

**ADA TOWNSHIP BOARD MEETING  
MINUTES  
NOVEMBER 9, 2015**

Meeting was called to order by Supervisor Haga at 7:00 p.m. Members present: Supervisor Haga, Clerk Smith, Trustee LeBlanc, Trustee Proos, Treasurer Rhoades, and Trustee Jacobs. Also present: Fire Chief David Murray, and nine community members.

**APPROVAL OF AGENDA**

**Motion by Jacobs, supported by Rhoades, to approve the Agenda as presented. Yes – 6; No – 0; Absent – 0. Motion carried.**

**GENERAL TOWNSHIP BUSINESS**

**CONSENT AGENDA**

**Approval of Minutes**

October 25, 2015 Regular Board Meeting and October 22, 2015 Joint Work Session

Receive and File Various Reports/Communications

1. Zoning Board of Appeals Minutes-10/6/15; 2. Regis Board Minutes-8/19/15.

**Motion by Proos, supported by LeBlanc, to approve the Minutes and Accept the Reports and Communications under the Consent Agenda. Yes – 6; No – 0; Absent – 0. Motion carried.**

**APPROVAL OF WARRANTS**

**ADA TOWNSHIP GENERAL WARRANTS**

Treasurer Rhoades reported the general township warrants, with receipts in the following amounts: Hand Checks: #101 \$3,089.95; #205 \$483.27; #208 \$1,013.48; #248 \$1,350.00; #590 \$4,047.75; #591 \$1,741.14; #592 \$476.72. Total all Hand Checks: \$12,202.31. Warrants: #101 \$37,195.23; #205 \$26,396.80; #208 \$1,756.04; #211 \$7,593.79; #213 \$21.79; #401 \$1,197.10; #590 \$99,428.57; #591 \$98,123.33; #592 \$67.12. Total Warrants: \$271,779.77. Total All Checks and Warrants: \$283,982.08.

**Motion by LeBlanc, supported by Jacobs, to approve the Warrant Report of November 9, 2015 in the total amount of \$283,982.08. Roll Call: Yes – Jacobs, LeBlanc, Proos, Rhoades, Smith, and Haga; No – 0; Absent – 0. Motion carried.**

**PAY APPLICATION 3, ROSELLE PARK RESOURCE BUILDING**

Josh Strautz, Dixon Architecture, stated things are moving pretty smoothly, and it is hoped the enclosure will be complete before snow flies; still working on the water and septic system, as well as utilities.

**Motion by Proos, supported by Jacobs, to approve Pay Application 3, for the Roselle Park Resource Building, payable to TerHorst Rinzema Construction in the amount of \$131,053.45. Roll Call: Yes – Jacobs, LeBlanc, Proos, Rhoades, Smith, and Haga; No – 0; Absent – 0. Motion carried.**

**PUBLIC COMMENT**

None.

**BOARD COMMENT**

Trustee Jacobs stated she would like the Township to look into the FLOW project that was presented at the last meeting, which provides free legal counsel to help Townships prepare ordinances with respect to fracking.

Clerk Smith thanked the Board for having the confidence in her to appoint her Clerk. She stated she has reappointed Deb Thompson as Deputy Clerk. Also, she stated her office hours are sporadic, mostly nights and weekends for the next couple of weeks while she completes her responsibilities at the county.

Treasurer Rhoades noted that winter taxes will be coming out in a couple of weeks.

Supervisor Haga stated he received a call reporting a major tree had fallen across the Boardwalk between M-21 and Pettis Avenue, damaging a section of the railing. Before that could be cut down someone riding a bicycle ran into the tree and sustained minor injuries to his hand and some scratches. He stated the information has been sent to the insurance agent to review and handle.

### UNFINISHED BUSINESS

None.

### NEW BUSINESS

#### **KNOX BOX ORDINANCE DEVELOPMENT**

Fire Chief David Murray stated when we go to a building in the middle of the night we usually have to wait for someone to get there before we can gain access. The Knox Box Company provides a secure form of emergency access to businesses and gated communities. Each fire department is given a specific key which provides access to a secure Knox Box, which can contain entry keys and contact information of the building's owner. He stated all of the Forest Hills School buildings are equipped with Knox Boxes, as well as several other businesses in the Township. Murray proposed that with the village growing this would be an ideal time to make it a part of an ordinance that building owners be required to have Knox Boxes installed during construction. He stated the average cost is \$250.00 paid by the building's owner.

**Motion by Proos, supported by LeBlanc, that the Township pursue the formation of a Knox Box ordinance as recommended by the Fire Chief. Roll Call: Yes – 6; No – 0; Absent – 0. Motion carried.**

Trustee Proos stated typically the boxes are installed by the Fire Department; and it is important to make sure they are installed at the height and location the Fire Department wants them to be. Also, the charge is more in the \$400 to \$500 range for the end-user, which includes time for installation.

Treasurer Rhoades noted that existing buildings that have been extensively remodeled should also be included in the ordinance.

#### **EMPLOYEE HANDBOOK UPDATE**

Pete Peterson, Miller Johnson, stated the Township's existing Employee Handbook from 2009 was brought up to date with improvements that were necessary, as well as incorporating changes that the Personnel Committee indicated were desired by the Township. He then went through the changes and additions that were made.

**Motion by LeBlanc, supported by Jacobs, to adopt the Employee Handbook for 2015 as presented and recommended by the Personnel Committee. Roll Call: Yes - Jacobs, Leblanc, Proos, Rhoades, Smith, and Haga; No – 0; Absent – 0. Motion carried.**

#### **FIRE STATION 1 AND PARKS DEPARTMENT PHONE SERVICE UPDATE**

Constance Lord, Central Interconnect, Inc., stated the system was in place when the Township upgraded the telephone system several years ago. She stated the phone system that is currently at the Fire Department needs to be upgraded for Fire Station 1 and the Parks Department to be connected to the Township Offices telephone system.

**Motion by Rhoades, supported by LeBlanc, to approve the Fire Station 1 and Parks Department telephone upgrade connectivity to the Township with Central Interconnect, Inc., as proposed. Roll Call: Yes – 6; No – 0; Absent – 0. Motion carried.**

#### **ADA TOWNSHIP DDA BOARD APPOINTMENT**

Supervisor Haga stated he recommends that Sarah Andro, owner of Suburba Restaurant, to fill a vacancy on the Downtown Development Authority Board, with a term ending January 2017.

**Motion by Jacobs, supported by Proos, to appoint Sarah Andro to fill a vacancy on the Downtown Development Authority Board, with a term ending January 2017. Yes – 6; No – 0; Absent – 0. Motion carried.**

**ZONING BOARD OF APPEALS APPOINTMENTS**

Supervisor Haga stated he recommends that Jackie Smith, as Township Board Representative, with a term ending October 2018; and Susan Burton, as Township Resident, with a term ending October 2016, fill vacancies on the Zoning Board of Appeals.

**Motion by LeBlanc, supported by Proos, to appoint Jackie Smith, as Township Board Representative, with a term ending October 2018, to the Zoning Board of Appeals; and Susan Burton, as a Township Resident, with a term ending October 2016, to the Zoning Board of Appeals. Roll Call: Yes – 6; No – 0; Absent – 0. Motion carried.**

**TRUSTEE VACANCY**

Supervisor Haga stated the process for filling the Township Trustee position is: November 18, applications to be received no later than 4:30 p.m., and distributed to Board members; November 23, Board members select the top six candidates for formal interview by the Township Board; December 7, Special Township Board Meeting for interview of candidates; December 14, Regular Township Board Meeting, Board action to fill the position from the top two candidates.

**Motion by Rhoades, supported by LeBlanc, to approve the process to fill the Township Trustee vacancy as presented.**

Trustee Proos stated he will not be available on December 7, and requested the Special Meeting be moved to November 30.

**Motion by Proos, supported by LeBlanc, to amend the motion for the process to fill the Township Trustee vacancy for the interviews to be held on November 30. Roll Call: Yes – 6; No – 0; Absent – 0. Motion carried.**

**Roll Call on main motion: Yes – 6; No – 0; Absent – 0. Motion carried.**

**OPPORTUNITY FOR PUBLIC COMMENT**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:41 p.m.

Respectfully submitted,

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Jacqueline Smith  
Ada Township Clerk

JS/dr