



# SYLVAN TOWNSHIP

18027 Old US 12

Chelsea, Michigan 48118-9673

(734) 475-8890

Fax: (734) 475-8905

## Agenda of the Sylvan Township Board Meeting June 4, 2019, 7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Presentation of Bills
4. Public Comment-3 minutes per person

### 5. CONSENT AGENDA

- a. Approval of May 7, 2019, Regular BOT Meeting draft minutes
- b. Approval of May 13, 2019, Special BOT meeting draft minutes
- c. Correspondence
- d. Committee Reports:
  - Water & Sewer Authority
  - Library
  - CAFA
  - CACA
  - Planning Commission
  - WAVE
  - CAPT/DART
- e. Board Reports:
  - Supervisor
  - Treasurer
  - Clerk
  - Trustees
- f. Department Reports:
  - DPW
  - Assessor
  - Zoning Administrator

### 6. APPROVAL OF AGENDA

#### 7. Unfinished Business:

- Discussion of Roof for Sylvan Township Hall
- Replacement of Current Alarm Company
- Residents Request to Remove Steve Eiseman from the Planning Commission

#### 8. New Business:

- Approval of Kerry Franks appointment to the Water and Sewer Authority
- Approval of 1 Year Agreement with AireServ (formerly Comfort One), to Maintain our Boiler and Cooling Equipment
- Appointment of Bob Scull to Leoni Regional Utilities Authority
- Term Renewal for Angela Menegay; Currently Serving on the Zoning Board of Appeals
- Approval of Process Solutions for a Water System Hydraulic Study

<b>SUPERVISOR</b>	<b>CLERK</b>	<b>TREASURER</b>	<b>TRUSTEE</b>	<b>TRUSTEE</b>
<b>TOM McKERNAN</b>	<b>KATHLEEN KENNEDY</b>	<b>RODNEY BRANHAM</b>	<b>KURT P KOSECK</b>	<b>CYNDI JABARA</b>

- Budget Amendment 19-7
- Change Board Meeting Date in from August 6, 2019, Because of Election
- Request from Resident Patrick Zieske to Remove Restrictions on the Size of a Home
- Approval of Citizen Agenda Form and Guidelines

Public Comment  
Adjourn

**SUPERVISOR**  
**TOM McKERNAN**

**CLERK**  
**KATHLEEN KENNEDY**

**TREASURER**  
**RODNEY BRANHAM**

**TRUSTEE**  
**KURT P KOSECK**

**TRUSTEE**  
**CYNDI JABARA**

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
<b>Bank CSBWT SYLVAN WATER</b>							
05/08/2019	CSBWT	1744	0697	ADM ENVIRONMENTAL LLC		500.00	Open
05/08/2019	CSBWT	1745	0707	H2O COMPLIANCE SERVICES INC.		100.00	Open
05/08/2019	CSBWT	1746	0728	DE LAGE LANDEN PUBLIC FINANCE		998.94	Open
05/08/2019	CSBWT	1747	0744	GREAT LAKES ACE		203.10	Open
05/08/2019	CSBWT	1748	219	CONSUMERS ENERGY		2,260.32	Open
05/08/2019	CSBWT	1749	336	DTE ENERGY		322.40	Open
05/08/2019	CSBWT	1750	399	ALTECH		285.83	Open
05/08/2019	CSBWT	1751	402	MODERN WASTE SYSTEMS		425.00	Open
05/08/2019	CSBWT	1752	499	ETWA SUPPLY COMPANY	ANNUAL SUPPORT	2,500.00	Open
05/29/2019	CSBWT	1753	0695	INFRASTRUCTURE ALTERNATIVES		24,253.66	Open
05/29/2019	CSBWT	1754	0710	UIS PROGRAMMABLE SERVICES		1,259.73	Open
05/29/2019	CSBWT	1755	0724	PROCESS SOLUTIONS, INC.	IRON FILTER PROJECT	138,325.00	Open
05/29/2019	CSBWT	1756	0803	PROCESS RESULTS, INC.	CAV LAKE WATERMAIN	4,681.10	Open
05/29/2019	CSBWT	1757	219	CONSUMERS ENERGY		198.90	Open
05/29/2019	CSBWT	1758	26	MIDWESTERN CONSULTING LLC	WATERMAIN RELOCATION	232.50	Open
05/29/2019	CSBWT	1759	336	DTE ENERGY		204.68	Open
05/29/2019	CSBWT	1760	374	USA BLUE BOOK		859.97	Open

**CSBWT TOTALS:**

Total of 17 Checks:  
 Less 0 Void Checks:

177,611.13  
 0.00

Total of 17 Disbursements:

177,611.13

User: KATHY  
 DB: Sylvan Twp  
 CHECK DATE FROM 05/07/2019 - 05/30/2019

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
Bank CSB CHELSEA STATE BANK							
05/08/2019	CSB	11617	07	CHELSEA PRINT & GRAPHICS	ST LOUIS	106.99	Open
05/08/2019	CSB	11618	0762	MICHIGAN OFFICE CONNECTION	OFFICE CHAIRS	260.00	Open
05/08/2019	CSB	11619	0774	GUARDIAN ALARM	5/1/19-10/31/19	276.90	Open
05/08/2019	CSB	11620	0810	CHALLENGER TECHNOLOGIES, LLC	COMPUTER EQUIP	233.98	Open
05/08/2019	CSB	11621	165	ES&A SOFTWARE	ASSESSING SYSTEM	956.00	Open
05/08/2019	CSB	11622	219	CONSUMERS ENERGY		454.37	Open
05/08/2019	CSB	11623	234	RICOH USA, INC		166.99	Open
05/08/2019	CSB	11624	336	DTE ENERGY		375.00	Open
05/08/2019	CSB	11625	51	SANDY HOWLETT		149.71	Open
05/08/2019	CSB	11626	681	WELLS FARGO VENDOR		180,000.00	Open
05/22/2019	CSB	11627	0690	SYLVAN TWPSP WATER ENTERPRISE FUN ADVANCE FOR IRON FILTER PROJECT & EX		180.00	Open
05/22/2019	CSB	11628	0791	BAUCKHAM, SPARKS, THALL, SEEBER &	ROOF REPAIR	415.00	Open
05/22/2019	CSB	11629	18	R.D. KLEINSCHMIDT, INC.	DUES 7/1/19-6/30/20	3,458.29	Open
05/22/2019	CSB	11630	27	MICHIGAN TOWNSHIPS ASSOC.	CHARGEBACK	403.37	Open
05/22/2019	CSB	11631	45	WASHTENAW COUNTY TREASURER		129.93	Open
05/29/2019	CSB	11632	336	DTE ENERGY		1,753.18	Open
05/29/2019	CSB	11633	40	CITY OF CHELSEA	REMEDIATION	68.25	Open
05/29/2019	CSB	11634	402	MODERN WASTE SYSTEMS	6/1-8/31	300.00	Open
05/29/2019	CSB	11635	51	SANDY HOWLETT		149.71	Open
05/29/2019	CSB	11636	681	WELLS FARGO VENDOR		457.64	Open
05/29/2019	CSB	11637	97	OFFICE DEPOT			

CSB TOTALS:  
 Total of 21 Checks: 190,603.60  
 Less 0 Void Checks: 0.00  
 Total of 21 Disbursements: 190,603.60



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Draft minutes of the Township Board of Trustees meeting  
May 7, 2019 at 700 p.m.

Present: Supervisor McKernan, Treasurer Branham, Clerk Kennedy, Trustee Jabara, Trustee Koseck

Absent: None

Open the Meeting at 7:02 p.m. Supervisor McKernan recognized the presence of Gregory Dill, Washtenaw County Administrator and thanked him for being at the meeting.

Motion to approve Presentation of the Bills by Koseck; supported by Branham. All ayes, motion carried.

Public Comment:

Patrick Zieske urged the Board to weigh the decision of Salary Resolutions, not on the person, but on the position and to use good judgement.

Scott Cooper: Expressed that elected officials should be able to do their jobs in 6 hours a week.

Rick Clement: Clerk is in the office much more than 6 hours a week.

Amanda Ballard: Clerk has responded to her outside of 6 hours a week, Monday & Wednesday 9-noon.

Scott Cooper: Suggested that office hours should be 9-noon Monday through Thursday.

Chelsea District Library Strategic Plan Update by Lori Coryell, also present; Library staff members Melanie Bell and Ron Andrews.

Motion to approve the Consent Agenda containing Approval of March 26, 2019 Budget Hearing minutes; and Approval of March 26, 2019 Board meeting minutes by Koseck, supported by Branham. All ayes, motion carried.

Correspondence: None

Committee Reports:

- Water and Sewer Authority-no written report
- Library-see written report
- CAFA-no written report
- CACA-see written report
- Planning Commission-see written report
- WAVE – no written report
- CAPT/DART-no written report

**SUPERVISOR**  
**TOM MCKERNAN**

**CLERK**  
**KATHLEEN KENNEDY**

**TREASURER**  
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## Board Reports:

- Supervisor-no written report
- Treasurer-see written report
- Clerk- see written report
- Trustees-see written report from Trustee Jabara. No written report from Trustee Koseck.

## Department Reports:

- DPW-see written report
- Assessor-see written report
- Zoning Administrator-see written report

Motion by Kennedy, supported by Jabara to approve Agenda with the addition of the addition of four items under New Business, as outlined:

- Approval of John Budinger to alternate of Water and Sewer Authority,
  - Request for Removal of Steve Eiseman from Planning Commission,
  - Request to engage Bauckman, Sparks, et al as Sylvan Township Attorney of Record, and
  - Request to move supervision of Zoning Administrator/Planning Department to Supervisor.
- All ayes, motion carried.

Motion to approve Resolution 19-03, Resolution for Clerk Salary by Kennedy, supported by McKernan. Roll call vote: Koseck, no; Branham, no; McKernan, yes; Kennedy, yes; Jabara, yes. Motion carried, Resolution approved.

Motion to approve Resolution 19-01, Resolution on Supervisor Salary by Kennedy, supported by Koseck. Roll call vote: Koseck, yes; Branham, yes; McKernan, yes; Kennedy, yes; Jabara, yes. Motion carried, Resolution approved.

Motion to approve Resolution 19-02, Resolution on Treasurer Salary by Kennedy, supported by Koseck. Rollcall vote: Koseck, yes; Branham, no; McKernan, yes; Kennedy, yes; Jabara, yes. Motion carried, resolution approved.

Motion to approve Resolution 19-04, Resolution on Trustees Salary by Kennedy, supported by Branham. Roll call vote: Koseck, yes; Branham, yes; McKernan, yes; Kennedy, yes; Jabara, yes.

Motion to table discussion of replacement roof for Sylvan Township Hall for more information from insurance company by Koseck, supported by Branham. All ayes, motion carried.

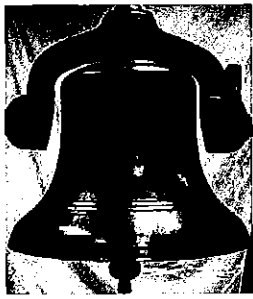
**SUPERVISOR**  
**TOM MCKERNAN**

**CLERK**  
**KATHLEEN KENNEDY**

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Water and Sewer Vacancy, one interested resident has come forward to fill vacancy, discussion and approval at next meeting.

Motion to table Replacement of Current Alarm Company to gather more information by Branham, supported by Kennedy. All ayes, motion carried.

Motion to retain T & N for lawn service, approving contract dated May 7, 2019 through October 31, 2019 by Branham, supported by Jabara. All ayes, motion carried.

Motion to appoint David Reinhardt to the Water and Sewer Authority by Branham, supported by Kennedy. All ayes, motion carried.

Motion to approve Resolution 19-6 in support of legislation that would allow Township Boards the option to have its elected offices appear as nonpartisan on the ballot by Koseck, supported by Branham. Roll call vote: Koseck, yes; Branham, yes; McKernan, yes; Kennedy, no; Jabara, yes. Motion carried, resolution approved.

Motion to approve Assessor Assistant Job Description with the addition of "not to exceed ten (10) hours" by Branham, supported by Kennedy. All ayes, motion carried.

Motion to approve Washtenaw County Road Commission First Agreement by Koseck, supported by Branham. All ayes, motion carried.

Motion to table Washtenaw County Road Commission Second Agreement to gather more information by Branham, supported by McKernan. Supervisor McKernan will call a Special Meeting to comply with the Road Commission deadline on preserving matching funds.

Motion to approve writing off customer deposits from 1999-2006 by Koseck, supported by Branham. All ayes, motion carried.

Motion to accept request from John Budinger to be removed from full time member and appointed as alternate on the Water and Sewer Authority by Branham, supported by Koseck. All ayes, motion carried.

Motion to table Removal of Steve Eiseman from Planning Commission request for further investigation and information by Branham, supported by Kennedy. All ayes, motion carried.

Motion to engage legal the legal firm of Bauckman, Sparks, Thall, Seeber & Kaufman, P.C. as Sylvan Township's attorney of record thereby moving all legal business of the Township to them with the exception of ongoing legal business engaged with Keusch, Flintoft & Fink by Jabara, supported by Koseck. All ayes, motion carried.

**SUPERVISOR**  
**TOM MCKERNAN**

**CLERK**  
**KATHLEEN KENNEDY**

**TREASURER**  
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Motion that oversight supervision of the Zoning and Planning Departments, be removed from the office of Treasurer; and returned to the office of Supervisor for the purpose of direct reporting on follow up of legal matters in a facilitator capacity only by Jabara, supported by Branham. All ayes, motion carried.

Public Comment:

Mr. Adams: Please retain assistance for the Zoning Administrator. Money has been budgeted for an assistant position; it should be filled this year.

Jan Carr: Requested that Clerk Kennedy report back from the Washtenaw County Clerk meeting on May 15, 2019 with changes due to Proposal 18-3.

Patrick Zieske: Requests greater separation of funds on the reports from the Treasurer.

Scott Cooper: wants to know what has been done about the tree in the road on Garvey Road, he has unhappy with the Road Commission plow doing damage to the work they did last year on Cavanaugh Lake Road, and he would like an update on the State of Michigan response to the audit. Supervisor McKernan said he is the point person that matter.

Amanda Ballard: Alleged conflict of interest on the Planning Commission needs to be addressed.

Jan Carr: Would like to request that written reports of officials and Commission members be included with the minutes.

Scott Cooper: Is interested in Private Road Ordinance

Cori Russell: some municipalities limit where private roads can be, cited Sharon Township as example, Sec. 1905.

Patrick Zieske: doesn't want unrestricted development.

Karen Woollams: If she hadn't gotten a shared driveway 28 years ago, her family might not have been able to buy and build on their lot.

Cori Russell: Increasing tax base shouldn't be our main concern. Need to find better solutions.

Scott Cooper: Expressed disappointment in the Board, disappointed in the Clerk pay increase, disappointed that there is no Parks and Rec Department in Sylvan Township.

Motion to adjourn by McKernan, supported by Branham. All ayes, motion carried.



Draft minutes of the Special Meeting of the Sylvan Township Board

18027 Old U.S. 12, Chelsea, MI 48118

May 13, 2019 at 6:30 p.m.

Present: Supervisor McKernan, Treasurer Branham, Clerk Kennedy, Trustee Jabara, Trustee Koseck

Absent: None

Call to Order at 6:30 p.m.

Pledge of Allegiance

Public Comment:

Resident Scott Cooper asked for the Township Treasurer to resign.

Resident Anne Kalmbach stated it would have been nice to have the cameras in place at the Township in the past.

Discussion of Washtenaw County Road Commission Agreement: Motion by McKernan, supported by Jabara to roll over the fund allocated for 2019 in the amount of \$25,173.85 to the year 2020 and provide written request of such and identify projects for which the funds will be held. All ayes, motion carried.

Public Comment: Resident Scott Cooper is unhappy the Township is not spending more money on roads.

Motion to adjourn at 6:50 p.m. by Branham, supported by Kennedy. All ayes, motion carried.

# SYLVAN TOWNSHIP

## REQUEST FORM - BOT AGENDA ITEM

*Due at least 10 days prior to Board Meeting to ensure it will be on the agenda*

<b>Title of Item I/we Request to be added to the BOT agenda:</b> Approval of Kerry Franks appointment to the Water and Sewer Authority					
<b>Date of BOT meeting this item should appear:</b> June 4, 2019					
<b>Submitted by:</b> Kathleen Kennedy					
<b>EXPLANATION OF AGENDA ITEM</b>					
Kerry Franks submitted a declaration of interest for a position on the Sylvan Township Sewer and Water Authority Board. The current vacant position ended April 2018, and is a 3 year term.					
<b>TYPE OF REQUEST</b>					
<input type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Motion	<input checked="" type="checkbox"/>	Discussion
NOTE: If you are requesting a resolution, include your resolution statement as an attachment to this document upon submission.					
In addition, if this is a new agenda item provide any copies of information which are pertinent to be included in BOT packets.					
<b>EXPENSES</b>					
▪ Does this agenda item require the expenditure of funds ( ) YES (X) NO					
▪ If yes, are funds budgeted? ( ) YES ( ) NO ( ) UNCERTAIN					
<b>SUBMIT TO:</b>					
Send/Give all documents, including this form to Kathleen Kennedy, Clerk at least 10 days prior to the meeting to ensure it will be included on the agenda: <a href="mailto:kkennedy@sylvan-township.org">kkennedy@sylvan-township.org</a>					

# SYLVAN TOWNSHIP

## REQUEST FORM - BOT AGENDA ITEM

*Due at least 10 days prior to Board Meeting to ensure it will be on the agenda*

**Title of Item I/we Request to be added to the BOT agenda:**

Agreement for Aireserv (formerly Comfort One) to maintain our A/C and Boiler

**Date of BOT meeting this item should appear:**

June 4, 2019

**Submitted by:**

Susan Gilbee

### EXPLANATION OF AGENDA ITEM

Aireserve has submitted a quote to maintain our Boiler, and A/C units, for a period of one year. We have used this company for several years. Two years ago we went out for bid, however, still chose Aireserve (Comfort One). Their current quote is \$30 over the quotes for each of the past two years.

### TYPE OF REQUEST

<input type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Motion	<input checked="" type="checkbox"/>	Discussion
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NOTE: If you are requesting a resolution, include your resolution statement as an attachment to this document upon submission.

In addition, if this is a new agenda item provide any copies of information which are pertinent to be included in BOT packets.

### EXPENSES

- Does this agenda item require the expenditure of funds (x ) YES ( ) NO
- If yes, are funds budgeted? ( x ) YES ( ) NO ( ) UNCERTAIN

### SUBMIT TO:

Send/Give all documents, including this form to Kathleen Kennedy, Clerk at least 10 days prior to the meeting to ensure it will be included on the agenda:

[kkennedy@sylvan-township.org](mailto:kkennedy@sylvan-township.org)

# SYLVAN TOWNSHIP

## REQUEST FORM - BOT AGENDA ITEM

*Due at least 10 days prior to Board Meeting to ensure it will be on the agenda*

<b>Title of Item I/we Request to be added to the BOT agenda:</b> Appointment of Bob Scull to Leoni Regional Utilities Authority					
<b>Date of BOT meeting this item should appear:</b> June 4, 2019					
<b>Submitted by:</b> Tom McKernan					
<b>EXPLANATION OF AGENDA ITEM</b>					
Currently, the delegate position is vacant on the Leoni Regional Utilities Authority. The Township needs representation at their meetings. This is a 3 year term.					
<b>TYPE OF REQUEST</b>					
<input type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Motion	<input checked="" type="checkbox"/>	Discussion
NOTE: If you are requesting a resolution, include your resolution statement as an attachment to this document upon submission.					
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<b>EXPENSES</b>					
▪ Does this agenda item require the expenditure of funds ( ) YES ( ) NO					
▪ If yes, are funds budgeted? ( ) YES ( ) NO ( ) UNCERTAIN					
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# SYLVAN TOWNSHIP

## REQUEST FORM - BOT AGENDA ITEM

*Due at least 10 days prior to Board Meeting to ensure it will be on the agenda*

**Title of Item I/we Request to be added to the BOT agenda:**

Term Renewal for Angela Menegay who is Currently Serving on the Zoning Board of Appeals

**Date of BOT meeting this item should appear:**

June 4, 2019

**Submitted by:**

Tom McKernan

**EXPLANATION OF AGENDA ITEM**

The Zoning Board of Appeal members serve 3 year terms. Angela Menegay's term expired 3-2019

**TYPE OF REQUEST**

<input type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Motion	<input checked="" type="checkbox"/>	Discussion
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**EXPENSES**

- Does this agenda item require the expenditure of funds ( ) YES ( ) NO
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# SYLVAN TOWNSHIP

## REQUEST FORM - BOT AGENDA ITEM

*Due at least 10 days prior to Board Meeting to ensure it will be on the agenda*

**Title of Item I/we Request to be added to the BOT agenda:**

Approval of Process Solutions for a Water System Hydraulic Study

**Date of BOT meeting this item should appear:**

June 4<sup>th</sup> 2019

**Submitted by:**

Robert Scull

### EXPLANATION OF AGENDA ITEM

Proposal for a Hydraulic study. The study will help the township predict the impact of future development on the water system.

### TYPE OF REQUEST

<input type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Motion	<input checked="" type="checkbox"/>	Discussion
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### EXPENSES

- Does this agenda item require the expenditure of funds (  ) YES (  ) NO
- If yes, are funds budgeted? (  ) YES (  ) NO (  ) UNCERTAIN

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# SYLVAN TOWNSHIP

## REQUEST FORM - BOT AGENDA ITEM

*Due at least 10 days prior to Board Meeting to ensure it will be on the agenda*

**Title of Item I/we Request to be added to the BOT agenda:**

Budget Amendment Resolution 19-7

**Date of BOT meeting this item should appear:**

June 4, 2019

**Submitted by:**

Kathleen Kennedy

### EXPLANATION OF AGENDA ITEM

Budget transfer necessary to purchase a laptop computer for elections. This is our EPB (Electronic Poll Book) which is used at the precinct polls.

Upgrade of Windows 10 necessary to upload new programs.

### TYPE OF REQUEST

Resolution

Motion

Discussion

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In addition, if this is a new agenda item provide any copies of information which are pertinent to be included in BOT packets.

### EXPENSES

▪ Does this agenda item require the expenditure of funds (  ) YES (  ) NO

▪ If yes, are funds budgeted? (  ) YES (  ) NO (  ) UNCERTAIN

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# SYLVAN TOWNSHIP

## REQUEST FORM - BOT AGENDA ITEM

*Due at least 10 days prior to Board Meeting to ensure it will be on the agenda*

**Title of Item I/we Request to be added to the BOT agenda:**

Remove restrictions on the size of a home

**Date of BOT meeting this item should appear:**

6/4/2019

**Submitted by:**

Patrick Zieske

### EXPLANATION OF AGENDA ITEM

Affirm the right of individuals to determine the size of their home. Remove restrictions on minimum home size.

Motion: "All language in Sylvan Township ordinances specifying a minimum home size or minimum residential floor area shall be rescinded. If necessary, the Sylvan Township Planning Commission and the Zoning/Planning Officer shall be directed to implement this decision."

### TYPE OF REQUEST

<input type="checkbox"/>	<b>Resolution</b>	<input checked="" type="checkbox"/>	<b>Motion</b>	<input type="checkbox"/>	<b>Discussion</b>
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In addition, if this is a new agenda item provide any copies of information which are pertinent to be included in BOT packets.

### EXPENSES

- Does this agenda item require the expenditure of funds ( ) YES (X) NO
- If yes, are funds budgeted? ( ) YES ( ) NO ( ) UNCERTAIN

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# SYLVAN TOWNSHIP

## REQUEST FORM - BOT AGENDA ITEM

*Due at least 10 days prior to Board Meeting to ensure it will be on the agenda*

Title of Item I/we Request to be added to the BOT agenda: Citizen Agenda form and guidelines					
Date of BOT meeting this item should appear: June 4, 2019					
Submitted by: Kathleen Kennedy					
<b>EXPLANATION OF AGENDA ITEM</b>					
Sylvan Township has no current form or process by which citizens can request items be put on the agenda. This is become a concern and adoption of form and guidelines will be very helpful to this define process. We want to encourage citizen communication and simultaneously conduct Township Board meetings in the most effective, productive way.					
<b>TYPE OF REQUEST</b>					
<input type="checkbox"/>	<b>Resolution</b>	<input type="checkbox"/>	<b>Motion</b>	<input checked="" type="checkbox"/>	<b>Discussion</b>
NOTE: If you are requesting a resolution, include your resolution statement as an attachment to this document upon submission.					
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<b>EXPENSES</b>					
Does this agenda item require the expenditure of funds ( ) YES (X) NO					
If yes, are funds budgeted? ( ) YES ( ) NO ( ) UNCERTAIN					
<b>SUBMIT TO:</b>					
Send/Give all documents, including this form to Kathleen Kennedy, Clerk at least 10 days prior to the meeting to ensure it will be included on the agenda: kkennedy@sylvan-township.org					