

MANCHESTER TOWNSHIP
Regular Board Meeting

Tuesday, December 12, 2017

DRAFT

Pledge of Allegiance.

Supervisor DeRossett called the meeting to order at 7:00p.m.

MEMBERS PRESENT: Clerk Danell Proctor, Treasurer Laurie Carey, Trustee Lisa Moutinho, Trustee Ron Milkey, Supervisor Gene DeRossett and Trustee John Seefeld. Absent: Trustee Carl Macomber

ALSO PRESENT: Fire Chief Bill Scully along with other guests.

ADDITIONS & DELTIONS TO AGENDA: Add b) under NB Resolution No. 17-04, Resolution NO. 17-05 and Resolution NO. 17-06.
Motion Moutinho seconded Seefeld to accept the changes to agenda. Ayes: all. **CARRIED.**

ACCEPTANCE/APPROVAL OF VARIOUS MINUTES: Board received the minutes of the regular meeting of 11/14/17 and closed session of 11/14/2017. Moved by Seefeld, seconded Milkey to accept the minutes from the regular board meeting of 11/14/17 and closed session of 11/14/2017 as presented. Ayes: All. **CARRIED.** The board accepted Fire Department minutes of 11/29/17. Planning Commission minutes of 12/7/2017.

OTHER MINUTES ON FILE: Manchester Village Council and River Raisin Watershed Council.

TREASURER'S REPORT: Payroll, Checking & Savings - \$963,982.12. Motion Milkey, seconded Moutinho to accept Treasurers report. Ayes: Proctor, Carey, Milkey, Moutinho, DeRossett, Seefeld. **CARRIED.** Winter tax bills went out December 1st payments are coming in.

PRESENTAION OF BILLS: Bills to be paid \$19,353.72 from the General Fund. Motion Seefeld, seconded Carey to approve payment of bills from the General Fund for \$19,353.72. Ayes: Carey, Proctor, Milkey, Moutinho, DeRossett, Seefeld. **CARRIED.**

PUBLIC COMMENT: None

FIRE DEPARTMENT:

- Fire Department Activity Report: 21 total calls for service. Report on file.
- Fire Chiefs Report. Accepted.
- Firefighter resignations from Patrick Steele and Rich Clark.
- Milkey asked about fire siren why it hasn't been turned on yet. Fire Chief to work on getting it hooked up by end of the year.

DEPARTMENT REPORTS/BUSINESS:

- a) ZONING ADMINISTRATOR: Report given.
- b) PLANNING COMMISSION: Report given.
- c) SUPERVISOR: Report given.
- d) FACILITIES-BUILDING/GROUNDS: No Report.
- e) BOARDS/MEETINGS: SWCG December 13, 2017 at 7:30 p.m.

NEW BUSINESS:

- a) Manchester Area Senior Citizens Annual Donation. Motion Carey seconded DeRossett to approve annual donation of \$2,500.00 to Manchester Area Senior Citizens from account 101-265-870-000. Ayes: Carey, DeRossett, Milkey, Seefeld, Moutinho, Proctor. **CARRIED.**

- b) Motion DeRossett seconded Seefeld to adopt Resolution No. 17-04 2018 Board of Review Poverty/Hardship Guidelines Resolution. Ayes: Carey, Milkey, Proctor, Moutinho, Seefeld, DeRossett. **CARRIED.** Motion Moutinho seconded Carey at adopt Resolution No. 17-05 Resolution and Overview regarding 2018 March Board of Review. Ayes: Carey, Milkey, Proctor, Moutinho, Seefeld, DeRossett. **CARRIED.** Motion DeRossett seconded Milkey to adopt Resolution No. 17-06 A Resolution to Allow Local Residents to Protest in Writing to the 2018 Board of Review. Ayes: Milkey, Seefeld, DeRossett, Carey, Proctor, Moutinho. **CARRIED.**

OTHER BUSINESS:

- a) Property Committee Update. Motion Milkey seconded Moutinho to increase contract with Thompson Excavating to \$20,750.00. Ayes: DeRossett, Seefeld, Carey, Milkey, Proctor, Moutinho. **CARRIED.**

PUBLIC COMMENT: Carl Jacob from Manchester Area Senior Citizens board wanted to thank the Township for the donation. Ryan Klobucar wanted to know where the township stands with the next step for Broadband.

CORRESPONDENCE:

- a) Washtenaw County Road Commission Staff & Monthly Report

ADJOURNMENT:

Moved by Milkey seconded Seefeld to Adjourn. Voice vote: Ayes: all. **CARRIED.**
Meeting Adjourned at 7:56 p.m.

Danell Proctor, Clerk
Approved:

RESOLUTION NO. 17-04

2018 Board of Review Poverty/Hardship Guidelines Resolution

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Township Board; and

WHEREAS, the principal residence of persons who the Supervisor and the Board of Review by reason of poverty/hardship, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL211.7u); and

WHEREAS, pursuant to PA 390, 1994, the Manchester Township, Washtenaw County, adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year: (See attached guidelines)

NOW THEREFORE BE IT RESOLVED that the Board of Review shall follow the above state policy and current poverty income guidelines adopted by the township board in granting or denying an exemption, unless the Supervisor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and these reasons are communicated in writing to the claimant.

The foregoing Resolution was offered by Board Member DeRossett and supported by Board Member Seefeld.

Upon roll call vote, the following voted:

Aye: Carey, Milkey, Proctor, Moutinho, Seefeld, DeRossett

Nay:

I, Danell Proctor, the duly elected and acting Clerk of Manchester Township, hereby certify that the foregoing procedure was adopted by the township board of said township at the regular meeting of said board held on December 12, 2017, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said procedure was ordered to take immediate effect.



Clerk

RESOLUTION NO. 17-05

RESOLUTION AND OVERVIEW regarding 2018 March Board of Review

PA 194 of 2003 provides for alternate starting dates for the township board of review's first meeting in March. A township board may authorize an alternate starting date by an ordinance or resolution. MTA recommends township boards who wish to provide an alternate starting date adopt a resolution instead of an ordinance, because an ordinance must be published and would have to be amended if the board wanted to change the dates in the future.

A township board may choose to stay with the second Monday in March or specify an alternative date of the Tuesday or Wednesday following the second Monday in March. Township boards should consult with the assessor, supervisor, or board of review chairman before adopting an alternate date.

Resolution

RESOLUTION regarding Manchester Township 2018 March Board of Review

WHEREAS, Public Act 194, 2003 allows the township board by resolution to select an alternative starting date in March when the board of review shall initially meet.

WHEREAS, MCL 211.30 provides an alternative starting date of Wednesday following the second Monday of March.

WHEREAS, The assessor availability to assist the board of review on that day shall be the reason for selecting Wednesday in 2018.

NOW, THEREFORE, BE IT RESOLVED that Manchester Township Board approves the Board of Review meeting on the second Wednesday of March in 2018.

The foregoing Resolution was offered by Board Member Moutinho and supported by Board Member Carey.

A roll call vote on the above Resolution was taken and was as follows:

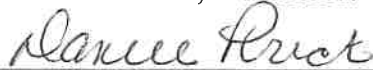
ADOPTED:

Ayes: _ Carey, Milkey, Proctor, Moutinho, Seefeld, DeRossett

Nays: _____

CERTIFICATION

I, the undersigned Township Clerk of the Township of Manchester hereby certify that the foregoing resolution is a true and complete copy of a resolution adopted at a regular meeting of the Township Board of the Township of Lyndon held on December 12, 2017, the original of which is on file in my office, and that notice of such meeting was given, and the meeting was conducted, pursuant to and in compliance with the Act No. 267, Michigan Public Acts of 1976, as amended.



Danell Proctor
Manchester Township Clerk

RESOLUTION NO. 17-06

A RESOLUTION TO ALLOW LOCAL RESIDENTS TO PROTEST IN WRITING TO THE 2018 BOARD OF REVIEW

Manchester Township Board of Trustees

December 12, 2017

WHEREAS, in order to ease the burden on taxpayers, the Assessor and the Board of Review; and

WHEREAS, to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review.

NOW THEREFORE BE IT RESOLVED that Manchester Township hereby resolves, according to provisions of MCL 211.30 (5) of the General Property Tax Act, that the Board of Review shall receive letters of protest regarding assessments from resident taxpayers from the first Tuesday in March until it adjourns from the public hearings for which it meets to hear such protests.

BE IT FURTHER RESOLVED that all notices of assessment change and all advertisements of Board of Review meetings are to include a statement that the resident taxpayers may protest by letter to the board.

The foregoing Resolution was offered by Board Member DeRossett and supported by Board Member Milkey.

A roll call vote on the above Resolution was taken and was as follows:

ADOPTED:

Ayes: Milkey, Seefeld, DeRossett, DeRossett, Carey, Proctor, Moutinho

Nays: _____

CERTIFICATION

I, the undersigned Township Clerk of the Township of Manchester hereby certify that the foregoing resolution is a true and complete copy of a resolution adopted at a regular meeting of the Township Board of the Township of Lyndon held on December 12, 2017, the original of which is on file in my office, and that notice of such meeting was given, and the meeting was conducted, pursuant to and in compliance with the Act No. 267, Michigan Public Acts of 1976, as amended.



Danell Proctor
Manchester Township Clerk