

**TYRONE TOWNSHIP REGULAR BOARD MEETING  
APPROVED MINUTES – JANUARY 20, 2009**

**CALL TO ORDER**

Clerk Kremer called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on January 20, 2009 at 7:00 p.m. at the Tyrone Township Hall.

Clerk Kremer moved to nominate Treasurer Kurtz to moderate the meeting in the absence of the Supervisor. (Trustee Miles seconded). The motion carried; all ayes.

**ROLL CALL**

Present: Clerk Keith Kremer, Treasurer Dave Kurtz, Trustees Steve Hasbrouck, Suzanne Anderson, Brian Miles and Steve Nagy. Absent: Supervisor Andrew Schmidt.

**PUBLIC REMARKS FOR NON-AGENDA ITEMS**

Bob Byerly (8215 Linden Rd.) - asked if the board has considered replacing the township engineers.

Scott Dietrich (13505 White Lake Rd.) - said the township has failed to check out violations made by Heavenly Scent Herb Farm.

Marsha Spellicy stated that she feels there needs to be better communication between the board and residents. She inquired about televising meetings on Channel 19.

Linda Harwood (9028 Green Hickory) – asked if the township could purchase camera equipment, for the purpose of televising meetings, with PEG fees.

Darlene Kimmel (9069 Green Hickory) - asked what the Deputy Supervisor's job description and pay is.

Scott Dietrich – stated that he thinks the police enforcement fees for the township are too costly.

Bob Byerly – stated he believes the Zoning Administrator is treating a resident unfairly.

**APPROVAL OF AGENDA – OR CHANGES**

Trustee Nagy moved to approve the agenda as amended. (Trustee Miles seconded). The motion carried; all ayes.

The changes are as follows:

Added New Business #10A: Request of the Planning Commission for board recommendation regarding the 300 foot mailing notification for public hearings.

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**APPROVAL OF CONSENT AGENDA**

Regular Board Meeting Minutes – December 16, 2008  
Treasurer's Report  
Clerk's Warrants and Bills

Trustee Nagy moved to approve the consent agenda as presented. (Trustee Anderson seconded). The motion carried; all ayes.

**COMMUNICATIONS**

#1 Zoning Administrator's December 2008 and Year End report.

Trustee Miles moved to receive and place on file Communication #1 as presented. (Trustee Nagy seconded). The motion carried; all ayes.

**PUBLIC REMARKS FOR AGENDA ITEMS**

Mike Clendenin (10033 Sonora Dr.) purchased a foreclosed home, but is concerned because he is unable to pay the sewer assessment. He was informed the board is currently forming a hardship sewer committee where he will be able to state his case.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

#1 Adoption of Christmas in Action of Genesee County.

**TYRONE TOWNSHIP RESOLUTION #090101**

**RESOLUTION TO SUPPORT PARTICIPATION  
IN  
CHRISTMAS IN ACTION OF BENESEE COUNTY**

**WHEREAS**, thirty five years ago a Midland Texas Native, Bobby Trimble, began a local community, grass-roots, non-profit volunteer organization called CHRISTMAS IN ACTION, whose mission is to provide FREE HOME REPAIRS for low-income, elderly and handicapped homeowners through the actions of many volunteers the last Saturday each April; and

**WHEREAS**, during the past 35 years this mission has grown and been adopted in communities all across the country; the last Saturday each April thousands of volunteers across the country join together to help their neighbors; and

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**WHEREAS**, Christmas in Action of Genesee County, a non-profit organization, is dedicated to the founders original vision of providing FREE HOME REPAIRS for our low-income and elderly homeowners in all communities in Genesee County. Our belief is that closing years of life are meant to be enjoyed instead of filled with worry over staying in a warm and safe home; and

**WHEREAS**, Tyrone Township recognizes the vision and the fact that all communities benefit from eliminating blight, by improving the quality of life for our elderly, by this grass-roots volunteer community effort providing FREE HOME REPAIRS for their community; and

**WHEREAS**, Christmas in Action of Genesee County holds fundraising events every year to raise the funds necessary to fund their Annual Workday activities; and

**NOW THEREFORE BE IT RESOLVED**, that Tyrone Township does hereby adopt and proclaim to become a Christmas in Action participating community.

