

1. Committee Agenda Cancelled (PDF)

Documents:

[COMMITTEE AGENDA.PDF](#)

2. 7:00 P.M. Board Of Trustees Regular Meeting Agenda (PDF)

Join Zoom Meeting

[HTTPS://US02WEB.ZOOM.US/J/87271680343?
PWD=U3FBYLCXNZJ1QI92VC96L0P4D0DSUT09](https://us02web.zoom.us/j/87271680343?pwd=U3FBYLCXNZJ1QI92VC96L0P4D0DSUT09)

Meeting ID: 872 7168 0343

Passcode: 429628

One tap mobile

+19294362866,,87271680343# US (New York)

+13017158592,,87271680343# US (Germantown)

Dial by your location

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 872 7168 0343

Find your local number: [HTTPS://US02WEB.ZOOM.US/U/KEMWHU7U0S](https://us02web.zoom.us/j/87271680343?pwd=U3FBYLCXNZJ1QI92VC96L0P4D0DSUT09)

Documents:

[OCTOBER 6, 2020.PDF](#)

3. 10/06/2020 Agenda Packet (PDF)

Documents:

[10-6 AGENDA PACKET.PDF](#)

DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE

Community Services Center
2074 Aurelius Road, Holt, MI 48842
(517) 694-2137

Tuesday

October 6, 2020

6:00 p.m.

**The Committee of the Whole
Meeting is CANCELLED due to Lack
of Agenda Items**

Pursuant to the Governor's Executive Order 2020-75, the Township Board will conduct its October 6, 2020 meeting remotely. To access the remote meeting visit <https://us02web.zoom.us/j/87271680343?pwd=U3FBYlcxNzJlQj92VC96L0p4d0dsUT09> and enter password 429628 or visit zoom.us (meeting ID 872 7168 0343)

DELHI CHARTER TOWNSHIP BOARD MEETING

2074 Aurelius Road, Holt 48842 (517) 694-2137

Tuesday, October 6, 2020

7:00 p.m.

Agenda

Call the Meeting to Order

Roll Call

Protocol for Comments from the Public during Virtual Meetings – To ensure the integrity and productiveness of the Township Board meeting while using virtual/web meetings the following guidelines will be followed: 1 – All participants except the Board will be kept on mute until such time that public comments are appropriate; 2 – Comments shall be limited to 90 seconds; 3 – To comment on an agenda item during that item select the “raise hand” feature located at the bottom of your zoom screen. The moderator will announce you by name and then unmute you. You will have 90 seconds to speak only on that agenda item before being placed back on mute; 4 – General Comments will be limited to the end of the meeting only. To make a general comment select the “raise hand” feature located at the bottom of your zoom screen. The moderator will unmute you when it is your turn to comment. You will have 90 seconds to speak on any Township related matter before being placed on mute again.

These guidelines are established to ensure virtual meetings run smoothly and without unnecessary interruption. Any participant found to be disruptive or using inappropriate language or material will be removed from the meeting immediately.

Set/Adjust Agenda

1. State of the Sewer Fund Report

Unfinished Business

Consent Agenda

2.
 - a) Approval of Minutes – Regular Meeting of September 1, 2020
 - b) Approval of Minutes – Budget Workshop Meeting of September 8, 2020
 - c) Approval of Claims – September 8, 2020
 - d) Approval of Claims – September 22, 2020

- e) Approval of Payroll – September 3, 2020
- f) Approval of Payroll – September 17, 2020
- g) Approval of Payroll – October 1, 2020
- h) Set Public Hearing – FY 2021 Budgets

Zoning and Development

New Business

- 3. Interagency Cash Transfer Agreement between Delhi Charter Township and Michigan Rehabilitation Services
- 4. Deputy Pay Stipend

Items Removed From Consent Agenda For Discussion

Late Agenda Items

- 5.
- 6.
- 7.

Reports

- 8. Supervisor:
- 9. Treasurer:
- 10. Clerk:
- 11. Trustees:
- 12. Manager:

General Comments

Please see “Protocol for Comments from the Public during Virtual Meetings “at beginning of the Agenda for instructions on how to make a general comment.

Adjournment

The Township will provide reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact Delhi Charter Township, Evan Hope, Township Clerk, 694-2135.

ALL PAGERS, CELL PHONES, RADIOS AND SIMILAR DEVICES ARE TO BE TURNED OFF OR TO SILENT MODE DURING ALL BOARD MEETINGS.

DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE

Community Services Center
2074 Aurelius Road, Holt, MI 48842
(517) 694-2137

Tuesday

October 6, 2020

6:00 p.m.

**The Committee of the Whole
Meeting is CANCELLED due to Lack
of Agenda Items**

Pursuant to the Governor's Executive Order 2020-75, the Township Board will conduct its October 6, 2020 meeting remotely. To access the remote meeting visit <https://us02web.zoom.us/j/87271680343?pwd=U3FBYlcxNzJlQ92VC96L0p4d0dsUT09> and enter password 429628 or visit zoom.us (meeting ID 872 7168 0343)

DELHI CHARTER TOWNSHIP BOARD MEETING

2074 Aurelius Road, Holt 48842 (517) 694-2137

Tuesday, October 6, 2020

7:00 p.m.

Agenda

Call the Meeting to Order

Roll Call

Protocol for Comments from the Public during Virtual Meetings – To ensure the integrity and productiveness of the Township Board meeting while using virtual/web meetings the following guidelines will be followed: 1 – All participants except the Board will be kept on mute until such time that public comments are appropriate; 2 – Comments shall be limited to 90 seconds; 3 – To comment on an agenda item during that item select the “raise hand” feature located at the bottom of your zoom screen. The moderator will announce you by name and then unmute you. You will have 90 seconds to speak only on that agenda item before being placed back on mute; 4 – General Comments will be limited to the end of the meeting only. To make a general comment select the “raise hand” feature located at the bottom of your zoom screen. The moderator will unmute you when it is your turn to comment. You will have 90 seconds to speak on any Township related matter before being placed on mute again.

These guidelines are established to ensure virtual meetings run smoothly and without unnecessary interruption. Any participant found to be disruptive or using inappropriate language or material will be removed from the meeting immediately.

Set/Adjust Agenda

1. State of the Sewer Fund Report

Unfinished Business

Consent Agenda

2.
 - a) Approval of Minutes – Regular Meeting of September 1, 2020
 - b) Approval of Minutes – Budget Workshop Meeting of September 8, 2020
 - c) Approval of Claims – September 8, 2020
 - d) Approval of Claims – September 22, 2020

- e) Approval of Payroll – September 3, 2020
- f) Approval of Payroll – September 17, 2020
- g) Approval of Payroll – October 1, 2020
- h) Set Public Hearing – FY 2021 Budgets

Zoning and Development

New Business

- 3. Interagency Cash Transfer Agreement between Delhi Charter Township and Michigan Rehabilitation Services
- 4. Deputy Pay Stipend

Items Removed From Consent Agenda For Discussion

Late Agenda Items

- 5.
- 6.
- 7.

Reports

- 8. Supervisor:
- 9. Treasurer:
- 10. Clerk:
- 11. Trustees:
- 12. Manager:

General Comments

Please see “Protocol for Comments from the Public during Virtual Meetings “at beginning of the Agenda for instructions on how to make a general comment.

Adjournment

The Township will provide reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact Delhi Charter Township, Evan Hope, Township Clerk, 694-2135.

ALL PAGERS, CELL PHONES, RADIOS AND SIMILAR DEVICES ARE TO BE TURNED OFF OR TO SILENT MODE DURING ALL BOARD MEETINGS.

State of the Sewer Fund Report

Verbal

Recommended Motion:

To approve the Consent Agenda as presented.

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 1, 2020**

Delhi Charter Township Board of Trustees, pursuant to the Governor's Executive Order 2020-75, conducted its regular September 1, 2020 meeting remotely. Clerk Hope called the meeting to order at 7:03 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor John Hayhoe, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Pat Brown, Stuart Goodrich, Tom Lenard, DiAnne Warfield

Members Absent: None

Hope moved, Lenard supported, to appoint Trustee Warfield as Chairperson Pro-Tem either for the entire meeting or until a time when Supervisor Hayhoe's audio begins working.

A Voice Poll Vote was recorded as follows:

All Ayes

MOTION CARRIED

CONSENT AGENDA

- A. Approval of Minutes – Regular Meeting of August 18, 2020
- B. Approval of Claims – August 25, 2020 (ATTACHMENT I)
- C. Approval of Payroll – August 20, 2020 (ATTACHMENT II)
- D. Acceptance of Sanitary Sewer System for Redwood USA Apartments (ATTACHMENT III)

Brown moved, Sweet supported, to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Lenard, Sweet, Warfield, Brown, Goodrich

MOTION CARRIED

NEW BUSINESS

AMENDMENT NO. 1 TO RESOLUTION NO. 2019-011 – GENERAL FUND BUDGET

The Board reviewed a memorandum dated August 26, 2020 from Twp. Mgr. Miller (ATTACHMENT IV).

Lenard moved, Brown supported, to adopt Amendment No. 1 to Resolution No. 2019-011 for the Fiscal Year 2020 General Fund Budget.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 1, 2020**

A Roll Call Vote was recorded as follows:

Ayes: Hope, Lenard, Sweet, Warfield, Brown, Goodrich, Hayhoe

MOTION CARRIED

AMENDMENT NO. 1 TO RESOLUTION NO. 2019-012 – FY 2020 SEWER FUND BUDGET

The Board reviewed a memorandum dated August 26, 2020 from Twp. Mgr. Miller (ATTACHMENT V).

Goodrich moved, Hope supported, to adopt Amendment No. 1 to Resolution No. 2019-012 for the Fiscal Year 2020 Sewer Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Lenard, Sweet, Warfield, Brown, Goodrich, Hayhoe, Hope

MOTION CARRIED

AMENDMENT NO. 1 TO RESOLUTION NO. 2019-013 – FY 2020 FIRE FUND BUDGET

The Board reviewed a memorandum dated August 26, 2020 from Twp. Mgr. Miller (ATTACHMENT VI).

Brown moved, Hope supported, to adopt Amendment No. 1 to Resolution No. 2019-013 for the Fiscal Year 2020 Fire Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Warfield, Brown, Goodrich, Hayhoe, Hope, Lenard

MOTION CARRIED

AMENDMENT NO. 1 TO RESOLUTION NO. 2019-014 – FY 2020 EMS EQUIPMENT AND VEHICLE FUND BUDGET

The Board reviewed a memorandum dated August 26, 2020 from Twp. Mgr. Miller (ATTACHMENT VII).

Lenard moved, Sweet supported, to adopt Amendment No. 1 to Resolution No. 2019-014 for the Fiscal Year 2020 Fire EMS Equipment and Vehicle Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Warfield, Brown, Goodrich, Hayhoe, Hope, Lenard, Sweet

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 1, 2020**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2019-016 – FY 2020 PARKS AND RECREATION
FUND BUDGET**

The Board reviewed a memorandum dated August 26, 2020 from Twp. Mgr. Miller (ATTACHMENT VIII).

Goodrich moved, Warfield supported, to adopt Amendment No. 1 to Resolution No. 2019-016 for the Fiscal Year 2020 Parks and Recreation Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Goodrich, Hayhoe, Hope, Lenard, Sweet, Warfield

MOTION CARRIED

**AMENDMENT NO. 1 TO RESOLUTION NO. 2019-019 – FY 2020 DOWNTOWN
DEVELOPMENT AUTHORITY FUND BUDGET**

The Board reviewed a memorandum dated August 26, 2020 from Twp. Mgr. Miller (ATTACHMENT IX).

Brown moved, Goodrich supported, to adopt Amendment No. 1 to Resolution No. 2019-019 for the Fiscal Year 2020 Downtown Development Authority Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Hayhoe, Hope, Lenard, Sweet, Warfield, Brown

MOTION CARRIED

HOLT ROAD LIFT STATION STANDBY GENERATOR PURCHASE

The Board reviewed memorandums dated September 1, 2020 from Twp. Mgr. Miller and Sandra Diorka, Director of Public Services (ATTACHMENT X).

Lenard moved, Goodrich supported, to approve the quote from B & D Electrical, Inc. in the amount of \$41,681 for the Holt Road Lift Station Portable Generator.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Lenard, Sweet, Warfield, Brown, Goodrich

MOTION CARRIED

REPORTS

TREASURER

Treasurer Sweet reported on the May/June 2020 State Revenue Sharing. The Federal Cares Act payment has been received. The City, Village and Township Revenue Sharing program has been terminated.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 1, 2020**

Treasurer Sweet reported that his office has to-date collected just over \$1,000,000 in Summer Property Taxes (approximately 60%).

TRUSTEES

Trustee Brown

Trustee Brown reported on a recent Kiwanis Club meeting, the speaker reported on global warming.

A local business, Gravity Smokehouse and BBQ, celebrated its one-year anniversary.

Trustee Lenard

Trustee Lenard reported on the 2020-2021 school year amid the COVID-19 pandemic.

TOWNSHIP MANAGER

Twp. Mgr. Miller remind the Board of the upcoming 2021 Budget Workshop to be held on September 8, 2020 at 8:30 a.m. (note new start time) via Zoom.

Twp. Mgr. Miller reported that she has checked into various service providers regarding the video recording of Board meeting. The 2021 Budget will have figures in it to reference this.

Twp. Mgr. Miller reported that Fire Chief Brian Ball and Tricia VanderPloeg have been working on a grant from the Michigan Department of Treasury to help first responders receive hazard pay due to the COVID-19 pandemic.

LIMITED PUBLIC COMMENTS

Randy Maiville, Ingham County Commissioner representing the 6th District, commented that if he could assist the Board or residents with anything to please contact him

Pam Lay, 4239 Watson, commented on speeding on Township streets.

ADJOURNMENT

Goodrich moved, Sweet supported, to adjourn the September 1, 2020 meeting.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Lenard, Sweet, Warfield, Brown, Goodrich, Hayhoe

MOTION CARRIED

SUBJECT TO APPROVAL

DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 1, 2020

Meeting adjourned at 7:31 p.m.

Date: September 18, 2020

Evan Hope, Township Clerk

Date: September 18, 2020

John Hayhoe, Supervisor

/af

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020**

Delhi Charter Township Board of Trustees, pursuant to the Governor's Executive Order 2020-75, conducted its regular September 8, 2020 meeting remotely. Supervisor Hayhoe called the meeting to order at 8:30 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor John Hayhoe, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Pat Brown, Stuart Goodrich, Tom Lenard, DiAnne Warfield

Members Absent: None

NEW BUSINESS

FISCAL YEAR 2020 BUDGETS

DOWNTOWN DEVELOPMENT AUTHORITY

The 2021 Downtown Development Authority Budget requests expenditures of \$1,004,800 and transfers out to debt service funds of (\$1,105,810), a decrease of \$666,260 from the 2020 projected budget.

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUNDS

The three 2021 Downtown Development Authority Debt Services Fund Budgets request expenditures of \$1,105,810, an increase of \$5,940 from the 2020 projected budget.

BROWNFIELD AND LOCAL SITE REMEDIATION

Brownfield Fund Budget

The 2021 Brownfield Fund Budget requests expenditures of \$379,000, an increase of \$8,680 from the 2020 projected budget.

Local Brownfield Revolving Fund Budget

The 2021 Local Brownfield Revolving Fund Budget requests expenditures of \$35,270, a decrease of \$380,000 from the 2020 projected budget.

FIRE FUND

The 2021 Fire Fund budget requests expenditures of \$2,780,500, an increase of \$129,600 from the 2020 projected budget.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020**

FIRE EMS EQUIPMENT AND VEHICLE FUND

The 2021 Fire Fund EMS Equipment and Vehicle Fund budget requests expenditures of \$425,000. This budget reflects capital outlay purchases, equipment and supplies, and a continued systematic replacement and repair of turnout gear. This 2021 budget also includes expenditures to repair and maintain radio equipment, miscellaneous equipment, and vehicles.

LEGISLATIVE

The 2021 Legislative Budget requests expenditures of \$254,620, an increase of \$145,210 from the 2020 projected actual expenditures. The increase is due largely from the addition of estimated costs for broadcasting board meetings. This budget includes continued memberships in Michigan Townships Association, Michigan Association of Township Supervisors, Holt/Dimondale School Business Alliance, Capital Area Safety Council, Michigan Municipal League, and the Lansing Economic Area Partnership.

MANAGER

The 2021 Manager Budget requests expenditures of \$574,170, which is an increase of \$198,900 from 2020 projected actual expenditures. The increase for 2021 includes expenses such as communication consulting, retiree benefits and the Township's liability insurance and bonds which were previously budgeted for under Other Functions. This budget also reflects the cost of three full-time staff members (Township Manager, Director of Human Resources, and Executive Assistant) to meet its goals and objectives. The 2022 forecasted budget is currently suggesting total departmental expenditures of \$584,550, which would be an increase from 2022 primarily for inflationary factors. In 2023, the department forecasts expenditures in the amount of \$596,530 which is an increase over 2022 of \$11,980, due primarily to inflationary factors again. Forecasts are subject to refinement in future budget years, but the inclusion of them now helps to more effectively plan for the future.

ACCOUNTING

The 2021 Accounting Budget request is for \$185,840 an increase of \$31,950 from the projected 2020 budget. Most of the increase is due to inclusion of retiree expenditures and an actuarial study previously budgeted elsewhere. The 2022 and 2023 forecasts both increase 2% from the previous year due to estimated inflationary factors. The 2021-2023 budget/forecasts include a contracted Director and a full-time Accounting Technician. Fifteen hours of accounting activities performed by staff in the Manager's Office are allocated to the Accounting Department.

CLERK/ELECTIONS

Clerk

The 2021 Clerk's Budget shows 2020 projected expenditures to be \$294,810, a decrease of \$19,350 from 2020 budgeted expenditures. This is due to participation in the Work Share

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020**

Program and reduction in other line items such as passport postage, publishing and education due to COVID-19 shutdown. 2021 requested expenditures are \$380,250. This increase is due to cost of living salary increases and reclassification of general fund postage and retiree benefits and other line items that were not in the Clerk budget in previous years. The 2022 forecasted budget is currently suggesting total departmental expenditures of \$391,600. In 2023, the department forecasts expenditures in the amount of \$403,440. Increases for 2022 and 2023 are due primarily to inflationary factors. Forecasts are subject to refinement in future budget years, but the inclusion of them now helps plan for the future.

Elections

The 2021 Elections Budget shows 2020 projected expenditures to be \$241,580. This is due to the purchase of the high-speed tabulators and adjudication system for the mail/absentee ballots. It was originally planned to pay for this equipment from both the 2019 and 2020 budgets. The equipment was not purchased until 2020 so the entire cost is in the 2020 budget. However, the 2020 budget will realize a savings of almost \$34,000 in Election Inspector costs because we no longer need as many workers at the precincts due to the higher volume of mail/absentee ballots. The 2022 forecasted budget is currently suggesting total departmental expenditures of \$121,650 to conduct two elections. In 2023, the department forecasts expenditures in the amount of \$14,700 for basic supplies for voter registration administration and maintenance contracts for equipment. There are no planned elections for 2023. Forecasts are subject to refinement in future budget years, but the inclusion of them now helps plan for the future.

INFORMATION TECHNOLOGY

The 2021 Information Technology Budget reflects expenditures of \$303,550, an increase of \$44,000 from the 2020 projected budget expenditure of \$259,550. The increase results primarily from retiree benefits and general office supplies which were added to the IT budget due to the elimination of the Other Functions account in the General Fund. 2022 and 2023 budget forecast numbers are modest increases (\$311,230 and \$317,050 respectively) based on increasing costs due to inflation. No capital improvement projects are forecasted through 2023, but the server in the Community Services Center will probably need to be replaced around 2025.

TREASURER

The 2021 Treasurer's Budget requests expenditures of \$341,150. This is an increase of \$69,770 from 2020 projected due to the addition of retiree benefits previously budgeted in the Other Functions department, which is being eliminated. This budget reflects a part-time treasurer, full time assistant treasurer and senior account clerk, part-time cashier/account clerk as well as payment for 500 hours of additional part-time help. The 2022 and 2023 budget forecast include modest increases for payroll and benefits. No capital expenditures in the Treasurer's department are currently anticipated for 2022 and 2023.

ASSESSING

SUBJECT TO APPROVAL

DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020

The 2021 Assessing Budget requests expenditures of \$397,520. The budget reflects three full-time employees, as well as a part-time property inspector to meet the Department's goals.

INFRASTRUCTURE

The 2021 Infrastructure Budget reflects expenditures of \$1,082,800 which is an increase of \$434,080 from the 2020 projected expenditures, largely due to the McCue Road improvement project. Project timing for infrastructure improvements can be challenging due to external changes in funding sources, agency priority changes or other factors not within the Township's control. Therefore, the budget represents the best information available at the time it is adopted or amended but it is understood that these factors may influence this budget more than others. Forecasts for 2022 and 2023 should be viewed with this in mind. This budget anticipates the remaining expenditures being funded from general fund revenues.

COMMUNITY DEVELOPMENT

The 2021 Community Development Budget request is for \$883,020, an increase of \$154,110 from the 2020 budget of \$728,910. The anticipated 2020 actual expenditure is \$76,110 less than budgeted. The increase from 2020 to 2021 is due to the expected cost of the required Master Plan amendment, placemaking artwork, and the inclusion of retiree benefits. The placemaking artwork project planned for 2021 would only occur if an anticipated grant is received. Retiree benefits were previously recorded elsewhere in the Township budget but will continue to be included in this departmental budget in future years.

BUILDING AND GROUNDS

The 2021 Building and Grounds Budget requests expenditures of \$766,770. The budget reflects four full-time positions, plus expenditures for equipment, buildings, and grounds maintenance. This budget will allow the township to maintain township grounds and facilities that add to the quality of life in Delhi Township.

PARKS, TRAILS AND RECREATION

Parks Administration

The 2021 Parks and Recreation Administration Budget requests expenditures of \$355,430. The budget reflects three full-time positions. This budget will allow us to continue providing quality parks, recreation programs, and social activities that add to the quality of life in Delhi Township and serves as a model of cooperation between the Township and Holt Public Schools.

Parks

The 2021 Parks Budget requests expenditures of \$910,630. The budget reflects three full-time positions, approximately 12 seasonal employees, plus expenditures for equipment, buildings, and grounds maintenance. This budget will allow us to maintain the parks grounds and facilities

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020**

that add to the quality of life in Delhi Township. This includes capital outlay of \$60,000 for mowing equipment and \$200,000 to fund the Hayhoe Trail.

Recreation

The 2021 Recreation Budget requests expenditures of \$62,320. The budget reflects equipment, awards, officials for recreation programs and cost associated with township special events. This budget will allow us to provide quality recreation programs, and social activities that add to the quality of life in Delhi Township and serves as a model of cooperation between the Township and Holt Public Schools.

STORMWATER

The 2021 Stormwater Budget requests expenditures of \$593,320, an increase of \$70,340 from the 2020 projected budget. This increase is due to increases in Township-at-Large Drain assessments for 2021, which are assessed by the Ingham County Drain Commissioner.

SEWER FUND, SUMMARY AND REVENUES

The 2021 Sewer Fund budget estimates revenues of \$7,595,840, an increase of 174,840 from the projected 2020 budget.

SEWER ADMINISTRATION

The 2021 Sewer Administration Budget requests expenditures of \$984,540, an increase of \$22,610 from the 2020 projected budget.

DEPARTMENT OF PUBLIC SERVICES

The 2021 Department of Public Services Budget requests expenditures of \$4,614,340, an increase of \$190,700 from the 2020 projected budget. This increase is due in large part to \$400,000 for sewer repairs.

SEWER CAPITAL OUTLAY

The 2021 Sewer Capital Outlay Budget requests expenditures of \$1,175,630, a decrease of \$1,867,430 from the 2020 projected budget. The 2021 budget included plans for a second \$7.5 million asset management bond with work to be completed in 2022.

SEWER DEBT

The 2021 Sewer Debt Fund budget requests expenditures of \$2,717,800, an increase of \$234,190 from the 2020 projected budget.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020**

POLICE FUND

The 2021 Police Fund budget requests expenditures of \$2,937,750, an increase of \$73,960 from the 2020 projected actual expenditures (which requires a transfer of \$1,654,310 from the General Fund).

WATER IMPROVEMENT

The 2021 Water Improvement Fund budget requests expenditures of \$76,790, decreasing fund balance by \$46,290 to \$451,950. The largest expenditure, \$73,990 of the total \$76,790, is for debt payments on the Waverly/Holt Road water main extension to the Holt Public Schools.

STREET IMPROVEMENT DEBT SERVICE

The 2021 Street Improvement Debt Service Fund budget requests expenditures of \$33,170, an increase of \$4,360 from the 2020 projected budget.

LIMITED PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 11:28 a.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

John Hayhoe, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

September 8, 2020

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated September 8, 2020 numbered 99929 thru 99972 & ACH 7092 thru 7125. Every invoice has a payment authorizing signature(s).

Dated: September 8, 2020

Jaymie Guzzo, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated September 8, 2020 show payments made from the following funds:

| | | |
|----------------------------------|----|-------------------|
| General Fund | \$ | 55,099.19 |
| Fire Fund | | 3,297.20 |
| Police Fund | | 235,782.41 |
| Parks, Trails, & Recreation Fund | | 4,183.08 |
| Fire EMS Equipment & Vehicle | | 6,993.82 |
| Downtown Development Fund | | 90,373.32 |
| Sewer Fund | | 143,651.50 |
| Custodial Fund | | 1,965.02 |
| Current Tax Account | | 33,864.00 |
| Grand Total | \$ | <u>575,209.54</u> |

Includes the following to be reimbursed from separate bank accounts:

| | | |
|------------------------|----|-----------|
| Farmers Market Account | \$ | 5,932.60 |
| Current Tax Account | \$ | 33,864.00 |

III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$20,000.00 have been approved by general policy or previous motions of the board.

Tracy Miller, Township Manager

Evan Hope, Township Clerk

Roy W. Sweet, Treasurer

IV Board Audit and Approval: At a regular meeting of the Township Board held on September 15, 2020 a motion was made by _____ and passed by ____ yes votes and ____ no votes (____ absent) that the list of claims dated September 8, 2020 was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 08/26/2020 - 09/08/2020

| Vendor | Invoice Desc. | Amount |
|------------------------------------|--|-----------|
| Fund 101 GENERAL FUND | | |
| Dept 000.00 | | |
| RESERVE ACCOUNT | POSTAGE & PERMITS | 10,000.00 |
| | Total For Dept 000.00 | 10,000.00 |
| Dept 101.00 LEGISLATIVE | | |
| HARTFORD LIFE INSURANCE CO | TRUSTEES LIFE INSURANCE | 26.40 |
| | Total For Dept 101.00 LEGISLATIVE | 26.40 |
| Dept 171.00 MANAGER | | |
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 111.76 |
| ADP SCREENING & SELECTION | SUBSCRIPTION/BACKGROUND CHECKS | 31.13 |
| | Total For Dept 171.00 MANAGER | 142.89 |
| Dept 191.00 ACCOUNTING | | |
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 28.60 |
| MANER COSTERISAN | ACCOUNTING SERVICES - JULY | 1,045.00 |
| | Total For Dept 191.00 ACCOUNTING | 1,073.60 |
| Dept 215.00 CLERK | | |
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 84.04 |
| | Total For Dept 215.00 CLERK | 84.04 |
| Dept 228.00 INFORMATION TECHNOLOGY | | |
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 33.44 |
| ACD.NET, INC. | SEPTEMBER FIBER CHARGES | 655.50 |
| JPMORGAN CHASE BANK | HDMI TO VGA ADAPTER | 7.59 |
| JPMORGAN CHASE BANK | WEBCAM & MICROPHONE | 57.98 |
| JPMORGAN CHASE BANK | ZOOM SUBSCRIPTION (COVID) | 58.29 |
| | Total For Dept 228.00 INFORMATION TECHNOLOGY | 812.80 |
| Dept 253.00 TREASURERS | | |
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 55.88 |
| | Total For Dept 253.00 TREASURERS | 55.88 |
| Dept 257.00 ASSESSING | | |
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 76.12 |
| | Total For Dept 257.00 ASSESSING | 76.12 |
| Dept 262.00 ELECTIONS | | |
| DBI BUSINESS INTERIORS | OFFICE SUPPLIES | 119.44 |
| JPMORGAN CHASE BANK | BALL POINT PENS | 5.30 |
| JPMORGAN CHASE BANK | DYMO ADDRESS LABELS | 113.09 |
| JPMORGAN CHASE BANK | RCA CAMBIO TABLETS (6) | 614.76 |
| JPMORGAN CHASE BANK | SILICONE CASE COVER | 99.50 |

| | | |
|---------------------|---------------------------------|----------|
| JPMORGAN CHASE BANK | ELECTION SUPPLIES | 20.67 |
| JPMORGAN CHASE BANK | ELECTION SUPPLIES | 35.51 |
| JPMORGAN CHASE BANK | AVBC LUNCH/DINNER | 21.99 |
| JPMORGAN CHASE BANK | DINNER FOR AVCB WORKERS | 127.32 |
| JPMORGAN CHASE BANK | LUNCH FOR AVCB WORKERS | 244.52 |
| JPMORGAN CHASE BANK | I VOTED BY MAIL STICKERS | 76.51 |
| JPMORGAN CHASE BANK | SHREDDING - ELECTIONS | 334.37 |
| JPMORGAN CHASE BANK | ELECTION INSPECTOR WEB SIGN UP | 49.99 |
| USA TODAY NETWORK | PUBLISHING/LEGAL NOTICES | 846.00 |
| | Total For Dept 262.00 ELECTIONS | 2,708.97 |

Dept 265.00 BUILDING & GROUNDS

| | | |
|----------------------------|--|----------|
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 94.16 |
| MODEL COVERALL SERVICE | UNIFORMS | 26.75 |
| JPMORGAN CHASE BANK | SANITARY WIPES & TP | 230.02 |
| JPMORGAN CHASE BANK | SANITARY WIPES AND TP | 201.69 |
| SAM'S CLUB DIRECT | TOILET PAPER & SIMPLE GREEN CLEANER | 47.77 |
| QUALITY FIRST MAID SERVICE | CLEANING SERVICES/SHERIFF | 630.00 |
| QUALITY FIRST MAID SERVICE | CLEANING SERVICES/CSC | 1,050.00 |
| ACD.NET, INC. | GENERAL FUND CHARGES | 766.74 |
| ACD.NET, INC. | LIBRARY CHARGES | 88.78 |
| BYRUM ACE HARDWARE | CAULK - FIRE DEPT DOOR | 2.99 |
| PURE GREEN LAWN & TREE | 2045 S. CEDAR/ICSD | 25.00 |
| AYLES TREE SERVICE, INC | TREE REMOVEL AND STUMP GRIND | 1,500.00 |
| HAMMOND FARMS SOUTH | MULCH/MAPLE RIDGE | 67.50 |
| JPMORGAN CHASE BANK | CONCRETE REPAIR MATERIALS - CSC | 106.00 |
| SUPERIOR SAW | IGNITION MODULE | 129.55 |
| SUPERIOR SAW | BLADE | 34.44 |
| LOWE'S CREDIT SERVICES | AIR HOSE | 158.28 |
| | Total For Dept 265.00 BUILDING & GROUNDS | 5,159.67 |

Dept 446.00 INFRASTRUCTURE

| | | |
|------------------------|--------------------------------------|-----------|
| BOARD OF WATER & LIGHT | STREETLIGHTS | 9,500.84 |
| CONSUMERS ENERGY | STREETLIGHTS ACCT#6730 | 16,556.06 |
| CONSUMERS ENERGY | STREETLIGHTS ACCT#7043 | 81.44 |
| CONSUMERS ENERGY | LED STREETLIGHTS ACCT #9205 | 2,908.54 |
| | Total For Dept 446.00 INFRASTRUCTURE | 29,046.88 |

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT

| | | |
|----------------------------|---|----------|
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 129.80 |
| HUBBELL, ROTH & CLARK, INC | SITE PLAN REVIEW 2457 CEDAR | 841.08 |
| HUBBELL, ROTH & CLARK, INC | SITE PLAN REVIEW 1284 N CEDAR | 643.20 |
| HUBBELL, ROTH & CLARK, INC | ADA RAMP INSPECTION | 288.36 |
| ACD.NET, INC. | SEPTEMBER FIBER CHARGES | 95.47 |
| JPMORGAN CHASE BANK | COPY MACHINE LEASE PAYMENT | 1,078.88 |
| DARRIN BENNETT | BUILDING OFFICIALS PAYMENT REIMB TO STAT | 50.00 |
| | Total For Dept 721.00 PLANNING/COMMUNITY DE | 3,126.79 |

| | | |
|-----------------------------|---------------------------------------|-------------------------|
| Dept 850.00 OTHER FUNCTIONS | | |
| HARTFORD LIFE INSURANCE CO | RETIREES LIFE INSURANCE | 54.60 |
| WENDY THIELEN | AUGUST 2020 IN LIEU OF INSURANCE | 350.00 |
| DBI BUSINESS INTERIORS | OFFICE SUPPLIES | 61.99 |
| DBI BUSINESS INTERIORS | OFFICE SUPPLIES | 19.47 |
| LEWIS PAPER INTERNATIONAL | #1200 MULTIQUE COPY PAPER | 1,482.50 |
| LEWIS PAPER INTERNATIONAL | DIESEL & ENVIRONMENTAL FEE | 5.00 |
| RICOH USA, INC. | RICOH MAINT AGREEMENT | 166.54 |
| JPMORGAN CHASE BANK | LED SIGN | 83.04 |
| JPMORGAN CHASE BANK | WEB HOSTING | 1.00 |
| JPMORGAN CHASE BANK | MUSIC SERVICE - CSC | 26.95 |
| JPMORGAN CHASE BANK | MAIL MACHINE INK | 169.56 |
| ACD.NET, INC. | GENERAL FUND PHONE LEASE-PRINCIPAL | 362.69 |
| ACD.NET, INC. | GENERAL FUND PHONE LEASE-INTEREST | 1.81 |
| | Total For Dept 850.00 OTHER FUNCTIONS | <u>2,785.15</u> |
| | Total For Fund 101 GENERAL FUND | <u><u>55,099.19</u></u> |

Fund 206 FIRE FUND

| | | |
|-------------|-----------------------------------|--------------|
| Dept 000.00 | | |
| BRIAN BALL | REIMB FOR RETURNED DIRECT DEPOSIT | 60.00 |
| | Total For Dept 000.00 | <u>60.00</u> |

Dept 336.00 FIRE DEPARTMENT

| | | |
|----------------------------|---------------------------------------|------------------------|
| HARTFORD LIFE INSURANCE CO | RETIREES LIFE INSURANCE | 4.20 |
| HARTFORD LIFE INSURANCE CO | LIFE INSURANCE | 336.84 |
| BARYAMES CLEANERS | UNIFORM CLEANING | 241.15 |
| TRI-COUNTY EMERGENCY | EMS FORMS | 10.00 |
| JPMORGAN CHASE BANK | LIFE SUPPORT VEHICLE LICENSE RENEWAL | 200.00 |
| ACD.NET, INC. | FIBER CHARGES | 224.25 |
| VERIZON WIRELESS | CELLULAR | 175.24 |
| ACD.NET, INC. | FIRE CHARGES | 223.46 |
| CONSUMERS ENERGY | ELECTRIC 6139 BISHOP | 40.24 |
| CONSUMERS ENERGY | GAS 6139 BISHOP | 18.25 |
| ADP SCREENING & SELECTION | SUBSCRIPTION/BACKGROUND CHECKS | 102.11 |
| SAM'S CLUB DIRECT | TOILET PAPER & SIMPLE GREEN CLEANER | 71.76 |
| TARGETSOLUTIONS LEARNING | ONLINE TRAINING | 741.60 |
| TARGETSOLUTIONS LEARNING | ONLINE TRAINING | 741.60 |
| ACD.NET, INC. | FIRE PHONE LEASE | 106.50 |
| | Total For Dept 336.00 FIRE DEPARTMENT | <u>3,237.20</u> |
| | Total For Fund 206 FIRE FUND | <u><u>3,297.20</u></u> |

Fund 207 POLICE FUND

| | | |
|-------------------------|--------------------------------|--------------------------|
| Dept 301.00 POLICE | | |
| INGHAM COUNTY TREASURER | AUGUST 2020 POLICE CONTRACT | 235,782.41 |
| | Total For Dept 301.00 POLICE | <u>235,782.41</u> |
| | Total For Fund 207 POLICE FUND | <u><u>235,782.41</u></u> |

Fund 208 PARKS, TRAILS, & RECREATION FUND

Dept 752.00 PARKS ADMINISTRATION

| | | |
|--|-------------------------------|-----------------|
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 89.76 |
| JPMORGAN CHASE BANK | ANNUAL DUES MI PARKS & REC | 640.00 |
| ACD.NET, INC. | FIBER CHARGES | 103.50 |
| VERIZON WIRELESS | CELLULAR | 2.28 |
| ACD.NET, INC. | PARKS CHARGES | 196.83 |
| JPMORGAN CHASE BANK | SENIOR CENTER FOOD LICENSE | 480.00 |
| JPMORGAN CHASE BANK | SENIOR CENTER MOVIE LICENSE | 373.03 |
| Total For Dept 752.00 PARKS ADMINISTRATION | | <u>1,885.40</u> |

Dept 771.00 PARKS

| | | |
|-----------------------------|---------------------------------------|-----------------|
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 66.88 |
| AMERICAN RENTALS, INC. | PORTABLE TOILETS | 181.00 |
| AMERICAN RENTALS, INC. | PORTABLE TOILETS | 153.00 |
| CONSUMERS ENERGY | ELECTRIC 1771 MAPLE | 111.30 |
| JPMORGAN CHASE BANK | CHILDS SWINGS/REPLACING 1 AND A SPAIR | 279.00 |
| D & G EQUIPMENT INC | RELAY FOR MOWERS | 40.26 |
| SUPERIOR SAW | THROTTLE/GASKET | 48.00 |
| LOWE'S CREDIT SERVICES | PARTS FOR TRAILERS | 36.74 |
| LOWE'S CREDIT SERVICES | PARTS FOR TRAILERS | 20.40 |
| JPMORGAN CHASE BANK | TAIL LIGHT | 274.10 |
| JPMORGAN CHASE BANK | TAIL LIGHT - CORE RETURN CREDIT | (50.00) |
| Total For Dept 771.00 PARKS | | <u>1,160.68</u> |

Dept 774.00 RECREATION

| | | |
|----------------------------------|-----------------------|-----------------|
| HAMMOND FARMS SOUTH | STONE DUST FOR FIELDS | 1,035.00 |
| HAMMOND FARMS SOUTH | DELIVERY | 102.00 |
| Total For Dept 774.00 RECREATION | | <u>1,137.00</u> |

Total For Fund 208 PARKS, TRAILS, & RECREATION FUND 4,183.08

Fund 211 FIRE EMS EQUIP & VEHICLE FUND

Dept 339.00 EQUIPMENT & APPARATUS

| | | |
|---|----------------------------------|-----------------|
| SAFEWARE, INC | HYDROGEN SULFIDE SENSOR | 176.85 |
| THE PARTS PLACE | OIL DRY | 39.20 |
| BOUND TREE MEDICAL, LLC | MISC MEDICAL | 14.40 |
| BOUND TREE MEDICAL, LLC | MISC MEDICAL SUPPLIES | 203.80 |
| LINDE GAS NORTH AMERICA LLC | CYLINDER RENTAL | 486.63 |
| COMMUNICATIONS SERVICES | RADIO REPAIR | 1,675.00 |
| H & H WELDING & REPAIR LLC | WELD SKID MOUNT TO B21 | 1,535.00 |
| AMERICAN TEST CENTER | LADDER TESTING | 995.00 |
| JPMORGAN CHASE BANK | BATTERIES FOR EQUIPMENT | 491.84 |
| BRIAN BRITTEN | REIMBURSEMENT FOR PARTS PURCHASE | 93.93 |
| ROGER'S CLINE TIRE & AUTO | NEW TIRES #529 | 677.20 |
| THE PARTS PLACE | MOTOR OIL FOR VEHICLES | 29.97 |
| THE STRIPE MAN | GRAPHICS #383 | 575.00 |
| Total For Dept 339.00 EQUIPMENT & APPARATUS | | <u>6,993.82</u> |

Total For Fund 211 FIRE EMS EQUIP & VEHICLE FUND 6,993.82

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

| | | |
|---------------------------|-----------------------|----------|
| BENJAMIN J. LALONE | AUGUST VENDOR PAYMENT | 49.00 |
| DAVID SPITZLEY | AUGUST VENDOR PAYMENT | 45.00 |
| GARDEN BASKET, LLC | AUGUST VENDOR PAYMENT | 129.00 |
| PENNY M ILLEMSZKY | AUGUST VENDOR PAYMENT | 143.00 |
| LONESOME PINES BEEF | AUGUST VENDOR PAYMENT | 175.00 |
| MOO-VILLE | AUGUST VENDOR PAYMENT | 283.00 |
| PAMELA REDMAN | AUGUST VENDOR PAYMENT | 17.00 |
| ROJAS FARMS | AUGUST VENDOR PAYMENT | 240.00 |
| TAMMY KIESELAT | AUGUST VENDOR PAYMENT | 55.00 |
| ULRICH FAMILY BAKERIES | AUGUST VENDOR PAYMENT | 162.00 |
| WILLOW BLOSSOM FARMS, LLC | AUGUST VENDOR PAYMENT | 47.00 |
| DENNIS FANSON | AUGUST VENDOR PAYMENT | 89.00 |
| DENISE A. BRZOZOWSKI | AUGUST VENDOR PAYMENT | 57.00 |
| CARL PATRICK | AUGUST VENDOR PAYMENT | 86.00 |
| EL BURRITO MEXICANO | AUGUST VENDOR PAYMENT | 203.00 |
| JACOB MCLEAN | AUGUST VENDOR PAYMENT | 16.00 |
| OTTO'S POULTRY, INC | AUGUST VENDOR PAYMENT | 2,678.60 |
| ROWE FAMILY FARMS, INC | AUGUST VENDOR PAYMENT | 724.00 |
| TIMOTHY DEBRULER | AUGUST VENDOR PAYMENT | 50.00 |
| ROBERT PAUL FALSETTA | AUGUST VENDOR PAYMENT | 338.00 |
| | Total For Dept 000.00 | 5,586.60 |

Dept 728.00 DDA ADMINISTRATION

| | | |
|----------------------|--|----------|
| SAM'S CLUB DIRECT | WATER/WIRELESS MOUSE | 12.98 |
| THRUN LAW FIRM, P.C. | JULY/AUGUST LEGAL | 1,460.80 |
| ABLE CONCRETE, INC. | CONCRETE WORK - 4410 HOLT ROAD | 4,864.00 |
| ACD.NET, INC. | SEPTEMBER FIBER CHARGES | 51.75 |
| C. HOWARD HAAS | CELL PHONE REIMBURSEMENT | 75.00 |
| ACD.NET, INC. | SEPTEMBER FIBER CHARGES | 170.90 |
| | Total For Dept 728.00 DDA ADMINISTRATION | 6,635.43 |

Dept 729.00 DDA MARKETING & PROMOTION

| | | |
|-------------------------|----------------------------------|----------|
| BLOHM CREATIVE PARTNERS | B2B: MEEMIC INSURANCE | 2,500.00 |
| BLOHM CREATIVE PARTNERS | B2B: ORTHOPAEDIC REHAB | 2,500.00 |
| BLOHM CREATIVE PARTNERS | B2B: STEVEN L MARVIN SALON | 2,500.00 |
| BLOHM CREATIVE PARTNERS | B2B: PERSONNEL WORLD | 2,800.00 |
| BLOHM CREATIVE PARTNERS | B2B: KITSMILLER RV | 2,500.00 |
| BLOHM CREATIVE PARTNERS | B2B GRAVITY SMOKEHOUSE | 2,500.00 |
| BLOHM CREATIVE PARTNERS | B2B: OUR DANCE STUDIO | 2,500.00 |
| BLOHM CREATIVE PARTNERS | B2B: LANSING INST BEHAVIORAL MED | 100.00 |
| BLOHM CREATIVE PARTNERS | B2B: U-PULL & SAVE | 2,500.00 |
| BLOHM CREATIVE PARTNERS | B2B: AMERICAN FLOORING | 2,970.00 |
| BLOHM CREATIVE PARTNERS | B2B: PREMIER REHAB | 2,500.00 |
| BLOHM CREATIVE PARTNERS | B2B: GOODRICH OPTICAL | 2,700.00 |
| BLOHM CREATIVE PARTNERS | B2B: ENJOYABLE QUILTING | 3,000.00 |
| BLOHM CREATIVE PARTNERS | B2B: APARTMENT SPECIALISTS | 3,000.00 |
| BLOHM CREATIVE PARTNERS | B2B: THE WATER STORE | 2,500.00 |
| BLOHM CREATIVE PARTNERS | B2B: NEUMANN LAW | 2,500.00 |
| ACD.NET, INC. | FARM MKT CHARGES | 31.70 |

| | | |
|---|------------------------|-----------|
| ACD.NET, INC. | FARM MKT WI-FI | 69.95 |
| BLOHM CREATIVE PARTNERS | JULY DIGITAL MEDIA BUY | 1,550.00 |
| SAM'S CLUB DIRECT | WATER | 9.96 |
| DAVID SPITZLEY | DOUBLE UP BUCKS | 22.00 |
| GARDEN BASKET, LLC | DOUBLE UP BUCKS | 10.00 |
| ROJAS FARMS | DOUBLE UP BUCKS | 94.00 |
| JACOB MCLEAN | DOUBLE UP BUCKS | 16.00 |
| ROWE FAMILY FARMS, INC | DOUBLE UP BUCKS | 144.00 |
| ROBERT PAUL FALSETTA | DOUBLE UP BUCKS | 60.00 |
| Total For Dept 729.00 DDA MARKETING & PROMOTION | | 41,577.61 |

| | | |
|---------------------------------------|-----------------------|--------|
| Dept 850.00 OTHER FUNCTIONS | | |
| QUALITY FIRST MAID SERVICE, LL | CLEANING SERVICES/DDA | 175.00 |
| CONSUMERS ENERGY | ELECTRIC 2176 CEDAR | 29.39 |
| CONSUMERS ENERGY | GAS 2176 CEDAR | 14.00 |
| Total For Dept 850.00 OTHER FUNCTIONS | | 218.39 |

| | | |
|--|-------------------------------------|-----------|
| Dept 903.00 CAPITAL OUTLAY-DDA | | |
| HUBBELL, ROTH & CLARK, INC | PARKING LOT CONST OBSV THRU 8/8/20 | 48.06 |
| HUBBELL, ROTH & CLARK, INC | PARKING LOT CONST ADMIN THRU 8/8/20 | 759.00 |
| HUBBELL, ROTH & CLARK, INC | PARKING LOT PLANS/SPECS THRU 8/8/20 | 1,635.48 |
| HAYHOE ASPHALT PAVING LLC | PARKING LOT EXPANSION | 33,615.75 |
| Total For Dept 903.00 CAPITAL OUTLAY-DDA | | 36,058.29 |

| | | |
|--|----------------------------------|--------|
| Dept 903.17 2017 DDA DEVELOPMENT | | |
| HUBBELL, ROTH & CLARK, INC | ASPHALT REHAB THRU 8/8/20 | 148.50 |
| HUBBELL, ROTH & CLARK, INC | 2176 CEDAR LOT STUDY THRU 8/8/20 | 148.50 |
| Total For Dept 903.17 2017 DDA DEVELOPMENT | | 297.00 |

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 90,373.32

| | | |
|---------------------------------|----------------------|----------|
| Fund 590 SEWAGE DISPOSAL SYSTEM | | |
| Dept 000.00 | | |
| HOLT PUBLIC SCHOOLS | Basic Service Charge | 1,113.60 |
| MOLDED PLASTICS | Basic Service Charge | 378.20 |
| HOLT PUBLIC SCHOOLS | IPP | 55.36 |
| Total For Dept 000.00 | | 1,547.16 |

| | | |
|---|--------------------------|----------|
| Dept 548.00 ADMINISTRATION & OVERHEAD | | |
| HARTFORD LIFE INSURANCE CO | RETIREEES LIFE INSURANCE | 16.80 |
| KCI | AUG SEWER BILLS | 1,462.84 |
| Total For Dept 548.00 ADMINISTRATION & OVERHEAD | | 1,479.64 |

| | | |
|------------------------------------|-------------------------------|--------|
| Dept 558.00 DEPT OF PUBLIC SERVICE | | |
| HARTFORD LIFE INSURANCE CO | SEPTEMBER 2020 LIFE INSURANCE | 430.76 |
| JPMORGAN CHASE BANK | OFFICE SUPPLIES/MTC | 9.99 |
| JPMORGAN CHASE BANK | OFFICE SUPPLIES/POTW | 21.99 |
| MODEL COVERALL SERVICE | STAFF UNIFORMS/MTC | 46.63 |
| MODEL COVERALL SERVICE | STAFF UNIFORMS/POTW | 67.00 |
| MODEL COVERALL SERVICE | STAFF UNIFORMS/MTC | 46.63 |
| MODEL COVERALL SERVICE | STAFF UNIFORMS/POTW | 67.00 |

| | | |
|----------------------------|--|----------|
| FISHER SCIENTIFIC | LAB SUPPLIES | 433.62 |
| FISHER SCIENTIFIC | LAB SUPPLIES | 647.11 |
| FISHER SCIENTIFIC | LAB SUPPLIES | 701.05 |
| JPMORGAN CHASE BANK | DISH STRAINERS FOR TEMP LAB | 25.98 |
| HAVILAND PRODUCTS COMPANY | SODIUM HYPOCHLORITE | 3,756.98 |
| HAVILAND PRODUCTS COMPANY | CALCIUM HYPOCHLORITE GRANULAR | 645.00 |
| HAVILAND PRODUCTS COMPANY | SULFURIC ACID | 401.62 |
| HUBBELL, ROTH & CLARK, INC | 2020 SEWER LEAD INSPECTIONS | 3,382.41 |
| HUBBELL, ROTH & CLARK, INC | 2289 CEDAR/BUILDING PLAN REVIEW | 49.50 |
| HUBBELL, ROTH & CLARK, INC | JOURNEY LIFE CHURCH/SITE DEVELOPMENT | 74.25 |
| HUBBELL, ROTH & CLARK, INC | SPRING VALLEY/SITE DEVELOPMENT PLAN | 198.00 |
| HUBBELL, ROTH & CLARK, INC | GENERAL ENGINEERING/POTW | 203.85 |
| UNITED PARCEL SERVICE | SHIPPING CHARGES | 55.12 |
| ACD.NET, INC. | FIBER CHARGES | 690.00 |
| ACD.NET, INC. | SEWER FUND CHARGES | 868.70 |
| CONSUMERS ENERGY | ELECTRIC 1988 WAVERLY | 533.33 |
| CONSUMERS ENERGY | ELECTRIC 4000 N MICHIGAN#B | 120.53 |
| CONSUMERS ENERGY | 6092 MCCUE ROAD | 30.44 |
| CONSUMERS ENERGY | ELECTRIC 5961 MC CUE #2723 | 53.34 |
| CONSUMERS ENERGY | ELECTRIC 6055 MC CUE | 1,501.31 |
| CONSUMERS ENERGY | GAS 5961 MC CUE #2319 | 161.89 |
| CONSUMERS ENERGY | GAS 1988 WAVERLY | 84.96 |
| CONSUMERS ENERGY | GAS 5961 MC CUE #4 | 238.31 |
| BYRUM ACE HARDWARE | BATTERIES & ROUND UP/DEPT USE | 59.96 |
| BYRUM ACE HARDWARE | PAINT SCRAPER FOR BARN | 9.99 |
| BYRUM ACE HARDWARE | WASP & HORNET KILLER | 11.97 |
| BYRUM ACE HARDWARE | SUPER GLUE/DEPT USE | 3.99 |
| LOWE'S CREDIT SERVICES | NEW FAUCETS/POTW & MTC | 236.65 |
| LOWE'S CREDIT SERVICES | CREDIT - SALES TAX | (13.40) |
| LOWE'S CREDIT SERVICES | TOILET TANK ASSEMBLY | 20.89 |
| SAM'S CLUB DIRECT | HAND SOAP | 6.98 |
| LOWE'S CREDIT SERVICES | WATER FILTERS | 66.22 |
| SAM'S CLUB DIRECT | SPARE UPS'S | 274.84 |
| HUBBELL, ROTH & CLARK, INC | COLLECTION SYSTEM REPAIRS | 3,058.86 |
| HUBBELL, ROTH & CLARK, INC | COLLECTION SYSTEM REPAIRS | 1,578.96 |
| SUPERIOR SAW | DECK SPINDLES AND BLADE DRIVE BELT | 674.20 |
| JPMORGAN CHASE BANK | BULKHEAD TANK FITTING | 32.50 |
| JPMORGAN CHASE BANK | BALL VALVE | 82.99 |
| JPMORGAN CHASE BANK | 2 REPLACEMNT SOLENOIDS/SPRINKLERS | 43.96 |
| JPMORGAN CHASE BANK | RELIEF VALVE | 147.95 |
| LOWE'S CREDIT SERVICES | PIPE FITTINGS/WIRE TIES | 33.23 |
| LOWE'S CREDIT SERVICES | NEW CABLE & ADAPTERS/DIGESTER BUILDING | 8.40 |
| LOWE'S CREDIT SERVICES | SHOP VAC FILTERS | 27.32 |
| LOWE'S CREDIT SERVICES | OIL/LAWN EQUIPMENT AIR CHUCK FOR SHOP | 21.02 |
| LOWE'S CREDIT SERVICES | SALES TAX REFUND | (2.36) |
| LOWE'S CREDIT SERVICES | TUBING/FITTING TEMP LAB VACCUM LINE | 41.64 |
| SAM'S CLUB DIRECT | BATTERIES FOR DPS | 34.25 |
| QUALITY FIRST MAID SERVICE | CLEANING SERVICES/POTW | 420.00 |
| QUALITY FIRST MAID SERVICE | CLEANING SERVICES/MAINTENANCE | 420.00 |
| B & D ELECTRIC, INC. | ELECTRICAL WORK/WIRE ACTUATOR - LAGOON | 557.82 |
| JPMORGAN CHASE BANK | RENEWAL/DIORKA | 152.00 |

| | | |
|----------------------------|--|------------|
| JPMORGAN CHASE BANK | RENEWAL/BRYANT | 152.00 |
| JPMORGAN CHASE BANK | MM2 CERTIFICATION RENEWAL/ADAMS | 91.00 |
| JPMORGAN CHASE BANK | MM2 CERTIFICATION RENEWAL/HARRIS | 91.00 |
| HUBBELL, ROTH & CLARK, INC | LIFT STATION GEN REPLACEMENT | 3,704.43 |
| HUBBELL, ROTH & CLARK, INC | ROOFING DESIGN, SPECIFICATION DEVELOP | 339.75 |
| TOTAL ENERGY SYSTEMS | 150 KW UNIT PORTABLE GENERATOR, KOHLER | 97,465.58 |
| | Total For Dept 558.00 DEPT OF PUBLIC SERVICE | 125,401.89 |

Dept 578.01 CAPITAL IMPROVEMENTS

| | | |
|----------------------------|--|-----------|
| HUBBELL, ROTH & CLARK, INC | TERTIARY TANK CRACK REPAIRS | 3,938.82 |
| HUBBELL, ROTH & CLARK, INC | SECONDARY CLARIFIERS REHABILITATION | 6,598.11 |
| HUBBELL, ROTH & CLARK, INC | INFLUENT SCREW PUMP REPLACEMT | 1,845.36 |
| HUBBELL, ROTH & CLARK, INC | SEQUENCING TANK MIXING | 323.55 |
| HUBBELL, ROTH & CLARK, INC | AERATION BASINS MIXING | 2,284.47 |
| | Total For Dept 578.01 CAPITAL IMPROVEMENTS | 14,990.31 |

Dept 588.01 G.O. BOND INDEBTEDNESS

| | | |
|---------------|--|--------|
| ACD.NET, INC. | SEWER FUND PRINCIPAL | 231.54 |
| ACD.NET, INC. | SEWER FUND INTEREST | 0.96 |
| | Total For Dept 588.01 G.O. BOND INDEBTEDNESS | 232.50 |

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 143,651.50

Fund 701 CUSTODIAL FUND

Dept 000.00

| | | |
|-------|--------------------------|----------|
| AFLAC | AFLAC DISABILITY | 704.70 |
| AFLAC | AFLAC LIFE INSURANCE | 7.62 |
| AFLAC | AFLAC ACCIDENT INDEMNITY | 602.26 |
| AFLAC | AFLAC SICKNESS INDEMNITY | 233.74 |
| AFLAC | AFLAC CANCER INDEMNITY | 364.98 |
| AFLAC | DISABILITY RIDER | 18.48 |
| AFLAC | AFLAC ACCIDENT RIDER | 33.24 |
| | Total For Dept 000.00 | 1,965.02 |

Total For Fund 701 CUSTODIAL FUND 1,965.02

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

| | | |
|-----------|-----------------------|----------|
| CORELOGIC | REFUNDS DUE TAXPAYERS | 654.79 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,010.65 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,236.81 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 910.31 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,082.52 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 714.81 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 412.58 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 552.01 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 733.98 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,541.63 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,464.79 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,058.44 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,000.32 |

| | | |
|-----------|--|--------------------------|
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,507.13 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,098.73 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,200.23 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,117.93 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,169.20 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 593.91 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 792.65 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,103.45 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 387.81 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 677.38 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,218.91 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 402.73 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 731.79 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,505.44 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,102.14 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 1,166.32 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 512.39 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 481.93 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 2,358.31 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 704.26 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 574.65 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 377.52 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 705.55 |
| | Total For Dept 000.00 | <u>33,864.00</u> |
| | Total For Fund 703 CURRENT TAX ACCOUNT | <u><u>33,864.00</u></u> |
| | Total For All Funds: | <u><u>575,209.54</u></u> |

ACCOUNTS PAYABLE APPROVAL

September 22, 2020

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated September 22, 2020 numbered 99973 thru 100055 & ACH 7126 thru 7145. Every invoice has a payment authorizing signature(s).

Dated: September 22, 2020

Jaymie Guzzo, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated September 22, 2020 show payments made from the following funds:

| | | |
|----------------------------------|----|-------------------|
| General Fund | \$ | 38,783.60 |
| Fire Fund | | 10,377.61 |
| Police Fund | | 2,400.00 |
| Parks, Trails, & Recreation Fund | | 3,529.44 |
| Fire EMS Equipment & Vehicle | | 13,709.62 |
| Brownfield Fund | | 343,705.63 |
| Downtown Development Fund | | 26,851.39 |
| Sewer Fund | | 407,632.01 |
| Local Brownfield Revolving Fund | | 441.00 |
| Custodial Fund | | 2,672.50 |
| Current Tax Account | | 15,586.38 |
| Grand Total | \$ | <u>865,689.18</u> |

Includes the following to be reimbursed from separate bank accounts:

| | | |
|---------------------|----|-----------|
| Current Tax Account | \$ | 15,586.38 |
|---------------------|----|-----------|

III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$20,000.00 have been approved by general policy or previous motions of the board.

Tracy Miller, Township Manager

Evan Hope, Township Clerk

Roy W. Sweet, Treasurer

IV Board Audit and Approval: At a regular meeting of the Township Board held on October 6, 2020 a motion was made by _____ and passed by ___ yes votes and ___ no votes (_____ absent) that the list of claims dated September 22, 2020 was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 09/09/2020 - 09/22/2020

| Vendor | Invoice Desc. | Amount |
|--|--|----------|
| Fund 101 GENERAL FUND | | |
| Dept 000.00 | | |
| HOMETOWN BUILDER LLC | FENCE SITE INSPECTION | 10.00 |
| HOMETOWN BUILDER LLC | FENCE SITE INSPECTION | 10.00 |
| POWER HOME SOLAR | CONST VALUE, NEW | 48.00 |
| DENICOLA, PETER | CONST VALUE, NEW | 91.00 |
| POWER HOME SOLAR | BASE FEE | 42.00 |
| DENICOLA, PETER | BASE FEE | 49.00 |
| | Total For Dept 000.00 | 250.00 |
| Dept 171.00 MANAGER | | |
| REVORE LAW FIRM P.L.C. | AUGUST 2020 LEGAL FEES | 200.00 |
| | Total For Dept 171.00 MANAGER | 200.00 |
| Dept 191.00 ACCOUNTING | | |
| MICHIGAN TOWNSHIPS ASSOC MANER COSTERISAN | MTA MAGAZINE | 33.00 |
| | ACCOUNTING SERVICES - AUGUST | 1,210.00 |
| | Total For Dept 191.00 ACCOUNTING | 1,243.00 |
| Dept 215.00 CLERK | | |
| REVORE LAW FIRM P.L.C. | AUGUST 2020 LEGAL FEES | 100.00 |
| | Total For Dept 215.00 CLERK | 100.00 |
| Dept 228.00 INFORMATION TECHNOLOGY | | |
| APPLICATION SPECIALIST KO | SECURITY MONITORING | 3,534.63 |
| | Total For Dept 228.00 INFORMATION TECHNOLOGY | 3,534.63 |
| Dept 253.00 TREASURERS | | |
| DBI BUSINESS INTERIORS BRINK'S INCORPORATED | OFFICE SUPPLIES | 57.21 |
| | SEPTEMBER SERVICE | 492.64 |
| | Total For Dept 253.00 TREASURERS | 549.85 |
| Dept 257.00 ASSESSING | | |
| REVORE LAW FIRM P.L.C. | AUGUST 2020 LEGAL FEES | 3,400.00 |
| | Total For Dept 257.00 ASSESSING | 3,400.00 |
| Dept 262.00 ELECTIONS | | |
| DBI BUSINESS INTERIORS DBI BUSINESS INTERIORS | OFFICE SUPPLIES | 286.20 |
| | CREDIT - RETURNED SUPPLIES | (132.03) |
| | Total For Dept 262.00 ELECTIONS | 154.17 |
| Dept 265.00 BUILDING & GROUNDS | | |
| MICHIGAN FLEET FUELING | GASOLINE | 76.69 |
| MODEL COVERALL SERVICE | UNIFORMS | 26.75 |
| THE PARTS PLACE | MOTOR OIL FOR JBC LOADALL @ POTW | 18.98 |

| | | |
|----------------------------|--|----------|
| GRANGER | MONTHLY DUMPSTER SERVICE | 142.99 |
| QUALITY FIRST MAID SERVICE | CLEANING SERVICES - CSC | 875.00 |
| QUALITY FIRST MAID SERVICE | CLEANING SERVICES - SHERIFFS OFFICE | 525.00 |
| BOARD OF WATER & LIGHT | WATER 2074 AURELIUS | 1,214.50 |
| BOARD OF WATER & LIGHT | WATER 2045 CEDAR | 150.47 |
| BOARD OF WATER & LIGHT | WATER 2004 AURELIUS | 145.59 |
| B & D ELECTRIC, INC. | REPAIR SWITCH PLATE | 90.00 |
| BYRUM ACE HARDWARE | WATER LINE | 7.99 |
| HTA COMPANIES, INC. | CEDAR STREET IRRIGATION | 535.50 |
| PURE GREEN LAWN & TREE | 4410 HOLT RD./COMMUNITY CENTER | 58.00 |
| PURE GREEN LAWN & TREE | 2045 S. CEDAR/ICSD | 25.00 |
| THE PARTS PLACE | CABLE FOR MOWER #2 | 8.58 |
| THE PARTS PLACE | BATTERY-EXMARK | 52.29 |
| D & G EQUIPMENT INC | BLADES FOR EXMARK MOWERS | 134.55 |
| | Total For Dept 265.00 BUILDING & GROUNDS | 4,087.88 |

| | | |
|--|--|-----------|
| Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT | | |
| DBI BUSINESS INTERIORS | OFFICE SUPPLIES | 21.60 |
| MICHIGAN FLEET FUELING | GASOLINE | 109.78 |
| REVORE LAW FIRM P.L.C. | AUGUST 2020 LEGAL FEES | 1,900.00 |
| ASSOCIATED GOVERNMENT | AUGUST AGS BILLING - MECH & PLUMBING | 9,685.00 |
| USA TODAY NETWORK | LEGAL NOTICES - AUGUST 2020 | 154.00 |
| THE PARTS PLACE | LIGHT BULBS | 12.98 |
| | Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT | 11,883.36 |

| | | |
|-----------------------------|---------------------------------------|-----------|
| Dept 850.00 OTHER FUNCTIONS | | |
| DBI BUSINESS INTERIORS | OFFICE SUPPLIES | 116.18 |
| DBI BUSINESS INTERIORS | OFFICE SUPPLIES | 44.25 |
| MEDICAL MANAGEMENT SYSTEM | AMBULANCE COLLECTION FEES - AUGUST | 3,758.17 |
| MUNETRIX, LLC | REPORTING SOFTWARE | 5,766.00 |
| ENCOMPASS/EAP | QUARTERLY EAP | 196.11 |
| BYRUM & FISK ADVOCACY | COMMUNICATION CONSULTING SERVICES | 3,500.00 |
| | Total For Dept 850.00 OTHER FUNCTIONS | 13,380.71 |

Total For Fund 101 GENERAL FUND 38,783.60

| | | |
|------------------------------|---------------------------------------|-----------|
| Fund 206 FIRE FUND | | |
| Dept 336.00 FIRE DEPARTMENT | | |
| MICHIGAN FLEET FUELING | GASOLINE | 668.65 |
| LANSING UNIFORM CO | UNIFORMS | 980.00 |
| REVORE LAW FIRM P.L.C. | AUGUST 2020 LEGAL FEES | 400.00 |
| SPARROW OCC HEALTH SERVICE | PHYSICALS | 73.00 |
| IMAGETREND, INC. | ANNUAL FEES FOR EMS REPORTING PROGRAM | 4,974.75 |
| APPLICATION SPECIALIST KO | ASK SUPPORT | 1,863.00 |
| ENCOMPASS/EAP | QUARTERLY EAP | 294.50 |
| STATE OF MICHIGAN | MEDICAIDE PROGRAM | 512.79 |
| BOARD OF WATER & LIGHT | AUGUST BWL | 44.92 |
| LANSING SECURITY & LOCKSMITH | REPAIR KEY PAD AT FIRE #1 | 95.00 |
| SAFETY SYSTEMS, INC | REPAIR KEYPAD/FD | 471.00 |
| | Total For Dept 336.00 FIRE DEPARTMENT | 10,377.61 |

Total For Fund 206 FIRE FUND 10,377.61

Fund 207 POLICE FUND

Dept 301.00 POLICE

| | | |
|------------------------|------------------------------|----------|
| REVORE LAW FIRM P.L.C. | AUGUST 2020 LEGAL FEES | 2,400.00 |
| | Total For Dept 301.00 POLICE | 2,400.00 |

| | |
|--------------------------------|----------|
| Total For Fund 207 POLICE FUND | 2,400.00 |
|--------------------------------|----------|

Fund 208 PARKS, TRAILS, & RECREATION FUND

Dept 752.00 PARKS ADMINISTRATION

| | | |
|---------------------------|--|--------|
| REVORE LAW FIRM P.L.C. | AUGUST 2020 LEGAL FEES | 100.00 |
| APPLICATION SPECIALIST KO | ASK SUPPORT | 276.00 |
| ENCOMPASS/EAP | QUARTERLY EAP | 51.89 |
| | Total For Dept 752.00 PARKS ADMINISTRATION | 427.89 |

Dept 771.00 PARKS

| | | |
|-----------------------------|---|----------|
| MICHIGAN FLEET FUELING | GASOLINE | 478.14 |
| MODEL COVERALL SERVICE | UNIFORMS | 26.75 |
| BYRUM ACE HARDWARE | LEVEL | 3.99 |
| BYRUM ACE HARDWARE | AIR HOSE CUPLING | 9.98 |
| GRANGER | MONTHLY DUMPSTER SERVICE | 173.70 |
| SAFETY SYSTEMS, INC | QUARTERLY MONITORING | 99.00 |
| AMERICAN RENTALS, INC. | PORTABLE TOILETS | 154.00 |
| AMERICAN RENTALS, INC. | PORTABLE TOILETS | 175.00 |
| BOARD OF WATER & LIGHT | WATER 2287 PINE TREE | 60.82 |
| BOARD OF WATER & LIGHT | WATER 2074 AURELIUS #PARK | 632.08 |
| BOARD OF WATER & LIGHT | WATER 4050 KELLER | 217.29 |
| BOARD OF WATER & LIGHT | 1694 CEDAR ST | 22.52 |
| BOARD OF WATER & LIGHT | WATER 1750 MAPLE | 196.70 |
| BOARD OF WATER & LIGHT | WATER 2108 CEDAR | 361.72 |
| MENARDS LANSING SOUTH | PLUGS, CAMERA DECOY, HOSE | 74.38 |
| ALMA BOLT CO., ABC FASTENER | #9 BY 2 1/2 SCREWS=200 | 8.60 |
| ALMA BOLT CO., ABC FASTENER | #14 BY 3"INCH HEX HEAD SELF DRILLING300 | 27.45 |
| PURE GREEN LAWN & TREE | HOLT & CEDAR/CRYSTAL BAR CORNER | 25.00 |
| PURE GREEN LAWN & TREE | HOLT & AURELIUS | 44.00 |
| D & G EQUIPMENT INC | VOLTAGE REGULATOR | 183.67 |
| D & G EQUIPMENT INC | EXMARK ARM REST | 123.81 |
| D & G EQUIPMENT INC | BOLTS FOR BLADES FOR WAM #15 | 2.95 |
| | Total For Dept 771.00 PARKS | 3,101.55 |

| | |
|---|----------|
| Total For Fund 208 PARKS, TRAILS, & RECREATION FUND | 3,529.44 |
|---|----------|

Fund 211 FIRE EMS EQUIP & VEHICLE FUND

Dept 339.00 EQUIPMENT & APPARATUS

| | | |
|-------------------------|-------------------------|----------|
| DELL MARKETING L.P. | 3 DELL COMPUTERS | 6,935.91 |
| LEGG LUMBER-HOLT | TREATED WOOD | 19.99 |
| WEST SHORE FIRE INC | SCBA REPAIR | 140.30 |
| BYRUM ACE HARDWARE | HOSE WASHERS | 4.49 |
| CATHEY COMPANY | MISC PARTS FOR B21 #105 | 110.73 |
| BOUND TREE MEDICAL, LLC | MISC MEDICAL | 46.00 |
| BOUND TREE MEDICAL, LLC | MISC MEDICAL | 69.36 |
| BOUND TREE MEDICAL, LLC | MISC MEDICAL | 3,884.03 |
| BOUND TREE MEDICAL, LLC | MISC MEDICAL | 47.30 |
| BOUND TREE MEDICAL, LLC | MIS MEDICAL | 107.45 |

| | | |
|---|------------------|------------------|
| BOUND TREE MEDICAL, LLC | MISC MEDICAL | 52.02 |
| BOUND TREE MEDICAL, LLC | MISC MEDICAL | 1,046.89 |
| BOUND TREE MEDICAL, LLC | MISC MEDICAL | 25.99 |
| COMMUNICATIONS SERVICES | RADIO INSTALL | 417.00 |
| BYRUM ACE HARDWARE | MISC HARDWARE | 6.48 |
| R & R FIRE TRUCK REPAIR INC | PUMP TEST #698 | 250.00 |
| ROGER'S CLINE TIRE & AUTO | NEW TIRE #529 | 365.00 |
| ROGER'S CLINE TIRE & AUTO | TIRE REPAIR #529 | 169.30 |
| BYRUM ACE HARDWARE | MISC HARDWARE | 13.18 |
| BYRUM ACE HARDWARE | MISC RETURN | (1.80) |
| Total For Dept 339.00 EQUIPMENT & APPARATUS | | <u>13,709.62</u> |

Total For Fund 211 FIRE EMS EQUIP & VEHICLE FUND 13,709.62

Fund 243 BROWNFIELD REDEVELOPMENT AUTH

| | | |
|---|--------------|---------------|
| FOSTER, SWIFT, COLLINS & SMITH | AUGUST LEGAL | 231.00 |
| Total For Dept 733.00 BROWNFIELD ADMINISTRATION | | <u>231.00</u> |

Dept 734.00 REMEDIATION PLANS

| | | |
|---|---------------------------------------|-------------------|
| WILLOUGHBY ESTATES II, LLC | 2020 BROWNFIELD PLAN #6 REIMBURSEMENT | 333,088.85 |
| HOLT CONVENIENCE INC. | 2020 BROWNFIELD PLAN #7 REIMBURSEMENT | 10,385.78 |
| Total For Dept 734.00 REMEDIATION PLANS | | <u>343,474.63</u> |

Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTH 343,705.63

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

| | | |
|--|---------------|---------------|
| APPLICATION SPECIALIST KO | ASK SUPPORT | 138.00 |
| ENCOMPASS/EAP | QUARTERLY EAP | 15.50 |
| Total For Dept 728.00 DDA ADMINISTRATION | | <u>153.50</u> |

Dept 729.00 DDA MARKETING & PROMOTION

| | | |
|---|--------------------------------------|------------------|
| BLOHM CREATIVE PARTNERS | B2B: GUPTA ALLERGY | 2,500.00 |
| BLOHM CREATIVE PARTNERS | AUGUST HOLT NOW SOCIAL MEDIA | 1,500.00 |
| BLOHM CREATIVE PARTNERS | B2B: MCGRAW LAW | 2,500.00 |
| BLOHM CREATIVE PARTNERS | B2B SCHRAM AUTO PARTS | 2,500.00 |
| BLOHM CREATIVE PARTNERS | AUGUST VOLUNTEER BUREAU SOCAIL MEDIA | 750.00 |
| BLOHM CREATIVE PARTNERS | AUGUST WEB HOST/MAINT | 397.50 |
| Total For Dept 729.00 DDA MARKETING & PROMOTION | | <u>10,147.50</u> |

Dept 850.00 OTHER FUNCTIONS

| | | |
|---------------------------------------|--------------------------|---------------|
| GRANGER | MONTHLY DUMPSTER SERVICE | 54.70 |
| QUALITY FIRST MAID SERVICE | CLEANING SERVICES - DDA | 175.00 |
| BOARD OF WATER & LIGHT | WATER 2150 CEDAR | 26.63 |
| BOARD OF WATER & LIGHT | WATER 4410 HOLT | 18.40 |
| Total For Dept 850.00 OTHER FUNCTIONS | | <u>274.73</u> |

Dept 903.00 CAPITAL OUTLAY-DDA

| | | |
|--|--|-----------------|
| MPC CASH-WAY LUMBER CO | MATERIALS TO BUILD A PAVILION AT ESKER | 5,246.84 |
| MPC CASH-WAY LUMBER CO | ESKER PAVILION | 48.92 |
| BOBCAT OF LANSING | RENTAL OF AUGER/ESKER | 125.00 |
| Total For Dept 903.00 CAPITAL OUTLAY-DDA | | <u>5,420.76</u> |

Dept 903.17 2017 DDA DEVELOPMENT

| | | |
|-------------------------|--|-----------|
| J. RANCK ELECTRIC, INC. | PAY ESTIMATE 4: DELHI COMMERCE DR SIGNAL | 10,854.90 |
| | Total For Dept 903.17 2017 DDA DEVELOPMENT | 10,854.90 |

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 26,851.39

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

| | | |
|----------------------------|-----------------------|-----------------|
| NGUYEN, CHAU | Sewer Usage | 18.60 |
| SOLITRO, JOSEPH & PAMELA | Sewer Usage | 12.40 |
| GLEASON, TINA | Basic Service Charge | 18.80 |
| HARTSUFF, KAREN | Basic Service Charge | 6.20 |
| HOFFRICHTER, ANDREAS | Basic Service Charge | 6.20 |
| HOPKINS, NICHOLAS | Basic Service Charge | 24.80 |
| HUFF, NICHOLAS | Basic Service Charge | 66.32 |
| KARNOSKY, DAVID & JENNIFER | Basic Service Charge | 128.20 |
| LUU, LOI | Basic Service Charge | 6.20 |
| MAKI, AREKA | Basic Service Charge | 176.60 |
| METZ, KAMIL & ANNETTE | Basic Service Charge | 31.00 |
| MULVANY, JANETTE | Basic Service Charge | 49.60 |
| PARR, DARIN | Basic Service Charge | 18.60 |
| REINECKE, JOLI | Basic Service Charge | 142.30 |
| ROGERS, DOUGLAS | Basic Service Charge | 91.00 |
| STUBIG, ROGER | Basic Service Charge | 54.80 |
| WEBER, RICHARD | Basic Service Charge | 36.20 |
| WILLARD, MICHAEL | Basic Service Charge | 142.60 |
| YEMC, ROSEMARY L | Basic Service Charge | 12.40 |
| ADAMS, SIMONE | Basic Service Charge | 18.60 |
| ADHIKARI, SARASWATI | Basic Service Charge | 17.60 |
| BRANDON, DAVID | Basic Service Charge | 54.80 |
| CALTRIDER, RANDY | Basic Service Charge | 48.60 |
| CANTINE, TODD | Basic Service Charge | 54.80 |
| CONDIE, NATHAN | Basic Service Charge | 12.40 |
| DELUCA, LUIGI | Basic Service Charge | 11.40 |
| | Total For Dept 000.00 | <u>1,261.02</u> |

Dept 548.00 ADMINISTRATION & OVERHEAD

| | | |
|------------------------|---|-----------------|
| REVORE LAW FIRM P.L.C. | AUGUST 2020 LEGAL FEES | 1,500.00 |
| KCI | OCT/NOV/DEC POSTAGE | 8,232.79 |
| ENCOMPASS/EAP | QUARTERLY EAP | 162.75 |
| | Total For Dept 548.00 ADMINISTRATION & OVERHEAD | <u>9,895.54</u> |

Dept 558.00 DEPT OF PUBLIC SERVICE

| | | |
|-----------------------------|--------------------------------|----------|
| MICHIGAN FLEET FUELING | GASOLINE | 704.70 |
| MODEL COVERALL SERVICE | STAFF UNIFORMS/MTC | 46.63 |
| MODEL COVERALL SERVICE | STAFF UNIFORMS/POTW | 67.00 |
| MODEL COVERALL SERVICE | STAFF UNIFORMS/POTW | 67.00 |
| MODEL COVERALL SERVICE | STAFF UNIFORMS/MTC | 46.63 |
| BARYAMES CLEANERS | UNIFORM DRY CLEANING | 173.95 |
| FISHER SCIENTIFIC | SAMPLING SUPPLIES/LAB SUPPLIES | 419.64 |
| AIRGAS USA, LLC | CYLINDER RENTAL | 199.28 |
| PAPER IMAGE PRINTING CENTRE | SEWER COMPLAINT FORMS | 490.15 |
| FISHER SCIENTIFIC | SAMPLING SUPPLIES/LAB SUPPLIES | 2,679.92 |
| FISHER SCIENTIFIC | LAB SUPPLIES | 81.49 |

| | | |
|-----------------------------|--|-----------|
| FISHER SCIENTIFIC | LAB SUPPLIES | 237.10 |
| FISHER SCIENTIFIC | LAB SUPPLIES | 273.04 |
| FISHER SCIENTIFIC | LAB SUPPLIES | 461.37 |
| FISHER SCIENTIFIC | LAB SUPPLIES | 563.04 |
| PVS NOLWOOD CHEMICALS, INC. | FERRIC CHLORIDE | 4,711.99 |
| HAVILAND PRODUCTS COMPANY | CREDIT - DEPOSIT RETURN | (140.00) |
| HAVILAND PRODUCTS COMPANY | SODIUM HYPOCHLORITE | 3,789.83 |
| HAVILAND PRODUCTS COMPANY | SODIUM BISULFATE | 778.81 |
| KEMIRA WATER SOLUTIONS, INC | FERRIC CHLORIDE | 5,967.00 |
| ALS LABORATORY GROUP | POND #3 BIOSOLIDS | 550.00 |
| RED WING BUSINESS ADVANTAGE | WORK BOOTS/SMITH | 200.00 |
| RED WING BUSINESS ADVANTAGE | WORK BOOTS/DEYOUNG | 178.49 |
| RED WING BUSINESS ADVANTAGE | WORK BOOTS/ADAMS | 161.49 |
| GRANGER | SCREENING DEBRIS | 474.13 |
| GRANGER | MONTHLY DUMPSTER SERVICE | 273.70 |
| GRANGER | YARD WASTE DUMPSTER/MTC | 896.10 |
| COMCAST | HIGH -SPEED INTERNET/POTW | 118.35 |
| COMCAST | HIGH-SPEED INTERNET/MTC | 148.35 |
| APPLICATION SPECIALIST KO | ASK SUPPORT | 3,662.37 |
| SPOK, INC | PAGER SERVICES | 42.99 |
| BOARD OF WATER & LIGHT | WATER 1492 AURELIUS | 217.29 |
| BOARD OF WATER & LIGHT | WATER 1492 AURELIUS | 95.00 |
| BOARD OF WATER & LIGHT | WATER 3505 HOLT | 100.17 |
| BOARD OF WATER & LIGHT | WATER 1988 WAVERLY | 213.17 |
| BOARD OF WATER & LIGHT | WATER 4280 DELL | 22.52 |
| BOARD OF WATER & LIGHT | WATER 5961 MC CUE | 586.59 |
| BOARD OF WATER & LIGHT | ELECTRIC 1870 NIGHTINGALE | 118.23 |
| CONSUMERS ENERGY | UTILITIES - ELECTRIC 1368 GROVENBURG | 51.47 |
| CONSUMERS ENERGY | UTILITIES - GAS 1368 GROVENBURG | 14.00 |
| HESCO, INC. | PVB113N TRUNNION | 1,140.00 |
| HESCO, INC. | PVD755N DISC INLET | 3,354.00 |
| HESCO, INC. | PVD752 GASKET SWAN NECK | 27.00 |
| HESCO, INC. | PVB119 GASKET SUCTION | 171.00 |
| HESCO, INC. | PVB695 GASKET CLACK VALVE | 27.00 |
| HESCO, INC. | PVC681N CLACK VALVE | 369.00 |
| HESCO, INC. | PVB756 GASKET DISCHARGE | 171.00 |
| HESCO, INC. | SHIPPING | 200.00 |
| MENARDS LANSING SOUTH | HOSE CLAMPS/VACUUM PUMP TUBING | 5.49 |
| GALLOUP | PVC UNION/GRIT BLOWER MANIFOLD | 31.37 |
| OVIVO USA, LLC | 593771 CRANKED LADDER BAR LINK SS | 2,347.92 |
| OVIVO USA, LLC | 593773 SEAL FIN RH | 528.00 |
| OVIVO USA, LLC | 593772 SEAL FIN LH | 396.00 |
| BYRUM ACE HARDWARE | SCREWS/INFLUENT SCREW & BRASS PLUG/ | 8.49 |
| QUALITY FIRST MAID SERVICE | CLEANING SERVICES/POTW | 420.00 |
| QUALITY FIRST MAID SERVICE | CLEANING SERVICES/MAINTENANCE | 420.00 |
| BISBEE INFRARED SERVICES | INFRARED ELECTRICAL INSPECTION | 1,050.00 |
| DEWITT FENCE COMPANY | 42" X 72" MAN GATE INSTALLED | 950.00 |
| ESD | ESD RENEWAL | 119.00 |
| CUMMINS SALES AND SERVICE | HOLT ROAD GENERATOR/TRANSFER SWITCH | 4,074.00 |
| | Total For Dept 558.00 DEPT OF PUBLIC SERVICE | 45,552.25 |

Dept 578.01 CAPITAL IMPROVEMENTS

| | | |
|----------------------------|-----------------------------|------------|
| PROCESS PIPING & EQUIPMENT | TERTIARY TANK CRACK REPAIRS | 189,630.80 |
| PROCESS PIPING & EQUIPMENT | SECONDARY CLARIFIER REHAB | 120,364.00 |

| | | |
|--|--|--------------------------|
| PROCESS PIPING & EQUIPMENT | INFLUENT SCREW PUMP REPLACEMT | 20,000.00 |
| PROCESS PIPING & EQUIPMENT | FEED SEQUENCING TANK MIXING IMPR | 5,688.40 |
| PROCESS PIPING & EQUIPMENT | AERATION TANK MIXING | 15,240.00 |
| | Total For Dept 578.01 CAPITAL IMPROVEMENTS | <u>350,923.20</u> |
| | Total For Fund 590 SEWAGE DISPOSAL SYSTEM | <u><u>407,632.01</u></u> |
| Fund 643 LOCAL BROWNFIELD REVOLVING FUND | | |
| Dept 735.00 LOCAL SITE REMEDIATION | | |
| FOSTER, SWIFT, COLLINS & SMITH-MSUFCU | LEGAL AUGUST | 210.00 |
| FOSTER, SWIFT, COLLINS & SMITH | AUGUST LEGAL | 231.00 |
| | Total For Dept 735.00 LOCAL SITE REMEDIATION | <u>441.00</u> |
| | Total For Fund 643 LOCAL BROWNFIELD REVOLVING FUND | <u><u>441.00</u></u> |
| Fund 701 CUSTODIAL FUND | | |
| Dept 000.00 | | |
| INGHAM COUNTY TREASURER | TRAILER PARK FEES - AUGUST 2020 | 2,672.50 |
| | Total For Dept 000.00 | <u>2,672.50</u> |
| | Total For Fund 701 CUSTODIAL FUND | <u><u>2,672.50</u></u> |
| Fund 703 CURRENT TAX ACCOUNT | | |
| Dept 000.00 | | |
| LERETA | REFUNDS DUE TAXPAYERS | 1,183.87 |
| LERETA LLC | REFUNDS DUE TAXPAYERS | 510.97 |
| LERETA LLC | REFUNDS DUE TAXPAYERS | 1,097.77 |
| LERETA LLC | REFUNDS DUE TAXPAYERS | 1,581.80 |
| LERETA LLC | REFUNDS DUE TAXPAYERS | 1,150.08 |
| LERETA LLC | REFUNDS DUE TAXPAYERS | 670.04 |
| LERETA LLC | REFUNDS DUE TAXPAYERS | 893.88 |
| CAPITAL REAL ESTATE TAX | REFUNDS DUE TAXPAYERS | 1,445.45 |
| CAPITAL REAL ESTATE TAX | REFUNDS DUE TAXPAYERS | 454.86 |
| CAPITAL REAL ESTATE TAX | REFUNDS DUE TAXPAYERS | 1,004.28 |
| CAPITAL REAL ESTATE TAX | REFUNDS DUE TAXPAYERS | 973.50 |
| CAPITAL REAL ESTATE TAX | REFUNDS DUE TAXPAYERS | 933.64 |
| CAPITAL REAL ESTATE TAX | REFUNDS DUE TAXPAYERS | 1,071.53 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 543.54 |
| CORELOGIC | REFUNDS DUE TAXPAYERS | 837.36 |
| COVIUS MORTGAGE SOLUTIONS | REFUNDS DUE TAXPAYERS | 1,233.81 |
| | Total For Dept 000.00 | <u>15,586.38</u> |
| | Total For Fund 703 CURRENT TAX ACCOUNT | <u><u>15,586.38</u></u> |
| | Total For All Funds: | <u><u>865,689.18</u></u> |

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated September 3, 2020**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 112255 through 112255 & direct deposits numbers: DD32737 through DD32831. The payroll was prepared in accordance with established payroll rates and procedures.

The Treasurer's & Clerk's signatures were printed on the payroll checks using an electronic image signature

Jaymie Guzzo, Accounting Clerk

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: September 3, 2020

Director of Accounting

II. Payroll Report

The September 3, 2020 payroll encompasses the following funds and expenditures:

| | Gross Payroll | Payroll Deductions | Net Pay |
|----------------------|--------------------------|--|---|
| General Fund | \$62,547.54 | \$21,088.35 | \$41,459.19 |
| Fire Dept. Fund | 68,688.30 | 21,789.39 | \$46,898.91 |
| Parks & Rec | 18,813.28 | 5,358.15 | \$13,455.13 |
| DDA | 4,942.63 | 1,034.10 | \$3,908.53 |
| Sewer Fund/Receiving | 42,608.34 | 13,100.68 | \$29,507.66 |
| Total Payroll | \$197,600.09 | \$62,370.67 | \$135,229.42 |
| | | | |
| | Township FICA | Township RHS & Pension Plan | Total Deductions & TWP Liabilities |
| General Fund | \$4,524.07 | \$7,501.27 | \$33,113.69 |
| Fire Dept. Fund | 5,160.28 | 6,856.79 | 33,806.46 |
| Parks & Rec | 1,377.40 | 1,866.89 | 8,602.44 |
| DDA | 188.09 | 91.94 | 1,314.13 |
| Sewer Fund/Receiving | 3,150.72 | 4,717.43 | 20,968.83 |
| Total Payroll | \$14,400.56 | \$21,034.32 | \$97,805.55 |

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on September 3, 2020 and identified as follows:

09/03 Net Pay Disbursement in Common Savings (\$135,229.42)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on September 15, 2020, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated September 3, 2020 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated September 17, 2020**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 112258 through 112263 & direct deposits numbers: DD32832 through DD32929. The payroll was prepared in accordance with established payroll rates and procedures.

The Treasurer's & Clerk's signatures were printed on the payroll checks using an electronic image signature

Jaymie Guzzo, Accounting Clerk

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: September 17, 2020

Director of Accounting

II. Payroll Report

The September 17, 2020 payroll encompasses the following funds and expenditures:

| | Gross Payroll | Payroll Deductions | Net Pay |
|----------------------|--------------------------|--|---|
| General Fund | \$64,157.94 | \$20,631.97 | \$43,525.97 |
| Fire Dept. Fund | 65,317.70 | 20,682.55 | \$44,635.15 |
| Parks & Rec | 18,118.88 | 5,209.22 | \$12,909.66 |
| DDA | 5,867.04 | 1,240.39 | \$4,626.65 |
| Sewer Fund/Receiving | 40,811.20 | 12,921.21 | \$27,889.99 |
| Total Payroll | \$194,272.76 | \$60,685.34 | \$133,587.42 |
| | | | |
| | Township FICA | Township RHS & Pension Plan | Total Deductions & TWP Liabilities |
| General Fund | \$4,608.34 | \$7,496.26 | \$32,736.57 |
| Fire Dept. Fund | 4,890.90 | 6,761.45 | 32,334.90 |
| Parks & Rec | 1,324.32 | 1,866.89 | 8,400.43 |
| DDA | 220.06 | 110.69 | 1,571.14 |
| Sewer Fund/Receiving | 3,013.23 | 4,714.88 | 20,649.32 |
| Total Payroll | \$14,056.85 | \$20,950.17 | \$95,692.36 |

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on September 17, 2020 and identified as follows:

09/17 Net Pay Disbursement in Common Savings (\$133,587.42)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on October 6, 2020, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated September 17, 2020 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated October 1, 2020**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 112268 through 112280 & direct deposits numbers: DD32930 through DD33027. The payroll was prepared in accordance with established payroll rates and procedures.

The Treasurer's & Clerk's signatures were printed on the payroll checks using an electronic image signature

Jaymie Guzzo, Accounting Clerk

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: October 1, 2020

Director of Accounting

II. Payroll Report

The October 1, 2020 payroll encompasses the following funds and expenditures:

| | Gross Payroll | Payroll Deductions | Net Pay |
|----------------------|--------------------------|--|---|
| General Fund | \$66,880.85 | \$20,593.54 | \$46,287.31 |
| Fire Dept. Fund | 83,060.46 | 26,271.11 | \$56,789.35 |
| Parks & Rec | 20,685.83 | 5,557.09 | \$15,128.74 |
| DDA | 4,988.08 | 1,042.14 | \$3,945.94 |
| Sewer Fund/Receiving | 44,008.50 | 13,386.17 | \$30,622.33 |
| Total Payroll | \$219,623.72 | \$66,850.05 | \$152,773.67 |
| | | | |
| | Township FICA | Township RHS & Pension Plan | Total Deductions & TWP Liabilities |
| General Fund | \$4,601.34 | \$7,537.39 | \$32,732.27 |
| Fire Dept. Fund | 6,248.28 | 9,209.39 | 41,728.78 |
| Parks & Rec | 1,533.52 | 1,564.93 | 8,655.54 |
| DDA | 191.56 | 91.94 | 1,325.64 |
| Sewer Fund/Receiving | 3,257.86 | 4,719.48 | 21,363.51 |
| Total Payroll | \$15,832.56 | \$23,123.13 | \$105,805.74 |

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on October 1, 2020 and identified as follows:

10/01 Net Pay Disbursement in Common Savings (\$152,773.67)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on October 6, 2020, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated October 1, 2020 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: September 30, 2020

RE: FY 2021 Budgets – Set Public Hearing – General Fund and Special Revenue Funds

During the September Budget Workshop we introduced to the Board the proposed 2021 Budget documents (Budget Book). These proposed budgets have been updated prior to the public hearing for any changes made at the budget workshop. Summaries of these budgets will be available in the Clerk's Office and online for public viewing.

As required by statute, a public hearing must be held prior to December 15th and the adoption of these budgets by the Township Board no later than December 31st of each year. Therefore, I recommend the Board set a public hearing for Tuesday, October 20, 2020 at 7:15 p.m. to hear comments on the proposed budget.

RECOMMENDED MOTION:

To set a public hearing on the proposed Township budgets for the General Fund and Special Revenue Funds for fiscal year 2021 on Tuesday, October 20, 2020 at 7:15 p.m.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 1, 2020

RE: Interagency Cash Transfer Agreement between Delhi Township and Michigan Rehabilitation Services

Enclosed for your review and approval is an "Interagency Cash Transfer Agreement" between Delhi Township and Michigan Rehabilitation Services (MRS) for the fiscal year 2020-2021. This Agreement mirrors the ones approved by the Board for the 2013-2020 State of Michigan fiscal years.

The purpose of this Agreement is to enable the Township to provide MRS non-federal share monies (\$25,000) as a match for MRS to receive federal funding (\$67,593). Together these funds (\$92,593) support a cooperative relationship between MRS and the Township to improve vocational rehabilitation services to persons with disabilities with the ultimate goal of achieving successful employment. This program will also ensure the provisions of independent living services are available to MRS customers if needed.

The primary role of Delhi Township is to act as the fiduciary agent. Delhi Township will receive \$25,000 from the Capital Area Center for Independent Living (CACIL) and transfer only those funds to ensure MRS receives their federal funding support. No other source of Township funds can be used for the purpose of this Agreement.

Recommended Motion:

To approve the Interagency Cash Transfer Agreement between Delhi Charter Township and Michigan Rehabilitation Services and authorize the Township Manager to execute the Agreement on behalf of the Township.

Agreement #: 1211

MRS District & Site: Lansing District/Lansing

INTERAGENCY CASH TRANSFER AGREEMENT

| |
|---|
| This Agreement is entered into between the designated State unit and the state or local public agency named below: |
| DESIGNATED STATE UNIT NAME: Michigan Rehabilitation Services (MRS) |
| STATE OR LOCAL PUBLIC AGENCY NAME: Delhi Charter Township |
| AGREEMENT TYPE: New: <input type="checkbox"/> Continuation: <input checked="" type="checkbox"/> |
| AGREEMENT BEGIN AND END DATE: October 01, 2020 to September 30, 2021 |
| FISCAL YEAR APPROPRIATE TO THIS DOCUMENT: 2021 |
| GRAND TOTAL OF THIS AGREEMENT: 92,593 |
| AGREEMENT TITLE: Delhi Charter Township |

This Interagency Cash Transfer Agreement (Agreement) is created and agreed to by MRS and the state or local public agency designated above (Parties) to enhance and improve the provision of vocational rehabilitation services to individuals who meet the following MRS eligibility criteria, as set forth in 34 CFR 361.42(a)(1):

- (i) A determination by qualified personnel (employed by the designated State unit) that the applicant has a physical or mental impairment.
- (ii) A determination by qualified personnel (employed by the designated State unit) that the applicant's physical or mental impairment constitutes or results in a substantial impediment to employment for the applicant.
- (iii) A determination by a qualified vocational rehabilitation counselor employed by the designated State unit that the applicant requires vocational rehabilitation services to

prepare for, secure, retain, advance in, or regain employment that is consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interest, and informed choice.

- (iv) A presumption, in accordance with paragraph (a)(2) of this section, that the applicant can benefit in terms of an employment outcome from the provision of vocational rehabilitation services.

The provision of vocational rehabilitation services through this Agreement must be consistent with the MRS 2020-2023 State Plan, including but not limited to implementation of an Order of Selection for Services (OSS) [34 CFR 361.36(d)(1)]. The requirements specified in the MRS State Plan on file with the United States Department of Education, Rehabilitation Services Administration will apply to all funds associated with this Agreement.

Purpose of this Agreement

The purpose of this Agreement is to set forth the terms and conditions under which the above referenced state or local public agency will provide non-Federal share as an allowable source of match as referenced in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

I. Description of the Program

A. Purpose of the Program

1. Purpose Statement

The purpose of this program is to support a cooperative relationship between MRS and Delhi Charter Township to increase and improve vocational rehabilitation services to persons with disabilities.

This program results in the provision of a full range of vocational rehabilitation services to customers with disabilities as applicable. It is the goal of this program that eligible individuals achieve successful employment outcomes.

2. Target Population

This program targets the general population with disabilities who are eligible for MRS.

Services will not be extended to or include non-MRS customers.

3. Target Geographic Area

Delhi Charter Township, Clinton, Eaton, Ingham and Shiawassee Counties.

4. Outcome Goals

Based on MRS Service categories, the parties have mutually agreed on the following outcome goals:

- Total number of participants to be served – 36
- Applications – 24
- Closed successful - 12

B. Scope of Vocational Rehabilitation Services to be Provided Under the Program

1. Description of Services

MRS may provide, arrange, or purchase vocational rehabilitation services necessary for determining eligibility, priority for service, and vocational rehabilitation needs.

MRS may provide, arrange or purchase those vocational rehabilitation services related to an Individualized Plan for Employment necessary to assist the individual in preparing for, securing, retaining, or regaining an employment outcome in an integrated setting that is consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

MRS may provide or arrange for the provision of Pre-employment Transition Services in collaboration with the local educational agencies for all students with disabilities or potentially Eligible students. Activities include: Job Exploration Counseling, Work-based Learning Experiences, Counseling on opportunities for Post-secondary Educational programs, Workplace Readiness Training, and Instruction in Self-advocacy.

Additionally, the Parties have identified the following VR service(s) as integral to achieving the program outcome goals: [This program will also ensure the provision of independent living services are available to MRS customers if needed and identified in an Individual Plan for Employment.](#)

C. Role of Each Participating Agency in the Provision of Services

1. Role of MRS

[Shelly Neal, District Manager](#) will serve as the primary administrative contact for MRS.

To achieve the outcome goals for this program:

- a. MRS staff will be responsible for the following: assigning professional staff, as required, to accomplish the goals and administration of the agreement.
- b. Applicable workflow processes include: The primary role of MRS is to act as the program manager in the delivery of vocational rehabilitation services to customers with disabilities.
- c. Training is not anticipated
 Training will be provided in the following area(s):

2. Role of state or local public agency

Tracy Miller, Delhi Charter Township Manager will serve as the primary administrative contact for the state or local public agency.

To achieve the outcome goals for this program:

- a. State or local public agency staff will be responsible for the following: Assigning professional staff, as required, to accomplish the goals and administration of the agreement.
- b. Applicable workflow processes include: Delhi Charter Township may refer individuals with a perceived disability for determination of eligibility, priority for service and vocational rehabilitation.

The Charter Township of Delhi is to act as the fiduciary agent and transfer state or local funds in accordance with the terms of this interagency cash transfer agreement. The Charter Township of Delhi shall only be responsible for transferring non-federal funds that are designated for this purpose and in accordance with this agreement. This Agreement shall be contingent on the availability of funds.

The Charter Township of Delhi shall have no duties, responsibilities, or obligations under this Agreement except as clearly and expressly described in this Agreement.

The Charter Township of Delhi shall not be answerable or liable for other than its gross negligence or willful misconduct.

The Charter Township of Delhi shall be protected in acting upon any paper or document believed by it to be genuine and to have been signed by the proper person or persons and shall not be held to have notice of any change of authority of any person, until receipt of written notice thereof from MRS.

The Charter Township of Delhi shall not be under any obligation to prosecute any action or suit in any way related to this Agreement which, in its sole judgment, may involve it in expense or liability.

The Charter Township of Delhi shall not be responsible for any failure or delay in the performance of its obligations under this Agreement arising out of, or caused, directly or indirectly, by circumstances beyond its reasonable control.

- c. Training is not anticipated
 Training will be provided in the following area(s):

D. Quality Assurance Activities

1. Data Sharing & Reporting Plan

At a minimum, the Parties have agreed to exchange the following data set(s): [The MRS Lansing District Office Manager or representative will provide information to Delhi Charter Township, as requested, and required, on an annual basis. This data consists of the number of individuals served, expenditures, services provided, and outcome status.](#)

The primary administrative contacts or their designees will complete this activity
 Monthly Quarterly Biannually Other: [Annually](#)

2. Progress Monitoring

The primary administrative contacts or their designees agree to meet
 Monthly Quarterly Biannually Other: [throughout the year](#) to review progress toward outcome goals, resolve issues, and ensure the continuity of all Agreement components.

Progress measures are identified in sections I(A)(4) and/or I(D)(1).

3. Program Evaluation

At a minimum, the Parties agree to an annual review of the programs overall impact and outcomes. The primary administrative contacts will complete this activity.

Program evaluation success indicators and measures are identified in sections I(A)(4) and/or I(D)(1). The Parties have agreed to the following additional success indicators: [NA](#)

E. Share of Cost to be Assumed by Each Agency

| Agency | Share Type | Share % | Amount |
|------------------------------|-------------|---------|--------------------------|
| State or Local Public Agency | Non-Federal | 27 | \$25,000 |
| MRS | Federal | 73 | \$67,593 |
| Agreement Grand Total | Combined | 100 | \$92,593 |

II. Funding Qualifications

Non-Federal share provided under this Agreement will not originate from any other Federal grant or count towards satisfying a matching or cost sharing requirement of another Federal grant agreement, contract, or any other award of Federal funds. Program income generated or earned as a result of this Agreement cannot count toward satisfying a Federal match or cost sharing requirement.

Program expenditures under this Agreement will be under the control of MRS. All services provided under this Agreement are only available to MRS applicants and eligible individuals.

The entire non-Federal share will be obligated first during the fiscal year in which this Agreement pertains. Any funds remaining after the date identified below may be redirected to the statewide MRS general fund and spent at the discretion of MRS.

Date after which funds may be redirected: July 01, 2021

In the event Federal share is unavailable or unsecured, this Agreement would be deemed null and void.

III. Payment Terms and Conditions

A. Terms of Payment

The state or local public agency agrees to make payment of the non-Federal share based on the schedule below.

This Agreement increases or expands the scope of VR services available to individuals with disabilities. A waiver has been granted by the Rehabilitation Services Administration authorizing this Agreement. Failure to meet non-Federal share obligations by the state or local public agency may result in termination of this Agreement and all associated services.

B. Payment Schedule

Multiple Payment Schedule

| Payment Options | Due Date | Amount |
|---|--------------------------------|----------|
| First Payment | On or before December 31, 2020 | \$12,500 |
| Second Payment | On or before March 31, 2021 | \$12,500 |
| Total State or Local Public Agency Share: | | \$25,000 |

IV. Audits and Records

The state or local public agency agrees:

- A. To retain all financial and accounting records related to this Agreement through the term of this Agreement and for four years after the latter of termination, expiration, or final payment under this Agreement or any extension (“Audit Period”). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Contractor must retain the records until all issues are resolved.
- B. To assure state personnel, federal personnel, and personnel authorized by MRS shall have full access to the records during the time the state or local public agency is obligated to retain the records.
- C. At the request of MRS, to provide access to and furnish whatever information is deemed necessary by MRS in order to fully, accurately and timely assess satisfactory performance of the terms and conditions of this Agreement.
- D. At the request of MRS, to permit onsite visits by designated State of Michigan employees or agents to conduct audits or otherwise review books and records for any reason connected with the administration of this Agreement.

V. Dispute Resolution

In the event of a dispute between the Parties concerning the interpretation or implementation of this Agreement, or the provision of services funded under this Agreement, the Parties agree to attempt in good faith to informally resolve the disagreement. To initiate dispute resolution under this section, the state or local public agency shall provide MRS with a written summary of the complaint. The state or local public agency should include the following information in the letter of the complaint: name and address of the person MRS should contact regarding the complaint, identification of the specific provision of this Agreement or its attachment in dispute and all documentation in support of the position. The following summarizes the dispute resolution process:

A. Step One, Informal

The Parties will meet to discuss the nature of the dispute and to discuss appropriate solutions pertaining to this Agreement. This must occur within fifteen (15) business days, from the date of receipt of the complaint or such additional time as the Parties agree in writing.

B. Step Two, Formal

If the informal dispute resolution process is unsuccessful, the appropriate MRS District Manager, Division Director and the administrative head of the state or local public agency shall meet within fifteen (15) business days of the first meeting (or such additional time as the Parties agree in writing) to review the efforts at resolution and to continue working at resolving the dispute(s). The Parties shall use their best efforts to

identify in writing all disputed issues, the respective party's proposed resolution and any agreed upon resolutions relative to the issues identified (Written Summary).

C. Step Three, Formal

If the dispute(s) cannot be resolved at Step Two, the Parties shall, within seven (7) days following the meeting in B (unless extended in writing by the Parties), above, provide the MRS Director with the Written Summary and meet with the MRS Director or his or her designee to discuss the complaint. The MRS Director or designee will provide the Parties with a final written resolution within thirty (30) days of this meeting. The action of the MRS Director or designee is final and binding on the Parties.

VI. Mutual Drafting

Both Parties contributed equally to the drafting and negotiation of this Agreement. As such, the Parties agree that, in the event of a dispute, the provisions of the Agreement shall not be strictly construed against any Party as the drafter of this Agreement. The Parties acknowledge that they have had the opportunity to have their respective attorneys review and approve this Agreement as to its form and effect.

VII. Renegotiation or Modification

To be effective, any modifications or amendments to this Agreement must be in writing and signed by the Parties.

VIII. Cancellation

MRS or the state or local public agency, with or without cause, may cancel this Agreement upon no less than thirty (30) days written notice. If this Agreement is terminated prior to the end of the fiscal year, the unobligated non-Federal share will be returned to the state or local public agency within 30 days of the effective termination date. To terminate, the written notification must be sent by certified mail with return receipt requested to all signatories prior to August 1st of the current fiscal year.

This Agreement will end on the later of the specified termination date or 30 days after receipt of request for termination.

IX. Governing Statutes

The Parties shall comply with all applicable federal laws and regulations in carrying out the terms of this Agreement, including but not limited to the following:

- A. Title VI of the Civil Rights Act of 1964, as amended, which, among other things, prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
- B. Section 504 of the Rehabilitation Act of 1973, as amended, which, among other things, prohibits discrimination on the basis of disability in programs and activities receiving or benefiting from federal financial assistance.

- C. Americans with Disabilities Act of 1990, which, among other things, prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, state and local government services, and in telecommunications.
- D. Title IX of the Education Amendments of 1972, as amended, which, among other things, prohibits discrimination on the basis of gender in education programs and activities receiving or benefiting from federal financial assistance.
- E. The Age Discrimination Act of 1975, as amended, which, among other things, prohibits discrimination on the basis of age in program or activities receiving or benefiting from federal financial assistance.
- F. The Omnibus Budget Reconciliation Act of 1981, which, among other things, prohibits discrimination on the basis of gender or religion in programs and activities receiving or benefiting from federal financial assistance.
- G. Federal: Other applicable regulations including but not limited to OMB Circulars A-87, the Education Department of General Administrative Regulations (EDGAR), the federally approved MRS State Plan and the State Program Regulations at 34 CFR 361.
- H. Title VII of the Civil Rights Act of 1964, as amended, which, among other things, prohibits discrimination with respect to employment, compensation, and terms and conditions of employment on the basis of race, color, religion, gender, or national origin.

The Parties shall comply with all applicable state laws and rules in carrying out the terms of this Agreement, including but not limited to the following:

- A. Persons with Disabilities Civil Rights Act – Act 220 of 1976, defines the civil rights of persons with disabilities; prohibits discriminatory practices, policies, and customs in the exercise of those rights; prescribes penalties and to provide remedies.
- B. Elliot Larsen Civil Rights Act – Act 453 of 1976, defines civil rights; prohibits discriminatory practices, policies, and customs in the exercise of those rights based upon religion, race, color, national origin, age, sex, height, weight, familial status, or marital status; to preserve the confidentiality of records regarding arrest, detention, or other disposition in which a conviction does not result; to prescribe the powers and duties of the civil rights commission and the Department of Civil Rights; provides remedies and penalties; provides for fees; and to repeal certain acts and parts of acts.
- C. All other applicable state or federal laws, regulations, rules or standards that prohibit discrimination on any basis.

X. Safeguarding Information

The Parties shall not use or disclose any confidential or personally identifying information concerning applicants or recipients of services under or incidental to this Agreement for any purpose except as permitted or authorized by law (34 CFR 361.38).

XI. Standard Terms and Conditions

This Agreement contains all the terms and conditions agreed upon by the Parties. There are no provisions, terms, conditions, or obligations other than those contained in this Agreement. This Agreement shall supersede all previous communications, representations, or agreements, either verbal or written between the Parties as to the subject matter covered in this Agreement. If any terms or provisions of this Agreement are found illegal or unenforceable, the remainder of this Agreement shall remain in full force and effect and the illegal or unenforceable terms or provisions shall be stricken.

Neither Party shall be responsible for the costs or obligations of the other party in carrying out the terms of this Agreement.

XII. Effective Date, Approval, and Execution

This agreement is effective on [October 01, 2020](#)

MRS and the state or local public agency have obtained all necessary approvals to enter into this Agreement and have caused this Agreement to be signed by their respective authorized officers or representatives as set forth below:

| Signatures | Titles |
|---|---|
| MRS Representative Signature | State or Local Public Agency Representative Signature |
| SHELLY NEAL | TRACY MILLER |
| Printed Name of Signatory (all capital letters) | Printed Name of Signatory (all capital letters) |
| District Manager | Manager |
| Title | Title |
| Insert | Insert |
| Date | Date |
| MRS Local Address: 1048 Pierpont Suite 1 Lansing, MI 48913 | State or Local Public Agency Name and Address: Delhi Charter Township 2074 Aurelius Rd. Holt, MI 48842 |
| | Name, Title, and Phone Number of State or Local Public Agency Representative: Tracy Miller, Manager (517) 694-2135 |
| | Federal Identification Number: 38-6019639 |

DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board Members
FROM: Roy Sweet, Treasurer
DATE: October 1, 2020
RE: Deputy Pay Stipend

At the Township Budget Workshop on September 8, 2020, I introduced the idea of increasing the Deputy Treasurer, Deputy Clerk and Deputy Supervisor pay to \$4,000 per year paid quarterly.

Per State Statute, Township Treasurers and Clerks are required by law to have a Deputy, the Supervisor may have a Deputy, who serves in the absence, sickness, death or disability of the elected official in all capacities except voting on the Township Board. Deputies are appointed by their respective official and are able to assist the public when the Treasurer, Clerk or Supervisor are not available, complete the same duties as the official and sign any official documents in their absence among many other responsibilities.

