

BOARD MEMBERS PRESENT:

Gary Wall, Supervisor
Sue Camilleri, Clerk
Margaret Birch, Treasurer
Anthony Bartolotta, Trustee
Julie Brown, Trustee
Karen Joliat, Trustee
Donna Kelley, Trustee

OTHERS PRESENT:

Vaughn Wagner	Linda L. Bellehumeur	Donna Wall
Ruth Wagner	John Lyman	Bill Fritz
Louis W. Feurino	Matt Covey	Tony Corbet
Crystal McCready	Isaac Nott	Joni Pelland
Steve McCready	Alicia Nott	Tony Saab
Margaret Scott	Jacob Nott	Jim Zampol
Derek Diederich	Shelly Robinson	
Jimmy Nott	Barb Miller	

Supervisor Gary Wall called the meeting to order at 6:01 p.m., asked for a moment of silence for the brave men and women who have served our Country and then led the Pledge of Allegiance.

Roll call was taken and all Board Members were present.

Moved by Birch;
Seconded by Bartolotta; RESOLVED, to approve the agenda for the May 9 2016, meeting, as presented.

Motion carried unanimously.

Moved by Brown;
Seconded by Joliat, RESOLVED, to approve the April 24, 2016, Township Board Meeting minutes, as presented.

Motion carried unanimously.

Moved by Bartolotta;
Seconded by Brown; RESOLVED, to approve the payment of the bills for May 9, 2016, as presented. A list of the bills is attached to these minutes. A roll call vote was taken.

Ayes: Wall, Camilleri, Birch, Bartolotta, Brown, Joliat and Kelley
Nays: None
Absent: None

Motion carried unanimously.

ANNOUNCEMENTS

1. Document shredding will be provided for Waterford Township Residents on Wednesday, May 11, 2016, from 10:00 a.m. to 12:00 p.m. This is a service provided by Treasurer Birch. Please note this is a date change from the original announcement.
2. The Heart of the Lakes, VFW Post 1008, is again hosting the Annual Memorial Day Parade on Monday, May 30, 2016. If you are interested in participating please contact the Post to register at 248-674-2826. The deadline to register is May 14, 2016.
3. Election Inspectors are needed for the August 2, 2016, State Primary Election. Computer experience is helpful but not required. Please visit the Clerk's webpage for more information or call 248-674-6266.
4. Summer Day Camps, offered by Waterford Parks and Recreation offer fun, exploration and education all summer long. A variety of camps are offered for ages 3-14. Farm Camps, Nature Camps, Sports Camps, Video Camps, and much more! For more information contact Parks and Recreation at 248-674-5441 or visit waterfordmi.gov/parks.

REPORTS**1. Assessor's Office – May 2016**

Moved by Birch;

Seconded by Joliat; RESOLVED, to receive the May 2016 Assessor's Office report.

Motion carried unanimously.

2. Clerk's Office – 1st Quarter Licensing Report 2016

Moved by Joliat;

Seconded by Kelley; RESOLVED, to receive the Clerk's Office 2016 1st Quarter Licensing Report.

Motion carried unanimously.

3. Department of Public Works – March 2016

Moved by Bartolotta;

Seconded by Camilleri; RESOLVED, to receive the March 2016 Department of Public Works report.

Motion carried unanimously.

4. 51st District Court – April 2016

Moved by Camilleri;

Seconded by Birch; RESOLVED, to receive the March 2016 51st District Court Report.

Motion carried unanimously.

OLD BUSINESS**1. Approval of Voicemail System Purchase**

Clerk Camilleri advised that Jared Black, IS Director, was unable to attend due to a personal matter and that after speaking with other Board members that he would be going for a request for proposal for a full phone system.

Moved by Camilleri;

Seconded by Kelley; RESOLVED, to postpone the approval of the Voicemail System Purchase to an undetermined date. In addition Jared Black, IS Director, will prepare a Request for Proposal with the scope of work to include a new phone system.

Motion carried unanimously.

NEW BUSINESS**1. Accounting Department Staffing**

The following memo was received from Barbara Miller, Accounting Manager/Assistant Budget Director.

