

**SILVER CREEK TOWNSHIP
PUBLIC HEARING AND SPECIAL MEETING MINUTES MARCH 22, 2016**

The Public Hearing on the 2016/17 Silver Creek Township Budget was called to order by Supervisor Bill Saunders at 5:00 p.m. on Tuesday, March 22, 2016.

Members present: Trustee Mike Glynn, Trustee Joel Moore, Supervisor Bill Saunders, Clerk Barb Runyon, Treasurer Maureen Kuriata.

Others present: Recording Secretary Lindsay Krohne

Absent: None

MOTION TO APPROVE AGENDA

Supervisor Bill Saunders moved, seconded by Treasurer Maureen Kuriata, to approve the March 22, 2016 Agenda. Motion carried by voice vote.

Supervisor Bill Saunders called for public comment. There was no public comment and no one from the public appeared at the public hearing.

Supervisor Bill Saunders closed the public hearing at 5:01 p.m. and opened the Special Meeting at 5:01 p.m.

SPECIAL MEETING

Discussion was held on the proposed 2016-2017 budgets. Clerk Barb Runyon recommended increasing the General Fund Expenditures Budget by another \$20,000 due to the possibility of another culvert repair. Supervisor Bill Saunders explained that the drain on Garrett Road, for Indian Lake, is not a county drain and they would not pay any portion of it. Supervisor Bill Saunders stated that our share is \$10,000, and agreed about setting aside extra in case another one comes up. Discussion followed.

Clerk Barb Runyon recommended adding contingencies to the Building Fund, since it is self-funded.

Trustee Joel Moore questioned Rental Income. Clerk Barb Runyon stated that we get rental income from the pole building, located at the Township Hall, which is rented from SLAUA and the Building Department. Clerk Runyon added that the Township Hall is now set up to be rented out, so there will be rental income from that as well.

Clerk Barb Runyon stated the Millage Levy current tax roll amount is 0.6963 mills, as of right now, but may be rolled back slightly due to Headlee, but we won't know the actual amount until June or July.

RESOLUTION R16-05 GENERAL APPROPRIATIONS

Clerk Barb Runyon moved, seconded by Supervisor Bill Saunders, to approve Resolution R16-05 as follows:

**RESOLUTION R16-05
SILVER CREEK TOWNSHIP FISCAL YEAR 2016/2017
GENERAL APPROPRIATIONS RESOLUTION**

The Silver Creek Township Board resolves:

SECTION 1: **Title** – This resolution shall be known as the Silver Creek Township 2016-2017 General Appropriations Act.

SECTION 2: **Chief Administrative Officer** - The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

SECTION 3: **Fiscal Officer** – The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

SECTION 4: **Public Hearing on the Budget** - Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in the Dowagiac Daily News on March 9 and 14, 2016 and a public hearing on the proposed budget was held on March 22, 2016.

SECTION 5: **Estimated Revenues for Fiscal year 2016/2017** – Estimated township **General Fund Revenues**, including an allocated millage of 0.6963 of mills, subject to State mandated rollback for 2016, and various miscellaneous revenues shall total approximately \$517,815.00; estimated township **Public Safety Revenues** for fiscal year 2016/2017, including up to 1 mill voter authorized millage, is \$223,125.00 estimated township **Building Department Revenues** for 2016/2017 is \$74,445.00; estimated township **Indian Lake Sewer Revenue** for fiscal year 2016/2017 is \$142,600.00; estimated township **Parks and Recreation Fund** for fiscal year 2016/2017 is \$800.00.

SECTION 6: **Millage Levy** – The Silver Creek Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to 0.6963 mills, subject to state mandated rollback, and as set forth by the Tax Allocation Board. The Silver Creek Township Board shall cause to be levied and collected the Fire and Safety Millage on all real and personal property within the township upon the current tax roll an amount equal to 1 mill as authorized and approved by the electorate.

