

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

(810) 231-1000 Office
(810) 231-4295 Fax



Supervisor: Pat Hohl
Clerk: Mike Dolan
Treasurer: Jason Negri
Trustees: Bill Hahn
Annette Koeble
Chuck Menzies
Jim Neilson

**HAMBURG TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING**

**Hamburg Township Hall Board Room
Tuesday, September 4, 2018
2:30 p.m.**

AGENDA

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Correspondence
6. Consent Agenda
7. Approval of the Agenda
8. Unfinished Business:
 - A. None
9. Current Business:
 - B. Water System Debt Service Fund
 - C. DPW – Part Time/On Call Hiring – Goodall
 - D. Fire Department – Equipment Donation
 - E. Police Department – Operation Procedure 300-41
 - F. Police Department – New Vehicle Purchase
 - G. Police Department – Boat Lift Replacement
 - H. Police Department – Part Time Admin Assistant Hiring – Schuster
 - I. Parks & Recreation Grant Summit
 - J. Payment Approval – C & E Construction – Invoice #2270 - \$7390.00
 - K. Payment Approval – DuBois Cooper – Invoice # 215242 - \$7200.00
10. Call to the Public
11. Board Comments
12. Adjournment

Pledge to the Flag



NO CORRESPONDENCE

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**HAMBURG TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING**

Hamburg Township Hall Board Room

Tuesday, September 4, 2018

2:30 p.m.

CONSENT AGENDA

1. Approval of the Minutes
 - A. Township Board Regular Meeting Minutes – August 21, 2018
2. Bills/Vendor Payable List
3. Department/Committee Reports
 - A. Parks & Recreation Meeting Minutes – July 31, 2018
 - B. Parks Coordinator Report - August 2018
 - C. Planning & Zoning Monthly Report – August, 2018
 - D. Senior Advisory Meeting Minutes – July 11, 2018
 - E. Senior Center Report – August 2018

HAMBURG TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, August 21, 2018
7:00 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 7:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

Present: Koeble, Neilson, Hahn, Menzies, Negri, Dolan, Hohl

Absent: None

Also Present: Patricia Hughes, Deputy Clerk; John Drury, Township Attorney

4. Call to the Public

Mike Kuehnl, 3020 Tamarack Lake Rd, talked about getting the number of trash haulers reduced in order to save the roads.

Rob Nikanowicz, 3023 Tamarack Lake Rd, talked about studies that had been done to support municipalities/local government in reducing the number of trash haulers and handed out a flyer with links to these studies and presentations.

Bonnie Swanson, 11463 Lauderdale Ct,

5. Correspondence

None.

6. Approval of the Consent Agenda

Motion by Menzies, supported by Negri, to approve the Consent Agenda as presented.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

7. Approval of the Agenda

Motion by Hohl, supported by Dolan, to approve the Agenda as amended with the addition of Trash Haulers to be discussed under Item C. General Road Discussion.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

8. Unfinished Business

None.

9. Current Business

A. Finance Control Book – June 2018

Motion by Negri, supported by Hahn, to receive, file, and publish the Finance Control Book for June 2018.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

B. MMRMA Renewal

Motion by Hohl, supported by Neilson, to approve the annual renewal invoice with MMRMA for \$244,132.00 at a 1% increase.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

C. General Road Discussion

No Action Taken.

D. Payment Approval – PLM Lake & Land – Invoice #191705 - \$8,697.00

Motion by Hahn, supported by Hohl, to approve the PLM Lake & Land Invoice #191705 in the amount of \$8,697.00.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

E. Payment Approval – Chloride Solutions – Invoice # 288 - \$9,866.68

Motion by Dolan, supported by Menzies, to approve Chloride Solutions Invoice #288 in the amount of \$9,866.68.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

F. Payment Approval – DuBois Cooper – Invoice #214936 - \$14,245.70

Motion by Hohl, supported by Koeble, to approve the DuBois Cooper Invoice #214936 in the amount of \$14,245.70.

Voice Vote: AYES: 7, ABSENT: 0

MOTION CARRIED

11. Public Information

12. Call to the Public

Mike Kuehnl, 3020 Tamarack Lake Rd, asked about the refund that Tamarack Lake Subdivision will get from their Road SAD.

13. Board Comments

Negri, stated that the Brownfield Project is started and they are getting the property cleaned up.

Neilson, stated that the Zoning Department is having their Ice Cream Social Wednesday August 22, 2018 at 7:00PM for final input for the Master Plan.

Hohl, stated that we need Election Inspectors and if anyone is interested to please get ahold of Deputy Clerk Patricia Hughes.

14. Adjourn Meeting

Motion by Menzies, supported by Hahn, to adjourn meeting.

Voice Vote: AYES: 7, ABSENT: 0


MOTION CARRIED

Meeting adjourned at 7:42 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Courtney L. Paton". The signature is written in a cursive style with a large initial 'C'.

Courtney L. Paton
Recording Secretary

A handwritten signature in blue ink that reads "Mike Dolan". The signature is written in a cursive style with a large initial 'M'.

Mike Dolan
Township Clerk

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-073.001	HEALTH INSURANCE - LIBRARY	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	2,345.04	16895
101-000.000-073.002	DISABILITY - LIBRARY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	277.67	16953
101-000.000-073.003	RETIREMENT - LIBRARY	JOHN HANCOCK	PAY DATE 8/23/18	900.54	16925
Total For Dept 000.000				3,523.25	
Dept 101.000 Township Board					
101-101.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	285.35	16925
Total For Dept 101.000 Township Board				285.35	
Dept 171.000 Township Supervisor					
101-171.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	80.12	16953
101-171.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	329.69	16925
101-171.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	1,172.52	16895
Total For Dept 171.000 Township Supervisor				1,582.33	
Dept 191.000 Elections					
101-191.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	76.72	16953
101-191.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	205.41	16925
101-191.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	1,336.78	16895
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON.COM CARD FILE FOR CLERK/ELECT	77.38	16902
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	OFFICE SUPPLY.COM - 3 HOLE PUNCHED	49.73	16902
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	BEST BUY - URGENT ELECTIONS EQUIPMEN	84.76	16902
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ULINE.COM - NON RESIDUE FLOOR TAPE F	267.16	16902
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	HOME DEPOT CREDIT SERVIC	ELECTION EQUIP STORAGE ITEMS	44.85	16926
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	HOME DEPOT CREDIT SERVIC	HEAVY DUTY SHELVING FOR ELECTIONS EQU	159.00	16926
101-191.000-726.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	ALCOHOL SWABS & EAR PROTECTORS FOR EL	26.18	16950
101-191.000-962.000	SUNDRY	CHASE CARD SERVICES	KROGER; ELECTION SUPPLIES - FOAM COO	49.89	16902
101-191.000-962.000	SUNDRY	CHASE CARD SERVICES	KROGER WATER/POP/CHICKEN/ICE/COOLER	199.19	16902
101-191.000-962.000	SUNDRY	CHASE CARD SERVICES	RIVERSIDE PIZZA ELECTION WORKERS LUNC	326.81	16902
101-191.000-962.000	SUNDRY	CHASE CARD SERVICES	BIGGBY COFFEE BOX FOR 9 PRECINCTS ON	128.18	16902
101-191.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	CHASE CARD SERVICES	AMAZON.COM - RUBBERMAID TOTES FOR ELE	39.72	16902
Total For Dept 191.000 Elections				3,071.76	
Dept 201.000 ACCOUNTING					
101-201.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	212.81	16953
101-201.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	866.36	16925
101-201.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	1,387.32	16895
101-201.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	MGFOA FALL CONFERENCE REGISTRATION	305.00	16902
Total For Dept 201.000 ACCOUNTING				2,771.49	
Dept 209.000 Assessing					
101-209.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	274.44	16953
101-209.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	1,127.70	16925
101-209.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	2,602.98	16895
101-209.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - HAMBURG TO	19.79	16902
Total For Dept 209.000 Assessing				4,024.91	
Dept 215.000 CLERK'S OFFICE					
101-215.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	145.98	16953
101-215.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	830.61	16925
101-215.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	2,762.70	16895
Total For Dept 215.000 CLERK'S OFFICE				3,739.29	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	98.43	16953
101-245.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	786.71	16925
101-245.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	3,328.64	16895
101-245.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM DESIGNERS CAD & GRAPHIC SU	47.95	16902
Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES				4,261.73	
Dept 253.000 Treasurer					
101-253.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	73.51	16953
101-253.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	395.69	16925
101-253.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	3,564.76	16895
101-253.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	REFUND-DEPOSIT	(207.24)	16902
101-253.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	REFUND	(39.80)	16902
Total For Dept 253.000 Treasurer				3,786.92	
Dept 258.000 COMPUTER/CABLE					
101-258.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	CHASE CARD SERVICES	ORDER FROM AMAZON - TV FOR MONITORING	146.99	16902
101-258.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	CHASE CARD SERVICES	ORDER FROM AMAZON. PRINTER FOR CLERK'	582.39	16902
Total For Dept 258.000 COMPUTER/CABLE				729.38	
Dept 265.000 Township Buildings					
101-265.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	(29.41)	16953
101-265.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	251.22	16925
101-265.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	586.26	16895
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	16.50	16887
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	11.00	16887
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	7.00	16887
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	7.00	16887
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - BLDGS. & G	51.27	16902
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - BLDGS. & G	139.41	16902
101-265.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - BLDGS. & G	33.72	16902
Total For Dept 265.000 Township Buildings				1,073.97	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	SHOPLET.COM - SUPPLIES TO RESTOCK CE	95.18	16902
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	SHOPLET.COM - MISC. OFFICE SUPPLIES	49.72	16902
Total For Dept 299.000 Other Expenses				144.90	
Dept 410.000 Zoning					
101-410.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	49.86	16953
101-410.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	209.25	16925
101-410.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	586.26	16895
101-410.000-821.000	ENG/CONSULTANT/PROFESS FEES	CHASE CARD SERVICES	SURVEY MONKEY SUBSCRIPTION FOR 2020 Z	37.00	16902
Total For Dept 410.000 Zoning				882.37	
Total For Fund 101 General Fund				29,877.65	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	114.04	16953
206-000.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	552.92	16925
206-000.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	2,978.50	16895
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	27.26	16902
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	WWW.AMAZON.COM - MISC HTFD SUPPLIES	7.00	16902

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	WWW.AMAZON.COM - MISC HTFD SUPPLIES	26.99	16902
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	WWW.AMAZON.COM - MISC HTFD SUPPLIES	17.98	16902
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	HTFD - COPY PAPER SUPPLIES	119.96	16950
206-000.000-729.000	SOFTWARE MAINTENANCE	CHASE CARD SERVICES	ADOBE CC PHOTOGRAPHY PLAN -PHOTOSHOP	127.07	16902
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	114.96	16902
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	NORTHERN TOOL & EQUIPMENT - HTFD SHO	860.49	16902
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	32.64	16902
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	155.44	16902
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	56.21	16902
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	WWW.FELDFIRE.COM EN 11 LADDER RAC	121.50	16902
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	108.02	16902
206-000.000-962.000	SUNDRY	CHASE CARD SERVICES	KROGER - MEETING SUPPLIES/FOOD	53.97	16902
206-000.000-966.500	FIRE PREVENTION	CHASE CARD SERVICES	REFUND-5 BOTTLES NOT REC'D	(49.75)	16902
Total For Dept 000.000				5,425.20	
Total For Fund 206 Fire Fund				5,425.20	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	1,391.36	16953
207-000.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	1,140.68	16925
207-000.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	20,766.04	16895
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	INK CATRIDGES FOR VIDEO BACKUP SYSTEM	195.90	16902
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	DVD BURNER - MICROBOARDS 1D-DVD-123 i	399.00	16902
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON - FLURHRT - 12 & 10 INCH CABL	20.43	16902
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON - STREAMLIGHT FLASHLIGHTS - RE	87.13	16902
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON NICPOWER AC CHARGER ADAPTER FO	25.98	16902
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	7.82	16902
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	REFUND-HALOGEN HEADLIGHT BULB	(39.50)	16902
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	19.79	16902
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	AMAZON - SYLVANIA - HEADLIGHT BULBS	79.49	16902
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	AMAZON - SYLVANIA XTRAVISION HEADLIGH	39.50	16902
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	AMAZON - SYLVANIA - HEADLIGHT BULBS	39.50	16902
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	AMAZON - STREAMLIGHT FLASHLIGHTS - RE	77.12	16902
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	EBAY.COM - NATIONWIDEHUBCAPS - SET O	69.99	16902
207-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	RENEWAL OF TABS FOR SUPPRESSED PLATES	66.30	16902
207-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	CHASE CARD SERVICES	LERMA DUES 2018	60.00	16902
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	34.18	16902
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	AMAZON - BY MICRO-ID MICRO-ID HALO PE	83.93	16902
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	3.86	16902
Total For Dept 000.000				24,568.50	
Total For Fund 207 Police Fund				24,568.50	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	GFS - COFFEE SUPPLIES	107.48	16902
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	AMAZON.COM - REPLACEMENT COFFEEMAKE	26.82	16902
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	AMAZON.COM - REPLACEMENT COFFEEMAKE	375.46	16902
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	PETERS HARDWARE - REPLACEMENT GAS GRI	822.97	16902
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	GFS - POT LUCK SUPPLIES	96.44	16902
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	KROGER - SENIOR POWER DAY SUPPLIES	54.95	16902
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	AMAZON - COFFEE & CARD SUPPLIES	43.98	16902

