

BEDFORD TOWNSHIP BOARD
via video-conferencing
August 18, 2020 - 7:00 p.m.
AGENDA

1. CALL TO ORDER

PLEDGE OF ALLEGIANCE & PRAYER

2. APPROVAL OF AGENDA

3. CONSENT AGENDA

Agenda Committee Recommends to:

- A. Approve and place on file the Minutes of the August 11, 2020 regular Meeting of the Bedford Township Board;
- B. Accept and place on file the General, Savings, Pooled Funds and CD Reports from the Treasurer;
- C. Approve and place on file the Revenue/Expense report & Balance Sheet for the period ending July 31, 2020;

4. PRESENTATIONS

5. PUBLIC COMMENT (Comments limited to 2 minutes, for board agenda items only)

6. STAFF REPORTS

- A. Approval to transition a seasonal temporary Administrative Assistant to part-time Administrative Assistant in the Fire Department
- B. Approval of a Resolution to amend the 2020/2021 General Fund Budget

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Vouchers for Payment
- B. Approval of a bid for a Township HVAC Service Contract
- C. Approval of a bid for a Township Electrical Service Contract
- D. Approval of a bid to install and repair/replace lights at the Bedford branch Library
- E. Approve the purchase of high-speed tabulator
- F. Update on the Lewis Avenue waterline extension project under the railroad tracks
- G. Decision on how to proceed with the Jackman Road/Smith Road Roundabout Project

9. COMMENTS FROM THE PUBLIC (Comments limited to 5 minutes for each individual)

10. COMMENTS FROM TOWNSHIP BOARD MEMBERS

ADJOURNMENT AT 10:00 p.m.

The Township of Bedford will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon one week's notice to the Township of Bedford. Individuals with disabilities requiring auxiliary aids or services should contact the Township of Bedford by writing or calling the following:

Paul Pirrone, Township Supervisor
8100 Jackman Road, Temperance, MI 48182 Telephone: 734-224-7321

Bedford Township Mission Statement

The mission of the Bedford Township Board is to promote the public's general health, safety, and welfare, as well as maintain infrastructure, promote economic development, and serve all residents equally through the ethical standards required of public officials and public employees, according to the statutes of the State of Michigan that govern General Law Townships.

Public Comment Time

Bedford Township operates under rules of parliamentary procedure, which states, "Citizens have the right to attend the meetings and be permitted to address the body on matters that are relevant to business". The Township Board furthermore "Encourages" your input, addressing the Board through the Chair. Public Comment time is an opportunity for comments and questions, please be respectful to the Board, audience and outside viewers. Board members shall also respect those addressing the board. Thank you for your participation.

BEDFORD TOWNSHIP BOARD MINUTES
 8100 JACKMAN ROAD, TEMPERANCE, MI 48182
 August 11, 2020 - 7:00 p.m.
 Meeting held through Microsoft Teams video-conferencing

PRESENT:	
Paul Pirrone, Supervisor	TC Clements, Trustee
Trudy Hershberger, Clerk	Rick Steiner, Trustee
Krista Jandasek, Treasurer	Nancy Tienvieri, Trustee
	Craig Montri, Trustee (via teleconference)

ALSO PRESENT: Phil Goldsmith, Township Attorney; Adam Massingill, Bedford Fire Chief

The Regular Meeting of the Bedford Township Board was called to order by Pirrone at 7:00 p.m. followed by the Pledge of Allegiance, a moment of silence for Ron Whipple and Tiffany Kidd, and Prayer led by Phil Goldsmith.

APPROVAL OF AGENDA – Pirrone removed item 8B-an update on the Lewis Avenue waterline extension project and asked to have it on the next agenda along with a discussion on the Roundabout project. Motion was made by Steiner, seconded by Tienvieri to approve the agenda as amended. Motion carried on a roll call vote as follows: Ayes: Steiner, Tienvieri, Jandasek, Clements, Montri, Hershberger & Pirrone. Nays: none. Absent: none.

CONSENT AGENDA

The Consent Agenda contained the following items for approval:

The July 21, 2020 Township Board Minutes;

Motion was made by Steiner, seconded by Clements to approve the consent agenda as published. Motion carried on a roll call vote as follows: Ayes: Steiner, Clements, Montri, Jandasek, Tienvieri, Hershberger & Pirrone. Nays: none. Absent: none.

PUBLIC COMMENT

Gail Keane, 1056 W. Temperance – hopes the funding for any construction on Fire Station 2 is in place prior to moving forward, and spoke of lack of information provided on agenda item 8B & 8C.

LaMar Frederick, 3254 Deer Creek Dr.- mentioned the Ordinance memo was lacking in information and congratulated the Fire Department for securing grants.

STAFF REPORTS

APPROVAL TO PURCHASE A CISCO NETWORK SECURITY FIREWALL APPLIANCE AND MIDRANGE PC FROM IT RIGHT FOR THE FIRE DEPARTMENT – Massingill explained this is the final stage in upgrading security and connectivity for all three stations which they have been moving towards over the past three years. Motion was made by Steiner, seconded by Clements to approve the purchase of a Cisco Network Security Firewall Appliance and midrange PC from IT Right for a combined cost of \$1,935.00. Motion carried on a roll call vote as follows: Ayes: Steiner, Clements, Tienvieri, Jandasek, Hershberger & Pirrone. Nays: none. Absent: Montri (due to technical difficulties).

ACCEPTANCE OF THE ASSISTANCE TO FIREFIGHTERS COVID-19 SUPPLEMENTAL GRANT IN THE AMOUNT OF \$12,652.18 – This grant will help offset some of the costs incurred due to the recent pandemic. Motion was made by Tienvieri, seconded by Jandasek to accept the Assistance to Firefighters COVID-19 Supplemental Grant in the amount of \$12,652.18. Motion carried on a roll call vote as follows: Ayes: Tienvieri, Jandasek, Montri, Clements, Steiner, Hershberger & Pirrone. Nays: none. Absent: none.

