

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 1**

**1. CALL TO ORDER**

The regular meeting of the Superior Charter Township Board was called to order by the Supervisor at 7:30 p.m. on April 18, 2011, at the Superior Township Hall, 3040 North Prospect, Ypsilanti, Michigan.

**2. PLEDGE OF ALLEGIANCE**

The Supervisor led the assembly in the pledge of allegiance to the flag.

**3. ROLL CALL**

The members present were William McFarlane, Brenda McKinney, Nancy Caviston, Rodrick Green, Lisa Lewis and Alex Williams. Clerk David Phillips was absent.

**4. ADOPTION OF AGENDA**

It was moved by Caviston, seconded by Lewis to adopt the agenda as amended, adding the Zoning Report for April 18, 2011.

The motion carried by a voice vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF MARCH 21, 2011**

It was moved by Caviston, seconded by Williams, to approve the minutes of the regular Board meeting of March 21, 2011, as presented.

The motion carried by a voice vote.

**6. CITIZEN PARTICIPATION**

**A. WASHTENAW COUNTY ROAD COMMISSION ANNUAL MEETING**

Doug Fuller, Chairman of the Washtenaw County Road Commission, introduced staff member Roy Townsend who conducted the Road Commission's Annual Meeting with the Township. They reviewed funding and, projects that were completed in 2010, projects that are proposed for 2011 and other issues related to the roads and drainage in Superior Township. The Board will approve the project list for 2011 at the next regular Board Meeting on May 16, 2011. They presented a list of proposed road improvement projects that totaled \$570,000, which did not include \$33,327 for one application of calcium chloride dust control on the gravel roads and the cost for Township-wide limestone application. Sandi Lopez, 6735 Vreeland Rd. said that the spoils from the Superior Rd.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 2**

roundabout were used to fill in a wetland. She said filling in the wetland was a criminal violation and that the Road Commission should not have allowed such disposal. Steve Purri answered that the contractor hired for the project was hired by the Michigan Department of Transportation (MDOT). Ellen Kurath, 2203 Hickman said that for dust control, calcium chloride is preferable. Michelle Sharp, 8566 Liverpool said it was difficult to get Liverpool fixed but that Hamlet St. as been fixed twice in recent years. Mr. McFarlane explained that Hamlet is a collector street and handles more traffic. Rose Matuszak, 4376 Vorhies Rd. said the surface of Joy Rd. in some places is down to rock. Gerald Matuszak mentioned a problem with water along Vorhies asked about the two projects proposed along Joy Rd. Mr. McFarlane said the Township will try to work with Salem Township to make improvements as a joint project. Robert Hesse, 6060 Joy Rd. said that east Joy Rd. is in good shape but between Vorhies and Dixboro it is in bad shape. The Board budgeted \$176,000 for road improvements for 2011. The Road Commission also has matching funds available in the amount of \$31,259 for Conventional Local Road Program and \$8,793 for the Drainage Program. It is likely that Urban County funds will be approved to resurface Pine Court. The Board will approve the projects to be funded at the May 16, 2011 Board Meeting.

**B. RIC LAWSON, HURON RIVER WATERSHED COUNCIL**

John Langa, Chairman of the Huron River Watershed Council, introduced Ric Lawson, Watershed Planner for the Middle Huron Program. Mr. Lawson made a presentation to the Board about the importance of the Township's 2011-2012 contract for the Middle Huron Partnership and Stormwater Advisory Group. The cost of the contract the Township is \$1,398.00 for two years. Mr. Lawson said the contract affords the following benefits to the Township: monitoring of phosphorus levels in the river, facilitating of meetings with other communities to discuss river quality issues, periodically revise the watershed master plan. He said they have a compact with the Michigan Department of Natural Resources and Environment (MDNRE) to revise the Total Maximum Daily Load (TMDL) for wastewater package plant proposals. McFarlane said that the Township is not required to participate in the Middle Huron Program; however the Township appreciates their support in challenging the DNRE's permitting process for wastewater package plants.

It was moved by McKinney, seconded by Caviston, that the Board approve the contract with the Huron River Watershed Council for the 2011-2012 Middle Huron Partnership and Stormwater Advisory Group in the amount of \$1,398.00 and to authorize the Supervisor to sign the contract.

Roll call vote:

Ayes: McFarlane, McKinney, Caviston, Green, Lewis, Williams

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 3**

Nays: None

Absent: Phillips

The resolution was adopted.

**C. CITIZENS COMMENTS**

There were no Citizen Comments.

**7. REPORTS**

**A. SUPERVISOR REPORT**

Supervisor McFarlane reported on the following: On May 21, 2011, Ypsilanti Township will hold a hazardous waste disposal event as a part of Ypsilanti Pride. The Board agreed by voice vote to participate. A firefighter will retire in August therefore the eligibility list will be started. The Superior Township Green Fair is scheduled for June 11, 2011. Cheney School is closing and the Township does not want to see it boarded up so consideration of possible Township uses will be made.

**B. DEPARTMENT REPORTS: BUILDING DEPARTMENT, FIRE DEPARTMENT, FIRE MARSHAL, HOSPITAL FALSE ALARM, ORDINANCE OFFICER REPORT, PARK COMMISSION MINUTES, SHERIFF'S REPORT, UTILITY DEPARTMENT, ZONING**

It was moved by Caviston, seconded by Williams, that the Superior Township Board receive all reports.

The motion carried by a voice vote.

**8. COMMUNICATIONS**

**A. WATS, COUNTYWIDE TRANSIT AUTHORITY**

Information was provided to the Board from the Washtenaw Area Transportation Study (WATS) about the proposed countywide transit authority. Supervisor McFarlane explained that in order for the Township to retain the ability to become a partner in the countywide transit authority, it must enter into an Act 7 Interlocal Agreement with the Townships of Ann Arbor, Northfield and Salem. This group would then select one person to represent the group in the proposed Countywide AATA Board, which would be composed of fifteen (15) members.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 4**

It was moved by Caviston, seconded by McKinney, to receive the information.

The motion carried by a voice vote.

**9. UNFINISHED BUSINESS**

There was no Unfinished Business.

**10. NEW BUSINESS**

**A. UTILITY DEPARTMENT PURCHASE OF CROSS CONNECTION SOFTWARE**

Rick Church submitted a Request for Legislation. It indicates the Utility Department is required by the Michigan Department of Natural Resources and Environment (MDNRE) to operate software that drives the installation and periodic testing of the approximately 300 backflow preventers installed on the water system. The software the Utility Department was using became corrupted and needs to be replaced. The Utility Department worked with Parhelion to select the new software package that will meet the requirements of the MDNRE and is best suited to the Utility Department's system.

It was moved by McKinney, seconded by Lewis, that the Board adopt the following resolution:

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION FOR APPROVAL FOR PURCHASING THE XC2 EXPRESS VERSION OF CROSS CONNECTION CONTROL SOFTWARE FOR ONE CONCURRENT USER FOR THE UTILITY DEPARTMENT FROM XC2 SOFTWARE, LLC.**

**RESOLUTION NUMBER: 2011-06**

**DATE: April 18, 2011**

**WHEREAS**, the Superior Township Utility Department is a Michigan Charter Township, and

**WHEREAS**, the Superior Township Utility Department has the power, privilege and authority to maintain and operate a utility department providing water and sewer services for the water and sewer district of the Township, and

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 5**

**WHEREAS**, the Utility Department must have a Cross Connection Program as mandated by the State of Michigan Department of Natural Resources and Environment, and

**WHEREAS**, the Department received three service agreement prices from three qualified companies and has chosen the Express Version (1 Concurrent User) of the XC2 Software from XC2 Software, LLC at a price of \$1,750.00;

**NOW, THEREFORE BE IT RESOLVED:** that the Superior Township Board approves the Utility Department to purchase the abovementioned cross connection software from XC2 Software, LLC and that the cost is to be taken from the Department Operation and Maintenance Fund.

Roll call vote:

Ayes: McFarlane, McKinney, Caviston, Green, Lewis, Williams

Nays: None

Absent: Phillips

The resolution was adopted.

**B. ORDINANCE 181, AN ORDINANCE TO CONFIRM ESTABLISHMENT OF THE SUPERIOR CHARTER TOWNSHIP PLANNING COMMISSION UNDER THE PLANNING ENABLING ACT OF 2008**

The Superior Township Planning Commission was established by resolution in the 1950's. In 2008 the Michigan Planning Enabling Act (MPEA) Public Act 33 of 2008, MCL 125.3801 was signed into law. The MPEA requires that municipalities with a planning commission previously established by resolution must adopt a new ordinance to establish the planning commission in compliance with the MPEA. Ordinance 181 establishes Superior Township's planning commission in compliance with the MPEA. It does not include any substantive changes to the procedures, authority or operation of the planning commission.

It was moved by Williams, seconded by McKinney, that the Superior Township Board approve Ordinance 181, An Ordinance to Confirm Establishment of the Superior Charter Township Planning Commission under the Planning Enabling Act of 2008.

**SUPERIOR CHARTER TOWNSHIP**

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 6**

**WASHTENAW COUNTY, MICHIGAN**

**ORDINANCE NO. 181**

AN ORDINANCE TO CONFIRM ESTABLISHMENT OF THE SUPERIOR CHARTER TOWNSHIP PLANNING COMMISSION UNDER THE MICHIGAN PLANNING ENABLING ACT (PUBLIC ACT 33 OF 2008, AS AMENDED; MCL 125.3801, ET. SEQ.)

**SUPERIOR CHARTER TOWNSHIP, WASHTENAW COUNTY, MICHIGAN,  
HEREBY ORDAINS:**

**Section \_\_.01. Purpose and Establishment**

As authorized by the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended; MCL 125.3801, et. seq.), and the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended; MCL 125.3101, et. seq.), the purpose of this Ordinance is to establish a Planning Commission for the Township with the authority, powers, and duties provided by those Acts and subject to the terms and conditions of this Ordinance.

The Planning Commission established by this Ordinance is hereby confirmed to be the successor to the Commission established by Township Board resolution under the former Township Planning Act (Public Act 168 of 1959, as amended; MCL 125.321, et. seq.).

**Section \_\_.02. Membership**

- A. The Planning Commission shall consist of seven (7) members serving for terms of three (3) years and eligible for re-appointment. Members serving on the Planning Commission as of the effective date of this Ordinance shall continue to serve for the remainder of their existing terms so long as they continue to meet eligibility requirements.
- B. One member of the Township Board shall be appointed to the Planning Commission as an ex officio member and Township Board Representative, with full voting rights. An ex officio member's term shall expire with his or her term on the Township Board. No other elected Officer or employee of the Township is eligible to be a member of the Planning Commission. In the event another member is elected to the Township Board, increasing the number of Board members serving on the Commission to more than one (1), then such member's seat on the Planning Commission shall be deemed vacant.
- C. The Township Supervisor shall appoint all Planning Commission members, including the ex officio member, subject to Township Board approval. A

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 7**

- Planning Commission member shall hold office until his or her successor is appointed. Vacancies shall be filled for the unexpired term in the same manner as the original appointment.
- D. Planning Commission members shall be qualified electors of the Township, except that one (1) member may be an individual with established business or property interests in the Township who is a resident and qualified elector of another local unit of government in Michigan.
- E. Planning Commission membership shall be representative of major interests existing in the Township, including but not limited to agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the geography and population of the Township to the extent practicable. This provision shall be applied as new members are appointed to fill Commission vacancies, and shall not be construed to restrict the re-appointment of any member serving as of the effective date of this Ordinance.

**Section \_\_.03. Removal**

The Township Board may remove a member of the Planning Commission for misfeasance, malfeasance or nonfeasance in office upon written charges and after a hearing. Not less than 15 days before the date of the hearing, notice of the date, time, and place of the hearing shall be posted at the Township Hall and mailed to the member subject to the hearing and to all other Planning Commissioners.

**Section \_\_.04. Compensation**

The Planning Commission members may be compensated for their services as provided by Township Board resolution. The Planning Commission may request from the Township Board compensation for member travel, registration, and pre-authorized expenses when performing official activities authorized by the Township Board, including but not limited to attendance at conferences, workshops, and training programs.

**Section \_\_.05. Officers and Committees**

The Planning Commission shall elect a Chair, Vice Chair, and Secretary from its membership, and may create and fill other offices as it considers advisable. The ex officio member of the Planning Commission shall not be eligible to serve as Chair. The term of each office shall be one (1) year, with opportunity for re-election as defined in the Planning Commission Bylaws.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 8**

There shall be no standing committees of the Planning Commission. The Planning Commission Chair may appoint special or ad-hoc advisory committees, as the Planning Commission shall deem necessary to carry on the work of the Commission. Advisory committee members may or may not be members of the Planning Commission. The Chair shall be an ex-officio member of all committees of the Commission.

**Section \_\_.06. Bylaws, Meetings, and Records**

- A. The Planning Commission shall adopt Bylaws for the transaction of business. The Planning Commission shall hold a minimum of four (4) regular meetings per year, and shall determine the time, place, and schedule of regular meetings by resolution.
- B. Unless otherwise provided in the Planning Commission Bylaws, a special meeting may be called by the Chair or by two (2) other members upon written request to the Secretary.
- C. All Planning Commission business shall be conducted at a public meeting held in compliance with the Open Meetings Act (Public Act 267 of 1976, as amended; MCL 15.261, et. seq.).
- D. The Planning Commission shall keep a public record of its resolutions, transactions, findings, and determinations. At least one (1) copy of all documents and materials in any format that are prepared, owned, used, in the possession of or retained by the Planning Commission in the performance of its official functions shall be placed on file at the Township offices per State of Michigan retention guidelines and made available to the public in compliance with the Freedom of Information Act (Public Act 442 of 1976, as amended; MCL 15.231, et. seq.).

**Section \_\_.07. Conflicts of Interest**

Before casting a vote on a matter on which a Planning Commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission. The member shall be disqualified from voting on the matter upon a concurring majority vote of the remaining members of the Planning Commission. Failure of a member to disclose a potential conflict of interest as required by this Ordinance constitutes malfeasance in office.

For the purposes of this Section, the Planning Commission shall define "conflict of interest" in the Planning Commission Bylaws. The Township Board may also adopt additional conflict of interest policies for the Township by resolution.

**Section \_\_.08. Master Plan**

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 9**

The Planning Commission shall be responsible for making and maintaining a Master Plan to promote public health, safety and general welfare; encourage the use of resources in accordance with their character and adaptability; preserve the rural and agricultural character of the Township; provide for planned and orderly land use and development; avoid the overcrowding of land by buildings or people; lessen congestion on public roads and streets; ensure that land uses will be situated in appropriate locations and relationships; and meet the needs of residents for food, fiber, and other natural resources, places of residence, recreation, industry, trade, service, and other uses of land within the Township's planning jurisdiction.

This Master Plan is intended to be the plan as provided for in the Michigan Planning Enabling Act, and incorporated within this Plan is the zoning plan referred to in the Michigan Zoning Enabling Act as the basis for the Township's Zoning Ordinance.

**Section \_\_\_\_ .09. Zoning Commission Authority**

The Township Board hereby confirms the transfer of all authority, powers, and duties provided for "zoning commissions" under the Michigan Zoning Enabling Act to the Superior Charter Township Planning Commission. The Planning Commission shall be responsible for formulation of the Zoning Ordinance and amendments thereto, and reporting its findings and recommendations concerning the Zoning Ordinance or proposed amendments to Township Board. The Planning Commission shall also be responsible for holding hearings, reviewing, and making determinations regarding applications for approval as required by the Zoning Ordinance.

**Section \_\_\_\_ .10. Capital Improvements Program**

- A. In accordance with Section 65 of the Michigan Planning Enabling Act, the Township Board hereby exempts the Planning Commission from responsibility for preparation, approval, and updating of the Township's capital improvements program of public structures and improvements, and delegates this responsibility to the Township Supervisor, subject to final approval by the Township Board.
- B. Each Township department with authority for public structures or improvements shall furnish, annually or upon request by the Township Supervisor, updated lists, plans, and estimates of time and cost for recommended public structures and improvements to the Supervisor.
- C. The Planning Commission may make recommendations to the Board about programs and financing for public structures and improvements, and may advise the Board on the consistency of the Township's capital improvements program with the adopted Master Plan's goals, objectives, and policies.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 10**

**Section \_\_.11. Land Division Responsibilities**

The Planning Commission may recommend to the Township Board amendments or revisions to the Township's Subdivision Ordinance and rules governing the subdivision of land. Before recommending such an Ordinance or rule, the Planning Commission shall hold a public hearing, giving notice of the date, time, and place of the hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the Township and posting at the Township Hall.

The Planning Commission shall review and make recommendations on any proposed plat before action thereon by the Township Board in accordance with the Township's Subdivision Ordinance and the state Land Division Act (Public Act 288 of 1967, as amended; MCL 560.101, et. seq.).

**Section \_\_.12. Annual Report**

The Planning Commission shall make an annual written report to the Township Board concerning its operations and the status of its activities, including recommendations regarding actions by the Township Board related to the Planning Commission's scope of authority, powers, and duties under this Ordinance, the Michigan Planning Enabling Act, and the Michigan Zoning Enabling Act.

**Section \_\_.13. Repeal of Conflicting Provisions**

All other Township ordinances, Township Board resolutions, and parts thereof that conflict with provisions of this Ordinance are hereby repealed and shall be of no further force or effect.

**Section \_\_.14. Severability**

All sections, terms, provisions or clauses of this Ordinance shall be deemed independent and severable. Should a court of competent jurisdiction hold any section, term, provision or clause void or invalid, all remaining sections, terms, provisions and clauses not held void or invalid shall continue in full force and effect.

**Section \_\_.15. Effective Date**

This Ordinance shall be published by posting in the Office of the Clerk, 3040 N. Prospect, Ypsilanti, 48198, and on the Township website – [www.superior-twp.org](http://www.superior-twp.org) – pursuant to Section 8 of the Charter Township Act, being MCL 42.8, 3(b) within 30 days following the final adoption thereof. Publication of this ordinance shall also be made by causing a true copy thereof to be inserted once in the Ypsilanti Courier, a newspaper

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 11**

circulating within the Charter Township of Superior. This ordinance shall take effect 63 days after the ordinance is published.

Roll call vote:

Ayes: McFarlane, McKinney, Caviston, Green, Lewis, Williams

Nays: None

Absent: Phillips

**B. AMENDMENTS TO EMPLOYEE PERSONNEL MANUAL, NON-UNION**

Supervisor McFarlane explained the three changes proposed to the Personnel Manual for Superior Township's non-union employees:

1. Change "longevity bonus" to "longevity pay" and "educational/certification bonus" to "educational/certification incentive".
2. Add "Drug Free Workplace" into the manual.
3. Add language to address abuse of sick time.

Supervisor McFarlane recommended the Board approve the changes to the manual. He explained that the MERS retirement program has always allowed the extra pay for longevity and education/certification to be computed into the final average compensation. Eliminating the word "bonus" in the Personnel Manual helps to prevent any misunderstandings about MERS practice of computing the FAC. The Township Board adopted the Drug Free Workplace policy many years ago. Including it in the manual reinforces the policy. When employees abuse sick time, it can create extra work, disruption and lower morale for other employees. This change provides a measure for management to uniformly measure and respond to abuse of sick time.

Williams questioned the language regarding sick time abuse. He said he was not sure he agreed that anything less than 30 hours is an abuse of sick time. The Board agreed to change the language in the "Excessive use of sick time" section from "This is defined...." to "This may be defined..."

It was moved by McKinney, seconded by Caviston, to approve the following amendments to the Employee Personnel Manual for non-union employee.

**2.21 Longevity Pay**

The Township gives full and part-time employees longevity pay on the anniversary hire date as follows:

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 12**

Year 2-3	1% of base pay	Year 8-9	4% of base pay
Year 4-5	2% of base pay	Year 10-19	5% of base pay
Year 6-7	3% of base pay	Year 20 +	6% of base pay

Beginning 1-1-12, Longevity Pay will be paid according to the following schedule:

Year 2-5	1% of base pay
Year 6-15	2% of base pay
Year 16 +	3% of base pay

If the due date for an employee's longevity pay falls during the time he/she is on unpaid leave, the longevity pay shall be prorated based on actual time worked plus paid service hours. (Service hours are defined as days for which you used paid benefit time.)

**2.22 Education/Certification Incentives**

The Township gives an annual education incentive for full-time employees with a Bachelor's degree from an accredited university. An official transcript must be provided to the Human Resources Administrator. The amount is 3% of base pay, paid on the anniversary date of hire. Various departments have separate pay incentives for certifications. If the due date for an employee's longevity/education pay falls during the time he/she is on unpaid leave, the longevity /education pay shall be prorated based on actual time worked plus paid service hours (Service hours are defined as days for which you used paid benefit time.)

**SECTION 7.0 DRUG-FREE WORK PLACE POLICY**

**7.1** Illegal drugs in the work place impair safety and health, promote crime, lower productivity and work quality, and undermine public confidence. Superior Charter Township will not tolerate the illegal use of drugs. As a Superior Charter Township employee, you are required to abide by the following policies and guidelines regarding use of illegal drugs in the work place. This policy is congruent with the Federal Drug-Free Work Place Act of 1988.

**7.1** All Superior Charter Township premises, including work sites and all Superior Townships vehicles are declared to be drug-free workplaces. As such:

**A.** All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using, or being under the influence of controlled substances in the work place.

**B.** Employees found to be in violation of this policy will be subject to appropriate personnel/disciplinary action, up to and including dismissal for the first offense, and/or

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 13**

other remedial measures as the individual circumstances warrant as indicated in Sections 4.15 and 4.18 of the Work Rules.

**C.** Employees have the right to know the dangers of drug abuse in the work place, Superior Charter Township's policy regarding drug use, and what help is available to combat drug problems. Superior Charter Township will provide a drug awareness program for all employees on the dangers of drug abuse in the work place. To assist employees in overcoming drug abuse problems, Superior Charter Township may offer an Employee Assistance Program. See the Human Resources Administrator for information regarding this.

**D.** Any employee charged with violating any criminal drug statute in the work place must inform Superior Charter Township of the arrest, arraignment and outcome of the charges, including dismissed charges, convictions, or pleas of guilty and nolo contendere within five days of any such action. Failure to so inform Superior Township subjects the employee to disciplinary action, up to and including dismissal for the first offense.

**E.** Superior Charter Township reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.

**F.** Superior Charter Township supports the purpose and goals of the Drug-Free Work Place Act and by this policy announces its intention to comply with the Act and make continuing "good faith" efforts to provide a drug-free work place. All employees are expected to cooperate and give this policy their full support.

**Sick Time Abuse**

**11)** Department heads and the administrative staff shall monitor the use of sick time. The abuse of sick time can result in the disruption of staffing levels, extra work and responsibilities for other employees, and create negative effect on workplace morale. Abuse of sick time includes, but is not limited to:

- a) Establishing a pattern, such as using sick time in conjunction with weekends, vacations or holidays.
- b) Excessive use of sick time. This may be defined as maintaining fewer than thirty (30) hours of sick time in the employee's Sick Time Bank after the first year of full time service. The requirements for part-time employees shall be proportionally adjusted.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 14**

If it is determined that an employee has abused sick time, the employee may be subject to corrective action which includes: documented counseling, requiring the employee to provide a doctor's excuse for future sick time use; disciplinary action up to and including dismissal.

Roll call vote:

Ayes: McFarlane, McKinney, Caviston, Green, Lewis, Williams

Nays: None

Absent: Phillips

The resolution was adopted.

**C. AMENDMENTS TO UNION FIREFIGHTERS PERSONNEL  
OPERATING PROCEDURES WORK RULES**

Supervisor McFarlane explained that the proposed changes are the same as those to the non-union employees Personnel Manual. He is recommending the proposed change so that work rules for both groups are uniform.

It was moved by Williams, seconded by McKinney, to approve the following amendments to the Superior Township Union Firefighters Personnel Operating Procedures Work Rules:

**Section 1.17 Sick Time**

- A. See the adopted STF Union Contract in effect.
- B. Abuse of Sick Time. Department heads and the administrative staff shall monitor the use of sick time. The abuse of sick time can result in the disruption of staffing levels, extra work and responsibilities for other employees, and create negative effect on workplace morale. Abuse of sick time includes, but is not limited to:
  - 1) Establishing a pattern, such as using sick time in conjunction with weekends, vacations or holidays.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 15**

- 2) Excessive use of sick time. This may be defined as maintaining fewer than seven (7) days of sick time in the employee's Sick Time Bank after the first year of full time service.

If it is determined that an employee has abused sick time, the employee may be subject to corrective action which includes: documented counseling, requiring the employee to provide a doctor's excuse for future sick time use; disciplinary action up to and including dismissal.

Roll call vote:

Ayes: McKinney, Caviston, Green, Lewis, Williams, McFarlane

Nays: None

Absent: Phillips

The motion carried.

**D. PARKS DEPARTMENT DISPOSAL OF TRUCK**

Parks Director Keith Lockie provided a memo to the Board requesting approval to dispose of the Parks Department's 1995 Ford Pick-up truck. The Parks Department recently purchased a 2010 truck and no longer needs this older truck. He is proposing to place the truck in an auction in June where Washtenaw County disposes of their surplus property. The Parks Commission has recommended approval of this action with any revenue received being added to the Parks' operating funds.

It was moved by McKinney, seconded by Lewis, that the Superior Township Board approve the Parks Department disposing of their 1995 Ford Pick-up truck at the June Washtenaw County Government auction and that all revenue received be added to the Parks' Dept. operating funds.

Roll call vote:

Ayes: McKinney, Caviston, Green, Lewis, Williams, McFarlane

Nays: None

Absent: Phillips

The motion carried.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 16**

**E. RENEWAL OF VISION SERVICE PLAN INSURANCE FOR TOWNSHIP EMPLOYEES**

Township Accountant Susan Mumm provided a Memo dated April 16, 2011, in which she explains that the current contract with Vision Service Plan for vision insurance for Township employees expires on June 1, 2011. Vision Service Plan has offered to renew a comparable insurance plan for June 2011- May 2013 at cost of 5% less. Rates for a single person would decrease from \$11.26 per month to \$10.75 per month. Couple/Family rates would decrease from \$25.49 to \$24.33. Ms. Mumm recommends that the Board approve the contract with Vision Service Plan for two years at the price indicated.

It was moved by McKinney, seconded by Caviston, that the Superior Township Board approve renewing the vision insurance plan for all Township employees with Vision Service Plan for June 2011 thru May 2013 at a cost of \$10.75 per month for individuals and \$24.33 per month for couples and families.

Roll call vote:

Ayes: McKinney, Caviston, Green, Lewis, Williams, McFarlane

Nays: None

Absent: Phillips

The motion carried.

**11. PAYMENT OF BILLS**

It was moved by Caviston, seconded by Lewis, that the bills be paid as submitted in the following amounts: General - \$1,527.50; Law Fund - \$20,620.50; for a total of \$22,148.00. Further, that the Record of Disbursements be received.

The motion carried by a unanimous voice vote.

**12. PLEAS AND PETITION**

There were none.

**13. ADJOURNMENT**

It was moved by McKinney, seconded by Caviston, that the meeting be adjourned. The motion carried by a voice vote and the meeting adjourned at 9:10 p.m.

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
APRIL 18, 2011  
ADOPTED MINUTES  
PAGE 17**

Respectfully submitted,

David Phillips, Clerk

William McFarlane, Supervisor