

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 16, 2008**

---

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, December 16, 2008, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:00 p.m.

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

Others Present: John Elsinga, Township Manager  
Lt. Mike DeBruin, Delhi Division, Ingham County Sheriff's Office  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Director of Community Development  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**BUSINESS**

**FIRE DEPARTMENT – NOVEMBER ACTIVITY REPORT**

---

The Board reviewed the Fire Department November Activity Report (ATTACHMENT I).

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

---

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

Lt. DeBruin stated that the Ingham County Sheriff's Office is looking at a new procedure, called Deferred Responses, where the Sheriff's Office would no longer respond to car/deer crashes unless there is injury to a person, the vehicle is not drivable, or the animal is injured and needs to be destroyed. Complaints would be taken on a walk-in basis at the Mason, Delhi or Webberville offices. The Sheriff's Office may also stop responding to private property accidents with the exception of hit and runs; where careless or reckless driving is involved; where there is any type of injury or fatality; the driver is under the influence; the driver is refusing to provide exchange of information; or any type of verbal or physical altercation is involved. The Sheriff's Office may also stop performing property checks and the investigation of drive offs, unless good suspect information is available.

Lt. DeBruin reported on several personnel changes in the Township. Deputy Ryan Kuch and Deputy James Cousino will be transferring out of the Township. Deputy Josh Treat, Melissa Clewley and Jason Kuch will be coming to the Township. Deputy Annie Harrison will be taking over the Community Policing Officer position. Deputy Buckland has been promoted to Detective effective February 14, 2009 and will be going to the Detective Bureau.

**COMMUNITY DEVELOPMENT DEPARTMENT – NOVEMBER ACTIVITY REPORT**

---

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 16, 2008**

---

Tracy Miller, Director of Community Development, reported on the highlights of the Community Development Department November Activity Report (ATTACHMENT III).

**TOWNSHIP MANAGER'S REPORT**

---

**Economic Stimulus Program**

Twp. Mgr. Elsinga stated that staff has been working on providing input so that information can be provided to others to a response to the Federal Economic Stimulus Package. The Capital Improvements Plan was looked at to help identify what projects could be done this year and over the next five years. In addition, shovel-ready projects (projects that could occur on or before July 1, 2009) were looked at as well as a listing of projects that have not been designed yet.

Some of the projects discussed are as follows:

- The Cedar Lake corrective action strategy
- Fiber optic
- Lift Station D Improvements
- The next phase of the digester project
- Headworks at the POTW Plant
- A wind farm at the POTW Plant
- North trail connector of the Non-Motorized Pathway
- College Road sewer
- Cedar Street reconstruction from Holbrook Drive to Harper Road
- Explore the feasibility of roundabouts at M-99/Bishop Road and the DDA triangle area
- West Town Drain Improvements
- Cook and Thorburn Drain Improvements
- Holt/Onondaga Road Lift Station and Forcemain
- Water loop along Waverly Road, McCue Road and Grovenburg Road
- Deac Goff property-recreation/mixed use area
- Making the Community Services Center L.E.A.D. certified
- Purchasing a standby generator at the Community Services Center

**Cook and Thorburn Drain Litigation**

Carla Clos, Deputy Ingham County Drain Commissioner, gave an update on the pending litigation regarding the Cook and Thorburn Drain. There were two pending litigations against the Cook and Thorburn Drain. The first was filed by Sheila Fitzgibbons of Aquatic Sports, Ltd., in Federal Court under the Clean Water Act. It was heard by Judge Robert Holmes Bell on November 13, 2008 and decided on December 8, 2008. The case was dismissed. The second litigation was in the Circuit Court before Judge Paula Manderfield. It had been in mediation discussion since October; settlement was met with Delhi. On December 10, 2008, the Michigan Department of Environmental Quality (DEQ) litigation was dismissed. Ms. Clos stated that both of these petitions could be appealed or re-filed.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 16, 2008**

---

The Drain Commissioner's Office has been working on the DEQ permit application to coordinate the scope and design of the project with the Township's future plans for the Cedar Street improvements as well as the water quality improvements that need to comply with the Order of Determination from the DEQ.

**PRESENTATION AND UPDATE ON KELLER'S RIDGE STORMWATER DRAINS**

---

Carla Clos, Deputy Ingham County Drain Commissioner, stated that the last time she met with the Board of Trustees (April 15, 2008) regarding the Burgess Drain it was stated that the project was primarily one of the Keller's Ridge Subdivision for a remedy and flood relief project. It was discussed that some improvements downstream of the Keller's Ridge neighborhood, as well as some improvements within the neighborhood, and repairing some of the tiles downstream would be the most practical and cost effective remedy.

The last meeting the Drain Commissioner's Office had with the Keller's Ridge neighbors was on June 11, 2008. On June 30, 2008, a petition was filed with the Drain Office which relieved the Township Board of having to go the route of a spending resolution or of taking any further action.

Shawn Middleton, Spicer Group, gave the history/progression of the project from the original Keller's Ridge project to the current project. Five homes in this area were constructed on lots with a retention pond easement; however, their backyards, as well as their basements, are serving the function of the retention pond. The intent of the original project was to repair the Burgess Tile Drain. Upon further field investigations, it was discovered that the downstream agricultural tile was in poor condition with sink holes, cracked or missing pipe and butt joints. At that point, it became obvious that more was going to need to be done to fix the problem.

Another issue that arose was the College Road crossing. There is a large hole under the road at the outlet just as it approaches Sycamore Creek. It is believed that the pipe has eroded upstream, washed out the tile and is under the influence of the roadway. Since the initial inspection, additional holes have appeared. The sediment that enters these tiles will move down into the Sycamore Creek.

Mr. Middleton stated that the proposed repair would be a new 24" tile which would increase capacity by 800%, reduce the flooding elevations by 2-4 feet, reduce the duration of flooding from days and weeks to hours and reduce the size of the 100-year "floodplain" by approximately 12 acres.

Mr. Middleton stated that an outlet is needed across Willoughby Road. In the process of working with the Ingham County Road Commission, it was discovered that this road was built on 12 to 15 feet of muck. The Road Commission has proposed work on Willoughby Road to increase the height and width of the road and because of this drain project would not want to install a pipe and have it fail within five years. They suggested removing all of the muck and installing engineered fill before building the road which would be very costly. It was decided that the Road Commission would be given the plans with the location and proposed pipe size and they will incorporate the plans in their future project. In the meantime, the Drain Commissioner will help prevent flooding of the homes with berming and the installation of pipe on an agricultural section

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 16, 2008**

---

of land. It was stated that there would still be a pond on the north side of Willoughby Road but it would drain quickly.

Currently, there is an aging, failing system that was built for agricultural land use in the watershed. Now, there is no longer a watershed where agriculture is the primary land use. The transition needs to be made to support not only existing land use but also anticipate and provide the infrastructure that will allow for future development on the vacant properties.

The Drain Code is very specific on what has to be reported on compilation of costs. Engineering, notices, appeals, legal fees and project costs are all reported. The Drain Code requires that there is at least a 10% contingency and not more than a 15% contingency. When the compilation of costs was prepared, it was not sure if there would be an appeal or not so the 15% contingency was used. The opportunity to get on the winter tax roll was missed so the Drain Office had to capitalize for the first year. The Drain Code provides that any money not used is to be used for long term maintenance or to pay off the bond early. After the life of the bond, any money remaining would be distributed on a pro rata basis to the townships and county at large.

**ADJOURNMENT**

Meeting adjourned at 7:32 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Evan Hope, Township Clerk

Date: \_\_\_\_\_

\_\_\_\_\_  
Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 16, 2008**

---

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, December 16, 2008 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:38 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

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

**COMMENTS FROM THE PUBLIC** – Doug Benson, 691 N. College Road, Mason, commented on the Rental Inspection Program.

**SET/ADJUST AGENDA**

**HOPE MOVED TO ADD AGENDA ITEM 21 – PURCHASE OF COMPUTER SOFTWARE AND HARDWARE.**

A Voice Poll was recorded as follows: All Ayes

**MOTION CARRIED**

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of December 2, 2008
- B. Approval of Minutes – Regular Meeting of December 2, 2008
- C. Approval of Claims – December 2, 2008 (ATTACHMENT I)
- D. Approval of Payroll – December 11, 2008 (ATTACHMENT II)
- E. Reappointment to the Delhi Charter Township Planning Commission – John Hayhoe (ATTACHMENT III)
- F. Appointment to the Delhi Charter Township Zoning Board of Appeals – Roy Sweet (ATTACHMENT IV)

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 16, 2008**

---

- G. Reappointment to the Delhi Charter Township Board of Review – John Drolett (ATTACHMENT V)
- H. Appointment to the Delhi Charter Township Board of Review – Maurice Mahieu (ATTACHMENT VI)
- I. Appointment as Alternate to the Delhi Charter Township Board of Review – John Craig (ATTACHMENT VII)
- J. Resolution No. 2008-080 – Set Public Hearing – Establishment of an Industrial Development District (ATTACHMENT VIII)
- K. Resolution No. 2008-081 – Consumers Energy Change in Standard Streetlighting Contract– Request No. 1001126661 – Various DDA Projects (ATTACHMENT IX)

**AMMON MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**NEW BUSINESS**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2007-080 – FY 2008 GENERAL FUND BUDGET**

---

The Board reviewed memorandums dated December 11, 2008 from Twp. Mgr. Elsinga and December 9, 2008 from Marian Frane, Director of Accounting (ATTACHMENT X).

**SWEET MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2007-080  
FOR THE FY 2008 GENERAL FUND BUDGET.**

Trustee Bajema questioned the \$19,000 increase to the Volunteer Firemen's Salaries line item. Twp. Mgr. Elsinga stated that the Fire Chief and Fire Marshall are available during the week; however, during the weekend there was typically only a Command Officer on duty. For 2008, it was decided to have someone staffed at the Fire Department over the entire weekend enabling the Shift Supervisor to dispatch fire and ambulance, allowing him to manage the Fire Department in a better way and not always having to rely on just the full-time staff.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2007-081 – FY 2008 FIRE EQUIPMENT,  
TRAINING AND APPARATUS FUND BUDGET**

---

The Board reviewed memorandums dated December 10, 2008 from Twp. Mgr. Elsinga and Marian Frane, Director of Accounting (ATTACHMENT XI).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 16, 2008**

---

**HAYHOE MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2007-081  
FOR THE FY 2008 FIRE EQUIPMENT, TRAINING AND APPARATUS FUND BUDGET.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2007-082 – FY 2008 PARKS AND RECREATION  
FUND BUDGET**

---

The Board reviewed memorandums dated December 10, 2008 from Twp. Mgr. Elsinga and Marian Frane, Director of Accounting (ATTACHMENT XII).

**AMMON MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2007-082  
FOR THE FY 2008 PARKS AND RECREATION FUND BUDGET.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2007-083 – FY 2008 WATER IMPROVEMENT  
FUND BUDGET**

---

The Board reviewed memorandums dated December 10, 2008 from Twp. Mgr. Elsinga and Marian Frane, Director of Accounting (ATTACHMENT XIII).

**BAJEMA MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2007-083  
FOR THE FY 2008 WATER IMPROVEMENT FUND BUDGET.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2007-084 – FY 2008 SEWER FUND BUDGET**

---

The Board reviewed a memorandum dated December 11, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XIV).

**HAYHOE MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2007-084  
FOR THE FY 2008 SEWER FUND BUDGET.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2007-085 – FY 2008 COMMUNITY  
DEVELOPMENT FUND BUDGET**

---

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 16, 2008**

---

The Board reviewed memorandums dated December 11, 2008 from Twp. Mgr. Elsinga and December 10, 2008 from Marian Frane, Director of Accounting (ATTACHMENT XV).

**SWEET MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2007-085  
FOR THE FY 2008 COMMUNITY DEVELOPMENT FUND BUDGET.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2007-086 – FY 2008 DOWNTOWN  
DEVELOPMENT AUTHORITY BUDGET**

---

The Board reviewed a memorandum dated December 11, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XVI).

**KETCHUM MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2007-086  
FOR THE FY 2008 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET.**

Trustee Bajema questioned the increase in the capital outlay for land. Supervisor Goodrich stated that it was for the purchase of the American Legion property located on Veteran's Drive as well as other parcels located in the Cedar Street/Veteran's Drive area.

A Roll Call Vote was recorded as follows:

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

Nays: Bajema

**MOTION CARRIED**

**2009 EMPLOYEE COMPENSATION SCHEDULE**

---

The Board reviewed a memorandum dated December 9, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XVII).

**HOPE MOVED TO APPROVE THE 2009 EMPLOYEE COMPENSATION SCHEDULE  
FOR FULL-TIME AND PART-TIME EMPLOYEES OF DELHI CHARTER TOWNSHIP,  
WHICH INCLUDES A 2.0% COST OF LIVING INCREASE, EFFECTIVE JANUARY 1,  
2009.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**2009 COMPENSATION FOR THE DELHI CHARTER TOWNSHIP SUPERVISOR**

---

The Board reviewed a memorandum dated December 9, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XVIII).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 16, 2008**

---

**HOPE MOVED TO APPROVE A 2.0% INCREASE IN COMPENSATION FOR THE  
DELHI CHARTER TOWNSHIP SUPERVISOR FOR AN ANNUAL SALARY OF  
\$23,317.26, EFFECTIVE JANUARY 1, 2009.**

Trustee Hayhoe stated that with this position being part-time he would be voting nay. Trustee Bajema stated that he would be voting nay as well due to the current economy.

A Roll Call Vote was recorded as follows:  
Ayes: Ammon, Goodrich, Hope, Ketchum  
Nays: Bajema, Hayhoe, Sweet  
**MOTION CARRIED**

**2009 COMPENSATION FOR THE DELHI CHARTER TOWNSHIP TREASURER**

---

The Board reviewed a memorandum dated December 9, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XIX).

**KETCHUM MOVED TO APPROVE A 2.0% INCREASE IN COMPENSATION FOR THE  
DELHI CHARTER TOWNSHIP TREASURER FOR AN ANNUAL SALARY OF  
\$64,680.55, EFFECTIVE JANUARY 1, 2009.**

A Roll Call Vote was recorded as follows:  
Ayes: Goodrich, Hayhoe, Hope, Ketchum, Sweet, Ammon  
Nays: Bajema  
**MOTION CARRIED**

**2009 COMPENSATION FOR THE DELHI CHARTER TOWNSHIP CLERK**

---

The Board reviewed a memorandum dated December 9, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XX).

**HAYHOE MOVED TO APPROVE A 2.0% INCREASE IN COMPENSATION FOR THE  
DELHI CHARTER TOWNSHIP CLERK FOR AN ANNUAL SALARY OF \$64,680.55,  
EFFECTIVE JANUARY 1, 2009.**

A Roll Call Vote was recorded as follows:  
Ayes: Goodrich, Hayhoe, Hope, Ketchum, Sweet, Ammon  
Nays: Bajema  
**MOTION CARRIED**

**2009 COMPENSATION FOR THE DELHI CHARTER TOWNSHIP TRUSTEES**

---

The Board reviewed a memorandum dated December 9, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XXI).

**HOPE MOVED TO APPROVE A 2.0% INCREASE IN COMPENSATION FOR THE  
DELHI CHARTER TOWNSHIP TRUSTEES FOR AN ANNUAL SALARY OF  
\$10,355.34, EFFECTIVE JANUARY 1, 2009.**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 16, 2008**

---

Trustee Hayhoe stated that he would be voting nay on this item due to the current economy. Trustee Ketchum spoke of the history of the compensation stating that wages follow the CPI. The increase would keep the salaries in line with comparable municipalities. Trustee Bajema stated that he would be voting nay due to the current economy. Trustee Sweet stated that he is not interested in what other municipalities pay their board members. Trustee Sweet further stated that he is more concerned with salaries attracting good people to serve on the board; however, he stated that he does not believe that an increased salary would attract more people.

Doug Benson, 691 N. College Road, Mason, stated that the Board should be prepared for 2009. Mr. Benson suggested that in lieu of a yearly raise, which cannot be undone, a yearly bonus-type situation should be considered in 2009.

A Roll Call Vote was recorded as follows:  
Ayes: Hope, Ketchum, Ammon, Goodrich  
Nays: Hayhoe, Sweet, Bajema  
**MOTION CARRIED**

**AMENDMENT NO. 2 TO EMPLOYMENT AGREEMENT FOR THE SUPERINTENDENT OF  
DELHI CHARTER TOWNSHIP**

---

The Board reviewed a memorandum dated December 11, 2008 from Stuart Goodrich, Supervisor (ATTACHMENT XXII).

**GOODRICH MOVED TO APPROVE AMENDMENT NO. 2 TO THE EMPLOYMENT  
AGREEMENT FOR THE SUPERINTENDENT OF DELHI CHARTER TOWNSHIP,  
WHICH PROVIDES FOR AN ANNUAL SALARY OF \$103,678, EFFECTIVE JANUARY  
1, 2009.**

Supervisor Goodrich stated that this is a 2% increase. Trustee Bajema stated that he would be voting nay on this item.