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PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	AMAZON - COFFEE & CARD SUPPLIES	100.95	16902
Total For Dept 000.000				1,629.05	
Dept 750.000 Recreation Board					
208-750.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	37.80	16953
208-750.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	154.27	16925
208-750.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	1,247.66	16895
208-750.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - PARKS & RE	35.86	16902
208-750.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - PARKS & RE	30.58	16902
208-750.000-932.005	MAINTENANCE PARK BUILDINGS	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - PARKS & RE	49.83	16902
Total For Dept 750.000 Recreation Board				1,556.00	
Dept 805.000 SENIOR CENTER					
208-805.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	52.71	16953
208-805.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	216.52	16925
208-805.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	1,387.32	16895
208-805.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	BLUE DOG INK. COM - INK CARTRIDGES FO	264.92	16902
Total For Dept 805.000 SENIOR CENTER				1,921.47	
Total For Fund 208 SENIORS, PARKS, LL TRAIL				5,106.52	
Fund 265 Drug Enforcement Fund					
Dept 000.000					
265-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	CHASE CARD SERVICES	DANIEL DEFENSE - SNIPER RIFLE	2,374.00	16902
Total For Dept 000.000				2,374.00	
Total For Fund 265 Drug Enforcement Fund				2,374.00	
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-719.000	LONG/SHORT TERM DISABILITY	UNUM LIFE INSURANCE COMP	9/1/2018 - 9/30/2018	688.18	16953
590-001.000-720.000	RETIREMENT	JOHN HANCOCK	PAY DATE 8/23/18	2,270.51	16925
590-001.000-722.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	9/1/18 THROUGH 9/30/18	7,939.24	16895
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	27.50	16887
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	7.00	16887
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	257.24	16902
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - DPW MISC.	14.99	16902
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - HAMBURG TO	26.95	16902
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	INK CARTRIDGES FOR DPW PRINTER	101.90	16902
Total For Dept 001.000				11,333.51	
Total For Fund 590 SEWER FUND				11,333.51	
Fund 701 Trust & Agency Fund					
Dept 000.000					
701-000.000-231.200	DUE TO CHARITY CHARITABLE DEDUC	DART TEAM	PAY DATE 8/23/18	352.00	16914
Total For Dept 000.000				352.00	
Total For Fund 701 Trust & Agency Fund				352.00	
Fund 703 Winter Tax Collection Fund					
Dept 000.000					
703-000.000-275.000	OVER/UNDER PAYMENTS	LERETA, LLC	REFUND-OVERPAYMENTS FOR MULTIPLE PARC	2,609.47	16933

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 703 Winter Tax Collection Fund Dept 000.000					
		Total For Dept 000.000		2,609.47	
		Total For Fund 703 Winter Tax Collection Fund		2,609.47	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 General Fund	29,877.65
Fund 206 Fire Fund	5,425.20
Fund 207 Police Fund	24,568.50
Fund 208 SENIORS, PARK	5,106.52
Fund 265 Drug Enforcem	2,374.00
Fund 590 SEWER FUND	11,333.51
Fund 701 Trust & Agenc	352.00
Fund 703 Winter Tax Co	2,609.47

Total For All Funds:	<u>81,646.85</u>
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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-041.000	A/R (KJ)	LIVINGSTON COUNTY TREASU	2017 W 15-22-400-014 ADDED TO BILL IN	49.00	
101-000.000-279.728	CARLESIMO DR PRIVATE ROAD	STANTEC CONSULTING MICH	LAKEVIEW DR PRIVATE RD - P/E 8/3/18	1,441.50	
101-000.000-279.736	MCNEELY PROPERTY	PROCESS RESULTS, INC.	HAMB TWP-REGENCY VILLAGE PLANNING CS	2,154.38	
101-000.000-279.737	MYSTIC RIDGE PHASE 7	PROCESS RESULTS, INC.	HAMB TWP-MYSTIC RIDGE-PLANNING CS- 7/	993.58	
101-000.000-279.740	PRT TREE NURSERY	PROCESS RESULTS, INC.	HAMB TWP-PRT TREE NURSERY SPR-7/1-7/3	1,015.00	
101-000.000-422.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	2017 W 15-22-400-014 ADDED TO BILL IN	0.49	
		Total For Dept 000.000		5,653.95	
Dept 101.000 Township Board					
101-101.000-826.000	LEGAL FEES	JOHNSON, ROSATI, SCHULTZ	LAMKIN VS. HAMBURG TOWNSHIP LAWSUIT -	1,120.00	
		Total For Dept 101.000 Township Board		1,120.00	
Dept 191.000 Elections					
101-191.000-962.000	SUNDRY	ST PAULS LUTHERAN CHURCH	USE OF COMMUNITY ROOM FOR 2 POLLING P	200.00	
		Total For Dept 191.000 Elections		200.00	
Dept 201.000 ACCOUNTING					
101-201.000-726.000	SUPPLIES & SMALL EQUIPMENT	PRINTING SYSTEMS, INC.	ACCOUNTS PAYABLE CHECKS	291.66	
		Total For Dept 201.000 ACCOUNTING		291.66	
Dept 253.000 Treasurer					
101-253.000-823.000	TAX ROLL PREP/TAX BILL PREP	GREEN OAK TWP TREASURER'	NEWSPAPER AD - 2018 SUMMER TAX DEFERM	10.00	
		Total For Dept 253.000 Treasurer		10.00	
Dept 258.000 COMPUTER/CABLE					
101-258.000-729.000	SOFTWARE MAINTENANCE	REVIZE LLC	WEBSITE & ANNUAL CMS SOFTWARE AND MOD	1,900.00	
101-258.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0092058 - TWP-9/1-9/30/18	231.32	
		Total For Dept 258.000 COMPUTER/CABLE		2,131.32	
Dept 265.000 Township Buildings					
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	69.60	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	69.60	
101-265.000-923.500	DIESEL FUEL	CORRIGAN OIL CO.	DIESEL FUEL - DPW, PARKS & REC. AND B	255.93	
		Total For Dept 265.000 Township Buildings		395.13	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	APPLIED IMAGING	YEARLY CONTRACT BASE RATE + ADDITIONA	1,006.54	
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	APPLIED IMAGING	EXCESS B/W & COLOR CHARGES FOR ASSESS	277.83	
101-299.000-734.000	ADDRESS SIGNS	HAMBURG FIRE DEPARTMENT,	COMPLETED ADDRESS SIGNS	75.00	
101-299.000-806.000	FOIA EXPENSES	BIG PDQ	COPIES OF HUNTERS POINTE SITE PLAN FR	7.71	
101-299.000-806.000	FOIA EXPENSES	BIG PDQ	COPIES OF HOUSE BLUEPRINTS - 7459 LIN	6.45	
101-299.000-853.000	PHONE/COMM/INTERNET	GREAT LAKES TELECOM	OFF SITE SUPPORT CALL TO CHANGE PHONE	160.00	
		Total For Dept 299.000 Other Expenses		1,533.53	
Dept 410.000 Zoning					
101-410.000-939.000	VEHICLE MAINTENANCE	HAMBURG GARAGE, LLC	JEEP OIL CHANGE	29.53	
		Total For Dept 410.000 Zoning		29.53	
Dept 450.000 Street Lighting					
101-450.000-926.000	STREET LIGHTING	DTE ENERGY	9100 167 2011 2 - 7/25-8/22/18 -UNIT	60.86	
		Total For Dept 450.000 Street Lighting		60.86	
		Total For Fund 101 General Fund		11,425.98	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	BOUND TREE MEDICAL, LLC	BLANKET P.O. FOR SCENE SUPPLIES & UNI	45.00	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	BOUND TREE MEDICAL, LLC	BLANKET P.O. FOR SCENE SUPPLIES & UNI	30.49	
206-000.000-758.000	UNIFORMS/ACCESSORIES	KING KLEANERS	UNIFORM CLEANING	19.50	
206-000.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3146 7 - 7/25-8/22/18 -FIRE	876.63	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9300 018 1596 6 - 7/24-8/21/18 -2 SIR	28.30	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9100 167 2020 3 - SIREN(7701 HAMBURG	15.37	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9100 167 2020 3 -SIREN(7701 HAMBURG R	30.37	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9100 114 5063 2 -SIREN(STRAWBERRY LK	14.36	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9100 114 5063 2 -SIREN(STRAWBERRY LK	28.35	
206-000.000-923.500	DIESEL FUEL	CORRIGAN OIL CO.	DIESEL FUEL FOR WWTP, PUMP STATIONS,	121.36	
206-000.000-965.000	TRAINING	START RESCUE LLC	EXTRICATION TRAINING FIRE I&II	455.00	
Total For Dept 000.000				1,664.73	
Total For Fund 206 Fire Fund				1,664.73	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	DARIUSZ NISENBAUM	REIMBURSEMENT - PARKING & VIDEO REPAI	67.98	
207-000.000-758.000	UNIFORMS/ACCESSORIES	ALLIE BROTHERS UNIFORMS,	BLANKET P.O. FOR UNIFORMS & ACCESSORI	89.99	
207-000.000-826.000	LEGAL FEES	JOHNSON, ROSATI, SCHULTZ	SERVICES THROUGH 7/31/18	1,610.00	
207-000.000-923.500	DIESEL FUEL	CORRIGAN OIL CO.	DIESEL FUEL FOR WWTP, PUMP STATIONS,	121.36	
207-000.000-933.000	EQUIPMENT MAINT/REPAIR	AMERICAN VIDEO TRANSFER	CAMERA 7 REPLACEMENT	106.25	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	690.36	
207-000.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	BLANKET P.O. FOR VEHICLE MAINTENANCE	108.90	
207-000.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	BLANKET P.O. FOR VEHICLE MAINTENANCE	1,146.00	
207-000.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	INVOICE FROM 2017/2018 FISCAL YEAR -	1,414.40	
207-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	BLANKET P.O. FOR VEHICLE MAINTENANCE	35.10	
207-000.000-965.000	TRAINING	DARIUSZ NISENBAUM	REIMBURSEMENT - PARKING & VIDEO REPAI	15.00	
Total For Dept 000.000				5,405.34	
Total For Fund 207 Police Fund				5,405.34	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.000	RENOVATION COMM CTR KITCHEN	A-1 ENGRAVING & SIGNS, I	NEW & USED SALE SIGNS 2018	375.00	
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	ALPINE FLORIST AND GIFTS	JUNE BIRTHDAY CARNATION FLOWERS - 201	12.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	BIANCO TOURS	FIREKEEPERS CASINO TRIP - AUGUST 15,	1,221.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	BIANCO TOURS	DAY IN THE D TRIP - AUGUST 21, 2018;	3,139.00	
Total For Dept 000.000				4,747.00	
Dept 750.000 Recreation Board					
208-750.000-923.500	DIESEL FUEL	CORRIGAN OIL CO.	DIESEL FUEL - DPW, PARKS & REC. AND B	255.93	
208-750.000-933.000	EQUIPMENT MAINT/REPAIR	ROBERTS WELL DRILLING	WELL REPAIR AT SOCCER FIELD	445.00	
208-750.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	BLANKET P.O. - DISC GOLF CONTRACT - A	140.00	
208-750.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	BLANKET P.O. - MANLY BENNETT PARK CON	1,930.00	
208-750.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	17-18 FY PORTABLE TOILETS FOR DISC GO	280.00	
208-750.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	17-18 FY PORTABLE TOILETS FOR MANLY B	3,720.00	
Total For Dept 750.000 Recreation Board				6,770.93	
Dept 800.000 LAKELAND TRAIL					
208-800.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	BLANKET P.O. - LAKELANDS TRAIL CONTRA	660.00	
208-800.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	BLANKET P.O. - LAKELANDS TRAIL CONTRA	420.00	
208-800.000-941.000	PORTABLE TOILETS	D & J SEPTIC SERVICES, I	17-18 FY PORTABLE TOILETS FOR TRAILHE	2,160.00	

