

CHARTER TOWNSHIP OF HAMPTON
REGULAR MEETING
AUGUST 7, 2017

The regular meeting of the Charter Township of Hampton Board of Trustees was called to order at 7:00 p.m. by the Supervisor in the Boardroom of the Hampton Township Administrative Offices.

The pledge of allegiance was given to the flag.

The invocation was read and a moment of silence observed for Trustee Tom Foret.

PRESENT: Hugo, Samyn, Klass, Close, Wright

ABSENT: Foret, DeWyse

ALSO PRESENT: Weiler, Hewitt, VanDenBoom & 7 people in audience

Motion by Hugo seconded by Klass that the minutes of the July 13, 2017 special meeting; the July 17, 2017 regular meeting; the July 10, 2017 closed session and the July 13, 2017 closed session be approved as printed and that the reading of the minutes be waived. Motion carried.

COMMUNICATIONS:

There were no communications.

AUDITORS REPORT:

Motion by Hugo seconded by Klass that the following warrants be approved for payment:

#43478 - #43532	General Fund	\$ 83,207.41
electronic transfer	July pension	29,681.00
#3019 - #3021	Building Fund	10,040.99
#3590 - #3597	Sewer Fund	22,644.84
#6122 - #6144	Tax Fund	782,984.89
#2399 - #2419	Public Safety Fund	97,454.79
#1415 - #1419	Water Fund	<u>261,850.58</u>
		\$1,287,864.50

AYES: Hugo, Klass, Samyn, Wright, Close

NAYS: None

ABSENT: DeWyse, Foret

Motion carried.

OPEN TO THE PUBLIC:

No one addressed the Board.

UNFINISHED BUSINESS:

Discussion was held on the wet well agreement termination with Bay Medical Care Facility.

NEW BUSINESS:

Motion by Hugo seconded by Klass to approve the solicitation request of Disability Services Resource Center to solicit within the township on September 29 & 30, 2017. Motion carried.

Motion by Hugo seconded by Wright to approve the contract with Fairgrove Oil for propane at the Finn Road Park Campground at a cost of \$1,612.50.

AYES: Hugo, Wright, Klass, Samyn, Close

NAYS: None

ABSENT: Foret, DeWyse

Motion carried.

Motion by Klass seconded by Samyn that the following mileage reimbursement policy be adopted as follows:

MILEAGE REIMBURSEMENT POLICY

Mileage will be reimbursed for the round-trip distance between the employee's work site and the location of the business function being attended. If employees depart from or return to their home instead of their work site, only the miles in excess of the normal daily commute can be claimed as an expense.

Mileage rates will be equal to the published IRS optional standard mileage rates which are published each year on the www.irs.gov/tax-professionals/standard-mileage-rates/.

Mileage amounts must be verifiable through the use of commercially available websites (ex. Mapquest, Google Maps, etc.) using the "shortest route" option.

Other expenses such as parking will be reimbursed at the actual costs. Original, itemized receipts must be provided.

Employees must document their travel on the Mileage Reimbursement Form including the following specific information:

- Date
- Destination (Name or Address)
- Business function (example: schedule road commission meeting or drop off plans for xyz)
- Meeting contact (example: Board of John Smith)
- Total Miles

Claims for mileage reimbursement that occurred more than 60 days prior to the claim being submitted WILL NOT be accepted.

Form must be signed under Penalty of Perjury.

AYES: Klass, Samyn, Hugo, Wright, Close

NAYS: None

ABSENT: DeWyse, Foret

Motion carried.

Motion by Hugo seconded by Klass to approve the Motorola Radio maintenance agreement with SCADA for the DPW in the amount of \$5,045.00; and to also approve the technical support for the pump station computers from Standard Electric at a cost of \$2,380.00.

AYES: Hugo, Klass, Samyn, Wright, Close

NAYS: None

ABSENT: Foret, DeWyse

Motion carried.

ATTORNEY REPORT:

Hewitt had no report.

ENGINEER REPORT:

Bartow was not present.

STANDING COMMITTEE REPORTS:

Motion by Hugo seconded by Klass that the Planning Commission minutes of July 13, 2017 and the Board of Appeals minutes of August 3, 2017 be received. Motion carried.

OFFICERS/TRUSTEES REPORTS:

TREASURER -	7/17/17 – 7/21/17	General Fund	\$ 100,627.10
		Building Fund	2,902.00
		Tax Fund	<u>164,385.21</u>
			\$ 267,914.31
	7/24/17 – 7/28/17	General Fund	\$ 45,323.04
		Building Fund	105.00
		Tax Fund	<u>81,507.27</u>
			\$ 126,935.31
	7/31/17 – 8/04/17	Water Fund	\$ 119,891.84
		Building Fund	1,525.34
		General Fund	54,251.21
		Tax Fund	<u>142,982.07</u>
			\$318,650.46

TRUSTEES: Klass addressed the Ford Explorer issue in police vehicles; is the township experiencing any issues with these vehicles.

SUPERVISOR - Committee appointments.

OPEN TO THE PUBLIC:

Lt. Mike Wedding, introduced new Officer Ryan Benford to the Board; and also addressed the accident on Saturday involving Mr. Foret.

Wayne Esterhai, asked for an update on Mr. Foret's condition; and addressed the Motorola maintenance and tech support costs.

Public portion of the meeting was closed.

Motion by Hugo seconded by Samyn that the meeting adjourn. Motion carried. The meeting adjourned at 7:25 p.m..

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Respectfully submitted:

Pamela J. Wright, Clerk

Teresa Close, Supervisor