

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

CALL TO ORDER

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

ROLL CALL

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

PLEDGE OF ALLEGIANCE

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**ITEM C
APPROVAL OF AGENDA
Tuesday, May 22, 2018**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES MEETING**

Tuesday, May 22, 2018
7:00 PM



CALL TO ORDER at _____ P.M.

A. ROLL CALL: Kurt Heise_____, Mark Clinton_____, Chuck Curmi _____,
Bob Doroshewitz ____, Jerry Vorva ____, Jack Dempsey_____,
Gary Heitman _____

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA
Tuesday, May 22, 2018

D. APPROVAL OF CONSENT AGENDA

D.1 Approval of Minutes:
Special Meeting – Tuesday, May 15, 2018

D.2 Acceptance of Communications, Resolutions, Reports:
Building Department Monthly Report – April, 2018
Fire Department Monthly Report – April, 2018
Planning Department Monthly Report – April, 2018
Police Department Monthly Report – April, 2018
FOIA Monthly Report – Clerk’s Office – April, 2018
FOIA Monthly Report – Police Department – April, 2018

D.3 Approval of Township Bills:

FUND	ACCT	ALREADY PAID	TO BE PAID	TOTAL:
General Fund	101	\$506,326.31	\$87,726.80	\$594,053.11
Solid Waste Fund	226	4,307.06	103,345.97	107,653.03
Improvement Revolving (Capital)	246	.00	.00	.00
Drug Forfeiture Fund	265	.00	147,755.00	147,755.00
Drug Forfeiture State	266	.00	7,713.00	7,713.00

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES MEETING**

Tuesday, May 22, 2018
7:00 PM



Drug Forfeiture IRS	267	.00	5,917.95	5,917.95
Golf Course Fund	510	105.00	9,127.07	9,232.07
Senior Transportation	588	7,578.90	13.14	7,592.04
Water/Sewer Fund	592	529,350.82	143,752.00	673,102.82
Trust and Agency	701	8,425.00	.00	8,425.00
Police Bond Fund	702	4,313.00	.00	4,313.00
Tax Pool	703	.00	10,691.95	10,691.95
Special Assessment Capital	805	.00	.00	
TOTALS:		\$1,060,406.09	\$516,042.88	\$1,576,448.97

E. PUBLIC COMMENTS AND QUESTIONS

F. NEW BUSINESS

1. Approval of Contract with Corporate Benefit Solutions – **Resolution #2018-05-22-29**, Treasurer Mark Clinton and Supervisor Kurt Heise
2. Approval of Contract with EctoHR for Human Resource Services - **Resolution #2018-05-22-30**, Treasurer Mark Clinton and Supervisor Kurt Heise
3. Great Lakes Water Authority Contract – **Resolution #2018-05-22-31**, Treasurer Mark Clinton and Director Patrick Fellrath
4. Fire Pension Tolling Agreement – Supervisor Kurt Heise
5. Fire Department Mid-Year Report and Recommendations – Fire Chief Dan Phillips
6. Public Safety Expense Projections – Treasurer Mark Clinton

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES MEETING**

Tuesday, May 22, 2018
7:00 PM



- G. SUPERVISOR AND TRUSTEE COMMENTS**
- H. PUBLIC COMMENTS AND QUESTIONS**
- I. ADJOURNMENT**

PLEASE TAKE NOTE: The Charter Township of Plymouth will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at all Township Meetings, to individuals with disabilities at the Meetings/Hearings upon two weeks notice to the Charter Township of Plymouth by writing or calling the following: Human Resource Office, 9955 N Haggerty Road, Plymouth, MI 48170. Phone number (734) 354-3202 TDD units: 1-800-649-3777 (Michigan Relay Services)

**The Public Is Invited and Encouraged To Attend All Meetings of
the Board of Trustees of the Charter Township of Plymouth.**

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**ITEM D
APPROVAL OF CONSENT AGENDA
Tuesday, May 22, 2018**

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**CONSENT AGENDA
ITEM D.1
APPROVAL OF MINUTES
Tuesday, May 15, 2018**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
TUESDAY, MAY 15, 2018**

PROPOSED MINUTES

Supervisor Heise called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Kurt Heise, Supervisor
Mark Clinton, Treasurer
Charles Curmi, Trustee
Jack Dempsey, Trustee
Robert Doroshewitz, Trustee
Gary Heitman, Trustee
Jerry Vorva, Clerk

MEMBERS ABSENT: None

OTHERS PRESENT: Patrick Fellrath, Director of Public Services
Dan Phillips, Fire Chief
Jon Brothers, Police Lieutenant
Dan Kudra, Police Lieutenant
Kevin Bennett, Township Attorney
David Richmond, Spalding DeDecker Associates
Laura Haw, Planning Director
Sandra Groth, Deputy Clerk
Sue Brams, Executive Assistant to the Supervisor
Cynthia Kushner, Accountant
Alice Geletzke, Recording Secretary
14 Members of the Public

A. PLEDGE OF ALLEGIANCE

**1. PRESENTATION OF TRIBUTES
DPW WORKERS
EMT'S
POLICE OFFICERS**

Supervisor Heise presented tributes to representatives from their respective departments showing appreciation from the community for their service.

B. APPROVAL OF AGENDA

Special Meeting - Tuesday, May 15, 2018

Moved by Clerk Vorva and seconded by Trustee Heitman to approve the agenda for the Board of Trustees special meeting of May 15, 2018. Ayes all.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
TUESDAY, MAY 15, 2018**

PROPOSED MINUTES

C. APPROVAL OF CONSENT AGENDA

D.1 Approval of Minutes:

Regular Meeting – Tuesday, May 8, 2018

Moved by Clerk Vorva and seconded by Trustee Heitman to approve the consent agenda for the Board of Trustees regular meeting of May 8, 2018. Ayes all.

E. PUBLIC COMMENTS AND QUESTIONS – There were none.

F. NEW BUSINESS

1. Review of Verona Park Cluster Housing Option Proposal – Planning Consultant Laura Haw

Mrs. Haw reviewed the Planning Commission recommendation for the Cluster Housing approval for the five-acre site south of N. Territorial Road, east of Ridge, north of Edinburgh and west of Beck Road subject to conditions, specifically that the applicant consider a meandering pedestrian path amenity and with approval for the requested reduction in setbacks for the 14 single-family detached homes planned for the site. The original rezoning application request in 2017 was under the name Edinburgh Estates.

Applicant Jack Carnahan answered questions from the Board about the proposed project.

Moved by Trustee Doroshewitz and seconded by Trustee Heitman to approve Application 2279-0218, contingent on the Planning Commission's conditions. Ayes all on a roll call vote.

2. Review of The Ponds at Andover Cluster Housing Option Proposal – Planning Consultant Laura Haw

Mrs. Haw explained the cluster housing plans for the 11-acre site which is located south of Five Mile Road, east of Napier, north of North Territorial, and west of Ridge Road. Seven single-family detached homes are proposed, with Planning Commission recommended approval subject to items listed in the Planner's and Engineer's reports and approval for requested reduction in setbacks.

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BOARD OF TRUSTEES
SPECIAL MEETING
TUESDAY, MAY 15, 2018**

PROPOSED MINUTES

Applicant Bruce Michael addressed the Board and answered questions regarding plans for the site.

Moved by Clerk Vorva and seconded by Trustee Heitman to approve Application 2237-0317, contingent on the Planning Commission's condition that the site plan process will address the outstanding items as listed in the Cluster Housing Option Planner's and Engineer's reports. Ayes all on a roll call vote.

3. Fireworks Permit Request for Western Wayne County Conservation Association – Fire Chief Dan Phillips

Chief Phillips explained the Conservation Association will hold a private fireworks display for their 80th anniversary celebration.

Moved by Trustee Heitman and seconded by Trustee Curmi to grant a Fireworks permit to the Western Wayne Conservation Association to conduct the Fireworks display listed on the attached application dated May 8, 2018, to be held on July 28, 2018 or their designated rain date.

Copies of the following Resolutions listed are available in the Clerk's office for public perusal.

4. Creation of Finance Director Position – **Resolution #2018-05-15-26** – Supervisor Kurt Heise

Supervisor Heise and Clerk Vorva reviewed the reasons for their recommendations for the new title of Finance Director, still reporting to the Clerk's office, and not filling the current position of Accountant. They noted this as an acknowledgement of the tremendous amount and the importance of the work she is already doing.

Board members had comments regarding how and when this is being done, whether the pay should be retroactive, and including the other non-represented employees in the discussion.

It was suggested to change the word in the proposed motion to "reclassification" of the Accountant's position to Finance Director.

Moved by Supervisor Heise and seconded by Clerk Vorva that the Board of Trustees concur in the recommendation of the Supervisor and Clerk to reclassify the position of Plymouth Township Accountant in the Clerk's office to Finance Director and

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
TUESDAY, MAY 15, 2018**

PROPOSED MINUTES

appoint Ms. Cynthia Kushner to the position at a starting salary of \$90,000, retroactive to January 1, 2018.

ROLL CALL: AYES: Heise, Vorva, Clinton, Doroshewitz, Dempsey, Heitman
 NAYS: Curmi

Motion carried.

5. Budget Amendments, 2018 First Quarter - **Resolution #2018-05-15-27** – Cindy Kushner, Accountant

Board members discussed at length the proposed budget amendments, particularly how the lump sum proposed to be distributed among non-represented employee as pay increases should be handled.

Moved by Clerk Vorva and seconded by Trustee Heitman to approve **Resolution #2018-05-15-27**, authorizing the Township Supervisor and Clerk to make the 2018 General Fund Budget and 2018 Water and Sewer Budget Amendments.

ROLL CALL: AYES: Vorva, Heitman, Clinton, Doroshewitz, Dempsey, Heise
 NAYS: Curmi

Motion carried.

6. Approval of Storm Drain Agreement with Auto Park, LLC – **Resolution #2018-05-15-28** – David Richmond, Engineer

Moved by Trustee Heitman and seconded by Trustee Curmi to adopt **Resolution #2018-05-15-28** authorizing the Township Supervisor to sign Wayne County Permit M-49888 and approve the Storm Drain Agreement with Auto Park, LLC and authorize the Township Supervisor and Clerk to execute same. Ayes all on a roll call vote.

The Board recessed briefly at 8:42 p.m. and returned to open session at 8:48 p.m.

7. Draft PARC Concession Agreement Discussion – Board Members

Board members discussed various aspects of the proposed Concession Agreement for the Plymouth Area Recreational Authority (PARA) that would be executed between PARA and PARC for the management of the PARC facilities. Don Soenen, representing PARC, addressed the Board and answered questions regarding suggested changes.

**CHARTER TOWNSHIP OF PLYMOUTH
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SPECIAL MEETING
TUESDAY, MAY 15, 2018**

PROPOSED MINUTES

G. SUPERVISOR AND TRUSTEE COMMENTS

Supervisor Heise reminded everyone of the regular Board meeting May 22, and spoke of a successful Hazardous Waste Day last Saturday. He also noted meeting with Paul Albanese, the golf course consultant, and something will be presented to the Board regarding his scope of services in the near future.

Trustee Doroshewitz echoed the comments about Hazardous Waste Day and expressed appreciation for the hard workers. He also commented on disparaging remarks from employees on public forums regarding the Board.

Trustee Heitman noted 934 cars for Hazardous Waste Day, with a few cars coming in twice and three times. He also thanked the Police Department for selecting an auto parts dealer in Plymouth Township.

Clerk Vorva indicated Plante Moran is on-site, doing testing for the audit. He thanked the Treasurer's Department and Accounting Department for all their hard work in preparation. The Township is on-target for the second year in a row to have the audit done in timely fashion.

Trustee Dempsey noted his memo on soccer can be discussed at a future meeting and copies are available to the public from the Deputy Clerk. He also spoke of contact with DTE on their infrastructure plan as a citizen.

Trustee Curmi distributed an editorial regarding economic development.

H. PUBLIC COMMENTS AND QUESTIONS - None

Brad Jurcak thanked the Board for their hard work and open discussion. He expressed the need for empty nesters to move into smaller, lower cost homes.

I. ADJOURNMENT

Moved by Trustee Heitman and seconded by Clerk Vorva to adjourn the meeting at 9:35 p.m. Ayes all.

Jerry Vorva, Township Clerk

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**CONSENT AGENDA
ITEM D.2
ACCEPTANCE OF REPORTS
Building Department
April, 2018**

CHARTER TOWNSHIP OF PLYMOUTH
DEPARTMENT OF BUILDING & CODE ENFORCEMENT



MONTHLY REPORT

April
2018

New Commerical Building for 2018

Company Name	Property Address	Type of Work	Construction Value	Status	Month
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Total Construction Value

-

New Commercial Additions/Alterations for 2018

Company Name	Property Address	Type of Work	Construction Value	Status	Month
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Rivian	13250 Haggerty RD	Tenant finish	1,500,000	Issued	January
Beets Analytists	45211 Helm	Tenant finish	157,959	Issued	January
Sanctum Sanctorm	15071 Northville RD	Tenant finish	1,500	Issued	January
Distributor Operations	40985 Concept	Interior Remodel	29,240	Issued	January
Shiloh Industries	47632 Halyard	Interior Remodel	22,872	Issued	February
Broasted Brothers	15171 Sheldon	Tenant finish	65,000	Issued	February
Trumpf	47711 Clipper	Remodel	314,000	Issued	February
Mile City Church	41100 Plymouth, B2 #103	Tenant finish	25,000	Issued	February
Northridge	49555 N Territorial	Interior Remodel	80,000	Issued	March
Troy Design	14425 Sheldon	Concrete base	30,000	Issued	March
Verita Telecommunications	47071 Five Mile	Tenant finish	290,000	Issued	March
Auto Park LLC	45749 Helm	Repave parking lot	25,000	Issued	March
Essco Development	1498 Sheldon	Interior demo	2,500	Issued	March
Remedi SeniorCare	14700 Helm	Tenant finish	1,100,000	Issued	March
Cygnnet Automated Cleaning	9120 General	Tenant finish	93,278	Issued	April
Materialise	44650 Helm CT	Interior Remodel	135,000	Issued	April
CNC Global	15150 Cleat ST	Addition	950,000	Issued	April
Ziptanz	1496 Sheldon	Tenant finish	10,500	Issued	April

<u>Company Name</u>	<u>Property Address</u>	<u>Type of Work</u>	<u>Construction Value</u>	<u>Status</u>	<u>Month</u>
Plymouth 848 LLC	41100 Plymouth, B2 #115	Interior Remodel	75,000	Issued	April
Zech Engineering	41100 Plymouth B2, #116	Tenant finish	25,000	Issued	April
Mobile Gas Station	14888 Northville RD	Awnings	4,275	Issued	April
Total Construction Value			4,936,124		
Grand Total Construction Value			<u>4,936,124</u>		

Residential Housing 2018

Single Family Detached

	Total # Buildings	Total # Dwelling	Total Value Construction	Total Square Feet
January	1	1	311,076	2,566
February	2	2	574,985	5,266
March	2	2	686,407	3,335
April	1	1	537,472	4,702
May	0			
June	0			
July	0			
August	0			
September	0			
October	0			
November	0			
December	0			
Totals	6	6	\$2,109,940	15,869

Single Family Attached (Townhouses/ Row Houses)

	Total # Buildings	Total # Dwelling	Total Value Construction	Total Square Feet
January	0			
February	0			
March	0			
April	0			
May	0			
June	0			
July	0			
August	0			
September	0			
October	0			
November	0			
December	0			
Totals	0	0	\$ -	-

Two-Family Buildings (Duplex)

	Total # Buildings	Total # Dwelling	Total Value Construction	Total Square Feet
January	0			
February	0			
March	0			
April	0			
May	0			
June	0			
July	0			
August	0			
September	0			
October	0			
November	0			
December	0			
Totals	0	0	\$ -	-

Three-or-more Family Building (Apartments/Stacked Condos)

	Total # Buildings	Total # Dwelling	Total Value Construction	Total Square Feet
January	0			
February	0			
March	0			
April	0			
May	0			
June	0			
July	0			
August	0			
September	0			
October	0			
November	0			
December	0			
Totals	0	0	\$ -	-

	Total # Buildings	Total # Dwelling	Total Value Construction	Total Square Feet
Totals all categories	6	6	\$ 2,109,940	15,869



Revenue Breakdown Report

05/01/2018

Filter: All Records, Transaction.DateToPostOn in <Previous month> [04/01/18 - 04/30/18]

Unit Totals		
Unit Name	Records	Revenue
TOTAL	262	466,333.95

Record Type Totals		
Unit:	Records	Revenue
Name	15	320,372.85
Permit	236	131,748.60
PZE Process	11	14,212.50
UNIT TOTAL:	262	466,333.95

Record Type Breakdowns		
Unit:	Records	Revenue
Record Type: Name	15	320,372.85
TOTAL:	15	320,372.85

Record Type: Permit	Records	Revenue
Building	126	63,266.00
Electrical	36	8,590.00
Mechanical	47	10,131.00
Plumbing	22	2,664.00
Sewer & Water	5	47,097.60
TOTAL:	236	131,748.60

Record Type: PZE Process	Records	Revenue
TOTAL:	11	14,212.50

Certificate of Occupancy List

05/01/2018

1/1

CofO Number	Status	Issued To	Address	CofO and Permit Dates	
OF18-0023 <u>Permit Number</u> PB15-0811	ISSUED (FINAL) <u>Applicant Name</u> POLOCOSER, MITICA	POLOCOSER, MITICA	13678 FAIRVIEW LN <u>Contractor</u>	<u>CO Date Apply:</u> 04/04/2018 <u>Permit Date Apply:</u> 09/23/2015	<u>CO Date Finaled:</u> 04/04/2018 <u>Permit Date Issued:</u> 0/16/2015
OF18-0024 <u>Permit Number</u> PB18-0225	ISSUED (FINAL) <u>Applicant Name</u> Polaris Pharmacy Services of Michigan LLC	Polaris Pharmacy Services of Michigan LLC	9131 GENERAL CT <u>Contractor</u>	<u>CO Date Apply:</u> 04/10/2018 <u>Permit Date Apply:</u> 04/05/2018	<u>CO Date Finaled:</u> 04/10/2018 <u>Permit Date Issued:</u> 4/10/2018
OF18-0025 <u>Permit Number</u> PB18-0126	ISSUED (FINAL) <u>Applicant Name</u> Express Fleet	Express Fleet	9179 General CT <u>Contractor</u>	<u>CO Date Apply:</u> 04/13/2018 <u>Permit Date Apply:</u> 03/01/2018	<u>CO Date Finaled:</u> 04/13/2018 <u>Permit Date Issued:</u> 4/13/2018
OF18-0026 <u>Permit Number</u> PB18-0050	ISSUED (FINAL) <u>Applicant Name</u> Sanctum Sanctorm Comics & Oddities	Sanctum Sanctorm Comics & Oddities	15071 Northville RD <u>Contractor</u>	<u>CO Date Apply:</u> 04/19/2018 <u>Permit Date Apply:</u> 01/29/2018	<u>CO Date Finaled:</u> 04/19/2018 <u>Permit Date Issued:</u> 1/31/2018

All Records

Co.DateFinaled Between 4/1/2018 12:00:00 AM AND

4/30/2018 11:59:59 PM AND

Co.Status = ISSUED (FINAL)

Number of CofO's: 4

Temporary Certificates of Occupancy

Date	Address	Occupant	Category	Permit
April 6, 2018	41144 Concept DR	Oerlikon	Commercial	PB16-0825
April 30, 2018	9609 Southworth	Homeowner	Residential	PB16-1078

Certificates of Occupancy and Re-Occupancy
Plymouth Township
April 2018*
WTUA

Address	Business Name	Business	Type of work	Business Forms Given Out	
				Yes	No
9131 General DR	Polais Pharmacy Services	Pharmacy	Re-occupancy	X	
9179 General DR	Express Fleet	Auto repair service	Re-occupancy	X	
15071 Northville RD	Sanctum Sanctorm Comics	Comic & Oddities	Tenant Finsh		X
41144 Concept DR	Oerlikon	Material processing	New Commercial Bldg		X

05/01/18

Enforcement List Vacant Properties

Address	Sid-well Number	Responsible Party	Date of Enforcement Action	Status Of Enforcement Action	Date Enforcement Closed
<u>VACANT BLD - RES</u>					
11626 JOY RD	R-78-061-99-0027-001	Bruce Gould	07/07/09	Violation Issued	06/14/11
11626 11626 BUTTERNUT	R-78-027-01-0160-002		10/26/11	Recv'd Registration	01/16/14
11626 8890 NORTHERN	R-78-059-03-0136-000	Rowe, Kimberly W	01/13/12	Recv'd Registration	
11626 9440 NORTHERN	R-78-059-03-0167-000	Baczlo Properties, LLC	03/21/13	Recv'd Registration	
11626 41451 CRABTREE LN	R-78-017-02-0521-000		11/27/13	Recv'd Registration	
11626 42405 HAMMILL	R-78-017-03-0048-301	Rottell, Barbara Joann Trust	03/31/15	1st Reg ltr sent	
11626 9400 S MAIN	R-78-061-01-0003-000		03/31/15	2nd Notice	
11626 46643 ANN ARBOR TR	R-78-035-99-0006-006	National Field Network	05/02/17		06/06/17
Total: 8					

05/01/18

Enforcement List Vacant Properties

Address	Sid-well Number	Responsible Party	Date of Enforcement Action	Status Of Enforcement Action	Date Enforcement Closed
<u>VACANT BLD- COM</u>					
11626 14556 JIB	R-78-009-03-0096-002	Elizabeth Stanaj	07/07/09	Recv'd Registration	
Total: 1					

05/01/18

Enforcement List Vacant Properties

Address	Sid-well Number	Responsible Party	Date of Enforcement Action	Status Of Enforcement Action	Date Enforcement Closed
<u>VACANT PROP - RES</u>					
11626 Greystone Blvd	R-78-064-99-0022-701	Biondo Design & Building LLC	07/07/09	1st Reg ltr sent	
11626 BECK RD	R-78-040-99-0008-000	Marcus Raymond	07/07/09	1st Reg ltr sent	06/14/11
11626 JOY RD	R-78-061-99-0026-001	Bruce Gould	07/07/09	Recv'd Registration	
11626 ANN ARBOR RD	R-78-054-99-0015-000	Shari Lightston, Trustee	07/07/09	Recv'd Registration	
11626 ANN ARBOR RD	R-78-054-99-0015-000	Shari Lightston, Trustee	08/07/13	2nd Notice	03/28/14
<hr/>					
Total: 5					

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**CONSENT AGENDA
ITEM D.2
ACCEPTANCE OF REPORTS
Fire Department
April, 2018**



Plymouth Township Fire Department Monthly Report

April 2018

Response Information:

The Plymouth Township Fire Department **responded to 234** emergencies this month.

There was an average of **7.8** runs per day this month.

PTFD's average response time was **5 minutes, 52 seconds** to the scene. This includes all responses including non-emergent.

Mutual Aid:

Plymouth Township Fire Department is a member of the Western Wayne County Mutual Aid Association and we provided mutual aid **8** times this month and received mutual aid **4** times.

EMS Information:

There were **116** patients transported this month.

HVA transported **96** patients to the hospital.

Plymouth Township Fire transported **20** patients to the hospital.

The remainder of **32** patients were not transported for various reasons.

Plymouth transports billed out **\$13,823.20** this month, received **\$9,670.45** has **\$53,196.96** in outstanding bills.

and wrote off **\$161.21**..

There were a total of **6** accounts in arrears that were paid off totaling **\$2,538.84**.

Fire Loss:

There were **5** fires this month that accounted for **\$22,710.00** worth of damage to possessions and property. We prevented the destruction of **\$1,139,710.00** in property.

Fire Prevention:

Plymouth Township Fire Department provided **77** comprehensive fire inspections to businesses within Plymouth Township.

Fire Safety public education classes in CPR, Fire Extinguisher and Fire Safety are provided throughout the year.

This month, the department conducted **6** fire safety talks to a total of **64** participants.

Reports Included:

CLEMIS Reports

Incidents Section

- Incident Summary by Incident type
 - Incident Type
 - Type count
 - Property Loss
 - Property Value

- Mutual Aid by Department
 - Mutual aid Received
 - Mutual Aid Given

Local Section

- Fire Department Response Times
 - Turnout Time
 - Response Time

Health EMS

Agency Productivity

- Agency Activity Summary
 - Patients Transported by HVA
 - Patients Transported by PCFD

MHR summary

Inspection Report

Total count for Public Education – Review Fire Modules Calendar

Incident Type Count Report

Date Range: From 4/1/2018 To 4/30/2018

Selected Station(s): All

Incident

Type	Description	Count	
Station:			
9 - Special incident type		2	0.85%
Total - Special Incident Type		2	100.00%
Total for Station		2	0.85%
Station: MA			
321 - EMS call, excluding vehicle accident with injury		4	1.71%
Total - Rescue & Emergency Medical Service Incidents		4	57.14%
611 - Dispatched & cancelled en route		1	0.43%
Total - Good Intent Call		1	14.29%
700 - False alarm or false call, other		2	0.85%
Total - Fals Alarm & False Call		2	28.57%
Total for Station		7	2.99%
Station: ST1			
321 - EMS call, excluding vehicle accident with injury		45	19.23%
322 - Vehicle accident with injuries		5	2.14%
324 - Motor vehicle accident with no injuries		1	0.43%
Total - Rescue & Emergency Medical Service Incidents		51	68.92%
441 - Heat from short circuit (wiring), defective/worn		1	0.43%
444 - Power line down		4	1.71%
445 - Arcing, shorted electrical equipment		1	0.43%
Total - Hazardous Conditions (No fire)		6	8.11%
500 - Service Call, other		1	0.43%
551 - Assist police or other governmental agency		1	0.43%
554 - Assist invalid		2	0.85%
Total - Service Call		4	5.41%
611 - Dispatched & cancelled en route		4	1.71%
6111 - Hospice Death		1	0.43%
Total - Good Intent Call		5	6.76%
700 - False alarm or false call, other		2	0.85%
732 - Extinguishing system activation due to malfunction		1	0.43%
733 - Smoke detector activation due to malfunction		1	0.43%
735 - Alarm system sounded due to malfunction		2	0.85%
743 - Smoke detector activation, no fire - unintentional		1	0.43%
744 - Detector activation, no fire - unintentional		1	0.43%
Total - Fals Alarm & False Call		8	10.81%
Total for Station		74	31.62%
Station: ST2			
143 - Grass fire		1	0.43%
Total - Fires		1	2.38%
321 - EMS call, excluding vehicle accident with injury		27	11.54%

Incident

Type	Description	Count	
Station: ST2 - (Continued)			
322	Vehicle accident with injuries	1	0.43%
Total - Rescue & Emergency Medical Service Incidents		28	66.67%
400	Hazardous condition, other	1	0.43%
Total - Hazardous Conditions (No fire)		1	2.38%
500	Service Call, other	1	0.43%
531	Smoke or odor removal	1	0.43%
551	Assist police or other governmental agency	1	0.43%
554	Assist invalid	1	0.43%
Total - Service Call		4	9.52%
600	Good intent call, other	2	0.85%
6111	Hospice Death	1	0.43%
Total - Good Intent Call		3	7.14%
700	False alarm or false call, other	1	0.43%
730	System malfunction, other	1	0.43%
733	Smoke detector activation due to malfunction	1	0.43%
743	Smoke detector activation, no fire - unintentional	1	0.43%
745	Alarm system sounded, no fire - unintentional	1	0.43%
Total - Fals Alarm & False Call		5	11.90%
Total for Station		42	17.95%
Station: ST3			
131	Passenger vehicle fire	2	0.85%
140	Natural vegetation fire, other	1	0.43%
141	Forest, woods or wildland fire	1	0.43%
Total - Fires		4	3.67%
321	EMS call, excluding vehicle accident with injury	58	24.79%
322	Vehicle accident with injuries	8	3.42%
352	Extrication of victim(s) from vehicle	2	0.85%
Total - Rescue & Emergency Medical Service Incidents		68	62.39%
412	Gas leak (natural gas or LPG)	1	0.43%
444	Power line down	1	0.43%
445	Arcing, shorted electrical equipment	2	0.85%
Total - Hazardous Conditions (No fire)		4	3.67%
500	Service Call, other	4	1.71%
550	Public service assistance, other	1	0.43%
554	Assist invalid	9	3.85%
561	Unauthorized burning	1	0.43%
Total - Service Call		15	13.76%
611	Dispatched & cancelled en route	3	1.28%
622	No incident found on arrival at dispatch address	1	0.43%
Total - Good Intent Call		4	3.67%
700	False alarm or false call, other	5	2.14%
730	System malfunction, other	2	0.85%
735	Alarm system sounded due to malfunction	1	0.43%
736	CO detector activation due to malfunction	1	0.43%
740	Unintentional transmission of alarm, other	1	0.43%
744	Detector activation, no fire - unintentional	2	0.85%

Incident

Type	Description	Count	
	Station; ST3 - (Continued)		
	745 - Alarm system sounded, no fire - unintentional	2	0.85%
	Total - Fals Alarm & False Call	14	12.84%
	Total for Station	109	46.58%
		234	100.00%

Fire Department Response Times

Stations selected for analysis: All

Shifts selected for analysis: All

For Dates Beginning 4/1/2018 12:00:00AM Ending 4/30/2018 12:00:00AM

Incident Types selected for analysis: All

Incident Response Types selected for analysis: All Responses

Time in Minutes	Dispatch to Enroute	Percent		Cumulative		Enroute to Arrival	Percent		Cumulative		Dispatch to Arrival	Percent		Cumulative	
		Total	Responses	Total	Responses		Total	Responses	Total	Responses		Total	Responses		
0 - 1	85	40.48	85	40.48		8	4.00	8	4.00		7	3.38	7	3.38	
1 - 2	83	39.52	168	80.00		22	11.00	30	15.00		4	1.93	11	5.31	
2 - 3	30	14.29	198	94.29		34	17.00	64	32.00		12	5.80	23	11.11	
3 - 4	8	3.81	206	98.10		36	18.00	100	50.00		35	16.91	58	28.02	
4 - 5	2	0.95	208	99.05		33	16.50	133	66.50		40	19.32	98	47.34	
5 - 6	0	0.00	208	99.05		28	14.00	161	80.50		31	14.98	129	62.32	
6 - 7	0	0.00	208	99.05		12	6.00	173	86.50		25	12.08	154	74.40	
7 - 8	0	0.00	208	99.05		8	4.00	181	90.50		17	8.21	171	82.61	
8 - 9	0	0.00	208	99.05		10	5.00	191	95.50		15	7.25	186	89.86	
9 - 10	0	0.00	208	99.05		2	1.00	193	96.50		8	3.86	194	93.72	
10 +	2	0.95	210	100.00		7	3.50	200	100.00		13	6.28	207	100.00	

Incident Total: 210

Average Times per Incident

Average Fire Department Turn Out Time: 1 minute(s) 27 second(s)
(Dispatch to Enroute)

Average Fire Department Travel Time: 4 minute(s) 30 second(s)
(Enroute to Arrive)

Average Fire Department Turn Out and Travel Time: 5 minute(s) 52 second(s)
(Dispatch to Arrive)

Listing of Mutual Aid Responses by Mutual Aid Department

Report for: PLYMOUTH TOWNSHIP FIRE DEPARTMENT

Department 08204: Canton Twp FD
Mutual Aid Received

0000775	April 2, 2018 8:41	1	08204
<i>Subtotal Mutual Aid Type</i>		1	

Additional Mutual Aid Departments

42320 E ANN ARBOR Rd

Mutual Aid Given

0000826	April 8, 2018 21:09	3	08204
0000871	April 13, 2018 15:24	3	08204
0000963	April 25, 2018 11:25	3	08204
<i>Subtotal Mutual Aid Type</i>		3	
<i>Subtotal Department</i>		4	

Additional Mutual Aid Departments

7025 LILLEY
 43569 W ARBOR Way
 6100 N HAGGERTY

Department 08232: City of Northville FD
Mutual Aid Received

0000947	April 21, 2018 22:01	1	08232
<i>Subtotal Mutual Aid Type</i>		1	
<i>Subtotal Department</i>		1	

Additional Mutual Aid Departments

08255 08204 8980 HAGGERTY Rd

Department 08255: Northville Twp FD
Mutual Aid Received

0000776	April 2, 2018 9:13	1	08255
<i>Subtotal Mutual Aid Type</i>		1	

Additional Mutual Aid Departments

43939 PLYMOUTH OAKS Blvd

Mutual Aid Given

0000866	April 12, 2018 18:46	3	08255
0000907	April 16, 2018 13:03	3	08255
0000992	April 30, 2018 16:43	3	08255
<i>Subtotal Mutual Aid Type</i>		3	
<i>Subtotal Department</i>		4	

Additional Mutual Aid Departments

46180 W MAIN St
 39569 VILLAGE Run
 39681 MUIRFIELD Ln

Department 8229: Livonia Fire Department
Mutual Aid Received

0000926	April 19, 2018 11:32	1	8229
<i>Subtotal Mutual Aid Type</i>		1	
<i>Subtotal Department</i>		1	

Additional Mutual Aid Departments

On HAGGERTY Rd at PLYMOUTH

Department 8251: Westland Fire Department
Mutual Aid Given

0000982	April 29, 2018 0:05	3	8251
0000983	April 29, 2018 0:13	3	8251
<i>Subtotal Mutual Aid Type</i>		2	
<i>Subtotal Department</i>		2	

Additional Mutual Aid Departments

6331 WEST MORGAN Cir
 7630 DREW Cir

Total		12	
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Agency Activity Summary

Plymouth Community Fire Dept

Agency: Plymouth Community Fire Dept | Service Date: From 04/01/2018 Through 04/30/2018

Total Number of ePCRs: 148

Total Number of Incidents: 140

By Branch

01 Station 1 = 45

02 Station 2 = 39

03 Station 3 = 64

Run Disposition

	#	%		#	%
Treated/Transported	20	13.5%	Dead Prior To Arrival	2	1.4%
Treated / Transferred Care	96	64.9%	Dead After Arrival	N/A	N/A
Treated/No Transport (AMA)	24	16.2%	Treat/Transported by Private Veh.	N/A	N/A
Treated / No Transport (Per Protocol)	N/A	N/A	Assist	1	0.7%
Transported / Refused Care	N/A	N/A	Other	4	2.7%
No Transport / Refused Care	N/A	N/A	No Patient Found	N/A	N/A
Cancelled	1	0.7%			
Left Blank	N/A	N/A			

Run Type

	#	%		#	%
Emergency Runs	N/A	N/A	Non-Emergency Runs	N/A	N/A
Stand By	N/A	N/A	Stand By	N/A	N/A
Mutual Aid	N/A	N/A	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A
Emergency Runs (Scheduled)	N/A	N/A	Non-Emergency Runs (Scheduled)	N/A	N/A
Stand By	N/A	N/A	Stand By	N/A	N/A
Mutual Aid	N/A	N/A	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A

Emergency Type Left Blank: 0

Runs by Unit

Unit	Total Runs	Treat/Transp	Treat/Transfer	Treat/No Transp(AMA)	Treat/No Transp(PP)	Transp/Ref. Care	Cancelled	Dead Prior Arr	Dead After Arr	T/T Priv Veh	No Trans/Ref. Care	Assist	Other	No Pat Found
RES1	47	8	26	12	0	0	0	0	0	0	0	1	0	0
RES2	35	7	23	5	0	0	0	0	0	0	0	0	0	0
RES3	65	5	46	7	0	0	1	2	0	0	0	0	4	0
RES4	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Total	148	20	96	24	0	0	1	2	0	0	0	1	4	0

Runs by Service Level

<u>Dispatched Service Level</u>	#	%	<u>Recommended Service Level</u>	#	%
BLS	13	8.8%	BLS	112	75.7%
ALS	135	91.2%	ALS1	35	23.6%
SCT	N/A	N/A	ALS2	1	0.7%
			SCT	N/A	N/A
			Rotary Wing	N/A	N/A
			Fixed Wing	N/A	N/A

Runs by Insurance Type with Service Level (Multiple insurance types may have

been marked on a run)

Type	BLS	%	ALS1	%	ALS2	%	SCT	%Rotary Wing	%Fixed Wing	%	Total	%
None	112	75.7%	37	25.0%	1	0.7%	N/A	N/A	N/A	N/A	150	101.4%

Runs by Primary PI (Note - Primary PI is based on the ICD-10 priority setup in HealthEMS)

Description	#	%
Abdominal Pain	2	1.4%
Alt. Level Conscious	7	4.7%
Anxiety	8	5.4%
Behavioral Disorder	2	1.4%
CVA/Stroke	3	2.0%
Cardiac Arrest	1	0.7%
Cardiac Symptoms	2	1.4%
Chest Pain	8	5.4%
Dehydration Symp.	1	0.7%
Diabetic Symptoms	2	1.4%
Dizziness	2	1.4%
Dyspnea-SOB	5	3.4%
Flu Symptoms	3	2.0%
GI -Bleed	1	0.7%
Headache (no trauma)	1	0.7%
Hemorrhage-(severe medical)	3	2.0%
Migraine	1	0.7%
Monitoring Required	7	4.7%
Nausea	4	2.7%
Newborn	1	0.7%
No Medical Problem	4	2.7%
Nose Bleed	1	0.7%
Obvious Death	2	1.4%
Pneumonia Symptoms	1	0.7%
Post-Op Complication	1	0.7%
Psychiatric Emerg.	3	2.0%
Pulmonary Edema	1	0.7%
Seizure	2	1.4%
Sore Throat	2	1.4%
Syncope/Fainting	8	5.4%
Trauma Injury	25	16.9%
Unknown Medical	4	2.7%
Urination Problem	3	2.0%
Vomiting	1	0.7%
Vomiting Blood	1	0.7%
Weakness	19	12.8%
Left Blank	6	4.1%
Total	148	100.0%

Runs by Dispatch (EMD) Code

<u>Description</u>	<u>#</u>	<u>%</u>
1 Abdominal Pain	4	2.7%
10 Chest Pain [non-traumatic]	6	4.1%
11 Choking	1	0.7%
12 Convulsions/Seizures	3	2.0%
13 Diabetic	1	0.7%
17 Falls	12	8.1%
18 Headache	2	1.4%
2 Allergies/Envenomations	3	2.0%
21 Hemorrhage/Lacerations	3	2.0%
23 Overdose/poisoning	2	1.4%
24 Pregnancy/Childbirth/Miscarriage	1	0.7%
25 Psychiatric/Abnormal behavior/Suicide Attempt	7	4.7%
26 Sick Person	41	27.7%
27 Stab/ Gunshot Penetrating Trauma	2	1.4%
28 Stroke [CVA]	3	2.0%
29 Traffic/Accidents	14	9.5%
30 Traumatic Injuries	7	4.7%
31 Unconscious/Fainting	14	9.5%
32 Unknown Problem	5	3.4%
6 Breathing Problems	8	5.4%
77 Not reported	1	0.7%
9 Cardiac or Respiratory Arrest/Death	1	0.7%
99 Unknown	2	1.4%
<i>Left Blank</i>	5	3.4%
<hr/> <i>Total</i>	148	100.0%