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INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
 EXP CHECK RUN DATES 09/04/2018 - 09/04/2018
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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL Dept 800.000 LAKELAND TRAIL					
Total For Dept 800.000 LAKELAND TRAIL				3,240.00	
Dept 805.000 SENIOR CENTER					
208-805.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5075 - 7/26-8/14/18 -SENIOR	12.24	
208-805.000-932.001	MAINTENANCE COMM CENTER	REESE'S COMMERCIAL CLEAN	2017/2018 FY - JUNE 2018 BI-WEEKLY CL	281.00	
208-805.000-932.001	MAINTENANCE COMM CENTER	REESE'S COMMERCIAL CLEAN	BLANKET P.O. - BI-WEEKLY CLEANING OF	281.00	
208-805.000-932.001	MAINTENANCE COMM CENTER	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. - SENIOR CENTER CLEANING	775.24	
Total For Dept 805.000 SENIOR CENTER				1,349.48	
Total For Fund 208 SENIORS, PARKS, LL TRAIL				16,107.41	
Fund 482 Crystal Drive/Beach Rd Maint Dept 000.000					
482-000.000-802.000	ROAD IMPROVEMENT	ALAN'S ASPHALT MAINTENAN	POTHOLE PATCHING/REPAIR FOR CRYSTAL D	500.00	
Total For Dept 000.000				500.00	
Total For Fund 482 Crystal Drive/Beach Rd Maint				500.00	
Fund 492 Mumford Park Lighting SAD Dept 000.000					
492-000.000-926.000	STREET LIGHTING	DTE ENERGY	9100 086 3102 0 - 7/26-8/23/18 -MUMFO	110.66	
Total For Dept 000.000				110.66	
Total For Fund 492 Mumford Park Lighting SAD				110.66	
Fund 590 SEWER FUND Dept 000.000					
590-000.000-198.837	PHASE 7 MYSTIC RIDGE(1534400009	PROCESS RESULTS, INC.	HAMBURG TWP-MYSTIC RIDGE SANITARY CS	866.00	
590-000.000-198.850	REGENCY VILLAGE(1516400001/1521	PROCESS RESULTS, INC.	HAMB TWP-REGENCY VILLAGE SANITARY CS	145.00	
590-000.000-198.864	3290 ORCHARD DR. (#15-20-110-08	C & E CONSTRUCTION CO.,	GRINDER PUMP INSTALL - 3290 ORCHARD D	7,390.00	
590-000.000-250.105	WWTP CURRENT DEBT	THE BANK OF NEW YORK MEL	2842-MFA - WWTP IMPROVEMENT & ORE	150,000.00	
Total For Dept 000.000				158,401.00	
Dept 001.000					
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	FASTENAL COMPANY	MISC. SUPPLIES FOR DPW	102.54	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	LAKELAND ACE HARDWARE, I	BLANKET P.O. FOR SEWER/DPW SUPPLIES	8.46	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	PRINTING SYSTEMS, INC.	UTILITY FORMS - LASER / UTILITY BILLS	897.98	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	USA BLUEBOOK	BLANKET P.O. FOR DPW/SEWER SUPPLIES	128.72	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	149.84	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	149.84	
590-001.000-758.000	UNIFORMS/ACCESSORIES	RED WING BUSINESS ADVANT	STEEL TOE WORK BOOTS FOR CLAY GALL	170.99	
590-001.000-808.100	MISC MEDICAL EXPENSES	OCCUPATIONAL HEALTH CENT	DPW PREEMPLOYMENT PHYSICAL FOR B. RID	525.50	
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	KENNEDY INDUSTRIES, INC.	INSTALL TRANSDUCERS AT ORE LAKE & KRE	3,401.98	
590-001.000-850.100	GRINDER PUMP PARTS	DUBOIS-COOPER & ASSOCIAT	GRINDER PARTS	7,200.00	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 081 1657 6 - 7/25-8/22/18 -HAMBU	161.82	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3063 4 - 7/25-8/22/18 -ORE L	426.41	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 141 9399 9 - 7/25-8/22/18 -WINAN	103.23	
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6192 - 7/26-8/14/18 - ENTER	10.00	
590-001.000-923.500	DIESEL FUEL	CORRIGAN OIL CO.	DIESEL FUEL - DPW, PARKS & REC. AND B	127.97	
590-001.000-923.500	DIESEL FUEL	CORRIGAN OIL CO.	DIESEL FUEL FOR WWTP, PUMP STATIONS,	242.70	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	ADVANCE AUTO PARTS	BLANKET P.O. - DPW EQUIP. & VEHICLE M	36.05	
590-001.000-939.000	VEHICLE MAINTENANCE	HAMBURG GARAGE, LLC	REPAIRS TO 2008 F250	1,199.92	
Total For Dept 001.000				15,043.95	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 002.000					
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	USA BLUEBOOK	BLANKET P.O. FOR WWTP SUPPLIES	131.80	
590-002.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	MCNAUGHTON-MCKAY ELECTRI	FUSES FOR WWTP	1,446.81	
590-002.000-923.000	NATURAL GAS/HEAT	CORRIGAN OIL CO.	DIESEL FUEL FOR WWTP, PUMP STATIONS,	121.36	
590-002.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	NORTHSTAR CO., INC.	REPLACE DEFECTIVE VFD DRIVE FOR EQ TA	3,587.00	
				<u>5,286.97</u>	
		Total For Dept 002.000			
Dept 003.000				200.00	
590-003.000-821.000	ENG/CONSULTANT/PROFESS FEES	PROCESS RESULTS, INC.	SEWER EXTENSION COST REVIEW; VACANT-		
				<u>200.00</u>	
		Total For Dept 003.000			
Dept 004.000				60,000.00	
590-004.000-991.000	DEBT SERVICE - PRINCIPAL	THE BANK OF NEW YORK MEL	2842-MFA - WWTP IMPROVEMENT & ORE		
590-004.000-995.000	INTEREST EXPENSE	THE BANK OF NEW YORK MEL	2842-MFA - WWTP IMPROVEMENT & ORE	38,802.53	
				<u>98,802.53</u>	
		Total For Dept 004.000			
		Total For Fund 590 SEWER FUND		<u>277,734.45</u>	
Fund 591 WATER DEBT SERVICE FUND					
Dept 000.000					
591-000.000-996.000	AGENT FEES	THE BANK OF NEW YORK MEL	ADMIN FEE 10/1/18 - 9/30/19 HAMB TWP	200.00	
				<u>200.00</u>	
		Total For Dept 000.000			
		Total For Fund 591 WATER DEBT SERVICE FUND		<u>200.00</u>	
Fund 701 Trust & Agency Fund					
Dept 000.000					
701-000.000-222.000	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D 8/20/18 FOR JULY 2	166.00	
701-000.000-222.000	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D 8/20/18 FOR JULY 2	664.00	
701-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	AFLAC - AMERICAN FAMILY	AUGUST	589.16	
701-000.000-283.000	PERFORMANCE BONDS PAYABLE	KINGS LIEN HOMES	BOND REFUND - 5956 TRAIL SIDE LANE	400.00	
701-000.000-283.100	KEY DEPOSITS PAYABLE	STRAWBERRY HILL ESTATES	KEY DEPOSIT REFUND	100.00	
				<u>1,919.16</u>	
		Total For Dept 000.000			
		Total For Fund 701 Trust & Agency Fund		<u>1,919.16</u>	
Fund 703 Winter Tax Collection Fund					
Dept 000.000					
703-000.000-275.000	OVER/UNDER PAYMENTS	CORELOGIC CENTRALIZED RE	REFUNDS DUE TO OVERPAYMENTS -MULTIPLE	15,955.53	
703-000.000-275.000	OVER/UNDER PAYMENTS	FIRST FEDERAL BANK	REFUND - DUE TO OVERPAYMENT	1,723.95	
				<u>17,679.48</u>	
		Total For Dept 000.000			
		Total For Fund 703 Winter Tax Collection Fund		<u>17,679.48</u>	

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Fund Totals:

Fund 101 General Fund	11,425.98
Fund 206 Fire Fund	1,664.73
Fund 207 Police Fund	5,405.34
Fund 208 SENIORS, PARK	16,107.41
Fund 482 Crystal Drive	500.00
Fund 492 Mumford Park	110.66
Fund 590 SEWER FUND	277,734.45
Fund 591 WATER DEBT SE	200.00
Fund 701 Trust & Agenc	1,919.16
Fund 703 Winter Tax Co	17,679.48
Total For All Funds:	<u>332,747.21</u>



Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, July 31, 2018
3:00 p.m.

1. Call to Order

Motion by Koeble, supported by Auxier for Coordinator Henneman to chair the meeting.

VOICE VOTE: Ayes: 5

MOTION CARRIED

Henneman called the meeting to order at 3:17 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Muck, Bennett, Auxier, Dolan (3:30)

Board Members Absent: None

Advisors Present: Deby Henneman, Parks Coordinator; Pat Hohl, Supervisor

Advisors Absent: Nick Miller, Fire Chief; Richard Duffany, Chief of Police; Russ Williamson, Building & Grounds; Chris Hoskins, Senior Center Director

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Koeble, supported by Muck, to approve the agenda as presented.

VOICE VOTE: Ayes: 4 (Dolan absent for vote)

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by Koeble, to approve minutes from June 26, 2018 as presented.

VOICE VOTE: Ayes: 4 (Dolan absent for vote)

MOTION CARRIED

7. Correspondence

There was no Correspondence.

8. New Business

There was no New Business.

9. Unfinished Business

A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report

1. Iron Belle & Lakelands Trail Update

Hohl stated grant applications are on hold until the Grant Summit, to be held in September with Parks & Recreation, Department Heads and the Township Board.

2. Universal Playground & Linking Trail Grant Opportunity – McKenna – Approved

Henneman to touch base with McKenna and start planning and advertising the Summit activities.

3. Solid Waste Challenge Grant – No update was made.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – No update was made.

2. Park Fee Schedule – No update was made.

C. Administrative Services

1. Park Coordinator's Report

There was no Parks Coordinator Report.

2. Senior/Community Center Report

There was no Senior Report.

3. Park Use Requests:

There were no Park Use Requests.

4. Scholarship Program – No pending requests.

D. Special Projects

1. Playground Upgrades – No update was made.

2. Hamburg Historical Museum lobby display – No update was made.

3. Gravel Parking lot/service drive maintenance RFP – Bids sent to Administrators

4. Batting Cage, T'Ball Fencing & Field Upgrade Project – RFP to be developed

5. Sun Shade for Adult Workout Area – Pending

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No update was made.

