

**TYRONE TOWNSHIP REGULAR BOARD MEETING
APPROVED MINUTES – MARCH 30, 2010**

CALL TO ORDER

Supervisor Schmidt called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on March 30, 2010 at 7:00 p.m. at the Tyrone Township Hall.

ROLL CALL

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

PUBLIC REMARKS FOR NON-AGENDA ITEMS

Scott Dietrich (13505 White Lake Rd.) said there is a cable pole that is sheered off on Hartland Rd. that needs to be taken down.

County Commissioner Dave Domas- reminded residents that he is available to help with any difficulties anyone may have.

APPROVAL OF AGENDA – OR CHANGES

Clerk Kremer moved to approve the agenda as amended. (Treasurer Kurtz seconded). The motion carried; all ayes.

The modifications are as follows:

Added:

Communications #8 Letter from J. Harris re. Heavenly Scent- March 29, 2010.

Removed:

New Business #8 Revisions to the Employee Handbook.

APPROVAL OF CONSENT AGENDA

**Regular Board Meeting, Parkin Lane Road Improvement Project Public
Hearing, and Proposed 2010-2011 Fiscal Year Budget Public Hearing
Minutes – March 2, 2010
Special Board Meeting Minutes – March 15, 2010
Treasurer's Report
Clerk's Warrants and Bills**

Trustee Peitz moved to approve the consent agenda as presented. (Clerk Kremer seconded). The motion carried; all ayes.

COMMUNICATIONS

- #1 Planning Commission Approved Meeting Minutes- January 26, 2010.**
- #2 Planning Commission Approved Meeting Minutes – February 17, 2010.**
- #3 Livingston County Sheriff Department letter, dated March 10, 2010.**

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- #4 Letter from Livingston County Treasurer to Tyrone Park Associates, dated February 22, 2010.**
- #5 Hubbard Law Firm letter, dated March 8, 2010.**
- #6 Zoning Administrator's Report – February 26, 2010.**
- #7 Fire Billing Activity Report – February 2010.**
- #8 Letter from J. Harris re. Heavenly Scent- March 29, 2010.**

Clerk Kremer moved to receive and place on file Communications #1-8 as modified. (Trustee Miles seconded). The motion carried; all ayes

PUBLIC REMARKS FOR AGENDA ITEMS

None.

UNFINISHED BUSINESS

- #1 State of the Township Meeting details.**

Trustee Miles moved to hold the State of the Township Meeting at the Tyrone Covenant Presbyterian Church on April 27, 2010 at 7:00 p.m. (Treasurer Kurtz seconded). The motion carried; all ayes.

- #2 County notification of White Lake Rd. parcel to Curt Schupbach.**

Treasurer Kurtz moved to request that the Livingston County Treasurer not advance the unpaid sewer assessment on the US-23 property of Curtis Schupbach, because he will be paying it off in bulk to eliminate a 5% interest charge. (Trustee Miles seconded). The motion carried; all ayes.

NEW BUSINESS

- #1 Approval of insurance carriers.**

Trustee Miles moved to select the Trident Insurance bid for liability insurance and Burnham & Flowers Insurance for medical and workman's comp coverage. (Treasurer Kurtz seconded). The motion carried; all ayes.

- #2 Livingston Regional Sewer Rate Increase.**

Treasurer Kurtz moved to approve the Livingston Regional Sewer Rate increase from \$6.29 per 1,000 gallons to \$6.68 per 1,000 gallons, and to increase the debt service fee from \$5.00 to \$25.00 at \$5.00/quarter over the next four quarters. (Clerk Kremer seconded). The motion carried; all ayes.

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**#3 Approval of reconciliation and adjustment of the 2009-2010
Departmental Budgets.**

Treasurer Kurtz moved to approve the final 2009-2010 departmental budget adjustments. (Trustee Hasbrouck seconded). The motion carried; all ayes.

**#4 Resolution to Establish the Township Supervisor's Salary for the 2010-
2011 Fiscal Year.**

**RESOLUTION #100302 TO ESTABLISH THE TOWNSHIP
SUPERVISOR'S SALARY FOR THE 2010-2011 FISCAL YEAR**

WHEREAS, pursuant to MCLA 41.95(3), which provides that 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

WHEREAS, the Board of Tyrone Township deems it desirable to adjust the salary of the Township Supervisor to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office;

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2010, the salary for the office of Tyrone Township Supervisor shall remain the same as Fiscal Year 2009-2010 at \$26,000.

RESOLVED BY: Andrew Schmidt

SUPPORTED BY: Dave Kurtz

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

ADOPTION DATE: March 30, 2010

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 30th day of March, 2010.

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IN WITNESS WHEREOF, I have hereunto affixed my official signature this 31st day of March, 2010.



