



1401 W. Herbison Road, DeWitt, MI 48820  
July 11, 2022 Board of Trustees Meeting Minutes

The Regular Meeting of the DeWitt Charter Township Board of Trustees was called to order by Supervisor Galardi at 7:00 PM with the Pledge of Allegiance.

**MEMBERS PRESENT** Supervisor Rick Galardi, Clerk Adam Cramton, Treasurer Sandy Stump, and Trustees David Seeger, Brian Ross, David Fedewa, and Steven Smith.

**MEMBERS ABSENT** None.

**ALSO PRESENT** Manager Andrew Dymczyk, Interim Police Chief Jason Jones, Fire Chief Dave DeKorte, SCCMUA Director of Operations Brad Gurski, and several citizens.

**AGENDA** **Cramton moved, Smith seconded, to approve the agenda as amended to include new business item 5, Police Chief interviews discussion.**

**AYES: Fedewa, Smith, Stump, Seeger, Ross, Cramton, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**CONSENT AGENDA** **Smith moved, Galardi seconded, to approve the Consent Agenda which included the following: Board of Trustees regular meeting draft minutes, June 27, 2022; and General Vouchers 74383-74439.**

**AYES: Stump, Seeger, Cramton, Fedewa, Ross, Smith, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**PUBLIC COMMENT** None.

**PRESENTATION** Brad Gurski, SCCMUA Director of Operations, presented a summary of the 2023  
2023 SCCMUA Operating Budget. He highlighted the updated actuarial provided from  
Operating Budget & 5- MERS, and the \$16.5M State Revolving Fund (SRF) application for plant improvements.  
Year Capital Director Gurski expects the SRF results in August.  
Improvements Plan

**(CIP)** **Galardi moved, Ross seconded, to accept and place on file the 2023 SCCMUA**  
**Brad Gurski, SCCMUA Operating Budget and 5-Year Capital Improvements Plan.**

Director of Operations

**AYES: Fedewa, Smith, Stump, Seeger, Ross, Cramton, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**PUBLIC HEARING** None.

**COUNTY** None.  
**COMMISSIONER**  
**REPORT**

**CORRESPONDENCE** Correspondence included the following: Manager Dymczyk Review Committee; Tri-County Region Housing Virtual Town Hall Synopsis; MERS Annual Actuarial Valuation Report December 31, 2021; Protecting Local Government Retirement and Benefits Act & Public Act 530 of 2016 Pension Report; and Consumers Energy Notice of Hearing.

**UNFINISHED BUSINESS** None.

**NEW BUSINESS**

**Granger Meadows Park – Recreation Facilities and Site Improvements Bid Award** An advertisement for bids on the Granger Meadows Park site improvements went public on June 3rd with a voluntary pre-bid meeting on June 13th. The Township received two bids as follows:

<u>Vendor</u>	<u>Price</u>
Gordon Construction Services	\$763,772.00
Moore Trosper	\$864,568.50

An interview with both firms was conducted on July 5th by Clerk Cramton, LAP Creative, and Manager Dymczyk to review the completeness of the submittals and answer any additional questions. Both vendor bids are over our original estimate of \$670,000 and cannot complete construction in 2022, as was hoped, due to supply chain limitations. A revised timeline for project completion is August 1, 2023.

Given the scale of this potential project and costs, LAP Creative, Clerk Cramton, and Manager Dymczyk discussed two possible alternatives. One alternative would be to construct the playground at a later date. This delay would save an estimated \$177,548 from initial investment in Granger Meadows and still address the usability and long-term maintenance concerns of the inline hockey facility. This alternative would bring the low bid to an estimated total of \$586,224. The other alternative explored would replace the Action Herculan PB surfacing with asphalt. This alternative would save \$15,368 of project costs but asphalt courts would require additional short and long-term maintenance. Of these alternatives, it is believed that the phasing out of the playground is the most tolerable. Replacing the premium court surface with asphalt does not appear to be a great value for residents using the facility and Township funds.

As discussed previously, funding for the project would come from the 425 Reserves. The 425 Reserve fund contains a very healthy fund balance with expenses earmarked for non-operational expenses. Funding of this project from this fund would fit sound budget considerations and the 425 Reserve fund's stated intent.

Manager Dymczyk recommends accepting the low bid for Granger Meadows Park site improvements of \$763,772 with Gordon Construction Services pending additional reference review by the Manager's Office.

Board discussion highlighted a disappointment in the low number of bids, as well as the bids exceeding, by a large margin, the original project estimates. It was pointed out that this project is to be funded by 425 funds which currently have a healthy balance, and the winning bid represents roughly one year of fund revenue. Additionally, Manager Dymczyk proposed the possibility of pursuing sponsorships to offset a portion of the overall cost.

**Stump moved, Cramton seconded, to accept the bid for Granger Meadows Park site improvements of \$763,772 with Gordon Construction Services pending additional reference review by the Manager’s Office.**

**AYES: Smith, Fedewa, Ross, Cramton, Seeger, Stump, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

New Municipal Building – Professional Services Cost Estimator

The professional services agreement executed with Williams Architects for the purpose of design, consultation, and procurement for construction of a new municipal building requires a firm for cost estimating. After discussions with Williams Architects, the Township has received two bids for construction estimating and they are as follows:

<u>Vendor</u>	<u>Price</u>
AVB	\$19,980
Administrative Controls Management, Inc	\$23,172

Both firms are highly recommended for their services and have a familiarity with Williams Architects and the complexities with a public building. Manager Dymczyk recommends entering into a professional services agreement with AVB not to exceed \$21,978 (\$19,980 with a 10% contingency) for the purpose of construction estimating.

Greg Whitlock, 12625 S US 27, inquired about the status of the estimate. Manager Dymczyk responded that a formal estimate of costs has not yet been initiated.

**Fedewa moved, Ross seconded, to direct the Manager’s Office to enter into a professional services agreement with AVB not to exceed \$21,978 (\$19,980 with a 10% contingency) for the purpose of construction estimating.**

**AYES: Smith, Stump, Ross, Fedewa, Cramton, Seeger, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

Secondary Employment – Building Official Al Hoard

Building Official Hoard has been approached for some additional opportunities to perform plan review during his time away from DeWitt Township. Per his contract any outside employment or business outside of his agreement with DeWitt Township requires approval in advance by the Township Manager and Township Board. These potential pursuits would not take place during regular working hours, use Township facilities or assets and would not cause any conflict of interest with his current employment. After discussions with Mr. Hoard, Manager Dymczyk recommends allowing Mr. Hoard the ability to pursue these plan review employment opportunities contingent upon maintaining the terms outlined in his current employment contract.

**Seeger moved, Smith seconded, to allow Mr. Hoard the ability to pursue plan review employment opportunities contingent upon maintaining the terms outlined in his current employment contract with DeWitt Township.**

**AYES: Stump, Ross, Fedewa, Cramton, Smith, Seeger, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

Accounts Payable  
Process

The Clerk's Office is tasked with paying the bills of the Township. These bills are for materials, supplies, utilities, training, services, and more as required for the regular and budgeted operations of the Township. At this time, the invoices are stockpiled until such a time that they can be processed in advance of a Board meeting for review and approval. Upon Board approval, vouchers are then mailed to vendors and the process begins again. The only exception to this rule is in the case of a late charge that could be assessed for a due-date prior to a Board meeting. In this circumstance, the Clerk's Office will pay the invoice immediately in order to avoid incurring a fee, and all vouchers are reported in the next agenda packet.

Recently, the part-time administrative assistant in the Clerk's Office has transitioned into a "soft" retirement, and is no longer working in the Clerk's Office. The Deputy Clerk has taken on the added responsibility of processing accounts payable and it has been determined that the existing process of stockpiling invoices is not sustainable with the reduced staff hours available in the office. The desired process change within the Clerk's Office would be to pay the bills as they are received, and report all vouchers in the agenda packet for review and acceptance. This would mean that vouchers will have already been mailed by the time the Board has the voucher report for review. This process is currently followed in multiple regional municipalities and authorities.

The justification for this change is the time savings for the reduced staffing level in the Clerk's Office, and the payroll savings as a result of the staffing reduction. Unchanged would be the fact that the Board still approves the budget that all departments are required to operate within, and the Clerk's Office and Manager's Office will still review all purchases before payment is rendered. According to the Township Purchasing Policy, any purchases over \$250 requires a Purchase Order and are approved by the Manager's Office. Any purchases over \$1,000 require a Purchase Request be submitted to the Manager's Office for approval. Likewise, these requirements would be unchanged.

The largest regular invoice paid by the Clerk's Office is the monthly SCCMUA payment which, this year, equals \$156,283.62. For that reason, I would propose that any large non-regular payment in excess of \$200,000 to first come to the Board for approval.

**Ross moved, Smith seconded, to allow the Clerk's Office to process accounts payable as needed, with the current voucher report to be presented to the Board in the regular agenda packet, and non-regular purchases in excess of \$200,000 to come before the Board for approval.**

**AYES: Seeger, Cramton, Fedewa, Stump, Smith, Ross, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

Police Chief Interviews  
- Discussion

Earlier in the evening, the Board interviewed two finalists for the position of Police Chief in an open session of a posted special public meeting. The following interviews were conducted:

4:00 PM – David Sileo

5:00 PM – Matthew Merony

At this time, the Board wishes to enter into closed session, as allowed by the Open Meetings Act (MCL 15.267), to review and consider the contents of an application for employment or appointment to a public office. The extended public, staff, and Board comments were held prior to entering into closed session.

**Galardi moved, Stump seconded, to enter into closed session at 7:59 PM to discuss the interviews and candidates for the position of Chief of Police.**

**Motion carried unanimously.**

**Galardi moved, Cramton seconded, to return to open session at 8:34 PM.**

**Motion carried unanimously.**

**Smith moved, Seeger seconded, to recommend that the Manager formalize an offer of employment for the position of Chief of Police to Matthew Merony, pending applicable pre-employment screening.**

**AYES: Ross, Smith, Seeger, Fedewa, Stump, Cramton, Galardi.**

**NAYS: None.**

**ABSENT: None.**

**Motion carried.**

**EXTENDED PUBLIC, STAFF, & BOARD COMMENTS**, Fire Chief Dave DeKorte informed the Board of his recent active violence training, and of multiple fires caused as a result of fireworks being ignited in dry environmental conditions.

Interim Police Chief Jason Jones thanked the Board for the Police Chief posting and evaluation process. He also informed the Board of recent department activities including a large seizure of drugs and money.

Manager Dymczyk offered updates on the following:

- Michigan State University Government Affairs meeting
- Granger Park improvements process update
- Brook Road fire cleanup status
- 2023 Budget process

Trustees Smith and Ross both thanked Interim Police Chief Jones for his service in the absence of a Chief.

Treasurer Stump informed the Board of a medical leave on her staff. Tax bills have gone out and utility bills are due this week.

Clerk Cramton presented a brief update on the upcoming August 2, 2022 Primary Election.

- Public Test of tabulator noticed for July 26
- ePollbook training next week

Supervisor Galardi reports that his recent communication with the Mid-Michigan District Health Department was very helpful and informative, and it appears that they are continuing to dramatically improve their level of service with residents.

ADJOURNMENT      **Seeger moved, Ross seconded, to adjourn 8:36 PM.**

**Motion voted and carried.**

Respectfully submitted,



Adam Cramton, Clerk



Rick Galardi, Supervisor