

**Salem Township
Meeting of the Planning Commission
January 9, 2012**

Meeting called to order: _____ P.M.

Roll Call:

Dwight Shusda
Cal Locklin
Richard Muciek
Sandy Petroskey

Wayne Wallazy (Trustee)
Bart Cann
Pam Merlo

Quorum: _____

Item 1 – Approval of Agenda

Motion by _____ Seconded by _____

Action taken _____

Item 2- Brief Public Comment – Other than Agenda Items

Item 3 – Correspondence

Item 4 – Business Items –

A. Election of Officers

Chairman

Motion by _____ Seconded by _____

Action taken _____

Vice Chairman

Motion by _____ Seconded by _____

Action taken _____

Secretary

Motion by _____ Seconded by _____

Action taken _____

B. Capital Improvement Program Discussion -

Motion by _____ Seconded by _____

Action taken _____

C. Consultant Report Discussion -

Motion by _____ Seconded by _____

Action taken _____

D. Planning Commission Yearly Report – Pennington

Motion by _____ Seconded by _____

Action taken _____

E. Planning Commission Training Date -

Motion by _____ Seconded by _____

Action taken _____

F. Zoning Ordinance Review – Article 67.10 and 60.0- Pennington

Motion by _____ Seconded by _____

Action taken _____

Item 5 – Reports of Committees – None

Item 6 – Old Business –

Item 7 – Approval of Minutes – December 19, 2011

Motion by _____ Seconded by _____

Action taken _____

Item 8 – Commissioners Comments

Item 9 – Extended Public Comment

Item 10 – Adjournment

Motion by _____ Seconded by _____

Meeting adjourned at _____ p.m.

Salem Township Capital Improvements Program Fiscal Year 2012 - 2013

Introduction: The Planning Commission is mandated by the Michigan Planning Enabling Act to assemble the Township's Capital Improvements Program, unless it is exempt by Charter. In which case, the Township legislative body is required to complete a CIP or delegate the responsibility to the chief elected official or to a non-elected administrative official subject to approval of the Board.

The CIP is a tool for the Township to use in managing capital expenditures and appropriately considering all required projects. All local governmental units that own sewage treatment plants are required to have a CIP.

Definitions:

Capital Improvements Program Length: Six years, the first of which becomes the Township's Capital Budget and is included in that year's budget

Capital Project: A project with a useful life over two years and lifetime expenditures over \$10,000 is considered a Capital Project. All vehicle purchases are also considered Capital Projects.

Capital Expenditure: Money spent to purchase, design, install, and launch a capital asset. Does not include ongoing annual costs such as maintenance costs, operating costs

Annual Operating Cost: Salaries, utilities, supplies and other ongoing costs to utilize the specific capital asset.

Annual Maintenance Cost: Money spent for the ongoing annual upkeep and maintenance of the specific capital asset.

Other Annual Cost: Other annual costs associated with the specific capital asset.

Source of funds: Anticipated funding source to pay for the capital asset

Highlights of the CIP for Fiscal Year 2012-2013:

The Township administration and departments were requested to provide information for the 2012-2013. No responses were provided in support of this effort. The projects submitted in prior years will be assumed to be valid and this CIP will be based on that information. Planned projects for Sewage Plant Maintenance projects and the Replacement for the Fire Department's Tanker 905 were submitted for the 2010 CIP. An additional project was submitted for the 2011-2012 year's CIP for Upgrading the Township's Software Platform that was to be completed in 2011, and will not be included

in this CIP in anticipation of its planned completion. Lifetime expenditures associated with the proposed projects is \$270,000. See Project Summary attached

Description of Projects Included in the CIP: (see attachments for details)

Project 1: Replace the Clarifier Drive at the Waste Water Treatment Plan. Cost \$20,000. Timing: Sometime in the next 5 years (assumed in 2012 for purposes of the CIP).

Project 2: Replace the Fire Department's tanker 905. Cost \$250,000. Timing: in the 2012 Fiscal Year.

CIP Process for 2013-2014 year

In September 2012 the Township Administration and Departments will be requested to submit information regarding potential capital projects.

Salem Township Capital Project Summary

Project	Capital Expenditure Summary 2012 through 2017						Memo: Lifetime Capital Expenditure
	Plan / Budget 2012	Plan / Budget 2013	Plan / Budget 2014	Plan / Budget 2015	Plan / Budget 2016	Plan / Budget 2017	
#1 Replace Clarifier Pump	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
#2 Replace Tanker 905	250,000	0	0	0	0	0	\$250,000
#3 BSA Software	0	0	0	0	0	0	\$0
Total 2010 CIP	<u>\$270,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$270,000</u>

Salem Township Capital Project Information

Project Title: Waste Water Teatment Plant Clarifier Drive Replacement

Project Years from: 2010 to 2015

Submitted by: Bill DeGroot / Highland Treatment Inc.

Date Prepared: 9/16/2009

Department / Committee: Waste Water Treatment Plant

Project Description

Replace Clarifier Drive

Category:

New: _____
 Addition: _____
 Replacement: X _____
 Other (Describe): _____

Justification / Reasons for Project

Clarifier drive is expected to reach the end of it's useful life within the next five years.

Alternatives

Total Estimated Capital Costs

Planning / Design / Engineering: \$0
 Land Purchases: 0
 Construction / Purchase: 20,000
 Other: 0

Total Capital Cost: \$20,000

Estimated Capital Expenditures by Year

Year	Estimated Capital Expenditures
Pre 2010:	\$0
2010:	\$0
2011:	\$0
2012:	\$20,000
2013:	\$0
2014:	\$0
2015:	\$0
Post 2015:	\$0

Total Capital Cost: \$20,000

Proposed Method of Financing

General Fund: X
 User Charges: _____
 Special Assessment: _____
 General Obligation Funds: _____

Revenue Bonds: _____
 State Aid: _____
 Federal Aid: _____
 Other: _____

Estimated Annual Recurring Costs

Operating Cost: N/A
 Maintenance Cost: N/A
 Other Costs: N/A
Total Annual Recurring Costs: _____

Note: All years are assumed to begin on April 1 of the year mentioned - the fiscal year beginning on April 1. Calendarized spending estimates are from April 1 of the year noted thru March 31 of the following year. For example in the section Estimated Capital Expenditures by Year, 2010 means spending between 4/1/2010 thru 3/31/2011

Salem Township Capital Project Information

Project Title: Replacement of Tanker 905 Project Years from: 2010 to 2015

Submitted by: Brien Wikowski/FAB Liaison Date Prepared: 2/1/2010
 Department / Committee: FIRE ADMINISTRATIVE BOARD

Project Description Replace Tanker 905.	Category: New: _____ Addition: _____ Replacement: <input checked="" type="checkbox"/> _____ Other (Describe): _____
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Justification / Reasons for Project
 The Tanker will reach it's klife expectancy in the next 5 years and will need to be replaced.

Alternatives

Total Estimated Capital Costs	Estimated Capital Expenditures by Year
Planning / Design / Engineering: \$0 Land Purchases: 0 Construction / Purchase: 250,000 Other: 0 Total Capital Cost: <u>\$250,000</u>	Pre 2010: \$0 2010: \$0 2011: \$0 2012: \$250,000 2013: \$0 2014: \$0 2015: \$0 Post 2015: \$0 Total Capital Cost: <u>\$250,000</u>

Proposed Method of Financing General Fund: <input checked="" type="checkbox"/> User Charges: _____ Special Assessment: _____ General Obligation Funds: _____	Estimated Annual Recurring Costs Revenue Bonds: _____ State Aid: _____ Federal Aid: _____ Other: _____ Operating Cost: N/A Maintenance Cost: N/A Other Costs: N/A Total Annual Recurring Costs: _____
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Note: All years are assumed to begin on April 1 of the year mentioned - the fiscal year beginning on April 1. Calendarized spending estimates are from April 1 of the year noted thru March 31 of the following year.. For example in the section Estimated Capital Expenditures by Year, 2010 means spending between 4/1/2010 thru 3/31/2011

Since it was after 10:00 a motion was required to continue the meeting.

Motion: To continue with items 5, 6, and 7 since all are relatively short.

Motion by: Locklin

Seconded by: Shusda

Action taken: Approved by unanimous voice vote.

5) Commissioner Comments

- Some heard.

6) Extended Public Comment

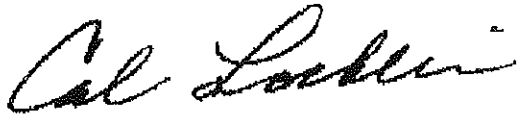
- Some heard.

7) Adjournment

Motion by: Muciek

Action taken: The meeting was adjourned at 10:19 pm.

Minutes approved at the xx/xx/2011 meeting of the Planning Commission.



Cal Locklin, Secretary
December 17, 2011

Board of Review Seminar

Presented by:

Wayne County Association of Assessing Officers

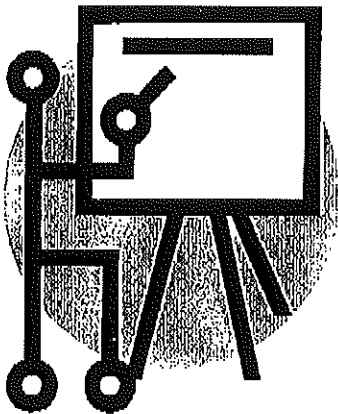
Thursday, January 19th, 2012

9:00 am - 1:00 pm

Coffee & doughnuts served at 8:30

Dearborn City Hall Council Chambers

13615 Michigan Ave, Dearborn, MI 48126



4 Hour STC Renewal
for 2013

Free of Charge

Please RSVP by: January, 17, 2012

(734)675-6810 or [jdahlquist@trenton-mi.com](mailto:jdahliquist@trenton-mi.com)

This seminar is highly recommended for all Board of Review Members and as well as Assessing Office Staff.

- Taught by Experienced Assessors:
Phil Belcher and Aaron Powers
- Open to the Public
- Changes for 2012 and Poverty Exemption Guidelines will be discussed