
HAMBURG TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING - Strategic Planning Meeting
Hamburg Township Hall Board Room
Video Conference As Permitted by Executive Order
Tuesday, April 6, 2021
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, Michniewicz, 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; Thelma 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 Dolan, supported by Negri, to approve the agenda as presented.

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

MOTION CARRIED

6. Strategic Planning Meeting

General Discussion

Hohl stated that there is a lot of activity in regard to the Zoning Department even with COVID.

Police Department – Police Chief Rick Duffany

Police Chief Duffany reviewed the Goals and Objectives for the Police Department for the 2021/2022 Fiscal Year as provided in the packet. Including but not limited to goals to maintain 18 full-time officers, pick up 2 reserve officers, to continue with specialized assignments with a full-time Traffic Safety Officer, full-time LOWNET officer and 2 full-time criminal investigator positions, as well as maintain specialized services provided to the county including membership with the Livingston Regional SWAT team, Livingston County Dive & Rescue Team, continue to provide marine patrols for the Chain of Lakes, and continue to provide bike/ATV patrols to the Lakelands Trail, Purchase 2 new patrol cars to replace high mileage vehicles, update fleet video system, update police station camera system, purchase video redaction system, replacing one portable radio, continue replacing ballistic vests, replace 14 Glock handguns, purchase one patrol vehicle RAQDAR unit, purchase 2 additional body-worn camera systems, and purchasing 24 handgun flashlights/holster sets.

Fire Department – Fire Chief Nick Miller

Fire Chief Miller reviewed the Goals and Objectives for the Fire Department for the 2021/2022 Fiscal Year as provided in the packet. Stating that they will be looking to maintain effective staffing levels with a minimum of 40 Paid on Call Fire Fighters and 10 Paid on Call Officers, equitable disbursement of hours amongst all POC staff member, maintain the ECI pay increases and Longevity reward, Annual Time off, 24/7 staffing of Station 12, interior renovations of Station 12, replacing radios and copier, replace captains vehicle with a pick up, painting, parking lots and training tower. Implement a drone system.

Treasury – Jason Negri, Treasurer

Treasurer Negri reviewed the Goals & Objectives for the Treasury for the 2021/2022 Fiscal Year as provided in the packet. Including updating of the Treasury procedure Book, manage Brownfield Redevelopment project, prepare Uniform Chart of Accounts for implementation, ongoing maintenance of Treasurer Department web pages, attend selected seminars and webinars to increase proficiency, evaluate and expand on investment opportunities that will improve diversification and return, continue to assess department procedures to identify and eliminate inefficiencies.

Supervisor – Pat Hohl, Supervisor

Supervisor Hohl reviewed the Goals & Objectives for the Supervisor's Office for the 2021/2022 Fiscal Year as provided in the packet. He stated his goals included but were not limited to that he would like to keep monitoring and working with the Township Board and Department Heads to develop and update the five year budget projections every six months, monitor the benefits program, ensure budgets, continue to improve compliance with MDNR permit standards at the Waste Water Treatment Plant, Implement flood mitigation recommendations, track and monitor PFOS in the Huron River Chain of Lakes, Improve public safety, Design and oversee installation of additional staff parking north of the Township Hall, and oversee construction of approved road improvement SADs.

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

Tony Randazzo reviewed his Goals & Objectives for the 2021/2022 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 continuing cross training of Information Coordinator to serve as a backup to other employees, implement paperless utility billing, purchase a new server, work with accounting and BS&A software to gain the ability to process land use permits online, continue upgrading and replacing network infrastructure, construct a new parking area for the Township Hall, updated bathrooms in the Township Hall, build a pole barn for B&G Equipment, connect packer station restroom to the sewer system, purchase a new HVAC system for the Township Hall, improve landscaping, continue manhole repair program, replace corroding pipe bolts and flanges at the WWTP, continue safety program, replace twenty 200 series grinder pumps, continue sodium inspections and testing, purchase a new truck, cross train and job sharing for all employees, and connect existing sewer line on Petty's Rd to the line along M-36 that runs to the plant bypassing the Kress Rd station.

Motion by Hohl, second by Negri, to authorize Tony Randazzo to proceed with obtaining 3 bids for the parking lot upgrades at the Township Hall and Station 11 & for the upgrades for the restrooms in the east wing of the Township Hall.

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

MOTION CARRIED

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 2021/2022 Fiscal Year, as provided in the packet. She also reviewed the Goals and Objectives for both the Planning Commission and Zoning Board of Appeals including but not limited to continue to provide excellent & timely customer service, work with residents & developers to create and implement projects that area benefit to the township, support Brittany Stein's attainment of AICP certification, process zoning text amendments, continue building relationships with outside agencies, continue to enforce violations against the zoning & general ordinances, monitor Livingston County Drain Commission's progress on adopting updated storm water standards, work with agencies to conduct comprehensive research to identify and inventory areas appropriate for non-residential development, continue cleaning out the file room, begin assessment of all planned unit development projects to determine compliance, pursue code enforcement against serial ordinance offenders, provide input to IT for the website, and support the clerk's office in codification process.

Assessing – Susan Murray, Assessor

Susan Murray reviewed the Goals and Objectives for the Assessing Department for the 2021/2022 Fiscal Year, including but not limited to updating and replacing file cabinets, complying with all local, county & state requirements, complying with State Tax Commission education requirements, review department structure through 21/22, consider Pivot Point Technology, expose Mandy & Brendan to more of the Appraisal process, and monitor the expenses on the Assessing vehicle. Murray also reviewed the Board of Appeals process and how they conducted it by telephone or letters due to the pandemic.

Single Trash Hauler Presentation – Dan Luria P.H.D.

Dan Luria presented to the Board by Power Point presentation a case for "Organized Collection" in Hamburg Township. Stating that moving to organized collection would save the Township us to \$236,000 road maintenance costs per \$million, save residents cost in trash removal, reduce safety hazards, reduce noise, odor and traffic levels, trash containers put out as few as one day per week, cut diesel emissions by up to 50%, and not require a millage vote.

For more information, please feel free to contact dluria1943@gmail.com

Motion by Negri, second by Hohl, to approve a subcommittee be established of Thelma Kubitskey, Mike Dolan, Jason Negri and Pat Hohl to make contact and meet with other municipalities including Genoa Township and Novi to assess their experiences with Organized Trash Collection and to find out the pros and cons of such program here in Hamburg.

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

MOTION CARRIED

Parks & Recreation/ADA – Mike Dolan & Deby Henneman

Deby Henneman reviewed the Goals and Objectives for Parks & Recreation and ADA for the 2021/2022 Fiscal Year, including but not limited to complete update of the Parks and Recreation Administrative Policies & Procedures, mediate complaints/concerns for the parks, trails and community center, ensure all proposed park projects comply with the Master Plan and ADA standards, ensure all groups granted use have met all requirements of Park Policy, Assist Clerk and user groups with minor projects/upgrades/Capital Improvements, Invoice user for parkland & community center rental, assist with park/trail events, provide administrative support to B&G staff, maintain parks/trail/community center website pages, assist with and seek out grant opportunities, complete Municode Training, and other training.

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

Clerk Dolan reviewed the Clerk Department Goals & Objectives for the 2021/2022 Fiscal Year as provided in the packet, for Clerk, Elections, FOIA and Cemetery. Dolan stated that some of these goals would be cross training of job duties, to make Courtney Paton a full-time employee, increasing temporary staff, maintain personnel policies & procedures handbook, complete HR division, HART equipment maintenance, precinct location – election law changes, conduct possible 2021/2022 Elections, maintain the Clerk webpage, digital document storage, process FOIA, final codification process, retention schedules/records removal, public notices, continue with current staff in cemetery & sexton and cross training for that position as well, continue overseeing parks & recreation, continue to work with Julie Eddings and the Senior Advisory Board.

Senior Center – Julie Eddings

Julie Eddings reviewed the Senior Center Goals and Objectives for the 2021/2022 Fiscal Year as provided in the packet including how they handled the COVID shutdown and looking into the next year as a re-building year. Including increasing programming, highlighting a “resource wall” for seniors with information, build the veterans wall of honor, implement outdoor activities, continue to grow membership, partner with senior living, join the National Institute of Senior Centers for trainings and information regarding senior centers and the aging population, expand staffing hours and create a volunteer receptionist position to greet members, answer simple questions, and direct them, continue to develop and collaborate with LETS on Senior Center transportation, and continue with regular updates and maintenance of the building, and work with the ADA Coordinator to bring the Senior Center into ADA Compliance.

Accounting Department – Thelma Kubitskey, Accounting Director

Thelma Kubitskey reviewed the Goals and Objectives for the Accounting Department for the 2021/2022 Fiscal Year, as provided in the packet. She stated that her goals included working toward a strong audit, start the process of evaluating BS&A payroll and time/attendance programs, evaluate BS&A programs to make sure the Township is using these programs to obtain the highest level of performance, evaluate having sewer bills printed and mailed, evaluate Human Resource Program, work toward additional training with staff for BS&A, continue working with the clerk to update the employee handbook and the Policy and procedures manual, look in BS&A for record retention, continue multi-year capital budgeting, and maintain the educational opportunities with the accounting department.

Open Discussion

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 Menzies, supported by Hughes, to adjourn meeting at 2:32 p.m.

Voice Vote: AYES: 7

MOTION CARRIED

Respectfully submitted,



Courtney L. Paton
Recording Secretary



Mike Dolan
Township Clerk