

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR VIRTUAL MEETING
Thursday, May 14, 2020
7:30 p.m.

Call to Order
Pledge of Allegiance
Members Present/Members Absent
Electronic Voting Policy
Call to the Public

- 1) Approval of Agenda
- 2) Consent Agenda
 - a. Approval of April 23, 2020 Regular Meeting Minutes
 - b. April 21, 2020 HAPRA Minutes
- 3) Set Public Hearing for the 2020-2021 Budget
- 4) Countertop Protection
- 5) Township Roads
- 6) Township Parking Lot

Correspondence and Updates
Howell City WWTP Expansion

Call to the Public
Adjournment

Reminder: Next Board Packet will be ready after 3pm on Thursday, May 21, 2020

**MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR ELECTRONIC MEETING
APRIL 23, 2020**

MEMBERS PRESENT: Les Andersen, Tammy Beal, Duane Stokes, Greg Durbin, Scott Lloyd, Dan Lowe, and Bob Hanvey

MEMBERS ABSENT: None

OTHERS PRESENT: Phil Westmoreland, Spicer; Dave Hamann, Zoning Administrator

CALL TO ORDER

Bob Hanvey called the meeting to order at 7:30 pm.

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT

The board members introduced themselves.

ELECTRONIC VOTING POLICY

Les Andersen motioned to approve the electronic voting policy, as presented. Tammy Beal seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Stokes—all yes. **Motion carried 7-0.**

CALL TO THE PUBLIC

No response.

APPROVAL OF AGENDA

Duane Stokes motioned to approve the agenda. Greg Durbin seconded. **Motion carried.**

CONSENT AGENDA

Les Andersen motioned to approve the consent agenda. Scott Lloyd seconded. **Motion carried.**

2020-2021 HAFA BUDGET

Chief Andy Pless was present to answer any questions about the budget. He said the budget includes 2% raises and a replacement for Engine 20. No questions were raised. Les Andersen motioned to adopt a resolution to approve the Howell Area Fire Authority 2020-2021 budget as presented. Greg Durbin seconded. Roll call vote: Stokes, Durbin, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Resolution passed 7-0.**

HAFA ARTICLES OF INCORPORATION

Chief Pless said he is asking the board to approve amending the Articles of Incorporation to allow the Fire Authority Board to approve the annual budget if the Authority is fully funded by a millage. Dan Lowe motioned to adopt a resolution to approve the Fifth Amended and Restated Articles of Incorporation of the Howell Area Fire Authority, as presented. Les Andersen seconded. Roll call vote: Beal, Andersen, Stokes, Durbin, Lowe, Hanvey, Lloyd—all yes. **Resolution passed 7-0.**

LATE FEES FOR SEWER USAGE BILLS

Bob Hanvey said the MHOG Board has voted to waive late fee on delinquent payments for water usage for the first quarter of 2020 billing period only. He is asking the board members to consider the same for sewer usage. Scott Lloyd motioned to waive late fees on delinquent payments for sewer usage for the first quarter of 2020. Tammy Beal seconded. Motion carried.

JULY 1, 2020-JUNE 30, 2021 TAX ALLOCATION

Bob Hanvey provided the budget summary for review; one major change is the estimate for revenue sharing. The allocation budget is the basis for the budget that will be submitted in June.

TOWNSHIP ROADS

Phil Westmoreland asked whether the township board members wanted to identify areas to be patched on Schafer Road or have the LCRC identify them. The estimate to repair Schafer Road is \$190,000. Duane Stokes said he would rather hold off on repairs and just have holes patched. Tammy Beal said she would rather concentrate on fixing the parking lot.

TOWNSHIP PARKING LOT

Phil Westmoreland presented the board members with several options for repairing the parking lot. Dan Lowe feels it would make more sense to have the area by the fire department (4th option) done with gravel this year and do the complete project next year. Greg Durbin said the "swale" in the middle of the parking lot could be a liability issue. Duane Stokes motioned to have Phil Westmoreland and Dan Lowe work on the scope of services for a bid packet to implement "Option 4" and patch the swale. Les Andersen seconded. **Motion carried.**

CORRESPONDENCE & UPDATES

Bob Hanvey said the "Next Door" website for community residents had a thank you for cleaning up the roadsides. Dan Lowe asked whether the company the township hired was picking up glass bottles, because there were several by his house that were passed by. Duane Stokes asked if anyone else had been having issues with the Green Sheet being thrown in driveways; if so, the township can resend a letter to the Livingston County Daily Press & Argus to ask them to stop.

CALL TO THE PUBLIC

No response.

ADJOURNMENT

Les Andersen motioned to adjourn at 8:12 pm. Greg Durbin seconded. **Motion carried.**

Submitted by: S. Longstreet

Tammy L. Beal, Township Clerk Date

Robert W. Hanvey, Township Supervisor Date



Howell Area Parks & Recreation Authority
Bennett Recreation Center

Regular Virtual Board Meeting Minutes April 21, 2020

Call to Order

Chairman Sean Dunleavy called the meeting to order at 7:00 pm.

Attendance

Chairman Sean Dunleavy, Vice Chair Diana Lowe, Treasurer Bob Ellis, Secretary Tammy Beal, Trustee Jean Graham

Absent

None

Staff

Director Tim Church, Kevin Troshak, Chris Techentin, Amelia Purdy Ketchum, Ann Marie Moran, Renee Baumgart, Jen Savage, Kyle Tokan

Public

None

Pledge of Allegiance

Approval of Agenda

Diana Lowe motioned to approve the Agenda, supported by Bob Ellis. **Motion carried 5-0.**

Approval of Regular Minutes

Diana Lowe requested that March 30, 2020 minutes be clarified, Tammy reworded page 2 the second bullet point to say "Amelia then used that for a virtual project for the kids". Bob Ellis made a motion to approve the amended minutes, supported by Diana Lowe. **Motion carried 5-0.**

Call to the Public

None heard.

Staff Comments

None heard.

HAPRA Program Action Plan-No new changes to staffing. The Director met yesterday with the staff that is currently working and they are looking at each program and how they can implement them. The Preschool has been doing virtual lessons and the parents love it. Letters were sent to pre-kindergarteners, refunds and adjustments are being made. Some participants have donated their balance back to HAPRA. For volleyball we have issued credits, and for soccer we will have to make a decision this week, a letter has been drafted asking if participants want a refund, credit or if they would like to donate to the program. The loss will be \$35K, we could do some soccer camps instead but we won't know what our options are until the stay at home order is lifted. Donations will be tracked.

Budget Action Plan-Four items were presented to the board for consideration. They were to stop 401(a) contributions; stop in lieu of insurance payments; remove Ocala Community Center utilities; and eliminate printed program guide. Taking these four steps will cut \$76K out of the budget. Bob Ellis motioned to adopt the four cuts as presented, supported by Jean Graham. Roll call vote: Ellis, Graham, Lowe, Beal, Dunleavy-all yes; Nays-none. **Motion carried 5-0.**

Schofield City Park Management Agreement- Director suggested that we table this item until the details of opening the park and the costs, a lot depends on when the Governor lifts the stay at home order. Motion by Diana Lowe to table this item until a later date, supported by Bob Ellis. **Motion carried 5-0.**

Check Register and Bank Statements ending March 31, 2020

Everything looks good.

Financial Reports ending March 31, 2020

Director sent out an updated report but it was just reallocating items to different accounts. Treasurer Ellis reported that 24% of the budgeted revenue has been collected and 19% of the expenses have been spent. Our surplus is 4.7% of the total annual budget as of the end of March. He stated that we started the year with \$129K and are now at \$194K but that will be decreasing now.

Directors Report

- Amelia has started a Virtual 50K called Howell Grown, it is for participants to walk, run or bike 30-31 miles between now and the Melon Festival. You can sign up on line for \$15 and that money goes to the United Way Covid Relief Fund.
- Renee and Kevin submitted a grant request with United Way. The on line virtual interview is Tuesday, this is for funding that we needed before the pandemic.
- Kudos to all the staff, they have been great during all of this. Kyle has done a great job with the building and the grounds. The City is now demoing Barnard Center.
- Howell Theater has requested that we partner with them on some kind of program to try Drive-in movies again.

- We paid the Howell Aquatic Center \$24K back in February so we are working with them trying to get the money back for refunds. It will be at least July 1st before the school opens up so Director Church has asked them to make this year a wash, he has not heard back from them.

Old Business

Oceola Township is continuing the planning of the Oceola Center. It is going to cost more than was expected. Hopefully there will be a May-June ground breaking, building will be closed in by fall and open in January of 2021.

New Business

None.

Next Meeting

The next regular meeting is scheduled for Tuesday, May 19, 2020 at 7 pm, this will be a virtual meeting.

Motion to adjourn at 8:16 pm by Bob Ellis, supported by Jean Graham. **Motion carried 5-0.**

Approved

Date

Respectively Submitted by: Tammy L. Beal, Secretary

ESTIMATE



Marion Township
2877 W. Coon Lake Rd
Howell, Michigan 48843

Dan-o's Services

1686 Sanctuary Circle
Howell, Michigan 48855

Phone: (313) 354-0105

Email: Danoservices@gmail.com

Estimate #

000273

Date

05/06/2020

Description	Total
Sneeze guard option 1	\$3,550.00
Tempered glass sneeze guard installed with U-channel	
Sneeze guard option 2	\$4,000.00
Sneeze guard using laminated glass installed using U channel	

Notes:

Price is labor and material, installed

By signing this document, the customer agrees to the services and conditions outlined in this document.


Marion Township


TOTAL
SECURITY
SOLUTIONS

PROJECT PROPOSAL

THE EXPERIENCE TO PROTECT. THE COMMITMENT TO RESPOND.

 935 Garden Lane
Fowlerville, MI 48836

 P: + 800.513.1468
F: + 517.223.0805

 info@tssbulletproof.com
tssbulletproof.com

OUR VISION

TSS operates under three guiding principles: **Customer Service** - we deliver an outstanding customer experience on every project; **Customization** - we solve security problems and provide innovative, customized solutions; and **Speed** - we deliver bulletproof barrier systems in as little as four weeks using state-of-the-art equipment and highly-trained craftsmen.

From: Todd Ross <tross@tssbulletproof.com>

Sent: Wednesday, May 6, 2020 1:58 PM

To: tammybeal@mariontownship.com

Subject:



Todd Ross, Inside Sales Representative

Total Security Solutions, Inc.

Headquarters:

935 Garden Lane

Fowlerville, MI 48836

West Coast Office:

600 Jefferson St Ste. B

Placentia, CA 92870

T: 517-223-7807 Ext. 214

935 Garden Lane
Fowlerville, MI 48836

P: + 800.513.1468
F: + 517.223.0805

info@tssbulletproof.com
tssbulletproof.com

ABOUT TSS

Why TSS

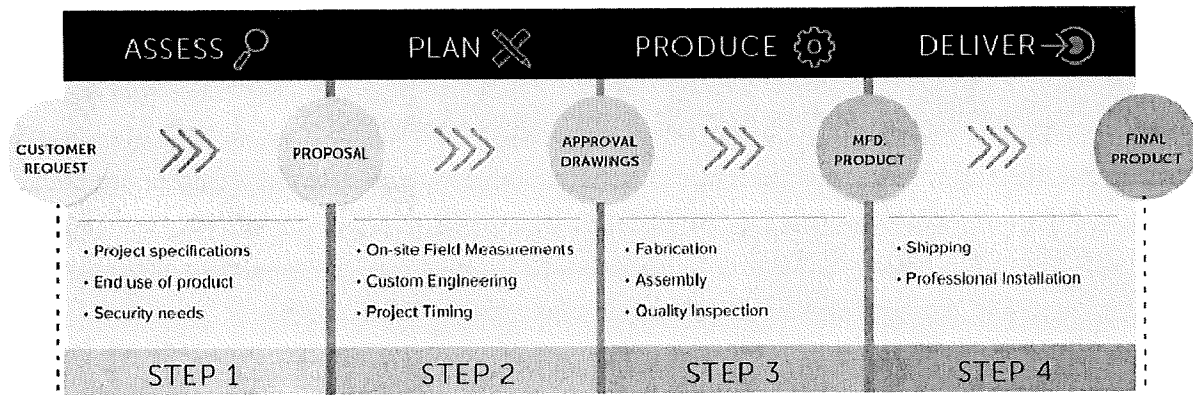
TSS plans, produces, and installs custom bulletproof barriers that fit the design of virtually any work environment - including government, banking, healthcare, utilities, corporate and educational facilities. We thrive on solving complex security problems, and we provide the most comprehensive line of bulletproof products in the industry.

By the Numbers


- Produced 19,000+ jobs
- Protected nearly 10,000 facilities
- Expanded our footprint in all 50 states
- Been recognized as an award winning company by:
 - Michigan's Top 50 Companies to Watch
 - Inc. 5000 Fastest Growing Companies
 - Crain's Detroit
 - Ernst and Young


Our Proven Process

TSS differentiates itself from the competition by designing and building custom bulletproof barrier systems. We respond to the customers needs rather than follow an "assembly line" approach. Our proven process allows us to provide a complete solution - from assessing the threat level all the way through to final installation of the barrier.



 935 Garden Lane
Fowlerville, MI 48836

 P: + 800.513.1468
F: + 517.223.0805

 info@tssbulletproof.com
tssbulletproof.com

ORDER INFORMATION

Quote Submitted To:

Marion Township
2877 W. Coon Lake Road
Howell, MI 48843

Project Information:

PROJECT NAME: Marion Township
PO NUMBER: #
CONTACT: Tammy Beal
PHONE: (517) 546-1588
EMAIL: tammybeal@mariontownship.com

Bill To Address:

Marion Township
2877 W. Coon Lake Road
Howell, MI 48843

Salesperson Information:

CONTACT: Todd Ross
PHONE: (517) 223-7807
EMAIL: tross@tssbulletproof.com

Ship To Address:

Marion Township
2877 W. Coon Lake Road
Howell, MI 48843

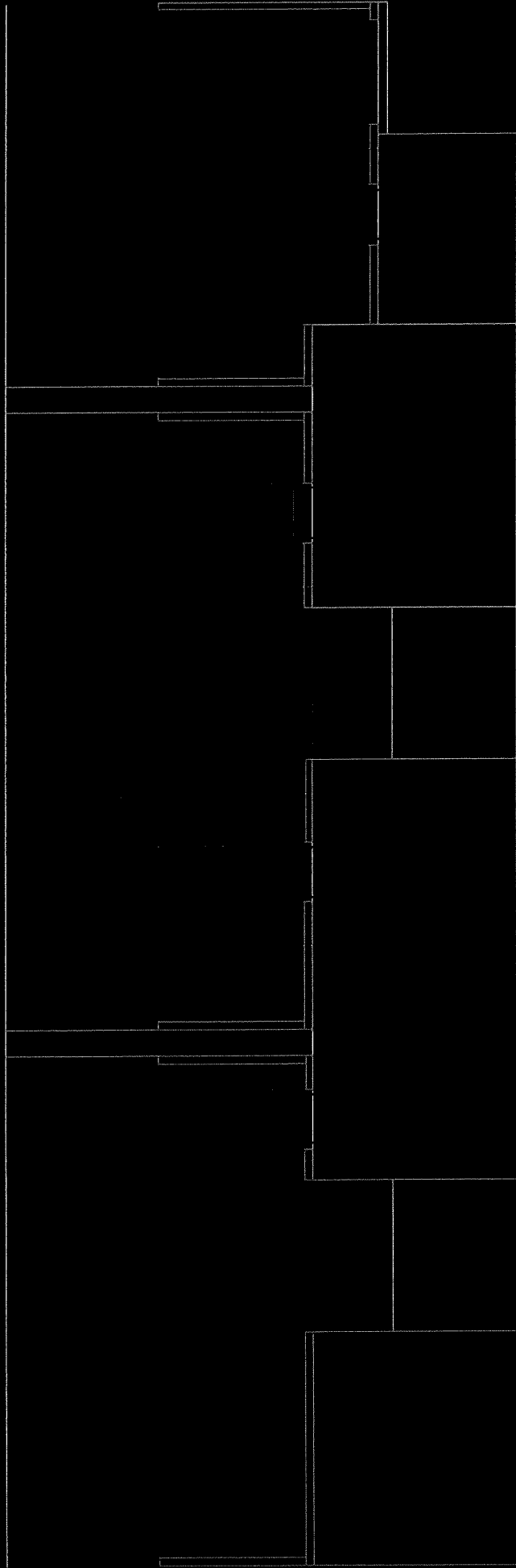
Ship To Notes:

Total Security Solutions Installation

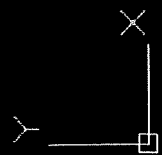
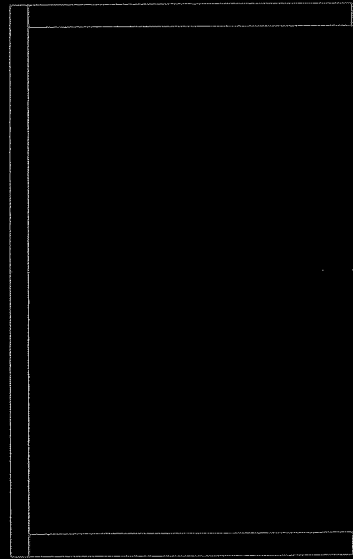
PO NUMBER	PROJECT NAME	SALES PERSON	DATE REQUIRED	PAYMENT TERMS
	Marion Township	Todd Ross		50% Down/Bal. due at install

INITIAL: _____


MAIN BARRIER





TREASURE WINDOW





 935 Garden Lane
Fowlerville, MI 48836

 P: + 800.513.1468
F: + 517.223.0805

 info@tssbulletproof.com
tssbulletproof.com

SUMMARY OF PROPOSAL

Thank you for asking us to prepare a Statement of Work for your Marion Township Project. During our initial conversations, we have determined that the main objectives of this project are to:

Furnish and Install - 1/2" Acrylic VirusGuard Fixed Barrer System Using Dark Bronze Anodized Aluminum Framing.

Quantity/Unit Size:

Front/Main Counter

(1) Approx. 399 1/4" x 36"

Features: (4) Arched Windows with Approx. 12" x 2" Pass-Thru Cut-Outs.

Treasurer Window

(1) 57 11/16" x 43 1/4"

Features: (1) Arched Window with Approx. 12" x 2" Pass-Thru Cut-Out

Includes: Fasteners, Gaskets, TSS Field Measure, TSS Installation, Submittal Drawings, Product Samples, Crate and Freight.


Total Due does NOT include Sales Tax, if applicable.


The prices, specifications and conditions listed are satisfactory and hereby accepted. Options will be initialed as approved or crossed out as declined. Payment terms included in attachment supplied with quote. In the event of conflicts or discrepancies among the contract documents, interpretations will give priority to the Total Security Solutions Approval Drawings over the Proposal or any other document provided or included in the agreement. This quote shall remain in effect for 60 days from the above date. Customer is responsible for payment of state sales tax.


Sub Total:	\$8,980.00
Tax: 0%	\$0.00
Total Due:	\$8,980.00

INITIAL: _____

May 7, 2020 | Thank you for your business!

 935 Garden Lane
Fowlerville, MI 48836

 P: + 800.513.1468
F: + 517.223.0805

 info@tssbulletproof.com
tssbulletproof.com

EXCLUSIONS


Structural calculations not included.


1. Testing for ballistics only. A fully tested assembly unit is not rated for air or water leakage, wind debris, forced entry, fire suppression and/or thermally broken characteristics.
2. Standard anodized selections limited to clear satin and dark bronze. Other options may be requested at an extra charge.
3. Proposal does not include installation unless noted. Customer responsible for their own material take-offs.
4. Warranty is from 1-year of ship date or installation (if noted). For all orders where TSS furnishes material only, warranty covers cost of replacement material only.
5. 30% restocking fee for TSS approved returns. No returns on custom made items (i.e. doors, windows and/or systems).
6. Total Security Solutions will not pay for liquated damages for failure to meet customer's delivery or construction schedules.
7. In the event of conflicts or discrepancies among specifications and plans, Total Security Solutions' proposal document serves as the defining document.


Sub Total:	\$8,980.00
Tax: 0%	\$0.00
Total Due:	\$8,980.00

SIGNATURE: _____

DATE: _____

 935 Garden Lane
Fowlerville, MI 48836

 P: + 800.513.1468
F: + 517.223.0805

 info@tssbulletproof.com
tssbulletproof.com

SALES TERMS & CONDITIONS

Terms inconsistent with those stated herein which may appear on a purchaser's purchase order will not be binding. Typographical and clerical errors are subject to correction. All orders are subject to final acceptance by the seller.

PRICES: Market fluctuations and price discrepancies make it necessary for us to reserve the right to adjust prices without notice. All prices are in U.S. Dollars and must be paid in U.S. Dollars. **ORDERS:** Orders, Contracts are considered FINAL upon receipt of a signed proposal, purchase order, or full payment.

CANCELLATIONS: Any Order canceled after receipt of a deposit and no work has been performed will be subject to a \$250.00 administrative fee. For all other Orders canceled, the customer will be responsible for the work performed up to the date of cancellation including all special order material.

PAYMENT: Net 30 Days for established Credit Accounts from the date of invoice. For first time customers or where the purchaser has not established adequate credit, shipments will be made on a prepaid basis only. Advance deposits may be required on special order or unusually large purchases. TSS reserves the right to withhold deliveries on delinquent accounts and to curtail further purchases without prior notice. If Total Security Solutions, Inc proceeds with collection of amounts past due by Customer by law or through an attorney or under the advice thereof, the undersigned agrees to pay all of Total Security Solutions' costs of collection.

CREDIT CARDS: We accept Visa, MasterCard, Discover and American Express. For amounts over \$10,000, a 3% finance charge will be assessed on credit card payments and is due at time of payment.

CHECKS: Projects paid by check must clear the bank prior to shipment. Returned checks will be assessed a service charge of \$35.00 and payment must be made via wire transfer or cashier's check within 7 seven days or be placed in collection.

QUOTATIONS: All quotes are valid for 60 days from date of quotation unless otherwise stated. TSS reserves the right to correct any typographical errors in pricing, descriptions, and terms. For International Quotes, prices do not include Duties, Customs, Broker or Banking Fees.

INTERNATIONAL ORDERS: TSS will gladly accept any order outside of the U.S.A. and Canada. The only accepted form of payment for an international order is Wire Transfer. Please place your Order, and, we will email you the Order Amount Total including all Fees and Wire Transfer information. Your order will be shipped as soon as the funds are received.

TAXES: Taxes are additional. TSS collects taxes on orders from customers in AL, AZ, CA, CT, FL, GA, IL, IN, MD, MI, MS, NC, ND, NJ, NV, NY, PA, SC, TN, TX, VA, and WA. If you are tax exempt in these states please submit a tax exempt certificate to TSS to ensure your account is setup as such. All applicable taxes will be charged for points of delivery if a tax exemption form is not on file. No refunds will be issued should sales tax be assessed and collected due to not having a form on file. If taxes were not collected and tax liability is later determined by a governmental taxing agency, the purchaser agrees to reimburse all taxes paid plus applicable penalties and interest.

SHIPPING: All orders are subject to Freight Charges. All orders are FOB Shipping Point except as agreed in writing. TSS does our best to get you the best Freight Rate available and ship to the closest location to the customer. Freight charges will be prepaid or added to invoices for open accounts. Separate freight charges may apply if your order contains items shipping from multiple locations. Additional charges may be assessed for other special charges not communicated prior to shipping (i.e. lift-gate, 24hr notice, reconsignment fees, etc.) TSS retains a security interest in each shipment of product until that shipment is paid in full.

SHIPPING CLAIMS: The customer is responsible for inspection of received goods on the date of delivery. Claims for short shipment or damaged goods must be noted on the Bill of Lading at the time of delivery. If goods are damaged pictures must be taken of all damaged material, including crate and sent to TSS. TSS should be contacted immediately. TSS assumes no responsibility for delays in shipping. Claims for inaccurate order filling or concealed damage must be made in writing within 5 days of material receipt.

SPECIAL ORDERS: Items that are non-stocked, custom ordered and/or fabricated just for you are non-cancellable and non-returnable for any reason. Items ordered in unusually large quantities are also non-cancellable and non-returnable.

RETURNED GOODS: Returns or exchanges are relative to product condition and warranty. Approval for returning any item must have a Return Merchandise Authorization number (RMA Number) prior to return. Returns must be in new and unused condition in original packaging. Discontinued, shop and weather worn, and unboxed items are excluded and will not be eligible for credit. Returns must be shipped prepaid. Returns are subject to a restocking fee of 30% depending upon the item and reason for return. Credits for returned goods will be issued less applicable handling and restocking charges. No returns after 30 days. Important – Items shipped without an RMA number will not be considered for credit.

MANUFACTURERS WARRANTY: TSS commits to being an advocate for the customer on all warranty issues. Our staff will work to resolve warranty issues in a timely and satisfactory manner. Purchaser shall not be entitled to recover from TSS any consequential damages, liquidated damages to property, damages for loss of use, loss of time, loss of profits or income, or any other incidental damages.

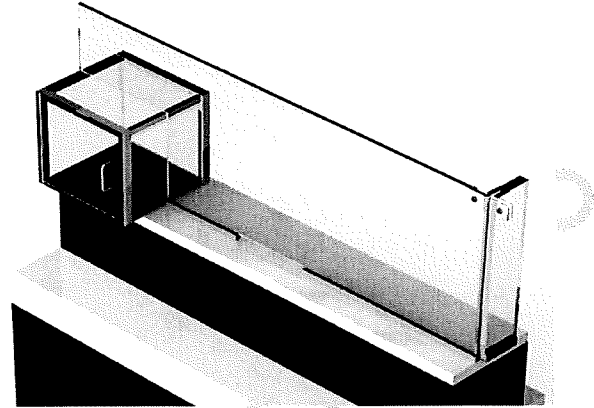
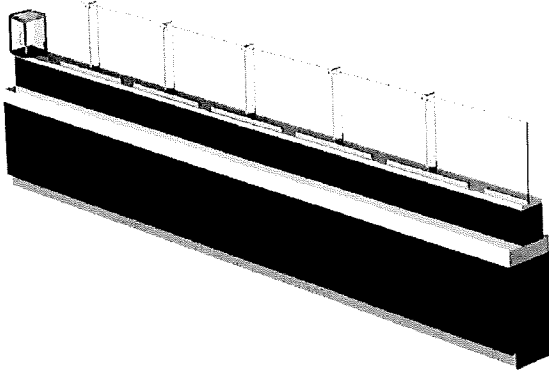
SIGNATURE: _____

DATE: _____

TOTAL
SECURITY
SOLUTIONS

VirusGuard™

Fixed Barrier System



The TSS VirusGuard™ – Fixed Barrier System is designed to create a physical, yet optically clear barrier between individuals. The VirusGuard™ - Fixed Barrier System offers a custom enclosure to fit most commercial uniform counter spaces. The translucent boundary system is fastened to your existing counters with aluminum alloy u-channel, while additionally supported by translucent Buttress Shields. The fixed system typically stands 24 inches high from the counter and includes options for notched passer openings for documents and acrylic translucent passers.

DISCLAIMER AND CLEANING INSTRUCTIONS

System does not provide any anti-microbial functions and is simply a transparent physical barrier designed to block the spray of bodily fluids such as human sneezes and coughs. This system should be cleaned regularly to avoid bacteria build up with isopropyl alcohol - diluted with water to ~30% strength. To improve clarity use a soft, clean cloth and a mild soap, detergent, or slightly acidic cleaning solution (such as vinegar). Wipe with a clean, lint-free cloth. Avoid ammonia based products (Windex™).

PROPERTIES AND SPECIFICATIONS

Protection	Physical Material Barrier Between Individuals
Counter Depth Needed (inches)	6 inches
Material	Acrylic
Light Transmission	>90%
Nominal Material Thickness	1/2"
Weight	3.3 Pounds Per Sq/Ft

STANDARD WARRANTY

12-month limited warranty. Does not cover damage from neglect, abuse, vandalism, improper maintenance, or any other cause not arising out of defects in material or workmanship. The warranties stated replace and exclude all other warranties. The warranty is limited to replacing products that fail to meet specification, defective in quality, or workmanship at time of delivery. TSS is not responsible for (re)installation expenses or any direct or indirect loss or losses which may result from a defective product. TSS reserves the right to field inspect any product alleged to be defective. Buyer is responsible for any consequences from product use.

TOTAL SECURITY SOLUTIONS

P: 517.223.7807 | info@tssbulletproof.com | F. 517.223.0805 | 935 Garden Lane, Fowlerville, MI 48836

© Total Security Solutions

