

. Board of Trustees Regular Meeting  
Agenda

Date: February 18, 2020

Time: 7:00 p.m.

Location: 361 Morton Street, Romeo, MI 48065

Present: Bartholomew  
Edwards  
Hart  
Seidel  
Poznanski  
Malzahn  
Fowler

1. CALL TO ORDER – PLEDGE OF ALLIGIANCE AND ROLL CALL. President Malzahn called the meeting to order at 7:00 p.m.
2. *Approval of Minutes-*  
**MOTION by Hart second by Seidel to approve the meeting minutes for January 21, 2020**  
**AYES: All**  
**NAYS: None**  
**Motion carried.**
3. *Approval of Bills*  
**MOTION by Poznanski second by Bartholomew to approve the bills in the amounts of \$138,791.55 and \$49,679.62**  
**AYES: Poznanski, Bartholomew, Seidel, Edwards, Fowler, Hart, Malzahn**  
**NAYS: None**  
**Motion carried.**
4. *Approval of Agenda*  
**MOTION by Hart second by Edwards to approve the agenda as presented**  
**AYES: All**  
**NAYS: None**  
**Motion carried.**
5. *Special Presentations*
  - a. DTE Business District Lighting Presentation – Brandon Faron, presenter
  - b. UHY-Sewer Asset Management Plan Rate Study – Paul Bailey, presenter
  - c. Romeo District Library Update – Elizabeth Miller and Claire Lopicolo, presenters

6. *Correspondences* – President Malzahn spoke about 2 correspondences: one from GFL Environmental and one from GLWA (Great Lakes Water Authority)

7. *Public Forum – Agenda Items Only* – No comments

8. *Officer Reports:*

a. President's Report-

I wanted to thank everyone who attended the Road Asset Management Plan work session as well as the Master Plan meeting on January 28<sup>th</sup> I watched that meeting live from Virginia, thanks to the MITTtv. I felt that was very informative and will help us at our upcoming Goals and Objectives Budgeting workshops.

January 30<sup>th</sup> I attended the special meeting of the Macomb Partners Velocity Collaboration. This event focused on sharing information about programs, services and data that the MEDC has developed to assist us at the local level.

I attended several informal meetings discussing the tri-community Parks and Rec, we are still focused on making sure that the millage renewal language is submitted to the County for the August ballot. As of right now it will remain a tax levied by both townships, and Romeo will have no representative on the Commission.

I attended both the DDA and Tree Board Meetings for February. The main focus of the DDA now is getting the benches that they purchased installed and possibly coordinating the CBD merchants' sidewalk sales in conjunction with Village Wide Garage Sales. The Tree Board is working to organize an Arbor Day Planting event. Arbor Day is April 24<sup>th</sup>, the Village needs to prepare a declaration and have an official event recognizing Arbor Day in order for me to complete the application to become a designated Tree City USA.

Todd Robinson requested a meeting last Tuesday to discuss the status of the Romeo Middle School Building. He would like to host a Town Hall meeting to provide a timeline and explain the process and reasons that the building will be demolished. You will all be invited to attend once the date has been locked in.

Village staff is working in conjunction with our Police department to enforce the snow removal ordinance, reminding homeowners, tenants and building owners of their responsibility to remove snow and ice from their sidewalks after each snow event. Cindy mailed out and initial 60 letters of notice after our police noted the non-compliant addresses, and they have followed up to issue municipal violation tickets for those who still haven't complied. For those that use the sidewalks daily, please continue to report and concerns to the Village Hall so that we may act promptly to ensure public safety.

I am working with HRC to add a street (Peyerk Court) to our passer report and update the street map maintained by the County. Annually the County requests of the Street Administrator any changes or updates that need to be amended to their mapping system – so we will get them that by April.

Also, the State of Michigan has released the funding amounts for Act 51 monies.

Romeo will receive \$337,115.92 for 2020, \$358,651.99 for 2021, and \$366,274.45 for 2022

b. Clerk's Report-

The Cemetery Board of Trustees met on January 31<sup>st</sup> to begin discussing plans for spring staffing and clean up for spring and summer, also a possible Friends of the Cemetery organization.

Also, for the Cemetery, new Cemetery BSA software has been installed at the Village. With the new software, record keeping should be more organized. Right now, cemetery records are written on notecards and half sheets of papers.

The staff in the Village office and I would like to thank those trustees that voted for the budget to have BSA software come to the Village. BSA has replaced software that was aging up to 20+ years old. The old software was not receiving any new updates which was making their daily duties more and more difficult to complete. They now can do their job more seamlessly with the new software.

Last week I found out that I have received a scholarship for my upcoming Clerk's Institute conference that will be taking place in March. This will be year 2 of a 3-year Clerk's program.

I have submitted a claim to our insurance holder, MML, and it was approved that we are covered and will be reimbursed for a recent legal settlement that was distributed. Just wanted to let the Trustees know.

The Village has an update website!! It launched last week. Thank you for everyone's patience as some updates still need to be made. I am the only one in the office that is versed in this program to make edits and what not so I will keep it up to date as best as can be.

c. Treasurer's Report – Treasurer Maddox thanked those trustees that approved the purchase of BSA software. Explained that Point and Pay is our new credit card processing payment service for taking payments of water bills, taxes and building permits. Lastly, a copy of the update Depository Resolution are in the board packet. The new banks listed all have a 5 Star rating.

d. Trustee Reports- Trustee Seidel showed support of the Sidewalk Ordinance

e. Ex-Officio Planning Commission Member – We have been reviewing the Master Plan as far as the addendums the Village Planner has been presenting to us. Articles 5 and 6 to the Planning Commissions By-Laws. Also, approved the draft for the new Fence Ordinance. The rest of the amendments [by-laws] are being reviewed; going through each one.

#### 9. *Committee Reports*

- a. Parking Lot- No updates
- b. AT&T Committee – No updates

#### 10. *Unfinished Business* - NONE

#### 11. *New Business* –

- a. WWTP Shaft Repair Request  
**MOTION by Poznanski second by Hart to approve MMS (Michigan Mechanical Services Inc.) for \$8675.00**  
**AYES: Poznanski, Hart, Bartholomew, Edwards, Fowler, Seidel, Malzahn**  
**NAYES: None**  
**Motion carried.**
- b. RFP Lawn Service Contract  
**MOTION by Bartholomew second by Edwards to allow Clerk Trapp to move forward with posting the RFP for Lawn Maintenance Service**

**AYES: All**  
**NAYS: None**  
**Motion carried.**

- c. Vettrains Consulting Contract Addendum  
**MOTION by Edwards second by Seidel to add the amendment of billing of Vettrains Consulting at \$130.00 per hour for services**  
**AYES: Edwards, Seidel, Bartholomew, Hart, Malzahn**  
**NAYS: Poznanski, Fowler**
- d. Investment and Depository Designation Resolution Update  
**MOTION by Edwards second by Seidel to approve the list of banks on the updated Investment and Depository Designation Resolution**  
**AYES: All**  
**NAYS: None**  
**Motion carried.**
- e. 2019-2020 FY Budget Amendments  
**MOTION by Bartholomew second by Seidel to approve the 2019-2020 Budget Resolution**  
**AYES: Bartholomew, Seidel, Edwards, Hart, Poznanski, Malzahn**  
**NAYS: Fowler**  
**Motion carried.**
- f. Fiscal Year Corrective Action Plan  
**MOTION by Hart second by Poznanski to approve the Fiscal Year Corrective Action Plan**  
**AYES: All**  
**NAYS: None**  
**Motion carried.**
- g. Legal Opinion Request for Millage Assessment  
**MOTION by Bartholomew second by Hart to move forward with allowing our attorney to review the list for Legal Opinion**  
**AYES: All**  
**NAYS: None**
- h. Budget Meeting(s)/Special Meeting(s) Schedule  
**MOTION by Bartholomew second by Poznanski to move forward with these dates for our Special Meetings: March 9<sup>th</sup>, April 8<sup>th</sup> and April 27<sup>th</sup> (if needed)**  
**AYES: All**  
**NAYS: None**  
**Motion carried.**

12. *Public Comments* – NONE

*13. Adjournment*

**MOTION by Fowler second by Bartholomew to adjourn the meeting at 8:22 p.m.**

**AYES: All**

**NAYS: None**

**Meeting adjourned at 8:22 p.m.**

**~Kathryn Trapp  
Village Clerk**