In 1993, the Township Board approved a compensation for Deputies of \$2,500 per year to be paid quarterly. This rate has not changed in the past 27 years. At the budget workshop I suggested increasing the Deputy pay to \$4,000 to account for additional responsibilities that Deputies have since 1993 and cost of living inflation. Since there were no objections from the Board, I recommend we move forward with this proposal effective November 20, 2020 with the new term year.

Recommended Motion:

To set the compensation for Deputy Treasurer, Deputy Clerk and Deputy Supervisor at \$4,000 per year to be paid on a quarterly basis effective November 20, 2020.

7) Supervisor's Report

8) Treasurer's Report

9) Clerk's Report

10) Trustee Reports

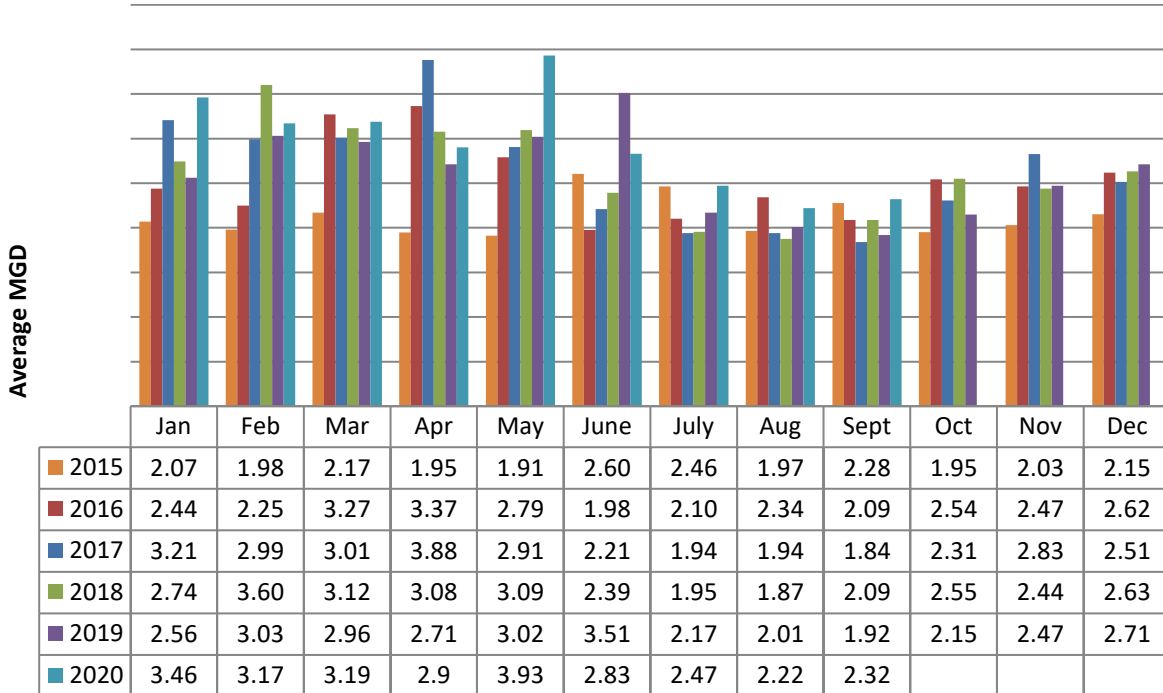
11) Manager's Report



DEPARTMENT OF PUBLIC SERVICES

Monthly Report September 2020

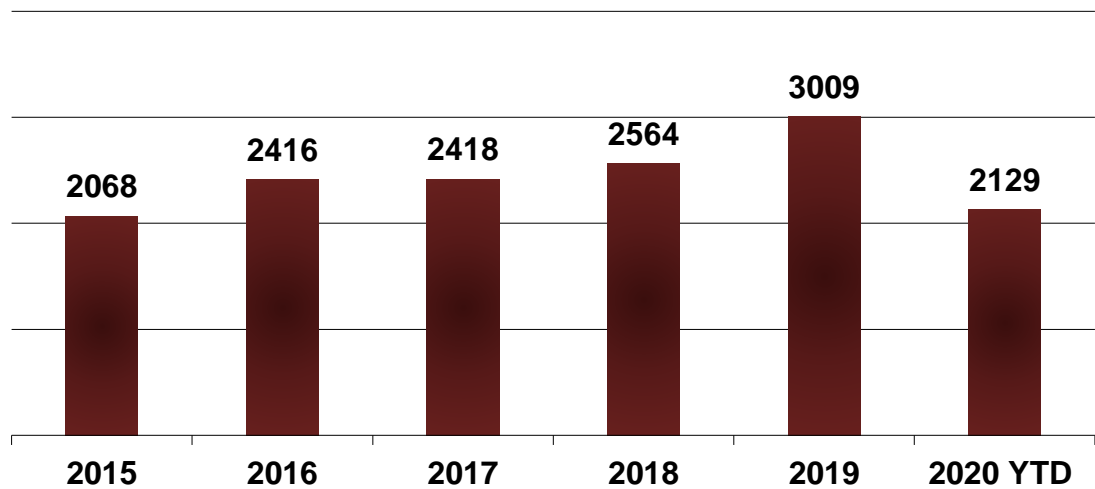
Flow Data – (Million Gallons per Day of water processed by the plant)



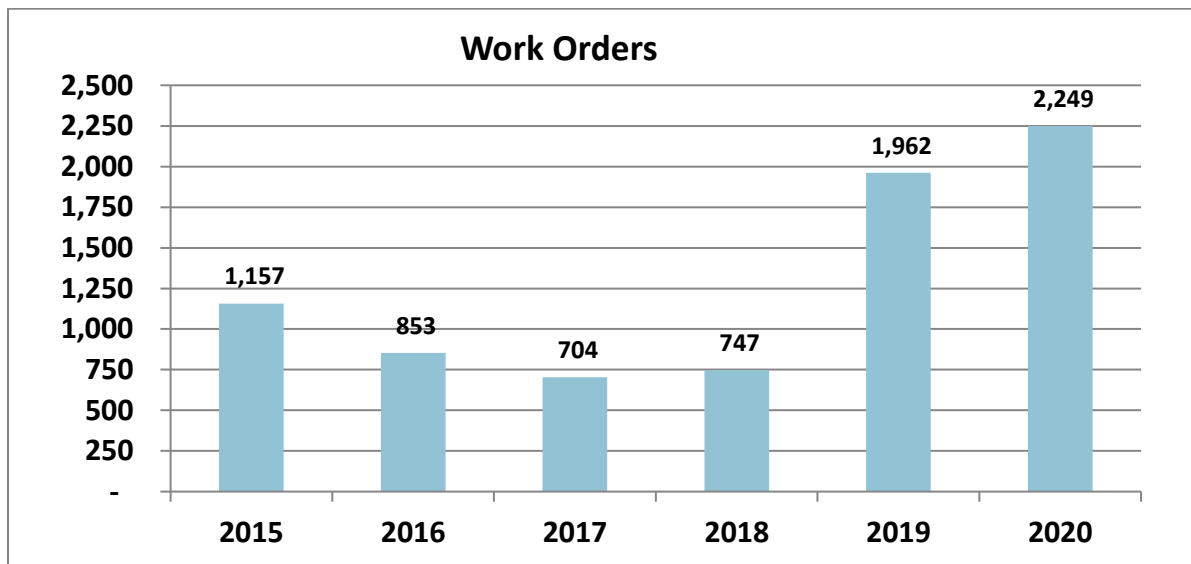
Lab

| Tests Run For | | % Passing |
|----------------------------|-------------|------------|
| Permit Compliance | 243 | |
| Process Control | 2136 | |
| Quality Control | 209 | 91% |
| Check Samples | 9 | 100% |
| DMRQA-Study 36 Proficiency | 3 | |
| Miscellaneous Sampling | 0 | |
| Totals | 2600 | 96% |

Miss Digs Performed



Maintenance



Note: Below are highlights of some of the repairs performed.

- *Replaced final effluent sampler pump*
- *Replaced valve on Raw sample line*
- *Calibrated digester gas analyzer*
- *Tightened belts & cleaned up pulleys on influent pump 1*
- *Cleaned out Meso 1, Meso 2, Thermo 1, Thermo 2, and North digesters*

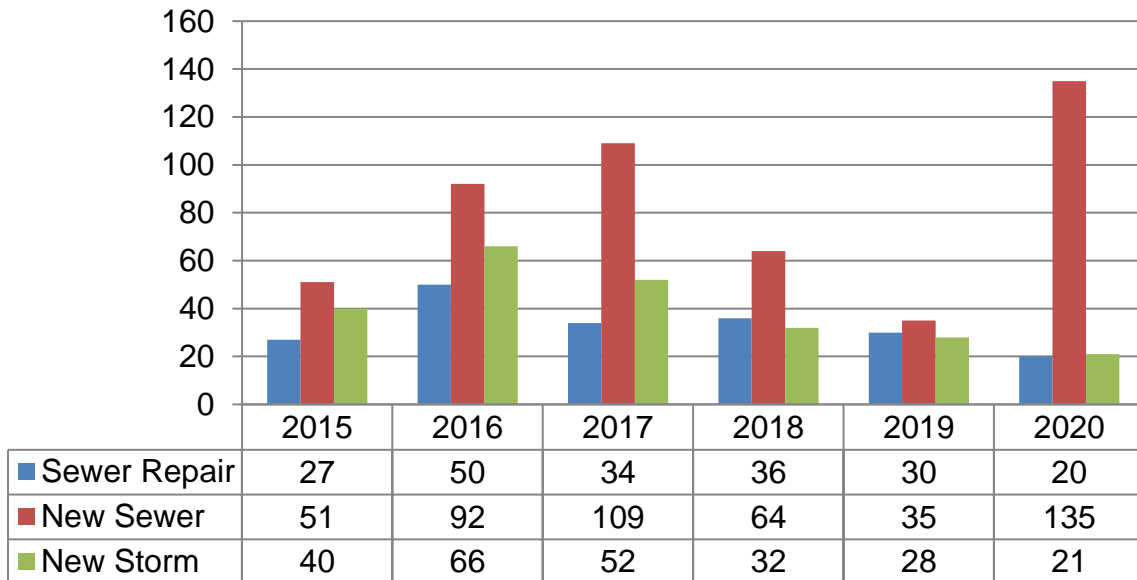
**Due to the high volume of old work orders being closed out, the work order number is inflated.*

Safety

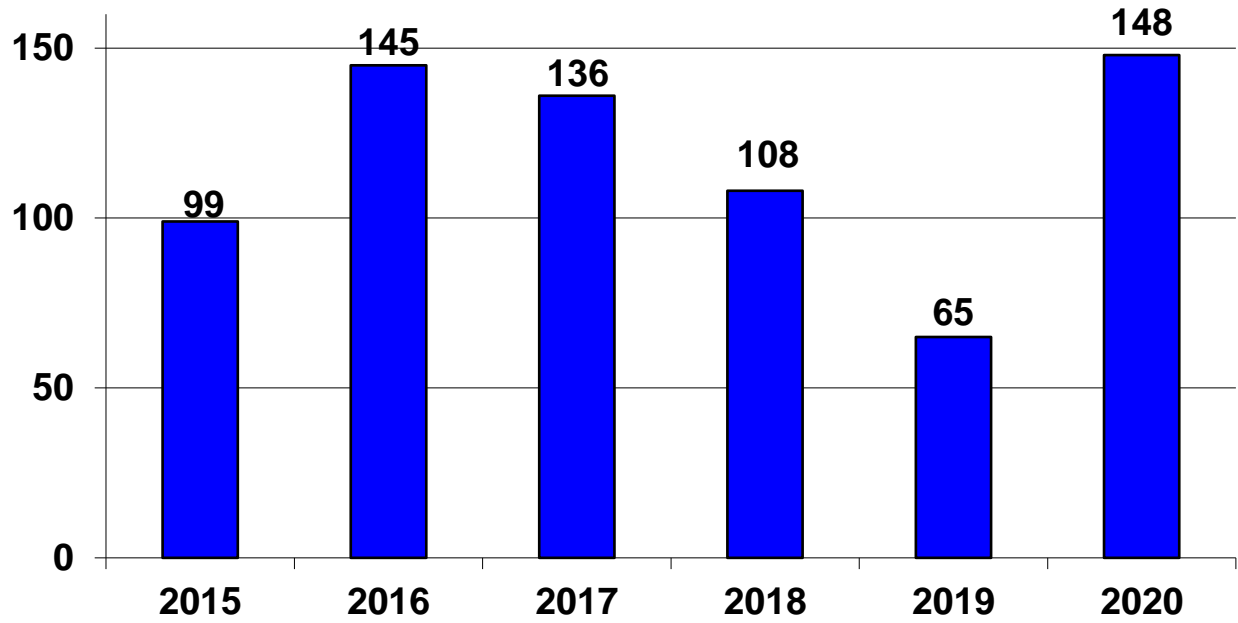
| September Safety Activities | Date | Description |
|-------------------------------|-----------|--|
| Confined Space Entries | | |
| | 9/15/2020 | Meso 1 Digester (Clean Cannon Mixers) |
| | 9/17/2020 | Meso 2 Digester (Clean Cannon Mixers) |
| | 9/23/2020 | Thermo 1 Digester (Clean Cannon Mixer) |

Sanitary Sewer Permits

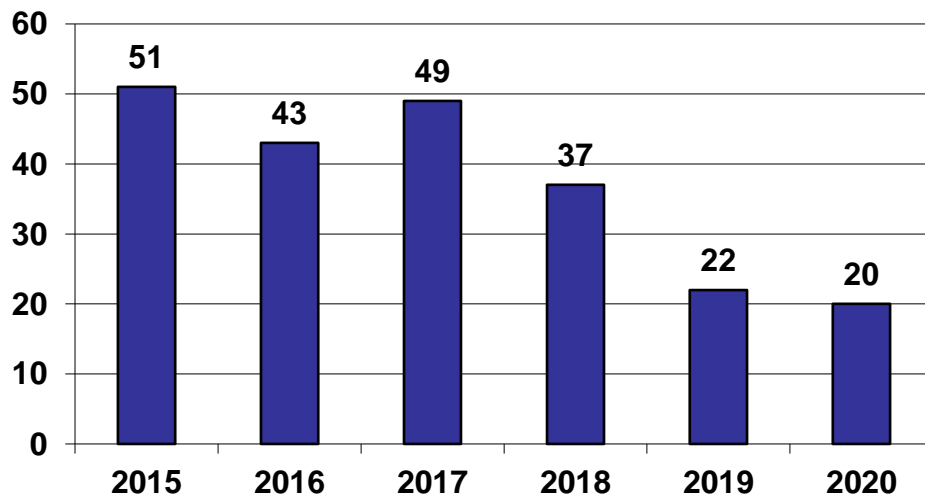
Sanitary Sewer Permits Issued



Sanitary Sewer Inspections Performed



Storm Sewer Inspections Performed



Stormwater

On Thursday September 10 the “Protecting Our Water Resources” section of the Delhi Township Website was updated with new materials and information.

On Tuesday September 15 the Environmental Coordinator participated in a conference call meeting to consider obtaining an “augmented reality sandbox” to be used for public education by the Greater Lansing Regional Committee for Stormwater Management.

On Friday September 18 the Environmental Coordinator conducted field inspections of the outfalls located at the Holt Senior High School.

Industrial Pretreatment Program

| September IPP Activities | | |
|--------------------------|----------|--|
| Review/Approval | | |
| Building Plan Approval | 09/16/20 | 2289 Cedar - Journey Life Church |
| Building Plan Approval | 09/30/20 | 4039 Legacy Pkwy - GLAR interior renovations |
| Site Plan Review | 09/29/20 | 2457 Cedar - Rainstorm Carwash |
| | | |
| | | |

Forty (40) grease traps were inspected at local businesses; six (6) needed service.

Community Outreach

DPS held the free brush drop off on Saturday, September 19, 2020. In total, there were 66 brush loads and 97 yard waste loads over the course of the morning.

New Construction

The Board accepted the Redwood USA sewer.