A Roll Call Vote was recorded as follows:  
Ayes: Hope, Ketchum, Sweet, Ammon, Goodrich, Hayhoe  
Nays: Bajema  
**MOTION CARRIED**

**DPS CONSTRUCTION AND TECHNOLOGY COORDINATOR POSITION**

---

The Board reviewed a memorandum dated December 12, 2008 from Twp. Mgr. Elsinga and November 7, 2008 from Sandra Diorka, Director of Public Services (ATTACHMENT XXIII).

**AMMON MOVED TO APPROVE THE FULL-TIME POSITION OF CONSTRUCTION &  
TECHNOLOGY COORDINATOR AT A PAY GRADE 8, IN THE DEPARTMENT OF  
PUBLIC SERVICES, EFFECTIVE JANUARY 1, 2009.**

Sandra Diorka, Director of Public Services, stated that this position has been planned for several years. Since Ms. Diorka became the Director of Public Services in 2006, the Maintenance Superintendent position was eliminated, a Maintenance Technician was promoted to a Collection System Supervisor, the Maintenance Technician position was not backfilled and is vacant. The

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 16, 2008**

---

Collection System Supervisor position was vacated and the position was eliminated. There was a separation of a Grounds Keeper and that position was not backfilled. The position will be backfilled as a Maintenance Mechanic I which is one pay grade lower than the position that was vacated. The POTW Maintenance Mechanic position was vacated and eliminated. Since 2006, two Mechanic II positions were eliminated and backfilled with Mechanic I positions.

Ms. Diorka further stated that two full-time and one part-time Custodian positions were eliminated and not replaced. One of these employees was retained as a laborer. In the 2007 Budget, a part-time GIS Database Development position was budgeted for, which is no longer filled. In 2008, three permanent part-time Maintenance Laborers were budgeted for, which have not been filled. Between the 2008 Budget and the 2009 Budget, which includes the full-time Construction Technology Coordinator position, the payroll has gone down by \$147,674.00 and benefits have decreased by \$40,000. By adding this position the Township has saved approximately \$50,000 in sewer modeling costs.

The 2008 Budget budgeted for 34 employees and the 2009 Budget, including this full-time position, includes 29 employees. There were 35 employees in 2007.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**RESOLUTION NO. 2008-082 – ADOPT A RETIREMENT HEALTH SAVINGS EMPLOYER INVESTMENT PROGRAM**

---

The Board reviewed a memorandum dated December 11, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XXIV).

**AMMON MOVED TO ADOPT RESOLUTION NO. 2008-082, WHICH ADOPTS THE ICMA RETIREMENT CORPORATION'S VANTAGECARE RETIREMENT HEALTH SAVINGS (RHS) EMPLOYER INVESTMENT PROGRAM (EIP) FOR FUNDING DELHI TOWNSHIP RETIREE HEALTH CARE BENEFITS AND TO APPROVE THE DECLARATION OF TRUST OF THE CHARTER TOWNSHIP OF DELHI INTEGRAL PART TRUST IN THE FORM OF THE MODEL TRUST MADE AVAILABLE BY THE ICMA RETIREMENT CORPORATION AND TO FURTHER APPROVE THE ADMINISTRATIVE SERVICES AGREEMENT BETWEEN THE PARTIES FOR THE ADMINISTRATION OF THE SAME.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**DELHI TOWNSHIP SUPPORT LETTER TO THE INGHAM COUNTY DRAIN COMMISSIONER FOR THE COOK & THORBURN WATERSHED MANAGEMENT PLAN**

---

The Board reviewed a memorandum dated December 12, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XXV).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 16, 2008**

---

**HAYHOE MOVED TO AUTHORIZE THE TOWNSHIP MANAGER TO SUBMIT A LETTER OF SUPPORT TO THE INGHAM COUNTY DRAIN COMMISSIONER FOR THE COOK & THORBURN WATERSHED MANAGEMENT PLAN ON BEHALF OF DELHI CHARTER TOWNSHIP.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**CONTRACT BETWEEN DELHI TOWNSHIP AND SCHAFFER'S LAWN AND SNOW, INC. FOR WEED AND GRASS CUTTING**

---

The Board reviewed memorandums dated December 9, 2008 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT XXVI).

**SWEET MOVED TO APPROVE THE CONTRACT BETWEEN DELHI CHARTER TOWNSHIP AND SCHAFFER'S LAWN AND SNOW, INC. FOR WEED AND GRASS CUTTING, PURSUANT TO DELHI TOWNSHIP'S ORDINANCES, AT A RATE OF \$34.50 PER MAN, PER HOUR, EFFECTIVE JANUARY 1, 2009.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**CONTRACT BETWEEN DELHI TOWNSHIP AND SCHAFFER'S LAWN AND SNOW, INC. FOR SIDEWALK SNOW REMOVAL**

---

The Board reviewed memorandums dated December 9, 2008 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT XXVII).

**HOPE MOVED TO APPROVE THE CONTRACT BETWEEN DELHI CHARTER TOWNSHIP AND SCHAFFER'S LAWN AND SNOW, INC. FOR SIDEWALK SNOW REMOVAL, PURSUANT TO DELHI TOWNSHIP'S ORDINANCES, AT A RATE OF \$34.50 PER MAN, PER HOUR, EFFECTIVE JANUARY 1, 2009.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**CONTRACT BETWEEN DELHI TOWNSHIP AND SCHAFFER'S LAWN AND SNOW, INC. FOR JUNK AND TRASH CLEANUP**

---

The Board reviewed memorandum dated December 9, 2008 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT XXVIII).

**KETCHUM MOVED TO APPROVE THE CONTRACT BETWEEN DELHI CHARTER TOWNSHIP AND SCHAFFER'S LAWN AND SNOW, INC. FOR JUNK AND TRASH**

**SUBJECT TO APPROVAL**

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 16, 2008**

---

**CLEANUP, PURSUANT TO DELHI TOWNSHIP'S ORDINANCES, AT A RATE OF  
\$34.50 PER MAN, PER HOUR, EFFECTIVE JANUARY 1, 2009.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**LATE AGENDA ITEMS**

**PURCHASE OF COMPUTER SOFTWARE AND HARDWARE**

---

The Board reviewed memorandums dated December 16, 2008 from Twp. Mgr. Elsinga and Jim Felton, Director of Information Technology (ATTACHMENT XXIX).

**AMMON MOVED TO APPROVE THE PURCHASE OF COMPUTER SOFTWARE AND  
HARDWARE IN THE AMOUNT OF \$30,438.12 TO CONVERT THE TOWNSHIP'S  
OPERATING SYSTEM FROM NOVELL TO WINDOWS.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

**PARK COMMISSIONER SEAT**

---

Supervisor Goodrich stated that John Parker, who was elected to the Parks and Recreation Commission at the November 4, 2008 General Election has since been hired by the Township as Parks Superintendent. Mr. Parker has not taken the Oath of Office for this seat thus, this position is vacant. A recommendation will be made to fill this position at the January 20, 2009 Board of Trustees meeting.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY GRANT**

---

Supervisor Goodrich stated that a \$25,000 Michigan State Housing Development Authority grant was awarded to Meridian Township. A meeting with officials from the cities of Lansing and East Lansing and townships of Meridian and Delhi will be held on January 13, 2009 to discuss the possibilities of the grant money. The plan would be to connect the Meridian Township/East Lansing and Lansing public access operations.

**MOTOR VEHICLE ORDINANCE COLLECTION UPDATE**

---

Supervisor Goodrich stated that approximately \$14,000 was collected in 2006; \$27,000 in 2007; and as of October 2008 approximately \$17,000 has been collected through the Motor Vehicle Ordinance (Ordinance No. 111).

**HOLT COMMUNITY FOOD BANK**

---

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 16, 2008**

---

Supervisor Goodrich stated that the Holt Community Food Bank, through contribution envelopes, collected slightly over \$23,000. The budget for next year will be approximately \$91,000. There is an increase in usage since June of approximately 30%.

**TREASURER**

Treasurer Ammon stated that the winter tax process has begun. As of December 15, 2008, \$2,376,000 has been collected.

**TRUSTEES**

**TRUSTEE BAJEMA**

Trustee Bajema stated that he attended the Township Officials Training.

**ADJOURNMENT**

Meeting adjourned at 9:02 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Evan Hope, Township Clerk

Date: \_\_\_\_\_

\_\_\_\_\_  
Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL