

Supervisor Mann called the regular meeting of the Manchester Township Board to order at 7:30 p.m. Tuesday, June 12, 2007.

Pledge of Allegiance.

Board members present: Mann, Widmayer, Becketl, Huber, Schmitt and Kolon. Macomber entered at 8:35 p.m. Also present: Fire Chief Scully, Firefighters: Shawn Booth, Gene Kemeter, Brian Kunzelman and David Jose, Township Attorney Jesse O'Jack and Karl Raesnis.

ADDITIONS TO AGENDA: Treasurer a: Credit Card Policy Update.

MICHIGAN STATE POLICE REPORT: No report.

ACCEPENTANCE/APPROVAL OF VARIOUS MINUTES: Board received the minutes of the Special Meeting 5/15/07. Moved by Kolon, seconded by Widmayer to approve Special Meeting Minutes (Road Commission) with adjournment at 7:50 p.m. Voice vote. Ayes: all. **CARRIED.** Board received minutes of their regular meeting 5/15/07. Moved by Huber, seconded by Widmayer to approve the minutes of 5/15/07. Voice vote: Ayes: all. Nays: none. **CARRIED.** The Board accepted Fire Department minutes of 5/30/07 and Planning Commission minutes of 6/7/07.

OTHER MINUTES ON FILE: Manchester Village Minutes, WWRA, & SWWCOG.

TREASURER'S REPORT: Treasurer Huber reported General Fund balance \$245,095.00.

- a. Credit Card Policy: Credit Card Policy updated to change purchase of capital outlays from \$2,000 to \$5,000.

RESOLUTION #07-13: CREDIT CARD POLICY

At a regular meeting of the Manchester Township Board of Trustees, the following preamble and resolution was offered by Huber and was supported by Becketl.

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Manchester Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE, BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

- (a) The Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.
- (b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township. The use of the credit card is limited to the following circumstances:
 - Purchase of capital outlays up to **\$5,000.00**.
 - Travel, meals, and accommodations while on township business.
 - Other uses as directed by the Township Board.
- (c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendors credit card slip to the Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and the amount of the transaction, and the official business that required the transaction. All credit card slips shall include this information as well.

- (d) An official or employee who uses the credit card is responsible for its protection and custody. If the credit card is lost or stolen the Clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- (e) The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.
- (f) The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including approval of all transaction invoices if issued.
- (g) The balance including interest and or other charges due on an extension of credit under the credit card arrangement shall be brought to the Board for approval at the regular meeting as the balances accrue.
- (h) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board:

- Verbal counseling
- Written reprimand
- Suspension
- Termination
- Reimbursement to the township for unauthorized expenditures

Upon roll call vote the following voted: Aye: Huber, Becktel, Kolon, Schmitt, Widmayer and Mann.

NAY: None. Absent: Macomber.

The Supervisor declared the resolution **ADOPTED**.

PRESENTATION OF BILLS: Bills paid since last meeting \$27,787.68 in the General Fund. Outstanding bills to be paid in the General Fund were \$34,965.52. Moved by Widmayer, seconded by Huber to approve payment of the bills that have been paid and to pay outstanding bills. Roll call vote: Ayes: Widmayer, Huber, Becktel, Mann, Kolon and Schmitt. Nays: none. **CARRIED**.

PUBLIC COMMENT: None.

FIRE DEPARTMENT:

- Fire Department: Activity Report for May 2007: 27 total. 7 fires, 9 medicals, 8 personnel injury and 3 miscellaneous. 2 Mutual aids provided and 3 Mutual aids received. Totals runs for 2007: 173.
- Burning Ordinance: No action taken. To be brought before the Board at July 9, 2007 Board Meeting.

DEPARTMENT REPORTS/BUSINESS:

- a) ZONING ADMINISTRATOR- Report on file, 3 Inspections.
- b) PLANNING COMMISSION- Widmayer advised the Board to read PC minutes. Whispering Lakes Resort is considering withdrawing application (nothing received as of this date 6/15/07). Proposed amendments to zoning ordinance section 16.20. Public Hearing: Wind Turbine Ordinance, July 5, 2007.
- c) SUPERVISOR- No land divisions. Thirteen for 2007. Presented Staples purchase program, joint program through Washtenaw County. Save \$\$\$.

- d) FACILITIES-BUILDING/GROUNDS- Widmayer reported waiting for Davis Landscaping. Fire Department back door to be painted. Shrubs have been trimmed.
- e) BOARDS/MEETINGS: WWRA reported by Kolon & CEO'S by Mann.

NEW BUSINESS:

2007/2008 Meeting Schedule:

Manchester Township Board Regular Meeting Schedule

July 1, 2007 through June 30, 2008

July 09, 2007

August 14, 2007

September 11, 2007

October 09, 2007

November 13, 2007

December 11, 2007

January 15, 2008

February 12, 2008

March 11, 2008

April 08, 2008

May 13, 2008

June 10, 2008

Budget Workshop: June 17, 2008 Budget Hearing: June, 24, 2008

MEETING TIME: 7:30 P.M.

- a) Joint Planning Commission Draft: Mann presented draft establishing a Joint Planning Agreement. Mann stated there are questions regarding State of Michigan's Zoning and Planning Act. Mann advised there is also some language clean-up that needs to be done. No action taken.
- b) PDR (Purchase of Development Rights): Washtenaw County holding PDR meetings. Does Manchester Township want to rescind ordinance and become part of County's PDR Ordinance. No action taken.

OTHER BUSINESS:

- a) Web Site (Kolon): Kolon reported to the Board that at this time she is unable to be Web Master for Township website. Kolon asked the Board if they would be able to hire a Web Master. Mann advised the budget is the tightest he has worked on in years. Karl Raesnis agreed to continue to be Web Master for the Township Website. Karl advised the Board they should adopt a Website Policy. Mann to get policies from other Townships.

CORRESPONDENCE:

- a) Washtenaw County Road Commission Staff Report.

ADJOURNMENT:

They're being no further business to come before the Board, Huber moved, seconded by Widmayer to Adjourn. Voice vote: Ayes: all. **CARRIED.**

Meeting Adjourned at 8:55 p.m.

Ann M. Becketl, Clerk
Approved: 7/9/07