

**Minutes of a Regular Meeting  
Pittsfield Charter Township Board of Trustees, January 8, 2014  
E.A. Jackson Morris Hall, The Robert A. Lillie Service Center  
6201 W. Michigan Avenue, Ann Arbor, Michigan 48108**

**Members Present:** Grewal, Israel, Scribner, Hunt, Krone, Lotfian, Yi.  
**Members Absent:**  
**Others Present:** Lyn Badalamenti, Trish Reilly, Mark Gasche, Stephen Berger, Craig Lyon, Damien Wetzel, Belinda Kingsley, Ahmad Hodroj, Ann Latowski, Patricia Denig, Christina Lirones

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**1. Call Meeting to Order**

Supervisor Grewal called the meeting to order at 6:30 p.m. A quorum was present.

**2. Pledge of Allegiance**

Led by Supervisor Grewal.

**3. Roll Call**

Members Present: Grewal, Israel, Scribner, Hunt, Krone, Lotfian, Yi.

Members Absent: None

**3.1 Approval of the Agenda**

Moved by Trustee Krone, supported by Clerk Israel to approve the agenda as amended.

**MOTION CARRIED.**

**4. Public Comment I**

**4.1 Board Response to Public Comment I**

**5. Approval of Minutes**

**5.1 Approve Minutes of the Regular Meeting held on December 11, 2013.**

Moved by Trustee Lotfian, supported by Trustee Krone to approve the minutes of December 11, 2013.

**MOTION CARRIED.**

**6. Public Hearings/Presentations/Proclamations**

**6.1 Public Hearing: Carpenter Road Street Lighting Special Assessment District Setting of Tax Roll. Res# 14-02**

Moved by Clerk Israel, supported by Treasurer Scribner, to adopt resolution for Carpenter Road Street Lighting Special Assessment District Setting of Tax Roll. Res #14-02. [See Attachment #3]

**ROLL CALL VOTE:**

**AYES:** Grewal, Israel, Scribner, Krone, Lotfian, Yi.

**NAYS:** None.

**ABSENT:** Hunt.

**ABSTAIN:** None.

**MOTION CARRIED.**

**7. Communications**

Moved by Clerk Israel, supported by Trustee Krone, to receive and file communications.

**MOTION CARRIED.**

**8. Consent Agenda**

- 8.1 Approve payment of Payables.  
Check #11732 through #11810 in the amount of \$184,371.15  
Check #11811 through #11906 in the amount of \$215,352.08**
- 8.2 Approve payments from Tax Checking Fund.  
Check #21130 through #21143 in the amount of \$408,809.83  
Check #21144 through #21159 in the amount of \$36,926.02**
- 8.3 Receive the January 8, 2014 Personnel Report.**
- 8.4 Motion to approve Enrollment Request for Michael Troy for the Pursuit of a Bachelor's Degree in Fire Administration.**
- 8.5 Motion to approve Enrollment Request for Scott Koepp for the Pursuit of an Associate's Degree in Fire Science.**
- 8.6 Motion to approve Enrollment Request for Joseph Yurkunas for the Pursuit of a Bachelor's Degree in Public Safety Studies.**
- 8.7 Motion to approve Enrollment Request for Daniel Olson for the Pursuit of a Bachelor's Degree in Public Safety Studies.**
- 8.8 Accept resignation of Chris Wall from the Pittsfield Township Planning Commission.**
- 8.9 Accept resignation of Matthew Katalinich from the Pittsfield Township Board of Review.**

Moved by Trustee Krone, supported by Clerk Israel, to approve consent agenda items

8.1 through 8.9.

**MOTION CARRIED.**

**9. Items from the Treasurer**

**9.1 Standard & Poor's Rating Update.**

Treasurer Scribner reported that Standard & Poor's had raised the Township's credit rating from AA to AA+ after the Treasurer, Deputy Treasurer and Director of Finance had filled out an extensive questionnaire.

Moved by Clerk Israel, supported by Trustee Krone, to receive and file items from the Treasurer. [See Attachment #1]

**MOTION CARRIED.**

**10. Items from the Clerk**

None.

**11. Items from the Supervisor**

**11.1 Adopt a resolution to appoint Belinda Kingsley as Code Enforcement Officer. Res #14-03**

Treasurer Scribner expressed her gratitude and appreciation for the quality work performed by Belinda Kinglsey.

Moved by Clerk Israel, supported by Treasurer Scribner, to adopt a Resolution to appoint Belinda Kingsley as Code Enforcement Officer. Res #14-03 [See Attachment #4]

**ROLL CALL VOTE:**

**AYES:** Israel, Grewal, Scribner, Hunt, Krone, Lotfian, Yi.

**NAYS:** None.

**ABSENT:** None.

**ABSTAIN:** None.

**MOTION CARRIED.**

**11.2 Approve Pittsfield Charter Township State Street Corridor Improvement Authority Statement of Bylaws and Rules of Procedure Revision.**

Trustee Krone inquired whether a working session might be helpful to discuss the revisions. Supervisor Grewal agreed that a working session should be scheduled.

Moved by Treasurer Scribner, supported by Clerk Israel, to approve Pittsfield Charter Township State Street Corridor Improvement Authority Statement of Bylaws and Rules of Procedures Revision.

**MOTION CARRIED.**

**11.3 Receive and File communication from the Corridor Improvement Authority Board.**

Moved by Trustee Krone, supported by Trustee Yi, to receive and file communication from the Corridor Improvement Authority.

**MOTION CARRIED.**

**11.4 Authorize the Supervisor and Clerk to enter into an agreement for CDBG Funds for the Carpenter Road Mid-Block Crossing at Red Lobster, subject to Township Attorney approval.**

Trustee Krone inquired about the dollar amount of the grant.

Supervisor Grewal stated that the Township was working in partnership with the County and that the Board can expect an amendment soon, borrowing from the Township's 2015 allocation so that the project will be 100% paid for by CDBG grant funds.

Supervisor Grewal stated that the Township had also received roughly an additional \$100,000 in CDBG monies as part of the collaborative projects related to Reimagine Washtenaw. This money will be used for sidewalk gap filling and improvement along Washtenaw.

Moved by Trustee Krone, supported by Trustee Hunt, to authorize the Supervisor and Clerk to enter into an agreement for CDBG Funds for the Carpenter Road Mid-Block Crossing at Red Lobster, subject to Township Attorney approval.

**MOTION CARRIED.**

**11.5 Authorize the Supervisor and Clerk to enter into an agreement with DTE Energy for Carpenter Road Street Lighting from Washtenaw Avenue to Packard Road, subject to Township Attorney approval.**

Moved by Clerk Israel, supported by Trustee Krone, to authorize the Supervisor and Clerk to enter into an agreement with DTE Energy for Carpenter Road Street Lighting from Washtenaw Avenue to Packard Road, subject to Township Attorney approval.

**MOTION CARRIED.**

**11.6 Authorize Supervisor and Clerk to sign the 2014 Renewal Contract with Delta Dental to provide Dental Benefits for Eligible Township Employees, subject to Township Attorney approval.**

**Trustee Lotfian inquired who eligible employees were.**

Patricia Denig responded that any full-time regular and part-time regular employees are eligible for the benefit.

Moved by Treasurer Scribner, supported by Trustee Lotfian, to authorize the Supervisor and Clerk to sign the 2014 Renewal Contract with Delta Dental to provide Dental Benefits for Eligible Township Employees, subject to Township Attorney approval.

**MOTION CARRIED.**

**11.7 Review proposed policy, as recommended by the Road Committee, regarding traffic calming in residential neighborhoods.**

Moved by Treasurer Scribner, supported by Trustee Krone, to review proposed policy, as recommended by the Road Committee, regarding traffic calming in residential neighborhoods.

Supervisor Grewal indicated that this was for residential areas only.

Trustee Yi inquired about determining the impact to residential areas and how the need for study areas are determined.

Supervisor Grewal responded that due to the busy roadways in close proximity to Pittsfield Township's residential neighborhoods, these studies are necessary to determine traffic issues. She spoke about the process for the implementation of these studies.

Trustee Yi requested more information before the approval of the proposed policy.

Trustee Lotfian inquired about who initiates the neighborhood surveys and what road improvements were part of the study.

Trustee Krone stated that it was a valuable program. He clarified the procedures for initiating a study and gave examples of requirements and potential costs.

Trustee Lotfian stated that the subdivision adjacent to his own, Cloverlane, had several complaints regarding traffic issues.

Supervisor Grewal responded that she and the Township have been working for a number of years with the neighborhood representative Nicole Wimmert as the primary contact.

**MOTION CARRIED.**

**11.8 Adopt a resolution to adopt a policy regarding road improvement via traffic calming in residential neighborhoods. Res #14-01**

Moved by Clerk Israel, supported by Trustee Lotfian, to adopt a policy regarding road improvement via traffic calming in residential neighborhoods. Res #14-01 [See Attachment #2]

**ROLL CALL VOTE:**

**AYES:** Israel, Grewal, Scribner, Hunt, Krone, Lotfian, Yi.

**NAYS:** None.

**ABSENT:** None.

**ABSTAIN:** None.

**MOTION CARRIED.**

**12. Unfinished Business**

**13. New Business**

**14. Liaison Reports**

Trustee Lotfian spoke about the establishment of the group Friends of Pittsfield.

**15. Public Comment II**

**15.1 Board Response to Public Comment II**

**16. Adjournment**

Moved by Clerk Israel, supported by Trustee Hunt, to adjourn the meeting at 7:07 pm.

**MOTION CARRIED.**

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Lyn Badalamenti, Deputy Clerk  
Pittsfield Charter Township

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Alan Israel, Clerk  
Pittsfield Charter Township

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Mandy Grewal, Supervisor  
Pittsfield Charter Township



## Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108  
Phone: (734) 822-3140 • Fax: (734) 944-0292  
Email: [treasurer@pittsfield-mi.gov](mailto:treasurer@pittsfield-mi.gov)  
Website: [www.pittsfield-mi.gov](http://www.pittsfield-mi.gov)

*Office of the Treasurer*

**Patricia Tupacz Scribner**  
*Township Treasurer*  
[treasurer@pittsfield-mi.gov](mailto:treasurer@pittsfield-mi.gov)

**Orna Angus**  
*Deputy Treasurer*  
[anguso@pittsfield-mi.gov](mailto:anguso@pittsfield-mi.gov)

**Kristina L. Dillion**  
*Assistant to Treasurer*  
[dillionk@pittsfield-mi.gov](mailto:dillionk@pittsfield-mi.gov)

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January 8, 2014, Board of Trustee Report

I am very happy to announce that Standard & Poor's Ratings Services has reviewed our rating on our general obligations bonds. Based on their review, they raised our credit rating by one notch from "AA" to "AA+" while affirming the stable outlook.

With the combined efforts of the Director of Finance, Tracy Watkins, Deputy Treasurer, Orna Angus and myself, we're able to complete a very extensive questionnaire from Standard & Poor's that contributed to the rate increase.

Standard & Poor's credit analyst, Errol Arne, stated in their Press Release, "The rating on the township reflects our assessment of its strong economy, very strong budgetary flexibility and liquidity, adequate budget performance, and good financial practices."

On behalf of myself, Supervisor Grewal and Clerk Israel we will continue to uphold our "Gold Standard" policies that we established during our first term in 2008.

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**PITTSFIELD CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
RES #14-01  
RESOLUTION TO ADOPT A POLICY REGARDING  
ROAD IMPROVEMENT VIA TRAFFIC CALMING IN  
RESIDENTIAL NEIGHBORHOODS  
JANUARY 8, 2014**

At a Regular Meeting of the Township Board of Pittsfield Charter Township, Washtenaw County, Michigan, held at the Township Administration Building located at 6201 W. Michigan Avenue, in said Township, on the 8<sup>th</sup> day of January, 2014 at 6:30 p.m.

Members Present: Grewal, Israel, Scribner, Hunt, Krone, Lotfian, Yi.

Members Absent: None.

The following preamble and resolution were offered by Treasurer Scribner and supported by Trustee Krone.

**WHEREAS**, Township participation in Washtenaw County Road Commission traffic calming projects will enhance the health safety and welfare of the residents of Pittsfield Charter Township and others working, shopping and visiting the Township; and

**WHEREAS**, The Board of Trustees has allocated \$100,000.00 in the FY 14 budget for traffic calming measures, an allocation that is expected to appear in future budgets, subject to Board of Trustee approval; and

**WHEREAS**, The Board of Trustees finds it appropriate to have a policy to provide consistency and guidance in the allocation of township funds to Washtenaw County Road Commission traffic calming projects which benefit the public at large;

**WHEREAS**, The Pittsfield Charter Township Board of Trustees wishes to adopt the attached policy regarding road improvement via traffic calming;

**NOW THEREFORE BE IT RESOLVED**, That the Pittsfield Charter Township Board of Trustees approves the attached Policy Regarding Road Improvement via Traffic Calming, which becomes effective upon approval.

**ROLL CALL VOTE:**

**AYES:** Israel, Grewal, Scribner, Hunt, Krone, Lotfian, Yi.

**NAYS:** None.

**ABSENT:** None.

**ABSTAIN:** None.

**MOTION CARRIED.**

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Mandy Grewal, Supervisor

**POLICY REGARDING**

## **ROAD IMPROVEMENT VIA TRAFFIC CALMING IN RESIDENTIAL NEIGHBORHOODS**

The Pittsfield Charter Township Board of Trustees has determined that Township participation in Washtenaw County Road Commission (WCRC) traffic calming projects will enhance the health safety and welfare of the residents of Pittsfield Charter Township and others working, shopping and visiting the Township. The Board of Trustees has allocated \$100,000.00 in FY 2014, within its Roads & Transportation line item, for traffic calming measures. Similar future allocations are expected but will be subject to availability of requisite general funds and Board of Trustee (BOT) approval.

The following policy is adopted to provide consistency and guidance in the allocation of township funds to Washtenaw County Road Commission traffic calming projects, to be located in Pittsfield Township, which benefit the public at large.

1. Pittsfield Charter Township will provide up to \$100,000.00 per fiscal year, subject to availability of requisite general funds and BOT approval, for neighborhood traffic calming projects to be located within or in close proximity to residential neighborhoods within the boundaries of the Township.
2. All such projects must be on public streets and roadways only.
3. All projects must be approved and conducted according to WCRC procedures. Current WCRC procedures require a petition from impacted residents to conduct a traffic study by the WCRC. This study determines whether or not a given stretch of public roadway/street qualifies, per WCRC criteria, for installation of traffic calming devices. If it does, WCRC requires 75% of home owners in the impacted residential neighborhood to agree to the installation. It is only upon completion of all these steps that the BOT will review a request to approve funding for a WCRC-approved and designed traffic-calming project.
4. The Road Committee may be asked to review this process and projects as they are completed and provide feedback to the Board of Trustees.
5. The Township will only contribute funds for speed humps and bumps and traffic calming/yielding signage, as recommended by the WCRC.
6. Funds will be expended on WCRC-approved traffic calming projects in Pittsfield on a first-come, first-serve basis. Funds must be allocated and used within two years of the WCRC approval date.
7. In any given fiscal year, upon depletion of the budgeted amount, expected to be \$100,000.00, no further funds will be released. Unfunded projects will be given priority for the next fiscal year's funding, if available.
8. Neighborhoods may enhance projects or increase the cost of a project by contributing funds, either through a direct monetary contribution or through the establishment of a Special Assessment District.

**CERTIFICATE**

I, Alan Israel, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Pittsfield Charter Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on January 8, 2014, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Alan Israel, Clerk  
Pittsfield Charter Township

DATED: January 8, 2014

**PITTSFIELD CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
RES #14-02  
Carpenter Road Street Lighting  
(From Washtenaw Avenue to Packard Road)  
STREET LIGHTING SPECIAL ASSESSMENT DISTRICT  
RESOLUTION NO. 3**

**January 8, 2014**

At a Regular Meeting of the Township Board of Pittsfield Charter Township, Washtenaw County, Michigan, held at the Township Administration Building located at 6201 W. Michigan Avenue, in said Township, on the 8<sup>th</sup> day of January 2014, at 6:30 p.m.

Members Present: Grewal, Israel, Scribner, Hunt, Krone, Lotfian, Yi.  
Members Absent: None.

The following preamble and resolution were offered by Clerk Israel and supported by Treasurer Scribner.

**WHEREAS**, pursuant to Act 188, Public Acts of Michigan of 1954, as amended, this Board has tentatively declared its intention to provide additional street lighting of the public street of Carpenter Road from Washtenaw Avenue to Packard Road; and

**WHEREAS**, the Board has caused to be prepared plans showing the additional street lighting improvements and locations thereof; and

**WHEREAS**, this Board has tentatively designated the special assessment district against which the operating cost of the additional street lighting is to be assessed; and

**WHEREAS**, after due and legal notice, this Board has met and heard all persons interested with respect to the special assessment district;

**NOW THEREFORE BE IT RESOLVED;**

1. The Township Board determines to provide additional street lights for Carpenter Road, between Washtenaw Avenue and Packard Road, said additional lighting consisting of the addition of 33 new metal LED Roadway stock lighting poles to be owned and installed by said Company, such charge to include full service of the system including general maintenance and cleaning, bulb and glass replacement, pole repair and replacement, electrical maintenance and vandalism repair.

2. The Township Board hereby approves the plans, and estimated initial cost of an amount not to exceed \$150,000 to be paid by the Township, to provide such additional street lighting for a period of one year, as originally filed with the Township Clerk; and

3. The Township Board finally determines that the special assessment district against which the operating cost shall be assessed shall consist of parcels with frontage on

Carpenter Road between Washtenaw Avenue and Packard Road, including parcels with the following property identification numbers: L -12-01-260-010, L -12-01-329-001, L -12-01-329-003, L -12-01-329-004, L -12-01-329-021, L -12-01-329-022, L -12-01-354-002, L -12-01-354-003, L -12-01-354-008, L -12-01-354-015, L -12-01-354-029, L -12-02-120-009, L -12-02-480-005, L -12-02-480-018, L -12-02-480-019, L -12-02-480-020, L -12-02-480-021, L -12-02-480-024, L -12-02-480-025, L -12-02-480-026, L -12-02-480-030, L -12-02-480-031, L -12-02-480-032, L -12-02-480-033, L -12-02-480-034, L -12-02-480-036, L -12-02-480-037, and L -12-02-480-041, and directs the Supervisor to make a special assessment of said parcels for annual operating costs of \$1.74 per frontage foot in the regular tax roll starting in the year 2014 and continuing until further action of the Board, which special assessment is hereby confirmed.

4. All other resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, hereby are rescinded.

**ROLL CALL VOTE:**

**AYES:** Grewal, Israel, Scribner, Hunt, Krone, Lotfian, Yi.

**NAYS:** None.

**ABSENT:** None.

**ABSTAIN:** None.

***RESOLUTION DECLARED ADOPTED***

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Mandy Grewal, Supervisor  
Pittsfield Charter Township

DATED: January 8, 2014

## *CERTIFICATE*

I, Alan Israel hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Pittsfield Charter Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on January 8, 2014, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Alan Israel, Clerk  
Pittsfield Charter Township

DATED: January 8, 2014

**PITTSFIELD CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
RES # 14-03  
APPOINTMENT TO TOWNSHIP  
BOARDS, COMMITTEES AND COMMISSIONS**

**January 8, 2014**

At a Regular Meeting of the Township Board for Pittsfield Charter Township, Washtenaw County, Michigan, held at the Pittsfield Township Administration Building, located at 6201 W. Michigan Avenue, in said Township on Wednesday the 8<sup>th</sup> day of January, 2014, at 6:30pm.

Present:

Absent:

The following preamble and resolution were offered by Clerk Israel and supported by Treasurer Scribner.

**APPOINTMENT**

Belinda Kingsley  
1/8/2020

Code Enforcement Officer

6-Year Term Ending

**ROLL CALL VOTE:**

**AYES:** Grewal, Israel, Scribner, Hunt, Krone, Lotfian, Yi.

**NAYS:** None.

**ABSENT:** None.

**ABSTAIN:** None.

***RESOLUTION DECLARED ADOPTED***

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Mandy Grewal, Supervisor  
Pittsfield Charter Township

DATED: January 8, 2014

## **CERTIFICATE**

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Alan Israel, Clerk  
Pittsfield Charter Township

DATED: January 8, 2014