Transport From (Category)

	#	%
-Left Blank-	148	100.0%
<i>Total</i>	148	100.0%

Transport From (Facility)

	#	%
-Left Blank-	147	99.3%
Independence Village	1	0.7%
<i>Total</i>	148	100.0%

Transport To (Destination Facility)

	#	%
St Mary Livonia ER	83	56.1%
-Left Blank-	32	21.6%
St Joe Ann Arbor ER	11	7.4%
UNIVERSITY OF MICHIGAN ER	10	6.8%
Providence Park ER-Novi	4	2.7%
Garden City ER	3	2.0%
Henry Ford West Bloomfield	2	1.4%
Henry Ford MAIN	2	1.4%
Beaumont Farmington Hills (Botsford)	1	0.7%
<i>Total</i>	148	100.0%

Plymouth Township
Fire Department Transports and Cost Recovery

April 2018

Plymouth Monthly Charge Report

<u>ID</u>	<u>Description QTY</u>	<u>QTY</u>	<u>%</u>	<u>Count</u>	<u>Count</u>	<u>Charges</u>	<u>%</u>
427	ALS EMERGENCY	9	5.37	9	20.45	5850.00	42.32
429	BLS EMERGENCY	11	6.56	11	25.00	5500.00	39.79
425MC	CMS MILEAGE	61.6	36.75	8	18.18	739.20	5.35
425	MILEAGE	82	48.93	12	27.27	984.00	7.12
MVA	MOTOR VEHICLE ACCIDENT	4	2.39	4	9.09	750.00	5.43
Totals for All		167.6		44		13823.20	

Plymouth Credit Summary

<u>ID</u>	<u>Description</u>	<u>Credits</u>	<u>QTY %</u>	<u>Amount</u>	<u>Amount %</u>
2	Adjustment	61	51.69	3912.17	28.46
3	Discount	2	1.69	3.32	0.02
1	Other Payment	42	35.59	7131.61	51.88
6	Patient Payment	10	8.47	2538.84	18.47
5	Write Off	3	2.54	161.21	1.17
Totals for All		118		13747.15	

Aging Schedule/Event Summary

<u>ID</u>	<u>Description</u>	<u>Calls</u>	<u>Current</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>91 to 120</u>	<u>121 to 150</u>	<u>151 to 180</u>	<u>Over 180</u>	<u>Total</u>
APPL	APPEAL PATIENT 30	8	0.00	953.00	445.73	0.00	698.00	1432.00	734.00	4262.73
CAID	ELECT MEDICAID	4	0.00	0.00	779.16	0.00	0.00	0.00	1296.40	2075.56
CARE	ELECT - MEDICARE	6	2807.60	718.40	746.00	0.00	0.00	0.00	0.00	4272.00
CAREBL	ELECT MEDICARE P	1	0.00	572.00	0.00	0.00	0.00	0.00	0.00	572.00
COMP	PAPER WORK COM	1	0.00	0.00	0.00	0.00	536.00	0.00	0.00	536.00
CRED	MHR REFUND CREDI	1	0.00	0.00	0.00	0.00	0.00	0.00	-125.00	-125.00
FIREINS	FIRE RECOVERY 15	12	0.00	0.00	0.00	0.00	0.00	0.00	6297.00	6297.00
INSU	PAPER INS PRIMAR	10	1168.00	0.00	1421.00	703.97	0.00	1486.00	0.00	4778.97
MCAP	APPEAL MEDICAID	1	0.00	0.00	0.00	0.00	0.00	0.00	512.00	512.00
NEIC	ELECT INS NEIC	2	0.00	0.00	758.00	0.00	746.00	0.00	0.00	1504.00
NEICCAID	ELECT MEDICAID NE	1	722.00	0.00	0.00	0.00	0.00	0.00	0.00	722.00
PRV2	PAPER - PRIVATE P	40	7305.46	3576.56	3781.10	272.72	1332.13	710.00	710.00	17687.97
REVIEW	REVIEW	16	0.00	1532.00	1705.60	4326.80	548.00	662.00	96.64	8871.04
SINS	PAPER INS SECOND	5	0.00	96.17	250.00	0.00	0.00	76.52	0.00	422.69
TIME	TIME PAY ACCOUNT	1	0.00	0.00	0.00	0.00	0.00	295.00	0.00	295.00
U	MHR HOLD FOR MH	1	0.00	0.00	0.00	0.00	0.00	0.00	513.00	513.00
Totals		110	12003.06	7448.13	9886.59	5303.49	3860.13	4661.52	10034.04	53186.86

Incident Summary by Incident Type

Date Range: From 4/1/2018 To 4/30/2018

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	5	5	00:07:10	\$10,210.00	\$39,710.00
EMS/Rescue	151	130	00:06:08	\$0.00	\$0.00
Hazardous Condition	11	10	00:05:31	\$12,500.00	\$1,100,000.00
Service Call	23	10	00:09:26	\$0.00	\$0.00
Good Intent	13	3	00:04:15	\$0.00	\$0.00
False Call	29	24	00:07:49	\$0.00	\$0.00
Other	2	0		\$0.00	\$0.00
Totals	234	182		\$22,710.00	\$1,139,710.00

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**CONSENT AGENDA
ITEM D.2
ACCEPTANCE OF REPORTS
Planning Department
April, 2018**



MEMORANDUM

To: Board of Trustees, Plymouth Township
From: Laura E. Haw, AICP, McKenna
Planning Director, Plymouth Township
Date: May 1, 2018
Re: April 2018 Monthly Report: Planning and Zoning Department

PLANNING AND ZONING

Accomplishments and Activities:

- On-going collaboration and meetings with Wayne County regarding the sale and redevelopment of the Phoenix Road Yard property. Wayne County ultimately selected Critical Mass, a team featuring Mr. Rick Cox, to revitalize and develop the Phoenix Mill as a mixed-use destination for community enrichment. An estimated 30 new jobs will be created as part of this redevelopment. We are inviting Rick’s team to present at a future Board of Trustee meeting on their proposal and we look forward to working together on this project !
- The Planning Department continues to enter in prior and open applications so that the new Planning, Zoning and Engineering (PZE) module (BS&A software system) is up-to-date moving forward.
- Continued discussions and meetings with Monroe Bank and Trust for a new bank with drive-thru windows at Plymouth Towne Square (adjacent to Grand Traverse Pie Company).
- Adoption of Article 23 of the Zoning Ordinance: Planned Unit Development (PUD) Option by the Board of Trustees.
- Pre-Development meetings with the Sterling Group, Cygnet, Adient, Graye’s Greenhouse, Gary Roberts, Walter Menard and Jeff O’Brien, and more.
- Working to finalize the Andover Forest, Cluster Housing Residential development from 2015. The Planning Department (and Township in general) receives numerous inquiries about this site as it was cleared and stalled. Policies are in place to ensure this will not occur again.
- In April 2018, Planning Commission recommended Cluster Housing Option approval for two new residential developments in the Township – Verona Park and the Ponds at Andover. These two Cluster Housing Options are prepared to go before the Board of Trustees at a May meeting for consideration.

DEPARTMENT FINANCIAL ACTIVITY	CURRENT	2018 YTD
Applications (includes both March and April)	\$10,916.50	\$26,805.50
2237: The Ponds at Andover, Cluster Housing Option (Planning Commission review only), revised	\$1,712.50	-
2274: 15075 Beck Road, Beck Road Hotel (PUD Site Plan), revised	\$2,125.00	-
2279: Verona Park, Cluster Housing Option (Planning Commission review only) – formerly known as “Edinburgh Estates”, revised	\$1,625.00	-
2280: Monroe Bank and Trust, Administrative Site Plan (major)	\$2,554.00	-
2281: 14700 Helm Court, Administrative Site Plan (minor)	\$350.00	-
2282: 15075 Beck Road, Land Combination	\$800.00	-
2283: 49555 N. Territorial, Administrative Site Plan (minor - facade)	\$350.00	-
2284: 47500 Five Mile Road, Lot Split	\$1,400.00	-

Challenges:

- Ease of public understanding regarding applications, processes, etc.
- Outdated information that would benefit from an update (ex: Zoning Map).
- Many questions on ARC, Ann Arbor Road Corridor sign requirements, not digestible for the public.
- Repeat ZBA variances granted (ex: fence heights).
- Resident concern regarding sidewalks in the older subdivisions such as Green Meadows.

Recommendations and Next Month Outlook:

- Update planning applications to streamline processes / clarify requirements for ease of understanding and use by developers and the general public.
- Will review website and be making recommendations for changes / additional information.
- Consideration of the Planning Commission's 2018 Work Plan activities, including consideration of a joint meeting between all municipal entities: Board of Trustees, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, etc. to discuss projects, future goals and coordination.

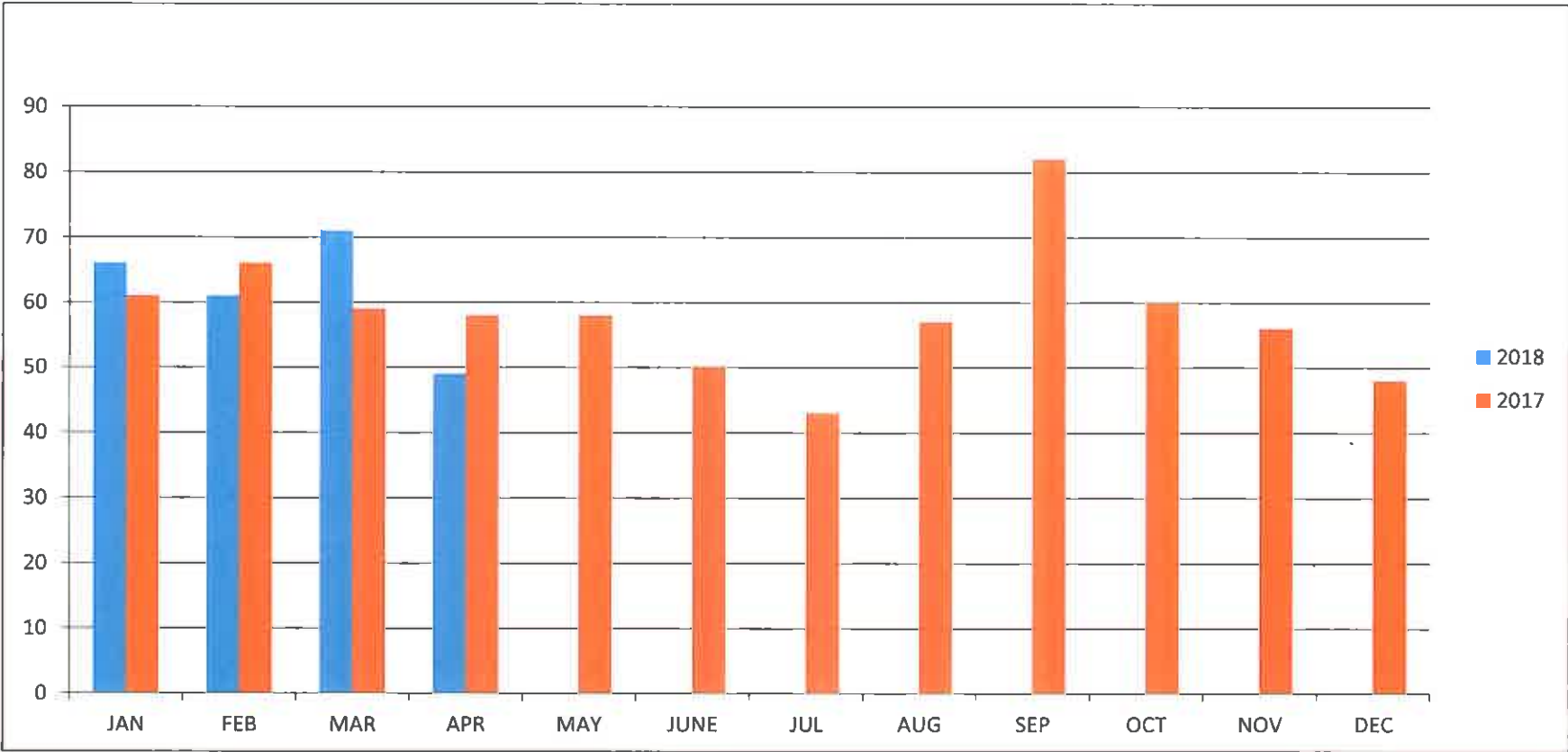


**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**CONSENT AGENDA
ITEM D.2
ACCEPTANCE OF REPORTS
Police Department
April, 2018**

NUMBER OF ARRESTS

	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL
2018	66	61	71	49									247
2017	61	66	59	58	58	50	43	57	82	60	56	48	698



PART-ONE CRIMES

January 1, 2018 through December 31, 2018

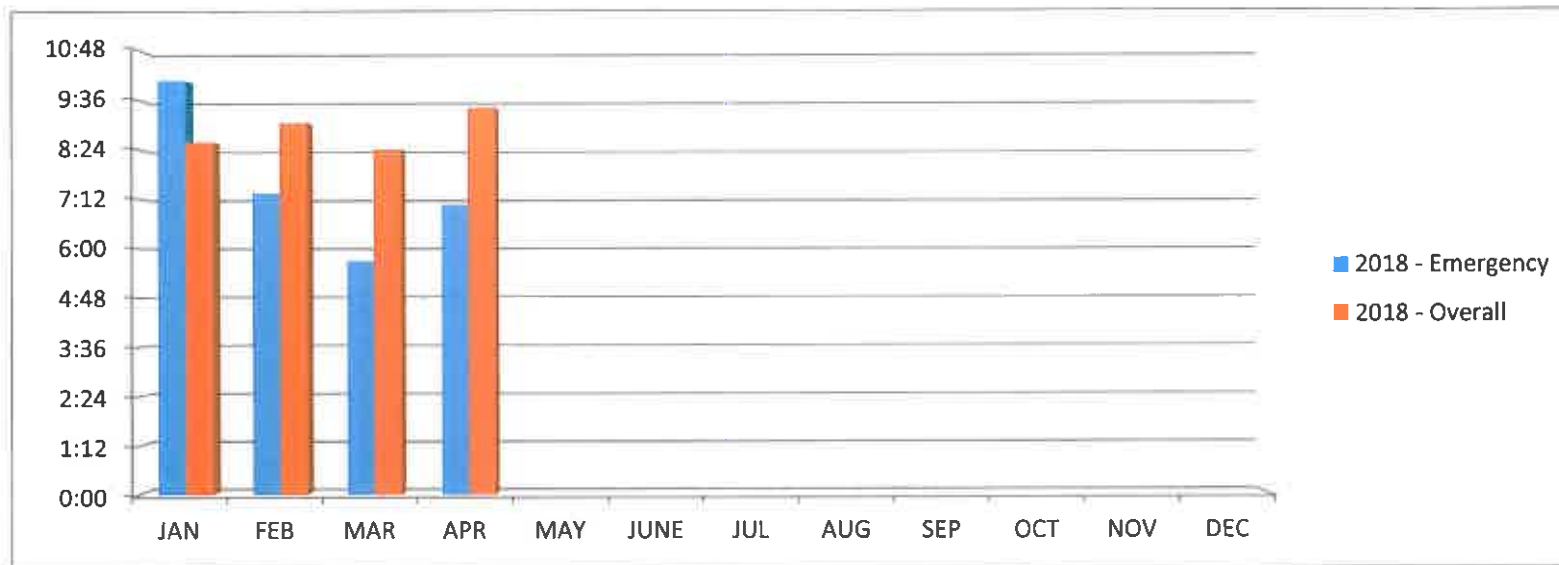
2018	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL
Murder	0	0	0	0									0
CSC	1	1	0	0									2
Robbery	0	0	1	0									1
Aggravated Assault	0	0	3	0									3
Burglary	1	0	1	0									2
Larceny	7	5	1	9									22
Auto Theft	1	1	0	1									3
Arson	0	0	0	0									0
Retail Fraud	1	0	2	0									3
Total	11	7	8	10									36

CALLS FOR SERVICE

2018	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL
Part A Crimes	47	40	35	33									155
All Other Crimes	97	78	99	45									319
Total	144	118	134	78									

RESPONSE TIME

2018	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC
2018 - Emergency	10:04	7:20	5:41	7:03								
2018 - Overall	8:35	9:03	8:24	9:24								



DISPATCH CENTER

2018	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of 911 Calls	1,177	1,028	1,124										3,329
# of Non-Emergency Calls	2,696	2,571	2,637	2,487									10,391
Total													

POLICE AND FIRE RESPONSE

2018	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	YTD
City Police	1,500	1,231	1,408	1,226									5,365
Township Police	1,248	976	1,218	1,107									4,549
Township Fire	273	232	262	227									994
City Fire	77	81	78	74									310
Total	3,098	2,520	2,966	2,634									11,218

TRAFFIC ACCIDENT SUMMARY

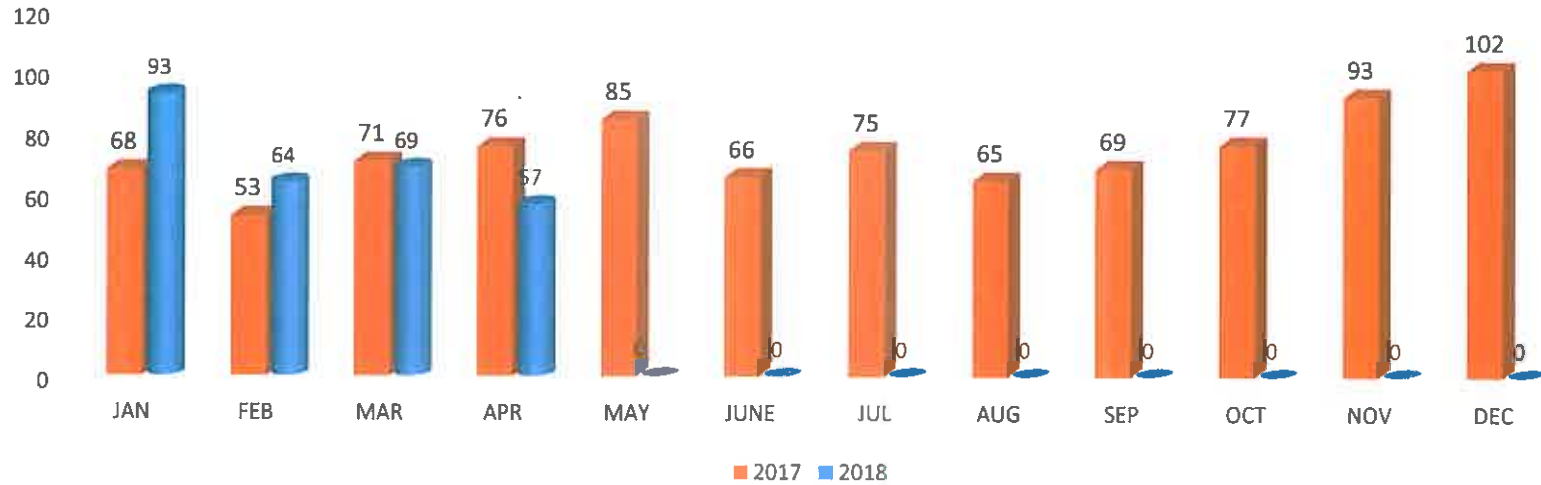
JANUARY 1, 2018 THROUGH DECEMBER 31, 2018

2018	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL
Fatal	0	0	0	0									0
Personal Injury	12	9	7	13									41
Property Damage	68	44	49	34									195
Private Property	13	11	13	10									47
Hit and Run	0	0	0	0									0
Total	93	64	69	57	0	0	0	0	0	0	0	0	283

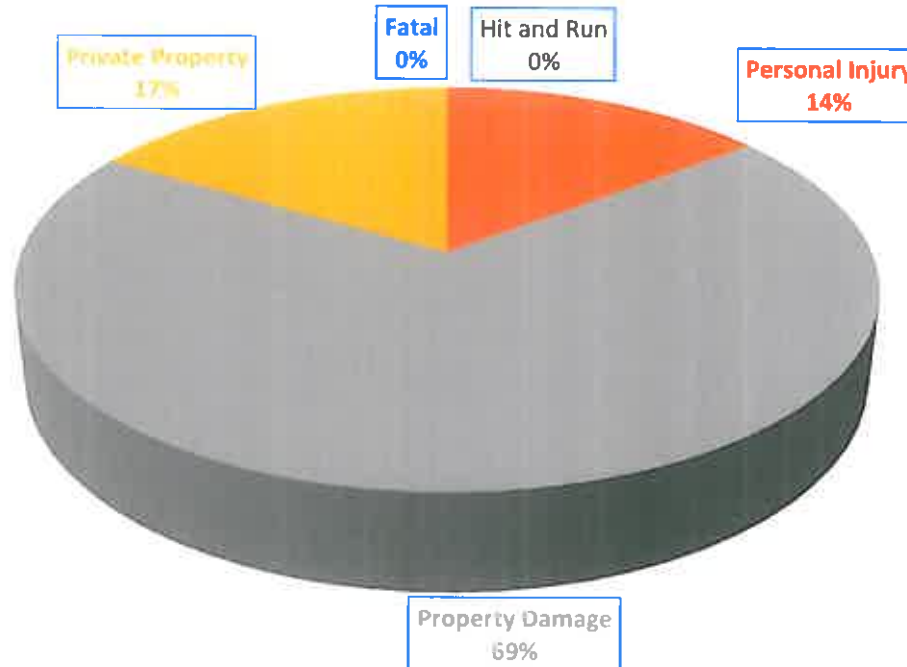
JANUARY 1, 2017 THROUGH DECEMBER 31, 2017

2017	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL
Fatal	0	0	0	0	0	0	0	0	0	0	0	0	0
Personal Injury	6	4	4	14	15	21	17	13	14	10	14	15	147
Property Damage	58	45	64	55	66	42	53	45	46	62	69	76	681
Private Property	3	4	3	6	4	3	5	7	9	5	9	11	69
Hit and Run	1	0	0	1	0	0	0	0	0	0	1	0	3
Total	68	53	71	76	85	66	75	65	69	77	93	102	900

Traffic Accidents 2017 vs 2018



REPORTED ACCIDENTS BY TYPE - YTD 2018

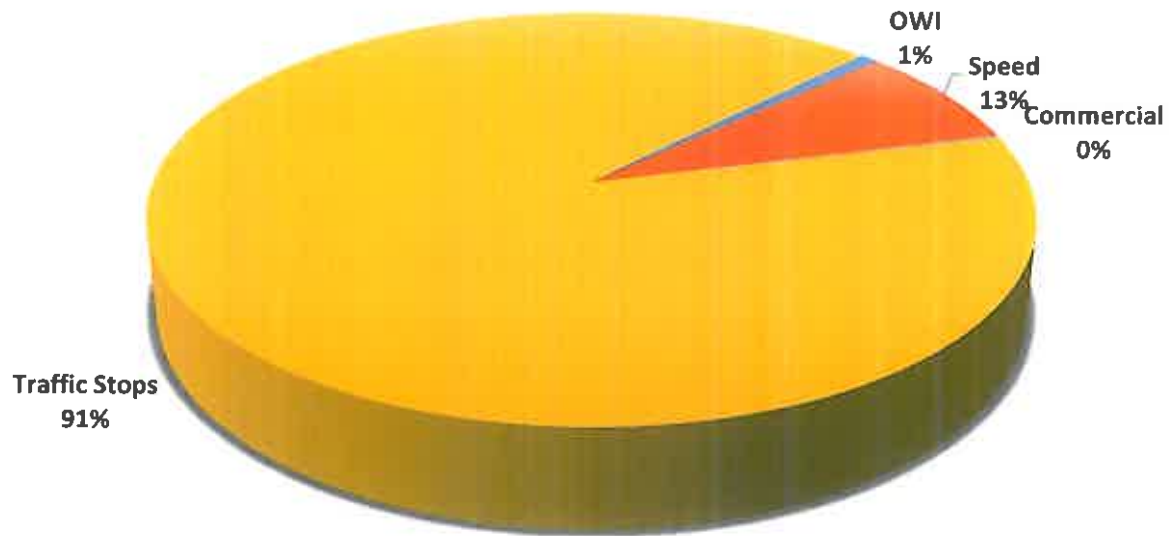


TRAFFIC VIOLATION SUMMARY

January 1, 2018 through December 31, 2018													
2018	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL
OWI	4	5	3	1									13
Speed	31	18	40	45									134
Commercial	3	1	0	0									4
Traffic Stops	430	276	432	392									1,530

Number of Arrests													
2018	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL
Felony	9	8	7	5									29
Misdemenor	57	53	64	44									218
Citations	230	139	236	192									797
Total	296	200	307	241									1,044

Traffic Violations Issued by Type Year to Date 2017



**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**CONSENT AGENDA
ITEM D.2
ACCEPTANCE OF REPORTS
FOIA – Clerk's Department
April, 2018**

FOIA Monthly Report

Run Date: 05/01/2018 8:00 AM

Create Date	Company Name	Customer Full Name	Type of Information Requested	Amount of Payment
4/9/2018	G2 Consulting group	Ms. Lynn McDonald	Assessing Records Building Code of Ordinance Records Environmental Fire Report Outstanding Liens/Assessments	
4/11/2018	AKT Peerless	Jeremy Fox	Assessing Records Building Fire Report Public Services-Works	
4/26/2018	McManus Law, PLLC	Mrs. Angelina Mueller	EMS Report Fire Report Police Records	
4/11/2018	Rolling Oaks Subdivision	Patrick Kubik	Assessing Records	
4/13/2018	BuildZoom	Claudine Anague	Building	
4/2/2018	Rehmann Corporate Investigative Services	David Stayer	Fire Report	
4/19/2018	Intertek - PSI	Nick George	Environmental	
4/26/2018	Rehmann Corporate Investigative Services	David Stayer	Fire Report	
4/16/2018	Remine	Associate Data Acquisition Analyst Christina Hogue	Other	
4/3/2018		Mrs. Angela Tiano	EMS Report Police Records	0.00
4/17/2018	Pioneer State Mutual Insurance Co.	Mr. Paul Scott	Code of Ordinance Records Police Records Other	
4/24/2018		Mrs. Heidi Grybas	Other	
Total Requests: 12				Total Dollars: 0

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**CONSENT AGENDA
ITEM D.2
ACCEPTANCE OF REPORTS
FOIA – Police Department
April, 2018**

Charter Township of Plymouth
Freedom of Information Report
April 2018

<u>Run #</u>	<u>Date Rec'd</u>	<u>A/(D)isco</u>	<u>Description</u>	<u>Clerk #</u>	<u>Requestor</u>	<u>Action Taken/Date</u>	<u>Charged</u>	<u>Pmt Rcd</u>
4-1	4/2/2018	F	PTPD 18-2802	W001545-032918	Aubrie Wilson	Completed 4/2/2018	NC	
4-2	4/2/2018	F	PTPD 18-3284	W001546-040218	Connor Rice	Completed 4/2/2018	NC	
4-3	4/2/2018	F	PTPD 17-10233	W001547-040218	Michelle Schuenneman	Completed 4/2/2018	\$1.30	4/4/2018
4-4	4/3/2018	F	PTPD 18-1459	W001549-040318	Metropolitan	Completed 4/3/2018	NC	
4-5	4/3/2018	F	PTPD 92-18041	W001550-040318	Angela Tiano	Completed 4/3/2018	NC	
4-6	4/4/2018	F	PTPD 17-7672	W001551-040418	Ryan Schoch	Completed 4/4/2018	NC	
4-7	4/5/2018	F	PTPD 18-3287	W001552-040518	Lionel Lamay	Completed 4/5/2018	NC	
4-8	4/5/2018	F	PTPD 17-2746	W001553-040518	Melanie Martin	Completed 4/5/2018	NC	
4-9	4/5/2018	F	PTPD 95-15050	W001554-040618	William Hundley	Completed 4/6/2018	\$1.10	4/10/2018
4-10	4/6/2018	F	PTPD 18-3290	W001555-040918	Eli Burns	Completed 4/9/2018	NC	
4-11	4/9/2018	F	PTPD 17-8478	W001557-041018	Matt Jachman	Completed 4/10/2018	NC	
4-12	4/11/2018	F	See Request	W001560-041218	Jill Serbay	Completed 4/12/2018	NC	
4-13	4/12/2018	F	Matthew Saagman	W001561-041218	Neil Rockind	Completed 4/12/2018	\$54.13	4/19/2018
4-14	4/12/2018	D	PTPD 17-10149		Aaron Boria	No records-Retention		
4-15	4/13/2018	F	Multiple Reports	W001562-041318	Elizabeth Darga	Completed 4/13/2018	\$3.20	4/18/2018
4-16	4/16/2018	F	PTPD 17-9147	W001564-041618	Aflac	Completed 4/16/2018	NC	
4-17	4/16/2018	F	PTPD 18-3355	W001565-041618	Aaron Mager	Completed 4/16/2018	NC	
4-18	4/17/2018	D	PTPD 18-3393		Aaron Boria	Completed 4/17/2018		4/18/2018
4-19	4/17/2018	F	See Request	W001566-041718	Paul Scott	No records exist	NC	
4-20	4/18/2018	F	PTPD 18-3163	W001568-041818	Metropolitan	Completed 4/18/2018	\$3.00	4/18/2018
4-21	4/19/2018	D	PTPD 18-2883		Liberty Property Legal	Completed 4/19/2018		4/30/2018
4-22	4/24/2018	F	PTPD 18-3897	W001570-042418	Heidi Grybas	Completed 5/2/2018	NC	
4-23	4/30/2018	F	PTPD 18-4397	W001573-043018	Laura Pettipher	Completed 5/2/2018	NC	
4-24	4/30/2018	F	PTPD 18-2912	W001574-050218	Jordan Jackson	Completed 5/2/2018	\$5.40	
4-25	4/30/2018	F	PTPD 18-4286	W001575-050218	Mary Coleman	Completed 5/2/2018	NC	
4-26	4/30/2018	F	PTPD 18-3803	W001576-050218	PRS	Completed 5/2/2018	NC	
4-27	4/24/2018	F	PTPD 10-8755,9655	W001577-050217	Lidya Homa	Completed 5/2/2018	\$3.00	
4-28	4/25/2018	F	PTPD 18-3451	W001578-050218	Elizabeth VanWagner	Completed 5/2/2018	\$1.10	

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**CONSENT AGENDA
ITEM D.3
APPROVAL OF TOWNSHIP BILLS**

BOARD DATE

5/22/2018

FUND NAME

FUND NUMBER

TOTAL
INC PAYROLL

PAYROLL &
INVOICES PAID
PRIOR TO MEETING

INVOICES PAID
AFTER BOARD REVIEW

GENERAL FUND	101	594,053.11	506,326.31	87,726.80
SWD	226	107,653.03	4,307.06	103,345.97
IMPROV. REV.	246	-	-	-
DRUG FORFEITURE	265	147,755.00	-	147,755.00
DRUG FORFEITURE	266	7,713.00	-	7,713.00
DRUG FORFEITURE	267	5,917.95	-	5,917.95
GOLF COURSE FUND	510	9,232.07	105.00	9,127.07
SENIOR TRANSPORATION	588	7,592.04	7,578.90	13.14
WATER & SEWER	592	673,102.82	529,350.82	143,752.00
TRUST& AGENCY	701	8,425.00	8,425.00	-
POLICE BOND FUND	702	4,313.00	4,313.00	-
TAX POOL	703	10,691.95	-	10,691.95
SPECIAL ASSESS CAPITAL	805	-	-	-
TOTALS		<u>1,576,448.97</u>	<u>1,060,406.09</u>	<u>516,042.88</u>
GRAND TOTAL		1,576,448.97		

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

*Cross with next item
Refunds
5/16/18*

VENDOR INFORMATION

INVOICE INFORMATION

Colony Farms Condo		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Colony Farms Condo		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Colony Farms Condo		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Colony Farms Condo		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Colony Farms Condo		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Colony Farms Condo		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Colony Farms Condo		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Colony Farms Condo		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Colony Farms Condo		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Colony Farms Condo		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Carriage House Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Carriage House Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

Carriage House Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Carriage House Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Carriage House Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Charnwood Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Charnwood Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Charnwood Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Charnwood Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Charnwood Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Eaton Estates Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Eaton Estates Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Eaton Estates Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Eaton Estates Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Eaton Estates Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

Eaton Estates Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Eaton Estates Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Eaton Estates Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Eaton Estates Condos		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Hillcrest Club Apartments		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Hillcrest Club Apartments		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Hillcrest Club Apartments		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Hillcrest Club Apartments		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Hillcrest Club Apartments		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Hillcrest Club Apartments		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Hillcrest Club Apartments		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Hillcrest Club Apartments		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION		INVOICE INFORMATION	
Hillcrest Club Apartments		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Hillcrest Club Apartments		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Hines Park Place Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Hines Park Place Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Hines Park Place Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Hines Park Place Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Hines Park Place Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Lake Pointe Village Apartments (Bld		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Lake Pointe Village Apartments (Bld		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Lake Pointe Village Apartments (Bld		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Lake Pointe Village Apartments (Bld		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Lake Pointe Village Apartments (Bld		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00
Lake Pointe Village Apartments (Bld		Invoice Amount:	\$500.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	500.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

Plymouth Heritage Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Plymouth Heritage Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Plymouth Manor		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Plymouth Manor		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Plymouth Manor		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Plymouth Manor		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Plymouth Manor		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Plymouth Manor		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Plymouth Manor		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Plymouth Manor		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Twin Arbors Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Twin Arbors Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Twin Arbors Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

Twin Arbors Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Twin Arbors Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Twin Arbors Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Twin Arbors Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Twin Arbors Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Twin Arbors Apartments		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
Twin Arbors Apartments Clubhouse		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
York Properties, Inc.		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
York Properties, Inc.		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
York Properties, Inc.		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
York Properties, Inc.		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00
York Properties, Inc.		Invoice Amount:	\$250.00
		Check Date:	05/21/2018
	592-100-202.000	Refund: MR Unapplied Payments	250.00

Total Amount to be Disbursed: \$33,250.00

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

*Board
Review
5/16/18*

VENDOR INFORMATION

INVOICE INFORMATION

ADVANCED DISPOSAL		Invoice Amount:	\$177.36
DPW RESI COMPOST - 04/20/18		Check Date:	05/22/2018
	226-226-810.400	Compost 04/20/18	150.00
	226-226-810.400	Fuel Surcharge	21.44
	226-226-810.400	Compliance Fee	5.92
A.S.C., INC		Invoice Amount:	\$24,806.39
ASC -Security Service-Invoice # 44748 - Against		Check Date:	05/22/2018
	101-691-818.000	Labor	7,476.00
	101-691-978.000	MISC ITEMS - SECURITY SYSTEM FOR PARK	17,330.39
ALERT-ALL		Invoice Amount:	\$1,649.20
Community education supplies - quote #20416		Check Date:	05/22/2018
	101-336-885.000	grab bags	282.00
	101-336-885.000	badges	100.00
	101-336-885.000	crayons	222.00
	101-336-885.000	pencils	132.00
	101-336-885.000	books	324.00
	101-336-885.000	300 Red hats/ less full discount	589.19
	101-336-885.000	pk of 50 safety stickers	0.01
ALERT-ALL		Invoice Amount:	\$197.60
hats for FD offices Twp Hall 9955 Haggerty		Check Date:	05/22/2018
	101-336-885.000	pk hats w/disc 98.80 count 200	98.80
	101-336-885.000	blk hats w/disc 98.80 count 200	98.80
ALLIED SUBSTANCE ABUSE PROFESSIONAL		Invoice Amount:	\$40.00
Random Drug Test for Dan Hamann 4/9/18		Check Date:	05/22/2018
	592-172-727.000	Dan Hamann 4/9/18 Drug Screening	40.00
ASSOCIATED NEWSPAPERS OF MICHIGAN		Invoice Amount:	\$81.80
Notice - Zoning Ordinance Text Amendment Article		Check Date:	05/22/2018
	101-801-813.000	Zoning Ord Text Amend Article 23	81.80
ASSOCIATED NEWSPAPERS OF MICHIGAN		Invoice Amount:	\$35.00
PN - Draft Plan Avail & Public Hearing Joint Parks		Check Date:	05/22/2018
	101-215-813.000	PN-Parks & Rec Master Plan Draft & Hrg.	35.00
ASSOCIATED NEWSPAPERS OF MICHIGAN		Invoice Amount:	\$22.85
Notice - Backup/Overflow Sewage Disposal/Storm		Check Date:	05/22/2018
	101-528-727.000	Backup/overflow sewage	22.85
ATOMIC CLEANING SYSTEMS		Invoice Amount:	\$96.51
Wand for power wash		Check Date:	05/22/2018
	592-291-851.000	Trigger gun-- 5000 PSI	39.00
	592-291-851.000	3/8" MPT SS Plug	5.00
	592-291-851.000	Lance vented 48" with nozzle protector	43.56
	592-291-851.000	Meg nozzle 25075	8.95
NAPA Auto Parts of Plymouth		Invoice Amount:	\$1.08
5 Mile Primary PRV		Check Date:	05/22/2018
	592-443-937.000	CP Screw	0.54
	592-443-937.000	CAP Screw	0.54
NAPA Auto Parts of Plymouth		Invoice Amount:	\$37.69
409 Sweeper-- Hydraulic fluid		Check Date:	05/22/2018
	592-291-973.033	AW32 SGAL	37.69

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

HALT FIRE INC E1 switch and power eject 101-336-863.000	<i>E1 switch and auto eject</i>	Invoice Amount: Check Date:	\$720.61 05/22/2018 720.61
HARRELL'S, LLC 01124800 Daconil Action Primo Maxx 510-510-737.000 510-510-737.000	<i>Primo Maxx Gal</i> <i>Daconil Action 2.5 Gal</i>	Invoice Amount: Check Date:	\$2,755.00 05/22/2018 2,320.00 435.00
HARRELL'S, LLC INV 01127684 30-0-12 100% PCU42 SOP Reg/Sp 510-510-737.000 510-510-737.000	<i>Spreading Contractor</i> <i>32-0-12 100% PCU42 SOP REGULAR MB</i>	Invoice Amount: Check Date:	\$4,047.31 05/22/2018 460.00 3,587.31
HASTINGS AIR-ENERGY CONTROL Air Energy Sys 101-336-776.000	<i>Sta#1 serv on air Energy Ctrl Sys</i>	Invoice Amount: Check Date:	\$269.95 05/22/2018 269.95
HEMMING,POLACZYK,CRONIN,SMITH, April 2018 - Legal Prosecution and Legal Expense 101-290-825.000 101-290-827.000	<i>Legal Prosecution</i> <i>Legal Expenses</i>	Invoice Amount: Check Date:	\$10,570.63 05/22/2018 5,617.50 4,953.13
HYDRO CORP Cross Connection Control April 2018 592-291-804.000	<i>Cross Connection Control April 2018</i>	Invoice Amount: Check Date:	\$1,779.00 05/22/2018 1,779.00
IRON MOUNTAIN Storage Fees 5/1 - 5/31/2018 101-215-818.000	<i>Storage Fees 5/1 - 5/31/18</i>	Invoice Amount: Check Date:	\$195.40 05/22/2018 195.40
J & B MEDICAL SUPPLY INC medical supplies 101-336-836.000 101-336-836.000 101-336-836.000 101-336-836.000 101-336-836.000 101-336-836.000 101-336-836.000 101-336-836.000 101-336-836.000 101-336-836.000 101-336-836.000 101-336-836.000 101-336-836.000	<i>medi trace elec</i> <i>Sponges</i> <i>ekg paper</i> <i>electrodes</i> <i>gloves</i> <i>gloves xl</i> <i>collars</i> <i>disp blades</i> <i>tour combat</i> <i>disp blade</i> <i>penlight</i> <i>bone inj</i>	Invoice Amount: Check Date:	\$1,319.89 05/22/2018 213.00 186.80 60.99 118.75 126.20 126.20 110.10 18.33 142.80 18.33 8.25 190.14
J & B MEDICAL SUPPLY INC Medical supplies 101-336-836.000	<i>FC1800-4286200-009 MONITOR SYSTEM</i>	Invoice Amount: Check Date:	\$15.30 05/22/2018 15.30
J & B MEDICAL SUPPLY INC medical supplies 101-336-836.000	<i>bone inj</i>	Invoice Amount: Check Date:	\$380.28 05/22/2018 380.28
KNIGHT TECHNOLOGY GROUP, INC. Firewall monitoring May 2018 - Inv 11202 101-290-941.000	<i>Firewall Monitoring - May 2018</i>	Invoice Amount: Check Date:	\$150.00 05/22/2018 150.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

KONICA MINOLTA BUSINESS SOLUTIONS		Invoice Amount:	\$469.42
Printer/Copy Charges - April 2018		Check Date:	05/22/2018
	101-371-727.000	Color Copies - Bldg Dept	199.37
	101-371-727.000	B&W Copies - Bldg Dept	17.37
	101-215-727.000	Color Copies - Clerk	223.74
	101-215-727.000	B&W Copies - Clerk	28.94
KONICA MINOLTA BUSINESS SOLUTIONS		Invoice Amount:	\$80.89
Maint. Agreement - Bizhub C364E Inv. 900453056		Check Date:	05/22/2018
	101-305-851.000	3/26/18 - 4/25/18 coverage dates	80.89
KONICA MINOLTA BUSINESS SOLUTIONS		Invoice Amount:	\$159.32
Maintenance 4/1/18-4/30/18		Check Date:	05/22/2018
	101-171-727.000	C454e Copier Maintenance	33.45
	101-201-851.000	Maint.	6.37
	101-400-851.000	Maint.	7.97
	226-226-727.000	Maint.	7.97
	592-172-818.000	Maint	103.56
KSS Enterprises		Invoice Amount:	\$69.50
BLANKET PO 2018		Check Date:	05/22/2018
	101-691-931.000	BLANKEY PO 2018	69.50
LAIRD GLASS & UPHOLSTERY, INC.		Invoice Amount:	\$258.00
Replacement Windshield - DEA Vehicle Inv. 74725		Check Date:	05/22/2018
	101-305-863.000	Windshield	258.00
LEO'S CONEY ISLAND		Invoice Amount:	\$494.76
Prisoner Meals 2/11/18 - 4/2/18		Check Date:	05/22/2018
	101-325-818.400	Prisoner Meals	494.76
LIVONIA, CITY OF		Invoice Amount:	\$340.00
AFIS Services January & February, 2018 Inv. 201		Check Date:	05/22/2018
	101-305-818.000	Fingerprint Computer Identification	340.00
LIVONIA, CITY OF		Invoice Amount:	\$20.76
Western Wayne County Mobile Field Force Agency		Check Date:	05/22/2018
	101-305-818.000	Extrication Tools and Equipment	20.76
LOU LA RICHE CHEVROLET		Invoice Amount:	\$165.67
Veh Repair/351890 Inv. 415588 5/1/18		Check Date:	05/22/2018
	101-305-863.000	Oil change/Recharge AC	165.67
M H R BILLING SERVICES		Invoice Amount:	\$432.00
billing costs		Check Date:	05/22/2018
	101-336-959.000	Transport Billing costs	432.00
MSA SAFETY INC.		Invoice Amount:	\$1,740.00
SCBA training		Check Date:	05/22/2018
	101-336-960.000	SCBA training Guinn & Suiter	1,740.00
MARK'S OUTDOOR POWER EQUIPMENT		Invoice Amount:	\$180.82
New Blades for all 3 mowers, stroke oil, pulley - P		Check Date:	05/22/2018
	101-691-931.000	Invoice # 145572 (attached)	180.82
MAYFLOWER AUTO TRANSPORT		Invoice Amount:	\$375.00
move R2 from Sta#2 to Sta #3		Check Date:	05/22/2018

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VENDOR INFORMATION			INVOICE INFORMATION
	101-336-863.000	Tow R2 from Sta#2 to Sta#3 `5/7	375.00
MAYFLOWER AUTO TRANSPORT			Invoice Amount: \$71.50
MAYFLOWER TOWING	101-371-863.000	04 GMC TO BLACKWELL FORD	Check Date: 05/22/2018
			71.50
MCKENNA ASSOCIATES INC			Invoice Amount: \$3,696.25
Professional Services - Professional Services -April			Check Date: 05/22/2018
	101-371-818.500	Atd at & prep Mtgs - (5 hours @ \$97)	485.00
	101-371-818.500	Review 2274 - 15075 Beck Road Site Plan	575.00
	101-371-818.500	2279: Verona Park - Cluster Housing	537.50
	101-371-818.500	2280: Monroe Bank & Trust Admin. Review	680.00
	101-371-818.500	2237: Andover Ponds-Option Review	598.75
	101-371-818.500	2282: Beck Hotel Land Combo	350.00
	101-371-818.500	2284: Land Split % Mile & Ridge BTS	470.00
MCKENNA ASSOCIATES INC			Invoice Amount: \$3,654.00
Professional Service April 2018 - Invoice # 2170			Check Date: 05/22/2018
	101-371-818.500	(4.20) 1/2 day on-site services (70%)	1,596.00
	101-371-818.500	(2.80) Full day on-site service	2,058.00
ELECTION SOURCE			Invoice Amount: \$1,615.71
ICP and ICX Famous Names Demo Kits for Electio			Check Date: 05/22/2018
	101-262-960.000	ICP Famous Names Demo Kit	1,170.00
	101-262-960.000	ICS Famous Names Demo Kit	435.00
	101-262-960.000	UPS Ground	10.71
MICHIGAN, STATE OF			Invoice Amount: \$90.00
SOR Registration - March 2018 Inv. 551-512309			Check Date: 05/22/2018
	101-305-818.000	SOR Registration - Period Ending 3/31/18	90.00
MICHIGAN LINEN SERVICE			Invoice Amount: \$84.35
Uniforms			Check Date: 05/22/2018
	592-172-758.000	5/4/18	84.35
MICHIGAN LINEN SERVICE			Invoice Amount: \$84.35
Uniforms			Check Date: 05/22/2018
	592-172-758.000	Uniforms 4/27/18	84.35
L-3 COMMUNICATION MOBILE-VISION INC			Invoice Amount: \$48,565.00
In-Car Video System Inv. 0316101-IN 4/17/18			Check Date: 05/22/2018
	265-300-978.000	FBHKS322SN1K4	43,160.00
	265-300-978.000	Backup battery and crash sensor kit	2,250.00
	265-300-978.000	Camera Kit, rear seat	2,655.00
	265-300-978.000	Shipping/Handling	500.00
MUNICIPAL WEB SERVICES			Invoice Amount: \$40.00
Constant Contact Subscription Apr 2018			Check Date: 05/22/2018
	101-290-941.000	List Serve Constant Contact - Apr 2018	40.00
O K FIRE EQUIPMENT CO			Invoice Amount: \$298.86
FIRE EXTINGUISHERS			Check Date: 05/22/2018
	101-305-776.000	INVOICE 6241	298.86
OFFICE DEPOT			Invoice Amount: \$101.07
Office Supplies - Dividers with tabs, XL white env			Check Date: 05/22/2018
	101-215-727.000	Avery Clear Label Dividers w/white tabs	30.28
	101-215-727.000	Office Depot Dividers w/tabs&labels	6.58

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

	101-215-727.000	Stic pens - black, box of 12	0.97
	101-215-727.000	XL White Envelopes 15.5 x 12	49.89
	101-215-727.000	Post-it Flags pack of 4	7.57
	101-215-727.000	Security Pen (attaches to counter)	4.79
	101-215-727.000	refill for Security pen, black ink	0.99
OFFICE DEPOT		Invoice Amount:	\$59.99
Supplies for Assessor's Office		Check Date:	05/22/2018
	101-209-727.000	Boise Deluxe 24 lb paper case	59.99
OFFICE DEPOT		Invoice Amount:	\$124.99
POS Thermal Paper Pack of 50 rolls		Check Date:	05/22/2018
	101-253-727.000	POS Thermal Paper 50 rolls	124.99
OFFICE DEPOT		Invoice Amount:	\$450.96
Office Supplies incl (3) Toner HP55A (original inv		Check Date:	05/22/2018
	101-215-727.000	Goo Gone Cleaner	4.51
	101-215-727.000	Toner HP55A Black	308.61
	101-215-727.000	Medium Binder Clips	1.51
	101-215-727.000	Small Binder Clips	3.01
	101-215-727.000	Post-it Tabs	4.37
	101-215-727.000	Index Flags	4.37
	101-215-727.000	Storage File 124262	47.69
	101-215-727.000	Legal Folders 938001	76.89
OFFICE DEPOT		Invoice Amount:	\$50.55
Office Supplies (original invoice 12/19/17)		Check Date:	05/22/2018
	101-215-727.000	10 Packs 452913 Rolls of Tape	34.14
	101-215-727.000	Message Pads	10.38
	101-215-727.000	12 Pack Sharpie Highlighters Yellow	6.03
OFFICE DEPOT		Invoice Amount:	\$261.06
office supplies		Check Date:	05/22/2018
	101-336-727.000	0365153 oil	21.28
	101-336-727.000	268571 markers	59.34
	101-336-727.000	0754871 markers	8.22
	101-336-727.000	0375949 pens	13.93
	101-336-727.000	Q6470A blk cart.	119.71
	101-336-727.000	pens pap8420152	12.99
	101-336-727.000	Hp952XL print cart	25.59
PARAGON LABORATORIES		Invoice Amount:	\$75.00
Lake Pointe Bact May		Check Date:	05/22/2018
	592-172-818.100	Lake Pointe Bact (May)	35.00
	592-172-818.100	Lake Pointe Bact (May Day 2)	35.00
	592-172-818.100	Minimum Job Charge Adj.	5.00
PHYSIO-CONTROL, INC.		Invoice Amount:	\$142.68
laryngoscope blades 10 per box		Check Date:	05/22/2018
	101-336-836.000	laryngoscope blades	142.68
PLM Lake & Land Management Corp.		Invoice Amount:	\$1,650.00
WEED AND ALGAE TREATMENT HALL AND PARK		Check Date:	05/22/2018
	101-265-776.000	INVOICE 16464	825.00
	101-691-931.000	INVOICE 16464	825.00
CITY OF PLYMOUTH		Invoice Amount:	\$92.91
DMS Services/ Other 2018		Check Date:	05/22/2018

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION	INVOICE INFORMATION		
	101-446-731.000	Salt taken from DMS yard 2/5/18	92.91
PLYM COMM COUNCIL ON AGING, INC Council on Aging - CDBG Fiscal year 2017		Invoice Amount:	\$687.00
	101-851-971.000	Council on Aging - CDBG Fiscal year 2017	Check Date: 05/22/2018
			687.00
PLYMOUTH RUBBER & TRANSMISSION equipment parts		Invoice Amount:	\$66.63
	101-336-851.000	equipment parts	Check Date: 05/22/2018
			66.63
PLYMOUTH-CANTON COMMUNITY SCHOOLS March Fuel Inv. 002182 4/30/18		Invoice Amount:	\$3,645.71
	101-305-863.000	Patrol Vehicles	Check Date: 05/22/2018
	101-325-963.000	PSA Vehicle	3,616.46
			29.25
PLYMOUTH-CANTON COMMUNITY SCHOOLS MARCH FUEL 2018		Invoice Amount:	\$368.25
	101-371-863.000	FUEL	Check Date: 05/22/2018
			368.25
POLICEONE.COM Taser CEW Instructor Re-Certification Trg. Inv. 21		Invoice Amount:	\$225.00
	101-305-960.000	Officer Jason Hayes - June 1, 2018	Check Date: 05/22/2018
			225.00
AIRGAS USA, LLC Oxygen		Invoice Amount:	\$325.65
	101-336-836.000	Oxygen	Check Date: 05/22/2018
	101-336-836.000	HAZMAT FEE	287.70
			37.95
AIRGAS USA, LLC Safety Glasses for Park Workers - invoice #90754		Invoice Amount:	\$15.84
	101-691-758.000	RAD64051220 - Safety Glasses	Check Date: 05/22/2018
			15.84
RAS Engineering, LLC Retrofit New L-3 Camera System Inv. 2431 5/2/1		Invoice Amount:	\$350.00
	101-305-863.000	Ford Interceptor Sedan Veh #17-2	Check Date: 05/22/2018
			350.00
RAS Engineering, LLC Vehicle Repair/16-1 Inv. 2434 5/4/18		Invoice Amount:	\$202.00
	101-305-863.000	ION Series, Red	Check Date: 05/22/2018
	101-305-863.000	Diagnose non-op light	117.00
			85.00
RAS Engineering, LLC Retrofit New L-3 Camera System Inv. 2432 5/4/1		Invoice Amount:	\$350.00
	101-305-863.000	Ford Interceptor Sedan Veh #16-1	Check Date: 05/22/2018
			350.00
RELIABLE LANDSCAPING INC. Restorations		Invoice Amount:	\$375.00
	592-291-935.000	15 yds of top soil	Check Date: 05/22/2018
			375.00
SIGNATURE FORD, L-M 2018 Police Utility Interceptor AWD Ford Fleet #Q		Invoice Amount:	\$31,555.00
	265-300-978.000	Utility Police Interceptor Code:K8A/500A	Check Date: 05/22/2018
	265-300-978.000	Dual Spot Lamp Incandescent Code:51Z	29,770.00
	265-300-978.000	Dome Lamp Red/White In-Cargo Code: 17T	350.00
	265-300-978.000	Dark Car Feature Code: 43D	50.00
	265-300-978.000	Noise Suppression Straps Code: 60R	20.00
	265-300-978.000	RearDoor Handles InOp/Locks Op Code:68L	100.00
			35.00

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VENDOR INFORMATION**INVOICE INFORMATION**

265-300-978.000	28241 Global Lock/Unlock Feature Code:	1.00
265-300-978.000	Rear Windows Power Delete Code: 18W	25.00
265-300-978.000	Keyed Alike - 1284X Code: 59B	50.00
265-300-978.000	Mirrors - Heated Code: 549	60.00
265-300-978.000	Police Interceptor Front Headlmp Code:86P	125.00
265-300-978.000	Rear View Camera Code:87R	1.00
265-300-978.000	Trailer Hitch Wiring Code: OHP	395.00
265-300-978.000	Dark Blue Code:LK	1.00
265-300-978.000	Charcoal Black Interior -9W	1.00
265-300-978.000	Sync Basic Code: 53M	295.00
265-300-978.000	Reverse Sensing Code: 76R	275.00
265-300-978.000	Global Lock/Unlock Code: 18D	1.00

SIGNATURE FORD, L-M**Invoice Amount: \$28,675.00**

2018 Sedan Police Interceptor All Wheel Drive

Check Date: 05/22/2018

265-300-978.000	Sedan All Wheel Drive Code: P2M/500A	26,737.00
265-300-978.000	Dark Car Feature Code: 13C	20.00
265-300-978.000	LED Side Fender Vent Lights Code: 96E	245.00
265-300-978.000	Dual Spot Lights Incandescent Code: 21P	385.00
265-300-978.000	Push Bumper Bracket Code: 60B	25.00
265-300-978.000	Electronics Tray w/o Fan Code: 62D	285.00
265-300-978.000	Noise Suppression Bonds Code: 20P	95.00
265-300-978.000	Rear Door Lock Inop, locks oper Code:18L	35.00
265-300-978.000	Windows Rear Power Delete Code: 67D	25.00
265-300-978.000	Lock System Keyed Alike Code: 43B	50.00
265-300-978.000	Heated Mirrors Code: 549	60.00
265-300-978.000	Front Headlamp Package Code:13P	120.00
265-300-978.000	EcoBoost Speed Limited Code:12T	1.00
265-300-978.000	Dark Blue Code: LK	1.00
265-300-978.000	Charcoal Black Interior Trim	1.00
265-300-978.000	Sync Basic Code: 53M/76R	590.00

SIGNATURE FORD, L-M**Invoice Amount: \$28,675.00**

2018 Sedan Police Interceptor All Wheel Drive

Check Date: 05/22/2018

265-300-978.000	Sedan All Wheel Drive Code: P2M/500A	26,737.00
265-300-978.000	Dark Car Feature Code: 13C	20.00
265-300-978.000	LED Side Fender Vent Lights Code: 96E	245.00
265-300-978.000	Dual Spot Lights Incandescent Code: 21P	385.00
265-300-978.000	Push Bumper Bracket Code: 60B	25.00
265-300-978.000	Electronics Tray w/o Fan Code: 62D	285.00
265-300-978.000	Noise Suppression Bonds Code: 20P	95.00
265-300-978.000	Rear Door Lock Inop, locks oper Code:18L	35.00
265-300-978.000	Windows Rear Power Delete Code: 67D	25.00
265-300-978.000	Lock System Keyed Alike Code: 43B	50.00
265-300-978.000	Heated Mirrors Code: 549	60.00
265-300-978.000	Front Headlamp Package Code:13P	120.00
265-300-978.000	EcoBoost Speed Limited Code:12T	1.00
265-300-978.000	Dark Blue Code: LK	1.00
265-300-978.000	Charcoal Black Interior Trim	1.00
265-300-978.000	Sync Basic Code: 53M/76R	590.00

SITE ONE LANDSCAPE SUPPLY**Invoice Amount: \$458.47**

Parts for Park Irrigation System

Check Date: 05/22/2018

101-691-931.000	765 Pressure Vacuum Breaker	391.06
101-691-931.000	2 Ball Viv Full Port (Not lead free)	59.23
101-691-931.000	2 Coupling with Stop C X C	8.18

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VENDOR INFORMATION**INVOICE INFORMATION**

SPARTAN DISTRIBUTORS 22413016 Parts and Freight		Invoice Amount: Check Date:	\$101.88 05/22/2018
	510-510-737.000	Bearing	65.72
	510-510-737.000	Ring-Snap Internal DPA Cutting Units	4.84
	510-510-737.000	Washer-Wave	8.36
	510-510-737.000	Seal-FrtWH	17.96
	510-510-737.000	Freight	5.00
SPENCER OIL COMPANY 553779 Hilltop Dyed Diesel Fuel 244.1 Gals		Invoice Amount: Check Date:	\$591.99 05/22/2018
	510-510-737.000	Dyed Diesel Fuel 244.1 Gals	591.99
SPENCER OIL COMPANY 553777 Oct Unl w/10% Ethanol 500.9 Gals		Invoice Amount: Check Date:	\$1,108.31 05/22/2018
	510-510-737.000	Oct Unl w/10% Ethanol 500.9 Gals	1,108.31
SUPERIOR MEDICAL WASTE medical waste pick up sta#1 & 3		Invoice Amount: Check Date:	\$180.00 05/22/2018
	101-336-836.000	Medical waste pick ups	180.00
SURE-FIT LAUNDRY CO. Prisoner Blanket Cleaning Inv. 399733 4/26/18		Invoice Amount: Check Date:	\$20.25 05/22/2018
	101-325-851.400	Blanket Cleaning	20.25
SURE-FIT LAUNDRY CO. Prisoner Blanket Cleaning Inv. 400111 5/3/18		Invoice Amount: Check Date:	\$22.50 05/22/2018
	101-325-851.400	Blanket Cleaning	22.50
TACTICAL ENCOUNTERS INC. Basic Firearms Instructor School - Ofc. Ripp/Det.		Invoice Amount: Check Date:	\$1,200.00 05/22/2018
	101-305-960.000	Basic Firearms 5 day school 4/9-4/13	1,200.00
VANCE OUTDOORS, INC. Ammunition for 2018 - Quote Number 00021113		Invoice Amount: Check Date:	\$5,550.00 05/22/2018
	265-300-960.000	Winchester .45 ACP 230 gr FMJ Q4170	5,400.00
	265-300-960.000	Shipping	150.00
VIGILANTE SECURITY PRN Monitoring 5/15/18-8/14/18		Invoice Amount: Check Date:	\$105.00 05/22/2018
	592-172-818.000	15275 Northville Rd.	105.00
W.J.O'NEIL COMPANY BOILER #2 REPAIR		Invoice Amount: Check Date:	\$542.50 05/22/2018
	101-265-776.000	INVOICE 20127	542.50
WAYNE COUNTY 4/18 Traffic Signal Maintenance (detail attached)		Invoice Amount: Check Date:	\$601.77 05/22/2018
	101-446-920.000	Traf Sig Maintenance 4/18	601.77
WCA ASSESSING WCA Assessing -April 2018 Special Billing -Legal S		Invoice Amount: Check Date:	\$502.48 05/22/2018
	101-209-826.000	April 2018 Legal Services	502.48
WAYNE COUNTY PROSECUTOR'S OFFICE Payment to Wayne County Prosecutor by Order of		Invoice Amount: Check Date:	\$2,562.00 05/22/2018
	266-300-818.000	Attorney Fees	2,292.00
	266-300-818.000	Filing Fees	270.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

Western Wayne Criminal Investigatio Payment to Western Wayne Criminal Investigatio 266-300-818.000	<i>50% Owed to WW Criminal Investigation</i>	Invoice Amount: Check Date:	\$5,151.00 05/22/2018 5,151.00
WorldPoint ECC, Inc. AED TRAINING PAD 4 PACK 101-336-960.000	<i>AED training pad 4 pack</i>	Invoice Amount: Check Date:	\$66.05 05/22/2018 66.05
Int'l Society of Fire Instructors Modern Fire Attack training 101-336-960.000	<i>Modern Fire Attack Training</i>	Invoice Amount: Check Date:	\$2,750.00 05/22/2018 2,750.00
PATRICK SORENSEN PB18-0229 PERMIT REFUND - SORENSEN 101-371-965.000	<i>PB18-0229</i>	Invoice Amount: Check Date:	\$420.00 05/22/2018 420.00
Valerie Berry Refund of Park Fees 101-290-477.000	<i>Refund of Park Fees - Medical Hardship</i>	Invoice Amount: Check Date:	\$175.00 05/22/2018 175.00
Kyocera Michigan State Tax Commission Official Order Doc 703-100-061.010 703-100-061.010	<i>Net Tax Refund Interest Due</i>	Invoice Amount: Check Date:	\$10,691.95 05/22/2018 9,433.60 1,258.35
Total Amount to be Disbursed:			\$516,042.88

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

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5/16/18*

VENDOR INFORMATION

INVOICE INFORMATION

ALERUS FINANCIAL		Invoice Amount:	\$3,917.76
Defined Contribution - PAYDATE MAY 11, 2018		Check Date:	05/16/2018
101-325-714.050	Define Contribution -Dispatch (Employer)		1,559.04
101-100-231.000	Employee Cont -all		979.44
101-305-714.030	Define Contribution-Police (ER)		1,379.28
A T & T		Invoice Amount:	\$962.78
AT&T - Telephone Allocation April 2018 - R01-977		Check Date:	05/16/2018
101-201-853.000	Information Services		65.84
101-209-853.000	Assessing		39.31
101-371-853.000	Building		109.58
101-336-853.000	Fire		172.99
101-305-853.000	Police		175.25
101-171-853.000	Supervisor		102.45
101-253-853.000	Treasurer		87.41
101-215-853.000	Clerk		51.05
101-371-853.500	Community Development		40.79
101-325-853.000	Dispatch		65.92
592-172-853.000	Water/Sewer		24.28
101-265-854.000	Twp Hall		15.65
101-691-853.000	Park		12.26
A T & T		Invoice Amount:	\$621.79
AT&T - Video Arriagnment - Acct. # 734-R01-030		Check Date:	05/16/2018
101-325-853.400	Video Aarraignment May 2018		621.79
BLUE CROSS/BLUE SHIELD OF MICHIGAN		Invoice Amount:	\$4,821.39
BCBS of MI - Retiree Health Care -June 2018 (inv		Check Date:	05/16/2018
101-290-714.500	General Retirees		535.71
101-305-714.500	Police Retirees		535.71
101-336-714.500	Fire Retirees		3,749.97
C.O.A.M. - PLYMOUTH TOWNSHIP		Invoice Amount:	\$363.20
COAM Union Deductions May 2018		Check Date:	05/16/2018
101-100-232.050	Fetner, William J.		72.64
101-100-232.050	Krebs, Ryan		72.64
101-100-232.050	Seipenko, Todd A.		72.64
101-100-232.050	Hoffman, Marc		72.64
101-100-232.050	Rupard, Bryan		72.64
COMCAST		Invoice Amount:	\$194.85
Internet service - Acct. # 900913674 -- Invoice #		Check Date:	05/16/2018
101-691-931.000	Lakepointe Soccer fields		64.95
101-336-921.000	FS#3		64.95
101-325-853.400	Video arraignment		64.95
JOHN HANCOCK LIFE INSURANCE CO.		Invoice Amount:	\$16,034.13
JOHN HANCOCK EMPLOYER PEN MATCH 5-11-18		Check Date:	05/16/2018
588-588-714.010	Friendship Station (Boyce)		230.63
101-171-714.010	Supervisor's Office		1,515.06
101-201-714.010	IT Services (Janks)		563.36
101-215-714.010	Clerk's Office		1,780.89
101-253-714.010	Treasurer's Office		954.29
101-305-714.010	Police Dept.		536.74
101-325-714.010	Dispatch (Bonadeo)		286.99
101-336-714.020	Fire Dept		3,324.88
101-336-714.010	Fire (Admin) (Jowsey)		249.75

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

	101-371-714.010	Building Dept.	1,486.36
	101-265-714.010	Township Hall (Haack)	238.39
	592-172-714.010	Public Services (Admin)	761.63
	226-226-714.010	Solid Waste (Visel)	299.81
	592-291-714.040	DPW	3,805.35
JOHN HANCOCK LIFE INSURANCE CO.		Invoice Amount:	\$4,420.26
JOHN HANCOCK EMPLOYEE CONTRIB 5-11-18 (s		Check Date:	05/16/2018
101-100-231.000	Employee Contribution (EEMBT)(EEVND)		4,420.26
MICHIGAN CONFERENCE OF TEAMSTERS		Invoice Amount:	\$13,636.00
Health insurance - June 2018		Check Date:	05/16/2018
	592-291-714.000	OVERAITIS	1,948.00
	592-291-714.000	SCHOLTEN	1,948.00
	592-291-714.000	THOMAS	1,948.00
	592-291-714.000	NELSON	1,948.00
	592-291-714.000	BARTLETT	1,948.00
	592-291-714.000	KRUEGER	1,948.00
	592-291-714.000	MELOW	1,948.00
NATIONWIDE RET SOL USCM/MIDWEST		Invoice Amount:	\$16,805.15
Nationwide - Contribs. for payending 5/6/18- spre		Check Date:	05/16/2018
101-100-239.000	Contributions for payending 5/6/18		16,805.15
PLYMOUTH POSTMASTER		Invoice Amount:	\$1,210.00
Post Office Box Annual Fee BOX 8040		Check Date:	05/16/2018
101-253-727.000	Post Office Box Annual Fee		1,210.00
TEAMSTER LOCAL # 214		Invoice Amount:	\$471.00
Teamster Local #214 MAY 2018		Check Date:	05/16/2018
	101-100-232.030	Bartlett, James	55.00
	101-100-232.030	Krueger, Randy	58.00
	101-100-232.030	Melow, Steven	58.00
	101-100-232.030	Overaitis, Joseph	55.00
	101-100-232.030	Scholten, James	55.00
	101-100-232.030	Thomas, James	52.00
	101-100-232.030	Nelson, David	50.00
	101-100-232.030	Pumphrey, Zachary	46.00
	101-100-232.030	Kitchen, Spencer	42.00
TECHNICAL, PROFESSIONAL AND OFFICE-		Invoice Amount:	\$480.50
TPOAM Union Deductions - May 2018		Check Date:	05/16/2018
	101-100-232.060	Bonadeo, Karen E.	31.00
	101-100-232.060	Bono, Jennifer A.	15.50
	101-100-232.060	Devoto, Claudia P.	15.50
	101-100-232.060	Gordon, Cheryl	31.00
	101-100-232.060	Haack, David	31.00
	101-100-232.060	Jowsey, Nancy	31.00
	101-100-232.060	Kline, Anne E.	15.50
	101-100-232.060	Latawiec, Kelly	31.00
	101-100-232.060	Leclair, Diane L.	31.00
	101-100-232.060	MacDonald, Kenneth E.	31.00
	101-100-232.060	Martin, Carol R.	31.00
	101-100-232.060	Palmarchuk, Cheri	31.00
	101-100-232.060	Pumphrey, Kathryn	31.00
	101-100-232.060	Truesdell, Mary Ann	15.50
	101-100-232.060	Visel, Sarah J.	31.00
	101-100-232.060	Geletzke, Alice	15.50

Charter Township of Plymouth AP Invoice Listing - Board Report

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<i>101-100-232.060</i>	<i>Cobb, Kate</i>	<i>31.00</i>
<i>101-100-232.060</i>	<i>Ciarelli, Joan</i>	<i>15.50</i>
<i>101-100-232.060</i>	<i>Richardson, Mike</i>	<i>15.50</i>

VERIZON WIRELESS

May 2018 Wireless Billing Acct #1 - 585762923-0

<i>592-172-853.000</i>	<i>DPW wireless devices</i>	<i>114.08</i>
<i>101-201-853.000</i>	<i>Info services wireless devices</i>	<i>60.57</i>
<i>101-336-853.000</i>	<i>Fire wireless devices</i>	<i>141.15</i>
<i>101-691-853.000</i>	<i>Park foreman wireless device</i>	<i>50.01</i>
<i>101-253-853.000</i>	<i>Treasurer Wireless Service</i>	<i>50.57</i>
<i>101-305-853.000</i>	<i>Police Dept. wireless service</i>	<i>324.25</i>
<i>101-371-853.000</i>	<i>Building Dept. Wireless Services</i>	<i>244.63</i>

Invoice Amount: \$985.26**Check Date: 05/16/2018****WESTERN TWNSPS UTILITIES AUTHORITY**

2009 Series Bond Interest

<i>592-100-185.000</i>	<i>2009 Series Bond Interest</i>	<i>6,378.57</i>
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Invoice Amount: \$6,378.57**Check Date: 05/16/2018***6,378.57***WESTERN TWNSPS UTILITIES AUTHORITY**

2012 Series Bond Interest

<i>592-100-185.000</i>	<i>2012 Series Bond Interest</i>	<i>140,997.58</i>
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Invoice Amount: \$140,997.58**Check Date: 05/16/2018***140,997.58***WOW! BUSINESS**

Internet Friendship Station anf Twp. Hall May 20

<i>588-588-921.000</i>	<i>Internet Friendship Station - 5/18</i>	<i>7.08</i>
<i>101-265-854.000</i>	<i>Internet - Twp. Hall - 5/18</i>	<i>110.84</i>

Invoice Amount: \$117.92**Check Date: 05/16/2018****Total Amount to be Disbursed: \$212,418.14**

Charter Township of Plymouth
AP Invoice Listing - Board Report

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Court Bonds 5/16/18

VENDOR INFORMATION

INVOICE INFORMATION

35TH DISTRICT COURT
POLICE BOND 5/09/2018

702-100-087.000 6119
702-100-087.000 6120

Invoice Amount: \$300.00
Check Date: 05/13/2018
150.00
150.00

35TH DISTRICT COURT
POLICE BOND 5/14/2018

702-100-087.000 6121
702-100-087.000 6122
702-100-087.000 6123

Invoice Amount: \$883.00
Check Date: 05/13/2018
100.00
283.00
500.00

Total Amount to be Disbursed: \$1,183.00

Charter Township of Plymouth
AP Invoice Listing - Board Report

Bond Refund 5/9/18

VENDOR INFORMATION

INVOICE INFORMATION

POLOCOSER, MITICA

BD Bond Refund

701-100-202.701

BP15-0087 - PB15-0811

Invoice Amount:

\$1,000.00

Check Date:

05/04/2018

1,000.00

POLOCOSER, MITICA

BD Bond Refund

701-100-202.701

BBD16-0069 - PB15-0811

Invoice Amount:

\$7,425.00

Check Date:

05/04/2018

7,425.00

Total Amount to be Disbursed:

\$8,425.00

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

Police report
5/9/18
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VENDOR INFORMATION

INVOICE INFORMATION

35TH DISTRICT COURT POLICE BOND 5/02/2018	<i>702-100-087.000</i>	<i>6113</i>	Invoice Amount: Check Date:	\$500.00 05/09/2018 <i>500.00</i>
35TH DISTRICT COURT POLICE BOND 5/01/2018	<i>702-100-087.000</i>	<i>6112</i>	Invoice Amount: Check Date:	\$300.00 05/09/2018 <i>300.00</i>
35TH DISTRICT COURT POLICE BOND 5/03/2018	<i>702-100-087.000</i>	<i>6114</i>	Invoice Amount: Check Date:	\$300.00 05/09/2018 <i>300.00</i>
35TH DISTRICT COURT POLICE BOND 4/30/2018	<i>702-100-087.000</i>	<i>6106</i>	Invoice Amount: Check Date:	\$1,300.00 05/09/2018 <i>300.00</i>
	<i>702-100-087.000</i>	<i>6107</i>		<i>100.00</i>
	<i>702-100-087.000</i>	<i>6108</i>		<i>100.00</i>
	<i>702-100-087.000</i>	<i>6109</i>		<i>500.00</i>
	<i>702-100-087.000</i>	<i>6111</i>		<i>300.00</i>
35TH DISTRICT COURT POLICE BOND 5/07/2018	<i>702-100-087.000</i>	<i>6115</i>	Invoice Amount: Check Date:	\$230.00 05/09/2018 <i>130.00</i>
	<i>702-100-087.000</i>	<i>6116</i>		<i>100.00</i>
21ST DISTRICT COURT POLICE BOND 5/07/2018	<i>702-100-087.000</i>	<i>6117</i>	Invoice Amount: Check Date:	\$500.00 05/09/2018 <i>500.00</i>
			Total Amount to be Disbursed:	\$3,130.00

New
5/9/18

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Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

A T & T

AT&T - Telephone Allocation March and April 201

		Invoice Amount:	\$3,563.53
		Check Date:	05/09/2018
101-201-853.000	Information Services - March 2018		159.18
101-209-853.000	Assessing - March 2018		95.05
101-371-853.000	Building - March 2018		264.96
101-336-853.000	Fire - March 2018		418.25
101-305-853.000	Police - March 2018		423.72
101-171-853.000	Supervisor - March 2018		247.71
101-253-853.000	Treasurer - March 2018		211.34
101-215-853.000	Clerk - March 2018		123.44
101-371-853.500	Community Development - March 2018		98.63
101-325-853.000	Dispatch - March 2018		159.39
101-265-854.000	Township Hall - March 2018		37.85
101-691-853.000	Parks - March 2018		29.65
592-172-853.000	Water and Sewer- March 2018		58.67
101-201-853.000	Information Systems - April 2018		84.50
101-209-853.000	Assessing - April 2018		50.45
101-371-853.000	Building - April 2018		140.65
101-336-853.000	Fire - April 2018		222.02
101-305-853.000	Police - April 2018		224.92
101-305-853.000	Supervisor - April 2018		131.49
101-253-853.000	Treasurer - April 2018		112.18
101-215-853.000	Clerk - April 2018		65.52
101-371-853.500	Community Development - April 2018		52.35
101-325-853.000	Dispatch - April 2018		84.61
101-265-854.000	Township Hall - April 2018		20.09
101-691-853.000	Parks - April 2018		15.74
592-172-853.000	Water and Sewer - April 2018		31.17

ADP INC

Payroll processing for period ending 4/22/18

		Invoice Amount:	\$418.06
		Check Date:	05/09/2018

101-290-941.000	Payroll processing 4/22/18		418.06
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COMCAST

Comcast High Speed Internet May 2018 - 9955 N.

		Invoice Amount:	\$124.90
		Check Date:	05/09/2018

101-290-941.000	Comcast High Speed Internet May 2018		124.90
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DTE ENERGY

DTE Service - Municipal Street Light April 2018

		Invoice Amount:	\$5,600.39
		Check Date:	05/09/2018

101-446-920.000	April Municipal Street Light		5,600.39
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GUARDIAN ALARM CO

8592782 Hilltop Golf Course Alarm May18

		Invoice Amount:	\$105.00
		Check Date:	05/09/2018

510-510-737.000	Hilltop Golf Course Alarm May18		105.00
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WESTERN TWNSPS UTILITIES AUTHORITY

WTUA - April 2018

		Invoice Amount:	\$262,106.59
		Check Date:	05/09/2018
592-441-742.000	Monthly Charges		257,059.72
592-441-743.000	YUCA IPP-IWC		4,403.83
592-443-937.000	Country Acres Pump Station		643.04

Total Amount to be Disbursed: \$271,918.47

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**ITEM E
PUBLIC COMMENTS AND
QUESTIONS**

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

ITEM F.1

**Approval of Contract with
Corporate Benefit Solutions
Resolution #2018-05-22-29**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD CONSIDERATION

MEETING DATE: May 22, 2018

ITEM: Contract with Corporate Benefit Solutions, **Resolution #2018-05-22-29**

PRESENTER: Supervisor Heise and Treasurer Clinton

BACKGROUND:

The Charter Township of Plymouth faces a number of challenges and opportunities over the next several years in how we provide employee benefits, manage OPEB compliance, streamline human resource processes, and reduce costs. By year's end we will also need to reorganize our human resource department and prepare for upcoming collective bargaining agreement negotiations.

Corporate Benefit Solutions is a full-service employee benefit advisory company focusing on providing employer organizations with complete human resource solutions. They specialize in designing and implementing competitive benefit plans for employees and retirees with a primary focus on cost containment and risk management. They will act as a direct extension to our Human Resource function.

An additional component of the Corporate Benefit Solutions offering is a software platform offering by AccordWare LLC which interfaces with multiple insurance providers and enables seamless employee self-service benefits enrollment.

PROPOSED MOTION: I move to approve **Resolution #2018-05-22-29**, authorizing the attached (1) Client Service Agreement and (2) Business Associate Agreement between the Charter Township of Plymouth and Corporate Benefit Solutions along with the attached (3) Business Associate Agreement and (4) License and Service Agreement between the Charter Township of Plymouth and AccordWare LLC, subject to attorney review and approval, and to authorize the Supervisor and Clerk to sign the Agreements.

ATTACHMENTS:

- Client Service Agreement – Corporate Benefit Solutions
- Business Associate Agreement – Corporate Benefit Solutions
- Business Associate Agreement – AccordWare
- License and Service Agreement – AccordWare
- Two Client Testimonial Letters

CLIENT SERVICES AGREEMENT

1. The Parties

This Administrative Services Agreement (hereinafter, the "Agreement") is entered into as of the date first above written by and between:

CORPORATE BENEFIT SOLUTIONS, LLC of Troy, Michigan (hereinafter referred to as the "Company"), And **The Charter Township of Plymouth** of Plymouth, MI (hereinafter referred to as the "Client"),

The Client and the Company are hereinafter jointly referred to as the "Parties" and separately as the "Party".

2. Subject of the Agreement

- A.** In accordance with this Letter of Agreement, Client has agreed to retain Company as their Agent of Record for all Client health and welfare services. This will include, but not be limited to: Group Medical, Dental, Vision, Life, and Disability for all Active and Retired employees. Any other services which may be requested by the Client will be negotiated as incurred.
- B.** It is agreed that the minimum term for the "Ongoing Eligibility and Participation Reporting Services", as defined under this agreement is for a one year period beginning from the effective date of the Client benefits plan.

3. Payment for Services

- A.** The Company will be compensated through commissions paid directly by the insurance carriers that are in force during the plan year. These payments are not directly billed to or paid for by the Client.

4. Our Services

- A.** Coordinating and monitoring the insurance providers for the following benefits:
 - i. Health Insurance
 - ii. Dental Insurance
 - iii. Optical Insurance
 - iv. Life Insurance
 - v. Accidental Death & Dismemberment Insurance
 - vi. Long Term Disability
 - vii. Short Term Disability (if offered)
 - viii. Accident & Critical Illness Coverage (if offered)
 - ix. Health Savings Account (if offered)
- B.** Year to year cost and benefit analysis & benchmarking

- C. Benefit analysis and cost projections for budget planning and labor negotiations
- D. Plan based RFPs, as needed
- E. Customer service reps to handle day to day questions regarding benefits and compliance issues
- F. Customized benefit booklets
- G. Hosting open enrollment meetings and webinars
- H. Onsite "Office hours", as needed
- I. Coordinate through our Strategic Partners, the following: (additional fees may be incurred)
 - i. HR Outsourcing
 - ii. Online Enrollment System
 - iii. Retirement Plan Services
 - iv. COBRA Administration
 - v. PPACA Administration & Reporting
 - vi. HSA Administration
 - vii. FSA Administration
 - viii. FMLA Administration
 - ix. Dependent Audit

5. Rights and Responsibilities of Client

- A. The Client is obliged:
 - i. full cooperation with the Company from the Client's employees, representatives and/or advisors;
 - ii. timely provision by the Client of any and all information, including documentation and comprehensive explanations, reasonably requested by the Company in connection with the Services. The information so provided shall be complete, up to date, and true and accurate in all material respects;
 - iii. timely making and implementation of decisions, obtaining required approvals and issue of required documentation to enable the Company to proceed with the Services;
- B. The Client releases the Company and its personnel from any liability and costs relating to the Services that are attributable to any misrepresentations or omissions by the Client relating to information provided to the Company.
- C. The Client shall have the right to terminate this Agreement beforehand in the event of improper performance of Services by the Company according to this Agreement with respect to quantity, quality and terms of

the performance of the Services. Such notice must be provided in writing a minimum of thirty (30) days prior to the effective termination date.

- D. The Client may, solely for its internal business purposes, use, copy, and distribute the Company reports or other documents which the Company will or may develop in the course of the Services. The Client shall not, without the Company's prior written consent, disclose to a third party, publicly quote or make reference to the Services or materials produced.
- E. The Company agrees that all data and information provided to it by the Client in completion of this assignment will be maintained on a strictly confidential basis, and that all such data and information are solely the property of the Client. The Client is the plan administrator and plan fiduciary.
- F. Client or their HR Representative will provide participants the information and documents they need to obtain benefits under the plan within a reasonable period of time before coverage begins.

6. Rights and Responsibilities of Company

- A. The Company shall render the Services as described above. The Company undertakes to render the Services of agreed upon nature, scope, form, quantity, and within agreed terms.
- B. The Company may engage under this Agreement or employ, as appropriate, any employee, affiliate or independent person or entity it deems necessary to undertake and complete the Services.
- C. The Company and its employees shall be entitled to accept instructions, oral or written, from only the following persons representing the Client: Named Employees or Titles Here.
 - i.
 - ii.
 - iii.
- D. The Company will keep records relating to the services provided under this agreement for as long as required to do so by law.
- E. The Company will provide Client pertinent information that ERISA requires, within the time period required by ERISA.

7. Confidentiality

- A. With respect to this Agreement and any information supplied in connection with this Agreement and designated by the disclosing Party as confidential, the recipient agrees to:
 - i. protect the confidential information in a reasonable and appropriate manner or in accordance with applicable professional standards;
 - ii. use confidential information only to perform its obligations under this Agreement; and

- iii. reproduce confidential information only as required to perform its obligations under this Agreement.
- B. Subject to the foregoing, the Parties may disclose Client's confidential information to their employees.
- C. Company acknowledges that during the term of this Agreement, it may come into possession or knowledge of personal information of the employees of the Client or its customers. Both parties acknowledge that certain laws, such as the Health Insurance Portability and Accessibility Act of 1986 (HIPAA) and the Gramm-Leach-Bliley Act, in addition to state laws govern the privacy and confidentiality of such information. Company agrees to only use such information as directed by the Client. Client shall provide a copy of its privacy policy and written instructions as to use of customer information to the Company and both parties shall abide by such policy and instructions and take any necessary steps the Client directs to ensure compliance with the applicable laws.

8. Termination

- A. If this Agreement is terminated by the Client for any reasons or by the Company for any reasons, or by either Party due to an event of force majeure, the Client will be obliged to pay fees and reimburse expenses incurred by the Company before such termination, and the Company shall not be liable for any loss, damage or expense suffered by the Client as a result of such termination, if otherwise is not provided by this Agreement.

9. Governing Law and Dispute Resolution

- A. Michigan law shall govern the validity, interpretation and performance of this Agreement.
- B. The parties agree that any controversy, claim, or dispute arising out of or relating to this Agreement, or the breach thereof, or arising out of the relating to this agreement, or the termination thereof, including any claims under federal, state, or local law, shall be resolved by arbitration in Oakland County, Michigan in accordance with the commercial rules of the American Arbitration Association applying the Michigan Court Rules. The parties agree that any award rendered by the arbitrator shall be final and binding that judgment upon the award may be entered in any court having jurisdiction thereof.

10. Miscellaneous

- A. Any formal notice, document or other correspondence between the Parties in connection with this Agreement shall be deemed duly given or made when in writing sent by recorded delivery, personal delivery or facsimile or unencrypted electronic mail to the following addresses and persons, unless one of the Parties advises the other Party otherwise in writing:

For the Company: Phone: (248) 290-0250 Attn: Steve Mattar, Member Corporate Benefit Solutions, L.L.C. 5750 New King Drive. Suite 310, Troy, MI 48098	For the Client: Phone: () - Attn: _____ Charter Township of Plymouth Address: _____ _____
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- B. This Agreement shall be binding upon and inure to the benefit of the successors of Client and Company but shall not be assignable by Company except with the written permission of Client, whose permission shall not be unreasonably withheld.
- C. The Parties may correspond or convey documentation and information via Internet e-mail, fax or mail. Neither Party shall be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any unencrypted electronic mail, fax, or mail due to any reason beyond the relevant Party's reasonable control.
- D. Neither Party shall use the other Party's trademarks, service marks, logos, trade names and/or branding without such Party's prior written consent. The Parties may reference or list the other party's name and/or a general description of the Services in marketing materials and similar cases without disclosure of confidential information.
- E. This Agreement shall be for the benefit of, and be binding on, the successors and permitted assigns of the Company.
- F. All Attachments to this Agreement make up an integral part of this Agreement. This Agreement with all Attachments contains the entire agreement between the Parties. It supersedes all prior agreements and correspondence between the Parties relating to the subject matter of this Agreement.
- G. All amendments and modifications to this Agreement shall be made by a written document signed by the authorized representative of both Parties.
- H. If any term or provision of this Agreement is determined to be illegal or unenforceable, such term or provision shall be deemed stricken, and all other terms and provisions shall remain in full force and effect if otherwise is not foreseen provided by the legislation.

- I. This Agreement does not make either Party an agent or legal representative of the other Party and does not create a partnership or joint venture or other similar relationship between them. Both Parties are independent contractors and principals for their own accounts.
- J. This Contract shall be interpreted in accordance with the plain meaning of its terms. Captions used in this Contract are for convenience of reference only and shall not be deemed or construed as in any way limiting or extending the language of the provisions to which such captions may refer.
- K. Each of the Parties respectively represents and warrants to the other that, as of the date hereof, it has full corporate power and authority to execute and deliver this Contract and to consummate the transactions contemplated hereby.
- L. The Company undertakes no obligation to update the Services to account for changes in practice or facts that may occur after the Services have been rendered and the Agreement has ended.
- M. The Company shall have no duty or obligation to defend against any legal action or proceeding brought against Client to recover a claim for plan benefits. Company will make available to Client and its counsel such evidence relevant to such action or proceeding as Company may possess such information as a result of its administration of the contested benefit determination.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement in duplicate on the day and year first above written.

Client

By: _____

Its: _____

Dated: _____

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“Agreement”) is between:

"Covered Entity" Charter Township of Plymouth

“Business Associate” Corporate Benefit Solutions, LLC

Whereas, Covered Entity and Business Associate maintain a business relationship, which the Health Insurance Portability and Accountability Act of 1996 and its accompanying regulations (collectively, “HIPAA”) classify as a "Business Associate" relationship;

Whereas, the relationship between the parties involves the transfer of Protected Health Information ("PHI"), as defined and regulated under HIPAA; and

Whereas, HIPAA requires that the Covered Entity enter into an agreement similar to this Agreement to preserve the confidentiality of the PHI shared between the parties.

Now therefore, the parties agree to the following:

1. Business Associate Duties:

- 1.1_ Business Associate shall make no further uses or disclosures of the PHI than permitted by this Agreement or required by law.
- 1.2 Business Associate who receives protected PHI may only use that information for its prescribed purpose, for proper management and administration of the prescribed purpose, or to carry out any legal responsibilities that Business Associate might have.
- 1.3 All PHI entrusted with the Business Associate by the Covered Entity shall remain confidential and all breaches of confidentiality, whether intentional or accidental shall be reported to the Covered Entity immediately after Business Associate becomes aware of any such breach of confidentiality.
- 1.4 Business Associate shall make available all records, books and procedures relating to the PHI whenever such information is requested by the appropriate governmental official or agency. Business Associate shall notify Covered Entity as soon as practicable after such a request is made by any government official or agency.
- 1.5 Business Associate shall maintain an accounting of all the Business Associate's disclosures of protected health information and shall provide a copy of such accounting to the Covered Entity upon reasonable request.
- 1.6 Business Associate shall provide Covered Entity or its authorized employees, agents, or assigns reasonable access to any PHI maintained by

Business Associate for the purpose of amending any PHI.

- 1.7 Business Associate, its agents, and subcontractors shall make no use or disclosure of PHI that the Covered Entity could not legally make.
- 1.8 Business Associate agrees to take any and all measures necessary to ensure that it is in compliance with HIPAA relating to the PHI entrusted to it by the Covered Entity.
- 1.9 Business Associate shall not disclose any PHI to any individual or entity, other than the individual who is the subject of the PHI or to Business Associate's authorized employees, agents, subcontractors, or assigns, unless directed to do so by the Covered Entity.
- 1.10 Upon termination of the business relationship between the parties, Business Associate shall return or destroy any and all PHI that was transferred to Business Associate by Covered Entity, if practicable. If not practicable, Business Associate shall continue to abide by the confidentiality requirements of this Agreement and HIPAA. Business Associate shall be liable for any and all damages, fines, or penalties resulting from any breach of such confidentiality by Business Associate after the termination of the business relationship between the parties.
- 1.11 Business Associate shall make its internal practices, books and records relating to the use and disclosure of protected health information available to the Secretary of HHS to the extent required by law.
- 1.12 This Agreement shall supercede any inconsistent prior agreements between the parties only to the extent of the inconsistency.

2. Covered Entity Duties:

- 2.1 Covered Entity shall make all reasonable efforts to assist Business Associate in complying with this Agreement and with HIPAA.
- 2.2 Covered Entity shall indemnify and hold harmless Business Associate for any intentional or negligent act or omission by the Covered Entity or its agents, employees, or assigns that results in Business Associate suffering any liability under HIPAA.

3. Miscellaneous:

- 3.1 If Covered Entity knows or has reason to know that Business Associate has breached the terms of this Agreement or violated the mandates of HIPAA, Covered Entity may make reasonable efforts to assist Business Associate in curing the breach or violation. If Covered Entity determines that the breach or violation cannot be cured, it shall either notify the appropriate authorities of the violation and shall terminate this Agreement

and any other agreements between the parties that involves the transfer of PHI.

- 3.2 In all disputes arising out of this Agreement, the law of the State of Michigan, excluding choice of law provisions, shall apply.
- 3.3 If any provisions of this Agreement should be held invalid or unenforceable, the remaining provisions shall continue to be fully effective.
- 3.4 This Agreement shall be immediately effective.

Executed this **DATE**.

Covered Entity

By: Kurt Heise
Its: Supervisor

Business Associate

By: Steve Mattar, CLU, ChFC, AIF
Its: President

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“Agreement”) is made and entered into this **11th day of May, 2018** by and between Plymouth Charter Township (“Covered Entity”) and AccordWare, LLC (“Business Associate”).

Recitals:

Covered Entity is deemed a “Covered Entity” under the rules of the U.S. Department of Health and Human Services (“DHHS”), 45 C.F.R. Parts 160, 162, and 164, implemented pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) relating to the privacy of health information (“Privacy Rule”), as well as the security of health information (“Security Rule”), and the Health Information Technology for Economic and Clinical Health Act (“HITECH Act”). Business Associate, in providing certain services to Covered Entity under the terms of the Agreement, is deemed a “Business Associate” under the Privacy Rule, Security Rule, and HITECH Act.

Covered Entity will be providing Protected Health Information to Business Associate in the performance of Business Associate’s services to Covered Entity.

Both parties desire to ensure complete compliance with HIPAA as described in this Business Associate Agreement.

NOW, THEREFORE, in consideration of the mutual agreements and covenants contained herein, the parties hereto agree as follows:

1. Definitions. The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: **Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.**

Specific definitions:

(a) Business Associate. “Business Associate” shall generally have the same meaning as the term “Business Associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean AccordWare, LLC.

(b) Covered Entity. “Covered Entity” shall generally have the same meaning as the term “Covered Entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean *Plymouth Charter Township*.

(c) HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

(d) Information Systems. “Information Systems” shall have the same meaning as the term “Information System” in 45 C.F.R. section 164.304.

(e) Standards for Electronic Transactions Rule. “Standards for Electronic Transactions Rule” shall mean the final regulations issued by the DHHS concerning Standard Transactions and Code Sets in 45 C.F.R. sections 160 and 162, as amended.

2. **Obligations and Activities of Business Associate.**

Business Associate agrees to:

(a) Not use or disclose Protected Health Information other than as permitted or required by the Agreement or as required by law.

(b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic Protected Health Information, to prevent use or disclosure of Protected Health Information other than as provided for by the Agreement.

(c) Report to Covered Entity any use or disclosure of Protected Health Information not provided for by the Agreement of which it becomes aware, including breaches of unsecured Protected Health Information as required at 45 CFR 164.410, and any security incident of which it becomes aware without unreasonable delay, and in no more than thirty (30) days. The Covered Entity shall handle breach notifications to individuals, the HHS Office for Civil Rights (OCR) and, if necessary, the media, unless the Business Associate opts, at its discretion, to handle any or all of these items itself.

(d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit Protected Health Information on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information, pursuant to a written agreement.

(e) Make available Protected Health Information in a designated record set to the Covered Entity within 10 days of a request, as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.524. Except in the case of a direct request from an Individual for an accounting related to treatment, payment, or operations disclosures through an electronic health record, if the request for an accounting is delivered directly to Business Associate or its agents or subcontractors, if any, Business Associate shall within five (5) business days of a request notify Covered Entity about such request. Covered Entity shall either request that Business Associate provide such information directly to the Individual, or it shall request that the information be immediately forwarded to Covered Entity for compilation and distribution to such Individual. In the case of a direct request for an accounting from an Individual related to treatment, payment, or operations disclosures through electronic health records, Business Associate shall provide such accounting to the Individual in accordance with and effective on the applicable date (for up to three years prior to the request date, as set forth in HITECH § 13405(c)). Business Associate shall not disclose any PHI unless such disclosure is Required by Law or is in accordance with this Agreement. Business Associate shall document such disclosures. Notwithstanding anything in the Agreement to the contrary, Business Associate and any agents or subcontractors shall continue to maintain the information required for purposes of complying with this Section for a period of six (6) years after termination of the Agreement.

(f) Make any amendment(s) to Protected Health Information in a designated record set as directed or agreed to by the Covered Entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy Covered Entity's obligations under 45 CFR 164.526. In the event the Business Associate receives a request for an amendment directly from an individual, Business Associate shall forward said request to the Covered Entity within 5 days or, at its discretion, amend the designated record set as appropriate and forward said amendment to the Covered Entity within 10 days.

(g) Maintain and make available the information required to provide an accounting of disclosures to the Covered Entity as necessary to satisfy Covered Entity's obligations under 45 CFR 164.528 within 30 days of a request.

(h) To the extent the Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s).

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

3. Permitted Uses and Disclosures by Business Associate.

Business Associate may only use or disclose Protected Health Information on behalf of, or to provide services to, Covered Entity for the following purposes, if such use or disclosure of Protected Health Information would not violate the Privacy Rule if done by the Covered Entity or the minimum necessary policies and procedures of the Covered Entity: Quoting, enrollment, customer service, data management, and renewal and related functions. Without limiting the foregoing, Business Associate may use and disclose Protected Health Information for purposes of assisting employees and other individuals covered by Covered Entity's health plan with issues relating to their benefits under such health plan. Business Associate is authorized to use Protected Health Information to de-identify the information in accordance with 45 CFR 164.514(a)-(c).

4. Specific Use and Disclosure Provisions.

(a) Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

(b) Business Associate agrees to make uses and disclosures and requests for Protected Health Information consistent with Covered Entity's minimum necessary policies and procedures.

(c) Except as otherwise limited in this Agreement, Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are Required By Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of

which it is aware in which the confidentiality of the information has been breached.

(d) Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information to provide Data Aggregation relating to the health care operations of the Covered Entity.

(e) Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities.

5. **Obligations of Covered Entity.**

(a) Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices of Covered Entity in accordance with 45 C.F.R. section 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.

(b) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.

(c) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

6. **Permissible Requests by Covered Entity.**

Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by Covered Entity, excepting the Business Associate's use or disclosure of Protected Health Information for data aggregation or management and administration and legal responsibilities of the Business Associate, as permitted by this agreement.

7. **Term and Termination.**

(a) Term. The term of this Agreement shall be effective as of the date stated above, and shall not terminate until all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.

(b) Termination for Cause. Covered Entity or Business Associate may, upon a material breach of the Agreement by the other party:

(i) Provide a reasonable opportunity for the party to cure the breach, or take reasonable steps to cure the breach or end the violation and terminate the Agreement

if the breach is not cured within thirty (30) days;

(ii) Immediately terminate this Agreement upon written notice to the breaching party if cure is not possible; or

(iii) If neither termination nor cure is feasible, the non-breaching party shall report the violation to the Secretary. *See* HITECH §13404(b)

(c) Effect of Termination.

(i) Except as provided in subsection 7(c)(ii) upon termination of the Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

(ii) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the parties that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, in accord with Subpart C of 45 CFR Part 164, for so long as Business Associate maintains such Protected Health Information.

8. Miscellaneous.

(a) Regulatory References. A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.

(b) Amendment. This Agreement may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of the parties. A waiver with respect to one event shall not be construed as continuing or as a bar to, or waiver of, any right or remedy as to subsequent events. The parties agree to take such action as is necessary from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law.

(c) Survival. The respective rights and obligations of Business Associate and Covered Entity under Sections 2(e) and 7(c) of this Agreement shall survive the termination of this Agreement.

(d) Interpretation. Any ambiguity in this Agreement shall be resolved to permit Covered Entity or Business Associate to comply with the HIPAA Rules, as amended.

(e) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan and federal laws.

(f) Waiver of Jury Trial. Each of the parties hereto irrevocably waives all right to trial by jury in any action, proceeding or counterclaim arising out of or relating to this Agreement.

(g) Notices. Any notices to be given hereunder to a party shall be made via U.S. mail or express courier or facsimile to such party's address given below, and shall be deemed given, if sent via U.S. mail or express courier on the date of deposit and if sent via facsimile on the date of receipt of confirmation of the facsimile transmission.

(i) If to Covered Entity:
ATTN:
Plymouth Charter Township
9955 N. Haggerty Rd.
Plymouth, MI 48170

(ii) If to Business Associate:
Matthew C. Czmer
AccordWare LLC
2250 Butterfield Dr.
Suite 230
Troy, MI 48084
Facsimile: (248) 822-7377

(h) No Third-Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the parties and the respective successors or assigns of the parties, any rights, remedies, obligations or liabilities whatsoever.

(i) Entire Agreement. This Agreement constitutes the entire Agreement between Covered Entity and Business Associate. There are no obligations or understandings that are not expressly set forth in this Agreement. All notices and other communications under this Agreement shall be in writing.

(j) Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective legal representatives, heirs, successors and assigns.

(k) Remedies. In addition to any other remedies available at law or in equity to the parties hereto with respect to a breach hereof, the parties hereto each reserve the right to enforce

this Agreement by specific performance.

(l) Words and Phrases. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

IN WITNESS WHEREOF, Business Associate and Covered Entity execute this Agreement to be effective on the date first set forth above.

AccordWare, LLC.

Plymouth Charter Township

By: Matthew C. Czmer
Its: Member

By: _____
Its: _____

License and Services Agreement

This License and Services Agreement (including all attachments hereto), (collectively, the "Agreement"), is between *AccordWare LLC* ("Service Company") whose address is 2250 Butterfield Drive, Suite 230, Troy, MI 48084 and *Plymouth Charter Township* ("Client") whose address is 9955 Haggerty Rd., Plymouth, MI 48170. The terms of this Agreement shall apply to all licenses and services provided by AccordWare LLC under this Agreement (including any amendments and attachments). This Agreement is effective as of the date set forth in the Order Form (the "Agreement Effective Date"). Service Company and Client agree as follows:

1. DEFINITIONS.

1.1 "Application Software" means the BenXpress proprietary Application Software listed on an Order Form.

1.2 "Client Services" or "Services" means any services listed in this Agreement or the Order Form.

1.3 "Customizations" means any customizations developed for Client by Service Company that are listed in Exhibit A and/or on an Order Form.

1.4 "Licensed User" means an individual who may access and use the Application Software, as set forth on the attached Order Form. In the event that Client's use exceeds the number of Licensed Users set forth on the attached Order Form, Client shall pay to Service Company additional license fees at the rate set forth on the Order Form.

1.5 "Order Form" means the form for ordering Software, Maintenance, Customizations and Client Services from Service Company under this Agreement which shall be executed by an authorized representative of both parties. Additional Order Forms may be added from time to time. The effective date of an Order Form is the date set forth on the applicable Order Form ("Order Form Effective Date").

1.6 "Software" means the BenXpress Application Software and the Customizations as identified on an Order Form.

2. LICENSE.

2.1 *License for Application Software and Customizations.* Upon payment of applicable license fees as set forth in an Order Form, Service Company grants to Client a non-exclusive, limited license to use the Application Software and the Customizations listed on the Order Form in the United States, solely for Client's internal business, in accordance with the terms and conditions set forth herein and in the Order Form.

2.2 Service Company will make the Software available to Licensed Users through the Internet at a URL to be determined by Client and Service Company. The Software shall only be accessible to Licensed Users with a unique username and password. More than one individual may not use the same password and/or login.

2.3 *Disassembly, Reverse Engineering, and Use Restrictions.* Service Company and/or its licensors shall retain all title, copyright and other proprietary rights in the Application Software and Customizations; *provided, however,* that Service Company and/or its licensors shall not acquire any rights in Client's proprietary information that may be provided by Client and incorporated into any Customization at Client's request. Client does not acquire any rights, express or implied, in the Software, other than those specified in this Agreement. Client acknowledges that the Software contains trade secrets and Confidential Information of Service Company and/or its licensors. Client agrees (1) not to permit unauthorized third parties to access or use the Software; (2) not to cause or permit the reverse engineering or disassembly or decompilation or translation into human-readable form of the Software (or any portion thereof); and (3) not to copy any part of the Software or its documentation. Client may not rent, lease, sub-license, lend or transfer such Software.

3. SERVICES.

3.1 Service Company will provide Customizations and Client Services agreed to by the parties under the terms of this Agreement and in accordance with the terms set forth in the applicable Order Form for such Customizations and Client Services. Client agrees to provide Service Company with certain assistance or materials in connection with Customizations requested by Client, including, without limitation, photographs, graphics, audio and written content, logos and other assistance and materials reasonably requested by Service Company. Service Company will provide Client with Client Services necessary to make the BenXpress website available to Client's Licensed Users and reasonable instructional assistance to Client's training manager or other designated person responsible for administration, access and use by Licensed Users of the Software.

4. SOFTWARE MAINTENANCE AND SUPPORT.

4.1 *Software Maintenance.* Service Company will work to correct errors in the Software in accordance with the Service Company then-current maintenance policies. Service Company agrees to offer such maintenance free of charge throughout the term of this Agreement. Such maintenance shall also include updates that Service Company makes available to its Clients generally at no charge. Maintenance shall not, however, include new versions or functionalities of the Software for which Service Company charges an additional fee to its Clients generally.

4.2 *Support.* Service Company shall provide the Client Support Services set out in Exhibits A and B.

4.3 *Software Changes and Updates.* Service Company shall make available or provide updates for the Application Software as required in the Service Company's reasonable judgment to maintain the accuracy of the Application Software in light of changes in the applicable law. Service Company hereby reserves the right to change any aspect of the information forming a part of the Application Software at any time, including any features, functionality, database or other content, *provided, however,* that Service Company will not suspend or discontinue use of the Application Software during the term of any license granted hereunder except in the event of a breach of this Agreement by Client. Service Company may also impose certain limitations upon certain features or restrict Client's access to portions of the Software without notice or liability; *provided, however,* that Service Company shall use its reasonable best efforts to provide written or electronic notice of any changes or updates to the Software within 5 business days prior to such changes or updates taking effect.

5. PAYMENT.

5.1 *Invoicing and Payment.* Unless otherwise stated in an applicable Order Form, Client will be invoiced on the first day of each month for all License, Maintenance and Support Fees due that month. Such fees will be due and payable within 30 days after receipt of said invoices. Implementation, Customization and Annual Base Management fees, if any, shall be due within 30 days after receipt of invoices for said fees. Client agrees to reimburse Service Company for all pre-approved out-of-pocket expenses incurred in performing its obligations hereunder, including, without limitation, approved mailing, marketing, employee communications and travel expenses.

5.2 *Late Payment.* Client's failure to pay any invoice within 10 business days of the due date for the applicable invoice shall be a breach of the Agreement and Service Company shall have the right to discontinue providing services until such unpaid invoices are paid in full.

5.3 *Taxes.* The fees and rates listed in this Agreement do not include taxes. If Service Company is required to assess or pay taxes on the licenses or services provided hereunder, or on any transactions hereunder, then such taxes shall be billed to and paid by Client. This section shall not apply to taxes based on Service Company's income.

6. CONFIDENTIALITY.

6.1 *Definition.* "Confidential Information" means all information disclosed by Client or Service Company relating to the Software, Customizations and any business terms of The Service Company relationship with Client including but not limited to pricing, functionalities, specifications, responses to requests for information, the terms of this Agreement, and

all other information identified in writing by Service Company as confidential; and in the case of Client, all information relating to Client's employees and consultants (including but not limited to protected health information, as more fully described below), course results, and all other information identified by Client in writing as confidential.

6.2 *Obligations of Confidentiality.* Each party to this Agreement agrees to treat as strictly confidential the "Confidential Information" of the other party received under this Agreement. Each party shall use the Confidential Information of the other party only to perform its obligations under this Agreement and will disclose such Confidential Information within its organization only to those of its employees who need to know the Confidential Information in order to perform such party's obligations under this Agreement. Notwithstanding the foregoing, Service Company may disclose Client's Confidential Information to third parties to the extent necessary to assist Service Company with performance of its obligations under this Agreement, provided that such third parties are subject to appropriate confidentiality obligations.

6.3 *Information Not Subject to Confidentiality Requirements.* The following information will not be subject to Section 6.2: (a) information that is in the public domain or that enters the public domain through no fault of the party obligated to keep the information confidential (the "Receiving Party"); (b) information independently developed by the Receiving Party, without any use of information disclosed by the other party; (c) information rightfully disclosed to the Receiving Party by a third party without continuing restrictions on its use; (d) information known to the Receiving Party prior to the Agreement Effective Date which was not obtained from the disclosing party to this Agreement; and (e) information that is required to be disclosed by law or judicial order, provided that prior written notice of such required disclosure is furnished to the party owning such Confidential Information as soon as practicable in order to afford such party an opportunity to seek a protective order and that if such order cannot be obtained disclosure may be made without liability, but only to the least extent required to comply with such law or order.

6.4 *Confidentiality of Health Information.* Service Company acknowledges that by reason of the nature of the services to be provided, Service Company and its personnel may become acquainted with Protected Health Information ("PHI") of Client's employees and all such data will be held in strict confidence. No private health information will be given to Client except in the form of aggregate data. Except as required by legal process or permitted under the Health Insurance Portability and Accountability Act ("HIPAA") Privacy and Security Rules (hereinafter defined), PHI shall not be disclosed to unauthorized third parties by Service Company. Service Company agrees that it will use such information provided by Client solely in providing the Services and will not disclose, divulge, discuss, disseminate, copy or otherwise use or cause to be used any of Client's information, including but not limited to employee PHI, except as required in performing the Services or as required by

legal process or permitted under the HIPAA Privacy and Security Rules (hereinafter defined). In the course of providing Services, Client recognizes that Service Company may provide information to third parties, with whom Service Company has contracts to provide services under this Agreement and that the disclosure of such information to such third parties shall not constitute a breach of this Section 6; provided, however, Service Company shall protect PHI in accordance with the provisions of law, including but not limited to, HIPAA, as set forth more fully in Paragraph 6.5 below.

6.5 HIPAA Requirements. Client and Service Company shall carry out their obligations under this Agreement in full compliance, to the extent the same may be applicable to them, with HIPAA and all security and privacy regulations issued thereunder, as amended, modified, or supplemented by the Health Information Technology for Economic and Clinical Health Act of 2009 (“HITECH”) and regulations issued thereunder, and as the same may be amended and in effect from time to time during the term of this Agreement (collectively referred to as the “HIPAA Privacy and Security Rules”) and all other applicable State and U.S. Federal laws and regulations pertaining to the confidentiality of health information. The Parties will implement appropriate safeguards to prevent use or disclosure of PHI and will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any electronic PHI that it creates, receives, maintains, or transmits. Client represents that it has obtained, or will obtain prior to the commencement of this Agreement, all consents and authorizations necessary for Client to disclose PHI to Service Company. Client further represents that it is solely responsible for obtaining all such consents and disclosures and any information disclosed to Service Company by Client will be subject to an effective and valid consent or authorization and in accordance with the HIPAA Privacy and Security Rules. Service Company will use and/or disclose PHI only to the extent necessary in furtherance of its obligations and duties under this Agreement, inclusive of provision of data aggregation services, and as authorized and permitted by the HIPAA Privacy and Security Rules or other applicable law or as authorized by Client. Upon termination of this Agreement, or upon request of Client, whichever occurs first, if feasible, Service Company will return or destroy all PHI received from or created or received by Service Company on behalf of Client that Service Company still maintains in any form and retain no copies of such information, or if such return or destruction is not feasible, Service Company will extend the protections provided for hereunder to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible.

7. Representations; Remedies; Indemnification And Limitations

7.1 Representations & Warranties. Service Company represents and warrants to Client that:

(a) All Customizations and Client Service performed under this Agreement shall be performed in a workmanlike manner in accordance with industry standards.

(b) The Software shall typically be accessible to Licensed Users through the Internet at a URL to be determined by Client and Service Company at all times during the term of this Agreement except for scheduled or emergency maintenance periods, required repairs and loss or interruption of services due to causes beyond the control of Company or which are not reasonably foreseeable by Company, including, but not limited to, interruption or failure of telecommunication or digital transmission links and Internet slow-downs or failures. Company shall provide Client reasonable advance notice of all scheduled maintenance periods. Company will use due diligence and commercially reasonable best efforts in determining the source of and in fixing or repairing unscheduled interruptions to the availability of the Software to Licensed Users.

7.2 Warranty Limitation. The warranties set forth in this Agreement will not apply if (i) the Software is used other than in accordance with The Company instructions; (ii) the Software is altered, modified or converted by Client or any third party; (iii) the operation of the Software is affected by a malfunction in any of Client’s hardware, services or software not provided by Company; (iv) any other cause within the control of Client results in the Software becoming inoperative; or (v) Client materially breaches this Agreement and fails to cure such breach within thirty (30) calendar days of the date of notice of such breach. EXCEPT AS OTHERWISE EXPRESSLY PROVIDED ABOVE, THE CLIENT SERVICES AND ALL SOFTWARE ARE PROVIDED “AS IS.” AND WITHOUT WARRANTY OF ANY KIND, INCLUDING THE IMPLIED WARRANTIES OF NONINFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

8. LIMITATION OF LIABILITY

The Company cumulative liability to Client for any and all proven, direct and foreseeable damages related to the Software, the services provided or to be provided hereunder, or otherwise arising out of this Agreement shall not exceed the total amount of license fees paid by Client to Company under this Agreement for the Software causing the damages. NOTWITHSTANDING ANY OTHER PROVISION TO THE CONTRARY IN THIS AGREEMENT, COMPANY WILL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES, WHETHER FORESEEABLE OR UNFORESEEABLE, AND WHETHER OR NOT SERVICE COMPANY WAS NOTIFIED OF THE POSSIBILITY OF THE SAME, ARISING OUT OF THIS AGREEMENT. Client acknowledges that the exclusion and limitation of remedies provided under this Agreement are neither unreasonable nor unconscionable and if Company and/or its licensors’ liability had not been so limited, the fees charged to Client hereunder would have been substantially higher.

9. TERM AND TERMINATION

9.1 *Term.* This Agreement will commence on the Effective Date and will remain in effect for the period specified in an Order Form or until terminated as set forth below:

(a) *Termination for Cause.* Either party will have the right to terminate this Agreement if the other party breaches any material provision of this Agreement and fails to make substantial progress to cure such breach within thirty (30) calendar days after receipt of written notice of the breach from the non-breaching party.

(b) *Effect of Termination for Cause.* Upon Client's termination of this Agreement for cause, Client will be responsible for and will pay Company for all license and Client Services fees and expenses incurred up to the effective date of such termination, as set forth on any Order Form. Upon The Company termination of this Agreement for cause, the license to use the Software as set forth in Section 2 of this Agreement will immediately terminate and Client will be responsible for and will pay Company for all license and Client Services fees and expenses incurred up to the effective date of such termination, as set forth on any Order Form. Upon termination by Company, Client shall immediately return all copies of the Software to Company.

10. MISCELLANEOUS

10.1 *Notices.* All notices given hereunder shall be proper if delivered by any of the following methods: (a) by hand delivery, (b) by certified U.S. mail, return receipt requested, postage prepaid, (c) by overnight courier, or (d) by confirmed electronic mail ("E-mail"), in each case directed to the persons and at the addresses listed below, which persons or address may be changed by written notification. All notices shall be deemed received as follows: (a) if hand-delivered, on the date of delivery, (b) if mailed, on the date of receipt appearing on the return receipt card, (c) if sent by overnight courier, on the date receipt is confirmed by such courier service, or (d) if sent by E-mail, twenty-four (24) hours after the message was sent, provided that any notice relating to a default or claim of default under this Agreement that is sent by E-mail, must also be sent by one of the other methods described above.

All notices for Service Company shall be addressed and delivered to:

AccordWare, LLC
2250 Butterfield Drive, Suite 230
Troy, MI 48084
248-822-7777 (phone)
248-822-7377 (fax)
E-Mail: mczmer@accordware.com

If to Client, all notices shall be addressed and delivered to:

ATTN: Leah Mitchell
Human Resources Manager
Plymouth Charter Township

42555 Merrill Rd.
Sterling Heights, MI 48314
Phone: (248)
Email: Leah.Mitchell@sas-automotive.com

10.2 *Entire Agreement.* Each party acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms. The parties further agree that this Agreement, together with all Order Forms and amendments hereto, is the complete and exclusive statement of the agreement of the parties with respect to the subject matter of this Agreement and that it supersedes and merges all prior proposals, understandings, and agreements, whether oral or written, between the parties with respect to such subject matter. To the extent there is any conflict or inconsistency between the terms of the body of this Agreement and those of an Order Form, the terms of the Order Form shall control. This Agreement may not be modified except by a written instrument duly executed by the parties hereto.

10.3 *No Waiver.* No delay or failure by either party to exercise any right hereunder shall constitute a waiver of such right or of any other rights hereunder.

10.4 *Force Majeure.* Neither party shall be deemed in default of this Agreement to the extent that performance of its obligations are delayed or prevented by reason of any act of God, war, terrorism, fire, explosion, flood, act of government or any act or omission of a third party over whom the party invoking this clause exercises no control (contractually or otherwise), including, but not limited to, telecommunications carriers and utilities or any other matter beyond its reasonable control ("*Force Majeure*"), provided that the party invoking this clause gives the other party prompt written notice thereof when such event of Force Majeure becomes known to it. Notwithstanding anything to the contrary set forth herein, neither party's failure or inability to perform shall be excused to the extent caused by the nonperforming party's independent acts or omission.

10.5 *Relationship of the Parties.* Nothing in this Agreement shall be construed to create a partnership, agency relationship, or joint venture between the parties hereto. Service Company is acting as an independent contractor and not as an employee or agent of Client.

10.6 *Survival of Rights and Obligations.* The rights and obligations of the parties contained in Sections 2.3, 6, 8 and 9 will survive any termination of this Agreement.

10.7 *Compliance with Laws.* To its best knowledge, each party is currently in compliance with and shall continue throughout the term of this Agreement to comply with any laws and regulations material to its business, including but not limited to HIPAA, HITECH, and the Employee Retirement Income Security Act, 29 U.S.C. §1001 et seq. ("*ERISA*"). For any business for a self-insured Sponsor which is subject to the provisions of the ERISA, Client shall ensure that its activities in regard to those Plans are in compliance with ERISA. Each party shall be responsible for interfacing with regulatory

authorities on matters relating to compliance with laws or regulations which are directly applicable to its business, including matters related to licenses necessary for each party to operate its business, though each party shall cooperate with the other in resolving any regulatory matters relating to this Agreement. Each party to this Agreement shall notify all other parties to this Agreement upon becoming aware of any change in law or regulation applicable to Client, an Administrator or Sponsor that is likely to impact the provision of services in connection with this Agreement. Client acknowledges and agrees that Company does not act as a fiduciary of a Plan for purposes of ERISA by providing any of the Services, or any other cost-containment function, described in this Agreement.

10.8 *Severability.* If any provision of this Agreement is held to be unenforceable for any reason, it shall be adjusted rather than voided, if possible, in order to achieve the intent of the parties to this Agreement to the fullest extent possible. In any event, all other provisions of this Agreement shall be deemed valid and enforceable to the fullest extent possible in accordance with their terms.

10.9 *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

10.10 *Allocation of Risk.* The parties acknowledge and agree that the Company prices and terms of Agreement are in reliance upon the limitations of liability specified herein, which allocate the risk between Company and Client.

10.11 *Attorney Fees.* The parties agree that in the event of any breach or alleged breach of this Agreement, the prevailing party in any such dispute shall be entitled to recover from the other party upon written demand all of its reasonable and documented cost and expenses, including reasonable fees and disbursements of its legal counsel and of any experts and agents, incurred in connection with the enforcement of the terms of this Agreement or otherwise as a result of such breach or alleged breach.

10.12 *No Legal or Health Advice.* Company is in the business of providing computer-based benefits administration services. Company does not, and is not in the business of, providing legal, financial or medical services or advice. Moreover, Client acknowledges that it has been advised to consult with its legal and/or medical counsels, including, without limitation, with respect to matters involving employment law and personnel policies and practices prior to

use of the Software, and that Company shall have no liability, express or implied, related to the content in the Software.

10.13 *Data Ownership.* Client is the owner of all employee data collected in the course of Services provided. Service Company will continue to protect the data as set forth in this Agreement and the Business Associate Agreement between the parties. Upon termination of this Agreement, Service Company will transfer a copy of all collected employee data to a vendor chosen by Client or to Client directly at no additional cost using existing BenXpress Data reporting formats. Client may elect to receive employee data in customized reporting formats with an agreed upon fee paid 50% in advance and 50% upon delivery of reporting data.

10.14 *Data Retention Policy.* Company, in its capacity as a Business Associate and otherwise, will receive and maintain individual identified information, which may or may not constitute Protected Health Information (PHI). Client acknowledges that Company will retain and maintain individual identified information and PHI as follows:

- a) During the Term of this Agreement. Throughout the term of this Agreement, Company will retain in its data storage system all individual identifiable information, whether PHI or not ("Individual Participant Data"), for as long as it may be necessary for the proper management and administration of its legal responsibilities to Client, including but not limited to tax information reporting or audit requirements applicable to Client, Client's Plan, or the individual to whom the data pertains. At such time as Individual Participant Data is no longer necessary for the proper management and administration of its legal responsibilities to Client or the individual to whom the data pertains, Company will expunge all such Individual Participant Data from its systems.
- b) Following Termination of this Agreement. Company, as a Business Associate, will retain PHI and Individual Participant Data which is necessary for Company to continue its proper management and administration responsibilities or to carry out its legal responsibilities for twelve (12) months following termination of this Agreement, at which point all Individual Participant Data will be fully de-identified and there after used for data aggregation purposes or destroyed, at Company's sole discretion.

AGREED TO BY

Plymouth Charter Township

By: _____

Name: _____

Title: _____

Date: _____

AGREED TO BY:

AccordWare, LLC

By _____

Name: Matthew C. Czmer

Title: Member

Date: May 11, 2018

ORDER FORM No. 1 for Plymouth Charter Township

This order form, effective as of the last signature date set forth below (the “*Order Form Effective Date*”) is an addendum to, and constitutes a part of, the License and Services Agreement between Service Company and Client dated **May 11, 2018**. By this Order Form, Client purchases the following:

LICENSE, MAINTENANCE, AND SUPPORT FEES

Client Service &/or Application Software Title	Approximate Number of Eligible Employees*	Monthly License, Maintenance and Support Fees (PEPM)	Est. Total Monthly License, Maintenance and Support Fees	Implementation Fees or Other One Time Fees	Annual Base Renewal Fee
Benefits Open Enrollment and Administration Services	80	\$3.00	\$400.00 ** Minimum \$400/month	\$1,250	\$0

* These numbers represent the current number of Client’s employees as of the date of this Agreement. On or about the 1st of each month, Service Company will generate a count of benefits eligible employees from the BenXpress enrollment system as of that date. Client’s Total Monthly License, Maintenance and Support Fees will be determined by multiplying the number of employees by the PEPM License, Maintenance and Support Fee. Thus, the amount Client will be charged monthly will vary based upon the actual number of employees and may be more or less than the numbers indicated in the table above.

ADDITIONAL TERMS

- Product Availability.** As provided in Exhibit B below, Client acknowledges that several steps must occur following the execution of this Order Form to prepare the Application Software for Client’s use. The parties estimate that these steps will be completed, and that the Application Software will be available for use by Client on or about September 1, 2018 (the “Product Launch Date”); however, the ability to meet this Product Launch Date depends upon the timely actions of the Client, AccordWare and external parties (i.e. Insurance carriers, TPAs, etc.). Both parties agree to use their best efforts to achieve this Product Launch Date, or if they are unable to do so, to modify this Agreement to reflect a new Product Launch Date to reflect a new launch date as close in time as possible to the Product Launch Date. Any change to this product launch date must be agreed to by both Client and AccordWare in writing. Billing of the Monthly License, Maintenance and Support Fees will commence on the Product Launch Date.
- Term.** This Agreement shall commence on the Order Form Effective Date and shall continue through **December 31, 2019** (“Full Agreement Term”). This agreement will automatically renew additional 1 year periods unless either party provides the other party with 90 days prior written notice of its intent to terminate prior to the end of the applicable term.
- Licensed Users.** The total number of user identification numbers and passwords to be issued to Licensee will be based upon the actual number of benefit eligible employees and authorized administrators.
- Changes in Fees and Rates.** Service Company agrees to honor the fees and rates provided in this Order Form through **June 30, 2018**. Company reserves the right to modify said fees and rates if this Agreement and Order Form have not been executed by Client by said date.
- Client Service.** Customization Fees shall be provided as set forth in Exhibit A, if applicable.
- Project Contacts.**

Send Invoice To:

AccordWare Client Account Manager

 248-822-7777 ext. XXXX
 248-822-7377 (fax)

7. Miscellaneous. Any printed and mailed communications will be quoted and billed to Client on an as needed basis. Design and development of standard Service Company communication material is included in the above quoted fees. Any pre-approved travel expenses will be billed to Client. Customization beyond the standard allowable customization will be billed at an hourly rate of \$150/hour.
8. Worksite/Voluntary Benefits (VB): Future implementation of worksite/voluntary benefits may incur the following fees: \$250.00 build fee for (Accident, Hospital Indemnity, Critical Illness, Supplemental Disability), \$750.00 build fee (Whole Life-Unum Only), and a \$0.25 PEPM fee for ongoing administration of these benefits.

The parties have caused this Order Form to be executed by their duly authorized representatives as of the date last signed below.

PLYMOUTH CHARTER TOWNSHIP

ACCORDWARE LLC

By: _____
 Name: _____
 Title: _____
 Date: _____

By _____
 Name: Matthew C. Czmer
 Title: Member
 Date: May 11, 2018

EXHIBIT A

Client Setup, Delivery, and Client Support Services Specification

Optional Services (initial all that apply):

One Time Fees

None anticipated

EXHIBIT B

Online Benefits Enrollment and Administration Services

The following items detail each of the actions to be completed in the management and administration of the benefits program enrollment process for Client.

- Communicate with Client's enrollment team to detail and confirm;
 - The annual enrollment process desired
 - Each task to be completed
 - Assign task responsibilities to the most appropriate parties, and
 - Develop work schedules.
- Communicate with Client's enrollment team to review the benefits plan design, eligibility, design variations, costs, and employee/employer pricing.
- Prepare the necessary plan specification documents.
- Establish data reporting/EDI requirements and processes between Client administrative systems (Benefits management, Payroll, and Human Resource Information System) and BenXpress administrative system.
- Establish data reporting/EDI requirements and processes between insurance providers and/or third party administrators and BenXpress administrative system.
- Communicate with Client to establish ongoing administrative processes to be performed upon completion of the annual enrollment process, including:
 - Employee additions, terminations, transfers, leaves-of-absence, employment status changes, and changes in family status
 - Ongoing eligibility and participation reporting
 - New hire enrollment processes
- Establish Client benefits program configuration on BenXpress administrative system in accordance with the plan design, eligibility, rates, pricing, and plan parameters for each benefit, as defined by the agreed-upon specification documents.
- Document all administrative work flow and reporting processes to be completed by AccordWare LLC.
- Perform testing and auditing of administrative system functions and reports. Provide reports to Client for internal audit.
- Update employee database on BenXpress administrative system and obtain written confirmation from Client of the accuracy of employee data.
- Finalize all data on BenXpress administrative system and obtain written confirmation from Client of the accuracy of employee data.
- Finalize all data on BenXpress administrative system following any final adjustments from Client.
- Generate plan enrollment forms/worksheets in PDF format, including the desired personalized messages and required employee price tags/contributions for each eligible employee for each eligible benefit option, including voluntary benefits.
- Process via BenXpress web enrollment system, all employee election data.
- Upon Client's request, generate a PDF confirmation statement for each employee that identifies and confirms the benefit elections for the plan year – including default benefits.
- Provide Client payroll systems/HRIS with test data file(s) to validate all required payroll data is properly formatted.
- Provide final data file of election results for payroll/HRIS.
- Upon Client's request, produce a series of employee election results reports, including:
 - Benefit Coverage Reports (the benefit option coverage selected by each employee per benefit)
 - Demographic Reports
- Provide Client with eligibility/participation reports/files for insurance providers and/or third party administrators, as appropriate.



1967-2017

725 S. Rochester Road
Rochester Hills, MI 48307
Tel: (248) 851-7000
Fax: (248) 851-8089
www.chevybyfox.com



May 9, 2018

RE: Testimonial for Corporate Benefit Solutions

TO WHOM THIS MAY CONCERN:

It is with great pleasure I write to you to strongly recommend the services of Corporate Benefit Solutions. As our employee benefits broker for over 15 years, Steve Mattar and his team have provided us with wonderful service. They not only come up with the best solutions and innovative ideas every renewal for our employee's benefits; but provide ways for our dealership to offer a highly competitive benefit package, and still save us money to our bottom line.

The Corporate Benefit Solutions team handles all of our benefit enrollments, terminations and communications with our vendors on our behalf. They also utilize a great online enrollment system streamlining the entire process for us which allows me to focus with confidence on other aspects of our business.

Corporate Benefit Solutions schedules regular meetings for our new hires, and office hours for current employees at both of our dealerships. Most importantly, the team always provides outstanding and efficient customer service to me and to the employees; handling their day to day benefit questions and with billing or claim issues.

The team at Corporate Benefit Solutions is top-notch and always communicating with a great 'can-do' attitude. Corporate Benefit Solutions is our "one stop shop" for all our benefits and I highly recommend them. I don't know what I would do without this team and the services they provide.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shannon Sak', with a large, stylized flourish at the end.

Shannon Sak
Controller

Fox Automotive Group/Bill Fox Chevrolet



Charter Township of Orion

2525 Joslyn Rd., Lake Orion, MI 48360 • www.oriontownship.org • (248) 391-0304

May 10, 2018

Charter Township of Plymouth Board of Trustees
9955 N. Haggerty Rd.
Plymouth, MI 49170

Gentlemen:

It is my pleasure to write this testimonial letter on behalf of Corporate Benefit Solutions. Our Township first enlisted the services of Steve Mattar and his team at CBS in the fall of 2014. We asked them in to do a complete review of our benefit package and our internal processes for how we enroll and terminate our employees.

The net result was that we were amazed to find, through their help, that we were not only able maintain excellent benefits to our employees, but also save the Township over \$350,000 in annual expenses.

This was done through creative, out of the box plan designs and state of the art enrollment processes. We now utilized an on-line enrollment system that that has dramatically reduced the time required by our HR staff. They also host our open enrollment meetings in addition to being available face-to-face on a regular basis to our employees.

Additionally, they also brought in MERS to help us reduce the cost of our retiree health savings program which saved our employees a considerable amount money. I mention this because this in no way benefited CBS other than to save our township money. This is what we expect from our vendor partners.

I highly recommend their firm for any benefit related concerns your Township is facing.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Barnett". The signature is stylized and includes a long horizontal flourish extending to the right.

Chris Barnett, Supervisor
Charter Township of Orion
cbarnett@oriontownship.org
P: 248-391-0304, ext. 1001

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

ITEM F.2

**Approval of Contract with EctoHR
Resolution #2018-05-22-30**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD CONSIDERATION

MEETING DATE: May 22, 2018

ITEM: Contract with EctoHR Inc., **Resolution #2018-05-22-30**

PRESENTER: Supervisor Heise and Treasurer Clinton

BACKGROUND:

The Charter Township of Plymouth faces a number of challenges and opportunities over the next several years in how we provide employee benefits, manage OPEB compliance, streamline human resource processes, and reduce costs. By year's end we will also need to reorganize our human resource department and prepare for upcoming collective bargaining agreement negotiations.

EctoHR Inc is a full-service human resource outsourcing and consulting firm. Founded in 2005, they assist small to mid-sized organizations with every aspect of employee-related management and administration to include recruiting, compliance, background checks, employee development, HR audits and assessments. They will work in concert with Corporate Benefits Solutions and act as a direct extension to our Human Resource function.

PROPOSED MOTION: I move to authorize **Resolution #2018-05-22-30**, approving the attached Administrative Services Agreement between the Charter Township of Plymouth and EctoHR Inc., subject to attorney review and approval, and to authorize the Supervisor and Clerk to sign the Agreement.

ATTACHMENTS:

- Administrative Services Agreement
- Outsourcing Scope of Services
- Two Client Testimonial Letters



Administrative Services Agreement

This Agreement is made this _____ day of _____, 2018 by and between EctoHR, Inc ("EctoHR"), a Michigan corporation, whose principal office is located at 810 E. Grand River, Brighton, Michigan 48116 and Charter Township of Plymouth. ("Client"), whose principal office is located at 9955 N. Haggerty Rd, Plymouth, MI 48170, hereinafter individually referred to as a "Party" and collectively referred to as the "Parties".

I. TERM.

This Agreement is binding when executed, but the assignment and assumption of responsibilities is effective as of: _____ ("Effective Date") and shall remain in full force and effect for a period of one (1) year thereafter ("Initial Term"), unless terminated as provided in Paragraph VII of this Agreement. After the Initial Term, this Agreement shall automatically renew for thirty (30) day periods ("Extended Term") until terminated by either Party with thirty (30) days advance written notice, or as provided for in Paragraph VII of this Agreement. During the thirty (30) day period following the date written cancellation is sent to the other Party, the Parties will continue to meet the obligations set forth in this Agreement, including without limitation, the obligation of Client to pay all EctoHR invoices. The period that this Agreement shall be in full force and effect is referred to as the "Term."

II. SERVICES PROVIDED BY ECTOHR.

EctoHR provides a wide range of HR Outsourcing services for its clients.

For specific details related to Charter Township of Plymouth agreement with EctoHR and the services to be provided by EctoHR for Charter Township of Plymouth, please refer to the attached scope and fee structure.

III. PAYMENT.

- A. Client agrees to pay EctoHR for the performance of the administrative services listed above in accordance with the compensation terms as shown on the Scope which is attached and made a part of this Agreement.
- B. Client shall pay all invoices net 30 days upon delivery of the invoice to Client. Payment may be made by via ACH transfer to EctoHR. Invoices will be remitted within the first 7 business days of the month for work completed in the month prior. If electing to pay via ACH, an ACH transaction will be automatically initiated by EctoHR to collect the invoiced amount on the 10th of following month. If any Client payment is returned from its bank for any reason, Client agrees to pay any bank or other service charges imposed upon EctoHR.
- C. If payment is not made when due, Client shall pay EctoHR one and one-half percent (1½%) of the delinquent amount for each thirty (30) day period that the unpaid balance remains outstanding.

- D. The Fee Schedule may be amended from time to time by the Parties to reflect a change in services and fee pricing adjustments. During the Term of this Agreement, EctoHR may adjust the service charge rate in the Fee Schedule upon thirty (30) days written notice to the Client after the one (1) year Initial Term, unless otherwise specified in Fee Schedule.
- E. If Client asserts that any billing or other communications between the Parties is in error, Client shall immediately notify EctoHR in writing of such billing or other dispute.

IV. RELATIONSHIP.

- A. The Parties agree that EctoHR is an independent contractor and is being engaged by Client to provide certain human resource related administrative services. Furthermore, the Parties acknowledge that no principal-agent, master-servant, temporary help, employee leasing, professional employer organization, or qualified staffing relationship arises or is created under this Agreement, under either state or federal law. Furthermore, Client acknowledges and agrees that no shared employment, co-employment or joint employment relationship is created by this contract or otherwise between Client and EctoHR and that EctoHR is only providing administrative services to Client's employees and is not providing temporary, contract or leased employees as defined under Internal Revenue Code §414(n). EctoHR is not a sponsor of any benefit plan, nor is EctoHR providing any employee benefits to the employees of the Client, hereunder. The sponsorship of all employee benefits, including determining eligibility, participation and contribution matters, shall be the sole responsibility of Client.

V. REPRESENTATIONS OF CLIENT.

- A. Client warrants and represents to EctoHR as of the Effective Date of this Agreement that:
 - 1. All wages and compensation have been paid in full to Client's employees as of the Effective Date of this Agreement, and all taxes related thereto have been paid in full by Client, and Client agrees to hold EctoHR harmless from the payment of any wages or other compensation to Client's employees, and any taxes, during and after the Term of this Agreement.
 - 2. No separate agreements or arrangements exist that would obligate EctoHR except as otherwise expressly set forth herein.
 - 3. Client represents and warrants that all qualified retirement plans and accounts and entitlements in existence are current and in compliance with all applicable laws and this Agreement is not a breach under the terms of those plans and further warrants that it has received opinions from its professionals in charge of said qualified retirement plans that the same are so in compliance.
 - 4. The information provided to EctoHR by Client in connection with this Agreement is true, accurate and complete, and Client will continue to provide true, accurate and complete information to EctoHR;
 - 5. Client has disclosed to EctoHR every pending or threatened employee claim, government proceeding or litigation concerning any employment-

related matter and Client expressly agrees to indemnify, defend and hold EctoHR harmless from any and all claims or liabilities which may arise as a result of any acts which occurred prior to the Effective Date of this Agreement, during the Term of this Agreement or after the termination of this Agreement.

VI. INSURANCES.

The standard insurance coverage listed in the following three paragraphs shall be maintained throughout the Term of this Agreement. Not later than five business days after the execution and delivery of this Agreement to EctoHR, Client shall have its insurance carrier issue a certificate of insurance to EctoHR verifying such coverages and providing for not less than 30 days' prior written notice to Client and EctoHR of cancellation of or any changes to such coverages, and identify EctoHR as an additional insured.

- A. **General Liability:** Client agrees to keep in full force and effect at all times during the Term a comprehensive general liability insurance policy in the minimum limit of One Million Dollars (\$1,000,000) insuring Client against bodily injury and property damage caused by Client's premises, operations or completed operations.
- B. **Professional Liability:** If any Employee performs any duties which requires the maintenance of a professional license and corresponding professional liability insurance, Client agrees to keep in full force and effect during the Term professional liability insurance which shall cover any acts, errors or omissions, including but not limited to the negligent acts of the professional employee with a minimum limit of Five Hundred Thousand Dollars (\$500,000).
- C. **Workers' Compensation Insurance:** Client agrees to keep in full force and effect a Worker's Compensation insurance policy compliant with the applicable state law and to maintain such coverage at all times during the Term.
- D. **Employer Practices Liability Insurance:** Client agrees to keep in full force and effect an Employer Practices Liability Insurance policy

VII. TERMINATION.

In addition to the termination provision contained in Paragraph I, EctoHR may terminate this Agreement immediately without notice to Client for the following material breaches by Client:

- A. Failure to pay any invoices when due;
- B. Failure to conduct business in an ethical and/or professional manner;
- B. Failure to provide and maintain the requisite insurance coverages as provided for in Article VI of this Agreement; or
- C. If a petition in bankruptcy is filed by or against Client, or if Client shall have made an assignment for the benefit of creditors, or if Client shall have voluntarily or involuntarily been adjudicated bankruptcy, or if a petition is filed for the reorganization of Client. If bankruptcy proceedings take place, Client agrees to treat any unpaid amounts as owing employment wages and taxes.

VIII. INDEMNIFICATION.

- A. Client agrees to release, defend, indemnify and hold harmless EctoHR and its members, managers, attorneys, affiliates, subsidiaries, employees and agents (collectively, the "EctoHR Indemnified Parties") from and against any losses, liabilities, claims, obligations and/or expenses including, without limitation, employee wages, payroll taxes, court costs and reasonable attorneys' fees (collectively "Damages") that may be incurred by or asserted against any of the EctoHR Indemnified Parties, arising from or related to, in whole or in part, (i) the acts, errors or omissions of Client or its members, managers, attorneys, agents, officers, directors, shareholders, or employees; (ii) any breach of this Agreement by Client; (iii) any claim related to employees, including but not limited to, workers compensation, unemployment, discrimination, wrongful discharge or violation of any federal or state employment law; and (iv) except as otherwise provided in this Agreement, any claims asserted by or liability to third parties arising from or related to, in whole or in part, Client's business.
- B. EctoHR agrees to release, defend, indemnify and hold harmless client from any and all loss, expense or damages (including court costs and attorney fees) as a result of the acts, errors or omissions or wrongful or negligent acts of EctoHR or its employees, agents, or officers or any failure of EctoHR to fulfill its duties under this Agreement, which are not the result of Client's failure to fulfill its duties under this Agreement. Client acknowledges and agrees that in no event will EctoHR's liability hereunder exceed the compensation paid by Client to EctoHR during the 12 months prior to the error or omission complained of. Client acknowledges and agrees that at no time will EctoHR be liable for Client's loss of profits, business goodwill or other consequential, special, incidental or punitive damages.

IX. CONFIDENTIAL INFORMATION.

As a result of the services provided by EctoHR under this Agreement, certain confidential and proprietary information may be divulged to EctoHR which is a valuable proprietary asset of Client and whose disclosure could injure Client. EctoHR agrees that at all times during and after the Term, EctoHR shall not disclose to any third parties any confidential or proprietary information and shall confine use of confidential and proprietary information exclusively to carrying out EctoHR's services under this Agreement.

X. APPLICABLE LAW AND VENUE.

This Agreement shall be governed by the laws of the State of Michigan, and both Parties consent to venue and personal jurisdiction over them in the courts of that state, including the federal courts, for purposes of construction and enforcement of this Agreement. Venue will lie in Livingston County for state court actions and the United States District Court for the Eastern District of Michigan for federal court actions.

XI. ENTIRE AGREEMENT.

This Agreement constitutes the entire understanding between the Parties with

respect to its subject matter and supersedes all prior agreements and understandings, written or oral, with respect to its subject matter.

XII. NOTICES.

Whenever notices are required to be sent to either party, the notices shall be sent to the following addresses:

EctoHR, Inc.
810 E. Grand River Ave.
Brighton, MI 48116
ATTN: Steve Williams

Charter Township of Plymouth
9955 N. Haggerty Rd.
Plymouth, MI 48170
ATTN: Kurt Heise

XIII. SEVERABILITY.

Should any term, condition or provision of this Agreement be held to be unreasonable, invalid or unenforceable, the balance of this Agreement shall remain in force and shall stand as if the unreasonable, invalid or unenforceable part did not exist.

XIV. WAIVER.

The failure of either Party to enforce at any time the provisions of this Agreement shall not be construed as a waiver of any provision or of the right of such Party thereafter to enforce each and every provision of this Agreement.

XV. Assignment.

Client cannot assign this Agreement nor any interest herein without EctoHR's prior written consent. The provisions of this Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective successors and assigns.

XVI. Pronouns.

Whenever in this Agreement words (including pronouns) are used in the masculine, they shall be read and construed in the feminine or neuter whenever they should so apply; and whenever in this Agreement words (including pronouns) are used in the singular or plural, they shall be read and construed in the singular or plural, respectively, wherever they would so apply.

XVII. Joint Agreement.

The Parties hereby warrant and represent that this Agreement was prepared jointly by the Parties and any ambiguity in any construction hereof shall not be construed against one party and favor of the other party.

XVIII. No Third-Party Beneficiary.

The Parties hereby warrant and represent that neither this Agreement nor any of the actions undertaken hereunder shall inure to the benefit of any third-party, including but limited to, any employee of Client.

XIX. Modification or Amendment.

Except as provided for in Article III. D., this Agreement may not be modified or amended except by written agreement of the parties.

XX. Independent Legal Advice.

Client acknowledges and warrants that it has been advised to obtain independent legal advice of this Agreement and the rights and obligations created hereunder, and that it understands, accepts and agrees to its terms.

IN WITNESS WHEREOF, the Parties enter into this Agreement as of the date first written above.

EctoHR, Inc.

Charter Township of Plymouth

By _____

By _____

Its _____

Its _____



Human Resource Outsourcing Scope for Charter Township of Plymouth

This is an introductory outline and may not represent the entire scope of services that EctoHR can provide to Charter Township of Plymouth. These objectives will be achieved through both onsite office hours and remote support.

I. Initial HR Consulting period to provide professional HR management including, but not limited to:

- Serve as primary contact for HR-related issues, concerns, and needs of employees
- Regular office hours by an HR Professional, up to twice per week for approximately 3-4 hours each session. Please note that EctoHR representatives are available via phone and email outside of standing office and regular business hours
 - EctoHR anticipates two half-days (or one full day) per week during the initial four-month launch period
 - Beginning October 2018, regular, standing office hours will drop to one half-day per week unless additional time is needed
- Handle employee relations questions and concerns as they arise
- Benefit administration
- Facilitate and lead onsite interviews, when necessary*
 - *Please note that full-cycle recruiting will be priced separately
- New hire onboarding
- Review and update the current Company Handbook and make any required Employment Policy updates (*to be produced within the first four months of the relationship*)
- Facilitate Performance Reviews yearly for each employee, if required
- Discipline and performance improvement plan (PIP) consulting and implementation
- Termination consulting and creation of separation agreements, as necessary; assistance with actual execution of terminations
- Unemployment claim processing, including disputes and hearings, as necessary
- Risk consulting on all HR-related matters
- Maintain and update all required office employee forms and files, communicating with employees as necessary to ensure compliance
- Employee leave consulting and processing

Initial Four-Month Fee Structure:

Not to Exceed \$7,000/month

- Four-month structure to cover June 2018 – September 2018.
- EctoHR's currently standard hourly rate for President-level time is \$200/hour, Director/Manager-level time is \$150/hour, Generalist-level time is \$135/hour, and Coordinator-level time is \$95/hour.
- EctoHR will charge Charter Township of Plymouth on an hourly basis, rather than a project-based fee.
- In months where hourly fees do not exceed \$7,000, EctoHR will only bill for time invested.
- EctoHR agrees to provide a Project Manager with on-site support from at least one other HR professional during the process.
- Drive time will be billed at half of the hourly rate.

*Please note that this scope is valid for 60 days from date of issue.



Ongoing Fee Structure:

Not to Exceed \$5,500/month

- Effective as of October 1, 2018.
- EctoHR's currently standard hourly rate for President-level time is \$200/hour, Director/Manager-level time is \$150/hour, Generalist-level time is \$135/hour, and Coordinator-level time is \$95/hour.
- EctoHR will charge Charter Township of Plymouth on an hourly basis, rather than a project-based fee.
- In months where hourly fees do not exceed \$5,500, EctoHR will only bill for time invested.
- EctoHR agrees to provide a local Project Manager with on-site support from at least one other HR professional during the process.
- Drive time will be billed at half of the hourly rate.

- **Fee structure to be reviewed after first 12 months of relationship (in May 2019) to determine next steps which could be, but are not limited to:**
 - **Option 1: Continued, ongoing HR Services**
 - **Option 2: Recruiting for HR Generalist**
- **EctoHR guarantees that rates will not increase by more than 5% for 2019 in the case of continued, ongoing HR Services.**

*Please note that this scope is valid for 60 days from date of issue.

Testimonials for EctoHR

Email Testimonial 1:

"We use ectoHR for all of our HR needs, and have done so for over 10 years. Steve and his team work relentlessly to meet our needs. We are far from their largest account, but you'd never know it with the prompt, efficient service we receive. Ecto manages all aspects of the employee life cycle for us including new hire on-boarding, employee handbooks, basic HR requests, annual comp reviews and the termination process. We receive excellent return on our investment. We would highly recommend ectoHR to any firm looking for outsourced HR needs."

Regards,

Josh Bopp,

President

focusIT, Inc.

Email Testimonial 2:

"We have used EctoHR exclusively for the past 10 years. Steve Williams and his group made it a priority to understand our business and culture before assisting us with our HR needs. They have become an important part of our team, coordinating new hires, departures, payroll and other related activities. The size of their organization allows for a personalized approach with the strength of collaboration. The EctoHR team are experts in their business, which allows us to focus on what we do best. We highly recommend. - The Buckley Jolley Real Estate Team"

Sincerely,

Todd Buckley,

Broker/Owner

The Buckley Jolley Real Estate Team

SPRINGFIELD CHARTER TOWNSHIP

SUPERVISOR'S OFFICE

248-846-6502 | FAX 248-6548



May 10, 2018

To Whom it May Concern:

I have been asked to furnish a reference for Mr. Steve Williams and EctoHR and I am happy to do so. By way of reference, I was first appointed as Springfield Township Supervisor in December of 1976 and with the exception of a little over two years, in 2009 and 2010, have served continuously since. Among my responsibilities over that period of time have been administering the Township's benefit program and service providers administering most of our HR functions, workman's compensation, Fair Labor Standards Act and other related activities of the Township.

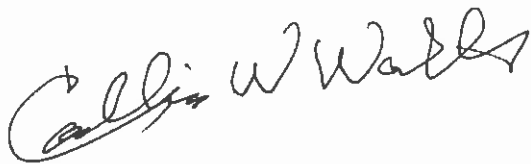
In 2013, like almost everyone else, we were struggling with the Healthcare Reform Act and its implications plus the Township Clerk and I decided to consolidate all HR and personnel records functions in the Supervisor's Department which led to a decision to request professional assistance. We received proposals from six consulting firms one of which was EctoHR, Inc. We conducted interviews and the Board choose EctoHR which, in my opinion, was one of the best decisions that we've made for HR assistance in all of my time as Township Supervisor. EctoHR offered a complete package and since has helped us with reviewing and revising our job descriptions, reviewing and updating our employee handbooks for the Township as well as our Library Board, Fire Department and Park Commission. EctoHR provided an HR audit which helped us improve our policies and procedures. EctoHR has continued to serve as our HR Consultant assisting both with administrative issues, setting up personnel files correctly and things like assisting with very public and difficult employee termination.

I can recommend them highly. Their work is performed efficiently and in a timely manner. Their work product is written in a concise and understandable manner and is done with active participation from myself and/or other Township staff. Along the way we did receive much needed assistance from Steve Williams on the everchanging healthcare regulations and their impact on Springfield Township and our employees.

Steve has assisted both directly, by sitting in on meetings, or indirectly, by giving advice, in employee reprimand and termination with a very common sense approach but also making sure that we met all standards necessary to protect from any potential future legal action.

By now you can tell I recommend EctoHR highly. They have always responded to phone calls or emails with any issue we have asked. The fact that they have legal advice available also helps as our attorney previously was our primary consultant on problem personnel matters. I would be very happy to answer any questions about their service or the services being provided to Springfield. I can be reached at 248-846-6502 or cwalls@springfield-twp.us.

Sincerely,

A handwritten signature in black ink that reads "Collin W. Walls". The signature is written in a cursive style with a large, sweeping initial "C".

Collin W. Walls
Supervisor

Cc: Steve Williams, EctoHR
Colleen Richards, EctoHR

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

ITEM F.3

**Great Lakes Water Authority
Contract**

Resolution #2018-05-22-31



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: May 22, 2018

ITEM: Amendment No. 5 to GLWA Water Service Agreement, Resolution #2018-05-15-31

PRESENTER: Mark Clinton, Treasurer
Patrick Fellrath, Director of Public Services
Kevin Bennett, Township Attorney

BACKGROUND:

In April 2018, the Township (Mark Clinton and Patrick Fellrath) met with Great Lakes Water Authority (GLWA) representatives to review the Township's water service contract with GLWA. The meeting was held in accordance with the water service contract with GLWA which states that the parties meet as specified intervals ("re-openers") to affirm or renegotiate certain contract values.

No major changes to the contract were proposed by either the Township or GLWA. The only noteworthy change proposed by GLWA and included the attached proposed Amendment pertains to Section 5.07. This section was revised to allow re-openers to occur every 4 years instead of every 5 years; the next re-opener for the Township will occur in 2022 and every 4 years thereafter.

The attached Amendment was reviewed by the Township Attorney, Kevin Bennett.

ACTION REQUESTED: Approve

BUDGET/ACCOUNT NUMBER: N/A

MODEL RESOLUTION:

I move to approve Resolution #2018-05-22-31, Amendment No. 5 to the Water Service Contract between the Great Lakes Water Authority and Charter Township of Plymouth and authorize the Supervisor and Clerk to sign the amendment.

ATTACHMENTS: Amendment No. 5

**AMENDMENT NO. 5 TO WATER SERVICE CONTRACT
BETWEEN
GREAT LAKES WATER AUTHORITY
AND
CHARTER TOWNSHIP OF PLYMOUTH**

This Amendment Agreement No. 5 (“Amendment”) is made between the Great Lakes Water Authority, a municipal authority and public body corporate (“GLWA”), and the Charter Township of Plymouth, a municipal corporation (“Customer”). GLWA and Customer are collectively referred to as the “Parties”.

RECITALS

- a. GLWA leases, operates and maintains the public water supply system owned by the City of Detroit (“System”); and
- b. On May 19, 2009, the Parties entered into a Water Service Contract (“Contract”) reflecting the terms and conditions governing the delivery and purchase of potable water, as subsequently amended and assigned; and
- c. Article 15 of the Contract permits the Parties to amend the Contract by mutual agreement; and
- d. Through the One Water Partnership, GLWA customer members requested that GLWA undertake an effort to place all customers on the same periodic contract review schedule (“Reopener Schedule”) to assist in reducing, as much as practicable, volatility in customer charges; and
- e. GLWA agreed to devise a contract alignment process (“CAP”) which would result in all model contracts being reopened on a four-year schedule beginning in calendar year 2022 and every four years thereafter; and
- f. The CAP requires that, regardless of Customer’s current Reopener Schedule, that Customer’s Contract be amended in calendar year 2018; and
- g. In consideration of the mutual undertakings of the Parties and for the benefit of the public, it is the mutual desire of the Parties to enter into this Amendment to amend the Contract as set out in detail in the following sections; and

ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:

1. Section 5.07 of the Contract is deleted in its entirety and replaced with the following:

5.07 Periodic Review and Reopener. For Customer and System planning purposes and, regarding the Minimum Annual Volume, enforcement of the provisions of Article 3, Maximum Flow Rates, Pressure Ranges, Projected Annual Volumes and Minimum Annual Volumes (collectively, “Values”) shall be established by mutual agreement for the Contract Term. As of calendar year 2018, the Parties shall review the Values in calendar year 2022 and every four years thereafter for the Contract Term and any renewal terms (each review year a “Reopener Year”, and collectively the Reopener Years comprising the “Reopener

Schedule”). However, if Customer executes the Contract more than two years before the next Reopener Year, then the Reopener Schedule set forth in bold type in Exhibit B, Table 2, shall be modified and shown to permit one additional Reopener Year prior to the next Reopener Year in the Reopener Schedule. The Values shall be contractually binding between each Reopener Year. If the Parties do not negotiate Values according to the Reopener Schedule, then the Values established for planning purposes (as shown in italicized type in Exhibit B) shall become contractually binding until the next Reopener Year.

