

**APPROVED MINUTES  
LYNDON TOWNSHIP REGULAR BOARD MEETING  
APRIL 10, 2007**

**MEMBERS PRESENT:** MaryAnn Noah, Linda Reilly, Mary Jane Maze, Kathryn Francis, and LeeAnn Shanahan

**ALSO PRESENT:** Robert Mester, Deputy Ordinance Officer, John Reilly, Chair, Planning Commission, Gerald Nelson, Planning Commission, and other interested citizens.

Supervisor Noah called the meeting to order at 7:00 PM, followed by the Pledge of Allegiance to the Flag.

**Call to the Public:** F. Grohnert inquired about the Neighborhood Watch plan. Noah responded it was her understanding the Neighborhood Watch program is not a formal plan of the township, but rather up to the citizens. Francis will contact the community liaison person assigned to this area and get information.

**Consent Agenda:** Reilly moved and Francis supported to approve the consent agenda as presented. All approved. Motion carried.

**Budget Amendments:** Noah recommended minor budget adjustments based on **budget to actual** as of 3/29/07. Shanahan moved and Reilly supported to adjust the year-end 2006-2007 budget. All approved. Motion carried.

**QuickBooks Training – Treasurer & Clerk:** Reilly and Maze will attend a two-day QuickBooks seminar in Auburn Hills, MI and request reimbursement for training, two nights lodging at \$116/night (one room), mileage, and one paid education day each. Noah moved and Shanahan supported to pay for training, two nights lodging, mileage, and one paid education day each. All approved. Motion carried.

**Multi-Lakes Phase I Interest Payment:** A Resolution offered by Maze and seconded by Reilly was approved to make the one-time payment of \$2,483.25 to the Multi-Lakes Phase II Debt Retirement Fund from the Multi-Lakes Phase I Debt Retirement Fund to pay for interest on funds borrowed to retire the debt on Phase I. Roll call vote: Maze-aye; Shanahan-aye; Francis-aye; Noah-aye; Reilly-aye. Adopted.

**Policies & Procedures:** Noah offered a Resolution to set the reimbursement for members of the Lyndon Township Board. The policy clarifies and defines when reimbursement will be paid for regularly scheduled meetings, special meetings, meetings for members of Planning Commission and Zoning Board of Appeals, training, mileage, meals, and parking.

The Resolution states it shall be considered a conflict of interest for any Board member to receive compensation from an authority or authorized entity for services rendered to that authority or authorized entity other than meeting reimbursement, mileage or other reimbursable expenses specifically approved by that Board or entity and Lyndon Township. Also, in no event shall a Township Board member be employed in any capacity of employment by an authorized authority, agency, or entity.

Maze asked if quarterly board meetings of CACA are considered regular meetings resulting in reimbursement. Noah replied, "Yes."

Noah moved and Francis supported to accept the Resolution. Roll call vote: Maze-aye; Shanahan-aye; Francis-aye; Noah-aye; Reilly-aye. Adopted.

- **Census Bureau Reimbursement:** Francis moved and Shanahan supported to reimburse Reilly and Maze for any meetings/expenses/miles pertaining to Census Bureau. All approved. Motion carried.

L. Reilly requested permission to pay for recently attended Census Bureau training and mileage. Shanahan moved and Francis supported to issue payment for Census Bureau training and mileage. All approved. Motion carried.

- **Site visits:** Francis proposed that members making private road variance site visits, including zoning board of appeals, be reimbursed for mileage to and from those sites. Noah agreed and stated mileage would be provided via MapQuest using the Township Hall as the beginning point.

Noah moved and Francis supported to reimburse mileage for site visits based on roundtrip mileage provided by MapQuest, using the Township Hall as the beginning address. All Approved. Motion carried.

- **CACA – Policy/Reimbursement:** Reilly, Maze, and Francis will work to clear up Francis' request for reimbursement while doing soil erosion tests for CACA over a short period of time. CACA has a new head of soil erosion and Francis will no longer be reimbursed for soil erosion site visits.

