

MANCHESTER TOWNSHIP
Regular Board Meeting Minutes
Tuesday, January 10, 2023

Supervisor Milkey called the regular meeting of the Township of Manchester to order at 7:00 p.m.

MEMBERS PRESENT: Supervisor Ron Milkey, Clerk Danell Proctor, Treasurer Kim Thompson, Trustee Lisa Moutinho, Trustee Krista Jarvis, Recording Secretary Brenda Bancroft; Absent: Trustee John Seefeld & Trustee Mike Fusilier.

ALSO PRESENT: Assistant Fire Chief Mike Kouba, Sybil Kolon, Carl Werner, Pat Vaillencourt, Bill Bray, Melanie Davis, Charline Powers, Laurence Lehmann

PRESENTATION OF AGENDA:

Add under New Business e) Request to purchase Acrobat Adobe Pro.

Motion Proctor, second Thompson, to approve the agenda as amended.
Ayes: Milkey, Proctor, Thompson, Moutinho, Jarvis. **CARRIED.**

ACCEPTANCE/APPROVAL OF VARIOUS MINUTES:

Board received the draft minutes of the Manchester Township Regular Board Meeting of 12/13/2022.

Moved by Proctor, second Thompson, to approve the minutes from the Manchester Township Regular Board Meeting of 12/13/2022 as presented.
Ayes: Milkey, Proctor, Thompson, Moutinho, Jarvis. Ayes: **CARRIED.**

Board accepted minutes from the Manchester Township Planning Commission 1/5/2023 meeting.

OTHER MINUTES ON FILE: Village of Manchester Charter Commission – Regular Meeting, Wednesday, December 1, 2022; Village of Manchester Charter Commission - Administrative Committee Regular Meeting, December 2, 2022; Village of Manchester Charter Commission – Regular Meeting, December 15, 2022; Village of Manchester Charter Commission Regular Meeting, December 29, 2022; Manchester Village Council, December 5, 2022.

TREASURER’S REPORT: \$1,641,254.26

Motion Proctor, second Milkey to accept Treasurer’s report.
Ayes: Milkey, Proctor, Thompson, Moutinho, Jarvis. Ayes: **CARRIED.**

PRESENTATION OF BILLS:

Motion Milkey, second Thompson, to approve payment of bills from General Fund for \$47,306.90.
Ayes: Milkey, Proctor, Thompson, Moutinho, Jarvis. **CARRIED.**

Motion Milkey, second Jarvis, to approve the 2022 Washtenaw County Road Commission payment as presented for \$32,842.98.

Ayes: Milkey, Proctor, Thompson, Moutinho, Jarvis. **CARRIED.**

PUBLIC COMMENT:

Bill Bray commented that he spoke on an earlier occasion to Carl Macomber regarding the blight concerns on Lakeview Drive and is concerned that Manchester Township has not been addressing the situation appropriately. He also commented that he would like to assist with Meals on Wheels as he's helped with Blissfield.

Pat Vaillencourt thanked Supervisor Milkey and Trustee Moutinho for their support and assistance with local seniors, and the Senior Citizen Meals.

Sybil Kolon commented that she would like to provide any assistance and input to the board in regards to discussion regarding the recycling bins.

FIRE DEPARTMENT:

- a) Fire Department Activity Report: Assistant Fire Chief Kouba presented that they had 49 calls for service in December 2022.
- b) Fire Chief's Report: Assistant Fire Chief Kouba reported that the fire department has had 611 calls for service in the 2022 calendar year. This is a 12% increase from 2021 (544 calls). Four firefighters attended the EMT class and it's going well. Tires were replaced on the Rescue Truck and Pickup. E 7-1 truck has pump concerns and they hope the new truck arrives in June. Michigan Box Alarm System (MABAS): fire department is looking into what it would entail to partake with responding to these fires. Assistant Fire Chief Kouba also discussed that Manchester might be at the point to need two full time firefighters on staff due to the high volume of calls. Supervisor Milkey would like to discuss this further at the February 2023 meeting and will organize a committee to address this.

DEPARTMENT REPORTS/BUSINESS:

- a) Zoning Administrator: Zoning Administrator Carl Macomber was unable to attend and Supervisor Milkey presented the following on his behalf: No zoning compliances. Carl Macomber and Supervisor Milkey met at Lakeview Drive to inspect the blight concerns.
- b) Planning Commission: no report, as Fusilier was absent. However, the draft minutes for the Planning Commission from the 1/5/23 meeting are on file.
- c) Supervisor: Claire Martin, who has assisted the Township for a number of years with projects, is leaving Stantec and does have a replacement to assist with ongoing Township questions. Supervisor Milkey wanted to make note of one of the announcements in the Charter Commission Minutes that there is a proposed public hearing regarding the draft charter to be scheduled for 1/26/23. Supervisor Milkey received a Washtenaw County Road commission sent a packet, including an annual report. They also sent a report with details for main road 2023 projects.

Noise concerns have been brought up from the public regarding the recycle bins, and with upcoming Thorn Lake Solar project. A decibel meter would be useful for Zoning Administrator Macomber to monitor these concerns.

Motion Thompson, Second Jarvis to purchase a decibel meter for up to \$400 using ARP funds.

Ayes: Milkey, Proctor, Thompson, Moutinho, Jarvis. **CARRIED.**

d) Facilities Buildings/Grounds: Supervisor Milkey had received a quote previously for HVAC unit replacement, which came in over budget, and is waiting for another bid to come in. He hopes to have that second estimate for the February 2023 meeting.

e) Boards/Meetings: Sybil Kolon reported that the River Raisin Watershed Council now has established office hours. Public information meeting will be held regarding the removal of the Brooklyn Dam on 1/26/23.

Treasurer Thompson attended her first recycling meeting in the previous month, and will attend another meeting on 1/11/23.

f) Broadband: Moutinho reported there is an active Facebook group regarding broadband information as they roll it out and urged the public to be kind to the administrator of the page.

g) Parks & Rec: Jarvis reported the next meeting is this week.

h) Cemetery: no report.

NEW BUSINESS:

a) Resolution No. 23-01 “2023 Board of Review Poverty/Hardship Guidelines”

Motion Milkey, Second Proctor, to adopt Resolution No. 23-01 “2023 Board of Review Poverty/Hardship Guidelines” as presented.

Ayes: Milkey, Proctor, Thompson, Moutinho, Jarvis. **CARRIED.**

b) Resolution No. 23-02 “Resolution Adopting the Manchester Township & Village of Manchester 2023-2027 Joint Parks & Recreation Plan”

Motion Thompson, Second Milkey, to adopt Resolution No. 23-02 “Resolution Adoption the Manchester Township & Village of Manchester 2023-2027 Joint Parks & Recreation Plan” as presented.

Ayes: Milkey, Proctor, Thompson, Moutinho, Jarvis. **CARRIED.**

c) Senior Citizens Meals

Manchester Township will be issuing a check for \$3,000 to Manchester Area Senior Citizens, as budgeted for 2021-2022, once the Township has received a signed contract.

d) Budget Review

Budget was reviewed and will be making amendments to the lines that are over budget and to be presented at the February 2023 meeting.

e) Request to purchase Acrobat Adobe Pro

Motion Proctor, Second Milkey, to purchase Acrobat Adobe Pro for Carl Werner for a year at \$239.88 to be paid out of the general office fund.

Motion rescinded by Proctor.

OLD BUSINESS:

a) Village of Manchester

No report, other than the proposed public meeting regarding the charter as noted earlier in the minutes.

b) Recycling Bins:

The board discussed the noise complaints regarding the recycling bins. They also discussed that the quality of the recycling has greatly improved, as well as lessening of illegal dumping. In regards to noise and location, the board is looking at other options for recycling service, removing the glass bin to a mixed-use bin, installing cameras, and also will be making decibel readings.

c) I.T. Right – Updated Computer Bid

The updated bid now lists additional labor for over 8 hours of installation, which would occur with ordering all 4 computers.

Motion Milkey, Second Thompson, to decline the bid for 4 computers, and to accept the bid for 2 new desk computers \$3,144.00 to be paid out of 101-970-970-000.

Ayes: Moutinho, Thompson, Milkey, Proctor. Nays: Jarvis. **Motion Carried.**

d) Direction on Continued Blight Problem on Lakeview Drive

Board will direct Zoning Administrator Carl Macomber to take immediate and firm action to issue a citation for blight regarding this property, as the owners have not made improvement. Board will also consult with the Township Attorney regarding the best way to move forward regarding this concern.

PUBLIC COMMENT:

Bill Bray commented to the board that he would like to volunteer and help to assist the Manchester Fire Department & Senior Center, if possible, along with his wife Melanie.

Pat Vaillienncourt commented that Village Council changed their Parks & Rec ordinance to include the ability for two positions that are not village residents to join.

COMMENTS FROM BOARD MEMBERS:

Milkey commented that they have not received an application for an interested person regarding a Joint Planning Member position. Will ensure to repost that this is opened until filled. Also need to have two alternates posted for the Tax Board of Review.

Thompson reported that taxes are due 2/14/23.

Moutinho commented that she would like the Board to be more involved and supportive regarding the Senior Citizens Group. Proposed the idea that members

of the Four Townships involved meet with the Senior Group and would talk about it for the next budget year.

Jarvis thanked Larry Lehmann for delivering the meals and his hard work assisting seniors. She also thanked Bill Bray and Melanie Davis for their offers to volunteer within the Manchester community.

CORRESPONDENCE:

- a) Washtenaw County Road Commission Staff & Monthly Report
On file.
- b) Washtenaw County Sherriff Monthly Report
On file.

ADJOURNMENT:

Motion Jarvis to adjourn, second Milkey.

Ayes: Milkey, Proctor, Thompson, Moutinho, Jarvis. **CARRIED.**

Board adjourned at 8:47 PM

Danell Proctor

Clerk

Approved: February 14, 2023