APPROVAL TO CONTINUE WITH ENGINEERING FOR FIRE STATION 2 WITH JACOBS

ARCHITECTS – The Fire Department was awarded a grant for the installation of alarm and sprinkler systems for station 2. Before accepting this grant, Massingill would like Jacobs Architects to finish with the engineering study to determine the feasibility of remodeling this building. Motion was made by Tienvieri, seconded by Clements to approve the continuation of the engineering for Fire Station 2 with Jacobs Architects and it will be brought back to the first meeting in September with the findings. Motion carried on a roll call vote as follows: Ayes: Tienvieri, Clements, Jandasek, Montri, Steiner, Hershberger & Pirrone. Nays: none. Absent: none.

NEW BUSINESS

VOUCHERS FOR PAYMENT- Motion was made by Hershberger, seconded by Jandasek to approve the following vouchers for payment: General Fund-\$418,630.89, Fire District-\$27,942.18, Police Fund-\$2,248.53, Park Fund-\$5,809.58, Fire Equipment-\$30,036.82, Library Operating Fund-\$6,811.23, Stonegate SAD-\$148.75, Downtown Development Authority-\$1,437.81, Sewer Operation & Main. Fund-\$432,623.94, & Trust and Agency Fund-\$27,272.43 for a total of \$952,962.16. Motion carried on a roll call vote as follows: Ayes: Hershberger, Jandasek, Tienvieri, Steiner, Clements, Montri & Pirrone. Nays: none. Absent: none.

APPROVAL TO PROMOTE ORDINANCE OFFICER TO PART-TIME – Pirrone would like to make this position more permanent. The number of hours Kaytlynn Hatfield works would remain the same, but her salary would increase to \$15.39 per hour. Pirrone explained the Fire Department pays \$15,000.00 towards this position as she covers illegal burns during the burning season. Hershberger was assured someone would be covering Fridays, Saturdays and Sundays until 9:00 p.m. during the burning seasons, which is the time the Fire Department has requested. Pirrone will have Cecil send Board members the Ordinance work schedule each month with their phone numbers for complaint issues. Motion was made by Clements, seconded by Steiner to modify the current assignment of Kaytlynn Hatfield from seasonal to part-time reflecting the wage increase as stated, not to exceed the hours that would require this job to be moved to a full-time position - which would be monitored, effective today, August 11, 2020. Motion carried on a roll call vote as follows: Ayes: Clements, Steiner, Tienvieri, Jandasek, Hershberger, Montri & Pirrone. Nays: none. Absent: none.

COMMENTS FROM THE PUBLIC

LaMar Frederick, 3254 Deer Creek Dr.- recommends all Board members secure the transcript of the meeting between the Road Commission and the Township regarding the Roundabout project. Gail Keane, 1056 W. Temperance – thanked Fire Chief for full-disclosure on Station 2 costs, spoke to Mulch King, Ordinance department and Maintenance department issues.

REPORT FROM TOWNSHIP BOARD MEMBERS

Goldsmith – updated the Board on the Roundabout project and his meetings with the Road Commission and suggested it be added to the agenda of the next board meeting.

Tienvieri – even after receiving a threatening email from a cannabis supporter, she stressed she will continue to speak her mind and express her opinions.

Steiner – reminded residents of the dangers of operating golf carts, etc. on public roadways which is illegal, as he does not want to see anyone get hurt.

Montri – thanked the citizens of Bedford for getting out Tuesday to vote and commended Hershberger and her department for a job well done with the election.

Clements – commended Bedford as a community which came together and helped each other during the recent tragic accident and asked residents to keep those families involved and those who were at the scene in their thoughts and prayers.

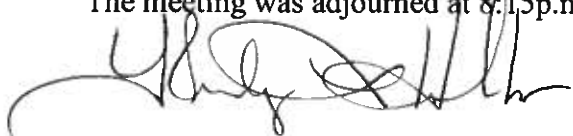
Jandasek – appreciates all those who came out to vote in Tuesdays election; thanked all the residents for their patience at the drive-through window as it has been extremely busy; and commended Hershberger and her department for a phenomenal job.

Hershberger – reminded residents the next Board meeting will be next Tuesday; thanked all her election workers for a job well done, especially the Absentee counting board which worked long hours into the night as there were more than 5000 ballots to count; thanked Daisy and Marilyn for the hours they volunteered in the clerk’s department helping with the election; thanked Nancy and Angie for a job well-done; and mentioned she will be bringing a budget adjustment to the next meeting because she would like to purchase a new high-speed election tabulator as she applied and was awarded a 50% grant.

Pirrone – congratulated Jandasek and mentioned he looks forward to working with her; commended Hershberger and her team for their hard work; mentioned the Fire Station 1 looks amazing and residents should stop by and see it; congratulated the Chief on securing the grants; mentioned he is working on organizing a crew to help install new park equipment; and he is revamping the Maintenance department.

ADJOURNMENT

The meeting was adjourned at 8:15p.m.