2. Exhibit A of the Contract is amended by deleting in its entirety the existing Exhibit A and substituting the attached Exhibit A in its place.
3. Exhibit B of the Contract is amended by deleting in its entirety the existing Exhibit B and substituting the attached Exhibit B in its place.
4. With the exception of the provisions of the Contract specifically contained in this Amendment, all other terms, conditions and covenants contained in the Contract shall remain in full force and effect and as set forth in the Contract.
5. This Amendment to the Contract shall be effective and binding upon the Parties when it is signed and acknowledged by the duly authorized representatives of both Parties, and is approved by Customer’s governing body and the GLWA Board of Directors.

(Signatures appear on next page)

Accordingly, GLWA and Customer, by and through their duly authorized officers and representatives, have executed this Amendment.

Charter Township of Plymouth:

By: _____
Kurt Heise
Supervisor

By: _____
Jerry Vorva
Township Clerk

APPROVED BY
PLYMOUTH TOWNSHIP BOARD ON:

Date

Great Lakes Water Authority:

By: _____
Sue F. McCormick
Chief Executive Officer

APPROVED BY
GLWA BOARD OF DIRECTORS ON:

Date

APPROVED AS TO FORM BY
GLWA GENERAL COUNSEL ON:

General Counsel Date

EXHIBIT A

Customer's Water Distribution Points

This Exhibit contains the following information:

1. The corporate limits of Customer;
2. The agreed upon water Service Area of Customer which (a) may or may not be entirely within the corporate limits of Customer and (b) which may or may not include the entire area within the Customer's corporate limits;
3. The specific location of the Water Distribution Points, including any Board approved emergency connections;
4. The designation of appurtenances to be maintained by Customer and those to be maintained by the Board; and
5. A list of any closed meter locations.

Exhibit A

Plymouth Twp Emergency Connections:

Connections to City of Plymouth

16" GV&W at the intersection of Haggerty and Plymouth Roads

12" GV&W at the intersection of North Territorial West of Sheldon

12" GV&W at the intersection of Sheldon and Ann Arbor Road

Connection to Canton Twp

12" GV&W at the intersection of Joy Road and Holly

Connection to Northville Twp

12" GV&W near 44110 Five Mile Rd

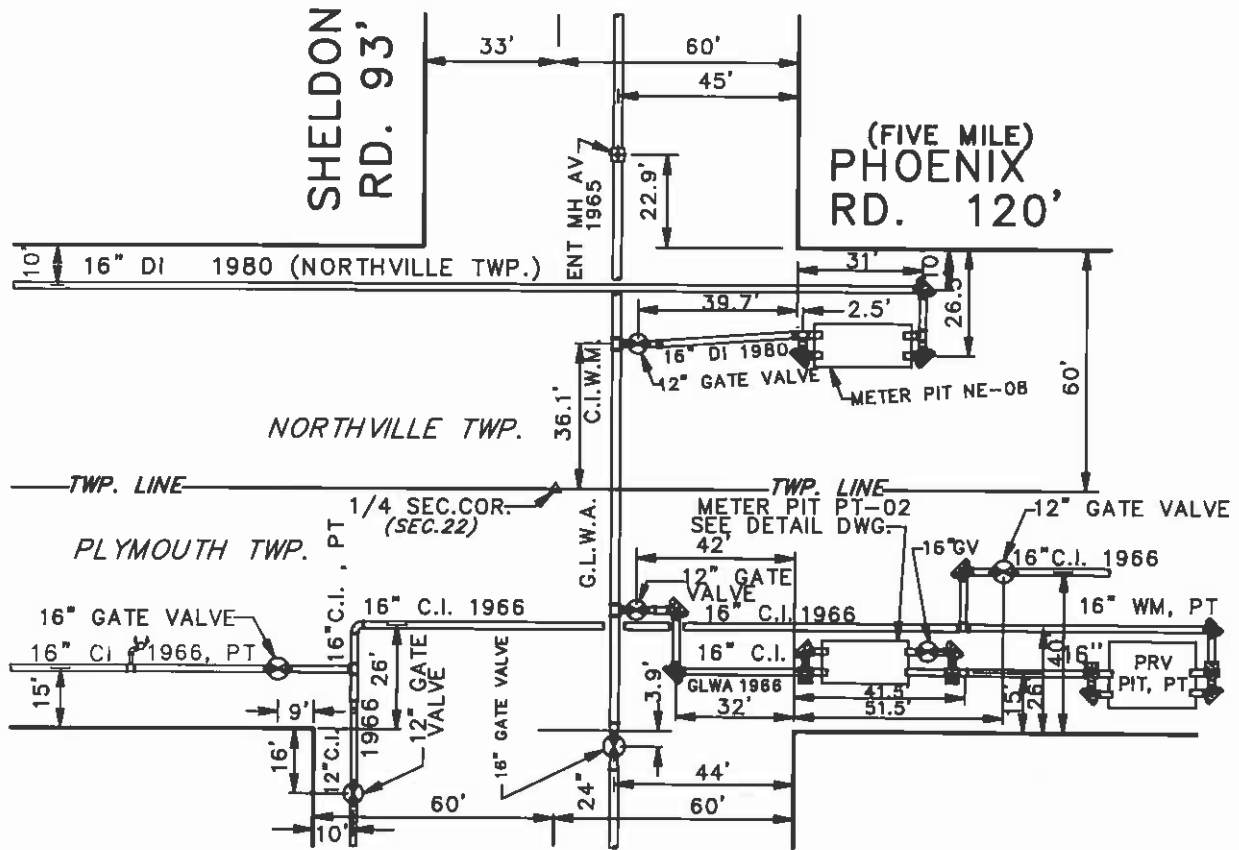
Plymouth Twp Water Customers Outside Municipal Limits:

None.

Plymouth Twp Master Meters Not In Service:

PT-01.

EXHIBIT-A PT-02 FIVE MILE ROAD & SHELDON PLYMOUTH TOWNSHIP



SITE PLAN
NOT TO SCALE

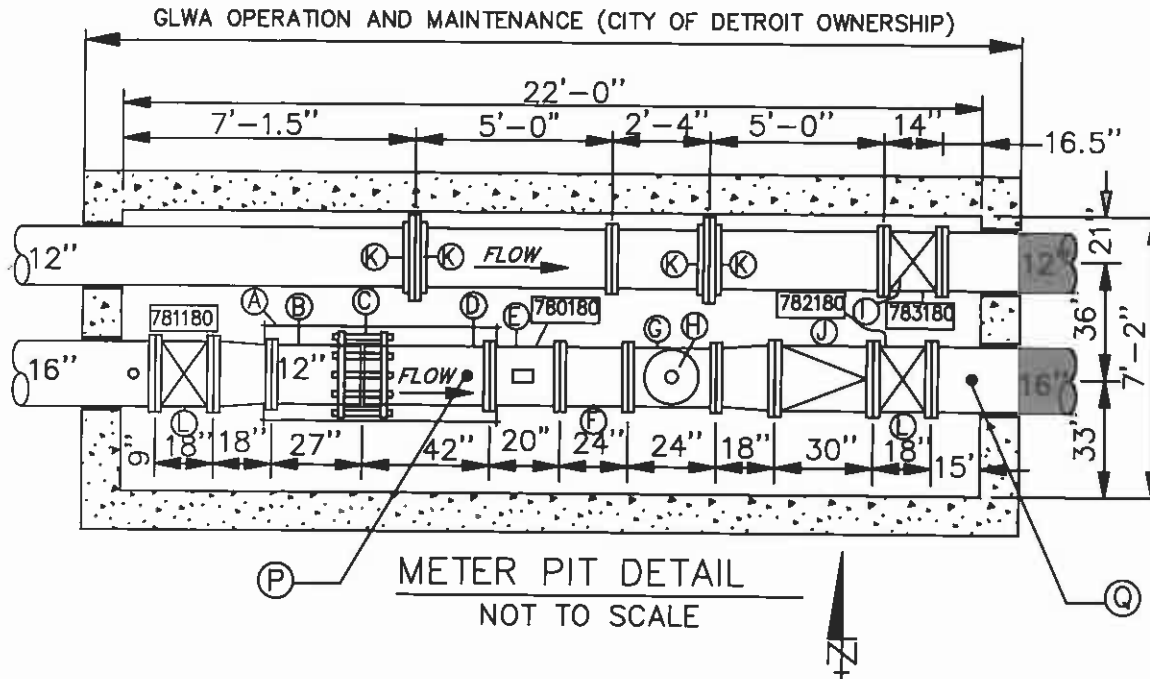


PT-PLYMOUTH TOWNSHIP
OWNERSHIP AND MAINTENANCE
GLWA-GREAT LAKES WATER AUTHORITY
OWNERSHIP AND MAINTENANCE
(CITY OF DETROIT OWNERSHIP)

LOCATIONS SUBJECT
TO VERIFICATION IN
THE FIELD.

PT
02

EXHIBIT-A PT-02 FIVE MILE ROAD & SHELDON PLYMOUTH TOWNSHIP



LEGEND			
TAG	QTY.	DESCRIPTION	SIZE
A	LOT	COUPLING RESTRAINTS: (4) 76" LONG THRD RODS(B) EAR PLATES	1" DIA.
B	1	F-PE, GADR., D.I.	12"x2'-2.5"
C	1	DRESSER STYLE PIPE COUPLING	12"
D	1	F-PE PIPE w/1" TAP FOR CORP. STOP, GADR., D.I.	12"x3'-6.5"
E	1	FLGD. MAGNETIC FLOWMETER, 19.75" F-F	12"
F	1	F-F PIPE, D.I.	12"x2"
G	1	FLGD. TEST TEE, D.I., 12" C-F	12"x4"
H	1	TEST TEE ASSEMBLY w/3"x9" O.D. COMPANION FLANGE	-
I	1	FLGD. GATE VALVE, RESILIENT SEAT, 14" F-F, 'A.F.C.'	12"
J	1	CHECK VALVE, TILTED DISC	12"
K	4	'MEGALUG' FLANGE ADAPTERS	12"
L	2	GATE VALVE	16"

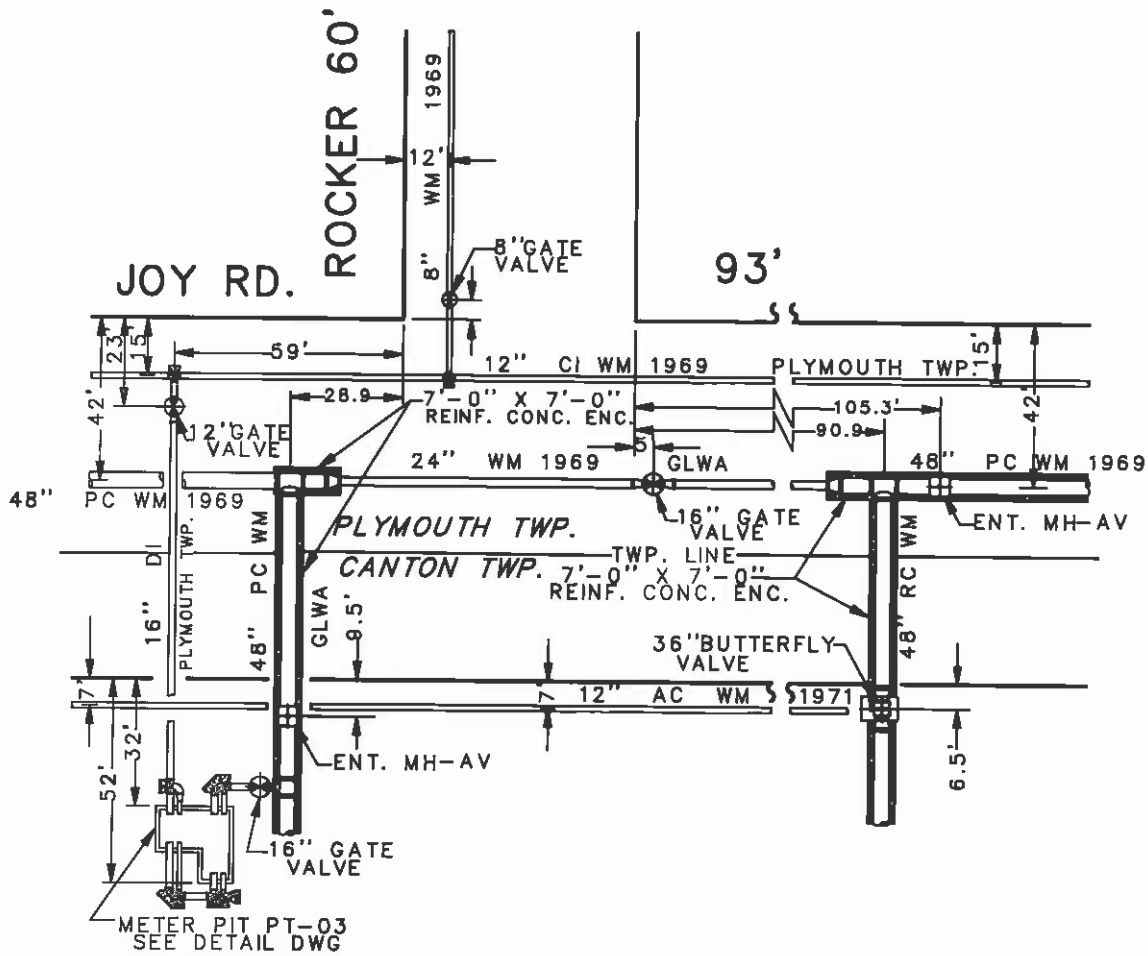
TYPICAL PRESSURE LOSS THRU METER	
METER TYPE	P.S.I. LOSS
VENTURI	1 TO 2
MAG	0
TURBINE	4 - 8

- (P) -UPSTREAM PRESSURE TRANSMITTER, G.L.W.A. OPERATION & MAINTENANCE (CITY OF DETROIT OWNERSHIP)
- (Q) -DOWNSTREAM PRESSURE TRANSMITTER, G.L.W.A. OPERATION & MAINTENANCE (CITY OF DETROIT OWNERSHIP)

ADDRESS _____ 44297 FIVE MILE ROAD
 FEED TO _____ PLYMOUTH TOWNSHIP
 FEED FROM _____ 24" G.L.W.A. TRANS. MAIN
 TYPE OF METER _____ ABB MAG
 SIZE OF METER _____ 12"
 METER NUMBER _____ V / 34928 / 1 / 2
 DATE METER SET _____ 7 / 3 / 2000
 METER PIT CONST & SIZE _____ 22' x 7'-2" I.D. REINF. CONC.
 GATE BOOK _____ W-1396
 FIELD BOOK _____ 1966-B-3
 REMARKS _____ NONE

PT
02

EXHIBIT-A PT-03 JOY ROAD & ROCKER PLYMOUTH TOWNSHIP



SITE PLAN
NOT TO SCALE

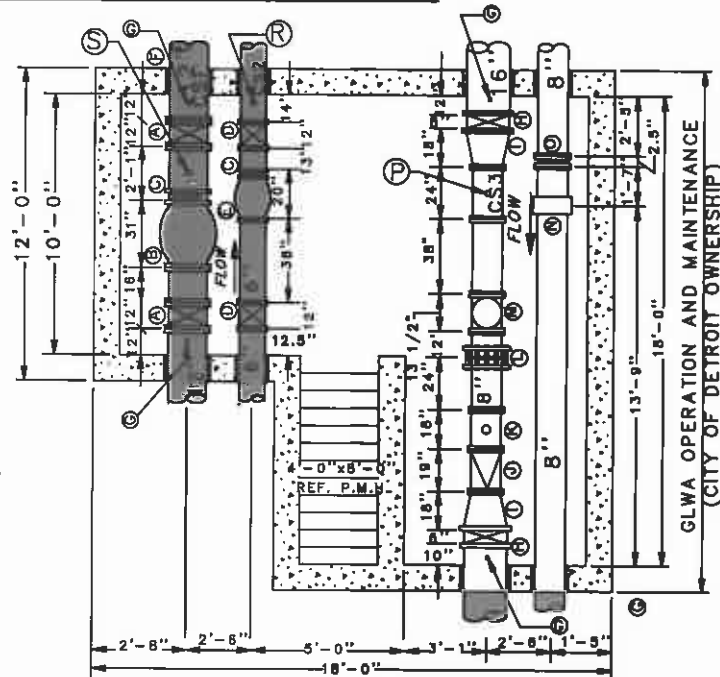


PT-PLYMOUTH TOWNSHIP
OWNERSHIP AND MAINTENANCE
GLWA-GREAT LAKES WATER AUTHORITY
OWNERSHIP AND MAINTENANCE
(CITY OF DETROIT OWNERSHIP)

LOCATIONS SUBJECT
TO VERIFICATION IN
THE FIELD.

PT
03

EXHIBIT-A PT-03 JOY ROAD & ROCKER PLYMOUTH TOWNSHIP



- (P) -UPSTREAM PRESSURE TRANSMITTER, G.L.W.A. OPERATION & MAINTENANCE (CITY OF DETROIT OWNERSHIP)
- (Q) -DOWNSTREAM PRESSURE TRANSMITTER, G.L.W.A. OPERATION & MAINTENANCE (CITY OF DETROIT OWNERSHIP)
- (S) -OTHER PRESSURE TRANSMITTER, G.L.W.A. OPERATION & MAINTENANCE (CITY OF DETROIT OWNERSHIP)

TYPICAL PRESSURE LOSS THRU METER	
METER TYPE	P.S.I. LOSS
VENTURI	1 TO 2
MAG	0
TURBINE	4 - 8

PLYMOUTH TWP. O&M

METER PIT DETAIL
NOT TO SCALE

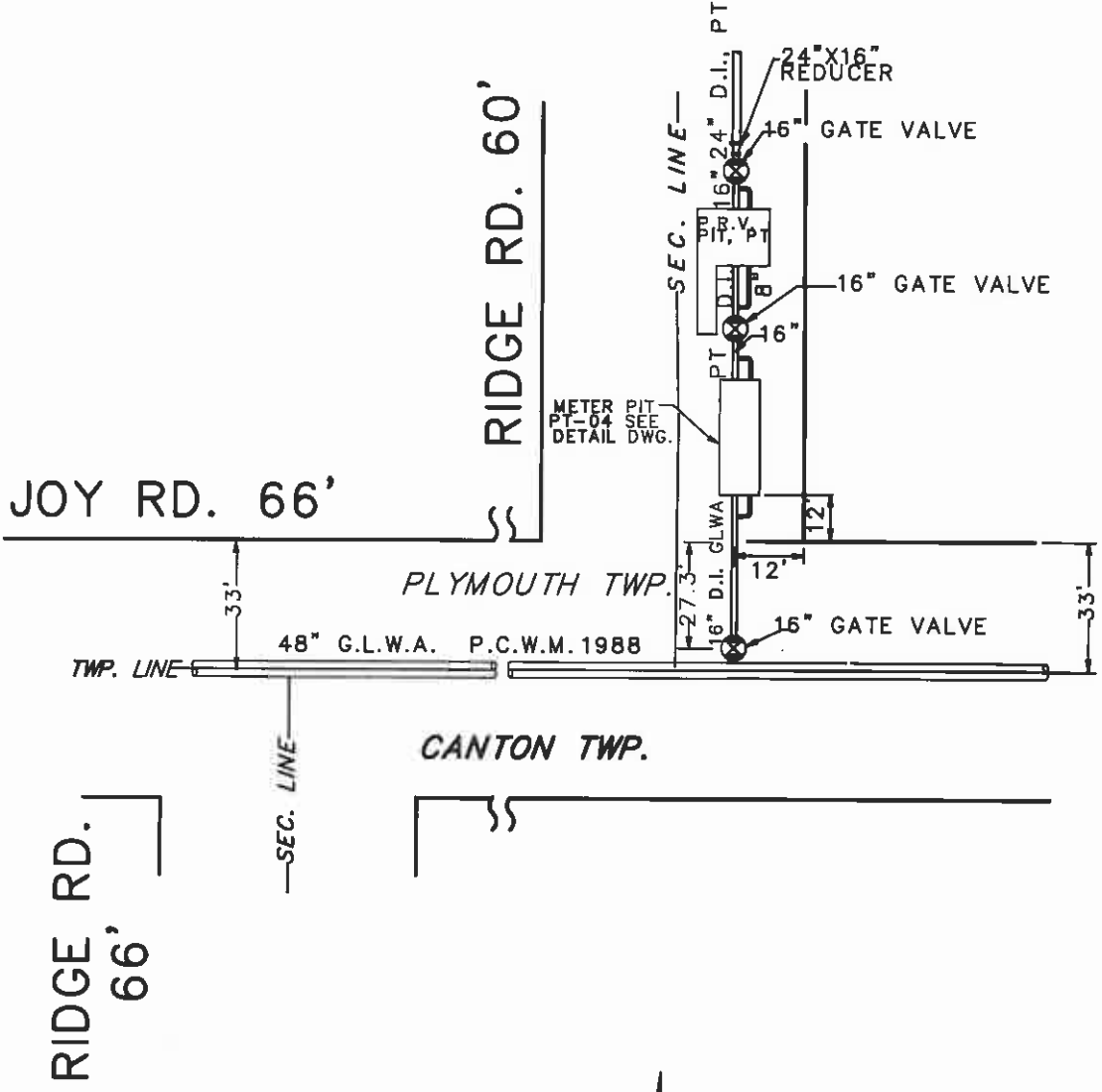
LEGEND			
TAG	QTY.	DESCRIPTION	SIZE
A	2	GATE VALVE	12"
B	1	GOLDEN ANDERSON PRV 48-D	12"
C	2	FLG. ADAPTORS	12" x 6"
D	2	GATE VALVE	6"
E	1	GOLDEN ANDERSON PRV 48-D	6"
F	-	SLEEVE (TYP)	-
G	4	CORP. STOP	1"

LEGEND			
TAG	QTY.	DESCRIPTION	SIZE
H	2	GATE VALVE	16"
I	2	DUCTILE IRON REDUCER	16" x 8"
J	1	TILTED DISC CHECK VALVE	8"
K	1	DUCTILE IRON TEE	8" x 4"
L	1	DRESSER STYLE 38 COUPLING	8"
M	1	ABB MAG METER	8"
N	1	RESTRAINING STRAPS	8" x 4"
O	1	GATE VALVE	8"

ADDRESS _____ 43135 JOY ROAD
 FEED TO _____ PLYMOUTH TOWNSHIP
 FEED FROM _____ JOY ROAD STATION
 TYPE OF METER _____ ABB MAG
 SIZE OF METER _____ 8"
 METER NUMBER _____ 08W018725
 DATE METER SET _____ AUGUST 12, 2011
 TYPE OF PRV _____ GOLDEN ANDERSON 48-D
 SIZE OF PRV _____ 6" & 12"
 METER PIT CONST & SIZE _____ 18'-0" X 18'-0" ID REINF. CONC.
 GATE BOOK _____ W-2089
 FIELD BOOK _____
 REMARKS _____

PT
03

EXHIBIT-A
PT-04
JOY ROAD & RIDGE ROAD
PLYMOUTH TOWNSHIP



SITE PLAN
NOT TO SCALE

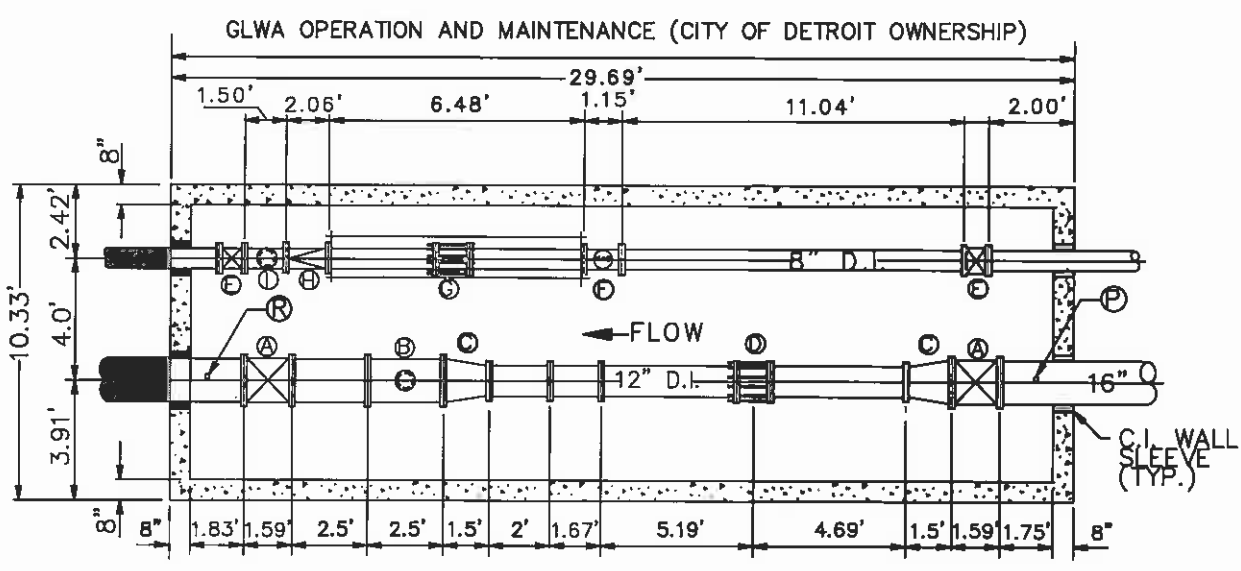


PT-PLYMOUTH TOWNSHIP
OWNERSHIP AND MAINTENANCE
GLWA-GREAT LAKES WATER AUTHORITY
OWNERSHIP AND MAINTENANCE
(CITY OF DETROIT OWNERSHIP)

LOCATIONS SUBJECT
TO VERIFICATION IN
THE FIELD.

PT
04

EXHIBIT-A PT-04 JOY ROAD & RIDGE ROAD PLYMOUTH TOWNSHIP



PLYMOUTH TWP. O&M
 METER PIT DETAIL
 ↗ Z+
 NOT TO SCALE

LEGEND			
TAG	QTY.	DESCRIPTION	SIZE
A	2	GATE VALVE	16"
B	1	TEST TEE W/FLANGE	16"
C	2	REDUCER (TYP.)	16" x 12"
D	1	DRESSER COUPLING	12"
E	2	GATE VALVE	8"
F	1	ABB MAG METER	8"
G	1	DRESSER COUPLING	8"
H	1	CHECK VALVE	8"
I	1	TEST TEE W/FLANGE	8"

TYPICAL PRESSURE LOSS THRU METER	
METER TYPE	P.S.I. LOSS
VENTURI	1 TO 2
MAG	0
TURBINE	4 - 6

- Ⓟ -UPSTREAM PRESSURE TRANSMITTER, G.L.W.A. OPERATION & MAINTENANCE (CITY OF DETROIT OWNERSHIP)
- Ⓠ -DOWNSTREAM PRESSURE TRANSMITTER, G.L.W.A. OPERATION & MAINTENANCE (CITY OF DETROIT OWNERSHIP)

FEED TO _____ PLYMOUTH TOWNSHIP
 FEED FROM _____ G.L.W.A. 48" P.C.W.M.
 TYPE OF METER _____ ABB MAG METER
 SIZE OF METER _____ 8"
 METER NUMBER _____ 8")3K620000018964
 METER PIT CONST.& SIZE _____ CONCRETE 29.69'X10.33' O.D.
 DATE METER SET _____ APRIL 16, 2013
 GATE BOOK NO. _____ W-2130
 REMARKS _____ DWS-800

PT
04

EXHIBIT B

Projected Annual Volume and Minimum Annual Volume (Table 1)
Pressure Range and Maximum Flow Rate (Table 2)
Flow Split Assumptions (Table 3)
Addresses for Notice (Table 4)

Table 1 and Table 2 set forth the agreed upon Projected Annual Volumes, Minimum Annual Volumes, Pressure Ranges and Maximum Flow Rates for the term of this Contract provided that figures in bold type face are immediately enforceable pursuant to the terms of Section 5.07 and italicized figures are contained for planning purposes only but will become effective absent the negotiated replacements anticipated in Section 5.07.

The approximate rate of flow by individual meter set forth in Table 3 is the assumption upon which the Pressure Range commitments established in Table 2 have been devised. Should Customer deviate from these assumptions at any meter(s), the Board may be unable to meet the stated Pressure Range commitments in this Contract or in the contract of another customer of the Board and Section 5.08 of this Contract may be invoked.

EXHIBIT B

Table 1
 Projected Annual Volume and Minimum Annual Volume

Fiscal Year Ending June 30	Projected Annual Volume (Mcf)	Minimum Annual Volume (Mcf)
2010	165,000	82,500
2011	165,000	82,500
2012	200,000	100,000
2013	200,000	100,000
2014	193,000	96,500
2015	187,000	93,500
2016	187,000	93,500
2017	187,000	93,500
2018	187,000	93,500
2019	187,000	93,500
2020	187,000	93,500
2021	187,000	93,500
2022	187,000	93,500
2023	187,000	93,500
2024	<i>187,000</i>	<i>93,500</i>
2025	<i>187,000</i>	<i>93,500</i>
2026	<i>187,000</i>	<i>93,500</i>
2027	<i>187,000</i>	<i>93,500</i>
2028	<i>187,000</i>	<i>93,500</i>
2029	<i>187,000</i>	<i>93,500</i>
2030	<i>187,000</i>	<i>93,500</i>
2031	<i>187,000</i>	<i>93,500</i>
2032	<i>187,000</i>	<i>93,500</i>
2033	<i>187,000</i>	<i>93,500</i>
2034	<i>187,000</i>	<i>93,500</i>
2035	<i>187,000</i>	<i>93,500</i>
2036	<i>187,000</i>	<i>93,500</i>
2037	<i>187,000</i>	<i>93,500</i>
2038	<i>187,000</i>	<i>93,500</i>
2039	<i>187,000</i>	<i>93,500</i>

EXHIBIT B

Table 2
Pressure Range and Maximum Flow Rate

Calendar Year (Reopener Schedule in bold type)	Pressure Range (psi)		Pressure Range (psi)		Pressure Range (psi)		Maximum Flow Rate (mgd)	
	Meter PT-02		Meter PT-03		Meter PT-04		Max Day	Peak Hour
	Min	Max	Min	Max	Min	Max		
2009	65	94	125	150	75	100	10.66	10.76
2010	65	94	125	150	75	100	10.66	10.76
2011	65	94	125	150	75	100	10.66	14.89
2012	65	94	125	150	75	100	10.66	10.76
2013	65	94	125	150	75	100	10.0	12.4
2014	65	94	125	150	75	100	10.0	10.0
2015	65	94	125	150	75	100	10.0	10.0
2016	65	94	125	150	75	100	10.0	10.0
2017	65	94	125	150	75	100	10.0	10.0
2018	65	94	125	150	75	100	10.0	10.0
2019	65	94	125	150	75	100	10.0	10.0
2020	65	94	125	150	75	100	10.0	10.0
2021	65	94	125	150	75	100	10.0	10.0
2022	65	94	125	150	75	100	10.0	10.0
2023	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2024	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2025	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2026	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2027	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2028	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2029	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2030	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2031	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2032	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2033	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2034	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2035	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2036	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2037	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>
2038	<i>65</i>	<i>94</i>	<i>125</i>	<i>150</i>	<i>75</i>	<i>100</i>	<i>10.0</i>	<i>10.0</i>

EXHIBIT B

Table 3
Flow Split Assumptions

Meter	Assumed Flow Split (2019-2022)
PT-02	25 – 75 %
PT-03	20 – 70 %
PT-04	0 – 45 %

Table 4
Addresses for Notice

If to the Board: General Counsel Great Lakes Water Authority 735 Randolph, Suite 1901 Detroit, Michigan 48226	If to Customer: Township Clerk Charter Township of Plymouth 9955 N. Haggerty Road Plymouth, Michigan 48170-4673 Cc: Director of Public Services
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**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**ITEM F.4
Fire Pension Tolling Agreement**



**CHARTER TOWNSHIP OF PLYMOUTH
REQUEST FOR BOARD ACTION**

MEETING DATE: May 22, 2018

ITEM: Tolling Agreement with City of Plymouth

PRESENTERS: Supervisor Heise

BACKGROUND: The Tolling Agreement with the City of Plymouth relating to the City/Township Fire Pension Dispute needs to be reviewed in light of our Settlement Offer to the City. I am asking the Board's direction on how to proceed with negotiations and other actions relating to the Tolling Agreement with the City.

PROPOSED MOTION: To be determined by the Board of Trustees

Moved By _____ Seconded By _____

ROLL CALL:

___Vorva___ Curmi, ___ Clinton, ___Heitman, ___Doroshewitz, ___Dempsey, ___Heise

TOLLING AGREEMENT

THIS TOLLING AGREEMENT (“Agreement”) is made and entered into as of January _____, 2017 (the “Effective Date”), by and between the City of Plymouth (“City”) and the Charter Township of Plymouth (“Township”), (collectively the “Parties”).

Recitals

WHEREAS, on or about November 22, 1994, the Township and the City entered into an Intergovernmental Fire Services Agreement (“IGA”); and,

WHEREAS, on or about September 14, 1999, the City and Township executed the 1st Modified Intergovernmental Fire Service Agreement Between The Charter Township of Plymouth and The City of Plymouth (“Amended IGA”); and,

WHEREAS, Paragraph 5(a) of the Amended IGA provides that the Township shall annually provide a Consolidated Fire Department budget to the City, and the Township would have the exclusive authority to adopt the Budget after receiving the City’s comments; and,

WHEREAS, Paragraph 5(b) of the Amended IGA provides that “the City shall be obligated to and hereby agrees to remit its share [of the annual budget] in accordance with paragraph 7 regardless of any dispute as to any amount in excess of the five percent (5%) difference”; and,

WHEREAS, during the life of the Amended IGA, the City never objected to the Township’s budget, including calculations regarding the Consolidated Fire Department’s health care costs, medical benefits, retirement-related costs, and other costs; and,

WHEREAS, Paragraph 5(f) of the Amended IGA provides that the City was to make its payments to the Township in a series of monthly installment payments:

Payment for Service: The City shall pay its annual estimated cost for Fire Department services in twelve (12) equal monthly payments, based on the cost sharing formula provided in this agreement. Payments shall be due on or before the fifteenth (15th) day of each month. . . .; and,

WHEREAS, On or about October 6, 2010, the City notified the Township in writing that the City was unilaterally terminating the Amended IGA, without cause, with an effective termination date of January 1, 2012; and,

WHEREAS, Paragraph 11(e) of the Amended IGA expressly requires the City to pay a portion of all health care costs, medical benefits and retirement related costs for each City and Township employee who performed services under the Amended IGA:

Post Termination Health Care/Retirement Benefit Costs: Upon termination of this agreement, any post termination health care costs, medical benefit costs or retirement related costs attributable to service by employees performed under this agreement shall be shared on the same basis as costs incurred during the term of this agreement.; and,

WHEREAS, In June and/or July of 2016, the parties entered into an “Agreement Between the Charter Township of Plymouth and the City of Plymouth Regarding Post-Termination Health Care Costs Through December 31, 2015” (“Partial Settlement Agreement”), and such Partial Settlement Agreement provides that the City will pay the Township \$330,558.22 to settle in full firefighter health care costs (only) related to the Amended IGA that accrued prior to January 1, 2016; and,

WHEREAS, the Partial Settlement Agreement specifically provides that “health care costs” as contemplated therein includes both health care costs and medical benefits as stated in the 1st Amended Agreement; and,

WHEREAS, the Partial Settlement Agreement did not include health care costs (including medical benefits) that have accrued since and will continue to accrue after January 1, 2016; and,

WHEREAS, the Partial Settlement Agreement further specifically provides that that the Township and the City continue to negotiate as to “health care costs related to the Amended IGA beyond December 31, 2015”; and,

WHEREAS, the Partial Settlement Agreement is silent with respect to “retirement related costs,” e.g., pension payments that accrued before January 1, 2016 and that have and will continue to accrue after that date; and,

WHEREAS, on November 3, 2016, the Township filed a Complaint in the 3rd Judicial Circuit Court for the State of Michigan, being Case No. 16-014345-CK; and,

WHEREAS, the Township and the City wish to continue voluntary negotiations to resolve the dispute regarding the City’s alleged breach of the Amended IGA, to explore the options of mediation and/or arbitration; and,

WHEREAS, the Parties wish to postpone or avoid the inconvenience, expense, and distraction of litigation while they pursue voluntary negotiations, mediation and/or arbitration, while still fully preserving the Township rights that existed as of November 3, 2016 to commence legal action against the City for breach of the Amended IGA, which rights may at a future date, but for this Agreement, be time-barred by any applicable statute(s) of limitations, laches, and other possible time-bars and defenses based in whole or in part on the time which may elapse from the accrual of such claims to the filing of an action (all of which time-bars and defenses, including, the statute(s) of limitations and laches, are referred to as “Time Defenses”); and,

WHEREAS, in *Pitsch v Blandford*, 474 Mich 879; 704 NW2d 695 the Michigan Supreme Court ruled that unambiguous agreements to toll the statutes of limitations are to be enforced as written if such agreements do not violate any established public policy; and,

WHEREAS, the Parties agree that this Agreement does not violate any established public policies, and;

WHEREAS, the City and the Township have the power and authority to enter into this Agreement and no other parties are necessary to join herein in order to toll the statute(s) of limitations and other Time Defenses; and,

NOW THEREFORE, in consideration of the Township's dismissal without prejudice of Case No. 16-014345-CK in the 3rd Judicial Circuit Court for the State of Michigan, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Terms and Conditions

1. All of the foregoing Recitals are true and correct and are incorporated herein as part of the Agreement for all purposes.
2. With respect to any and all claims or causes of action, known or unknown, relating to, arising out of, or in connection with, the Amended IGA, including but not limited to claims for alleged breach of contract, violation of Article IX, § 24 of the Constitution of Michigan, quantum meruit, unjust enrichment, promissory estoppel, declaratory relief, or any other claims or causes of action whatsoever (collectively, the "Tolled Claims"), the Parties hereby stipulate that any applicable statute(s) of limitations or other Time Defenses applicable to the Tolled Claims shall be deemed tolled from November 3, 2016 until the later of: (a) December 31, 2017; or (b) if the parties submit the case to binding arbitration, six months after the arbitrator(s) render(s) his/her/their written award.
3. The period of time during which any applicable statute(s) of limitations or other Time Defenses applicable to the Tolled Claims shall be deemed tolled is hereinafter referred to as the "Tolling Period." The Tolling Period shall run from November 3, 2016 until the time listed in paragraph 1 or the termination of this Agreement as provided herein. For purposes of clarity, the tolling of the statute(s) of limitations and other Time Defenses during the Tolling Period shall survive any termination of this Agreement, such that any Tolled Claim which would have been barred as a result of the expiration of the statute(s) of limitations or other Time Defense with respect to such Tolled Claims at any time during the Tolling Period may be brought by the Township at any time prior to the termination of the Tolling Period, and the City may not assert the expiration of the statute(s) of limitation any other Time Defense during such period as a defense to any such Tolled Claims brought by the Township.