Keith L. Kremer
Tyrone Township Clerk

#5 Resolution to Establish the Township Clerk's Salary for the 2010-2011 Fiscal Year.

RESOLUTION #100303 TO ESTABLISH THE TOWNSHIP CLERK'S SALARY FOR THE 2010-2011 FISCAL YEAR

WHEREAS, pursuant to MCLA 41.95(3), which provides that 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

WHEREAS, the Board of Tyrone Township deems it desirable to adjust the salary of the Township Clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office;

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2010, the salary for the office of Tyrone Township Clerk shall remain the same as Fiscal Year 2009-2010 at \$26,000.00.

RESOLVED BY: Andrew Schmidt

SUPPORTED BY: Don Peitz

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

ADOPTION DATE: March 30, 2010

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IN WITNESS WHEREOF, I have hereunto affixed my official signature this 31st day of March, 2010.



Keith L. Kremer
Tyrone Township Clerk

#6 Resolution to Establish the Township Treasurer’s Salary for the 2010-2011 Fiscal Year.

**RESOLUTION #100304 TO ESTABLISH THE TOWNSHIP
TREASURER’S SALARY FOR THE 2010-2011 FISCAL YEAR**

WHEREAS, pursuant to MCLA 41.95(3), which provides that 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

WHEREAS, the Board of Tyrone Township deems it desirable to adjust the salary of the Township Treasurer to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office;

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2010, the salary for the office of Tyrone Township Treasurer shall remain the same as Fiscal Year 2009-2010 at \$26,000.

RESOLVED BY: Andrew Schmidt

SUPPORTED BY: Don Peitz

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

ADOPTION DATE: March 30, 2010

CERTIFICATION OF THE CLERK

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IN WITNESS WHEREOF, I have hereunto affixed my official signature this 31st day of March, 2010.



Keith L. Kremer
Tyrone Township Clerk

#7 General Appropriation Measure Resolution.

**TYRONE TOWNSHIP BUDGET RESOLUTION #100305
FOR FISCAL YEAR ENDING MARCH 31, 2011**

WHEREAS, it is the intention of the Tyrone Township Board to comply with the provisions of Michigan Public Act 621 of 1978, the Uniform budgeting and Accounting Act, as modified to fit the needs of Tyrone Township;

THEREFORE, BE IT RESOLVED THAT the following budgetary policies and procedures for reconciling the 2009-2010 budget and for establishing a 2010-2011 budget, in accordance with said Act, be set forth as follows:

1. The chief administrative officer of the budget shall be the Supervisor.
2. The chief administrative officer or Supervisor shall receive assistance in performance of budgetary responsibilities from the Clerk and from the accountant employed by the Township Board.
3. By November 30, 2010, the Supervisor shall compile the information, as outlined in the Act, for presentation to the chairman or officer of each department, board and commission of Tyrone Township.
4. By December 31, 2010, each department, board and commission shall complete the forms requested by the Supervisor as to their estimates of the amount of money required for each line item in their activity for the ensuing fiscal year. Any department, board or commission which generates revenue from the public hearings, land use permits or the sale or rental of services shall estimate anticipated revenue for the ensuing fiscal year.
5. No later than February 1, 2011, the Tyrone Township Board shall meet in special work session to review the requests of each department, board and commission to make recommendations on the content of the proposed

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fiscal year budget, ensuring that the total of estimated expenditures does not exceed the total estimated revenue and accumulated fund balance.

6. The Supervisor shall compile the recommendations of the Tyrone Township Board into a budget document, all Funds, and shall present the proposed budget to the Tyrone Township Board no later than the first regularly scheduled Board Meeting in March. The Tyrone Township Board shall set time, date, and place for all required public hearings on the proposed budget.
7. No later than the second regularly scheduled Tyrone Township Board Meeting in March, the Board shall pass, by Resolution, a general appropriations measure which spells out the policies and procedures of the Tyrone Township Board regarding compliance with and modifications to P.A. 621 of 1978.
8. The Supervisor shall be required to monitor the expenditures of each department, board and commission to ensure that expenditures do not exceed the budgeted amount, and shall make recommendations to the Tyrone Township Board to amend the budget when such action seems necessary.
9. The Supervisor shall provide quarterly reports of actual revenues and expenditures compared to budgeted amounts, as required by the Act. Quarterly reports shall be provided to the Tyrone Township Board for the first three-quarters; thereafter, the comparison reports shall be required monthly until the end of the fiscal year.
10. The Tyrone Township Clerk has been authorized by board action, September 3, 1991, to obligate the Township in an amount up to \$2,000 without prior approval of the Board, and that the Clerk summarize the items and amounts so warranted and submit the report for approval of the Board at the following meeting as outlined by Resolution #090103 adopted January 20, 2009.
11. The Tyrone Township Clerk has been authorized, in action taken September 3, 1991, to make capital expenditures up to \$400 with authorization by the Board at the next meeting. Capital expenditures over \$400 must have prior Township Board approval.