Trudy L. Hershberger, CMC, CMMC
Bedford Township Clerk

Nancy Gin
Deputy Clerk/Recording Secretary

**BEDFORD TOWNSHIP
GENERAL FUND REPORT
FOR THE MONTH OF JULY 2020**

BEGINNING BALANCE JULY 2020	\$	150,000.00
JULY DEPOSITS	\$	1,876,107.11
JULY DEBITS	\$	1,875,908.23
OUTSTANDING CHECKS FOR JULY	\$	25,884.02
DEPOSITS IN TRANSIT	\$	75.00
GENERAL FUND SWEEP	\$	807,174.20
JULY INTEREST	\$	487.47
BALANCE ON HAND	\$	931,976.53
YEAR TO DATE INTEREST:	\$	487.47

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Fund 101 GENERAL FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
Unclassified			
101-000-001.0000	CASH: CHECKING	463,811.76	313,933.92
101-000-002.0000	CASH: SAVINGS	(128,472.51)	(61,230.49)
101-000-003.0000	CASH: INVESTMENTS	326,496.12	326,496.12
101-000-004.0000	IMPREST CASH	500.00	500.00
101-000-040.0000	A/C RECV: OTHER	84,144.15	84,144.15
101-000-040.0003	A/C RECV RETIREE	(1,020.62)	(1,090.45)
101-000-078.0000	DUE FROM STATE	422,157.87	422,157.87
101-000-084.0311	DUE FROM GIANT OAKS	144,568.00	144,568.00
101-000-084.0315	DUE FROM WILDHAVEN	44,600.00	44,600.00
101-000-084.0317	DUE FROM CHAPEL CREEK	134,680.00	134,680.00
101-000-084.0319	FROM FROM INDIAN ACRES	916,353.00	916,353.00
101-000-084.0321	DUE FROM SANDY WELL	226,406.16	226,406.16
101-000-084.0323	DUE FROM MOHAWK TRAILS	465,090.00	465,090.00
101-000-084.0327	DUE FROM SPRINGBROOK	1,121.65	1,121.65
101-000-084.0590	DUE FROM SEWER O/M FUND	2,568.44	2,568.44
101-000-084.0701	DUE FROM TRUST & AGENCY FUND	12,748.45	12,748.45
101-000-123.0000	PREPAID EXPENSES	115,799.60	125,799.60
Unclassified		<u>3,231,552.07</u>	<u>3,158,846.42</u>
Total Assets		3,231,552.07	3,158,846.42
*** Liabilities ***			
Unclassified			
101-000-202.0000	ACCOUNTS PAYABLE: VOUCHERS	428,314.46	427,963.95
101-000-214.0206	DUE TO FIRE DIST FUND	12,362.00	12,362.00
101-000-214.0329	DUE FROM LEWISTON ESTATES SAD	19,572.99	19,572.99
101-000-214.0701	DUE TO TRUST & AGENCY FUND	135,844.39	184,742.75
101-000-257.0000	ACCRUED WAGES	49,826.30	49,826.30
101-000-260.0000	ACCRUED VACATION/SICK LEAVE	3,000.00	3,000.00
101-000-307.0000	LOAN PAYABLE SEWER O & M	64,641.67	64,641.67
Unclassified		<u>713,561.81</u>	<u>762,109.66</u>
Total Liabilities		713,561.81	762,109.66
*** Fund Balance ***			
Unclassified			
101-000-365.0017	RES FOR INDIGENT RESIDENTS	6,557.94	6,557.94
101-000-365.0020	RES FOR PREPAID COSTS	60,334.63	60,334.63
101-000-365.0021	RESERVE FOR BUILDING ACTIVITES	303,285.00	303,285.00
101-000-390.0000	FUND BALANCE: PRIOR YEAR	2,806,854.29	2,806,854.29
Unclassified		<u>3,177,031.86</u>	<u>3,177,031.86</u>
Total Fund Balance		3,177,031.86	3,177,031.86
Beginning Fund Balance - 19-20			3,177,031.86
Net of Revenues VS Expenditures - 19-20			(659,041.60)
*19-20 End FB/20-21 Beg FB		2,517,990.26	
Net of Revenues VS Expenditures - Current Year			(121,253.50)
Ending Fund Balance			2,396,736.76
Total Liabilities And Fund Balance			3,158,846.42

* Year Not Closed

LA



Bedford Township Fire Department

Assistant Chief Kirk Keane **Fire Chief** Adam Massingill

Fire Inspector Doug Steinman

08/12/2020

Board Members,

I respectfully request approval to transition Heather Kipf-Broadway from Seasonal Temporary Administrative Assistant to Part-Time Administrative Assistant at a rate of \$18.50 per hour and a maximum work week not to exceed 30 hours.

Mrs. Kipf-Broadway was brought into the fire department in February to be mentored under Captain Dale with the goal of easing the administrative burden as he nears retirement. She has excelled in the position under challenging conditions which included abrupt transitions to remote working during the initial stages of the COVID-19 pandemic.

In addition to learning our complex service delivery model and the large amount of administrative work that make us successful in delivering service to our residents, she has been instrumental in streamlining many of our processes. She has also taken the lead on launching our newly integrated software platform that incorporates fire reporting, medical reporting, inspections, scheduling, fleet maintenance, and payroll processing.

I anticipate Captain Dale to remain with the department in his position as Captain for so long as he desires. He is still instrumental in our grant writing efforts, assisting Mrs. Kipf-Broadway in learning every facet of her position, and of course as our department Chaplain.

The department budgeted for this succession plan as part of the adopted 2020/2021 budget cycle.

Respectfully,

Adam Massingill

Chief

Administrative Assistant Job Description

Bedford Township Fire Department

General Summary

Performs administrative duties by assisting in the coordination of payroll processes, ordering supplies, entering various information into ESO scheduling system, researching, preparing and processing paperwork and other materials, compiling data, creating, preparing and reviewing correspondence and reports, and maintaining spreadsheets, and files.

Position Duties and Responsibilities

Assists in the coordination of payroll processes, by assembling bi-weekly payroll including distributing and maintaining related documents.

Prepares and conducts clerical duties for the Fire Chief, Fire Inspector, and supervisory staff.

Assist with applicant/new hire process.

Provide reports for FOIA requests to Township.

Upload and receive insurance claims from medical billing company for payment and forward to appropriate personnel.

Maintain login credentials for members in scheduling and report software.