4. The City further agrees that it shall not interpose in any lawsuit or action between the Parties related to the Tolled Claims: (a) a defense that the applicable statute(s) of limitations shall have expired during the Tolling Period and/or (b) any Time Defenses based on the passage of time during the Tolling Period. This paragraph 4 shall survive the termination of this Agreement.

5. Either party to this Agreement may terminate the Tolling Period by giving the other party ninety (90) days prior written notice by certified mail, return receipt requested, of the termination of the Tolling Period. The ninety (90) day notice period begins when the non-terminating party signs for the receipt of the certified mail. Any applicable statute(s) of limitations or other Time Defenses which apply to the Tolled Claims shall begin to run again from the effective date of termination of the Tolling Period.

6. This Agreement may not be used or relied upon for any purpose other than the enforcement of its terms. This Agreement shall not be admissible in any proceeding and shall not be used by either party in any proceeding, except solely for the purpose of establishing, if the matter is contested, the tolling of any statute(s) of limitations or other Time Defenses for the specific and limited period of time under such terms as are set forth in this Agreement. In the event that the terms of this Agreement are enforced in the context of a jury trial in which any issue pertaining to the applicability of the statute(s) of limitations or Time Defenses is submitted to the jury, the Court shall instruct the jury on the application of the statute(s) of limitations or other Time Defenses as altered by the terms of this Agreement, but shall not disclose this Agreement or its existence to the jury or otherwise make reference to the existence of any agreement by the parties to alter or modify the application of the statute(s) of limitation or other Time Defense. Nothing in this Agreement constitutes an admission by the Township that, in the absence of this Agreement, the statute(s) of limitations and/or any other Time Defense has or would have run or become applicable, and the City shall not use this Agreement in any proceeding as express or implied evidence of any such claimed admission.

7. Nothing in this Agreement shall be construed as an admission of any fault, liability or wrongdoing by either Party.

8. This Agreement may be signed in counterparts, each of which shall be deemed an original, and all such counterparts constituting one Agreement. The exchange of copies of this Agreement and of signature pages by facsimile transmission shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile shall be deemed to be their original signatures for all purposes. Each party signing this Agreement represents that she or it has read the Agreement, understands it, and intends to be legally bound by all of its terms.

9. Any and all notices under this Agreement shall be in writing, sent by certified mail, receipt return requested, and shall be addressed and provided to the Parties as follows:

To the Township: Kurt Heise, Supervisor

9955 N. Haggerty Road
Plymouth, MI 48170

To the City: Dan Dwyer, Mayor
201 S. Main
Plymouth, MI 48170

10. Each Party hereby acknowledges and agrees: (a) that in the negotiation and drafting of this Agreement she or it has had the opportunity to consult with counsel of her or its choice; (b) that her or its counsel has had an opportunity to contribute to the negotiation and drafting of this Agreement; and (c) that the principle of construing a document most strictly against its drafter shall not apply with respect to the interpretation of this Agreement.

11. This Agreement shall become effective only if approved by each Party's respective Board or Commission. The signatories to this Agreement represent and warrant that they each Party's Board or Commission have approved this Agreement, and that such signatories have the authorization and power to bind the Party on whose behalf they are signing.

12. If one or more provisions of this Agreement shall be invalid, illegal, or unenforceable in any respect under any applicable law or decision, the validity, legality, and enforceability of the remaining provisions shall not be affected or impaired in any way. Each party shall, in any such event, execute such additional documents as the other party may reasonably request to give valid, legal, and enforceable effect to any provision of this Agreement that is determined to be invalid, illegal, or unenforceable as written in this Agreement.

13. This Agreement may only be amended, modified, or supplemented by an agreement in writing approved by each Party's respective Board or Commission and signed by an authorized representative of each party.

14. No party may assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the other parties. Any purported assignment in violation of this Section shall be void.

15. This Agreement is for the sole benefit of the parties and their respective successors and permitted assigns, and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

16. All matters arising out of or relating to this Agreement, are governed by, and construed in accordance with, the laws of the state of Michigan. Each party agrees that it will not bring any action, litigation, or proceeding against any other party in any way arising from or relating to this Agreement in any forum other than the courts of the state of Michigan sitting in Wayne and any applicable Michigan appellate court. Each party submits to the exclusive jurisdiction of those courts and agrees to bring any such action, litigation, or proceeding only in those courts.

17. This Agreement constitutes the full and complete agreement of the parties concerning the subject matter of the Agreement, and there are no covenants, conditions, or terms other than those expressly set forth in this Agreement.

18. The parties agree to take all actions reasonably necessary to effectuate the terms and purpose of this Agreement

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals as of the date first hereinabove written.

The Charter Township of Plymouth

By: _____
Kurt L. Heise, Supervisor

Date: _____, 2016

STATE OF MICHIGAN)
COUNTY OF WAYNE)

Acknowledged before me in Wayne County, Michigan, on _____ by Kurt L. Heise.

/s/ _____
(Notary public's name)
Notary public, State of Michigan, County of Wayne.
My commission expires _____.

The City of Plymouth

By: _____
Dan Dwyer, Mayor

Date: _____, 2016

Acknowledged before me in Wayne County, Michigan, on _____ by Dan Dwyer.

/s/ _____
(Notary public's name)
Notary public, State of Michigan, County of Wayne.
My commission expires _____.

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

ITEM F.5

**Fire Department Mid-Year Report
and Recommendations**



The mission of the Plymouth Township Fire Department is to ensure the protection of life and property by providing Fire Suppression, Rescue Operations, Paramedic Services, Hazardous Materials Response, Emergency Management Services, Environmental Emergency Mitigation, and Fire Investigations.

Introduction

In 2017 Plymouth Township reopened Fire Station 2 at 41212 Wilcox Road in order to properly protect the residents, their property and local infrastructure from fire and other disasters and to provide adequate advanced life support services. The opening of Station 2 improved response times to that district. This review looks at how reopening that station has affected the Fire and EMS service in Plymouth Township and makes recommendations moving forward.

All fire departments in the United States have a set of standards that they adhere to. First of which is NFPA 1710 "Standard for the Organization and Deployment of Fire Suppression operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments" This standard calls for an Initial Full alarm Assignment of 15 firefighters to be deployed and arrive within 480 seconds (8 minutes) of alarm time. We do not currently meet this standard and half of the firefighters that are responding are from outside Plymouth Township and do not arrive on scene within 8 minutes. In 2014 Plymouth Township received a SAFER Grant, it improved our ability to meet NFPA 1710, which is the standard SAFER looks at when awarding grants. This has been a tremendous financial boon to the citizens of Plymouth Township. This increased our staff from 12 to 18 firefighters.

While the NFPA standard is a collection of best practices ultimate authority is vested with the Plymouth Township Board to determine the level of service provided. NFPA is recognized by the Insurance Services office, the Federal Emergency Management Agency (FEMA), and is the National standard.

NFPA 1710 grants that the Authority having jurisdiction has the responsibility to determine the following:

- (1) Scope and level of service provided by the fire department
- (2) Necessary level of funding
- (3) Necessary level of personnel and resources, including facilities

Problem

- Currently we do not have enough staff to perform the essential job functions for a fire department during a structure fire.
- Station 2 has closed for multiple days since it's reopening and this will continue throughout the year due to insufficient staffing.
- Staffing was reduced at another station in order to reopen Station 2.
- We can not assemble the necessary firefighters on scene in the time recommended by national standards.
 - We must rely on assistance from other Fire Departments for additional staff and equipment for every fire in the township.

- Station closures leave our citizens with an unacceptable level of risk.
- Responding from an alternate station greatly increases response times when a station closes.
- We have experienced an increase in overtime costs which is both a short and long term issue.
- We provide mutual aid to our neighbors as part of the Western Wayne County Mutual Aid Association and we rely heavily on them to supplement our system. However, they are not always available.

Overtime

Historically the Plymouth Township Fire Department has used overtime as a long term solution to employing a smaller workforce. This model has been used consistently since the 1980s and is not an efficient use of our time and money. Most research shows that overtime, when used heavily actually decreases productivity and increases errors. It also increases workload on the command staff, taking time from managing day-to-day operations to prevent station closures.

Overtime is not an effective method to fill open shifts. Employees working longer hours over multiple days are not as efficient and are prone to making more mistakes. Workers need to rest and recharge. The long hours diminish both productivity and quality of work performed. Effectively we are paying more money to get less work done. In the study, **The Productivity of Working Hours**, (<http://ftp.iza.org/dp8129.pdf>) “..... a different reason for an optimizing employer to care about the length of working hours: employees at work for a long time may experience fatigue or stress that not only reduces his or her productivity but also increases the probability of errors, accidents, and sickness that impose costs on the employer.”

Under Act 125 of 1925 ordering firefighters in to cover the station is prohibited, and excessive overtime can increase fatigue and stress. These two factors are shown to increase bad judgment or shortcuts that can cause injuries or deaths on the fireground or EMS errors such as incorrect drug dosage administered or an EKG misinterpretation. This can increase the risk of liability to the Township.

Money alone is not a prime motivator to encourage an employee to work overtime. Equal to job satisfaction, employees savor their time off with family and friends to pursue outside activities. We drop to 6 firefighters far too often decreasing the ability of the command staff to meet training goals, maintenance standards and reducing our overall effectiveness because we are constantly playing catch up. When the fire department is reduced to minimum staffing, all other work for the department suffers. Fire pre-planning is not accomplished, training is not accomplished, building maintenance is not accomplished. With our fleet of apparatus in such a miserable state, crews must spend too much time maintaining these vehicles. The fleet’s time out of service is simply unacceptable.

One of the biggest challenges we face is concurrent runs which are multiple runs at the same time. Since emergencies by their very nature are unpredictable, we need multiple units and crews to respond to these emergencies at all times. Plymouth Township has concurrent runs almost every single day (See Appendix for list of concurrent incidents in 2018).

Most studies concur that to properly attack a structure fire we need at least 12 Firefighters. The three main studies reviewed were the Dallas Fire Department Staffing Study, the Seattle Staffing Study, and NIST Study of 2010 (National Institute of Standards and Technology) which all referenced NFPA 1710 as the standard.

In NFPA 1710 5.2.2, it states "The number of on-duty fire suppression personnel shall be sufficient to perform the necessary fire-fighting operations given the expected fire-fighting conditions." Plymouth Township should expect a "low-hazard occupancy" as defined by NFPA as a one-, two-, or three-family dwelling and some small businesses.

During a structure fire we currently deploy the bare minimum to provide interior firefighting operations. We can rescue trapped victims or fight a fire during the incipient stage only. The goal, as defined by NFPA 1710, is to assemble 15 firefighters on scene within 8 minutes of alarm. Currently, we accomplish this standard, by bringing in 4 firefighters from the City of Northville and 4 firefighters from Northville Township on each fire; assuming they are available. However, these additional mutual-aid firefighters cannot assemble fast enough to meet this standard. Having an additional 2 Northville Firefighters at Station 2 helps improve these numbers, but only when they are in the station and not on one of their own calls.

Once we increase from 7 to 8 firefighters per day, along with the 2 firefighters from Northville Twp, we will have 10 firefighters responding from within the Township and 4 responding from the City of Northville. This should enhance our ability to meet the standard, however, both Northville Twp and the City of Northville Fire department's first priorities are protecting their own communities and they are not always available to help us.

In April of 2010, a groundbreaking study was conducted by NIST (National Institute of Standards and Technology). Service expectations placed on the fire service, including Emergency Medical Services (EMS), response to natural disasters, hazardous materials incidents, and acts of terrorism, have steadily increased. However, local decision-makers are challenged to balance these community service expectations with finite resources without a solid technical foundation for evaluating the impact of staffing and deployment decisions on the safety of the public and firefighters.

The NIST study was designed specifically to test the standards outlined in NFPA 1710, and consisted of more than 60 experiments both within laboratories and on the scene of manufactured structural fires. Like prior staffing studies, the NIST study was based on time-to-task completion experiments, and concluded that all of the studied tasks could be

completed faster by four person companies than by companies comprised of fewer than 4 firefighters. An early, aggressive, and offensive primary interior attack on a working fire, when feasible and is usually the most effective strategy to reduce loss of lives and property damage. The four-person crews operating on a low-hazard structure fire, completed all the tasks on the fireground (on average) seven minutes faster—nearly 30 %—than the two-person crews. The four-person crews completed the same number of fireground tasks (on average) 5.1 minutes faster—nearly 25 %—than the three-person crews.

Why do we need 14 or 15 people for a full alarm?

- 1 - Incident Commander
- 1 - Pump operator
- 2 - Fire fighters on attack lines
- 2 - Fire fighters on backup lines
- 1 - Fire fighter for attack line support
- 1 - Fire fighter for backup line support
- 2 - Fire fighters for search and rescue
- 2 - Fire fighters for ventilation
- 2 - Fire fighters to serve as IRIC
- 14 - Total if aerial device not in operation
- 1 - Aerial device operator
- 15 - Total if aerial device is operational

If the supervisory chief's staff aide is dedicated to the Incident Commander, staffing will total 16.

The American Heart Association recommends the minimum required personnel for an emergency cardiac care response of 4 personnel. In those systems that have attained survival rates higher than 20 percent for patients with ventricular fibrillation, response teams include, as a minimum, two ALS providers and two BLS providers. NFPA 1710 calls for 240 seconds travel time (4 Minutes), and since the reopening of Station 2, the fire department, once again, meets that standard in the district.

Insurance services Office (ISO)

In March of 2015, Plymouth Township received an ISO rating of Class 5/5X. In my opinion, this is a substandard rating for our community. This was a significant drop from our previous ISO ratings of 4. Prior to the decimation of the fire department, we were on our way to achieving a classification of 3.

Significant improvements have been made to our public water system, but the losses of fire apparatus, staffing and the closing of Fire Station 2, dropped the community from what I believe should be a class 3/3x to a 5/5X. With the changes we are already planning on making, I believe

we can achieve a class 3 ranking like Northville Twp, and with a little more effort, we can achieve a class 2 rating.

ISO ranking of our neighbors:

- City of Livonia Class 2
- Northville Township Class 3
- City of Plymouth Class 4
- City of Northville Class 6 (Expected to drop to 4 like City of Plymouth)
- **Plymouth Township Class 5/5x**
- Canton Township Class 5/8b

Once the additional staff has been hired and the next fire engine has been purchased, I plan on having ISO conduct a review of our improvements. These factors, along with the reopening of Station 2, should lower the cost of homeowner and business insurance in the Township.

Solution

As projected, it was necessary to increase the fire department roster by 6 full-time firefighters. The Township Board approved the hiring of three firefighters in 2017 to open Station 2. The Township Board also approved an additional three firefighters in July of 2018. This will increase the roster from 21 to 24 full-time firefighters. This will allow the department to assign 8 firefighters each day before losses to sick, personal and vacation time. We will still drop to a minimum staffing of six firefighters a day, especially during peak vacation times, but it will significantly limit the necessity to backfill with overtime. Eight Firefighters per day will provide appropriate resources to handle the emergency incidents we historically receive and can expect on most days.

I recommend the Township board proceed with the hiring of the three(3) Firefighters already budgeted in the 2018 Budget. This should result in consistent station coverage, elimination of station closures, reduction in overtime, and faster response times.

Additional Information

Current Staffing

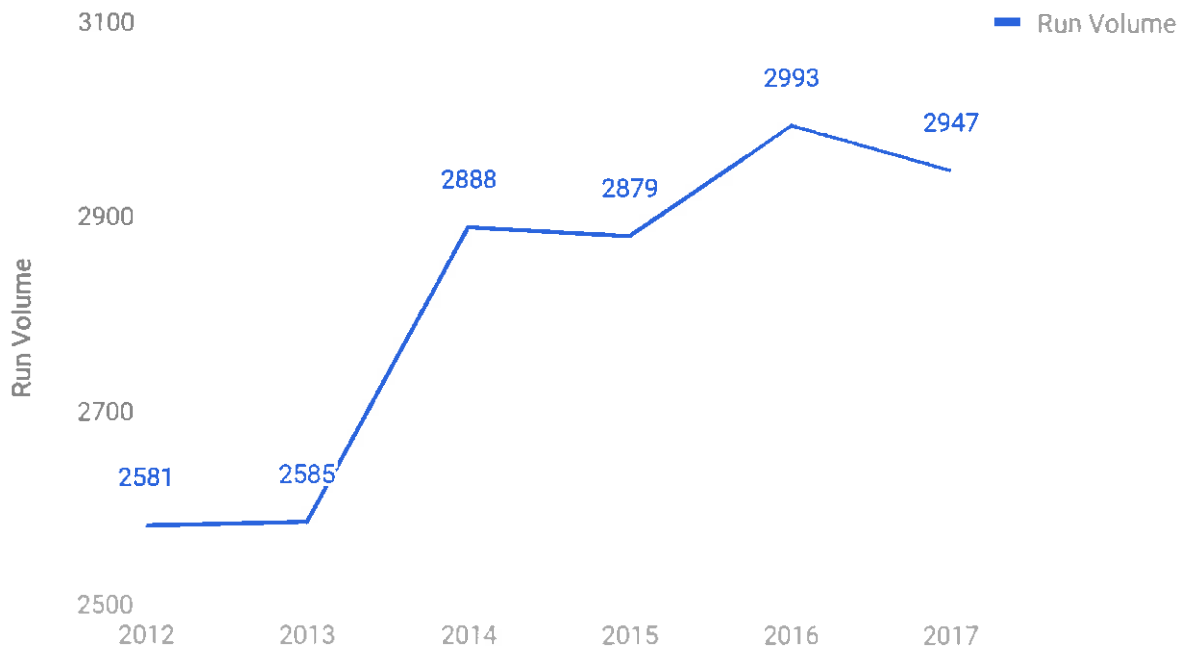
	Livonia	Canton	Northville Township	Plymouth Township	Northville City*
Square Milage	36	36	16.6	16.6	2.22 / 2.07
Population^	94,041	90,173	28,497	26,875	5,979
Roster	78	65	27	21	53
Daily Staff	28	21	9	7	N/A

*Paid on call Department not responding from the station.

^ Population data gathered from American Community Survey

Fire Department Incident Call Volume

Run Volume



2017 Fire Runs

Fires	73	2.5%
Rupture /Explosion	2	0.06%
Hazardous Conditions	114	3.9%
Service Call	255	8.6%
Good Intent Call	274	9.2%
False Alarm	234	7.9%
Severe Weather	4	0.1%
Motor Vehicle Accidents	225	7.6%
Other	27	<u>0.9%</u>
	1,208	41%

2017 Medical Runs

Medical Emergencies	1,739	59%
TOTAL	2,947	100%

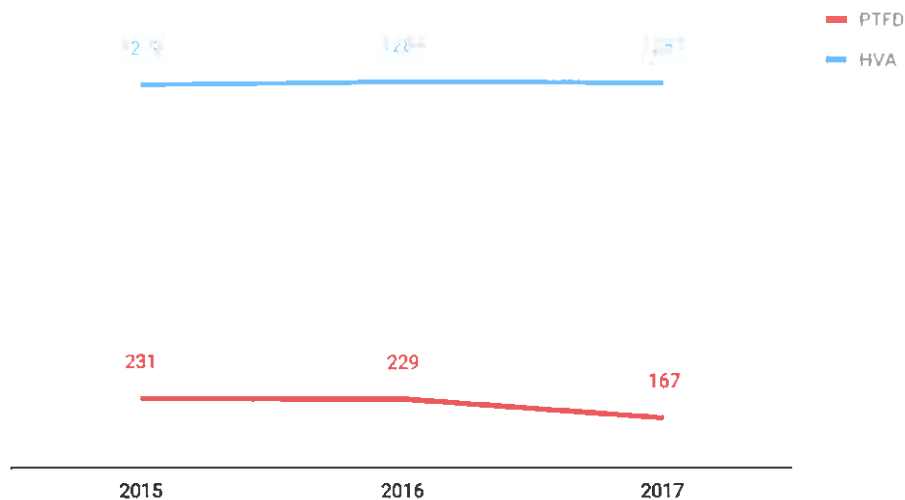
EMS Run Data

	2015	2016	2017	2018*
Patients	1903	1841	1886	746
Incidents	1834	1776	1818	723
Transport to St Mary's	55.1%	59.8%	68.5%	69.4%
Not Transported	14.7%	13.6%	16.1%	18%
HVA Transported	1279 Patients	1289 Patients	1287 Patients	466 Patients
PTFD Transports	231 Patients	229 Patients	167 Patients	109 Patients

The top 5 hospitals patients go to from Plymouth Township

Top 5 Transport Locations	2015	2016	2017	2018*	Total	Average
St Mary's Mercy	987	972	995	403	3357	839.25
Providence Park	114	124	120	49	407	101.75
St Joseph Mercy	145	117	103	41	406	101.5
University of Michigan	120	93	103	49	365	91.25
Beaumont Farmington Hills	19	11	10	8	48	12

Patients Transported



Duration of Medical Runs in 2018

If PTFD Transports the patient without HVA present = PTFD averages 68 minutes. If HVA Transports the Patient with the assistance of PTFD = PTFD averages 53 minutes
 This is a difference of 15 minutes per EMS run on average, but would allow the Township to capture the transport fee versus letting that money go to an outside entity.

Listing of Concurrent Incidents

Duplicate incident numbers in the list show that there were more than one concurrent incidents

Incident #	Inc. Type	Alarm Date	Alarm Time	Clear Time	Shift	Station	District
0000007	321	1/1/18	14:29:16	14:49	C	ST2	
0000008	321	1/1/18	14:42:24	15:01	C	ST2	
0000009	321	1/1/18	15:18:07	16:25	C	ST3	
0000010	321	1/1/18	15:43:21	16:03	C	ST1	
0000011	321	1/1/18	16:11:21	16:29	C	ST1	
0000012	554	1/1/18	16:22:47	16:38	C	ST1	
0000022	321	1/2/18	12:01:35	12:28	A	ST2	
0000023	321	1/2/18	12:09:26	12:47	A	ST2	
0000033	321	1/3/18	13:50:42	14:20	B	ST2	
0000034	735	1/3/18	14:17:45	16:06	B	ST1	
0000035	321	1/3/18	16:26:41	16:52	B	ST1	
0000036	321	1/3/18	16:49:44	17:07	B	ST1	
0000039	321	1/3/18	21:57:07	22:23	B	ST3	
0000040	700	1/3/18	22:00:28	22:40	B	ST1	
0000046	712	1/4/18	13:59:35	14:24	A	ST3	
0000047	321	1/4/18	14:04:34	14:34	A	ST2	
0000048	900	1/4/18	18:41:10	18:59	A	ST2	
0000049	321	1/4/18	18:52:26	19:52	A	MA	
0000055	740	1/5/18	4:22:26	5:39	A	ST3	
0000056	321	1/5/18	5:11:16	5:42	A	ST3	
0000074	321	1/6/18	22:31:06	23:27	C	ST3	
0000075	731	1/6/18	23:23:31	23:36	C	ST3	
0000082	322	1/8/18	8:38:23	9:17	C	MA	
0000083	735	1/8/18	9:12:51	9:54	C	ST1	
0000084	554	1/8/18	10:11:07	10:29	C	ST1	
0000085	321	1/8/18	10:19:32	10:45	C	ST1	
0000086	323	1/8/18	10:28:49	11:14	C	MA	
0000096	321	1/9/18	9:46:29	10:04	A	ST3	
0000095	321	1/9/18	9:48:34	12:27	A	ST1	
0000097	321	1/9/18	11:51:11	11:53	A	ST3	
0000105	321	1/10/18	2:09:21	2:31	A	ST1	
0000106	744	1/10/18	2:21:56	2:43	A	ST1	
0000114	321	1/10/18	17:13:41	18:01	C	ST1	
0000115	321	1/10/18	17:34:32	18:02	C	ST1	
0000129	321	1/12/18	9:54:06	10:09	B	ST1	
0000130	321	1/12/18	9:55:27	10:17	B	ST1	
0000138	551	1/13/18	12:00:07	12:12	A	ST1	
0000139	552	1/13/18	12:06:21	12:55	A	ST1	
0000142	321	1/13/18	21:49:20	22:08	A	ST2	
0000143	321	1/13/18	22:05:37	22:59	A	ST2	
0000155	321	1/16/18	4:53:12	5:16	C	ST1	
0000156	321	1/16/18	5:12:32	5:38	C	ST2	
0000160	111	1/16/18	23:39:07	1:21	B	ST2	
0000161	321	1/17/18	1:10:30	1:26	A	ST2	
0000172	745	1/18/18	10:07:50	10:22	A	MA	
0000173	440	1/18/18	10:17:43	10:35	A	ST3	
0000175	321	1/18/18	13:42:12	14:15	A	ST3	
0000176	321	1/18/18	13:59:29	14:22	A	ST2	
0000177	321	1/18/18	14:43:36	15:09	A	ST2	

Incident #	Inc. Type	Alarm Date	Alarm Time	Clear Time	Shift	Station	District
0000178	321	1/18/18	14:56:26	15:15	A	ST3	
0000184	321	1/19/18	10:26:01	10:54	C	ST3	
0000185	321	1/19/18	10:41:54	11:00	C	ST1	
0000186	321	1/19/18	13:46:30	14:04	C	ST3	
0000187	321	1/19/18	13:49:23	14:14	C	ST1	
0000191	321	1/20/18	10:09:13	10:44	A	ST3	
0000192	321	1/20/18	10:38:04	10:53	A	ST3	
0000195	321	1/20/18	15:57:51	16:18	A	ST3	
0000196	321	1/20/18	16:07:07	16:27	A	ST1	
0000199	321	1/20/18	19:39:04	20:09	A	ST1	
0000200	321	1/20/18	20:07:54	20:38	A	ST1	
0000202	321	1/21/18	3:07:35	3:42	A	ST1	
0000203	321	1/21/18	3:18:06	4:23	A	ST2	
0000205	321	1/21/18	8:38:31	9:04	B	ST3	
0000206	321	1/21/18	9:00:43	9:24	B	ST3	
0000212	321	1/22/18	8:40:14	9:46	A	ST3	
0000213	321	1/22/18	9:37:59	9:50	A	ST1	
0000216	9001	1/22/18	14:23:01	15:10	A	ST3	
0000215	322	1/22/18	14:23:30	15:10	A	ST2	
0000219	321	1/23/18	9:32:46	10:19	B	ST3	
0000220	321	1/23/18	10:10:05	10:45	B	ST2	
0000221	321	1/23/18	12:57:53	13:35	B	ST1	
0000222	321	1/23/18	13:34:28	14:02	B	ST3	
0000229	322	1/24/18	14:46:56	15:37	C	ST1	
0000230	321	1/24/18	15:17:55	15:40	C	ST1	
0000237	321	1/25/18	13:49:31	14:07	B	ST2	
0000238	321	1/25/18	14:07:27	15:07	B	ST2	
0000254	321	1/29/18	7:59:25	8:48	A	ST2	
0000255	321	1/29/18	8:32:32	9:31	A	ST3	
0000261	321	1/30/18	9:51:11	10:12	B	ST2	
0000262	554	1/30/18	10:10:58	10:21	B	ST2	
0000279	321	2/2/18	5:35:18	6:02	B	ST2	
0000280	321	2/2/18	5:53:03	7:01	B	ST1	
0000290	321	2/3/18	12:09:45	12:34	B	ST3	
0000291	321	2/3/18	12:15:12	12:46	B	ST3	
0000298	321	2/5/18	8:40:40	9:36	A	ST2	
0000299	321	2/5/18	8:56:54	10:10	A	ST1	
0000311	321	2/7/18	7:41:20	8:05	C	ST1	
0000312	321	2/7/18	7:53:11	8:10	A	ST1	
0000320	321	2/7/18	23:00:31	23:16	A	ST3	
0000321	321	2/7/18	23:08:42	0:31	A	ST3	
0000342	321	2/11/18	3:31:45	4:12	B	ST3	
0000343	321	2/11/18	3:58:37	4:29	B	ST3	
0000345	321	2/11/18	10:48:48	11:17	C	ST3	
0000346	321	2/11/18	11:14:43	11:35	C	ST3	
0000347	324	2/11/18	12:37:33	12:57	C	ST1	
0000348	322	2/11/18	12:40:36	13:19	C	ST3	
0000351	321	2/11/18	19:26:26	20:19	C	ST1	
0000352	322	2/11/18	19:42:56	20:23	C	ST3	
0000353	321	2/11/18	20:04:08	20:10	C	ST3	
0000356	321	2/12/18	0:18:08	0:47	C	ST2	
0000357	321	2/12/18	0:38:43	1:08	C	ST3	
0000366	321	2/12/18	15:18:46	16:01	B	MA	
0000367	321	2/12/18	15:29:28	16:01	B	ST3	

Incident #	Inc. Type	Alarm Date	Alarm Time	Clear Time	Shift	Station	District
0000368	321	2/12/18	15:47:48	16:51	B	MA	
0000370	441	2/12/18	18:22:56	19:50	B	ST3	
0000371	622	2/12/18	19:41:39	19:57	B	ST3	
0000386	321	2/14/18	12:38:36	12:58	A	ST1	
0000387	321	2/14/18	12:45:36	12:57	A	ST1	
0000388	321	2/14/18	12:55:19	13:29	A	ST3	
0000403	321	2/15/18	21:27:34	21:51	C	ST3	
0000404	321	2/15/18	21:31:57	22:17	C	ST2	
0000408	321	2/16/18	11:30:22	11:44	A	ST1	
0000409	321	2/16/18	11:38:58	12:19	A	ST3	
0000431	321	2/20/18	8:47:43	9:51	C	ST2	
0000432	321	2/20/18	9:26:08	10:00	C	ST3	
0000435	321	2/20/18	12:37:08	13:06	C	ST1	
0000436	341	2/20/18	13:06:38	13:22	C	ST1	
0000438	321	2/20/18	15:24:24	16:10	C	ST1	
0000439	321	2/20/18	15:29:17	15:49	C	ST1	
0000440	321	2/20/18	15:51:27	16:30	C	ST3	
0000441	554	2/20/18	15:57:56	16:16	C	ST3	
0000449	321	2/21/18	16:05:58	16:37	B	ST2	
0000450	554	2/21/18	16:14:24	16:38	B	ST3	
0000456	321	2/22/18	16:49:22	17:17	C	ST3	
0000457	321	2/22/18	16:58:22	17:41	C	ST2	
0000465	622	2/23/18	10:36:18	10:46	A	ST1	
0000466	412	2/23/18	10:45:57	10:55	A	ST1	
0000469	554	2/23/18	18:39:07	19:08	A	ST3	
0000470	321	2/23/18	18:48:04	19:12	A	ST1	
0000471	321	2/23/18	19:05:41	19:46	A	ST3	
0000485	322	2/26/18	17:06:33	17:56	B	ST3	
0000488	413	2/26/18	17:36:00	21:30	B	MA	
0000486	322	2/26/18	18:09:51	18:30	B	ST3	
0000487	9001	2/26/18	18:09:51	18:13	B	ST3	
0000486	322	2/26/18	18:09:51	18:30	B	ST3	
0000487	9001	2/26/18	18:09:51	18:13	B	ST3	
0000489	321	2/26/18	18:44:55	19:14	B	ST1	
0000490	735	2/26/18	20:57:19	21:08	B	ST3	
0000500	700	2/28/18	14:03:12	14:18	B	ST3	
0000501	322	2/28/18	14:04:53	15:17	B	ST1	
0000502	9001	2/28/18	14:05:06	14:05	B	ST1	
0000503	322	2/28/18	14:06:58	15:17	B	ST1	
0000507	321	3/1/18	18:31:17	18:54	C	ST2	
0000508	322	3/1/18	18:48:25	19:03	C	ST1	
0000526	321	3/3/18	9:55:36	10:31	C	ST1	
0000525	321	3/3/18	9:56:11	10:51	C	ST3	
0000544	321	3/5/18	17:18:09	17:38	C	ST1	
0000545	321	3/5/18	17:27:26	17:59	C	ST2	
0000546	321	3/5/18	17:31:41	17:59	C	ST1	
0000566	745	3/7/18	9:58:16	10:38	B	ST2	
0000567	321	3/7/18	10:34:27	11:30	B	ST3	
0000569	322	3/7/18	16:04:08	16:28	B	ST2	
0000570	554	3/7/18	16:09:30	16:35	B	ST3	
0000582	321	3/9/18	7:38:24	7:57	A	ST1	
0000583	321	3/9/18	7:48:48	8:01	A	ST2	
0000594	551	3/10/18	9:30:09	10:38	C	ST3	
0000595	321	3/10/18	10:05:11	10:45	C	ST2	

Incident #	Inc. Type	Alarm Date	Alarm Time	Clear Time	Shift	Station	District
0000596	321	3/10/18	10:22:42	10:45	C	ST3	
0000615	322	3/12/18	22:12:21	22:52	C	ST3	
0000616	324	3/12/18	22:43:23	23:04	C	ST3	
0000640	611	3/17/18	16:18:03	16:22	A	ST1	
0000641	611	3/17/18	16:19:26	16:22	A	ST3	
0000671	321	3/21/18	9:27:04	10:12	C	ST2	
0000672	321	3/21/18	10:00:17	10:21	C	ST1	
0000673	321	3/21/18	10:11:48	10:46	C	ST3	
0000675	321	3/21/18	16:45:24	17:02	C	ST2	
0000676	321	3/21/18	17:01:57	17:21	C	ST2	
0000677	321	3/21/18	23:34:14	0:12	C	ST1	
0000678	321	3/22/18	0:07:13	0:34	C	ST2	
0000682	321	3/22/18	11:37:32	11:58	A	ST3	
0000683	321	3/22/18	11:42:57	12:05	A	ST2	
0000688	321	3/22/18	16:50:38	17:06	A	ST1	
0000689	322	3/22/18	17:00:43	17:49	A	ST1	
0000690	321	3/22/18	17:17:46	17:35	A	ST1	
0000706	111	3/25/18	14:57:28	16:49	B	ST1	
0000708	321	3/25/18	14:57:28	20:09	B	ST1	
0000706	111	3/25/18	14:57:28	16:49	B	ST1	
0000707	622	3/25/18	18:59:10	19:06	B	ST2	
0000714	321	3/26/18	16:53:24	17:58	A	ST3	
0000715	111	3/26/18	17:00:53	20:16	A	ST1	
0000716	321	3/26/18	17:13:47	17:14	A	ST1	
0000717	321	3/26/18	17:56:06	18:01	A	ST1	
0000717	321	3/26/18	17:56:06	18:01	A	ST1	
0000718	321	3/26/18	17:57:30	18:19	A	ST3	
0000718	321	3/26/18	17:57:30	18:19	A	ST3	
0000742	321	3/29/18	9:25:21	9:56	B	ST1	
0000743	321	3/29/18	9:55:23	10:09	B	ST1	
0000744	554	3/29/18	10:46:35	10:59	B	ST3	
0000745	321	3/29/18	10:47:04	11:15	B	ST1	
0000752	321	3/30/18	2:23:08	2:39	B	ST3	
0000753	321	3/30/18	2:25:48	2:46	B	ST2	
0000755	321	3/30/18	10:06:28	10:40	C	MA	
0000755	321	3/30/18	10:06:28	11:43	C	ST2	
0000756	154	3/30/18	11:01:04	11:22	C	ST3	
0000757	321	3/30/18	17:59:39	18:22	C	ST2	
0000757	321	3/30/18	17:59:39	18:20	C	ST2	
0000758	321	3/30/18	18:14:58	18:38	C	ST1	
0000763	321	3/31/18	12:26:45	12:49	A	ST1	
0000764	321	3/31/18	12:30:00	12:55	A	ST2	
0000772	321	4/1/18	17:27:19	17:53	C	ST2	
0000773	321	4/1/18	17:51:52	18:24	C	ST1	
0000778	730	4/2/18	13:44:37	14:49	A	ST3	
0000779	743	4/2/18	14:47:40	14:58	A	ST2	
0000785	500	4/3/18	10:35:36	11:02	B	ST3	
0000786	321	4/3/18	10:46:05	11:10	B	ST2	
0000790	321	4/3/18	15:49:37	16:04	B	ST1	
0000791	321	4/3/18	16:02:14	16:27	B	ST3	
0000805	321	4/5/18	11:46:32	12:42	B	ST3	
0000806	551	4/5/18	12:20:10	13:00	B	ST2	
0000807	321	4/5/18	13:37:51	14:14	B	ST3	
0000808	321	4/5/18	13:52:10	14:27	B	ST2	

Incident #	Inc. Type	Alarm Date	Alarm Time	Clear Time	Shift	Station	District
0000811	321	4/6/18	10:41:26	11:01	C	ST3	
0000812	322	4/6/18	10:48:25	11:18	C	ST2	
0000814	321	4/6/18	13:48:55	14:03	C	ST1	
0000814	321	4/6/18	13:48:55	14:15	C	ST1	
0000816	321	4/6/18	16:26:58	16:47	C	ST2	
0000817	321	4/6/18	16:29:18	16:57	C	ST1	
0000817	321	4/6/18	16:29:18	18:08	C	ST1	
0000834	321	4/9/18	15:26:05	15:51	B	ST2	
0000835	321	4/9/18	15:29:34	15:57	A	ST3	
0000836	321	4/9/18	15:40:06	15:58	A	ST1	
0000842	554	4/10/18	11:22:53	11:50	C	ST3	
0000843	321	4/10/18	11:39:13	12:26	C	ST1	
0000846	730	4/10/18	17:50:42	18:17	C	ST3	
0000847	322	4/10/18	17:52:26	18:53	C	ST3	
0000853	322	4/11/18	12:11:33	12:46	A	ST1	
0000854	321	4/11/18	12:32:49	14:20	A	ST1	
0000855	321	4/11/18	12:36:38	13:07	A	ST2	
0000859	322	4/12/18	10:42:17	11:39	B	ST1	
0000860	321	4/12/18	11:38:20	12:02	B	ST3	
0000871	321	4/13/18	15:24:54	16:36	A	MA	
0000872	740	4/13/18	16:30:21	16:40	A	ST3	
0000874	321	4/13/18	19:35:19	20:11	A	ST3	
0000875	321	4/13/18	19:54:18	21:38	A	ST3	
0000892	444	4/15/18	9:42:51	12:13	C	ST1	
0000893	321	4/15/18	10:21:46	10:33	C	ST1	
0000894	745	4/15/18	10:50:06	10:59	C	ST3	
0000895	550	4/15/18	11:22:40	11:52	C	ST3	
0000896	321	4/15/18	11:54:23	12:21	C	ST2	
0000897	735	4/15/18	12:13:13	12:32	C	ST3	
0000899	321	4/15/18	16:21:25	16:46	C	ST1	
0000900	444	4/15/18	16:42:48	16:46	C	ST1	
0000925	143	4/19/18	11:27:14	11:58	C	ST2	
0000926	322	4/19/18	11:32:34	12:13	C	ST1	
0000927	321	4/19/18	11:37:42	12:04	C	ST1	
0000928	321	4/19/18	11:56:54	12:18	C	ST2	
0000934	131	4/20/18	12:44:46	14:00	A	ST3	
0000935	321	4/20/18	13:48:51	14:17	A	ST3	
0000941	322	4/21/18	14:45:23	17:23	B	ST3	
0000942	352	4/21/18	14:45:23	17:23	B	ST3	
0000943	321	4/21/18	16:18:55	16:49	B	ST2	
0000975	321	4/27/18	14:44:47	15:11	A	ST1	
0000976	700	4/27/18	15:08:10	16:00	A	ST3	
0000979	554	4/27/18	20:41:35	21:00	A	ST3	
0000980	700	4/27/18	20:58:03	21:09	A	ST3	
0000982	554	4/29/18	0:05:27	0:31	C	MA	
0000983	321	4/29/18	0:13:40	1:12	C	MA	
0001003	700	5/2/18	12:47:09	13:05	B	ST2	
0001004	744	5/2/18	12:49:53	13:09	B	ST1	
0001007	445	5/2/18	15:48:35	16:15	B	ST3	
0001008	321	5/2/18	16:05:23	16:31	B	ST3	
0001011	321	5/3/18	2:48:42	3:20	B	ST1	
0001012	321	5/3/18	3:16:58	3:28	B	ST3	
0001021	321	5/4/18	8:08:07	9:12	B	MA	
0001022	9001	5/4/18	8:08:19	8:08	B	MA	

Incident #	Inc. Type	Alarm Date	Alarm Time	Clear Time	Shift	Station	District
0001023	321	5/4/18	8:27:45	9:16	B	ST2	
0001025	444	5/4/18	13:09:00	13:30	B	ST2	
0001026	444	5/4/18	13:28:09	13:48	B	ST2	
0001029	321	5/4/18	14:46:27	15:14	B	ST2	
0001030	745	5/4/18	15:11:46	15:24	B	ST3	
0001031	322	5/4/18	15:31:51	16:26	B	ST1	
0001032	444	5/4/18	16:12:00	19:45	B	ST1	
0001033	444	5/4/18	16:45:53	16:55	B	ST2	
0001034	611	5/4/18	18:18:21	18:38	B	MA	
0001047	554	5/6/18	18:20:22	18:31	A	ST2	
0001048	321	5/6/18	18:28:14	18:43	A	ST1	
0001057	321	5/8/18	10:29:37	10:52	A	ST3	
0001058	321	5/8/18	10:50:50	11:18	A	ST3	
0001063	322	5/9/18	4:49:19	5:16	A	ST3	
0001064	554	5/9/18	4:55:52	5:19	A	ST2	
0001070	554	5/10/18	8:29:03	8:44	A	ST3	
0001071	321	5/10/18	8:43:18	9:04	A	ST2	
0001078	321	5/11/18	7:56:42	8:27	B	ST3	
0001079	321	5/11/18	8:05:27	8:49	B	ST2	
0001081	740	5/11/18	10:34:40	10:59	B	ST1	
0001082	321	5/11/18	10:36:26	11:09	B	ST1	
0001095	113	5/12/18	22:28:37	22:50	C	MA	
0001096	321	5/12/18	22:41:44	23:01	C	ST3	
0001102	321	5/13/18	15:20:03	15:35	B	ST2	
0001103	321	5/13/18	15:35:06	15:59	B	ST3	



NFPA 1710

Changes to Fireground Staffing Levels for Career Fire Departments

NFPA 1710 provides the minimum requirements relating to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by career fire departments.

For the 2016 edition of the standard, subsection 5.2.4 on fire department service deployment was revised to include three new occupancies, along with the appropriate response staffing levels for each. The minimum staffing level for each occupancy is listed below. *(For the full breakdown of staffing requirements by position, refer to the subsections specific to each occupancy in 5.2.4.)*

- > Single-Family Dwelling — minimum of 14 members (15 if aerial device is used)**

The initial full alarm assignment to a structure fire in a typical 2000 ft² (186 m²), two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 14 members (15 if an aerial device is used).
- > Open-Air Strip Mall — minimum of 27 members (28 if aerial device is used)**

The initial full alarm assignment to a structure fire in a typical open-air strip shopping center ranging from 13,000 ft² to 196,000 ft² (1203 m² to 18,209 m²) in size must provide for a minimum of 27 members (28 if an aerial device is used).
- > Garden-Style Apartment — minimum of 27 members (28 if aerial device is used)**

The initial full alarm assignment to a structure fire in a typical 1200 ft² (111 m²) apartment within a three-story, garden-style apartment building must provide for a minimum of 27 members (28 if an aerial device is used).
- > High-Rise — minimum of 42 members (43 if building equipped with fire pump)**

The initial full alarm assignment to a fire in a building with the highest floor greater than 75 ft (23 m) above the lowest level of fire department vehicle access must provide for a minimum of 42 members (43 if the building is equipped with a fire pump).
- > Fire departments that respond to fires in occupancies that present hazards greater than those found in 5.2.4 shall deploy additional resources as described in 5.2.4.5 on the initial alarm.**

NOTE: Even though fireground staffing levels have changed, NFPA 1710 continues to require that engine companies be staffed with a minimum of 4 on-duty members, as stated in subsection 5.2.3. In addition, paragraph 5.2.2.2.1 requires that the fire department identify minimum company staffing levels as necessary to meet the deployment criteria required in 5.2.4 to ensure that a sufficient number of members are assigned, on duty, and available to safely and effectively respond with each company.

Material used in this summary is taken from the 2016 edition of NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*. This reprinted material is not the complete and official position of the NFPA or its Technical Committees on the referenced subject, which is represented solely by the standard in its entirety. That standard can be accessed online at www.nfpa.org.

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**ITEM F.6
Public Safety Expense Projections**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD CONSIDERATION

MEETING DATE: May 22, 2018

ITEM: Presentation on Public Safety – 10 Year Expense Projections

PRESENTER: Treasurer Clinton

BACKGROUND:

The recently passed Michigan Public Act 202 of 2017 addresses unfunded pension and retiree health care liabilities (OPEB) of local governments in Michigan. Under this Act, municipalities face higher levels of funding and greater levels of state oversight and scrutiny. It is important to take a longer term view of these unfunded liabilities to determine if/when the Township will face financial challenges associated with the funding requirements.

As our fleet of public safety vehicles reaches the end of its useful life, it is also important to develop a funding strategy and schedule for the replacement of these vehicles.

This presentation will lay out the 10 year expense projections of our public safety departments and explore millage implications and options to ensure funding is available to meet this demand.

PROPOSED MOTION: None required; presentation only



**Public Safety
10 Year
Expense Projections**

The Impact of Legacy Costs



► **2011-2012 Extension**

Legacy Costs Facing Michigan Municipalities

*An Update to the 2010 MSU Report
Funding the Legacies – The Cost of Municipal
Workers' Retirement Benefits to
Michigan Communities*



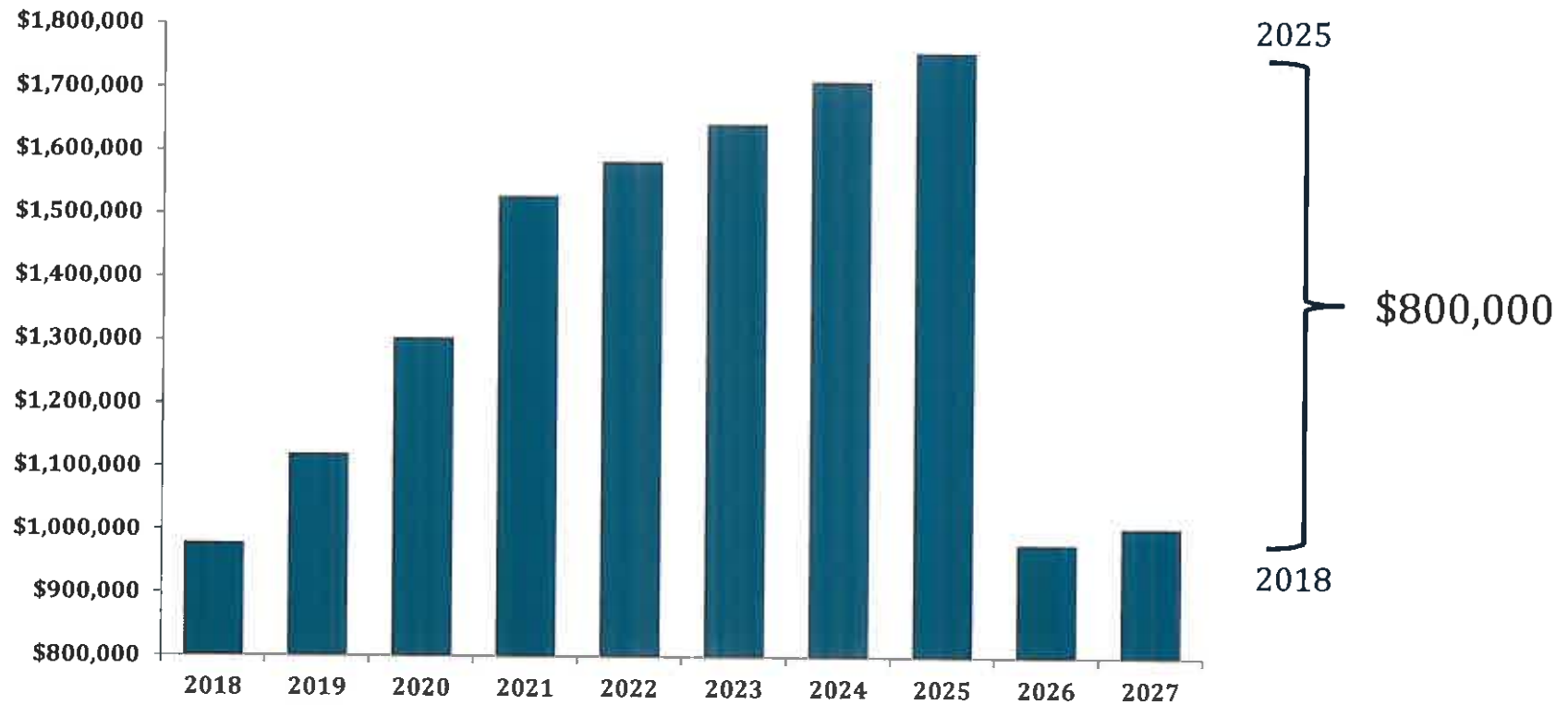
Eric Kruse, J.D.
Sandra Fielder, Ph.D.
Dorell Kassin, Ph.D.
Mary Dodge, Ph.D.

Center for Local Government Finance and Policy
Michigan State University (MSU) Extension of MSU Department of
Agriculture, Food, and Business Economics

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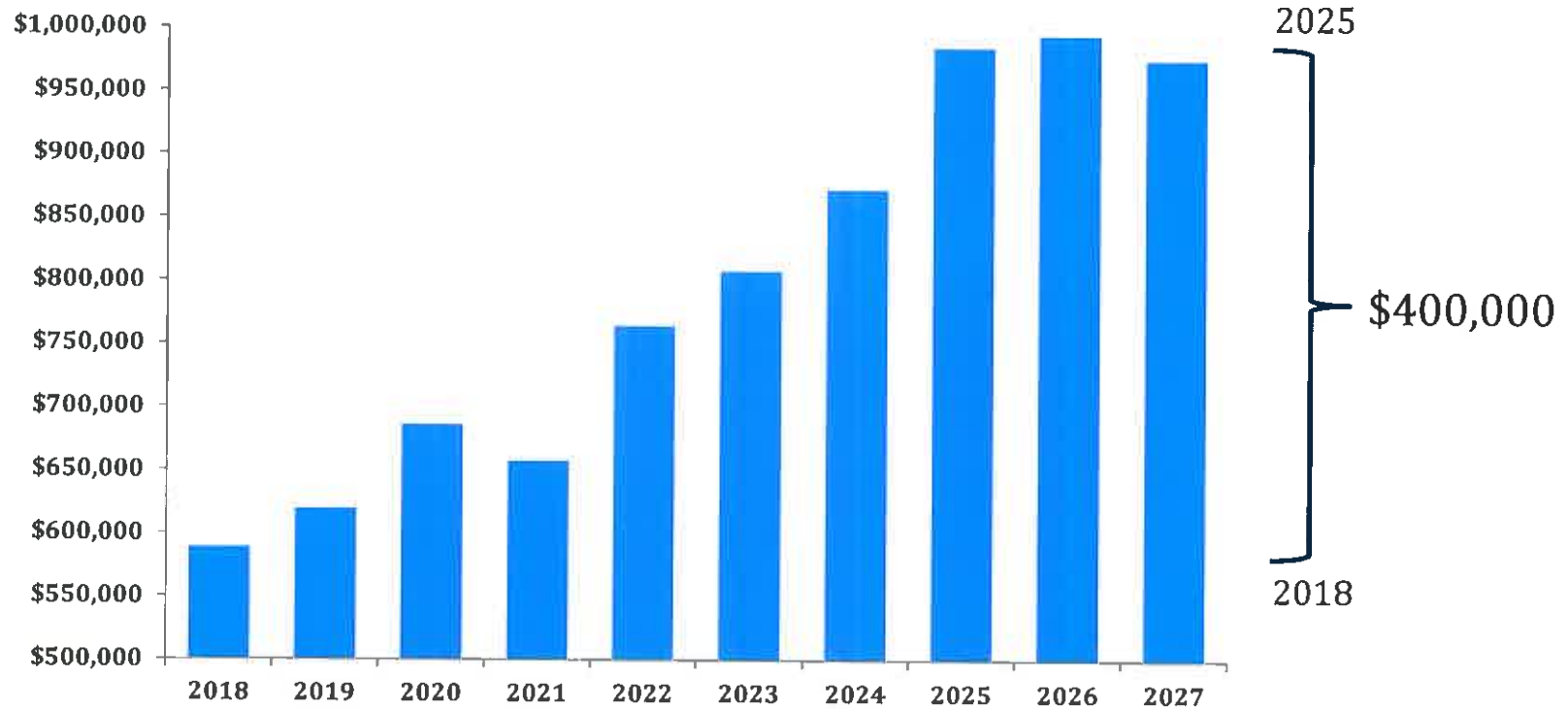
Legacy Costs

The Pension Effect



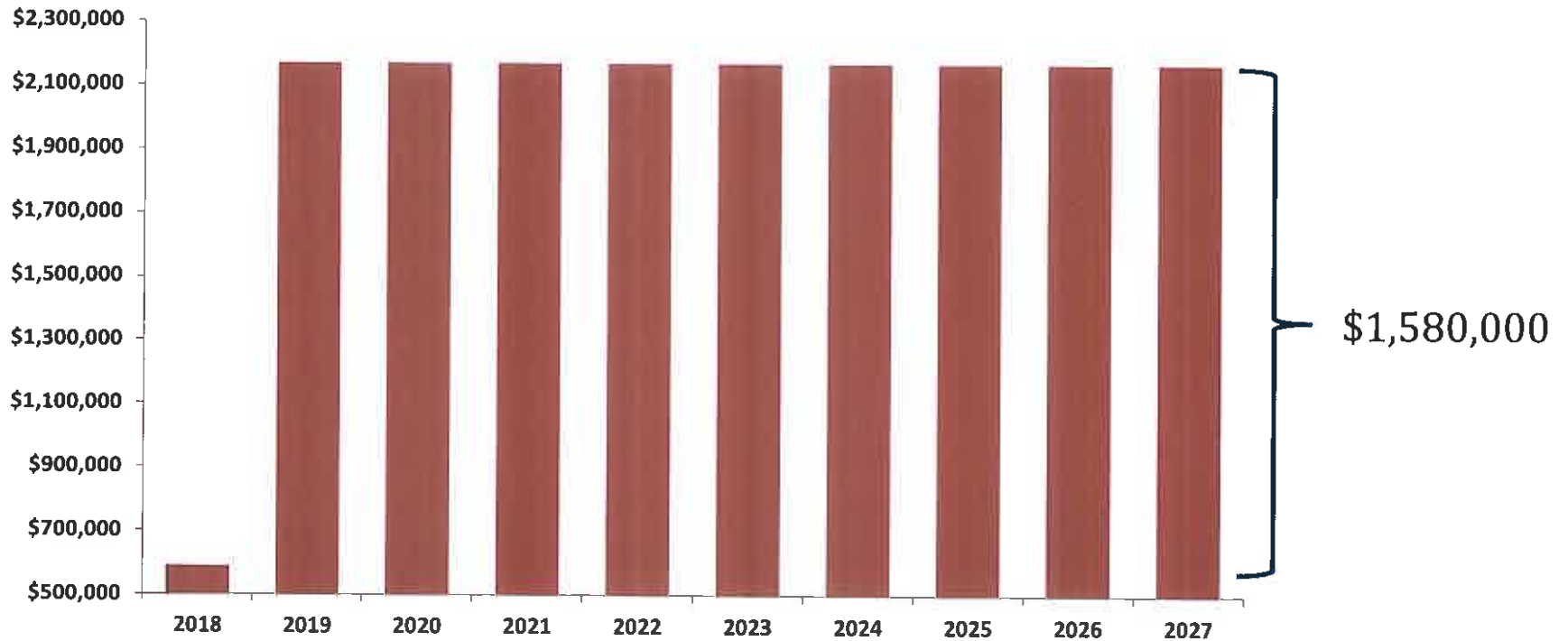
Legacy Costs

The OPEB Effect (Pay As You Go)



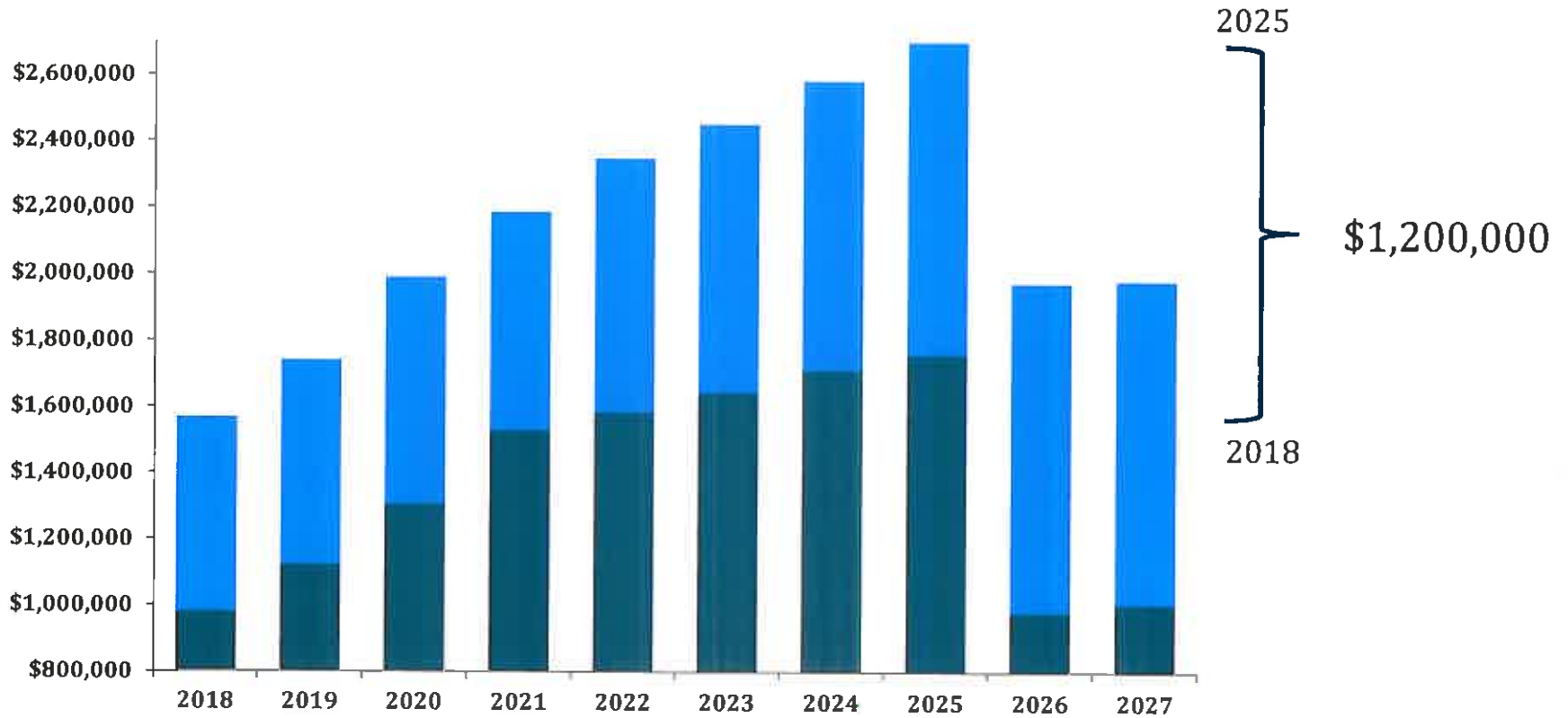
Legacy Costs

The OPEB Effect (Pay ARC)



Legacy Costs

Pension & OPEB Combined
Pay As You Go



Legacy Costs

General Fund Balance

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Pension	\$978,200	\$1,120,500	\$1,303,000	\$1,528,400	\$1,583,400	\$1,643,800	\$1,711,900	\$1,757,900
OPEB	<u>\$588,358</u>	<u>\$619,134</u>	<u>\$685,598</u>	<u>\$656,934</u>	<u>\$764,115</u>	<u>\$807,691</u>	<u>\$872,200</u>	<u>\$984,636</u>
Total	\$1,568,576	\$1,741,653	\$1,990,618	\$2,187,355	\$2,349,537	\$2,453,514	\$2,586,124	\$2,744,561
Annual Surplus/(Shortfall)		(\$173,077)	(\$422,042)	(\$618,779)	(\$780,961)	(\$884,938)	(\$1,017,548)	(\$1,175,985)
Cumulative Surplus/(Shortfall)		(\$173,077)	(\$595,119)	(\$1,213,898)	(\$1,994,859)	(\$2,879,797)	(\$3,897,345)	(\$5,073,330)

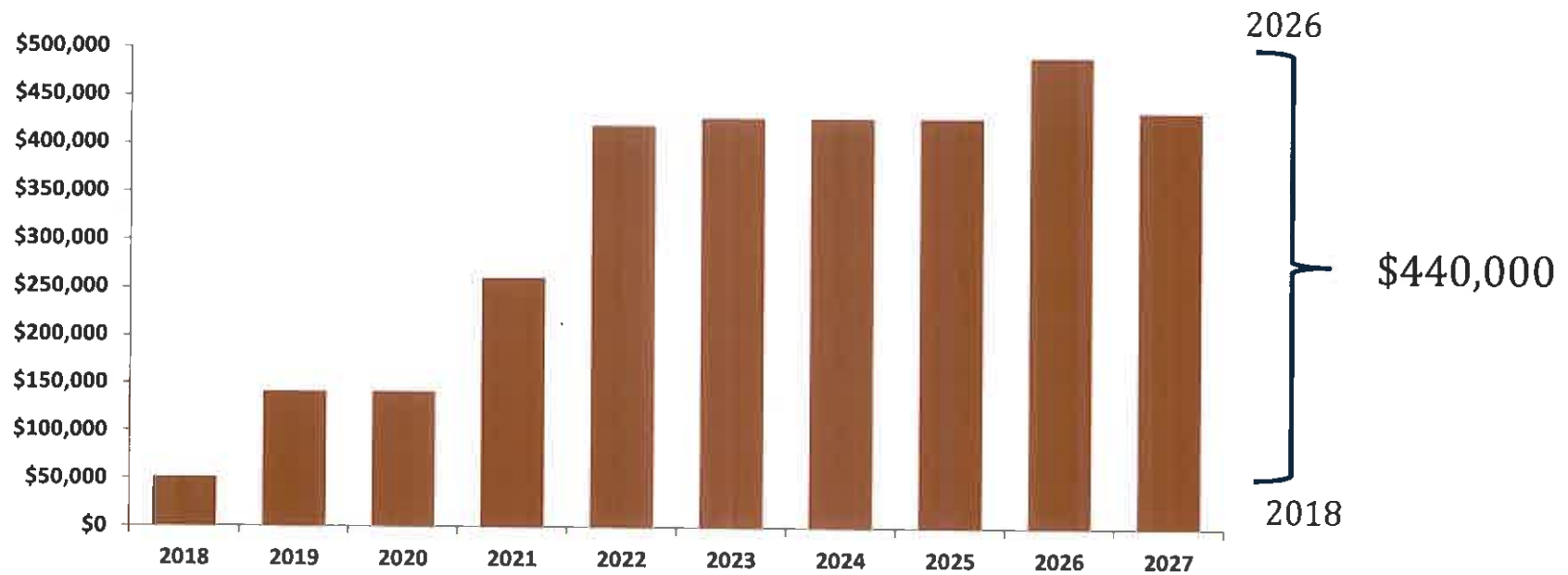


Investing in Public Safety



Capital Costs

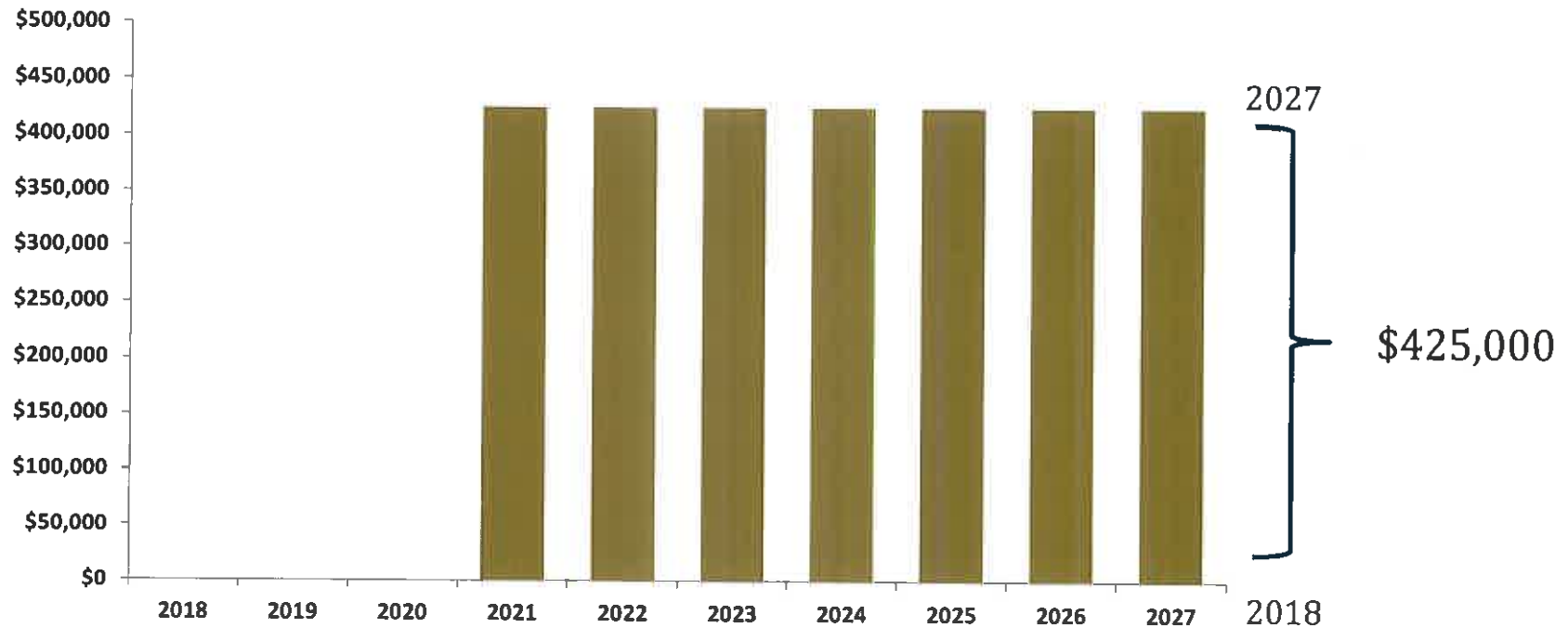
Fire



Replace 3 fire truck ('19, '21, '22) and 4 ambulances ('18, '22, '23, '26)

Capital Costs

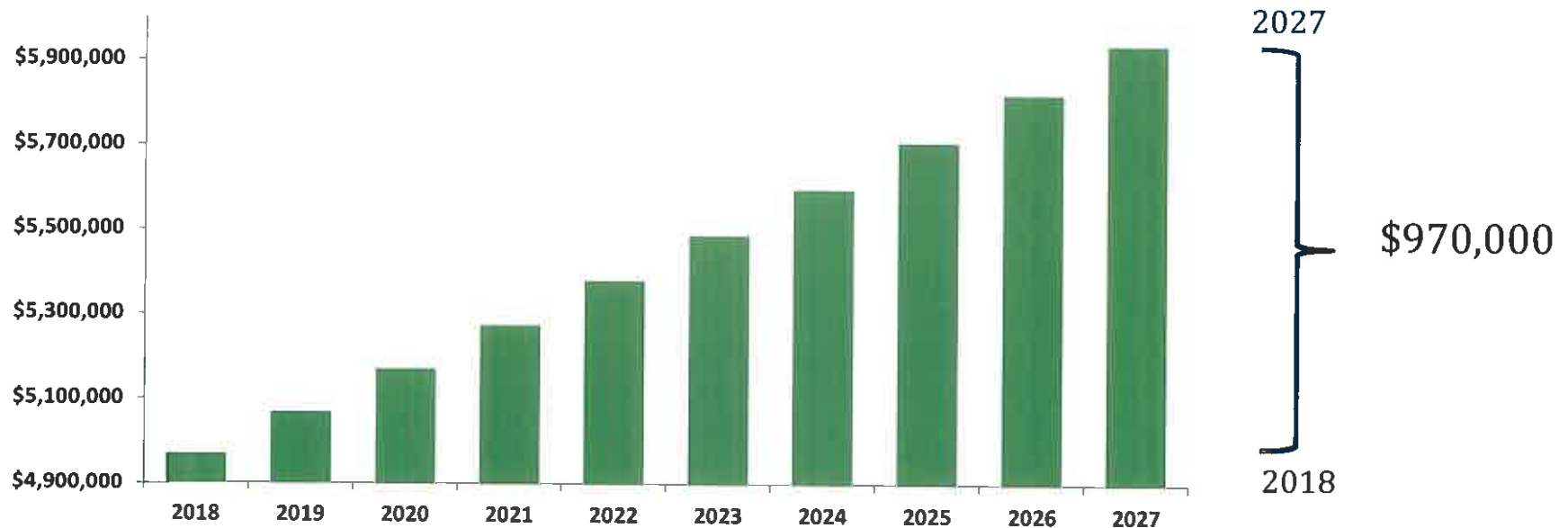
Police & Dispatch



Assumes Drug Forfeiture Funds Disappear in 3 years

Salary Adjustments

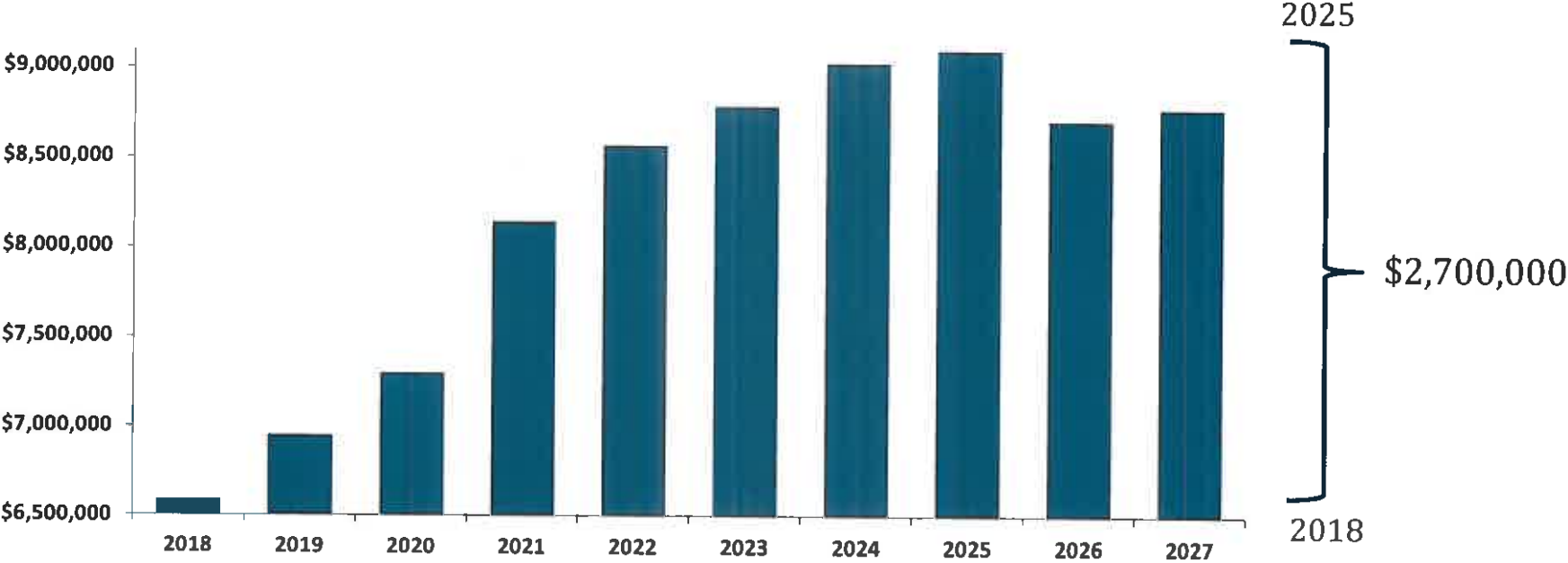
Assumes 2% Annual



Total Impact

Legacy Costs + Investment

Total Impact



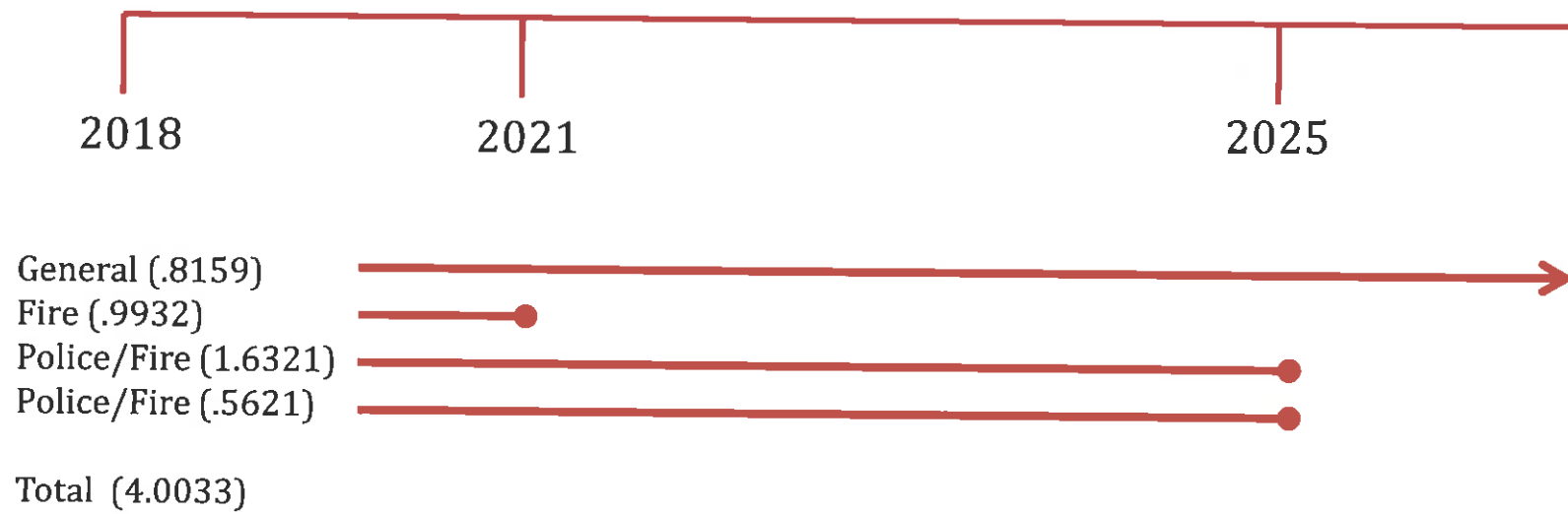
Total Impact

General Fund Balance

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Pension	\$978,200	\$1,120,500	\$1,303,000	\$1,528,400	\$1,583,400	\$1,643,800	\$1,711,900	\$1,757,900
OPEB	\$588,358	\$619,134	\$685,598	\$656,934	\$764,115	\$807,691	\$872,200	\$984,636
Salary	\$4,969,337	\$5,068,724	\$5,170,098	\$5,273,500	\$5,378,970	\$5,486,550	\$5,596,281	\$5,708,206
Capital	\$51,000	\$141,000	\$141,000	\$685,000	\$844,000	\$852,000	\$852,000	\$852,000
Total	\$6,586,895	\$6,949,358	\$7,299,696	\$8,143,834	\$8,570,485	\$8,790,041	\$9,032,381	\$9,302,742
Annual Surplus/(Shortfall)		(\$362,463)	(\$712,801)	(\$1,556,939)	(\$1,983,590)	(\$2,203,146)	(\$2,445,486)	(\$2,715,847)
Cumulative Surplus/(Shortfall)		(\$362,463)	(\$1,075,264)	(\$2,632,203)	(\$4,615,793)	(\$6,818,939)	(\$9,264,424)	(\$11,980,272)



Current Millage Expirations



Options

- Do Nothing
- Cut
- 7 Year Millage (2025 Expiration)
- 20 Year Millage
- Others



**CHARTER TOWNSHIP OF
PLYMOUTH
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REGULAR MEETING
TUESDAY, MAY 22, 2018**

ITEM G

Supervisor and Trustee Comments

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

ITEM H
Public Comments

**CHARTER TOWNSHIP OF
PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 22, 2018**

**ITEM I
Adjournment**