

MANCHESTER TOWNSHIP
Regular Board Meeting Minutes
Tuesday, August 15th, 2023

Supervisor Ron Milkey called the regular meeting of the Township of Manchester to order at 7:02 pm.

MEMBERS PRESENT: Township Supervisor Ron Milkey, Treasurer Kim Thompson, Trustee Lisa Moutinho, Trustee Krista Jarvis, Trustee Mike Fusilier, Clerk Danell Proctor, Trustee John Seefeld. Recording Secretary Brenda Bancroft. Absent: None.

ALSO PRESENT: Fire Chief Bill Scully, Carl Werner, Sybil Kolon, Cindy Dresch, Amelia Woods.

PRESENTATION OF AGENDA:

Add under DEPARTMENT REPORT j) Land Preservation; add under NEW BUSINESS f) Appointments to Land Preservation Committee.

Motion Thompson, Second Moutinho, to approve the agenda as amended.
Ayes: All. **CARRIED.**

ACCEPTANCE/APPROVAL OF VARIOUS MINUTES:

Board received the draft Manchester Township Regular Board Meeting minutes from July 11, 2023.

Amend under a. Zoning Administrator a typo – “dogs had attached” to “dogs had attacked”.

Motion Milkey, second Thompson to approve the minutes from the Manchester Township Regular Board Meeting of 7/11/23 as amended.
Ayes: All. **CARRIED.**

Board accepted the draft minutes from the Manchester Township Planning Commission meeting of 8/3/2023.

OTHER MINUTES ON FILE:

Manchester Village Council Minutes of 7/5/23; Manchester Village Council Minutes of 7/17/23.

TREASURER’S REPORT: \$1,543,306.73

Motion Seefeld, second Proctor, to accept Treasurer’s report as presented.
Ayes: Seefeld, Fusilier, Proctor, Milkey, Thompson, Moutinho, Jarvis. **Carried.**

PRESENTATION OF BILLS:

Motion Fusilier, Second Jarvis, to approve payment of 29 invoices from the General Fund for \$16,646.78 as presented.

Ayes: Seefeld, Fusilier, Proctor, Milkey, Thompson, Moutinho, Jarvis. **Carried.**

Motion Seefeld, Second Thompson, to approve payment of 1 invoice for \$5,425.00 from the Cemetery Beautification Fund as presented.

Ayes: Seefeld, Fusilier, Proctor, Milkey, Thompson, Moutinho, Jarvis. **Carried.**

Motion Moutinho, Second Milkey, to approve payment of 20 invoices for \$7,005.09 from the Fire Contract Checking as presented.

Ayes: Seefeld, Fusilier, Proctor, Milkey, Thompson, Moutinho, Jarvis. **Carried.**

Motion Milkey, Second Thompson, to approve payment of 1 invoice for \$189,768.00 from the Road Improvement Fund as presented.

Ayes: Seefeld, Fusilier, Proctor, Milkey, Thompson, Moutinho, Jarvis. **Carried.**

Motion Milkey, Second Thompson, to approve payment of 2 invoices for \$3,750.00 from the Cemetery Fund as presented.

Ayes: Seefeld, Fusilier, Proctor, Milkey, Thompson, Moutinho, Jarvis. **Carried.**

Motion Milkey, Second Fusilier, to approve payment of 2 invoices for \$47,209.68 from the Fire Equipment Fund as presented.

Ayes: Seefeld, Fusilier, Proctor, Milkey, Thompson, Moutinho, Jarvis. **Carried.**

PUBLIC COMMENT:

No Comments.

FIRE DEPARTMENT:

- a) Fire Department Activity Report: Responded to 49 calls for service in July 2023.
- b) Fire Chief's Report: Monthly officer's meeting was not held due to traveling to inspect the new truck. Membership meeting and training was held on July 26, 2023. The new engine will likely be ready to operate in October 2023. WAMAA is not meeting over the summer. Passed state EMS inspection, vehicle, and station. Will look at selling the old fire truck as well as the old trailer. Purchased the new trailer and is looking at making signage.

DEPARTMENT REPORTS/BUSINESS:

- a) Zoning Administrator: Zoning Administrator Carl Macomber was unable to attend, and Supervisor Ron Milkey presented the following on his behalf: Issued permits for 2 new residences; 2 barns; 7 violations. Issued citation 2 weeks ago to a residence on Sandborn Road and if substantial progress isn't made in two weeks it will be turned over to the Township Attorney for enforcement. Also working on the vacant house on Austin Road – no plan of action yet. Lakeview Drive blight has had substantial progress in being cleaned up.

- b) Planning Commission: Fusilier provided a brief report from the August 3rd, 2023, Manchester Township Planning Commission Meeting. Did not have a Joint Planning Commission meeting last month – hope to meet soon.
- c) Supervisor: Supervisor Milkey reported that the Tire Collection Event is scheduled for August 19, 2023, from 8am-12pm and asked for volunteers to help load tires. A local resident’s attorney contacted the Manchester Township Attorney regarding participation in a lawsuit. The Township Attorney recommended that Manchester Township not participate at this time – however, if this issue should involve different topics or change, it can be revisited at a later time. The Township Attorney advised the Manchester Township Board to address this at this meeting.