Participates in the writing of grants relating to Bedford Fire Department.

Provide monthly fire department activity report for Township Administration, Fire Administration and Fire Board.

Assist administrative staff with special projects as assigned.

Performs routine clerical and administrative work, including receiving and processing department documents, data processing, record keeping and filing.

Answers and operates telephone system and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate party.

Working knowledge of computers and electronic data processing; including, but not limited to, Microsoft Office, Word, Excel, and Outlook.

Knowledge of accounting principles and practices.

Ability to effectively meet and interact with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

Proficient in setting goals, receiving delegated tasks effectively without close supervision, and contributing with new ideas.

Preferred Experience:

Fire service scheduling software

HIPPA compliance

NFIRs and NEMSIS reporting software

Employment Qualifications

Education: Associates degree with coursework in Microsoft Word and Excel

Experience: Two years' experience in an administrative assistant capacity. May require experience and training in various computer software and equipment.

HEATHER KIPF-BROADWAY

EXPERIENCE

- February 2020-
Present
- Administrative Assistant, *Bedford Fire Department*
- Assists in the coordination of payroll process
 - Prepares and conducts clerical duties for the Chief, Fire Inspector, and supervisory staff
 - Provides support in record keeping, processing documents and data entry
- August 2018-
May 2019
- Substitute, *Sylvania Public Schools*
- Assisted school secretary in daily office procedures
 - Provided support to special needs students in a classroom setting
 - Performed daily attendance office duties
 - Provided support in the Learning Resource Center at various schools in the Sylvania district
- August 2005-
January 2013
- Administrative Assistant, *Monroe County Community College*
- Provided administrative support to the Director of Workforce Development
 - Managed job postings for the community via College Central Network
 - Assisted job seekers with registration for services, job referrals and sending resumes
 - Assisted Director with the preparation of the annual Business and Industry Luncheon
 - Assisted Director with the organization of the annual Career and Opportunity Expo

EDUCATION

May 2007

Associates of Science, *Monroe County Community College*

LB

August 12, 2020

TO: Elected Officials
FROM: Trudy L. Hershberger
SUBJECT: Amend FY20/21 Budget

The Fiscal Year Ending June 30, 2021 Budget requires amending for the Elections Capital Improvement Fund. Due to the need for a second high speed tabulator.

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**BEDFORD TOWNSHIP
MONROE COUNTY, MICHIGAN
RESOLUTION AMENDING 2020/2021 GENERAL FUND BUDGET**

WHEREAS, on June 16, 2020, a budget was adopted by the Bedford Township Board to govern the expenditures of anticipated receipts within the Township Funds for the next fiscal year, and

WHEREAS, as a result of unanticipated changes of revenue and needed expenditures, it is necessary to modify the aforementioned budgets, and

WHEREAS, such modifications will still maintain a balance between both the revenues and expenditures,

NOW THEREFORE BE IT RESOLVED, that the aforesaid budgets be hereby modified as follows:

	<u>PREVIOUS AMOUNT</u>	<u>INCREASE (DECREASE)</u>	<u>AMENDED AMOUNT</u>
REVENUE	3,923,416	-	3,923,416
FUND BALANCE APPROPRIATED	<u>535,577</u>	<u>6,500</u>	<u>542,077</u>
 TOTAL CHANGES	 4,458,993	 6,500	 4,465,493
 EXPENDITURES			
TRUSTEES	63,831	-	63,831
SUPERVISOR	210,099	-	210,099
FINANCE	81,564	-	81,564
CLERK	251,444	-	251,444
SPECIAL ASSESSMENTS	20,500	-	20,500
INFORMATION TECHNOLOGY	83,650	-	83,650
BOARD OF REVIEW	4,403	-	4,403
TREASURER	183,568	-	183,568
ASSESSING	225,371	-	225,371
ELECTIONS	82,000	6,500	88,500
SCHOOL ELECTIONS	16,000	-	16,000
ELECTIONS PRIMARY	-	-	-
BUILDING & GROUNDS	598,011	-	598,011

LEGAL FEES	50,000	-	50,000
PROPERTY OTHER	10,130	-	10,130
GREEN INITIATIVE COMMITTEE	-	-	-
CEMETERIES	13,600	-	13,600
TOWNSHIP AT LARGE	12,250	-	12,250
POLICE	805,503	-	805,503
ORDINANCE	108,775	-	108,775
BUILDING INSPECTION	301,151	-	301,151
EMERGENCY MGMT PREPAREDNESS	10,000	-	10,000
PUBLIC DRAINS	90,000	-	90,000
STREET LIGHTING	214,800	-	214,800
ROADS	447,000	-	447,000
CONTRIBUTION SENIOR CENTER	12,500	-	12,500
PLANNING	244,820	-	244,820
ZONING BOARD OF APPEALS	13,650	-	13,650
ECONOMIC DEVELOPMENT	10,000	-	10,000
COMMUNITY ACTION	80,000	-	80,000
GRANTS COMMITTEE	-	-	-
TAP GRANT	5,000	-	5,000
CONTRIBUTION PARKS	133,773	-	133,773
CAPITAL IMPROVEMENT PLAN	15,000	-	15,000
RETIREE HEALTH CARE	60,600	-	60,600
	-	-	-
TOTAL EXPENDITURES	<u>4,458,993</u>	<u>6,500</u>	<u>4,465,493</u>
NET OF REVENUES AND EXPENDITURES	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

BEDFORD TOWNSHIP**8A****8100 JACKMAN ROAD, TEMPERANCE, MI 48182****APPROVED PMT. REPORT THROUGH 8/18/2020**

CODE	PAGE	TOTAL
101 GENERAL FUND	pg. 1 - 4	\$53,971.14
206 FIRE DISTRICT	pg. 4 - 5	\$7,399.56
207 POLICE FUND	pg. 5	\$226.30
208 PARK FUND	pg. 5 - 6	\$2,982.35
235 TRANSIT SYSTEM FUND	pg. 6	\$45.00
271 LIBRARY FUND	pg. 6	\$1,811.41
319 INDIAN ACRES SAD	pg. 6	\$1,151.65
329 LEWISTON ESTATES SAD	pg. 6	\$426.75
331 STONEGATE SAD	pg. 6	\$194,843.54
494 DOWNTOWN DEV. AUTHORITY	pg. 6	\$1,213.05
590 SEWER O & M FUND	pg. 6 - 7	\$970.16
701 TRUST & AGENCY FUND	pg. 7	\$827.00
Grand Total		\$265,867.91

8B

BEDFORD TOWNSHIP

Memo:

To: Township Board Members

From: Paul Pirrone

Date: 02-12-20

Re: Building Maintenance Service Agreements for HVAC

The township received two bids from Rawlings and Miller Boldt. I am looking for the board to approve one of the bids.

Bedford Township
8100 Jackman Temperance Michigan
734-847-6791

Bid Notice

Bedford Township is seeking bids for a HVAC Service Contract.

Bedford Township has the following buildings:

3 Fire Stations	Checked and serviced once per year
2 Park Buildings	Checked and service once per year
1 Library	Checked and serviced on a quarterly basis
1 Maintenance Building	Checked and serviced once per year.
Township Hall	Checked and service on a quarterly basis

The Library is on a boiler system the rest of the buildings are natural gas heating units. The bid should contain changing filters for boilers and furnaces, cleaning coils for air conditioning units, hourly rate for repairs, 24 Hour emergency rates and a cost-plus percentage for parts and new equipment if needed.

Fire Station Locations

Fire station 1 – 1106 W. Temperance, Temperance

Fire station 2 – 3445 W. Dean, Lambertville

Fire Station 3 – 7016 Lewis Avenue, Temperance

Carr Park – 9240 Lewis Avenue, Temperance

Samaria Park – 1530 W. Samaria Road, Temperance

Township Hall 8100 Jackman, Temperance

Library 8575 Jackman, Temperance

Maintenance building on Lewis Ave & Whitman drive in Temperance

To view the following buildings call Paul Pirrone at 734-250-4289

Sealed Bids to be submitted by August 10, 2020 by 4:30 P.M.

Please submit bid to Trudy Hershberger

8100 Jackman Road

Temperance, Michigan 48182

MINUTES OF THE BID OPENING FOR AN HVAC SERVICE CONTRACT

Present: Trudy Hershberger, Clerk
Nancy Gin, Deputy Clerk
Angie Dec, Administrative Assistant

Hershberger called the meeting to order at 4:45 p.m. on Monday, August 10, 2020.

Two bids were received, as follows:

1. **Miller Boldt Mechanical Contractor, 42826 Mound Rd., Sterling Heights**
 - One-year Service Agreement - \$8,590.00 (as per specifications)
 - Additional services: \$94.00 – straight time, \$121.00 over-time & holidays, all parts – cost plus 12%, and ½ hour travel time
2. **Rawlings Heating & Cooling, 9030 Secor Road, Suite B, Temperance**
 - Service Contract - \$11,800.00 (as per specifications)
 - \$105.00 – hourly rate, \$175.00 after hours, parts marked up 25%

Clerk Hershberger closed the bid opening at 4:50 p.m.

Respectfully submitted,



Nancy L. Gin, Deputy Clerk



42826 Mound Rd.
Sterling Heights, MI 48314
586.997.3300
586.997.3306 fax

PROPOSAL

Quote #P20064

8/6/2020

RE: Bedford Township
8100 Jackman
Temperance, MI 48182
Attn: Trudy Hershberger

Miller-Boldt is to provide a HVAC Service Contract for one year to Bedford Township for the inspection of HVAC equipment within the following buildings;

- Township Hall – quarterly
- Library - quarterly
- (3) Fire Stations - yearly
- (2) Park Buildings - yearly
- (1) Maintenance Building – yearly

Service is to include the Inspection of operating equipment, filter changes, Condenser coil cleaning, lubrication as required.

Total Cost for a one (1) year Service agreement ...\$ 8,590.00

Any additional Service that may be required will be Charged at the following rate.

- \$ 94.00 per hour Straight Time
- \$ 121.00 per hour Over time and Holiday
- All Parts; Cost plus 12%
- ½ hour travel time

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bob Gallant", is written over a horizontal line.

Bob Gallant

Miller-Boldt Inc.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. This proposal does not constitute an agreement. No agreement will be entered into with out all the includes and excludes listed in the sub-contract as stated above.



Our mission is to safely and competently perform the duties obliged to us by our customers with honesty, integrity and complete customer satisfaction.



www.miller-boldt.com

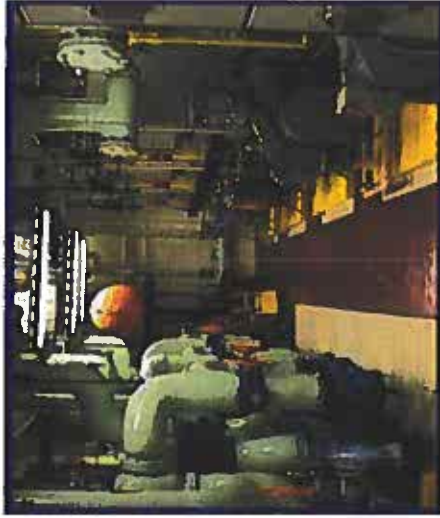


42826 Mound Road
Sterling Heights, MI 48314
(586) 997-3300 Office
(586) 997-3306 Fax
info@miller-boldt.com

www.miller-boldt.com



www.miller-boldt.com



About Us

Miller-Boldt, Inc. can help your business with all of its mechanical needs. We work hard to make sure our customers are completely satisfied. Miller-Boldt, Inc. uses all of the latest technologies and innovative practices to insure the highest level of quality, at an affordable price. Let us provide you with a superior product or service maintenance program for your business with the attention to detail your organization deserves.

Miller-Boldt, Inc. is a fully licensed, insured and bonded mechanical contractor, utilizing highly trained union mechanics to perform quality work, safely and skillfully while keeping maintenance and accessibility in mind.

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Service Benefits

We optimize your maintenance, repair and operations budget through scheduled maintenance and support by Miller-Boldt, Inc.

Our qualified service team will review your preventive maintenance program and give you a service program that will meet your needs, giving you the best return on your investment.



Call us today to schedule a review and evaluation of your mechanical system's equipment and performance.

Services Offered

Service and Maintenance Programs

Energy saving solutions

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Installation and Service of:

- Cooling Towers
- Pumps, Compressors, Glycol Systems
- Boilers, Chillers, Steam Systems, Tanks
- Refrigeration and Mechanical Equipment
- Roof Top / Air handling Equipment

Customers

- Comerica Bank
- Nissan Technical Center
- Oakwood Health System
- Henry Ford Health System
- Romeo Community Schools
- Macomb Community College
- Oakland Community College
- Wayne State University
- VA Hospital Ann Arbor

(586) 997-3300



9030 Secor Road, Suite B
P.O. Box 82
Temperance, MI 48182
(734) 847-0120
(734) 847-0412 fax

August 10, 2020

Bedford Township
Attn: Trudy Hersberger
8100 Jackman Road
Temperance MI 48182

Re: HVAC Service Contract

Dear Trudy:

Rawlings Heating & Cooling is pleased to provide a price quote to perform the HVAC Service. Our price quote is as follows:

HVAC Service Contract - Our price is per plans and specifications
The price to perform the above is: \$11,800.00

Our hourly rate is: \$105.00 per hour.
Our after hours hourly rate is \$175.00 per hour.
Parts are marked up 25%.

If you have any questions, please feel free to contact me at 734-847-0120.

Best regards,

John K. Rawlings

John K. Rawlings
Owner

JKR:bls

8C

BEDFORD TOWNSHIP

Memo:

To: Township Board Members

From: Paul Pirrone

Date: 08-12-20

Re: Building Maintenance Service Agreements Bid for Electrical

Rawlings and GLIC were the only two bids. I am looking for the board to approve one of the bids.

Bedford Township
8100 Jackman Temperance Michigan
734-847-6791

Bid Notice

Bedford Township is seeking bids for an Electrical Service Contract.

Bedford Township has the following buildings:

3 Fire Stations

2 Park Buildings

1 Library

1 Maintenance Building

Township Hall

The bid should contain hourly rate for normal business hours. Emergency hourly rate. A cost plus for materials. Light bulbs should be quoted as well.

Fire Station Locations

Fire station 1 – 1106 W. Temperance, Temperance

Fire station 2 – 3445 W. Dean, Lambertville

Fire Station 3 – 7016 Lewis Avenue, Temperance

Carr Park – 9240 Lewis Avenue, Temperance

Samaria Park – 1530 W. Samaria Road, Temperance

Township Hall 8100 Jackman, Temperance

Library 8575 Jackman, Temperance

Maintenance building on Lewis Ave & Whitman drive in Temperance

To view the following buildings call Paul Pirrone at 734-250-4289

Sealed Bids to be submitted by August 10, 2020 by 4:30 P.M.

Please submit bid to Trudy Hershberger

8100 Jackman Road

Temperance, Michigan 48182

MINUTES OF THE BID OPENING FOR AN ELECTRICAL SERVICE CONTRACT

Present: Trudy Hershberger, Clerk
Nancy Gin, Deputy Clerk
Angie Dec, Administrative Assistant

Hershberger called the meeting to order at 4:50 p.m. on Monday, August 10, 2020.

Two bids were received, as follows:

1. **GLIC Electrical, 6339 S. Telegraph Road, Erie**
 - Straight time - \$85.00/hour (Monday – Friday, 7:00 a.m. – 4:00 p.m.)
 - Time and a half - \$127.50/hour (before 7 a.m., after 4 p.m., over 8 hours/day, over 40 hours/week, or Saturdays)
 - Double Time - \$170.00/hour (Sundays & Holidays)
2. **Rawlings Heating & Cooling, 9030 Secor Road, Suite B, Temperance**
 - Hourly rate - \$125.00/hour
 - After hours rate - \$175.00/hour
 - Parts are marked up 25%

Clerk Hershberger closed the bid opening at 4:55 p.m.

Respectfully submitted,



Nancy L. Gin, Deputy Clerk



Time and Material Rates
1/1/20 to 12/31/20

1. Labor Rates for Non-Contracted, Scheduled Work
(During normal business hours Monday – Friday, 7:00AM to 4:00PM)

	Straight Time	Time + ½	Double Time
Technician	\$85.00	\$127.50	\$170.00

**Service requests during the week are 2 hours minimum plus drive time.
Weekend service requests are 4 hours minimum plus drive time.**

If Job requires immediate action and cannot wait to be scheduled out by GLIC Electrical (normally within 48 hours), the hourly rate may be marked up 30%.

2. Description of Labor Rates:	Time + ½	Double Time
Before 7:00am & after 4:00pm	X	
Over 8 hours worked in a day	X	
Over 40 hours worked in a week	X	
Saturdays	X	
Sundays		X
Holidays		X

3. Reimbursable Expenses for non-contracted work:

- Parking
- CAD Drawings/Prints
- Fuel
- Shipping Costs

4. Terms of payment will be 100% due within 30 days of invoicing.

By signing below, you are in agreement with the above terms and rates and wish to have GLIC Electrical perform service at your location(s).

Submitted By: _____	Approved By: _____
Date: _____	Print Name: _____
	Date: _____
Service Location: _____	Billing Address: _____



9030 Secor Road, Suite B
P.O. Box 82
Temperance, MI 48182
(734) 847-0120
(734) 847-0412 fax

August 10, 2020

Bedford Township
Attn: Trudy Hershberger
8100 Jackman Road
Temperance MI 48182

Re: Electric Service Contract

Dear Trudy:

Rawlings Heating & Cooling is pleased to provide a price quote to perform the Electrical Service Contract. Our price quote is as follows:

Our hourly rate is: \$125.00 per hour.
Our after hours hourly rate is \$175.00 per hour.
Parts are marked up 25%.

If you have any questions, please feel free to contact me at 734-847-0120.

Best regards,

John K. Rawlings

John K. Rawlings
Owner

JKR:bls

BEDFORD TOWNSHIP

Memo:

To: Township Board Members

From: Paul Pirrone

Date: 02-12-20

Re: Fix Library lights / Bids

The township received two bids from Rawlings and GLIC. I am looking for the board to approve one of the bids. Please note Rawlings total is \$7,500.00 and GLIC is \$3,480.00

Bedford Township
8100 Jackman Temperance Michigan
734-847-6791

Bid Notice

Bedford Township is seeking bids for Library Lighting and Repair

Supply and install qty 12 recessed lights that are LED capable.

Rewire each light to bypass ballast and direct wire the LED lamps.

Price on 4 LED lamps

4 - 4ft Parabolic Fixtures are not working and need to be repaired or replaced.

To view the Library building call Paul Pirrone or Al Prieur at 734-224-7322

Bids to be submitted by August 10, 2020 by 4:30 P.M.

Please submit bid to Trudy Hershberger

8100 Jackman Road

Temperance, Michigan 48182

MINUTES OF THE BID OPENING FOR THE LIBRARY LIGHTING AND REPAIR

Present: Trudy Hershberger, Clerk
Nancy Gin, Deputy Clerk
Angie Dec, Administrative Assistant

Hershberger called the meeting to order at 4:55 p.m. on Monday, August 10, 2020.

Two bids were received, as follows:

1. **Rawlings Heating & Cooling**, 9030 Secor Road, Suite B, Temperance
 - **\$7,500.00** as per specifications
2. **GLIC Electrical**, 6339 S. Telegraph, Erie
 - **\$3,480.00** as per specifications (\$1,980.00 to supply & install 12 recessed lights that are LED capable, \$100.00 to supply 4 LED lamps, & \$1,400.00 to repair/replace 4-4ft. Parabolic fixtures)

Clerk Hershberger closed the bid opening at 5:00 p.m.

Respectfully submitted,



Nancy L. Gin, Deputy Clerk



9030 Secor Road, Suite B
P.O. Box 82
Temperance, MI 48182
(734) 847-0120
(734) 847-0412 fax

August 10, 2020

Bedford Township
Attn: Trudy Hershberger
8100 Jackman Road
Temperance MI 48182

Re: Library Lighting and Repair Bid

Dear Trudy:

Rawlings Heating & Cooling is pleased to provide a price quote for the Library Lighting and Repair as per specs. Our price quote is as follows:

Our price as per specifications is: \$7,500.00

If you have any questions, please feel free to contact me at 734-847-0120.

Best regards,

John K. Rawlings

John K. Rawlings
Owner

JKR:bls



August 10, 2020

Trudy Hershberger
Bedford Township
8100 Jackman Road P.O. Box H
Temperance, MI 48182

Re: **Bedford Library Lighting Repairs**
GLIC Estimate #1117

Dear Ms. Hershberger,

GLIC is proud to offer a Lump Sum proposal for the above referenced project for the following amounts:

Supply and install 12 recessed lights that are LED capable	\$1,980.00
Supply 4 LED lamps	\$100.00
Repair/replace 4-4ft Parabolic fixtures	\$1,400.00

General Qualifications:

- This proposal is valid for thirty (30) calendar days.
- Work can begin as soon as awarded.
- Sales tax is excluded.

Should you have any questions, or require any additional information, please do not hesitate to contact our office.

Sincerely,

Scott Horner,
President

GLIC Electrical

Memo

To: Township Board Members
From: Trudy Hershberger, Clerk
Date: August 12, 2020
Re: Central Scanning/High Speed AV Tabulator

Attached is the quote I received for the purchase of a High-Speed AV Tabulator (Central Scanning: Absentee/Vote By Mail Hardware) in the amount of \$12,980. I have requested and received funding from the Federal CARES Act through the State of Michigan in the amount of 50% of the cost of the tabulator.

This will allow me to use two (2) counting boards to count all of the absentee ballots in the November 2020 General Election and all future elections.

If you have any questions, please contact me prior to the meeting.



July 23, 2020

Bedford Township, MI (Monroe County)

Q00004822

Prepared by:
Paul Holmes
paul.holmes@dominionvoting.com

Budgetary Quote



Product/Service	Description	Qty	Unit Price	Extension
Central Scanning: Absentee / Vote By Mail Hardware				
	ImageCast Central Kit - M160ii - MI (5270)	1	\$12,980.00	\$12,980.00
Sub-Total				\$12,980.00
Election Management Hardware				
	EMS Adjudication Workstation Kit (3431)	1	\$2,200.00	\$2,200.00
	Network Switch - X1008	1	\$200.00	\$200.00
Sub-Total				\$2,400.00
Election Management Software				
	Adjudication Module	1	\$14,085.00	\$14,085.00
Sub-Total				\$14,085.00

Total Purchase Sub-Total **\$29,465.00**

Year 1 Purchase Total **\$29,465.00**

Annual Licenses				
	Adjudication Annual Software License Fee	1	\$1,800.00	\$1,800.00
Sub-Total				\$1,800.00

Annual Fees **\$1,800.00**

Terms and Conditions

This quote is pursuant to the terms and conditions of Contract number 07187700117.
All pricing is subject to inventory availability at the time of quote acceptance and execution.

Annual fees are due after the initial contract term of five years (commencing in year 6).

Signatures

Customer Name (printed)	Title	Signature	Date (MM/DD/YYYY)

8F

BEDFORD TOWNSHIP

Memo:

To: Township Board Members

From: Paul Pirrone

Date: 08-12-20

Re: Tim Csurgo and Barry Buschmann / Water project under railroad track

Update on watermain under the railroad track.

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LAW OFFICES OF
LENNARD, GRAHAM & GOLDSMITH
A PROFESSIONAL LIMITED LIABILITY COMPANY
222 WASHINGTON STREET
MONROE, MICHIGAN 48161-2146

W. THOMAS GRAHAM
PHILIP D. GOLDSMITH
MARTIN J. KAMPRATH

ISAAC A. SKAGGS
LINO A. TAORMINA

OF COUNSEL
MICHAEL W. LABEAU
RETIRED CIRCUIT JUDGE

TELEPHONE
(734) 242-9500

FACSIMILE
(734) 242-9509

WEBSITE
www.lggattys.com

July 29, 2020

Bedford Township Board
Bedford Township Government Center
8100 Jackman Road
Temperance, MI 48182

RE: Jackman Road and Smith Road Roundabout Project

Dear Board Members:

I am writing to follow up on the July 23, 2020 letter I sent to the Monroe County Board of Road Commissioners on behalf of Bedford Township. I previously provided all of you with a copy of the July 23, 2020 letter.

On Monday, July 27, 2020, I attended the Monroe County Board of Road Commissioners' meeting at the Monroe County Road Commission. During the meeting, I made a brief presentation on behalf of Bedford Township to review the status of the roundabout project and to request the Road Commission's consideration of two of the seven alternatives proposed by Mr. Barry Buschmann. Specifically, I asked the County Board of Road Commissioners to allow the use of local road match money for the roundabout project and for the Monroe County Road Commission to provide all construction, engineering, and inspection services through an in-kind contribution. After discussion of the matter, Mr. Greg Stewart, who chaired the meeting, advised that the Monroe County Road Commission would not provide any additional Road Commission resources for the project and would not contribute anything in addition to the \$175,000.00 previously committed.

The Monroe County Board of Road Commissioners' position on the roundabout project can be summarized as follows. If the Bedford Township Board decides to move forward with the project and fund the entire project shortfall, the Road Commission will submit the necessary documentation to the Michigan Department of Transportation for project bidding. Currently, the Monroe County Board of Road Commissioners have contributed approximately \$40,000.00 to the project. Bedford Township has contributed approximately \$140,000.00 to the project. Based upon discussions with Mr. Barry Buschmann, the project shortfall is expected to exceed \$100,000.00. That cost could increase depending on where the actual bids come in. Further, if the Michigan Department of Transportation bids the project and if the bids come in at less than 10% over the estimated project cost, the Road Commission will be contractually obligated to

Page Two
July 29, 2020

go forward with the project. As you all know, the County Board of Road Commissioners has requested Bedford Township to provide contractual assurance that the money will be available to pay for project cost overruns in excess of the amount of the grant award (\$597,000.00) and the amounts being contributed by both Bedford Township and the Monroe County Road Commission (\$350,000.00 total).

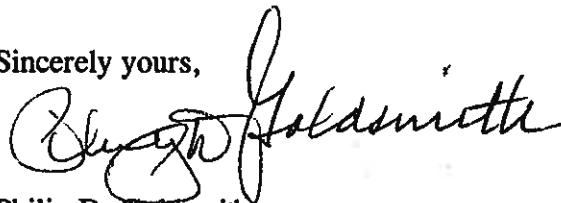
The other alternative, which is preferred by the Monroe County Board of Road Commissioners, is to delay the project until 2023, at which time a new CMAQ grant can be applied for. If CMAQ grant applications are accepted in 2023, it is expected that the roundabout project would be given preference, given the fact that engineering and land acquisition is complete. There are however, no assurances that CMAQ grant applications will be accepted in 2023.

I also addressed the current condition of the Jackman and Smith intersection during the meeting. In the event the Monroe County Road Commission and Bedford Township agree that the most prudent course of action is to delay the project until 2023 and/or until a new CMAQ grant application can be made, I suggested that the Monroe County Board of Road Commissioners contribute additional funds out of the \$175,000.00 previously pledged to clean up the intersection. If the project is delayed, concrete needs to be removed from the property acquired by Bedford Township, clean fill and topsoil needs to be brought in and the area needs to be seeded. The site needs to be made safe. Mr. Randy Pierce agreed that the Monroe County Road Commission would contribute resources necessary to perform the necessary restoration work.

For everyone's information, the Monroe County Road Commissioners present at the July 27, 2020 meeting were Mr. Greg Stewart, Mr. Paul Iacoangeli, and Mr. Jack Thayer. Road Commissioners absent at the meeting were Mr. Charles Londo and Mr. Dan Mitton, both of whom were excused.

I recommend this issue be placed on the agenda for Bedford Township's August 11, 2020 Board meeting. The Board will have to make a decision whether to proceed forward with the project and assume responsibility for payment of the additional costs, or to delay the project and allow the Monroe County Road Commission to make a new CMAQ grant application in 2023.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Philip D. Goldsmith". The signature is written in a cursive style with a large, prominent initial "P".

Philip D. Goldsmith

PDG/blc