The Township's Accounting Department has responsibilities that cover a broad range of duties which include accounts payable, purchasing, grants, assisting with budget, general ledger accounting and the annual audit. Accounting personnel also lend a hand during Elections. As with most departments in the Township, the Accounting area is thinly staffed in relationship to its work load. Recently, the Accounting Coordinator/Purchasing Agent for the Township became ill and will be on medical leave for an undetermined amount of time. In light of these combined situations, I am requesting that the department's part time Staff Accountant be moved to a full time status on a permanent basis. Moving this position from part time to full time would have an annual impact of \$22,890 for wages and have an estimated impact of \$9,795 for FICA and benefits. For 2016 the difference will be approximately \$27,685 (wages & benefits) depending on the start date of the change. I am requesting a budget amendment to the General Fund-Clerk's Department to implement this solution.

Our Staff Accountant is Julie Wallis. She has been with the Township in a part time capacity for over two years. When she started with the Township she already had a solid base of knowledge and experience. She is a skilled professional and is now a valuable part of the Accounting team. She is familiar with our systems and procedures. To keep the financial systems moving for all Township Departments this seems to be the most viable and reasonable option.

Attached is the job description for the Staff Accountant. As a full time position this will be in the M&A group as Grade 2. There is a minimal adjustment to place the position at this Grade. Julie would be placed at Step 5 since she has been part time in position for over two years.

Also attached is the Accounting Coordinator/Purchasing Agent position. The Job Description has been revised to minimize the Election Precinct Coordinator duties. I am also incorporating this change because the Accounting Department is covering too broad of a range of duties for its staffing level.

Thank you for your consideration concerning this budget request and these position adjustments.

Accounting Department Staffing Continued.**Charter Township of Waterford
Job Description
Staff Accountant**

Department: Clerk's Office
Supervised By: Accounting Manager
Supervises: No Supervisory Responsibility
FLSA: Exempt
Status: Full Time
Grade: 2 (M&A)

General Summary

Under the direction of the Accounting Manager, or designee, performs routine day to day accounting along with month-end and year-end accounting and closing activities; provides support for the annual audit, grants and other special projects; other duties as assigned.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Maintains accounting records following generally accepted accounting principles and implements the pronouncements of the Governmental Accounting Standards Board (GASB) and the Michigan Municipal Budgeting Act as they relate to the management and recording of municipal accounts.
2. Prepares and inputs monthly and quarterly journal entries to the municipal accounting system (MUNIS). Balances and journalizes month-end, cash receipts and cash adjustments.
3. Reconciles general ledger activity to bank statements/bank recs. Able to handle activity involving multiple funds and multiple accounts.
4. Accounting through trial balance. Performs accounting functions, in a computerized environment, including reconciliation of general ledger, month-end verification and close.
5. Review of Accounts Payable check runs and preparation of related Warrant Transfers. Provides back up for Accounts Payable including invoice input and check generation, with the review process being performed by a second individual.
6. Able to develop and maintain spreadsheets, graphs and charts in support of general journal entries, financial analysis, trend analysis, and various forms of reporting.
7. Performs report preparation functions, including various interim and annual financial reports.
8. Assists with the Township's annual audit. Works with debt schedules and accruals. Maintains and retrieves needed records, schedules and reports.
9. Coordinates Grant accounting records. In conjunction with staff from other departments, assures that grants records are properly reflected in the accounting system. Prepares schedules that reflect annual grant activity.
10. Coordinates Fixed Asset accounting records. In conjunction with the Purchasing Agent, and staff in township departments, assures that all fixed assets are properly accounted for and maintained in the inventory listing.
11. May assist in back-up capacity for routine and special activities of the Clerk and Accounting departments, including but not limited to accounts payable and purchasing.
12. Maintains confidentiality given access to sensitive or confidential information.
13. Other duties as assigned, performs related work as required

Accounting Department Staffing Continued.**Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Associates degree (Bachelor's preferred) in accounting or related field.
2. Minimum of three years experience in accounting; municipal accounting a plus.
3. Intermediate level of spreadsheet skills; ability to independently create, update and maintain spreadsheets, graph presentations, and charts. Skill test required.
4. Must possess basic word processing skills necessary to prepare documents and reports.
5. Ability to learn and master MUNIS financial management software.
6. Possess excellent mathematical, written and verbal communication skills, office organization skills, electronic information processes, data entry and 10 key data entry.
7. Ability to learn applicable regulations, policies and procedures.
8. Ability to establish and maintain effective relationships with those contacted in the course of work, including Township citizens, departments and vendors.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an environmentally controlled office setting.

