
HAMBURG TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING - Strategic Planning Meeting
Hamburg Township Hall Board Room
Video Conference As Permitted by Executive Order 2020-48 (COVID-19)
Tuesday, April 7, 2020
9:00 a.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 9:00 a.m.

2. Pledge to the Flag

3. Roll Call of the Board

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

Absent: None

Also present: Nick Miller, Fire Chief; Richard Duffany, Police Chief; Tony Randazzo, Director of Technical & Utility Services; Amy Steffens, Zoning Administrator; Susan Murray, Assessor; Thema Kubitskey, Director of Accounting; Mary Kuzner, Deputy Clerk; Deby Henneman, Parks & ADA Coordinator.

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

Voice Vote: AYES: 7

MOTION CARRIED

6. Strategic Planning Meeting

Police Department – Police Chief Rick Duffany

Police Chief Duffany reviewed the Goals and Objectives for the Police Department for the 2020/2021 Fiscal Year as provided in the packet. Including but not limited to goals to add a patrol car, have a Supervisor on duty at any given time, to continue reducing overtime and have two boats on the Chain of Lakes for the major holidays as well as an officer on the Lakelands Trail on Bicycle, properly equip Officers and to complete ADA Transition Plan.

Public Safety Administration – Director of Public Safety Rick Duffany

Director of Public Safety Duffany talked about the Goals and Objectives for the Public Safety Administration for the 2020/2021 Fiscal Year. The 6 Goals would be to improve the HTPD/HTFD Fire Investigation Unit, Implement a joint HTPD/HTFD Unmanned Aircraft System (Drone) Program, Maintain having HTFD EMts accompany HTPD personnel on all marine patrols, expand joint training sessions, implement wage adjustment for Fire Chief Nick Miller and for Public Safety Supervisor Danielle Price.

Fire Department – Fire Chief Nick Miller

Fire Chief Miller reviewed the Goals and Objectives for the Fire Department for the 2020/2021 Fiscal Year as provided in the packet. Stating that they will be looking to maintain effective staffing levels, properly equip fire fighters, continue fire prevention measures, two new fire engines, maintain professional and safe fire buildings, and increase specialized capabilities to provide to the community, and complete the full update of all fire department Standard Operating Procedures (SOPs) and review these annually.

OHM Advisors – Flooding – John Deslippe

John Deslippe & Robert Czachorski of OHM Advisors presented a possible solution for the Ore Lake Flooding Mitigation Feasability study.

Motion by Hohl, supported by Hahn, that this study with all supporting documents be forwarded to the Flood Committee for their review & input and recommend that the Flood Committee interact with John & Robert from OHM in the process of forming a recommendation for the Board and that the Flood Committee report back to the Board no later than June 23, 2020.

Roll Call Vote: Hughes: Y, Dolan: Y, Koeble: Y, Hahn: Y, Hohl: Y, Negri: Y, Menzies: Y

Motion Passed

Treasury – Jason Negri, Treasurer

Treasurer Negri reviewed the Goals & Objectives for the Treasury for the 2020/2021 Fiscal Year as provided in the packet. Including implementing Point and Pay as Township's new credit card processing partner, monitoring relationship with Flagstar Bank, assessing department procedures, evaluating and expanding investment opportunities, continued training, seminars and webinars, manage Brownfield Redevelopment Project, updating the Treasury Procedure book & petty cash procedure, and preparing for implementation of Uniform Chart of Accounts.

Supervisor – Pat Hohl, Supervisor

Supervisor Hohl reviewed the Goals & Objectives for the Supervisor's Office for the 2020/2021 Fiscal Year as provided in the packet. He stated that he would like to keep monitoring cost savings activities for the Township, and work with the Township on the renewal of the 1 Mill Road Millage, along with countless other goals presented in the packet.

DPW, Tech Services, Building & Grounds, Cable TV & Computer – Tony Randazzo

Tony Randazzo reviewed his Goals & Objectives for the 2020/2021 Fiscal Year, as provided in the packet for each of the following: DPW, Tech Service, Buildings & Grounds, and Cable TV & Computer. Including but not limited to upgrading and replacing network infrastructure and purchasing a new server to replace the existing server and repurpose the old one, replacing our network security appliance, continuing the manhole repair program, connect existing sewer line, and continuing sodium inspections.

Zoning Department/Planning Commission/Zoning Board of Appeals – Amy Steffens, Zoning Administrator

Amy Steffens reviewed the Goals and Objectives for the Zoning Department for the 2020/2021 Fiscal Year, as provided in the packet. She also reviewed the Goals and Objectives for both the Planning Commission and Zoning Board of Appeals.

Assessing – Susan Murray, Assessor

Susan Murray reviewed the Goals and Objectives for the Assessing Department for the 2020/2021 Fiscal Year, as outlined and provided in the packet. She reviewed Board of Review final figures and would like to update the filing cabinets in the assessing office.

Clerk/Election/Cemetery/Parks/Senior Center/Lakelands Trail – Mike Dolan, Clerk

Clerk Dolan reviewed the Clerk Department Goals & Objectives for the 2020/2021 Fiscal Year as provided in the packet, for Clerk, Elections, FOIA and Cemetery. Dolan stated that 2020 will be a busy year for elections. Deby Heneman went over the Parks, ADA, ABC committee, Lakelands Trail goals. Julie Eddings went over the Senior Center goals.

Accounting Department – Thema Kubitskey, Accounting Director

Thema Kubitskey reviewed the Goals and Objectives for the Accounting Department for the 2020/2021 Fiscal Year, as provided in the packet. She stated that she would be interested in switching to BS&A Payroll, combining the sewer billings, continue to work on training and look into a HR program.

Roads

Hohl stated that he would like to not assess the 1% for the subdivisions but is concerned about not collecting enough to pay the bond back but maybe something less than the 1%.

7. Call to the Public

A call was made with no response.

8. Board Comments

Menzies stated that he would like to further discuss the storage planning for the Township.

9. Adjournment

Motion by Negri, supported by Koeble, to adjourn meeting at 1:56 p.m.


Voice Vote: AYES: 7

MOTION CARRIED

Respectfully submitted,



Courtney L. Paton
Recording Secretary



Mike Dolan
Township Clerk