2. Beautification Committee – No update was made.

F. Signage and Community Awareness

1. Entrance Signs/Park Rules/Way-finding Signs – No update was made.
2. Trail Town – No update was made.

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – No update was made.
2. ADA Upgrade Reporting Form & Procedure – Approved by Township Board

10. Call to the Public

A call was made with no response.

11. Committee Comments

Muck stated the City of Novi is developing a special use process and Ordinance for Donation Bins in their area.

Hohl stated the access point to Halls Creek is available for use, and the Huron River Watershed Council has it on their water trail map.

Dolan stated additional funding designated for a shade structure for the Adult Workout Area has been received from Mr. Attwood.

12. Adjourn Meeting

Motion by Koeble, supported by Muck, to adjourn the meeting.

VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 3:40 p.m.

Respectfully submitted,



Debra Henneman
Parks Coordinator



Mike Dolan
Township Clerk



Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

August 24, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

The event season is winding down to an end, with the last Tournament occurring this weekend. The event coordinator contacted the Hamburg Township Police Department directly to arrange for Public Safety presence during the event. Costs will be billed to the applicant, and will allow for us to know the estimated amounts to include in future fee schedules.

Michigan Recreation and Parks Association contacted me for an interview, and will be featuring the Hamburg Township Parks Department in a future article. We spoke about the unique recreational opportunities we have in our area and the partnerships we have with the groups that utilize our facilities. A draft article should be coming to me in the next few weeks, and I will keep you posted on the publication date.

During my annual inventory, I took note of several areas that are in need of a little TLC. Specifically, the T-ball diamonds require weed control and gravel, along with the installation of safety fencing in front of the player benches. In west park, the concession stand needs a deep cleaning and painting, and the pavilions and benches dotted around the entire facility could use some stain. I would like to thank the Flyer's Club for staining the pavilion back by the airfield, it really looks nice.

I have started on the updates to the Parks and Recreation Policies and Procedures and hope to have the majority of the changes done by the end of October. I plan on doing a separate document for the functions of the ADA Coordinator.



FAX 810-231-4295
PHONE 810-231-1000

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139

To: Township Board
From: Amy Steffens, AICP
Date: August 29, 2018
RE: August 2018 Planning and Zoning Department Report

LAND USE PERMITS

In August 2018, the Planning and Zoning Department approved 46 land use permits (LUP); 40 permits were issued in August, 2017.

2018 Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Issued
													0
Accessory Dwelling Unit													0
Addition	2	2	5	3	2	5	3	3					22
Alteration	2	6	3	5	5	2	2	5					25
Bed and Breakfast				1									1
Change of use			1				1						
Commercial New Construction													0
Commercial Parking													0
Commercial Tenant Improvement	1			2	1								4
Deck	1	2	1	6	4	12	6	3					32
Demolition		1			1	1							3
Fence		1	2	6	4	3	3	1					19
Firewood Sales													0
Garage				4		1	1						6
Grading				1	1	2							4
Home		1	3	6	4	6	4	5					24
Home Occupation													0
Mechanical equipment	1	1			2			3					4
Mobile Home					1			1					1
Other				1	1	1		2					3
Patio					2		1						
Pole Barn				1	4	3	1						9
Pool, above-ground		1		1	2								4
Pool, inground				0		1							1
Porch				1		1							
Repair, Reroof	7	13	19	23	24	30	24						140
Repair, windows								20					0
Seasonal Sales					2	1							3
Seawall	1	2	1				1						5
Shed			2	3	6	1	3	1					15
Sign						2	1	2					3
Temporary Building or Use	1				1								2
Wireless Communication Facilities					1								1
TOTAL:	16	30	37	64	68	72	51	46	0	0	0	0	332

ZONING BOARD OF APPEALS

The August 8, 2018 ZBA hearing is cancelled due to a lack of agenda.

At the September 112, 2018 ZBA hearing, the board will consider the following requests:

ZBA 2018-007

Owner: Lynda Chaney
Location: 6203 Hiawatha Ave.
Whitmore Lake MI 48189
Parcel ID: 15-23-306-001
Request: Variance application to allow the construction of a new dwelling with a 1,309 square foot footprint, a 1,200 square foot walk out basement, and a 618 square foot attached garage. The proposed home will have a 13.2-foot west front yard setback from the right-of-way of M-36 (25-foot front yard setback required, Section 7.6.1), a 7.89-foot north rear yard setback (30-foot rear yard setback required, Section 7.6.1), and an 82 square foot elevated deck with a 4.32-foot north rear yard setback. (Elevated deck may project into required yard not to exceed 6 feet; 24-foot setback required, Section 8.17.2).

ZBA 2018-008

Owner: Richard Olson
Location: 8772 Rushside Dr.
Pinckney MI 48169
Parcel ID: 15-17-402-028
Request: Variance application to allow a 982 square foot second story addition to the existing non-conforming dwelling. The addition will have a 7.1-foot south side yard setback, resulting in an aggregate side yard setback of 12.4 feet (15-foot aggregate side yard setback required, Section 7.6.1 fn. 4).

ZBA 2018-009

Owner: Jason Muller
Location: 2260 Mumford
Pinckney, MI 48169
Parcel ID: 15-31-102-001
Request: Variance application to allow construction of a 2,240-square foot pole barn, with a 4/12 pitch resulting in a height of 17.3 feet (detached accessory buildings located within residential districts which have a roof pitch less than 8/12 shall not exceed 14 feet in height, Section 8.3.8.), and a 10-foot west rear yard setback (30-foot rear yard setback required, Section 7.6.1.).

PLANNING COMMISSION

At the August 15, 2018 PC meeting the Commission considered the following project:

- 1) Waiver to the sign regulations at 7425 M-36 to allow two monument signs, each seven feet, eight inches tall, and each with a sign face area of 50 square feet (one monument sign permitted; maximum height of six feet, including a two-foot base as measured from existing grade; monument signs shall not exceed 32 square feet; Sections 18.4.Q.1. and 18.9.A.1.a.

The Planning Commission voted 6-0 to approve the sign waiver request.

At the September 19, 2018 PC meeting the Commission will consider the following project:

- 1) Waiver to the sign regulations at 7488 Village Center Drive to allow two wall signs, 33 square feet each (maximum wall sign size per façade shall not exceed 24 square feet, Section 18.10.D.1.), with letters 22.5 inches tall (letters shall not exceed 18 inches, Section 18.10.D.1.).

2020 MASTER PLAN UPDATE

On August 22, 2018, the Master Plan update steering committee and the planning and zoning department hosted the last public participation event of the plan update process. Seventy five interested citizens attended the event. Scott gave a brief presentation of the update process and led the attendees in two exercises to gather input on geographic areas that should be planned for preservation or development.

The public participation survey will close on Friday, September 7, 2018 at 5:00 pm. As of this writing, over 900 survey responses have been collected.

HAMBURG TOWNSHIP SENIOR ADVISORY BOARD

REGULAR SCHEDULED MEETING MINUTES

SENIOR/COMMUNITY CENTER

July 11, 2018

(1) Call to Order:

Meeting called to order at 10:01 am

(2) Pledge to the Flag

(3) Roll Call of the Board:

Present was Chuck Menzies, Janet Bater, Gerry Przeslawski, Gary Kaiser, Deb Kaiser (subbing for Pat Kolasinski), Gary Kaiser and Pat Lanthier. Absent was Pat Kolasinski.

(4) Approval of Agenda:

Gary Kaiser moved to accept the agenda with the addition to the agenda of a windows update and parking lot to old business and a coffeemaker to new business. Gerry Przeslawski seconded.

(5) Call to the Public:

None

(6) Correspondence:

Thank You note from Ronald McDonald House

(7) Approval of minutes of May 9, 2018:

Robert Andrews moved to accept the minutes as presented and Gerry Przeslawski seconded.

(8) Old Business:

- (a) Arm Chair Travel: went very well, enjoyed by all; Susan Pack said it was fantastic and Deb Wilbanks did an amazing job as did Gerry Przeslawski who also said it looked like Little Italy and that the food was really good; in the future donations should be asked for
- (b) Fall Prevention & Peace of Mind Seminars: Fall Prevention had only 2 seniors attend while the Peace of Mind had around 25-30 seniors attend with very good information presented at the Peace of Mind seminar
- (c) Chair Yoga: times of Tuesday Yoga will be changing to 9:15 am and the Chair Yoga to 10:30 so that the Chair Yoga can be moved to the dining room to accommodate all the participants
- (d) Floor Wax: floors were waxed over holiday weekend and look great again! Next time will be on MLK day in January

- (e) Kroger Rewards Program: received a check from Kroger's on June 4th for \$26.40
- (f) Windows: Gary Kaiser brought up again that the windows do not crank and there was previous talk about them being repaired or replaced, wants to know what has been done. Chuck Menzies is going to speak to Mike Dolan and see what the status is
- (g) Parking Lot: Gary Kaiser brought up there have been several accidents in the parking lot which in part could have been due to the lines being difficult to see, wants to know when the parking lot will be painted again and why we cannot have more handicapped spaces. Chuck is going to speak to Deb Henneman to see when the parking lot is slated to be done.

(9) New Business:

- (a) Cooking Class: will be held on July 25 and presented by Gleaners with tips on getting the most bang for your buck at the grocery store as well as cooking for 1-2 people.
- (b) Identity Theft: the State Attorney General's office will be here to present the most current information on identity theft and scams on Aug. 1 at 1:00
- (c) End of Life Issues Presentation: Jason Negri will be in on August 8 at 1:00 to present information on End of Life issues and how to handle them
- (d) Elder Law Presentation: elder law attorney Chris Berry will be in to show us how to protect your assets on August 17 at 1:00
- (e) Senior Power Day: being held at the Brighton High School on Friday, August 3 from 9:00 am – 3:00 pm, senior center will be closed that day
- (f) Chris' Semi-Retirement: Chris has begun to use up her sick & vacation time and will be working 3 days per week until January 1 when I return to a part-time status as an assistant when she will work 2 days per week; Julie will take over as Director at that time providing the township approves this change
- (g) Coffeemaker: Gary Kaiser brought up the coffeemaker is leaking and that much time is spent with staff hearing about the water leaking from it; Gary make the motion to purchase a new coffeemaker with Gerry Przeslawski supporting, motion passed.
- (h) Attendance:

	<u>2018</u>	<u>2017</u>	<u>2016</u>
May Total:	1331	1286	1170
May Daily Average:	60	57	56

	<u>2018</u>	<u>2017</u>	<u>2016</u>
June Total:	1146	1162	1021
June Daily Avg:	55	55	46

(10) Call to the Public:

Annette Koeble of the Hamburg Board of Trustees discussed the Master Plan survey they want citizens to fill out. It can be done on-line or the senior center has copies and needs to be done by August 1. The varied questions asked will give the township an idea what direction the citizens would like to see the township take in the future especially as Hamburg has grown so much. Deb Kaiser would like staff to go in prior to an activity to publicize the survey.

Sally Gates wanted to know what had happened to the old bingo machine and was informed it would be recycled if it could not be sold.

(11) Board Comments:

(12) Adjournment:

Robert Andrews made the motion to adjourn, seconded by Gary Kaiser. Meeting adjourned at 10:55 am.

Next meeting will be September 12, 2018.



Hamburg Senior Center
10407 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139

Phone: 810.231.1000 ext. 225 ♦ 810.222.1140 ♦ Fax: 810.231.3877
www.hamburg.mi.us

August 28, 2018

To: Parks & Recreation Dept.
From: Christine Hoskins, Senior Center
Re: Senior Center Report

Senior Advisory Board Meeting: was held July 11, minutes follow. The next board meeting is September 12.