Noah stated that CACA, as a government agency, must adhere to the same standards as the municipalities that created CACA. Noah asked Francis, the CACA representative, to take back to the CACA Board, the following:

- 1) All meeting must be posted.
- 2) CACA Board members need to have meeting jackets several days before their meetings – not handed out at the meeting.
- 3) CACA needs to post a yearly schedule of their meetings w/each municipality.
- 4) The incorporating municipalities must be provided a copy of CACA's budget in December each year according to the incorporating agreement.
- 5) CACA cannot amend their by-laws to override or be in conflict with the incorporating agreement of the municipalities.
- 6) CACA must adhere to all requirements of the Open Meetings Act.

- **Board Supplied Documents:** Noah stated too much time and money is spent duplicating documents previously handed out at meetings. Reilly offered a Resolution supported by Maze to set policy regarding retrieval and copying of material for Township Board members and to discontinue copying material previously provided at meetings. Ayes – Reilly, Noah, Maze, Shanahan. Nays – Francis. Adopted.

**Telephone Tax Refund:** A Resolution offered by Noah and seconded by Francis to request a telephone tax refund for all telephone lines under Section 4253(i) of the Internal Revenue Code. All approved. Adopted.

**Planning Commission Minutes -- Website:** Per public request, minutes from Planning Commission and Zoning Board of Appeals will be published on our Website.

**Non-Motorized Transportation Plan:** J. Nelson stated the Planning Commission would soon address the Non-Motorized Transportation Plan with regard to the Master Plan and to follow up with an ordinance to support. Noah reported John Enos would be attending the May Planning Commission meeting with some suggestions. Noah stated the private waste ordinance, non-motorized transportation plan, and special land use ordinance need to be addressed.

**Lyndon Township Record Retention Policy:** A Resolution offered by Noah and seconded by Francis was approved to adopt the Lyndon Township Record Retention Policy as required by law according to the State of Michigan General Schedule #10(MCL 399.5). Roll call vote: Maze-aye; Shanahan-aye; Francis-aye; Noah-aye; Reilly-aye. Adopted.

The **Michigan Township Record Retention General Schedule #10 (MCL 399.5)** is available online through the Michigan Township Association at [http://www.michigantownships.org/downloads/general\\_schedule\\_rotated.pdf](http://www.michigantownships.org/downloads/general_schedule_rotated.pdf) as referenced in the State of Michigan website, [www.michigan.gov](http://www.michigan.gov).

**Master Plan: Lyndon Township Dry Hydrant Locations:** Chelsea Area Fire Authority developed a list of possible sites for dry hydrant locations for future Township consideration.

**Police Report:** No report

**Reports:**

CAFA – Noah reported CAFA stayed well within their budget for 2006/2007. Annual report was provided for information.

*Multi-Lakes Sewer* – They have received SRF funding for their plant upgrade.

*Leoni Sewer* – Nothing new to report.

*Sylvan Sewer* – Sylvan Township is still plagued by lack of new connections.

CACA – Francis reported on highlights from CACA board meeting held 3/21/07. CACA is moving ahead with plans for their new building.

WWRA – Francis report on highlights of WWRA meeting of 3/28/07 meeting. There is an ongoing search for a new manager. Looking at purchasing more bins for cardboard recycling. Francis mentioned Washtenaw County clean-up day and asked for volunteers.

**At 8:10 PM, Supervisor Maryann Noah excused herself from the meeting due to a family emergency. Linda Reilly, Township Clerk, chaired the remainder of the meeting.**

*Ordinance Officer's Report* – Honbaum stated there were no zoning permits requested, however, there were several land division and zoning inquiries. There is an application for a conditionally approved private road, which is the result of a party wanting to do a land split. Inspection is set up for the 19<sup>th</sup> of this month. There have been several inquiries pertaining to erecting a cell tower in the Township. Litigation is ongoing regarding Joslin Lake/Roepke Ct.

***Other Business:*** J. Nelson clarified the Non-motorized Transportation Plan included bicycle paths.

***Call to the Public:*** Mr. Kies asked for clarification on the tower, if it was a cell tower or for wireless Internet. Honbaum replied it is a cell-phone tower for Nextel and is just about completed.

Mr. Kies asked for clarification on the mileage reimbursement for site visits. L. Reilly confirmed the reimbursement is for roundtrip from the Township Hall.

J. Reilly made an announcement regarding the upcoming citizen survey and asked residents to spread the word around.

***Adjournment:*** Shanahan moved and Francis supported to adjourn the meeting at 8:26 PM. Meeting was adjourned without objection.

Respectfully submitted,

Roxanne Petrie  
Office Manager