This is a low physically demanding position, requiring limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arm's reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physically impairments can be accommodated to perform most essential task of these positions. The use of mobility assistance devices such as wheelchairs, walkers etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of \pm 1 pounds and occasionally lifts of 10 pounds may be required. No overhead reaching is required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

Feurino memo.

In response to the memorandum of Assistant Budget Director Barbara Miller, expressing her desire to promote Ms. Wallis into the position of Full Time Staff Accountant, I request that you approve the promotion.

Under the M&A agreement, as described in the memorandum of Ms. Miller, the promotion would be a Grad 2 and start at a Step 5 level.

Accounting Department Staffing Continued.**Charter Township of Waterford
Job Description
Purchasing & Accounting Coordinator**

Department: Clerk's Office
Supervised By: Accounting Manager
Supervises: Department Accounting Staff
FLSA: Exempt
Status: Full Time
Grade: 3 (M&A)

General Summary

Under the general supervision of the Accounting Manager oversees and manages the central purchasing function of the Township, its policies and procedures. This position will also perform routine and intermediate level accounting functions that will support monthly and annual accounting processes, reporting and financial statements.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Purchasing:

1. Maintains the purchasing system and procedures for the acquisition of services, supplies, equipment, vehicles, and materials. Ensures proper adherence to policies and procedures by departments. Develops and recommends purchasing policies, procedures and systems.
2. Approves requisitions and issues purchase orders within established guidelines. Works with a computerized purchasing system. Maintains necessary records and files.
3. Reviews current purchasing agreements for recommendation of renewal or alteration. Researches sources and vendors, price considerations, and service delivery in order to make recommendations relating to the purchase or lease of items or services by Township departments.
4. Provides assistance to departments with the preparation of specifications and proposals for services.
5. Oversees the disbursement of common office supplies from a central storage room and ensures that established policies are followed.
6. Oversees the disposal of surplus or scrap materials. Coordinates the Township auction of unwanted or excess equipment, materials, or supplies. Coordinates the Fixed Asset accounting records and files.

Accounting:

14. Maintains accounting records following Generally Accepted Accounting Principles (GAAP), the pronouncements of the Governmental Accounting Standards Board (GASB) and the Michigan Municipal Budgeting Act, as they relate to the management and recording of municipal accounts.
15. Prepares and inputs monthly and quarterly journal entries. Develops and maintain spreadsheets, in support of these entries. Balances and journalizes month-end cash receipts and cash adjustments to the municipal (Munis) accounting system.
16. Review of Accounts Payable check runs and preparation of related Warrant Transfers. Provides back up for Accounts Payable including invoice input and check generation with the review process being performed by a second individual.

Accounting Department Staffing Continued.

17. General bookkeeping through trial balance. Reconciles G/L with bank activity involving multiple funds and multiple accounts. Performs accounting functions, in a computerized environment, including reconciliation of general ledger, month-end verification and close.
18. Performs report preparation functions, including the Clerks Financial Reports and other interim Township reports (YA, LIB reports, etc.) Works with documents, spreadsheets, graphs and charts in support of these various forms of reporting.
19. Assists with the Township's annual audit, financial statements and SEFA (grant related) reports. Maintains and retrieves records, schedules and reports, as required.

