

HILLSDALE COUNTY ROAD COMMISSION

July 9, 2015

MINUTES

Meeting was called to order by Vice Chair Bill Watkins on Thursday, July 9, 2015, at 10:00 a.m. at the road commission office.

Members present: Bill Watkins & Bob Godfrey.

Member absent: Mike Parney.

Staff present: Stanley Clingerman, Engineer-Manager & Angela Lawler, Secretary.

Staff absent: Janet Aemisegger, clerk. (Vacation).

Visitor present: None.

**Agenda Approved**

Having reviewed the agenda for this date, one addition was requested. The chair declared the agenda to stand approved as revised.

**Minutes Approved**

Having reviewed the minutes of the June 25, 2015 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**

#15-093 Bob Godfrey moved, Bill Watkins seconded, to confirm the payment of the regular payroll in the amount of \$80,195.03 and the 2<sup>nd</sup> signing bonus payroll in the amount of \$26,434.40 per Payroll Check Register dated 7/01/2015 and 7/09/15 respectively as authorized by the engineer-manager and the financial support clerk. Motion carried.

**ACCOUNTS PAYABLE APPROVED**

#15-094 Bills in the amount of \$667,964.42 per Accounts Payable Check Register dated 7/09/2015 and the electronic funds transfer in the amount of \$28,066.69 for a total amount of \$696,031.11 were presented for board approval. Bob Godfrey moved, Bill Watkins 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 \$1,891,567.23

Receipts:

07/09/2015 R. 43120-R. 43135 \$ 5,873.27

Total Receipts \$ 5,873.27

Disbursements:

07/01/2015 Payroll & Mat SS \$85,689.90  
Less: MERS EFT Deductions \$( 4,828.34)  
Less: Hlth Insur Prem Deductions \$( 259.93)  
Less: Den/Vis Prem Deductions \$( 406.60)  
\$ 80,195.03

07/09/2015 Payroll & Mat SS – July signing bonus \$ 26,434.30

07/09/2015 Accounts Payable – Regular bills \$110,582.71  
API Bill #3 – Territorial Road \$557,381.71  
\$ 667,964.42

Total Disbursements: (\$ 774,593.75)

Ending Cash & Investments Balance \$1,122,846.75

Less: Bonds in Escrow (\$ 18,750.00)

Less: Reserve Funds-Territorial Rd. Resurf Proj-PRIP Funds (\$ 486,271.38)

Ending Available Fund Balance \$ 617,825.37

Note: Outstanding Accounts Payable=33,355.05

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

**Update Re: Advertisement for Retiring Management Staff**

The engineer-manager informed the board that help wanted advertisements were published this week for the retiring management staff. Job application deadline for Office Manager is July 20 and Engineer-Manager or Managing Director is July 23.

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**Cash Revenues & Expenses as of June 30, 2015 (50 % of Year)**

The board reviewed the actual cash revenues and expenses as of June 30, 2015. A summary of the expenses and revenues follows:

	<u>Actual</u>	<u>Budget</u>	
Revenues	\$3,779,363	\$9,037,000	41.8%
Expenses	<u>\$3,999,454</u>	<u>\$9,197,100</u>	43.5%
Revenues over (under) expenses	\$ (220,089)	\$ (160,100)	

Mr. Clingerman said the deficit is due to the purchase of 4 Peterbilt trucks without loan proceeds. We should be receiving the loan proceeds from Century Bank & Trust soon. The engineer-manager said he hopes to have a revised budget to the board next meeting, now that we know what the townships are doing.

**Construction-Maintenance Update**

- Broom Road - paving, shoulders, guardrail and striping are complete.
- Territorial Road – paving is done and finishing gravel shoulders.
- Litchfield bridge – contractor started demolition this week.
- Lake Wilson resurface – scheduled for July 16 & 17.
- Hillsdale Street (North Adams) – scheduled for July 17 & 18.
- Squawfield culvert – culvert set yesterday and reopen next week.
- Paver patching – should complete next week. (4 roads left)
- Sealcoat – tentative start date July 20 (55 miles).
- Brining – 13 of 18 townships done.

The engineer-manager said now that Territorial Road is finished we'll need to do a resolution at the next meeting. With the new stronger pavement, Territorial Road will become an all-season road from M-99 to US-127. This will make the entire roadway from the Indiana line to US-127 all-season.

**County Roadside Mowing Concerns**

Bill Watkins said he has noticed that when our mower operators are mowing the intersections of the county roads, they are not cutting a second width at the intersection to allow for better sight distance. Bob Godfrey said it looks like the intersection of Pittsford & East Bacon hasn't been mowed at all yet this year. It's very difficult to see oncoming traffic. The engineer-manager said the mowers are about ready to start the second mowing on the black top roads. One of the mowers has been down for several weeks with a transmission problem and another mower started have transmission issues this week. Unfortunately, all this rain has caused the weeds to just keep on growing!

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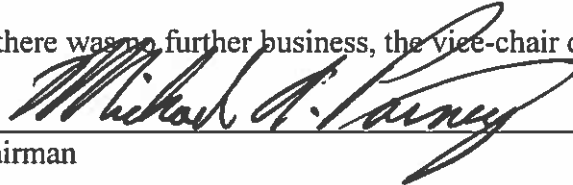
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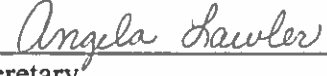
**Miscellaneous**

Bill Watkins updated the board and engineer-manager on the Frugal Five meeting he attended on 7/07/15 at St. Joseph County Road Commission.

**Meeting Adjourned – 11:05 a.m.**

As there was no further business, the vice-chair declared the meeting adjourned at 11:05 a.m.

  
Chairman

  
Secretary

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