SECTION 7: **Estimated Expenditures for 2016/2017 Fiscal Year** – Estimated Township **General Fund Expenditures** is \$595,622.42; estimated township **Public Safety Expenditures** is 223,125.00 estimated township **Building Department Expenditures** is \$74,445.00 estimated township **Indian Lake Sewer Expenditure** is \$139,300.00; and estimated township **Parks and Recreation Fund Expenditure** is \$17,300.00

SECTION 8: **Adoption of Budget by Reference** – The general fund budget of Silver Creek Township is hereby adopted by reference, with revenues and activities as indicated in Section 5 and 7 of this Act.

SECTION 9: **Adoption of Budget by Line Item** - The Board of Trustees of Silver Creek Township adopts the 2016/17 fiscal year general fund budget by line item.

SECTION 10: **Transfer Authority** – The Clerk, shall have the authority to make transfers among the various line items without prior board approval, if the amount to be transferred does not exceed \$750. The Board shall be notified at the next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers. Any line item transfers over \$750 shall require prior approval of the board.

SECTION 11: **Limit on Obligations and Payments** – No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation, unless the Supervisor, upon recommendation of the Clerk, deems a line item transfer not to exceed \$750 is appropriate, wherein the board will be notified of such transfer at the next board meeting (see Section 9. **Transfer of Authority**).

SECTION 12: **Payment of Bills** – Pursuant to MCLA 41.74, all claims against the Township shall be approved by the Silver Creek Township Board prior to being paid. The Township Board shall receive a list of claims due for approval at the board meeting. The Township Clerk and Treasurer are authorized to pay certain claims (bills) prior to approval by the Township Board to avoid late penalties, service charges, interest or cancellation. These claims will be included on the list of claims for approval at the next board meeting and noted that it was paid early.

SECTION 13: **Periodic Fiscal Reports** – The fiscal officer shall transmit to the board at the end of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to: A profit and loss statement for each Fund.

SECTION 14: **Budget Monitoring** – The Clerk shall report to the Township Board if the actual and probable revenue in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that the expenditures shall exceed an appropriation, the Clerk shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

SECTION 15: **Authorized salary, hourly and per diem rates** – included in the various activities are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as follows:

All Boards and Commissions:	<u>Annual</u>
Member	\$55.00 per diem
Secretary	\$75.00 per diem
Chairman	\$75.00 per diem

Recording Secretary	\$55.00 per diem
Supervisor	\$29,428.68 annually
Deputy Supervisor	\$1,367.52 annually
Clerk	\$30,115.52 annually
Deputy Clerk	Up to \$16.77 per hour
Treasurer	\$30,115.52 annually
Deputy Treasurer	Up to \$15.00 per hour
Trustees	\$5,813.29 annually
plus \$55.00 per diem for special meetings (Trustees only)	
Election Inspectors	\$12.00 per hour
Election Chairperson	\$25.00 additional per day
Assessor	\$34,906.61 annually
Building/Zoning Administrator	\$31,620.00 annually
Building Department Clerical	Up to \$15.50 per hour
Asst. Police Chief	\$17.46 per hour
Sergeant	\$16.94 per hour
Patrolmen	\$16.43 per hour
Board of Review Members	\$131.00 full day 65.50 ½ day
Mileage Reimbursement	.54 cents per mile

Resolution R16-05 carried by unanimous roll call vote.

The meeting paused as Supervisor Bill Saunders left the meeting at 5:10 p.m. and returned at 5:11 p.m., when the meeting resumed.

RESOLUTION R16-06 SETTING SUPERVISOR SALARY

Treasurer Maureen Kuriata moved, seconded by Clerk Barb Runyon, to approve Resolution R16-06 as follows:

**TOWNSHIP OF SILVER CREEK
COUNTY OF CASS
STATE OF MICHIGAN
RESOLUTION NO. R16-06
2016/2017 SUPERVISOR SALARY**

WHEREAS, according to MCL 49.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

THEREFORE BE IT RESOLVED, that as of April 1, 2016, the salary of the office of Supervisor, shall be \$29,428.68 annually.

Roll call vote:

(Yes) Trustee Mike Glynn, Trustee Joel Moore, Clerk Barb Runyon and Treasurer Maureen Kuriata

(No) None

(Abstain) Supervisor Bill Saunders

Resolution R16-07 carried by roll call vote.

RESOLUTION R16-07 SETTING CLERK SALARY

Trustee Mike Glynn moved, seconded by Supervisor Bill Saunders, to approve Resolution R16-07 as follows:

**TOWNSHIP OF SILVER CREEK
COUNTY OF CASS
STATE OF MICHIGAN
RESOLUTION NO. R16-07
2016/2017 CLERK SALARY**

WHEREAS, according to MCL 49.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

THEREFORE BE IT RESOLVED, that as of April 1, 2016, the salary of the office of Clerk, shall be \$30,115.52 annually.

Roll call vote:

(Yes) Trustee Mike Glynn, Trustee Joel Moore, Supervisor Bill Saunders, Treasurer Maureen Kuriata

(No) None

(Abstain) Clerk Barb Runyon

Resolution R16-07 carried by roll call vote.

RESOLUTION R16-08 SETTING TREASURER SALARY

Trustee Joel Moore moved, seconded by Trustee Mike Glynn, to approve Resolution R16-08 as follows:

**TOWNSHIP OF SILVER CREEK
COUNTY OF CASS
STATE OF MICHIGAN
RESOLUTION NO. R16-08
2016/2017 TREASURER SALARY**

WHEREAS, according to MCL 49.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

THEREFORE BE IT RESOLVED, that as of April 1, 2016, the salary of the office of Treasurer shall be \$30,115.52 annually.

Roll call vote:

(Yes) Trustee Mike Glynn, Trustee Joel Moore, Supervisor Bill Saunders, Clerk Barb Runyon

(No) None.

(Abstain) Treasurer Maureen Kuriata

Resolution R16-08 carried by roll call vote.

RESOLUTION R16-09 SETTING TRUSTEE SALARIES

Supervisor Saunders moved, seconded by Clerk Runyon, to approve Resolution R16-08 as follows:

**TOWNSHIP OF SILVER CREEK
COUNTY OF CASS
STATE OF MICHIGAN
RESOLUTION NO. R16-09
2016/2017 TRUSTEE SALARY**

WHEREAS, according to MCL 49.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

THEREFORE BE IT RESOLVED, that as of April 1, 2016, the salary of the office of Trustee shall be \$5,813.29 annually.

Roll call vote:

(Yes) Supervisor Bill Saunders, Clerk Barb Runyon, Treasurer Maureen Kuriata

(No) None.

(Abstain) Trustee Mike Glynn, Trustee Joel Moore

Resolution R16-09 carried by roll call vote.

MOTION TO APPROVE ROAD CONTRACT

Supervisor Bill Saunders stated the list of 14 roads included in the Road Contracts for the 2016-2017 fiscal year: Brosnan Road, Townhall Road, Brush Lake Road (Middle Crossing to School Street), Garrett Road (M-62 to School Street), Sink Road, Indian Trail (Top of the hill behind the golf club house), and Circle Drive (Sealer), and Swisher Street (Repave). Bill Saunders listed the total for Road Contracts of \$223,346.20.

Supervisor Bill Saunders moved, seconded by Clerk Barb Runyon, to approve the 2016-2017 Road Contracts in the amount of \$223,346.20.

Roll call vote.

(Yes) Trustee Mike Glynn, Trustee Joel Moore, Supervisor Bill Saunders, Clerk Barb Runyon, Treasurer Maureen Kuriata

(No) None.

(Absent) None.

Motion carried by roll vote.

PUBLIC COMMENT

There was no public comment.

Treasurer Maureen Kuriata asked the board to consider keeping the current winter hours all year: Tuesday and Thursday 9:00 a.m. to 5:00 p.m. and Wednesday 9:00 a.m. to 1:00 p.m. Treasurer Kuriata stated that it is not busy on Wednesday afternoons. Discussion followed. There was no board member objection. It will be placed on the April 13, 2016 Agenda.

ADJOURNMENT

Supervisor Bill Saunders adjourned the meeting at 5:23 p.m.

Respectfully submitted,

Lindsay Krohne
Recording Secretary