

**ADA TOWNSHIP SPECIAL BOARD MEETING
MINUTES
FEBRUARY 22, 2010**

Meeting was called to order by Supervisor Haga at 7:30 p.m. Members present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, Trustee Smith, Trustee Proos, Trustee Sytsma, Trustee Westra (left at 8:25). Also present: Planning Director Ferro, Recording Secretary Johnson and five community members. Members absent: None.

APPROVAL OF AGENDA

Motion to approve agenda as presented. **Moved by Rhoades, supported by Smith, to approve the agenda as presented. Yes - 7, No - 0; Motion carried.**

GENERAL TOWNSHIP BUSINESS

CONSENT AGENDA:

Approval of Minutes

February 8, 2010, Regular Board Meeting

Receive and File Various Reports/Communications

1. Fire Call Reports - 01/2010; 2. Building Permit Report - 01/2010; 3. Investment Report - 11/2009, 12/2009; 4. Ada Downtown Development Authority Minutes - 01/04/2010, 01/08/2010; 5. 2009 Zoning Enforcement Activity Report; 6. GVMC - Policy Committee Minutes - 01/20/2010; 7. Go! Bus Activity Report - 4th Quarter 2009; 8. Comcast Channel Update - 02/09/2010; 9. Kent County Road Commission - Act 50 of 1999 Reporting - 02/11/2010; 10. MTA Legislative Update Fax - 02/05/2010, 02/10/2010; 11. Senator Levin Letter - 01/15/2010; 12. Historical Society Minutes - 12/12/2009, 01/05/2010, 01/09/2010; 13. Ada Township - Thank You To St. Roberts Church - 02/11/2010; 14. Open Space Preservation Advisory Board Minutes - 01/14/2010. **Moved by Proos, supported by Burton, to approve the Minutes and accept the reports and communications under the Consent Agenda. Yes - 7, No - 0; Motion carried.**

APPROVAL OF WARRANTS AND RECEIPTS

Treasurer Rhoades presented Warrants and Receipts in the following amounts: Hand Checks: #101 \$7,554.69; #205 \$342.41; #208 \$284.97; #211 \$609.06; #590 \$160.22; #591 \$1,124.88; #592 \$200.66; Total All Hand Checks \$10,276.89. Warrants: #101 \$33,447.73; #205 \$31,101.38; #208 \$990.49; #590 \$81,761.63; #591 \$107,720.76; #592 \$2,148.14; Total Warrants \$257,170.13. Total All Checks and Warrants \$267,447.02. **Moved by Trustee Sytsma, supported by Treasurer Rhoades, to approve the Warrant Report for February 22, 2010, in the total amount of \$267,447.02.**

Supervisor Haga noted Line Item #23, which are the charges for the Go Bus system, were the result of effort to resolve the challenges between the different partners' fiscal calendars. The issue has been addressed and the charges have now been submitted for payment.

Trustee Smith inquired about budget amendments; Supervisor Haga said they were planned for the next Board meeting.

In response to Trustee Westra's inquiry regarding Line Item #18 for Gartner's focus groups, Clerk Burton indicated the final report would be posted on the Township website shortly.

Trustee Westra inquired about the status of the broadband project (Item #12) and requested the report be added to the Technology and Communications list of documents for review and coordination of outcome.

Roll Call: Yes - Smith, Proos, Westra, Sytsma, Rhoades, Burton, Haga. No - 0. Absent - 0. Motion carried.

PUBLIC COMMENT OTHER THAN AGENDA

There was no Public Comment.

BOARD COMMENT

Trustee Westra noted the Ada Downtown Development Authority minutes for the January 4, 2010, meeting included a discussion of the Bronson Street improvement project. Although he conceded the project had been in the works for a long time, he cautioned the Board to prioritize the funding for this project behind the potential sewer mains repairs and the M-21 bridge closure issue.

In response to Trustee Proos' inquiry, Supervisor Haga indicated the morning meeting with the Ada Downtown Development Authority (DDA) regarding the M-21 bridge closure went well. Strategies were discussed, including having an economic impact survey done. Additional background reports will be obtained and there will be follow-up with neighboring local governments that will be affected by the closure of the bridge. A meeting with the M-21 Project Committee is scheduled for February 24th, at 3:30.

Trustee Proos asked for an update on researching alternative options for the Township healthcare plan. Supervisor Haga said the information should be presented at the next Board meeting.

As a follow-up to a request at a previous Board meeting, Supervisor Haga distributed a summary of the Zambelli fireworks program for the Fourth of July celebrations scheduled for Saturday, July 3, 2010. Fire Chief DuVall will ascertain from Zambelli what, if any, additional fireworks will be provided as a consequence of the pre-payment of 50% of the total cost.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

REQUEST TO APPROVE ADA TOWNSHIP PHONE SYSTEM

Supervisor Haga introduced Ms. Sara Easter from Communications By Design to present the recommendation for the replacement of the Ada Township phone system, which is over fifteen years old and has some limitations and problems. She outlined the process for gathering the requirements, preparing the RFP (request for proposal), and reviewing the received bids. She also touched briefly on the evaluation of traditional TDM (Time Division Multiplexing) vs. the newer technology of VOIP (Voice Over Internet Protocol). Given Ada Township's relatively basic needs, the lack of an IT professional on staff at Ada Township, and the cost differential to upgrade to VOIP, the recommendation is to move to a TDM/VOIP hybrid, which will function as a TDM system at this point in time with the option to add VOIP handsets and the data network upgrade at a later date. **Moved by Proos, supported by Sytsma, to approve the TDM phone system as recommended by the Administration Committee by contracting with Central Interconnect in the amount of \$11,576.15.** The Board discussed the timing and necessity of the phone system upgrade and reviewed the advantages of a TDM/VOIP hybrid system versus a fully VOIP system. The Board examined the costs of the two types of systems and components and considered the benefits of purchasing the more advanced, flexible VOIP system that would allow for a converged network. Concerns were expressed about purchasing equipment that would subsequently need to be replaced when a full transition to VOIP occurs. The Board discussed the budget and the greater costs involved in a fully VOIP system in light of the current economic situation, as well as the challenges inherent in the installation and maintenance of a VOIP system without an on-staff network person. The vendor representative, Ms. Constance Lord from Central Interconnect, addressed the Board with additional information on the proposed system. **Yes - 5, No - 2; Motion carried.**

Supervisor Haga requested Trustee Westra be orderly; Trustee Westra left at 8:25 pm.

REQUEST TO APPROVE PURCHASE OF THREE PHONE HEADSETS

Supervisor Haga outlined the separate recommendation by the Administrative Committee to purchase three phone headsets for office use. **Moved by Sytsma, supported by Rhoades, to approve the purchase of three headsets for a total cost of \$551.76. Yes - 6, No - 0; Motion carried.**

RESOLUTION R-022210-1, TOWNSHIP BOARDS AND COMMISSIONS MEETING SCHEDULES

Supervisor Haga presented the proposed Township Boards and Commissions Meeting schedules. He noted there were two additions to the schedule of employee holidays: December 27th for Christmas Day and January 3rd for New Year's Day. According to the handbook, holidays that fall on the weekend are moved to the following business day. **Moved by Proos, supported by Smith, to adopt Resolution R-022210-1, which is a Resolution outlining the Township Boards and Commissions Meeting schedules with the addition of December 27th and January 3rd for office closing dates. Roll Call: Yes - Proos, Sytsma, Smith, Burton, Rhoades, Haga. No - 0. Absent - 1. Resolution is adopted.**

AT&T SPECIAL CONSTRUCTION CHARGE – PHASE III NON-MOTORIZED TRAILS

Supervisor Haga noted the special construction charges are for a phone pedestal that needs to be moved on the Conservation portion of the trail. **Moved by Rhoades, supported by Sytsma, to approve the AT&T cost estimate for the construction charge for the Phase III non-motorized trail project in the amount of \$4,667.57.** The Board briefly discussed why this charge was separate. **Yes - 6, No - 0; Motion carried.**

OPPORTUNITY FOR ADDITIONAL PUBLIC COMMENT

There was no additional Public Comment.

ADJOURNMENT

The meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Susan Burton
Ada Township Clerk

RS/kj