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FURTHER, BE IT RESOLVED THAT, after holding properly advertised public meetings, the Tyrone Township Board adopts the 2010-2011 budget of all funds by revenue and expense, as prepared and presented.

RESOLVED BY: Andrew Schmidt

SUPPORTED BY: Brian Miles

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

ADOPTION DATE: March 30, 2010

CERTIFICATION OF THE CLERK

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Keith L. Kremer
Tyrone Township Clerk

#8 Resolution setting fiscal year 2010-2011 meeting dates.

**RESOLUTION #100306
TYRONE TOWNSHIP 2010-2011 MEETING DATES**

WHERE AS, the State of Michigan has enacted the Open Meetings Act which requires the specific designation of the dates, times, and places of all regular meetings of the Tyrone Township Board;

WHERE AS, it is the desire of the Tyrone Township Board to conduct all of its business in an open forum in compliance with said Act;

THEREFORE, BE IT RESOLVED THAT the Tyrone Township Board will hold regular meetings beginning at 7:00 p.m., at the Tyrone Township Hall, 10408 Center Road, the first and third Tuesday evenings of each month unless changed due to conflicts with

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holidays or election days. In the fiscal year, April 1, 2010 to March 31, 2011 the meetings will be held on the following dates:

April 6 & 20, 2010	October 5 & 19, 2010
May 6* & 18, 2010	November 4* & 16, 2010
June 1 & 15, 2010	December 7 & 21, 2010
July 6 & 20, 2010	January 4 & 18, 2011
August 5* & 17, 2010	February 1 & 15, 2011
September 7 & 21, 2010	March 1 & 29**, 2011

*Meeting scheduled on Thursday due to a Tuesday election.

** Meeting scheduled on last Tuesday of the month for budget purposes.

BE IT FURTHER RESOLVED THAT the Tyrone Township Planning Commission meetings will be held on the second Tuesday evenings of each month beginning at 7:00 p.m., at the Tyrone Township Hall, 10408 Center Road, unless changed due to conflicts with holiday or election days. In the fiscal year, April 1, 2010 to March 31, 2011, the meetings will be held on the following dates:

April 13, 2010	October 12, 2010
May 11, 2010	November 9, 2010
June 8, 2010	December 14, 2010
July 13, 2010	January 11, 2011
August 10, 2010	February 8, 2011
September 14, 2010	March 8, 2011

BE IT FURTHER RESOLVED THAT the Tyrone Township Zoning Board of Appeals meetings will be held on the first Monday evening of each month upon request beginning at 7:30 p.m., at the Tyrone Township Hall, 10408 Center Road, unless changed due to conflicts with holidays or election days. Sometimes the agenda length may determine the need for two meetings to be held during the month. In the fiscal year, April 1, 2010 to March 31, 2011, the meetings will be held on the following dates:

April 5, 2010	October 4, 2010
May 10*, 2010	November 8, 2010
June 7, 2010	December 6, 2010
July 12, 2010	January 3, 2011
August 9, 2010	February 7, 2011
September 13, 2010	March 7, 2011

*Indicates a second-Monday-of-the-month meeting due to election schedules.

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RESOLVED BY: Don Peitz

SUPPORTED BY: Dave Kurtz

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

ADOPTION DATE: March 30, 2010

CERTIFICATION OF THE CLERK

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IN WITNESS WHEREOF, I have hereunto affixed my official signature this 31st day of March, 2010.



Keith L. Kremer
Tyrone Township Clerk

#9 Revisions to the Employee Handbook.

Removed from the agenda.

#10 Choice of engineer for the Runyan Lake East shared drive inspection.

Treasurer Kurtz moved to select Gould Engineering to complete the Runyan Lake East shared drive inspection. (Trustee Miles seconded). The motion carried; all ayes.

#11 Approval of the City of Fenton Fire Department Contract 2010-2011.

Treasurer Kurtz moved to approve the Fire Suppression, Rescue and Emergency Medical Services Agreement Between the City of Fenton and Tyrone Township. (Trustee Miles seconded). The motion carried; all ayes.

MISCELLANEOUS BUSINESS

Trustee Miles reminded everyone that as of April 1, 2010 the new fire service boundary lines go into effect.

Clerk Kremer reminded the board that the Fenton Township fire service contract expires July 1, 2010.

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BILLS FOR APPROVAL AND CLERK'S REPORT

The following checks (No. 17548-17572) and one ACH payment has been paid since the last regular meeting and have been submitted for approval which is a total of **\$49,777.13** from the **GENERAL FUND** and **\$1,599.00** from the **JAYNE HLL FARMS SUBDIVISIONS WASTE REMOVAL FUND**.

ADJOURNMENT

The meeting adjourned at 8:23 p.m.