

Charter Township of Lyon  
Board of Trustees  
Special Meeting Minutes  
October 14, 2015

Approved: **NOVEMBER 2, 2015**

The meeting was called to order by Supervisor Young at 5:10 p.m.

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

Guests: 2

Also Present: Chris Doozan, McKenna Associates  
Jennifer Elowsky, Township Attorney  
Leslie Zawada, Civil Engineering Solutions, Inc.  
Chief Van Sparrentak  
Sargent Mark Venus

**CALL TO THE PUBLIC** - None

**APPROVAL OF AGENDA**

Supervisor Young added Work Order #15 from AMEC Foster Wheeler to the agenda.

**Motion by Cash, second by Carcone  
To approve the agenda as revised with the addition of Work Order #15 from  
AMEC Foster Wheeler.**

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

**MOTION APPROVED**

Supervisor Young explained the Work Order will test to make sure the Woodwind Well has the capacity to increase the gallons per minute for the permit.

**Motion by Cash, second by Carcone**

**To approve AMEC Foster Wheeler Work order #15 in the amount of \$15,810.00.**

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

**MOTION APPROVED**

**A. 2016 Budget Workshop Discussion**

The Police Fund was briefly reviewed. The biggest change is to include the position of lieutenant on 1<sup>st</sup> shift and then there would be a sergeant on 2<sup>nd</sup> shift. The fund is in good shape with a projected \$295,000 fund balance for 2016.

Chief Van Sparrentak explained the increase in wages is due to them going to 24 hour staffing. The Administrative Assistant position has also been added as full time. The dispatch has also increased. Vehicle maintenance continues to increase and they have a priority list for that. Fire equipment will need to be replaced as well. Regarding Capital Outlay, the concrete aprons outside the stations are falling apart and he received a quote for \$105,000 to replace that. If they look at just Station 2 it would be \$62,000 and he questioned if that amount would come out of the Fire Department millage. Supervisor Young stated they would check that.

The DDA approved the budget contingent on the Board's approval. The tax tribunal line item was increased to \$10,000. The number one priority for the DDA is storm water management.

The Building Department expenses and revenues were discussed. There was discussion about hiring additional staff such as a planning director. A line item was added to hire a part time person to assist Mark Spencer with zoning enforcement. There was some discussion regarding wage increases for the clerical in the Building Department.

The Park Fund Budget was discussed. Trustee O'Neil commented that there is still an interest to bring a new ball diamond to the park. The Sewer Enterprise Fund was also briefly discussed.

The revenues and expenditures for the General Fund were discussed. Clerk Cash reviewed the Election portion of the budget and explained how the voting base has increased.

The minor funds of Accounting, Audit, Assessing and Legal were briefly touched on since there were not any major changes. Regarding the Clerk Department there is a 2% wage increase and 3.5% wage increase for Deputy Clerk. There were no changes to the Board of Review. There will be a 2% wage increase for the Customer Service line item as well. The Treasurer Department had no major changes other than the 2% wage increase for the Treasurer, Deputy Treasurer and Assistant.

There was an increase in postage for Tax Collection for 2016, Township Hall had no major changes and the Clerk asked for a Cemetery program to help manage the New Hudson Cemetery lots.

Regarding the Planning and Zoning budget a 2% wage increase for the Planning Secretary is included along with a 2% wage increase for the Planning Commissioners. McKenna Associates also asked for a 2% increase and that was included. Trustee O'Neil felt very strongly about hiring a Planning Director, he outlined what he thought the job title would entail. A 2% wage increase was also added to the ZBA portion of the budget.

Drains at Large, Streets, Streetlights and Recycling were minor in review. The Board committed an additional \$6500.00 to the Youth Assistance Program for a total of \$10,000.00 for 2016. The Board discussed doing some repairs to the trail.

The Maintenance line was briefly reviewed and also included a 2% wage increase; they also decided that a tractor needed to be purchased for the Maintenance Department. The roof on the Community Center was discussed. Safe Routes to School, paving contributions, safety town and other functions were briefly discussed.

Special Projects, Enterprise Advances, Reimbursable, Insurance, Contingencies and Capital Improvements were touched on with no major changes.

## **ADJOURNMENT**

**Motion by Dolan, second by Cash  
To adjourn the regular meeting at 8:08 p.m.**

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

## **MOTION APPROVED**

The Board of Trustees meeting was adjourned at 8:08 p.m. due to no further business.

Respectfully Submitted,

*Kellie Angelosanto*

Kellie Angelosanto  
Recording Secretary

*Michele Cash*

Michele Cash  
Lyon Township Clerk