

**CARROLLTON TOWNSHIP BOARD
SPECIAL MEETING
Thursday, October 6, 2005**

<u>Roll Call</u>	Supervisor Kozara	Present
	Clerk Finazzi	Present
	Treasurer Riley	Present
	Trustee Stork	Present
	Trustee Dalton	Present

There being a full board, Supervisor Kozara called the meeting to order at 5:30 p.m.

ACCEPTANCE OF AGENDA:

It was board consensus to add board comments to the agenda.

PUBLIC COMMENTS: None.

PURPOSE OF THE MEETING:

1. Conduct interviews for building inspector position.

Matthew Schaar, Wilcox Professional Services, 5859 Sherman Road, Saginaw, gave an overview of his professional engineering (structural) credentials and work experience. He introduced Gerald D. Eichinger, a mechanical project manager with Wilcox, as the professional who would assist him in code research. Together they would coordinate the permits with Carrollton Township's Zoning Administrator, Kimberly Hill, who is also a professional with their firm. They stated that their close proximity to the township enables a quick response time for citizen inquiries, permit applications, inspections, and general assistance to the township. Mr. Schaar would become licensed and registered with the State of Michigan upon sponsorship by the township. In regard to proposed building inspector wages to be 75% of the permit fee, he stated that Wilcox would bill for his services. Also, the permit fees should be set at a rate that would cover the cost of the contracted building inspection services. Mr. Schaar stated that he would get back with the township tomorrow as to what the time frame would be for obtaining his license, and to confirm that he could start work immediately as a provisional building inspector once his application was in to the state.

John M. Fink, 4577 Chappel Dam Road, Gladwin, MI, had called earlier in the week to withdraw his application.

Richard C. Oberlin, 9195 Jill Marie Lane, Swartz Creek, MI, stated that he has over six years experience as Crew Foreman and Project Manager at Creative Wood Products in Fenton. He is not licensed or registered with the State, but his work experience does qualify him. Currently Rose Township is sponsoring his application for licensing as a building inspector. As for turn-around time to respond to citizen and/or township

inquiries and permit/ inspection requirements, he stated that if he did not know the answer, he has access to experience building inspectors, who could assist him. If he was not able to provide an immediate answer, Mr. Oberlin estimated that he could have answers within an hour or at least the same day. He stated that the driving distance to Carrollton is about forty-one miles, and that mileage (IRS \$.485) reimbursement would be a consideration when agreeing to contract terms. As for the pay to be set at 75% of the permit fee, Mr. Oberlin felt that this was workable, as this is how other communities do it. However, the fee schedule should be enough to cover the cost of a building inspector.

Board consensus was that Dalton and Stork would work as a committee to propose a fee structure that is more in line with the value of the permits being taken out. They will contact other communities to get their rate schedules.

2. Proposal from Governmental Consulting Services.

Mark Nottley, Principal of Governmental Consulting for Rehmann Robson, presented a proposal to conduct an organizational and operational review for Carrollton Township for a not-to-exceed cost of \$17,400.00. A copy is attached to these minutes. Discussion followed. It was moved by Dalton and supported by Riley to accept the proposal from Rehmann Robson to have Mark Nottley conduct an organizational and operational review for a not-to-exceed cost of \$17,400.00 with a budget amendment to be prepared for the board's October 10 meeting. There being all ayes, the motion carried.

Mr. Nottley suggested that the township advertise their search for a DPW Superintendent on websites for Michigan Municipal League, Michigan Townships Association and the American Public Works Association.

Board Comments:

Kozara reported that: (1) the township attorney still had not received a reply from the Attorney General's office in regard to consent to entry for the Mershon School building; (2) he had received confidential attorney opinions that were protected by the attorney-client privilege, which addressed questions he had raised, and (3) an additional sewer crisis section, which might cost between \$700 and \$1,000, had been found while working on the N. Michigan section. It was board consensus to hold a special meeting at 5:00 p.m. on Monday, October 10 in order to conduct an executive session with the attorney to review the opinions.

Dalton reported that he had met with DPW Crew Leader Richard Salazar and completed a walk through of the township parks. He felt that the board should address the unsafe conditions in the township parks. He cited a dangerous pull-swing, volley pole, and tetherball pole. Dalton stated that he would be working with the DPW to come up with an improvement plan for all the township parks, which he would be submitting for next year's budget consideration. It was board consensus that the DPW should remove all equipment that is a safety hazard, and that the improvement plan should be prepared.

It was board consensus to change the board's November 14 departmental meeting to 5:30 p.m., Thursday, November 9.

Board comments were made reference an invitation from Mark Wells (Consumers Energy) to attend the October 13 Tri-County Damage Prevention Association meeting and the stakers appreciation luncheon immediately following the meeting. It was explained that the association is made up of utilities, contractors and municipalities to provide a means for these three groups to work together to prevent damage during projects. Stakers are those employees who stake out utility locations. Kozara reported that he and Salazar would be attending another meeting obligation on that date. Dalton volunteered to attend as Carrollton Township's representative.

Adjournment:

It was moved by Finazzi and supported by Riley to adjourn. There being all ayes, the meeting adjourned at 8:17 p.m.

Respectfully submitted,

Joseph Finazzi, Clerk

Public in attendance: