

HILLSDALE COUNTY ROAD COMMISSION  
January 21, 2016  
MINUTES

Meeting was called to order by Chair Mike Parney on Thursday, January 21, 2016, at 10:00 a.m. at the road commission office.

Members present: Mike Parney & Bob Godfrey.

Member absent: Bill Watkins.

Staff present: John Sanders, Manager, & Marilyn Kilpatrick, Clerk.

Visitors present: Andy Barrand, Hillsdale Daily News.  
Robert Socha, DMCI Broadband.

**Agenda Approved**

Having reviewed the agenda for this date, there were no additions or deletions. The chair declared the agenda to stand approved as presented.

**Minutes Approved**

Having reviewed the minutes of the January 7, 2016, regular meeting, there were no additions, deletions or corrections to be noted. The chair declared the minutes to stand approved as presented.

**CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF**

#16-006 Mike Parney moved, Bob Godfrey seconded, to confirm the payment of the administrative bonus payroll in the amount of \$4,291.80, the regular payroll in the amount of \$102,814.66 and the signing bonus payroll in the amount of \$16,725.46 per Payroll Check Registers dated 1/14/2016 and 1/21/2016 as authorized by the manager and the clerk. Motion carried.

**APPROVAL OF PERSONAL LEAVE PAYOFF**

#16-007 Bob Godfrey moved, Mike Parney seconded, to approve the payment of personal leave payoff payroll in the amount of \$19,674.97 per Payroll Check Register dated 1/28/2016. Motion carried.

**APPROVAL OF ACCOUNTS PAYABLE**

#16-008 Bills in the amount of \$163,472.84 per Accounts Payable Check Register dated 1/21/2016 were presented for board approval. Bob Godfrey moved, Mike Parney seconded, that these bills be allowed and orders drawn for the same. Motion carried.

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**Treasurer's Report Presented**

The treasurer's report was presented by the clerk as follows:

Beginning Balance-Cash & Investments	\$ 1,110,184.80
Receipts	\$ 422,797.49
Disbursements:	(\$ 333,456.58)
Ending Cash & Investments Balance	\$1,199,525.71
Less: Bonds in Escrow	(\$ 18,250.00)
Less: Reserved CD SMBT	(\$ 300,000.00)
Ending Available Fund Balance	\$ 881,275.71

Note: Outstanding Accounts Payable=\$16,331.99

As there were no questions or comments regarding the report, the chair declared the report to stand approved as read.

**RECOMMENDATION FROM MANAGER TO UPGRADE THE PHONE SYSTEM**

#16-009 Mike Parney moved, Bob Godfrey seconded, to upgrade the phone system for the office, truck barn and garage to DMCI Broadband, LLC at a one-time cost of \$8,541.41 and recurring charge of \$432.00 per the proposal as recommended by the manager. Carried.

**FREEDOM OF INFORMATION ACT COORDINATOR DESIGNATED**

#16-010 Bob Godfrey moved, Mike Parney seconded, to designate manager John Sanders as the FOIA coordinator, replacing retired engineer-manager Stanley Clingerman. Carried.

**2015 CERTIFIED MILEAGE MAPS APPROVED & CHAIRMAN AUTHORIZED TO SIGN TITLE SHEET**

The manager presented for the board's review 2015 certified mileage maps. A summary of the changes follows:

Abandoned Airport Road in Adams Township = - 0.45mile  
Abandoned Church Road in Adams Township = -1.00 mile  
Relinquish Cemetery Road in Allen Township = -0.14 mile  
Abandoned Saratoga Road in Litchfield Township = -0.04 mile  
-1.63 mile

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<u>COUNTY ROADS</u>	<u>PREVIOUS MILEAGE</u>	<u>MILEAGE REVISIONS</u>	<u>CURRENT MILEAGE</u>
Primary	370.42	- 0.45	369.97
Local	<u>829.78</u>	- <u>1.18</u>	<u>828.60</u>
	1,200.20	- 1.63	1,198.57

  

<u>URBAN ROADS</u>	<u>PREVIOUS MILEAGE</u>	<u>MILEAGE REVISIONS</u>	<u>CURRENT MILEAGE</u>
Primary	9.14	0.00	9.14
Local	<u>21.48</u>	<u>0.00</u>	<u>21.48</u>
	30.62	0.00	30.62 (No change)

**#16-011** Bob Godfrey moved, Mike Parney seconded, to approve the 2015 certified mileage maps and to authorize the chairman to sign the title sheet. Carried.

**Region II Rural Task Force Meeting Results**

The Region II Rural Task Force meeting was held at Lenawee County Road Commission on January 6 and our 2016-2020 projects were approved.

<u>Project</u>	<u>Rural STP</u>	<u>State D</u>	<u>Local Match</u>	<u>Total</u>
2016 Transit Capital	\$ 10,000	-0-	\$ 2,500	\$ 12,500
Carpenter Road	\$ 75,200	-0-	\$ 18,800	\$ 94,000
Litchfield Road	\$ 358,045	-0-	\$ 89,511	\$ 447,556
Long Lake Road	\$ 78,200	-0-	\$ 18,800	\$ 94,000
Reading Road	\$ -0-	\$ 75,200	\$ 18,800	\$ 94,000
Sterling Road	\$ 75,200	-0-	\$ 18,800	\$ 94,000
2017 Transit Capital	\$ 10,000	-0-	\$ 2,500	\$ 12,500
Montgomery Road	\$ 223,480	-0-	\$ 129,069	\$ 352,549
Long Lake Road	\$ 75,200	-0-	\$ 18,800	\$ 94,000
Pittsford Road	\$ 75,200	-0-	\$ 18,800	\$ 94,000
S. Hillsdale Road	\$ 75,200	-0-	\$ 18,800	\$ 94,000
N. Adams Road	\$ 75,200	-0-	\$ 18,800	\$ 94,000
2018 Transit Capital	\$ 10,000	-0-	\$ 2,500	\$ 12,500
Territorial Road	\$ -0-	\$ 303,286	\$ 16,714	\$ 320,000
Montgomery Road	\$ 223,480	-0-	\$ 55,870	\$ 279,350
Various Roads	\$ 300,800	-0-	\$ 75,200	\$ 376,000

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<u>Project</u>	<u>Rural STP</u>	<u>State D</u>	<u>Local Match</u>	<u>Total</u>
2019 Transit Capital	\$ 10,000	-0-	\$ 2,500	\$ 12,500
Montgomery Road	\$ 223,480	-0-	\$ 55,870	\$ 279,350
Various Roads	\$ 300,800	-0-	\$ 75,200	\$ 376,000
2020 Transit Capital	\$ 10,000	-0-	\$ 2,500	\$ 12,500
Camden Road	\$ 373,880	-0-	\$ 126,500	\$ 500,380
Camden Road	\$ -0-	\$ 247,538	\$ 53,965	\$ 301,503
Various Roads	\$ 150,400	-0-	\$ 37,600	\$ 188,000

Mr. Sanders reviewed the projects with the board and said that no changes were made. It was decided that everything looked good.

**NEXT BOARD MEETING CANCELLED (2/4/2016) WITH STAFF AUTHORIZED TO PREPARE PAYROLL AND BILLS FOR PAYMENT**

#016-012 Due to other meeting conflicts and scheduled absences for the February 4<sup>th</sup> board meeting, Bob Godfrey moved, Mike Parney seconded, to cancel the February 4, 2016, board meeting and to authorize the staff to prepare and pay payroll and bills with confirmation by the board at their February 18, 2016, board meeting.  
Carried.

**Meeting Adjourned – 10:38 a.m.**

As there was no further business, the chair declared the meeting adjourned at 10:38 a.m.

Chairman

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Clerk