

Village of Pinckney
IT Committee
Minutes
Monday, February 11, 2019

Call to Order: NA

Present:

Ted Kinczkowski
Rebecca Foster
Brian Matson
Linda Lavey

Agenda:

1. Review current policies relating to IT & village social media accounts
2. Offer revisions & additions to current policies

Minutes:

- First official meeting of the IT committee began at 6pm
- ITC's (Information Technology Coordinator) main point of contact was identified as the clerk
- Strike paragraph 6 on page 51 of the policy manual
- On page 52, replace "Employees may not store personal information in the village computing system" and replace it with "Any personal data on village device is subject to FOIA and is the property of the village."
- Discussed communicating with IT department to identify which licenses the village owns for Office software---next meeting will likely include member from IT department or contractor---no date set
- Discussed allowing users to reset passwords without reaching out to IT
- Discussed setting all devices to automatically log out of sessions to enhance security upon idle time
- Discussed adding the "notice of confidentiality" to all signatures or sent emails from the village email system----this could be automated
- Discussed activating (if available under current license) the "litigation hold" option on all village email accounts
- Discussed possibility of creating a social media content plan for the village Facebook page
- Discussed differences of Facebook Pages and Groups and how those should be moderated
- Brian will look for a sample social media policy for cities managing pages
- Meeting concluded at 7pm

Staff Meeting
Wednesday, February 20, 2019
Minutes

Present: Kimberly Bilko (Accountant), M. Brunner (Zoning/Treasurer), Linda Lavey (President), Heather Menosky (Secretary), Jeffrey Newton (Police), Amy Salowitz (Clerk) via phone

Accountant

- Budget Sheets have distributed and dates are finally confirmed.
- Huntington will be in for scanner training from 1:30-3pm on February 27th.
- Questioning why Staples would no longer be utilizing our credit line. She will look into it more.

Clerk

- Excited that there is going to be a new Clerk. It is anticipated that she will be sworn in on March 11th. Salowitz will be in town for that meeting and to do some on-site training with the new hire.
- Newton had previously emailed Salowitz about the idea of seeking a new IT Service provider. Salowitz agreed that service has taken a hit in the last year or so as the company has grown. She suggests that this go to the IT Committee and that they prepare an RFP. The Clerk can distribute once it is done. For budgeting purposes, we may need to utilize the costs we are currently paying and know that there may be a change necessary if the provider changes.
- Salowitz requested some clarification on the last Council meeting so she could gather the right documents for this packet.

DPW

- Not present

Police

- Newton was at a Chief's meeting earlier in the day and they indicated that the state is aggressively pursuing two different laws to ban vaping. Currently, Fowlerville and Howell are the only jurisdictions in the county that have ordinances. All others are waiting to see where the state goes with it. It was also made clear to Newton that there is no currently available education option. If the village wants to go that route it needs to be created, perhaps along with Fowlerville. His recommendation is to either wait on the state or eliminate the education option perhaps changing it to a community service requirement.
- The 2019 Charger is at Cruisers getting its build out and could be available as early as next week.

- The work on the Ford is almost complete and it is hopeful that it will be back in-service next week.
- Newton is meeting with a candidate for the open Citizen seat on the Police committee. The volunteer position was not posted but the candidate was referred to the Chief by Don Jesse, a long time Reserve Officer.

President

- Lavey forwarded some training to the DPW on P-Fas and Marihuana distributors. She is not sure if everyone gets those emails. She will talk to Mills.
- Received an invitation for a meet and greet with Elissa Slotkin. She will share with Council.

Secretary

- Gathering content for newsletter to be mailed in late March/early April.

Treasurer/Zoning

- Successfully collecting delinquent personal property tax
- Crazy Kookie Mama is opening a store front on Main Street to sell cookies and have a location for her classes.
- Engineers and DPW reviewing the waiver request from Mr. Krill. We should have all materials needed to address this at Monday's Council meeting.
- IHA stormwater easement is being pursued.
- Version #2 of Capital Improvement Plan submitted to Clerk. Salowitz requested a couple of minor changes including changing out the totaled police vehicle for the 2019 Charger. Brunner is on it!
- Brunner has spoken with Don Tottingham about the open seat on Planning Commission. Don has previously applied for seats on Planning and Village Council. He is a great candidate for the seat and very excited for the opportunity. Appointment request will go to Council on Monday.
- Brunner indicated that she needed to reach out to realtors, developers, etc. to lock in attendance for the Redevelopment Ready visit on March 6th.

TENTATIVE DATE NEXT MEETING: TBD

Clerk Village of Pinckney

From: Michigan Municipal League <kwozniak@mml.org>
Sent: Wednesday, February 13, 2019 10:02 AM
To: Clerk Village of Pinckney
Subject: General Law Village Workshop Goes In-Depth



General Law Village Workshop

March 19
Lansing Center, Lansing
[Get the details](#) and [register now!](#)



We're offering a great workshop for officials in general law villages - ***Understanding the General Law Village Act***. This workshop will provide an in-depth understanding of:

- Specific sections of the General Law Village Act
- Duties of officers
- Council
- Filling vacancies
- Ordinance publication/synopsis
- Allowable millages
- And much more!

This workshop will take place at the beginning of CapCon2019, so it is available in two ways:

- As part of your CapCon2019 registration,
- As a standalone workshop for a fee of \$95

We hope you'll join us for the General Law Village Workshop. Space is limited, so sign up early!

[Click here for details & to register!](#)

Michigan Municipal League | 1675 Green Road, Ann Arbor, MI 48105

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Sent by kwozniak@mml.org in collaboration with



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Friends of the LakeLands Trail Minutes for November 13th, 2018
7:00 pm. Putnam Township Hall

1) Call to Order (Jim Fackert). Board members present Claudia Davidson, Pat Hohl, Molly Howlett, Ralph Neri and Dennis Brennan. Quorum present. Absent, Pat Carney. Other Attendees: John Calvert and Simon Ren

2) Approve agenda and previous meeting minutes, August 14th.

Minutes approved

3) Chairman's report (Jim Fackert)

See regional report for Green Oak

4) Old Business

Hamburg Huron River Bridge naming. Pat Hohl suggests Howard Dillman bridge. Discussion about how instrumental Howard was to building the first leg of the Lakelands Trail through Hamburg, spearheading the expansion in Livingston and Ingham counties and eventually across the state. Discussion about naming either the eastern Hamburg Trailhead or the bridge over the Huron River in his honor. Ralph Neri suggests the Huron River bridge as a contemplative spot that many people stop at and suggests it be named the Howard Dillman Memorial Bridge. Motion by Pat Hohl to name the Huron River bridge crossing the Howard Dillman Memorial Bridge, seconded by Ralph Neri. Further motion that a plaque be placed and the cost split between the Friends Group and Hamburg Township. Motion unanimously carried. To be forwarded to DNR and Hamburg Township Board by Pat Hohl, for approval.

5) New Business

a) Treasurer's Report (Simon Ren) – \$8000 in the bank. Did take in \$30,000, gifted by Mike Levine and sent it to the DNR for trail improvements around Jackson Prison. Also \$50.00 for Post Office box and \$800 for Michigan Trails and Greenways Alliance Annual Meeting hosting. Tax returns were completed by Simon. Pdf emailed by Simon, to be reviewed by board for approval.

b) Progress on Bridges and westward expansion of trail. (John Calvert) – Stockbridge to Jackson trail will be completed first then the bridges. Funding is there but bridges won't be done for September 2019 dedication. Will take another year (2020) to complete. Route into Jackson from the west – Falling Waters Trail to Martin Luther King Memorial Trail then side roads to NE of prison, then pick up Mike Levine Lakelands Trail. Fieldcrest to Green Oak Township Hall to mall to Island Lake to Huron Valley Trail, with short on road connections, connecting to trails until off road developments are made. See map that John forwarded. John is working on SAG stops and hotel connections.

6.) Jurisdictional Reports

a) Henrietta Township.

b) Unadilla Township (see Stockbridge) Will be completed by June. Paved section through Gregory will happen with private money.

c) Putnam Township (John Calvert) - meeting with coalition about paving through rest of township (west). Lou Kidder having Stantec looking at a side by side trail for bikes and horses. Looking to create a loop for Dexter to Chelsea and Stockbridge and

have the loop entirely paved. Huron Waterloo Pathways Commission. Molly Howlett – Pathways Commission is well funded.

d) Hamburg Township

e) Green Oak Township (Jim Fackert) ready to go from Hamburg to US23 and to 8 Mile except MDOT is still nervous about future liability with the Gomez easement. Green Oak is waiting for the state to release funds because township doesn't have money for clearing. Maxey easement is back on again. Underpass egress at M-36 has been changed to the north side. Still a major concern with the northbound on ramp. Mall connection - Mike has agreed to fund aggregate paving into the park. John – Mike contacted 2 contractors – Dirt Works wants to get the project staked and bid on it. Dirt Works will charge for the staking. Fonsa – don't need to stake. Mike Levine will fund half and DNR will fund the other and use MDOT contractors. Nikki Bloem to let us know which part of the trail is a go for private contractor and which for the state. 9/10 of a mile connector. Also takes path of a legal crossing. Mike Levine considers this connector a significant event, as it will prove that private management of the project will save significant money and can be used as a model throughout the trail system. Trees need to be cut down by 3/31.

f) Stockbridge and Ingham County (John Calvert) - Everything in place with Stockbridge Washtenaw border to border group and DNR want to make sure that equestrian groups are okay with it, however. Equestrians don't like paving in Stockbridge. They want a separate trail through the village. Village is considering just one unpaved trail as an alternative. Already 5 Healthy Towns, Mike Levine and Ingham County are on board for funding. Unadilla calls for all aggregate so perhaps Stockbridge should be aggregate too? Stockbridge to Jackson is aggregate. Claudia Davidson – “as a horse person, I know that 5 feet of trail is wide enough for horses”.

g) Jackson County see Johns report in (f)

h) Additional comment by John Calvert – Airline Trail needs an FHYC federal permit in at least one location (Commerce Township)

7.) Next meeting? February 12th. 7:00 pm Putnam Township Hall