Arm Chair Travel: with Deb Wilbanks, presented on June 29th with a very high approval rating from those who attended the presentation who also suggested we ask for donations for the next one

Peace of Mind Seminar: Borek-Jennings came in to about 40 people who attended this very informative presentation on what one needs to do regarding funeral plans

Kroger Rewards Program: received a check from Kroger's on June 4th for \$26.40

Cooking Class: presented by Gleaners and was well attended and another one is planned for Oct. 24 when the topic will be "How to stay on track during the Holidays"

Identity Theft: the State Attorney General's Office came and presented the most current information on Identity Theft on August 1

End of Life Issues Presentation: Jason Negri came in and presented lots of great information pertaining to issues such as assisted suicide, DNR's, Living Wills, Trusts, etc. on August 8.

Elder Law Presentation: elder law attorney Christopher Berry came in to explain how to protect your assets.

Senior Power Day: was held at the Brighton High School on August 3, the Senior Center participated in promoting the center at this gathering of vendors who provide services to seniors.

Chris' Semi-Retirement: Chris has begun to use up her sick and vacation days in preparation for her semi-retirement in January. She is working 3 days per week until January when she goes on a part-time basis of 2 days per week. Julie will take over as Director at that time providing the township approves this change.

Coffeemaker: Gary Kaiser brought up the current coffeemaker is leaking whenever coffee is made and made the motion to purchase another. Motion was approved and another one was purchased and delivered.

Flu Shot Clinic: clinic will be held on Friday, October 5 from 10:00 am – 1:00 pm with some senior flu shots available as well as the regular flu shots. Michigan Visiting Care will be providing the shots.

Bianco: Chris and Julie are meeting with Barb Bianco to set up trips for 2019 on Wednesday, August 29

Holiday Closure: center will be closed on Monday, September 3 to observe Labor Day

Trips: on September 12th Pioneer Trail, a wine-tasting tour of lower Michigan wines; September 19th, Motor City Casino; October 12th, to Stratford-on-the-Avon to see "The Music Man"; October 17, Greektown; November 1st, the Historic Whitney for a tour and then over to Pewabic Pottery; November 14th, Firekeepers; November 27th, diner at the Gandy Dancer, shopping at Zingermans and Hines Park for Wayne County Lightfest.



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

TO: Pat Hohl, Supervisor
Mike Dolan, Clerk
Jason Negri, Treasurer
Township Board of Trustees

FROM: Thelma Kubitskey, Director of Accounting

DATE: September 4, 2018

SUBJECT: 4th Quarter Budget Amendments

The State of Michigan PA 2 of 1968, as amended by PA 621 of 1978, states that both revenues and expenditures be monitored during the fiscal year to prevent incurring a deficit. Attached are the 4th quarter budget amendments.

The Please contact me with any questions or concerns you may have.



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

08/24/18

To: Hamburg Township Board
From: Tony Randazzo

Re: DPW Part Time Worker

We seek approval to hire James Goodall for part time, on-call work in DPW. In addition to the on call hours, which is typically one week per month, Mr. Goodall will also perform water softener backwash/sump pump inspections for up to fifteen hours per week. This hire will help to reduce DPW overtime while also allowing us to dedicate more hours towards inspections which are necessary to ensure compliance with the MDEQ. We recommend starting Mr. Goodall at a probationary rate of \$18.50 per hour, with an increase to \$19.00 per hour after the probationary period has been successfully completed.

Hamburg Township
Fire Department

Memo

Date: August 22, 2018

To: Hamburg Township Board

From: Deputy Fire Chief Nick Miller

Re: Agenda Item Topic: Vehicle Donation

General Ledger #: _____

Number of Supporting Docs: 4 including cover page.

(Including FYI, Minutes of prior board action, plans, etc. Digital copies of all documents shall be placed in the V-drive by 5:00 p.m. the Wednesday of the week prior to the scheduled meeting.)

New or x New Business

Old

Business: _____ Old Business – Previous Agenda # _____

Describe requested Board motion.....*Please see attached memo / documentation*

Include:

- Background Information
- Financial Impact & Transfer Request, if any



HAMBURG TOWNSHIP FIRE DEPARTMENT

10100 VETERANS MEMORIAL DRIVE
P.O. Box 157 ♦ HAMBURG, MI 48139-0157
PHONE: 810-222-1100 ♦ FAX: 810-231-1974
E-MAIL: HTFD@HAMBURG.MI.US

DEPUTY CHIEF NICK MILLER FIRE MARSHAL JORDAN ZERNICK

Date: August 22, 2018

To: Hamburg Township Board of Trustees

From: Deputy Chief Miller

Re: Donation of Apparatus

Requested Board Action:

Motion to donate the 1990 International / KME Training Apparatus, VIN#1HTSDNHR8LH281745, to a local fire department in the area of Empalme, Mexico

Information:

Approximately 8-10 years ago Brighton Area Fire Department donated an old fire engine to Hamburg Township Fire to be used as a training apparatus at the training tower. It was to be used by other HTFD and other community fire departments while doing training activities at the training tower. The apparatus has been parked the last couple of years and is no longer needed.

There is a local group that gathers old, unusable (in the USA) fire equipment and takes it to departments in Empalme, Mexico. These departments because of the lack of regulator rules are able to use this equipment. This is the same group that HTFD has donated equipment to in the past.

Brighton Area Fire is aware of this donation requested and has supplied us with a letter of support (attached) in donating the apparatus to the department in Mexico.



BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.
Brighton, MI 48116
o: 810-229-6640 f: 810-229-1619

August 21, 2018

Fire Chief Nick Miller
Hamburg Fire Department
10100 Veterans Memorial Drive
PO Box 157
Hamburg, MI 48139

Dear Chief Miller:

Many years ago, the Brighton Area Fire Authority donated the following fire engine and associated equipment to the Livingston County Fire Chiefs in care of the Hamburg Fire Department for training purposes.

**1990 International Fire Engine
VIN: 1HTSDNHR8LH281745**

It has come to our attention that the apparatus and equipment are no longer needed by the Livingston County Fire Chiefs. The vehicle and equipment have no value or purpose with BAFA. It is our understanding that the vehicle will be donated to a charity group that intends to deliver the vehicle to Mexico.

Sincerely,

**BRIGHTON AREA
FIRE AUTHORITY**


Michael O'Brian
Fire Chief

jc

attachment: Copy of Certificate of Title

33 E-31-2

STATE OF MICHIGAN

CERTIFICATE OF TITLE

YEAR MAKE MODEL VEHICLE IDENTIFICATION NUMBER
 1990 INTERNATIONAL 1HTSDNHR8LH281745
 BODY STYLE WEIGHT/FEE CATEGORY ODOMETER ISSUE DATE TITLE NUMBER
 TRACTOR 02/14/2001 236M0440092 T

OWNER(S) NAME AND ADDRESS

BRIGHTON AREA FIRE AUTHORITY
 615 W GRAND RIVER AVE
 BRIGHTON MI 48116



COPY

*Gone to
 Hamburg / County Training*

NO SECURED INTEREST ON RECORD

Title Assignment by Seller

State and federal laws require the seller(s) to indicate mileage when ownership is transferred. Failure to complete or providing false information may result in civil liability, fines and/or imprisonment. ANY ALTERATION, ERASURE, FALSE STATEMENT, FORGERY OR FRAUD VOIDS THIS TITLE AND IS A CRIME.

Completed by Seller	I warrant that the ownership of the vehicle described on Certificate of Title has been transferred to the following purchaser(s) and is free of all previous liens:			
	Printed Name of Purchaser(s)		Date of Sale	Selling Price
	Purchaser's Street Address		City	State Zip
	I (we) certify that the odometer reading is: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input checked="" type="checkbox"/> and that to the best of my knowledge the odometer mileage is: <small>(No Teaths)</small> <input type="checkbox"/> actual mileage <input type="checkbox"/> not actual mileage - WARNING ODOMETER DISCREPANCY <input type="checkbox"/> exceeds mechanical limits of odometer (odometer has rolled over)			
Completed by Seller	Signature of Sellers(a)		Printed Name of Seller(a)	
	Seller's Street Address		City	State Zip
	A \$15.00 Late Fee is Due for Failure to Apply for Title Within 15 Calendar Days of Date of Assignment			
Completed by Buyer	"I am aware of the above odometer certification made by the seller(s)"			
	Signature of Purchaser(s)		Printed Name of Purchaser(s)	
	NEW LIENHOLDER INFORMATION: The information below must be on an application for title and presented to the Michigan Department of State.			
Secured Party:		Address:		

The State of Michigan, Michigan Department of State certifies that this certificate of title is issued in compliance with the laws of Michigan and constitutes prima facie proof of ownership. Further, on the date of title issuance, the described vehicle was subject to the security interest(s) listed above.

MAILING ADDRESS

BRIGHTON AREA FIRE AUTHORITY
 615 W GRAND RIVER AVE
 BRIGHTON MI 48116

G39795858

**** NOTICE TO SELLERS****
 Sellers should keep a receipt or photocopy of the reassigned title for their records.





Hamburg Township Police Department

10409 MERRILL ROAD • HAMBURG, MICHIGAN 48139

RICHARD DUFFANY, CHIEF OF POLICE

PHONE: (810) 231-9391 • FAX: (810) 231-9401

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: August 28, 2018

RE: Agenda Item Topic: **New HTPD Operational Procedure #300-41**

General Ledger #: N/A

Number of Supporting Documents: **1**

NEW/OLD BUSINESS: **XXX** New Business

_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve new Hamburg Township Police Department Operational Procedure #300-41: *Collection of Prescription Medications*.

Background Information

Federal law authorizes local and state law enforcement agencies to collect unwanted or unused prescription medications from citizens in certain specified manners. The two methods of collection authorized by federal law which are utilized by the Hamburg Township Police Department include a collection receptacle located at the police station and drug take-back events. The purpose of engaging in these types of programs is to lessen the opportunity that these medications are unlawfully used, especially by minors in the home, which can lead to or support an opioid addiction.

HTPD Operational Procedure #300-41: *Collection of Prescription Medications* establishes formal procedures to be followed by members of the police department in the collection of unwanted and unused prescription medications.

Budget Impact

There is no impact on the budget.

Respectfully,

Chief Richard Duffany

HAMBURG TOWNSHIP POLICE DEPARTMENT



OPERATIONAL PROCEDURE

Effective Date: **DRAFT**

Rescinds: New

Title: **COLLECTION OF PRESCRIPTION MEDICATIONS**

No: **300-41**

I. PURPOSE

The purpose of this procedure is to establish guidelines for the collection of unused and unwanted prescription medications from persons lawfully in possession of the prescription medications who want to voluntarily surrender them for destruction.

II. POLICY

It is the policy of the Hamburg Township Police Department (HTPD) to engage in programs and activities that reduce the availability of unwanted or unused prescription medications in the home in order to lessen the opportunity that these medications are unlawfully used, especially by minors in the home, which can lead to or support an opioid addiction.

It is also the policy of HTPD to fully comply with all state and federal laws, specifically Title 21 of the Code of Federal Regulations, in the collection, storage and destruction of collected prescription medications.

III. DEFINITION

- A. Off-Site means any location other than the Hamburg Township police station.
- B. On-Site means the Hamburg Township police station.
- C. Prescription means an order for medication which is dispensed to or for an ultimate user by a medical professional licensed by a state to dispense controlled substances.
- D. Prescription Medications refers to all controlled substances listed in Schedules II, III, IV or V of the Controlled Substances Act (21 U.S.C. 801) lawfully obtained through a prescription. It does not include any controlled substances listed in Schedule I.
- E. Ultimate User means a person lawfully in possession of a controlled substance obtained through a prescription. For purposes of this policy, it also means any person lawfully entitled to dispose of a decedent's property if that decedent was an ultimate user who died while in lawful possession of a controlled substance.
- F. Weight of prescription medications for purposes of this policy includes any containers that the medications may be contained in.

IV. AUTHORITY

HTPD officers have authority to collect prescription medications from ultimate users

under federal law (21 CFR 1317.35). The two methods of collection authorized by federal law which are utilized by HTPD include a collection receptacle located at the police station and drug take-back events.