**RESOLVED BY:** Treasurer Kurtz

**SUPPORTED BY:** Trustee Anderson

**VOTE:** Hasbrouck, yes; Anderson, yes; Schmidt, absent; Kremer, yes; Kurtz, yes; Miles, yes; Nagy, yes.

**ADOPTION DATE:** January 20, 2009

**CERTIFICATION OF THE CLERK**

I, the undersigned, the duly qualified Clerk of Tyrone Township of Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Tyrone Township Board of Trustees at a regular meeting held on the 20th day of January, 2009.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 21st day of January, 2009.

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Keith L. Kremer  
Tyrone Township Clerk

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**#2 Resolution honoring Board of Review member James Taylor.**

**TYRONE TOWNSHIP RESOLUTION #090102**

**HONORING THE ACCOMPLISHMENTS  
OF JAMES TAYLOR**

**WHEREAS,** James Taylor has devoted many years to the service of the residents of Tyrone Township, and;

**WHEREAS,** James Taylor has been dedicated to equitable and fair assessments in the township, and;

**WHEREAS,** James Taylor has served faithfully as a member of the Tyrone Township Board of Review, and;

**WHEREAS,** James Taylor has participated in the assessment process to the benefit of township residents,

**NOW THEREFORE BE IT RESOLVED** that the Township Board of Trustees recognizes James Taylor for his dedication to the Township of Tyrone and for his important contribution to making Tyrone Township a better community.

**RESOLVED BY:** Trustee Miles

**SUPPORTED BY:** Clerk Kremer

**VOTE:** Hasbrouck, yes; Anderson, yes; Schmidt, absent; Kremer, yes; Kurtz, yes; Miles, yes; Nagy, yes.

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**#3 Supervisor's appointment to the Board of Review for property assessments.**

Trustee Nagy moved to approve the Supervisor's appointment of Tom Lantzy to the Board of Review for property assessments for a two-year term to expire December 31, 2010. (Trustee Hasbrouck seconded). The motion carried; all ayes.

**#4 Supervisor's appointments to the Sewer Bond Repayment Committee.**

Clerk Kremer moved to authorize the Treasurer to name appointments to the Sewer Bond Repayment Committee in the absence of the Supervisor. (Trustee Anderson seconded). The motion carried; all ayes.

Note: The motion was made in the event the Supervisor was absent due to a kidney transplant. It was acknowledged the following day that Mr. Schmidt was absent from the meeting only, and not a long-term medical absence.

**#5 Supervisor's appointments to the Sewer Board of Review Committee for hardship assessments.**

Trustee Anderson moved to approve the Supervisor's appointments of Mark Meisel, Steve Nagy, and Don Bunka to the Sewer Board of Review Committee for hardship assessments. (Clerk Kremer seconded). The motion carried; all ayes.

**#6 Approval for the Clerk to sign the Election Coordinating Committee Agreements for Hartland, Fenton, and Linden School Election Consolidation.**

Trustee Miles moved to authorize the Clerk to sign the Election Coordinating Committee Agreements for School Election Consolidation. (Trustee Anderson seconded). The motion carried; all ayes.

**#7 Bill Payment and Board Approval Policy.**

**TYRONE TOWNSHIP  
RESOLUTION #090103  
BILL PAYMENT AND BOARD APPROVAL POLICY**

**WHEREAS**, by law and in practice, the procedure for preparing township checks involves the entire board, MCL 41.76 requires the township board to authorize any payments of township money, and requires the treasurer to disburse the money.

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**WHEREAS**, MCL 41.65 requires the clerk to keep a separate account for each township fund, credit each fund with the amounts that properly belong to it and charge each fund with warrants drawn on the township treasurer and payable from that fund. This implies that the clerk prepares the warrant requesting that a check be issued.

**WHEREAS**, in practice, Tyrone Township has consolidated the warrant and checks into a three-part warrant/check so that the clerk actually prepares the warrant/check. The original copy becomes the check after it is signed by the treasurer. Under this system the clerk prepares the warrant for any bills or invoices and presents them to the township board for approval. The township board must approve the claims against the township and authorize payment.

**WHEREAS**, the township board may authorize advance payments for certain claims listed below in order to take advantage of discounts or make recurring payments, prior to regular board meetings.

**WHEREAS**, in order to provide for a policy to handle meeting due dates of regular invoices and payroll, the following policy is approved for processing checks and making payments so as to conduct business in a reasonable timeframe and avoid late fees. All checks will continue to require signatures by both the clerk and treasurer.

**NOW, THEREFORE BE IT RESOLVED** that the following types of payments may be made and mailed prior to full board approval of the clerk's warrant for these expenses:

- Payroll for regular budgeted employees both hourly and salary and members of various elected or appointed township boards.
- Claims of payment for meetings and expenses for any township board member.
- All hourly employee or board member time cards and expenses must be approved by employee's supervisor or clerk's office prior to rendering a check for payment.
- Verified budgeted expenses and pre-approved by the township board.
- Verified contract expenses and pre-approved by the township board.
- Tax collection disbursements to the state, county or school district as verified by the Treasurer.
- Regular and reasonable utility or other recurring invoices with a due date prior to a board meeting that would incur late fees.

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- Budgeted operating expenses up to \$2000.00.
- Capital expenses up to \$400.00.

The following items must be approved at a board meeting prior to releasing a check:

- Unbudgeted expenses.
- Regular non-capitalized expenses over \$2000.00 and capitalized expenses over \$400.
- Items not falling into any of the above categories.

Verified expenses are those that the department responsible for the expense has reviewed the invoice and verified that the work has been completed satisfactorily.

The clerk will provide a complete list of all warrants that are paid or to be paid at the next regularly scheduled township board meetings.

The board may revise this policy at any regular meeting.

**RESOLVED BY:** Clerk Kremer

**SUPPORTED BY:** Trustee Hasbrouck

**VOTE:** Kurtz, yes; Miles, yes; Nagy, yes; Hasbrouck, yes; Anderson, yes; Kremer, yes; Schmidt, absent.

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**#8 IRS 2009 standard mileage reimbursement rate.**

Trustee Miles moved to adopt the policy to accept the IRS rate in effect at the time for standard mileage reimbursement. (Trustee Nagy seconded). The motion carried; all ayes.

**#9 Sewer O&M Repayment Plan.**

Treasurer Kurtz moved to approve the Sewer O&M Repayment Plan as presented by the Treasurer. (Trustee Nagy seconded). The motion carried; all ayes.

**#10 Update on Planning Commission Public Hearing.**

No motion made. The board received an update from Trustee Hasbrouck of the January 13, 2009 Planning Commission meeting.

**#10A Request of the Planning Commission for board recommendation related to the expansion of the statutory 300 foot mailing notification specifically for Heavenly Scent Herb Farm.**

Trustee Miles moved to recommend to the Planning Commission to follow the ordinance regarding the 300 foot mailing notification for public hearings. (Trustee Nagy seconded). The motion carried: all ayes.

**#11 Schedule budget planning and review meetings.**

A special meeting was scheduled for a budget work session for Monday, January 26, 2009 at 7:00 p.m.

**MISCELLANEOUS BUSINESS**

None.

**BILLS FOR APPROVAL AND CLERK'S REPORT**

The following checks (No. 16866-16909) and three ACH payment have been paid since the last regular meeting and have been submitted for approval which includes a total of **\$147,704.20** from the **GENERAL FUND**, **\$1599.00** from the **JAYNE HLL FARMS SUBDIVISIONS WASTE REMOVAL FUND**, **\$131.75** from the **STREET LIGHTING FUND**.

**ADJOURNMENT**

The meeting adjourned at 9:26 p.m.