

MINUTES from the P&D Meeting
Harris Township Board
Wednesday, November 19th, 2014 at 7:30pm

The regularly scheduled Planning & Development Meeting of the Harris Town Board was held on Wednesday, November 19, 2014. The meeting was called to order at 7:30pm by Chairman Rosato at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas, Jim Kelley, and Burl Ives, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: None.*

Also in attendance: Glen Hodgson – road engineer from SEH, Andrew Shaw – the township’s attorney, and residents Dan Butterfield, Judy Myers, Marge Kelley and Cyndy Martin.

Note: Tonight was the first live broadcast on ICTV.

1. Pledge to the flag

2. Attorney Andrew Shaw - regarding a reciprocal easement for a portion of the Harris Town Hall driveway and the Lotti property (tabled from November 12th, 2014 P&D meeting)

At the board’s request, Attorney Shaw came to tonight’s meeting to talk about the proposed reciprocal easement regarding the town hall roadway that lies on both on property owned by the Township, and that belonging to Ms. Lotti. A copy of the GIS property diagram was shared with the board, and showed that the property line is centered down of the entrance drive to the town hall; it basically bisects the road.

Shaw explained that with a reciprocal easement, both owners can use the parts of the property (road) that straddle the property line. However, the board had some concerns with this arrangement. One was the traffic to the town hall and the landowner traffic. Many times, the parking lot is full and Lotti uses the access for large equipment used to hay the field. If equipment and town hall traffic were coming in and out at the same time, this could be an issue. There’s also the potential for disagreement over maintenance of the road with dual use. And, if the property is sold, there could be traffic issues – especially not knowing if it would be use for residential or commercial. In light of these concerns, the board shared that they were interested in obtaining exclusive rights to the road, given there is also access to the property off the Airport Road.

Shaw explained that the options to get exclusive use of the road would be:

- Pay Ms. Lotti for an exclusive easement.
- Buy a piece of property from Ms. Lotti, which contained the road and enough additional property for maintenance (33’ was suggested).
- Move the current road off of Lotti’s property

Supervisor Key suggested that Shaw discuss purchasing a 33’ easement from Lotti, which he understood may require a survey. However, Key noted that Lotti did have a survey done recently. The board agreed this was a good idea.

A motion was then made by Supervisor Key, seconded by Supervisor Ives, to have attorney Andrew Shaw advise the landowner (Ms. Lotti) and her attorney that a reciprocal easement for the shared driveway to the town hall is not the wish of the Harris Town Board, but that they would like a permanent easement or land purchase of approximately 33 feet, which would allow for improvements by the board. Upon roll call, motion carried by a unanimous vote.

Shaw agreed to proceed accordingly, and will get back to the board on what he finds out.

3. Business from the Floor

- Dan Butterfield - Advised the board that the property of Lotti’s discussed above is zoned industrial. So if the land sells, it likely wouldn’t be a business coming in – not a residence.

4. Roads

- *Glen Hodgson – SEH Road Engineer:*
 - 2014 paved road project: Proposed pay estimate #2 to Hawkinson Construction

Hodgson shared a copy of the proposed pay estimate #2 for the construction contract with Hawkinson Construction. The pay estimate #2 includes:

- Change order #1 for additional work on Harbor Heights and Lakeview Drive - which was approved by the Board on November 12th.
- It also includes a correction to quantities previously shown on pay estimate #1.
- And, the retainer was lowered to 2% which still leaves over \$8,000 of retainage money– which is sufficient for any remedial work that might need to be done next spring.

The total of pay estimate #2 was \$16,940.28, and was recommended for payment by Hodgson.

He added that the total contract work to date is \$426,279.90 – with little work antiquated for the spring. Therefore, he estimated that the final contract amount should come in approximately \$25,000 *under* the original bid amount.

A motion was made by Supervisor Ives, Seconded by Supervisor Kortekaas, to approve pay estimate #2 for \$16,940.28 to Hawkinson construction for the 2014 paved road project. Upon roll call motion passed by a unanimous vote.

- *Other road issues / concerns*
 - None

5. Recreation

- Consider approval of the 2014-2015 contract for rink attendants

The board reviewed the 2014-2015 winter season contract with Express Employment Professionals for the hiring and payment of the rink attendants at both Wendigo Park and Crystal Park rinks. The contract was identical to the previous 2013-2014 contract, with a billed rate (paid to Express) of \$11.84/hour – which included the \$8/hour paid to the rink attendants.

A motion was made by Supervisor Kortekaas to approve the rink attendant contract for 2014-2015 season with Express Employment Professionals. The motion was seconded by Supervisor Key and upon roll call, the motion passed by a unanimous vote.

6. Town Hall Report

The board reviewed the town hall report dated 11-10-14, noting there were 15 total rentals – including board use and elections. \$275 was collected, with no maintenance or safety concerns noted.

Supervisor Ives commented that he still finds the town hall report confusing, regarding the number of rentals vs. the money collected. Treasurer Adams offered to explain the details to him after the meeting, as she had additional information from the caretaker that would help clarify the figures on the report.

7. Maintenance Report

In reviewing the maintenance report, as prepared by the township crew, the board discussed the comment of “dug inspection sites on Underwood Road for SEH with backhoe”. Hodgson explained that these sites were done on Underwood Rd – west, as they are working with wetland officials to be able to do drainage improvements. The goal was to determine what the original ditch looked like. And, after they scraped away all the silt, they found the original ground and it was apparent where the original ditch was located. This information will be part of the application process per Hodgson.

8. Old Business

- Review and update the Harris Cemetery “3 day notice” policy / letter for winter grave openings

Clerk Smith shared with the board a copy of the reminder notice that went out to funeral homes in 2012, reminding them of the advance notice requirement for winter burials. She explained that 3 days is required to thaw the ground and to dig. However, after getting a call over the weekend (Saturday) regarding a winter burial for the following Tuesday, Key and Smith realized that the policy needed to be updated to clarify that the crew needs 3 *working* days notice (Mon – Fri), not including the day of notice nor the day of the burial.

The Clerk suggested that she could prepare a revised notice letter to clarify the need for 3 working days, and have Supervisor Key review it. Once approved, Smith would then send it out to the funeral homes. The board approved this request.

- Quotes for new furnace at Service Center garage:

Supervisor Key presented two quotes for a new forced-air furnace at the Service Center garage, which is needed to solve the condensation problem in the garage, caused by the in-floor heat. The quotes were as follows:

- \$3,495.00 from RC's A/C & Heating: 60,000 BTU 95% single stage, multi speed furnace – with stand for furnace, gas piping, venting and ductwork to all areas (electrical done by others)
- \$4,980.00 from Northern Air Plumbing & Heating: Carrier 59SC5060 LP forced air furnace with single stage gas valve and standard motor – 95% efficient. There was also stand alone dehumidifier option listed, for an additional \$1,890.00

A motion was made by Supervisor Key to go with RC's low quote in the amount of \$3,495.00. The motion was seconded by Supervisor Kortekaas. Discussion: They can start on it right away per Key. Clerk Smith noted the "50% down" request on the RC's proposal, and commented that if this is required, the work may need to wait until after the next check run during the December 10th regular meeting. However, the vendor may waive the requirement if asked. Upon roll call, the motion carried by a unanimous vote.

9. New Business

- Insurance renewal of health, life and STD (Becky) for maintenance workers

Treasurer Adams shared with the board that the Blue Cross/Blue Shield health, life and short term disability insurance for the full time maintenance workers renews January 1, 2015. The basic health insurance proposal information from Wells Fargo was shared with the board, and recapped by Adams (*a copy of the information will be attached to these minutes*):

- The 2015 monthly *combined* premiums to cover both workers will be \$1,059.07/month or \$12,708.84/year.
- This renewal cost, combined for both workers, will be 3.5% *lower* in 2015 than it was in 2014, which will equate to a decrease of <\$38.09> per month or <\$457.08> per year.
- The plan is a Preferred Provider (PPO) plan that offers an In-network \$300 deductible, 80/20 coinsurance up to \$3,500 out of pocket cost, and Out-of-network \$10,000 deductible, 50/50 coinsurance with no out of pocket maximum.

Adams recommended renewing the plan as presented (basically the same plan as the maintenance workers have now) given that the township only has until December 1st (30 days prior) to let them know of any changes. However, she also recommended offering them 2 different options during their annual reviews in April – in case a change is desired for the next renewal in Jan 2015.

A motion was made by Supervisor Kortekaas, seconded by Supervisor Kelley, to approve the BXBS insurance renewal for 2015 as presented, and consider options of benefits during April performance reviews. Upon roll call, motion passed by a unanimous vote.

10. Public Input

- Judy Myers – Suggested looking into an alternative insurance plans where the maintenance workers would pay a \$1,500 deductible and the township would pay them the difference of their current deductible in order for the township to have lower premium costs.

11. Adjourn

A motion was by made by Supervisor Key at 8:08pm to adjourn tonight's P&D meeting. Upon a second from Supervisor Ives, the meeting was adjourned.

Respectfully submitted,

Michele Smith – Harris Town Clerk