



1401 W. Herbison Road, DeWitt, MI 48820  
July 24, 2023 Board of Trustees Meeting Minutes

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

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

**MEMBERS ABSENT** Supervisor Rick Galardi.

**ALSO PRESENT** Manager Andrew Dymczyk, Police Chief Matt Merony, Fire Chief Dave DeKorte, and several citizens.

**MEETING CHAIRPERSON** **Cramton moved, Ross seconded, to nominate Trustee Seeger as Chairperson for the meeting.**

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

**NAYS: None.**

**ABSENT: Galardi.**

**Motion carried.**

**AGENDA** **Ross moved, Fedewa seconded, to approve the agenda as presented.**

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

**NAYS: None.**

**ABSENT: Galardi.**

**Motion carried.**

**CONSENT AGENDA** **Smith moved, Seeger seconded, to approve the Consent Agenda which included the following: Board of Trustees regular meeting draft minutes, July 10, 2023; Board of Trustees special meeting draft minutes, July 12, 2023; and General Vouchers 75801-75871.**

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

**NAYS: None.**

**ABSENT: Galardi.**

**Motion carried.**

**PUBLIC COMMENT** None.

**PRESENTATION** None.

**PUBLIC HEARING** None.

**COUNTY COMMISSIONER REPORT** None.

**CORRESPONDENCE** Correspondence included the following: Q2 2023 Cash and Investments; Q2 2023 Financial Reports; DeWitt Township Fire Department June 2023 Activity Report; Clinton County Sheriff's Office June 2023 Jail Billing; Clinton County Solid Waste Planning Committee July 25, 2023 Public Hearing Agenda; and Clinton County Solid Waste Planning Committee August 8, 2023 Public Meeting Notice.

**UNFINISHED BUSINESS** None.

**NEW BUSINESS**  
Police Recruit Hire

In May of this year, in an effort to aid in addressing staffing considerations within the Police Department, the Board established the Police Recruit position and the sponsoring of a candidate to the Police Academy. The Police Academy will begin in January of 2024 and will be in session for 17 weeks.

Chief Merony and Manager Dymczyk conducted interviews on June 29th for the position of full time Police Recruit in the Police Department. They recommend the hiring of Mr. Zane Woods.

**Ross moved, Fedewa seconded, to approve the hiring of Zane Woods at Grade 2, Step 5 of the Classification and Wage Scale, for the position of full time Police Recruit in the Police Department contingent upon the successful completion of the required pre-employment physical and evaluations.**

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

**NAYS: None.**

**ABSENT: Galardi.**

**Motion carried.**

Building Department  
Administrative  
Assistant II Hire

Assistant Manager Coleman and Building Official Hoard conducted interviews on July 12th and July 14th for the position of full time Administrative Assistant II in the Building Department. They recommend the hiring of Ms. Susan Lightner for the position of full time Administrative Assistant II in the Building Department.

**Cramton moved, Stump seconded, to approve the hiring of Susan Lightner at Grade 4, Step 2 of the Classification and Wage Scale, for the position of full time Administrative Assistant II in the Building Department.**

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

**NAYS: None.**

**ABSENT: Galardi.**

**Motion carried.**

Revocation Hearing –  
16047 S US 27

The Township's Public Safety Departments have been working diligently to address out of compliance ordinance and code concerns at 16047 S US 27. To date, the property in question is not in compliance. Per Township ordinance a public hearing is required prior to additional actions taken towards ordinance and code compliance. Manager Dymczyk recommends setting a public hearing for the revocation of Hotel/Motel license No. CHML23-03 for the Bell Motel on August 22<sup>nd</sup> at 7:00 PM.

Notice will be issued to the property owner stating the revocation hearing date and time.

Al Patel, 16047 S US 27, inquired about the process for serving notice and how he was to receive the information from the Township. Manager Dymczyk responded that notice will be provided in-person and by certified mail.

**Seeger moved, Smith seconded, to set a public hearing for the revocation of Hotel/Motel license No. CHML23-03 for the Bell Motel located at 16047 S US 27 on August 22 at 7:00 PM.**

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

**NAYS: None.**

**ABSENT: Galardi.**

**Motion carried.**

Municipal Building South (MBS) Ad Hoc Financing Committee

In March of 2023, the Board approved an agreement with Bendzinski & Co for financial advising services surrounding the Municipal Building South project. As this project continues to take shape, it is now time explore all financial options and impacts with professional assistance. Manager Dymczyk recommends establishing an ad hoc financing committee of Galardi, Dymczyk, Stump, and Cramton to meet with the selected Financial Advisor to evaluate financial options and impacts surrounding the Municipal Building South project, with a recommendation to be brought back to the Board.

**Ross moved, Fedewa seconded, to establish an ad hoc financing committee of Galardi, Dymczyk, Stump, and Cramton for the purpose of meeting with the selected Financial Advisor to evaluating financial options and impacts surrounding the Municipal Building South project, with a recommendation to be brought back to the Board.**

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

**NAYS: None.**

**ABSENT: Galardi.**

**Motion carried.**

Township Hall Condenser Units Replacement

The Township's HVAC vendor has identified that the Township Hall Condenser Units, after 23 years of service, are in need of replacement. Other solutions have been explored, but it is believed that replacement is the best decision at this time. Manager Dymczyk recommends authorization to execute an agreement with John E. Green for the purpose of replacing the Condenser Units at Township Hall at a cost not to exceed \$46,650 and a corresponding budget adjustment to the 2023 Budget.

**Fedewa moved, Smith seconded, the following actions:**

- 1. Authorize the Township Manager to execute an agreement with John E Green for the purpose of replacing the Condenser Unit at Township Hall at a cost not to exceed \$46,650.**
- 2. The Board approve the following budget adjustment to the 2023 Budget:**  

<b>\$46,650</b>	<b>To: 101-265-977-000</b>	<b>From: 101-000-390-000</b>
	<b>Township Hall- Cap Exp</b>	<b>General Fund Balance</b>

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

**NAYS: None.**

**ABSENT: Galardi.**

**Motion carried.**

Township Hall Parking Lot Paving Contract The 2023 Budget includes the paving of the Township Hall parking lot at an estimated cost of \$180,000. Clinton County Road Commission has provided a contract totaling \$149,724.10 for the paving work to be completed this year. Manager Dymczyk recommends the Treasurer, Clerk, and Supervisor to execute an agreement with the Clinton County Road Commission for the Township Hall Parking Lot Paving project.

**Cramton moved, Seeger seconded, to authorize the Treasurer, Clerk, and Supervisor to execute an agreement with the Clinton County Road Commission for the Township Hall Parking Lot Paving project at an estimated project cost of \$149,724.10.**

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

**NAYS: None.**

**ABSENT: Galardi.**

**Motion carried.**

EXTENDED PUBLIC, STAFF, & BOARD COMMENTS Ketan Patel, 2708 Laforet Circle, Okemos, asked the Board if motel license revocation is the only possible outcome of the August 22, 2023 public hearing. Clerk Cramton explained that, per ordinance, a revocation hearing is noticed and open to the public, and the Board serves in the role of judge and jury tasked with making a decision based upon evidence presented. As such, all options are available to the board, and Clerk Cramton cited past decisions that included an agreement with the business owner establishing a timeline for repairs.

Fire Chief Dave DeKorte informed the Board that the ladder truck has been repaired and the repairs were not as severe as anticipated. The dry conditions experienced this summer have contributed to a recent fire on the median of a local road. He will be meeting with the MBS architects tomorrow to select finishes.

Police Chief Matt Merony commented on recent larceny events and a Facebook post to inform residents to be aware. He will be attending conference next week.

Treasurer Stump commented that summer tax collection is in full-swing, and the process for implementing the new recreation software for DARA is under way. DARA's summer camp is full.

Clerk Cramton provided a brief update on the Prop-2 changes to election legislation and the tools being created to help Clerks manage the changes.

Manager Dymczyk offered updates on the following:

- Pickleball court construction status
- Water tower lease update with Verizon
- Blended Learning Academy Officer
- Pollinator Garden update
- SCCMUA Design and Policy Committee meeting
- MBS Open Houses on July 25<sup>th</sup> and July 26<sup>th</sup>
- Budget 2024 and CIP
- Findings report from Clinton County Prosecutors Office is available

- Civil litigation was served on the Township today

Trustee Fedewa, for information, reported that his research shows a two-to-three-year lead-time when ordering a new ladder truck for the fire department.


ADJOURNMENT      **Seeger moved, Ross seconded, to adjourn 7:53 PM.**

**Motion voted and carried.**

Respectfully submitted,



Adam Cramton, Clerk

  
Rick Galardi, Supervisor