Motion Thompson, Second Milkey, after considering Mr. Quick’s request to file an Amicus Brief with AshKay Island LLC to take no action on the request at this time and direct the Township Attorney to coordinate with the Township Supervisor; and if the filing of the appellate brief changes the Township Attorney recommendation is to bring the issue back to the Board for further action.

Ayes: Seefeld, Fusilier, Proctor, Milkey, Thompson, Moutinho, Jarvis.
Carried.

- d) Facilities Buildings/Grounds: Supervisor Milkey reported that there are two quotes for replacing the concrete in front of the fire station.
- e) Boards/Meetings: Sybil Kolon reported that River Raisin Watershed Council had attempted to receive assistance with AmeriCorp regarding a river cleanup but unfortunately did not receive the grant for that assistance. However, it appears that the county will take over that stretch of the river clean up from the Sharon Mills Park on Sharon Hollow and into the Village. Would then leave them with a short section behind the Hungry Wolf for maintenance – and if there is a need for it, would like to potentially pursue a community event. Kolon mentioned this to the Board as there had been previous discussion about setting aside \$10,000 for a river cleanup and will likely bring this up for discussion again in the future. Received a permit in Brooklyn to do the draw-down and working on removing the dam. Has another meeting later in August 2023.
- f) Broadband: Moutinho reported that progress is moving down Sharon Hollow Road. Once they start installing, they will be working at the community outreach regarding the grant connectivity program. Also received an email from a resident about the harmless agreement – Mis Dig marks utility line – and the Broadband crew is requesting if you have an invisible fence or sprinkler, to mark them prior to installation.
- g) Parks & Rec: Jarvis reported that the next meeting will start in September 2023. Waiting on responses regarding the road speed changes.
- h) Cemetery: Proctor reported that the sign has finished installation.
- i) Recycling: Thompson reported there was no meeting in July, but one will be coming up in September 2023 that she will be attending. Milkey reported

that illegal dumping seems to be decreasing and that security cameras should be installed by month end.

- j) Land Preservation: Sybil Kolon reported that she submitted an article to the Manchester Mirror last week and is awaiting the Land Preservation Committee appointments.

NEW BUSINESS:

- a) Parking Lot Bids

Received one bid and awaiting a second. Will likely move forward next month regarding this project.

- b) Fire Bay Cement Slab Bids

Received 2 bids to replace the concrete in front of the fire bay – one from Rathburn Contracting and one from John Schaible Masonry.

Motion Jarvis, Second Seefeld, to approve the estimate from Rathburn Contracting for up to \$49,067.00 to be paid from the Special Housing Fund to replace the Fire Bay Cement Slabs.

Ayes: Seefeld, Fusilier, Proctor, Milkey, Thompson, Moutinho, Jarvis.

Carried.

- c) Township of Manchester Assessing Office Personal Property Annual Canvas Policy

Motion Moutinho, Second Proctor to approve the Township of Manchester Assessing Office Personal Property Annual Canvas Policy as presented.

Ayes: All. **CARRIED.**

- d) Township of Manchester Assessing Office Policy & Procedures for Taxpayer Accessibility to Assessor's Office & Public Inspection and Copying of Assessing Records

Motion Fusilier, Second Seefeld to approve the Township of Manchester Assessing Office Policy & Procedures for Taxpayer Accessibility to Assessor's Office & Public Inspection and Copying of Assessing Records as presented.

Ayes: All. **CARRIED.**

- e) Township of Manchester Assessing Office Exemption Policy

Motion Fusilier, Second Thompson, to approve the Township of Manchester Assessing Office Exemption Policy as presented.

Ayes: All. **CARRIED.**

- f) Appointments to Land Preservation Committee

Moutinho reported they interviewed two candidates before this meeting: Carl Blaine and Mike Lowry. Would like to appoint both candidates and that this committee would report to the Board.

Motion Thompson, Second Proctor, to appoint Carl Blane and Mike Lowry to the Land Preservation Committee.

Ayes: All. **Carried.**

OLD BUSINESS:

a) Village of Manchester

Milkey brought a few copies of the Village Newsletter to the meeting for Board Members to review.

b) Camping on Private Property, Zoning Ordinance Amendments

Motion Milkey, Second Seefeld, to approve Camping on Private Property, Zoning Ordinance Amendments: subject to adding under A1C, "If more than 4 camping units are desired, prior review and approval of the Zoning Administrator is required".

Ayes: Milkey, Proctor, Seefeld, Jarvis, Thompson, Fusilier, Moutinho.
CARRIED.

PUBLIC COMMENT:

No comments.

COMMENTS FROM BOARD MEMBERS:

Seefeld drove by the campground and noticed there were 20-25 units camping there and that it will look nice when the grass and trees grow in. It looks like the pool will likely be completed next year. Also inquired with how the golf cart paths are looking within the Township.

Fusilier said that Debbie Dingell will be touring his farm on 8/22/23 at 2pm and will also be visiting two other local farms.

CORRESPONDENCE:

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

ADJOURNMENT:

Motion Milkey, second Proctor, to adjourn the meeting.

Board adjourned at 8:23 PM.

Approved: September 12, 2023

Danell Proctor, Clerk