V. COLLECTION RECEPTACLE PROCEDURE

A. Design

1. The collection receptacle authorized by HTPD for use in the collection of prescription medications is provided through the Red Barrel project of the Livingston County Community Alliance. The design and construction of the Red Barrel receptacle substantially complies with federal law (21 CFR 1317.75).
2. No other receptacles or containers shall be used to collect prescription medications at the police station pursuant to this policy.
3. A sign shall be conspicuously posted near the Red Barrel collection receptacle indicating that the following items are prohibited from being placed into the receptacle:
 - a. Schedule I controlled substances
 - b. Syringes
 - c. Liquids
 - d. Food
 - e. Vitamins

B. Placement

1. The Red Barrel receptacle shall be placed securely bolted to the cement within the covered front entrance of the Hamburg Township police station.
2. The Red Barrel shall be under 24-hour video surveillance.

C. Removal of Medications

1. The Property Room Supervisor shall have responsibility for overseeing the use of the Red Barrel collection receptacle including proper removal of all prescription medications collected.
2. In the absence of the Property Room Supervisor, any other supervisor may authorize the removal of prescription medications if the Red Barrel has reached its full capacity.
3. The Property Room Supervisor shall check the Red Barrel receptacle at least once every 14 days to prevent the overflow of collected medications.
4. The following procedure shall be followed whenever prescription medications are removed from the Red Barrel:

- a. Two (2) officers shall be present during the entire removal process;
- b. All prescription medications removed shall be weighed;
- c. All prescription medications removed shall be immediately tagged into evidence in accordance with HTPD Operational Procedure #300-3: *Evidence and Property*;
- d. An HTPD incident report shall be completed including the names of the officers present during the removal and the weight of the prescription medications removed;
- e. The supervising officer involved in the removal shall notify the Chief of Police via department email of the date of the removal and amount of prescription medications removed.

D. Destruction of Medications

1. The following procedure shall be followed whenever prescription medications are removed from the HTPD property room for destruction:
 - a. It shall be the responsibility of the Property Room Supervisor to oversee the proper destruction of all prescription medications collected from the Red Barrel collection receptacle;
 - b. All prescription medications shall be transported to the Livingston County Sheriff's Office and turned over to them for destruction according to their established procedures.
 - c. Two (2) officers shall be present during the destruction process;
 - d. The Property Room Supervisor shall document the destruction of the prescription medication in accordance with HTPD Operational Procedure #300-3: *Evidence and Property*.

VI. DRUG TAKE-BACK EVENTS

It is the general policy of HTPD to participate in US Drug Enforcement Administrative (DEA) "Prescription Drug Take Back Day" events. The Chief of Police shall determine whether each event will be an on-site event or an off-site event.

A. On-Site Events

1. Collection of prescription medications during on-site events shall only occur in the front lobby of the Hamburg Township police station.
2. All prescription medications shall then be immediately placed in a department-approved plastic bag which shall be maintained in the evidence processing room during the entire Take-Back event.
3. The evidence processing room shall remain locked during the event and no citizens or non-HTPD personnel shall be allowed near the evidence processing room during the entire Take-Back event.
4. The following procedure shall be followed at the conclusion of the Take-Back event by the officer assigned to collecting the prescription medications:
 - a. All prescription medications collected shall be weighed;

- b. All prescription medications collected shall be immediately tagged into evidence in accordance with HTPD Operational Procedure #300-3: *Evidence and Property*;
- c. An HTPD incident report shall be completed including the weight of the prescription medications removed;
- d. The officer involved in the collection shall notify the Chief of Police via department email of the date of the collection and amount of prescription medications collected.

B. Off-Site Events

1. All off-site events must be approved by the Chief of Police.
2. Off-site events must occur within Hamburg Township.
3. Two (2) officers shall be present at all times during an off-site event. All officers at an off-site event shall be in uniform and shall have a fully-marked HTPD patrol vehicle present.
4. When off-site events are conducted in partnership with any other organization, group or entity (whether private or public) only HTPD officers shall collect, store, possess or transport prescription medications.
5. All prescription medications collected at an off-site event shall be immediately placed in a departmentally-approved container which shall remain in constant observation of an officer during the entire event.
6. All collected prescription medications shall be immediately transported to the Hamburg Township police station by two officers in a fully-marked HTPD patrol vehicle at the conclusion of the off-site event.
7. Upon arrival at HTPD following an off-site event, the following procedure shall be followed:
 - a. All prescription medications collected shall be weighed;
 - b. All prescription medications removed shall be immediately tagged into evidence in accordance with HTPD Operational Procedure #300-3: *Evidence and Property*;
 - c. An HTPD incident report shall be completed including the location of the event, the name of any organization/group that the event was conducted in partnership with, names of the officers present during the off-site event and the weight of the prescription medications collected;
 - d. The Chief of Police shall be notified via department email of the date of collection and amount of prescription medications collected.

VII. SAFETY PROCEDURES

- A. When handling or processing any prescription medications or any other items retrieved from the Red Barrel collection receptacle officers shall:
1. Reduce the potential and severity of skin exposures by covering bare skin to the greatest extent possible.
 2. Wear protective latex gloves.
 3. Wear department-issued N-95 disposable mask.
- B. Prescription medications shall be immediately securely closed in a department-approved plastic bag and immediately placed in the HTPD property room.

Issued by:



Chief of Police Richard Duffany

Approved by Hamburg Township Board of Trustees: DRAFT.



Hamburg Township Police Department

10409 MERRILL ROAD • HAMBURG, MICHIGAN 48139

RICHARD DUFFANY, CHIEF OF POLICE

PHONE: (810) 231-9391 • FAX: (810) 231-9401

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: August 29, 2018
RE: Agenda Item Topic: **Purchase of New Patrol Vehicle**

General Ledger #: 207-000.000-981.000

Number of Supporting Documents: **2**

NEW/OLD BUSINESS: **XXX** New Business

_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve the purchase of a 2019 Dodge Charger patrol vehicle, with the attached specifications, from Lafontaine Chrysler-Dodge in Lansing, MI for the state contract price of \$26,101.00 and to approve the outfitting of the vehicle by Cruisers, Inc. for a price not to exceed \$12,000.00.

Background Information

Hamburg Township Police Department patrol vehicle #3321 has over 95,000 miles on it (it will be in excess of 100,000 miles prior to a new patrol vehicle being placed in service to replace it) and is scheduled to be replaced in the FY 18/19 budget. Based upon the needs of the department, a determination was made to replace this patrol vehicle with a 2019 Dodge Charger patrol vehicle. Lafontaine Chrysler-Dodge in Lansing, MI can provide the new vehicle at the state bid price (through the Macomb County bid) of \$26,101.00 per vehicle.

Budget Impact

The cost of the new patrol vehicle has been included in the approved FY18/19 budget (G.L. #207-000.000-981.000) while the remainder of the cost for outfitting of the vehicle can be made using federal drug forfeiture funds with no impact on the FY18/19 budget.

Respectfully,

Chief Richard Duffany

LaFontaine CDJR-Lansing
6131 S. Pennsylvania Ave.
Lansing, MI 48911
517-394-1022
517-394-1282-Fax
tsasso@lafontaine.com

QUOTATION

Name: Hamburg Township
Address: dnisenbaum@hamburg.mi.us
City: _____ **State:** ___ **Zip:** _____
Contact: Dariusz Nisenbaum
Phone: 810-231-9391 **Fax:** _____

Date: August 16, 2018
Quote: 112316-revised

Description	Unit Price
State of Michigan	
Spec. # -0011 2019 Dodge Charger Pursuit AWD	\$26,026.00
GUK Heated Exterior Mirrors	\$60.00
GXA Fleet Key Alike (4-Additional Fobiks Total 8)	\$140.00
LNA Delete Right Spotlight	(\$125.00)
Note: Per contract delivery is available @ 2.00 per one way mileage.	

Total Cost: \$26,101.00

Signed: Tony Sasso



Cruisers Directional Quotation

8/16/18

Confidential

Deputy Chief Darius Nisenbaum

Hamburg Twp. PD

dnisenbaum@hamburg.mi.us

Scope of Work: BUILD ONE (1) 2019 DODGE CHARGER FULLY MARKED VEHICLE #7004 AND UTILIZE ANY EQUIPMENT FROM UNIT #3443 AND EQUIPMENT PROVIDED BY THE DEPARTMENT.

THE FOLLOWING ITEMS WILL BE UTILIZED FROM UNIT # 3443 PREVIOUSLY TAKEN OUT OF SERVICE.

RADAR UNIT, CARD READER, PRINTER, L-3 VIDEO, L-3 VIDEO ANTENNA, MOTOROLA RADIO, DOCKING STATION, LAPTOP, SPOTLIGHT, PARTITION, STOP STICKS, AND CHARGE GUARD.

FULLY MARKED

<u>QTY.</u>	<u>ITEM</u>	<u>PRICE</u>	<u>TOTAL</u>
1.00	CODE 3 3100CH15 SIREN SPEAKER	175.00	175.00
1.00	SOUND OFF REAR TAIL PANEL ILLUMINATION KIT	175.00	175.00
1.00	SOUND OFF TAILLIGHT FLASHER	85.00	85.00
1.00	CODE 3 HB4PAK-BB REAR TAIL PANEL LED SET	148.00	148.00
1.00	CODE 3 XT6BB REAR DECK LED SET WITH BRACKETS	180.00	180.00
1.00	SOUND OFF ECVDMLTAL00 REAR PRISONER OBSERVATION LIGHT	55.00	55.00
2.00	SOUND OFF ENFSGS3BW FRONT PUSH BUMPER LED	128.00	256.00
1.00	CODE 3 M180SBB MIRROR LED KIT	298.00	298.00
1.00	WESTIN 2018 DODGE CHARGER PUSH BUMPER	325.00	325.00
1.00	WESTIN 2018 DODGE WRAP SET	335.00	335.00
1.00	WESTIN #36-6005-S2 TWO LIGHT ACCESS	36.00	36.00
1.00	TROY CC-CH18 CENTER CONSOLE SOLUTION	320.00	320.00
1.00	TROY AC-INBHG DUAL CUP HOLDER	42.00	42.00
1.00	TROY AC-ARM-90 ARMREST SOLUTION	125.00	125.00
1.00	TROY PS-CH11-OS-R REAR PRISONER SEAT WITH BELT KIT	725.00	725.00
1.00	CRUISERS TRUNK MOUNTED ELECTRONICS TRAY	385.00	385.00
1.00	TROY CM-PSCH-SA-HAV LAPTOP MOUNTING SOLUTION	335.00	335.00
1.00	TROY PARTITION INSTALL KIT	235.00	235.00
1.00	TROY THREE LOWER PANEL SET	125.00	125.00

1.00	CRUISERS REAR WINDOW GUARDS	165.00	165.00
1.00	CRUISERS L-3 Video Monitor Headliner Mount	16.00	16.00
1.00	PRINTEK OVERHEAD PRINTER MOUNT	48.00	48.00
1.00	CARD READER BRACKET	18.00	18.00
1.00	RADAR DASH PLATE DODGE	88.00	88.00
1.00	CRUISERS LCK029Y SINGLE UNIVERSAL WEAPONS MOUNT	285.00	285.00
1.00	CODE 3 Z3 LIGHT/SIREN CONTROLLER	735.00	735.00
1.00	CODE 3 LIGHT 21TR47A10 LED LIGHT BAR W/SCENE	1785.00	1785.00
1.00	TWELVE VOLT THREE WAY OUTLET SHO-ME #14.0553	34.00	34.00
1.00	RADIO ANTENNA PC TEL #MLPV800	45.00	45.00
1.00	RADIO ANTENNA CABLE LAIRD #MBD-TESMD	24.00	24.00
1.00	CRUISERS KIT041Y AM/FM/L3 RADIO MUTE	110.00	110.00
1.00	STREAMLIGHT FLASHLIGHT	135.00	135.00
1.00	MOTOROLA IN CABIN RADIO SPEAKER	72.00	72.00
1.00	MAGNETIC MICROPHONE KIT	34.00	34.00
1.00	FIRE EXT. PASSENGERSIDE TRUNK MOUNT KIT	79.00	79.00
1.00	TIGER TOUGH SEAT COVER	155.00	155.00
1.00	INBOUND FREIGHT EQUIPMENT	175.00	175.00
1.00	UPFIT SUPPLIES-WIRE, FUSES, BREAKERS, CONNECTORS	235.00	235.00
1.00	INSTALLATION LABOR – 2019 DODGE CHARGER	2600.00	<u>2600.00</u>
Total Vehicle:			\$11,198.00

We appreciate the opportunity to provide this quotation and look forward to working on this project with your department. Please let me know if you have any questions or comments.

Respectfully,

Keith Wallaker
Cruisers Inc.



Hamburg Township Police Department

10409 MERRILL ROAD • HAMBURG, MICHIGAN 48139

RICHARD DUFFANY, CHIEF OF POLICE

PHONE: (810) 231-9391 • FAX: (810) 231-9401

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: August 29, 2018
RE: Agenda Item Topic: **Purchase of Boat Lift**
General Ledger #: 207-000.000-980.000
Number of Supporting Documents: **3**
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve the purchase of a 2000 pound manual boat lift (with canopy) from Lakeland Marina of Hamburg Township for the price of \$5,025.00.

Background Information

The Hamburg Township Police Department provides marine patrols on the waterways of Hamburg Township. The HTPD patrol boat is docked at Lakeland Marina during the boating season on a manual lift. The current boat lift was obtained over 10 years ago (in an already used condition) and it has deteriorated to the point that the canopy, cables and bunks all need to be replaced in order for it to continue to be functional.

I obtained the following three quotes for a replacement manual boat lift:

1. Lakeland Marina (Hamburg Township) - \$5,025.00
2. Klaves Marina (Pinckney) - \$4,721.00
3. Wilson Marine (Brighton) - \$4,713.00

Recommendation

It is my recommendation that the Board authorize the purchase of the new boat lift from Lakeland Marina. Although Lakeland Marina provided the highest quote, all three quotes are within approximately \$300.00 of each other. My recommendation is based upon the fact that Lakeland Marina is a local business (the only one of the three located in Hamburg Township), that HTPD has had a positive working relationship with them for over 10 years and that they also provide our department with dock space for our patrol boat each year at no cost.



Hamburg Township Police Department

10409 MERRILL ROAD • HAMBURG, MICHIGAN 48139

RICHARD DUFFANY, CHIEF OF POLICE

PHONE: (810) 231-9391 • FAX: (810) 231-9401

Budget Impact

The cost of the new boat lift was not contained in the adopted FY 18/19 budget and funds from the police department reserve funds are going to be used to pay for this purchase.

Respectfully,

Chief Richard Duffany

LAKELAND MARINA
9653 Kress Road · P.O. Box 875
Lakeland, MI 48413
Tel: (810) 231-3600
Fax: (810) 231-2920

**The following are the costs requested for the Hamburg Township
Police Department Boston Whaler:**

#2000 manual lift 23' canopy	\$5,025.00
18.25' Yachtsman Trailer	1,949.00
75 h.p. white Evinrude E-Tec (less dealer rebate)*	6,166.00 - 185.00
New controls and rigging (Mercury to Evinrude)	850.00
Shipping engine	125.00
TOTAL -----	\$13,930

*** see attached government plan**

**ALSO INCLUDED AT NO CHARGE IS \$2,300 DOCK SPACE,
REMOVAL AND INSTALLATION OF LIFT AND DISPOSAL OF
EXISTING UNUSABLE
TRAILER**

Kathleen Cassube
Aug. 20, 2018

Quote

KLAVE'S MARINA, INC.

8789 McGregor Road
 PICKNEY, MICHIGAN 48169
 (734) 426-4532 • 1-800-582-2416

eMail Address:

gharpe@hamburg.mi.us

Gary Harpe

BUYER(S) <i>Hamburg Township</i>		HOME PHONE		BUSINESS PHONE		DATE SOLD	
ADDRESS		CITY		COUNTY		STATE ZIP	
SALESPERSON <i>Kerry</i>		PROPOSED DELIVERY DATE		DELIVERY INSTRUCTIONS			
HULL MATERIAL(S)		COLOR		DECK		H.I.N. STOCK NO.	
MANUFACTURER OF BOAT		YEAR		MODEL & SIZE		SERIAL NO. <input type="checkbox"/> NEW <input type="checkbox"/> USED \$	
MANUFACTURER OF MOTOR <i>MERCURY</i>		YEAR <i>2015</i>		MODEL & SIZE <i>75ELPT EFI</i>		SERIAL NO. <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED \$ <i>666100</i>	
MANUFACTURER OF TRAILER <i>YACHT CLUB</i>		YEAR <i>2015</i>		MODEL & SIZE <i>1820.B 2050# Capacity</i>		SERIAL NO. <input type="checkbox"/> NEW <input type="checkbox"/> USED \$ <i>166000</i>	
OPTIONAL EQUIPMENT AND ACCESSORIES						TOTAL PURCHASE ABOVE \$	
<i>Trailer Tongue Jack \$45-</i>				\$ <i>100.00</i>		OPTIONAL EQUIPMENT (From Below) <i>1230.00</i>	
<i>New Console Mount Control</i>				<i>65.00</i>		(Special Credits)	
<i>Installation & Test Fuel Gauge Control</i>				<i>40.00</i>		SUB-TOTAL \$ <i>9551.00</i>	
<i>Propeller - Adventure</i>				<i>180.00</i>		SALES TAX (If Applicable)	
<i>Boat Lift</i>				<i>2273.00</i>		RETAILER RIGGING/PREP	
<i>LSV 20100L 2000# Capacity</i>				<i>1748.00</i>		FREIGHT <i>Boat Lift +</i>	
<i>20' Canopy</i>				<i>700.00</i>		CASH SALE PRICE \$	
<i>Assemble, Delivery & Install</i>				<i>700.00</i>		LESS TRADE-IN ALLOWANCE	
						SUB-TOTAL \$	
						DATES	
						DOWN PAYMENTS	
						\$	
						\$	
						\$	
						\$	
						LESS TOTAL DOWN PAYMENTS \$	
						NET SALE \$	
						TAX (If NOT included above) \$	
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
						UNPAID BALANCE \$	
<input type="checkbox"/> WHEN THIS BOX IS CHECKED, BUYER(S) UNDERSTAND THAT THE UNIT BUYER(S) IS/ARE BUYING FROM DEALER DESCRIBED ABOVE IS BEING SOLD TO BUYER(S) "AS IS" AND BUYER(S) ACCEPT THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THIS UNIT AND THAT BUYER(S) DID USE BUYER(S) OWN JUDGEMENT AND INSPECTION.						REMARKS:	
<p><i>we recommend the 3000# lift</i></p> <p><i>The 17' motor weight is about 1400#</i></p> <p><i>The 75hp Merc is 400#</i></p> <p><i>with fuel, battery's equipment you could easily exceed 2000#</i></p> <p><i>* Engine Price May Increase Sept 1st 2018</i></p>						<p>NOTE: WARRANTY AND EXCLUSIONS AND LIMITATIONS OF DAMAGES ON THE REVERSE SIDE.</p> <p>Dealer and Buyer(s) certify that the additional terms and conditions printed on the other side of this Agreement are agreed to as a part of this Agreement the same as if printed above the signature. Buyer(s) certify that the optional equipment, accessories and insurance, if any, has been voluntarily purchased by Buyer(s). Buyer(s) trade-in is free from all liens and encumbrances whatsoever, except as Buyer(s) have indicated herein (See Par. #3 and #12 on the back of this Agreement). Dealer and Buyer(s) agree that if any paragraph or provision should violate the law and/or is unenforceable, the rest of this Agreement will remain valid.</p> <p>BUYER(S) HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF THIS ORDER AND THAT BUYER(S) HAVE READ THE BACK OF THIS AGREEMENT.</p> <p>BUYER(S) ALSO AGREE THAT THE BALANCE WILL BE PAID BY <input type="checkbox"/> CASH, <input type="checkbox"/> BANK DRAFT, <input type="checkbox"/> CERTIFIED CHECK, OR BY THE EXECUTION OF A <input type="checkbox"/> RETAIL INSTALLMENT CONTRACT, OR A SECURITY AGREEMENT AND ITS ACCEPTANCE BY A FINANCING AGENCY.</p>	
DESCRIPTION OF TRADE-IN							
BOAT MANUFACTURER		YEAR		SIZE		H.I.N.	
						\$	
MOTOR MANUFACTURER		YEAR		H.P.		SERIAL NO.	
						\$	
TRAILER MANUFACTURER		YEAR		SIZE		V.I.N.	
						\$	
AMOUNT OWING		TO WHOM					
\$							
TOTAL TRADE-IN ALLOWANCE						\$	
ANY DEBT BUYER OWES ON TRADE-IN IS TO BE PAID BY <input type="checkbox"/> DEALER <input type="checkbox"/> BUYER							
KLAVE'S MARINA, INC.							
DEALER							



6095 W. Grand River Ave.
Brighton, MI 48114
517-546-3774 Ext. 1052
jreed@wilsonboats.com

LSP QUOTE SHEET FOR:

NAME: Hamburg Police Department (Gary Harpe)

ADDRESS:

PHONE: 810-222-1174

ALT PHONE:

EMAIL: gharpe@hamburg.mi.us

LAKE ADDRESS:

DATE: 8/13/2018

LAKE:

LSP #	DESCRIPTION	QUANTITY	PRICE	EXTENDED
LS-V20100-C	2000 Pound Vertical Boat Lift (includes Vinyl over Aluminum Bunks)	1	\$ 2,707.00	\$ 2,707.00
VWOGO-B	Walk-On Guide-On Kit for LSV2000	1	\$ 447.00	\$ 447.00
20-AF-100-B	Canopy Frame with Canopy Legs and Bungees	1	\$ 1,083.00	\$ 1,083.00
20-AV-BU/G/T	Canopy Cover (Available in Blue, Gray or Tan)	1	\$ 1,000.00	\$ 1,000.00
SUB-TOTAL				\$ 5,237.00
DISCOUNT				\$ (523.70)
SUB-TOTAL LESS DISCOUNT				\$ 4,713.30
SALES TAX				\$ -
TOTAL				\$ 4,713.30

DEPOSIT

BALANCE DUE \$ 4,713.30

CUSTOMERS: THIS QUOTE/INVOICE IS FOR MATERIALS ONLY. THIS QUOTE/INVOICE DOES NOT COVER THE INSTALL OF THE MATERIALS LISTED HERE OR ADDED AT A LATER DATE. CUSTOMERS ARE FREE TO UTILIZE ANY INSTALLER THEY WOULD LIKE. WILSON MARINE IS NOT ASSOCIATED WITH ANY INSTALLER NOR DOES ANY INSTALLER REPRESENT WILSON MARINE. IF THERE ARE ANY CONCERNS REGARDING INSTALLATION; THEY SHOULD BE DIRECTED TO THE INSTALLER DIRECTLY AND NOT TO WILSON MARINE. COSTS FOR INSTALL ARE QUOTED AND INVOICED BY THE INSTALLERS DIRECTLY. ANY WARRANTY ISSUES, AS IT RELATES TO THIS MATERIAL, SHOULD BE DIRECTED TO MAX MANUFACTURING IN JACKSON, MICHIGAN

Acceptance Signature: _____

Date: _____



Hamburg Township Police Department

10409 MERRILL ROAD • HAMBURG, MICHIGAN 48139

RICHARD DUFFANY, CHIEF OF POLICE

PHONE: (810) 231-9391 • FAX: (810) 231-9401

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: August 29, 2018
RE: Agenda Item Topic: **Hiring of Administrative Assistant**
General Ledger #: N/A
Number of Supporting Documents: **1**
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve the hiring of Christina Schuster to the position of part-time Administrative Assistant at the starting rate of pay of \$18.04 per hour effective September 17, 2018.

