.

The Board thought it was a good idea but would like both items to be bid out.

ADJOURNMENT

**Motion by Cash, second by O'Neil
To adjourn the regular meeting at 8:12 p.m.**

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

MOTION APPROVED

The Board of Trustees meeting was adjourned at 8:12 p.m. due to no further business.

Respectfully Submitted,

Kellie Angelosanto

Michele Cash

Kellie Angelosanto
Recording Secretary

Michele Cash
Lyon Township Clerk