

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 18, 2008**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, November 18, 2008, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:31 p.m.

Members Present: Supervisor Stuart Goodrich, Clerk Evan Hope, Treasurer Harry Ammon, Trustees John Hayhoe, Jerry Ketchum, Paul Krepps, Roy Sweet

Others Present: John Elsinga, Township Manager
Lt. Mike DeBruin, Delhi Division, Ingham County Sheriff's Office
Marian Frane, Director of Accounting
Rick Royston, Fire Chief
Sandra Diorka, Director of Public Services
Wendy Thielen, Assistant Township Manager of Human Resources
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

BUSINESS

INGHAM COUNTY SHERIFF'S OFFICE/DELHI DIVISION – OCTOBER ACTIVITY REPORT

Lt. Michael DeBruin, Ingham County Sheriff's Office/Delhi Division, reported on the highlights of the October Ingham County Sheriff's Office/Delhi Division Activity Report (ATTACHMENT I).

COMMUNITY DEVELOPMENT DEPARTMENT – OCTOBER ACTIVITY REPORT

The Board reviewed the October Community Development Department Activity Report (ATTACHMENT II).

FIRE DEPARTMENT – OCTOBER ACTIVITY REPORT

Rick Royston, Fire Chief, reported on the highlights of the October Fire Department Activity Report (ATTACHMENT III).

Rick Royston, Fire Chief, listed the locations that Delhi Township Fire Department supplied Automated External Defibrillators (AED) Units to.

Sue Rarick, 1671 Laurelwood, questioned if AED Units were installed at the Holt High School and the Holt High School Ninth Grade Campus. Chief Royston stated that the High School has the units and if the Ninth Grade Campus does not have any, they will be getting them.

TOWNSHIP MANAGER'S REPORT

COOK AND THORBURN WATERSHED MANAGEMENT PLAN

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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The Board reviewed the Watershed Management Plan prepared by Spicer Group, Inc. and Wetland and Coastal Resources, Inc. dated June 25, 2008 (ATTACHMENT IV).

Twp. Mgr. Elsinga stated that he met with staff from the Ingham County Drain Commissioner's Office and was asked to continue to evaluate the Cook and Thorburn Watershed Management Plan and hopefully adopt the plan by the end of this year.

CAPITAL AREA EMERGENCY SERVICES CONSORTIUM

The Board reviewed the Membership and Governance Structure of the Capital Area Emergency Services Consortium (ATTACHMENT V).

Twp. Mgr. Elsinga stated that the consortium looked at what areas for emergency services could reduce costs and increase efficiency if several jurisdictions would pool resources.

SEWER RATE MANAGEMENT

The Board reviewed a memorandum dated November 10, 2008 from Tom Traciak, ACI Finance, Inc. (ATTACHMENT VI).

Twp. Mgr. Elsinga stated that during the budget process it was discussed that sewer rates needed to be reviewed. Over the years, rates have been reviewed to help support the bonds that have been issued to pay for the capital improvements and the operations of the facility.

It is recommended to increase the Commodity Charge by \$.10 as well as increase the Basic Service Charge by \$1.00.

ADJOURNMENT

Meeting adjourned at 6:55 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 18, 2008**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, November 18, 2008 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor Stuart Goodrich, Treasurer Harry Ammon, Clerk Evan Hope, Trustees John Hayhoe, Jerry Ketchum, Paul Krepps, Roy Sweet

Others Present: John Elsinga, Township Manager
Marian Frane, Director of Accounting
Rick Royston, Fire Chief
Sandra Diorka, Director of Public Services
Tracy Carney-Miller, Director of Community Development
Wendy Thielen, Assistant Township Manager of Human Resources
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

COMMENTS FROM THE PUBLIC - None

CERTIFICATE OF APPRECIATION – TRUSTEE PAUL KREPPS

Supervisor Goodrich presented Paul Krepps with a with Special Tribute from the State of Michigan and with a Certificate of Appreciation from Delhi Township for serving as a Trustee on the Delhi Charter Township Board of Trustees over the past eight years.

CERTIFICATE OF RECOGNITION – MICHAEL MALONE

Rick Royston, Fire Chief, presented Michael Malone with a Certificate of Recognition congratulating him for his twenty-five years of service with the Delhi Township Fire Department.

CERTIFICATE OF RECOGNITION – PHILIP MCGILL

Rick Royston, Fire Chief, presented Philip McGill with a Certificate of Recognition congratulating him for his twenty-five years of service with the Delhi Township Fire Department.

CERTIFICATE OF RECOGNITION – JAMES PORCELLO

Rick Royston, Fire Chief, presented James Porcello with a Certificate of Recognition congratulating him as the recipient of the Michigan Fire Service Instructor of the Year.

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 18, 2008**

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of November 5, 2008
- B. Approval of Minutes – Regular Meeting of November 5, 2008
- C. Approval of Claims – November 4, 2008 (ATTACHMENT I)
- D. Approval of Payroll – November 13, 2008 (ATTACHMENT II)
- E. Reappointment to the Delhi Charter Township Zoning Board of Appeals – James Walkinshaw (ATTACHMENT III)
- F. Reappointment to the Delhi Charter Township Zoning Board of Appeals – Leslie Turner (ATTACHMENT IV)
- G. Reappointment to the Delhi Charter Township Zoning Board of Appeals – Paul Rankin (ATTACHMENT V)
- H. Resolution No. 2008-075 – Streetlight Special Assessment District/Roll – Berry Farms Subdivision, Phase I (ATTACHMENT VI)
- I. Resolution No. 2008-076 – Consumers Energy Change in Standard Streetlighting Contract – Request Number 02806356 – Berry Farms Subdivision, Phase I (ATTACHMENT VII)

SWEET MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Ammon, Goodrich, Hayhoe, Hope, Ketchum, Krepps

MOTION CARRIED

NEW BUSINESS

BLUE CROSS BLUE SHIELD HIGH DEDUCTIBLE HEALTH RENEWAL

The Board reviewed a memorandum dated October 28, 2008 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

HAYHOE MOVED TO APPROVE THE BLUE CROSS BLUE SHIELD HIGH DEDUCTIBLE HEALTH PLAN RENEWAL FOR 2009, AND TO FUND THE DEDUCTIBLE THROUGH THE HEALTH SAVINGS ACCOUNT (HSA) FOR ELIGIBLE EMPLOYEES IN THE AMOUNT OF \$2,000/SINGLE AND \$3,600/2-PARTY/FAMILY TO BE FUNDED ON A QUARTERLY BASIS IN JANUARY, APRIL, JULY AND OCTOBER 2009.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Goodrich, Hayhoe, Hope, Ketchum, Krepps, Sweet

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 18, 2008**

MOTION CARRIED

DELTA DENTAL BENEFIT PLAN RENEWAL

The Board reviewed a memorandum dated November 13, 2008 from Twp. Mgr. Elsinga (ATTACHMENT IX).

AMMON MOVED TO APPROVE THE INSURANCE RENEWAL WITH DELTA DENTAL PLAN OF MICHIGAN FOR 2009, WITH NO CHANGE IN BENEFIT COVERAGE FOR EMPLOYEE DENTAL CARE.

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Hayhoe, Hope, Ketchum, Krepps, Sweet, Ammon

MOTION CARRIED

LANSING BOARD OF WATER AND LIGHT EXTENDED EASEMENT GRANT FOR WATERMAIN FACILITY INSTALLATION

The Board reviewed a memorandum dated October 28, 2008 from Twp. Mgr. Elsinga (ATTACHMENT X).

AMMON MOVED TO APPROVE THE EXTENDED EASEMENT GRANT FOR WATERMAIN FACILITY INSTALLATION BETWEEN DELHI CHARTER TOWNSHIP AND THE LANSING BOARD OF WATER AND LIGHT TO PROVIDE A PERMANENT EASEMENT FOR THE INSTALLATION OF A WATERMAIN TO PROVIDE WATER SERVICE TO THE PUBLICLY OWNED TREATMENT WORKS.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Krepps, Sweet, Ammon, Goodrich

MOTION CARRIED

DELHI CHARTER TOWNSHIP EMERGENCY OPERATIONS PLAN

The Board reviewed a memorandum dated November 13, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XI).

KETCHUM MOVED TO ADOPT THE DELHI CHARTER TOWNSHIP EMERGENCY OPERATIONS PLAN DATED OCTOBER 28, 2008.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Krepps, Sweet, Ammon, Goodrich, Hayhoe

MOTION CARRIED

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 18, 2008**

**PROFESSIONAL SERVICES PROPOSAL FOR WASTEWATER LIFT STATION
ASSESSMENT**

The Board reviewed a memorandum dated November 14, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XII).

**HAYHOE MOVED TO APPROVE THE PROFESSIONAL SERVICES PROPOSAL FOR
WASTEWATER LIFT STATION ASSESSMENT FROM C2AE IN THE AMOUNT OF
\$63,800.**

Sandra Diorka, Director of Public Services, introduced Bob Farrier with C2AE. Mr. Farrier stated that the intent of the professional services proposal is to evaluate the pump stations, which have not been evaluated since their installation. The evaluation will show how the pump stations are functioning, how they should be functioning and how they should be working to discover the ultimate capacity of the entire system. The evaluation will also show how the pump stations should be maintained and what items should be checked on an annual basis. The proposal will cover all of the lift stations. Training for staff along with a single Lift Station Operating and Maintenance Manual will be developed.

Trustee Hayhoe asked if the pump stations would be monitored at various times throughout the year to find differences during various weather conditions. Mr. Farrier stated that the weather for this specific analysis will not be a factor.

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope

MOTION CARRIED

REPORTS

SUPERVISOR

CHRISTMAS TREE LIGHTING CEREMONY

Supervisor Goodrich stated that the annual Christmas Tree Lighting will be held on December 3, 2008 at the Community Services Center.

POTTER PARK WONDERLAND OF LIGHTS

Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor, stated that the Potter Park Wonderland of Lights will be held this year from November 28 to December 28, 2008. Community sponsored nights will not be held this year. All proceeds from admissions on November 28th will go toward the new Rhino Renovation. Every person who brings in a new, unwrapped toy for Toys for Tots on December 6th will get free admission that night. A portion of the proceeds collected on December 7th will benefit St. Vincent's Catholic charities.

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 18, 2008**

PUBLIC HEARING – 8:00 P.M.

FY 2009 BUDGETS – GENERAL FUNDS AND SPECIAL REVENUE FUNDS

**HOPE MOVED TO OPEN THE PUBLIC HEARING ON THE FY 2009 BUDGETS –
GENERAL FUNDS AND SPECIAL REVENUE FUNDS.**

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

Marian Frane, Director of Accounting, gave an overview of the proposed FY 2009 Budget.

Motion to Close Public Hearing – 8:28 p.m.

HOPE MOVED TO CLOSE THE PUBLIC HEARING.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

REPORTS CONT'D

SUPERVISOR

CEDAR STREET / PENNSYLVANIA AVENUE / AMERICAN ROAD ROUNDABOUT

Supervisor Goodrich spoke of the proposed City of Lansing Cedar Street/Pennsylvania Avenue/American Road Roundabout project.

TREASURER

WINTER TAX BILLS

Treasurer Ammon stated that Winter Tax bills will be sent out on December 1, 2008.

EXECUTIVE SESSION – TOWNSHIP MANAGER'S PERFORMANCE REVIEW

Enter into Executive Session 8:32 p.m.

**HOPE MOVED TO ENTER INTO EXECUTIVE SESSION FOR THE TOWNSHIP
MANAGER REVIEW.**

A Roll Call Vote was recorded as follows:

Ayes: Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope, Ketchum

MOTION CARRIED

Regular Board meeting reconvened at 9:23 p.m.

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 18, 2008**

ADJOURNMENT

Meeting adjourned at 9:24 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

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