Background Information

The recent resignation of the police department's part-time administrative assistant has left a vacancy in that position. I am recommending that Christina Schuster of Howell be hired to fill the part-time administrative assistant position. Ms. Schuster successfully completed our hiring process in the establishment of our current hiring list including being interviewed by the Personnel Committee. Attached for your review is Ms. Schuster's resume. I am also requesting that she be hired at a rate of pay of \$18.04 which is the current minimum pay rate for her position in the Township's compensation scale.

Budget Impact

There is no impact on the FY 18/19 budget as this position was included in the adopted budget.

Respectfully,

Chief Richard Duffany

Cristina Schuster
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

August 13, 2017

Chief of Police Richard Duffany
Hamburg Township Police Department
10409 Merrill Road, P.O. Box 157
Hamburg, MI 48139

Dear Chief Duffany,

I read with enthusiasm about the Administrative Assistant position in the Hamburg Township Police Department. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your department.

As my resume indicates, I possess more than 15 years of progressive experience in the administrative support field. My professional history includes various administrative positions in many different work settings such as county government, a church, a large corporation and a small local business.

Upon reviewing my resume, I believe you will find I possess many of the skills you are seeking in an applicant.

Serving as the sole administrative support for three high-profile and demanding departments within the Livingston County Prosecutor's Office required immense attention to detail and stellar prioritizing ability. Since these qualities were continually exemplified in my work there, my leadership of projects and involvement in processes was always in high demand, and they continue to be the hallmark signatures of my work product.

Since leaving the Prosecutor's Office, I have had the privilege to work as the Administrative Coordinator for the County Clerk and most recently as a Vital Records Clerk. Both of these positions within the Clerk's Office have allowed me to become familiar with the legal aspects of FOIA requests and answers, as well as Concealed Pistol Licensing laws. My superior proofreading skills, spelling and grammar are exemplified in the Board of Commissioners minutes that are recorded and distributed after each meeting.

If you agree that my qualifications and experience match what is desired for the Hamburg Township Police Department, I would love the opportunity to meet with you. I can be reached at the phone number or email address listed above.

Thank you for your consideration. I have attached my resume for your review and I look forward to speaking with you further.

Sincerely,

Cristina Schuster

Cristina Schuster

[REDACTED]
[REDACTED]
[REDACTED]

Objective: Dynamic, dedicated, and results-driven administrative professional seeking a position utilizing exceptional time management, skilled communication abilities, highly organized approach, and strong attention to detail.

Experience: **Livingston County Clerk's Office** *April 2016-Present*
Vital Records Clerk: May 2017-Present: Responsible for all aspects of the Vital Records Division of the Clerk's Office, including: customer service; database management (multiple systems); responding to Freedom of Information Act (FOIA) requests for all county departments; staffing/supporting the Board of Commissioners meetings and the related agenda item follow up.
Administrative Coordinator: April 2016-May 2017: Responsibilities included: calendar management for the County Clerk; preparation of agendas and materials for all meetings hosted or attended by the Clerk; recordkeeping of all departmental operating files; supervision of departmental administrative staff; staffing of evening Board of Commissioners meetings (including minutes and follow up related to agenda items); responding to FOIA requests for all county departments; and coordination of preparation and distribution of office/departmental documents and forms.

Livingston County Prosecutor's Office *January 2005-April 2016*
Administrative Assistant for Appeals Prosecutor and Subpoena Coordinator;
Victim Assistant: April 2012-April 2016: AA Responsibilities included: indexing briefs; coordination of witnesses for trial and various court hearings while maintaining compliance with complex and legally-imposed timeline(s). *Victim Assistant responsibilities included:* Safeguarding the rights of victims of crime throughout the criminal judicial process (via phone, written, and in-person interactions); processing victim impact statements and restitution requests.
Crime Victim Rights Week Above and Beyond Award received April 2016.
Victim Assistant: January 2005-March 2012: Responsibilities included: safeguarding the rights of victims of crime throughout the criminal judicial process via phone, written, and in-person interactions with victims of crime; processing victim impact statements and restitution requests; special projects as assigned.

Brighton Wesleyan Church *March 2000-December 2004*
Office Assistant: Designed and produced weekly church bulletins, newsletters, fliers, outreach invitations and communications; weekly Power Point slide shows for meetings and services; maintained church bulletin boards; managed a variety of ongoing projects, as well as various general administrative support (file maintenance, phones, hospitality services for visitors, photocopy, etc.).

Allied Domecq Spirits, USA

November 1996-May 1999

Information Systems Assistant: Maintained hardware/software inventories, ordered computer equipment, computer training organization, created departmental newsletter, processed invoices, as well as various administrative duties.

Additional Experience: Elementary education, medical front office, retail/customer service, library science, and legal fields (full details available upon request)

Education: **Eastern Michigan University** (graduated with honors)
Bachelor of Science (major: Social Science, minor: Science)
Certification: Elementary Teacher K – 5

Skills: Extremely organized
Detail oriented
Successful Multi-Tasker
Works well cooperatively and independently
Excellent communication skills
Fast learner
Understanding of written and spoken Spanish
Proficient in Microsoft Word, Power Point, Excel, Laserfiche

References: Available upon request



Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

Memorandum

August 23, 2018

To: Parks and Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: September Meeting Date Change – Hamburg Grant Planning Summit

It was recommended by the Township Board that a Planning Summit be scheduled to glean input from all Department Heads, Township Board, Public at Large, User Groups and the Parks Committee. The goal is to ensure that the Park Master Design Plan, and ultimately the Hamburg Township Grant Packet, be as comprehensive as possible and includes all Capital Improvements that the Board is looking to complete in the next decade or so.

Contemplating holiday schedules, and to give ourselves enough time to invite members and prepare for the Summit, Laura Haw from McKenna Associates suggested that we hold the meeting on our regular meeting date of September 25th, but move it to 7:00 p.m. It was also suggested that we provide refreshments and that invitations go out no later than Wednesday, September 5, 2018.

Laura has provided a draft agenda which I have included in the packet. I recommend making a motion to change our meeting on September 25, 2018 from 3:00 p.m. to 7:00 p.m., and to schedule a follow-up Special meeting on October 9th at 7:00 p.m. anticipating that:

- Formal invitations will go out in early September
- Follow-up interviews will be conducted with those who cannot attend
- A meeting will be held on October 9, 2018 at 7:00 p.m. to finalize draft

- Draft of Master Design Plan will be available by November 2, 2018 to be included in the Township Board packet for Thursday, November 8, 2018.
- Township Board will review draft, provide input and recommend changes by their December 4, 2018 meeting.
- Draft will be finalized and deliverables will be packaged for Township by end of January 2019.

I highly recommend reviewing the current Parks and Recreation Master Plan prior to the Summit, and paying particular attention to the Five-Year Capital Improvement Plan which starts on page 67.

The document can be found at the following link:

http://cms5.revize.com/revize/hamburgtownship/Lawroom/Parks%20&%20Recreation%20Master%20Plan/Hamburg%20TWP%202018_Recreation%20Master%20Plan_11.2017_small%20v_.pdf



August 17, 2018

Mr. Mike Dolan, Township Clerk;
Ms. Deby Henneman, Parks and ADA Coordinator; and
Parks and Recreation Committee
Hamburg Township
10405 Merrill Road
P.O. Box 157
Hamburg, Michigan 48139

Subject: Manly W. Bennett Memorial Park Master Design Plan – September 2018 Summit

Dear Hamburg Parks and Recreation Leadership:

Deby Henneman and I met on August 17, 2018 to discuss the September 2018 Summit for parks and recreation improvements and prioritization and specifically, Bennett Park projects. The following draft agenda is proposed for the Summit.

Draft Agenda:

1. **Welcome and introduction to Parks and Recreation Committee / McKenna Summit team.**
2. **Brief background on the project and outcome for the evening.**
This will highlight the Township's continued work to prioritize projects and streamline resources and efforts so that greater outcomes for the entire community will be achieved.
3. **Highlight current parks and recreation efforts.**
Provide a high-level overview of current parks and recreation efforts, ex: recent Master Plan, ADA compliance, Trail Town, Iron Belle, Adult Exercise Station, phase II, etc.
4. **Budget status.**
Briefly note the revenues / expenditures and the goal to leverage funds for parks and recreation.
5. **Brief question and answer session.**
6. **Break out session: parks and recreation projects Township-wide.**
Facilitated exercise to prioritize all major parks and recreation projects within the Township.
7. **5 / 10 minute break.**
8. **Break out session: Bennett Park project prioritization.**
Facilitated exercise that is zoomed in on priority projects at Bennett Park and the future vision of this area.
9. **Final thoughts and next steps.**



Summit Logistics

We anticipate a total of two (2) hours for the Summit meeting and encourage refreshments for increased attendance. The formal presentation will be designed to be approximately 20 minutes with 5-10 minutes immediately after for questions and answers. The focus of the evening will be the two break-out sessions. In the middle of the room, between the two breakout sessions will be two 6x6-foot maps of (1) the entire Township and (2) Bennett Park, which will be placed on tables (coffee table style) where individuals can gather and directly draw on / write ideas down.

Summit Invitations

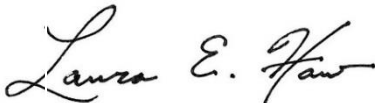
In preparation for the Summit, McKenna will be drafting invitation language for Township review that will be emailed directly to the Township Board, various Commissions and Administration (including Department Heads), and identified stakeholders. The invitation will be posted on the website and social media as well.

If there are any other stakeholders or user groups who should be directly contacted, aside from those on the Township's email roster, please let us know and we will reach out to ensure their viewpoint is included.

If you have any questions, please do not hesitate to contact us. Thank you !

Respectfully submitted,

McKENNA



Laura E. Haw, AICP
Principal Planner



C & E CONSTRUCTION CO INC

PO BOX 1359
 HIGHLAND, MI 48357
 248-889-1716

Invoice

DATE	INVOICE #
8/26/2018	2270

BILL TO
Hamburg Township ATTN: Accounts Payable PO Box 157 Hamburg MI 48139

PROJECT
GP Hamburg Twp

DESCRIPTION	QTY	RATE	AMOUNT
Hamburg Township Grinder Pump Install 3290 Orchard Drive / Hamburg Twp. This work was completed on 8/22/18 GL Code <u>590-000-198.864</u> BKC Approved <u>[Signature]</u> AUG 27 2018 Entered <u>8/27 KJ</u> Due Date _____ * Property Owner pre-paid estimated Sewer connection fees in full on July 9 th , 2018 - Receipt # 1186240. BKC		7,390.00	7,390.00
Total			\$7,390.00



PROTECTING MICHIGAN'S WATER

905 Penniman | P.O. Box 6161 | Plymouth, MI 48170
 T: 734-455-6700 | F: 734-455-6711
 E: sales@duboiscooper.com
 www.duboiscooper.com

INVOICE

Number: 215242
 Date: Aug 14, 2018
 Page: 1

Bill To:
Hamburg Township Attn: Accounts Payable P.O. BOX 157 Hamburg, MI 48139

Ship to:
Hamburg Township 6400 E M-36 Whitmore Lake, MI 48189

Customer ID	Customer PO	Payment Terms	
HAMBURG	20181100	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
E-One	UPS Ground	8/7/18	9/13/18

Quantity	Item	Description	Unit Price	Amount
100.00	8203	STATOR/LINER ASSY, EXTREME	72.00	7,200.00
GL Code <u>590-001-850-100</u> Approved <u>PAF</u> AUG 16 2018 Entered <u>8/27 kg</u> Due Date _____				

Subtotal	7,200.00
Sales Tax	
Total Invoice Amount	7,200.00
Payment/Credit Applied	
TOTAL	7,200.00

Check/Credit Memo No: