

APPROVED

**Minutes of a Regular Meeting
Pittsfield Charter Township Board of Trustees, August 9, 2023
E.A. Jackson Morris Hall, The Robert A. Lillie Service Center
6201 W. Michigan Avenue, Ann Arbor, Michigan 48108**

Members Present: Grewal, Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Urda-Thompson
Members Absent: None
Others Present: Deputy Clerk Mitchell, Recording Clerk Salo, Director Harshberger, Deputy Chief of Police Gray, Interim Fire Chief Dorian, Director Best, Director Weirich, Retired Sergeant Cassette, Mrs. Cassette, Lieutenant Hohner, Sergeant Bradley, Officer Podlaha, Commissioner Sanders, Edward Mize, Gary Aten, Keith Yaple, Christina Lirones

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, Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Urda-Thompson
Members Absent: None

3.1 Approval of the Agenda

Supervisor Grewal requested to delete items 13.1 and 13.2, and add item 11.14, to Authorize the Municipal Services Department to purchase one Ford Maverick Truck from Gorno Ford, Inc., using the MIDeal purchasing program for a cost of \$29,394.00.

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

MOTION CARRIED

4. Public Comment I

Keith Yaple, 4239 Rolling Meadow Lane, an Arbor Farm resident, inquired about the process of holding the Arbor Farm developer to the standards of the plans that were submitted to connect Arbor Farms and Arbor Oaks neighborhoods via Foothill Drive and sidewalks. Mr. Yaple asserts the unfinished road is unsightly and negatively impacts property values.

4.1 Board Response to Public Comment

Supervisor Grewal thanked Mr. Yapple for his questions and comments and assured him someone from Municipal Services would be in touch to discuss the matter further.

5. Approval of Minutes

5.1 Approve the Minutes of the Regular Meeting held on July 12, 2023

Moved by Clerk Anzaldi, supported by Trustee Jaffer, to approve the minutes of the Regular Meeting held on July 12, 2023.

MOTION CARRIED

6. Public Hearings/Presentations/Proclamations

6.1 Presentation of ESGR Pro Patria Award to Pittsfield Township for Support of Employees Serving in the United States National Guard and Reserve

Director Harshberger and Supervisor Grewal accepted the ESGR Pro Patria Award for Support of Employees Serving in the United States National Guard and Reserve.

6.2 Proclamation of appreciation to Kevin Cassette for his service to the residents of Pittsfield Charter Township

The Board of Trustees and Director Harshberger presented the Proclamation of Appreciation to Retired Sergeant Kevin Cassette.

6.3 Proclamation of appreciation to Pamela Hamilton for her service to the residents of Pittsfield Charter Township

Director Harshberger stated that Ms. Hamilton was unable to attend tonight's meeting.

6.4 Proclamation of appreciation to Glenn Podlaha for his service to the residents of Pittsfield Charter Township

The Board of Trustees and Director Harshberger presented the Proclamation of Appreciation to Officer Glenn Podlaha.

7. Communications

7.1 Communications

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

MOTION CARRIED

8. Consent Agenda

8.1 Approve payment of AP Payables ACH #693 through #738 in the amount of \$3,141,753.29

8.2 Approve payment of AP Payables Check #45582 through #45971 in the amount of \$1,368,745.87

8.3 Approve payment of Payroll Payables ACH #183 through #192 in the amount of \$6,062.68

- 8.4 Approve payment of Payroll Payables Check #1523 through #1524 in the amount of \$1,731.01
- 8.5 Approve payment of Tax Payables ACH #220 through #235 in the amount of \$5,994,434.11
- 8.6 Approve payment of Tax Payables Check #23169 through #23171 in the amount of \$10,962.01
- 8.7 Approve payment to Carlisle Wortman & Associates for planning consulting services in the amount of \$13,265
- 8.8 Approve the Application for Additional Credited Service through MERS for Tracy Watkins
- 8.9 Municipal Employees' Retirement System of Michigan (MERS) Annual Actuarial Valuation Report
- 8.10 Receive the Revenue and Expenditure Report for June 30, 2023
- 8.11 Receive the June 2023, Activity Report for the Department of Public Safety
- 8.12 Receive the June 2023, Building Activity Report
- 8.13 Receive the August 9, 2023, Personnel Report
- 8.14 Accept the Resignation of Brent Dingman as Park Commissioner of the Pittsfield Township Park Commission

Moved by Trustee Jaffer, supported by Trustee Urda-Thompson, to approve consent agenda items 8.1 through 8.14.

Supervisor Grewal called attention to the MERS report that shows the Township is currently seventy-one percent funded and on track to be fully funded by 2029.

MOTION CARRIED

9. Items from the Treasurer

9.1 Quarterly Cash Balance Report

Moved by Clerk Anzaldi, supported by Trustee Krone, to receive and file the Quarterly Cash Balance Report. See Attachment 1.

MOTION CARRIED

10. Items from the Clerk

None

11. Items from the Supervisor

- 11.1 Authorize the Supervisor and Clerk to enter into an agreement with Fink & Fink, PLLC for prosecution services for the Township, at an annual flat fee cost of \$104,000.00 for calendar years 2023 and 2024

Moved by Clerk Anzaldi, supported by Trustee Krone, to authorize the Supervisor and Clerk to enter into an agreement with Fink & Fink, PLLC for prosecution services for the Township, at an annual flat fee cost of \$104,000.00 for calendar years 2023 and 2024.

MOTION CARRIED

- 11.2 Approve acceptance of the FEMA Assistance to Firefighters Grant in the amount of \$49,272.72, with the Township's grant match of \$4,927.27, for a total award of \$54,199.99 to purchase a Breathing Air compressor, subject to Township Attorney Approval**

Moved by Trustee Krone, supported by Trustee Jaffer, to approve the acceptance of the FEMA Assistance to Firefighters Grant in the amount of \$49,272.72 with the Township's grant match of \$4,927.27, for a total award of \$54,199.99 to purchase a Breathing Air compressor, subject to Township Attorney Approval.

MOTION CARRIED

- 11.3 Approve the purchase of eleven (11) Automated External Defibrillators from Stryker Medical, for a cost not to exceed \$29,867.11**

Moved by Clerk Anzaldi, supported by Trustee Jaffer, to approve the purchase of eleven (11) Automated External Defibrillators from Stryker Medical, for a cost not to exceed \$29,867.11.

MOTION CARRIED

- 11.4 Authorize the Police Department to Sponsor up to six (6) police officer applicants annually through calendar year 2026 in MCOLES certified police academies, for a cost not to exceed \$215,328.00 per year, subject to Township Attorney Approval**

Moved by Clerk Anzaldi, supported by Trustee Jaffer, to authorize the Police Department to Sponsor up to six (6) police officer applicants annually through calendar year 2026 in MCOLES certified police academies, for a cost not to exceed \$215,328.00 per year, subject to Township Attorney Approval.

Director Harshberger discussed the benefits of a multi-year sponsorship request, including recruitment and retention through stipends, culture, and mentorship. Although most applicants are white males, being able to present an attractive, conditional offer to applicants has increased the diversity of the department.

MOTION CARRIED

- 11.5 Approve the repair, seal coating, and restriping of the asphalt driveways and parking areas surrounding the Department of Public Safety Station 1 by Sommerset Paving, for a cost not to exceed \$8,970.00, subject to Township Attorney Approval**

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to approve the repair, seal coating, and restriping of the asphalt driveways and parking areas surrounding the Department of Public Safety Station 1 by Sommerset Paving, for a cost not to exceed \$8,970.00, subject to Township Attorney Approval.

MOTION CARRIED

11.6 Authorize payment to Kennedy Industries for emergency repairs made to pumps 1 and 2 at the Moon Road Lift Station, for a cost not to exceed \$22,752.60

Moved by Clerk Anzaldi, supported by Trustee Jaffer, to authorize payment to Kennedy Industries for emergency repairs made to pumps 1 and 2 at the Moon Road Lift Station, for a cost not to exceed \$22,752.60.

MOTION CARRIED

11.7 Authorize the Supervisor and Clerk to enter into a leaf collections Service Agreement with TJ's Services, Inc. for the Oak Hill's Subdivision, for a cost not to exceed \$13,500.00 per year, subject to Township Attorney Approval

Moved by Trustee Krone, supported by Trustee Jaffer, to authorize the Supervisor and Clerk to enter into a leaf collections Service Agreement with TJ's Services, Inc. for the Oak Hill's Subdivision, for a cost not to exceed \$13,500.00 per year, subject to Township Attorney Approval.

Supervisor Grewal explained when this agreement was approved, it would be reviewed annually and is currently without a sunset clause at this time.

MOTION CARRIED

11.8 Adopt a Resolution of Support for The Chad Tough Foundation, Run Tough for Chad Tough, 1 Mile and 5k Event on Saturday, September 16, 2023, and Notification to the Washtenaw County Road Commission of Support for this Event, Resolution #23-18

Moved by Trustee Krone, supported by Trustee Jaffer, to adopt a Resolution of Support for The Chad Tough Foundation, Run Tough for Chad Tough, 1 Mile and 5k Event on Saturday, September 16, 2023, and Notification to the Washtenaw County Road Commission of Support for this Event, Resolution #23-18.

ROLL CALL:

AYES: Grewal, Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Urda-Thompson

NAYES: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

11.9 Approve the selection of Doan Construction Company for the Waterways Sidewalk Gap Infill Project to connect St. James Woods and Waterways neighborhoods at a cost not to exceed \$65,000.00

Moved by Clerk Anzaldi, supported by Trustee Krone, to Approve the selection of Doan Construction Company for the Waterways Sidewalk Gap Infill Project to connect St. James Woods and Waterways neighborhoods at a cost not to exceed \$65,000.00.

Trustee Krone commented that he is glad the connection will be made, especially for foot traffic that must walk in the road.

MOTION CARRIED

- 11.10 Authorize the Supervisor and Clerk to execute an agreement with the Washtenaw County Road Commission for the Fosdick Road Culvert Replacement American Rescue Plan Act Grant Project, subject to Township Attorney Approval**

Moved by Treasurer Scribner, supported by Trustee Krone, to Authorize the Supervisor and Clerk to execute an agreement with the Washtenaw County Road Commission for the Fosdick Road Culvert Replacement American Rescue Plan Act Grant Project, subject to Township Attorney Approval.

MOTION CARRIED

- 11.11 Authorize the Supervisor and Clerk to execute a Memorandum of Understanding with the Washtenaw County Water Resources Commissioner for the Fosdick Culvert Replacement American Rescue Plan Act Grant Project, subject to Township Attorney Approval**

Moved by Clerk Anzaldi, supported by Trustee Krone, to Authorize the Supervisor and Clerk to execute a Memorandum of Understanding with the Washtenaw County Water Resources Commissioner for the Fosdick Culvert Replacement American Rescue Plan Act Grant Project, subject to Township Attorney Approval.

MOTION CARRIED

- 11.12 Authorize the Supervisor and Clerk to execute an agreement with the Washtenaw County Road Commission for the Oak Valley Drive Culvert Replacement American Rescue Plan Act Grant Project, subject to Township Attorney Approval**

Moved by Trustee Krone, supported by Trustee Jaffer, to Authorize the Supervisor and Clerk to execute an agreement with the Washtenaw County Road Commission for the Oak Valley Drive Culvert Replacement American Rescue Plan Act Grant Project, subject to Township Attorney Approval.

MOTION CARRIED

- 11.13 Authorize the Supervisor and Clerk to execute a Memorandum of Understanding with the Washtenaw County Water Resources Commissioner for the Oak Valley Drive Culvert Replacement American Rescue Plan Act Grant Project, subject to Township Attorney Approval**

Moved by Clerk Anzaldi, supported by Trustee Krone, to Authorize the Supervisor and Clerk to execute a Memorandum of Understanding with the Washtenaw County Water Resources Commissioner for the Oak Valley Drive Culvert Replacement American Rescue Plan Act Grant Project, subject to Township Attorney Approval.

Supervisor Grewal thanked the Water Resources Commission team for their engagement in looking at the preventative maintenance actions to avoid flooding and other water issues that can affect the Township.

MOTION CARRIED

11.14 Authorize the Municipal Services Department to purchase one Ford Maverick Truck from Gorno Ford, Inc., using the MIDeal purchasing program for a cost of \$29,394.00

Moved by Treasurer Scribner, supported by Clerk Anzaldi to Authorize the Municipal Services Department to purchase one Ford Maverick Truck from Gorno Ford, Inc., using the MIDeal purchasing program for a cost of \$29,394.00. See Attachment 2.

MOTION CARRIED

12. Unfinished Business

None

13. New Business

13.1 Removed from Agenda

13.2 Removed from Agenda

14. Liaison Reports

Trustee Edwards-Brown shared her experience with Utilities Specialist, Jonathan Cahill, who visited her home to inspect and install a water meter. She stated that he is a good ambassador for the Township and their interaction made her feel proud to be on the Board of Trustees.

15. Public Comment II

None

15.1 Board Response to Public Comment II

None

16. Adjournment

Moved by Clerk Anzaldi, supported by Trustee Jaffer, to adjourn the meeting at 7:08 p.m.

MOTION CARRIED



Dawn M. Salo, Recording Clerk
Pittsfield Charter Township



Michelle L. Anzaldi, Clerk
Pittsfield Charter Township



Mandy Grewal, Supervisor
Pittsfield Charter Township

MINUTES APPROVED AS SUBMITTED AT THE PITTSFIELD CHARTER
TOWNSHIP BOARD OF TRUSTEES MEETING HELD SEPTEMBER 13, 2023.



Pittsfield Charter Township

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Phone: (734) 822-3140 • Fax: (734) 944-0292
Email: treasurer@pittsfield-mi.gov
Website: www.pittsfield-mi.gov

Office of the Treasurer

Patricia Tupacz Scribner
Township Treasurer
treasurer@pittsfield-mi.gov

Orna Angus
Deputy Treasurer
anguso@pittsfield-mi.gov

Kimberley Johnson
Assistant to Treasurer
johnsonk@pittsfield-mi.gov

Board Meeting Notes for August 9, 2023

Quarterly Cash Balance

Good Evening, as Treasurer, I am providing a summary of the investment activities as required by state law governing the investment of surplus funds. Public Act 20 stipulates that the investment officers shall provide a written report quarterly to the governing body concerning the investment of funds.

The second quarter is typically our slowest cash-flow time as we finish the previous tax year cycle and prepare for the next tax year cycle. The Township's funds remain stable and secure. All of the Township's investments, CDARS, and ICS are fully FDIC insured and all other funds are collateralized.

As always, my main objective is to ensure the funds are secure and available to meet the Township's needs.



Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108
Phone: (734) 822-3120
Website: www.pittsfield-mi.gov

MEMORANDUM

TO: Pittsfield Charter Township Board of Trustees
FROM: Matthew R. Best, Director of Municipal Services
DATE: August 9th, 2023
SUBJECT: Authorize the Municipal Services to purchase of one Ford Maverick Truck from Gomo Ford, Inc., using the MIDeal purchasing program for a cost of \$ 29,394.00.

BOARD ACTION REQUESTED:

Authorize the Municipal Services to purchase one Ford Maverick Truck from Gomo Ford, Inc., using the MIDeal purchasing program for a cost of \$ 29,394.00.

BACKGROUND:

The Department of Municipal Services has the opportunity to purchase a 2023 Ford Maverick. The truck is designated for use by the Code Enforcement Officer.

On August 1st, 2022, The Department of Municipal Services was contacted Gomo Ford, Inc., who is an authorized MIDeal state purchasing dealer. Gomo Ford informed them that there was one 2023 Ford Maverick left in their on-lot inventory to purchase, stating it would take up to a year for any new orders to be filled. Staff received the quote from Gomo Ford. This vehicle would replace a 2015 Ford Escape with approximately 45,000 miles on it. This vehicle would be repurposed within Municipal Services until the two previously ordered and approved Ford Maverick trucks are delivered sometime in Fall of 2023. At that time, the Ford Escape would be repurposed to the Recreation Department within Municipal Services.

The Department of Municipal Services recommends that the Board of Trustees authorize the purchase of a 2023 Ford Maverick truck from Gomo Ford, Inc., using the MIDeal purchasing program for a cost of \$29,394.00.

IMPACT ON TOWNSHIP'S HUMAN RESOURCES:

No Impact.

IMPACT ON TOWNSHIP'S BUDGET:

The purchase of the truck will come out of the 2023 budget. It is not anticipated that there will be an increase in either the Municipal Services budget; Recreation. Municipal Services (704-970).

IMPACT ON INDIRECT COSTS:

No Impact.

PITTSFIELD CHARTER TOWNSHIP
Board of Trustees
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Attachment 2

MEMORANDUM TO BOARD OF TRUSTEES
Date: Aug 9th, 2023
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IMPACT ON OTHER TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES:

No Impact.

CONFORMITY TO TOWNSHIP POLICIES:

Conforms

ATTACHMENTS:

Gorno Ford, Inc., Invoice

GORNO FORD
22025 ALLEN ROAD
WOODHAVEN, MI 48183

DATE: 8/2/23 **2023MY MAVERICK-Crew Cab (AWD) (OSS)**

TO: MATTHEW BEST, PITTSFIELD TWP. (MUNI-SVCS.)
734-822-9109 (DIRECT) (CELL) ?????????? bestm@pittsfield-mi.gov

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES
734-671-4033 (DIRECT) jagnev@gornoford.com

RE: CONTRACT # 071B7700181/17118000001104
(1) MiDEAL # 2023MY MAVERICK GAS-AWD, XL Option 2.0L EcoBoost 8spd. AUTO TRANS, CRUISE/TILT, OXFORD WHITE/BLACK CLOTH, PWR. WINDOWS/LOCKS/PWR. MIRRORS, ROTARY SHIFT, 8-WAY PWR DR. SEAT, AM/FM RADIO, 8"SCREEN, Bluetooth/WiFi, DISC BRKS.w/ABS, EASY FUEL FILL, 15 gal. FUEL TANK, AUTO-LAMP, CARGO LAMP, FULL SIZE SPARE, ALL-WEATHER MATS, P225/65R17AS, A/C, 8-WAY PWR. DRIVER SEAT, AIR BAGS, DRL'S, PRE-COLLISION ASSIST, FORD CO-PILOT, TPMS, REAR VIEW CAMERA, 400watt INVERTOR, TRAILER TOW PKG., RHINO SPRAY-IN BED LINER

F.O.B. DELIVERED TO: PITTSFIELD TWP., MI. \$ 29,394.00
MSRP = (\$ 32,250.00)

RECOMMENDED OPTIONS:

TRI-FOLD HARD SURFACE BED-COVER 1,395.00
SWISS MATCHING BED CAP 3,370.00

Above quoted unit(s) is currently in stock for an (OSS) out of stock sale and is available on a "first come – first serve" basis.

Purchase Order is required to secure above quoted unit(s).

**Above quoted unit(s) is currently available and can be delivered as soon as possible.
2023MY is Sold Out**

Due to current computer chip shortage and various other supply chain issues, Ford Motor Company has put Government Fleet Sales on "allocation", therefore, Ford Pro Fleet Department will have sole discretion regarding final approval of order confirmation based on customer order history.

Please review, **OPTIONS**, sign and e-mail back or e-mail Purchase Order to Jim Agney.

Customer Signature: _____

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Pittsfield Township. This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.