Other:

1. Assists with special projects and other duties, as assigned.
2. Maintains confidentiality given access to sensitive or confidential information.
3. Keeps abreast of purchasing and accounting procedures, techniques and standards through continued education. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements: Associate's Degree with an emphasis in business, accounting, or related field; Bachelors Degree preferred.
- Experience requirements: Two to three years of purchasing, accounting and/or business related duties.
- Knowledge of purchasing and service acquisition principles and practices.
- Skill in negotiating with suppliers and vendors. Ability to manage the purchasing function and utilize source information to formulate policy and service recommendations.
- Knowledge of all accounting and financial concepts.
- Knowledge of computerized financial management software; MUNIS preferred.
- Ability to effectively communicate and present ideas and concepts orally and in writing. Word processing and data entry skills required.
- Intermediate level of spreadsheet (Excel) skills. Ten key data entry skills.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with vendors, suppliers, salespeople, elected officials, Township staff, and professional contacts.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to 70 lbs. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Accounting Department Staffing Continued.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

Moved by Camilleri;

Seconded by Joliat; RESOLVED, to approve the Staffing Position Revisions and to appoint Julie Wallis to the full-time position of Staff Accountant, Management Grade 2, Step 5. In addition approving the budget amendment to the General Fund-Clerk’s Department incorporating wages and benefits; a roll call vote was taken.

Ayes: Wall, Camilleri, Birch, Bartolotta, Brown, Joliat and Kelley

Nays: None

Absent: None

Motion carried unanimously.

2. Request Approval of Clerical Position – Executive Assistant to the Chief of Police

The following memo was received from Police Chief Scott Underwood.

The police department is seeking your approval to create and fill the position of Executive Assistant to the Chief of Police. The duties and responsibilities of the position are outlined in the attached job description.

Generally, this person will provide administrative and clerical assistance not only to the office of the Chief of Police, but also to the Deputy Chief and all bureaus. This will include Administrative Services, Investigative Services, and Patrol Services.

There is currently no administrative and clerical help to assist with the business operations of the police department. Our goal here is to evaluate and reorganize the entire department so we can become more efficient and effective in delivering services to the citizens of Waterford as well as create an efficient and effective work environment for our employees.

The requested position would be classified as follows:

Title: Executive Assistant to the Chief of Police

Grade: 1

Step: 2

Starting Salary: 38,657 – one step increase every six months until Grade 1, Step 5, with evaluation and recommendation of the Chief of Police

The cost to fund this position for the remainder of the 2016 budget year is 46,000, as estimated by the payroll and benefits manager. The funding for this position is available in the “salaries” line item of the 2016 police budget, as adopted.

Thank you in advance for your consideration in this matter. If you have any questions please don’t hesitate to contact me at 248-618-7530.

Feurino Memo

In response to the memorandum of Police Chief Underwood expressing his desire to hire a person into an M&A position, I request that you approve the hiring.

Request Approval of Clerical Position – Executive Assistant to the Chief of Police Continued.

I believe that the Police Department has the financial resources, which is explained in Chief Underwood’s memorandum.

Under the M&A agreement, the person would be hired as a defined contribution employee at the Grade 1, Step 2 level. The person would receive a Step increase every six months until Grade 1, Step 5 was achieved.

Grade 1	Step 2	\$38,657
Grade 1	Step 3	\$40,053
Grade 1	Step 4	\$41,451
Grade 1	Step 5	\$42,848

Moved by Camilleri;

Seconded by Kelley; RESOLVED, to approve the position of Executive Assistant to the Chief of Police, Management Grade 1, Step 2 and increase at six month intervals to Grade 1, Step 5; a roll call vote was taken.

Ayes: Wall, Camilleri, Birch, Bartolotta, Brown, Joliat and Kelley

Nays: None

Absent: None

Motion carried unanimously.

3. Appointment of Tony Saab to DPW Information Systems Administrator

The following memo was received from William Fritz, DPW Director.

Due to the departure of Chris Donais, we are in need of a DPW Information Systems Administrator. Fortunately we currently have someone with the knowledge and skills necessary to perform this function.

Mr. Tony Saab began his employment with DPW in February of 2014. Mr. Saab was brought on-staff as GIS Technician and has for the past two years increased his knowledge and skills set. Under the tutelage of the GIS Manager, Engineering Superintendent and the Civil Engineering Technician, Mr. Saab has become proficient in many of the varied technical platforms utilized at the DPW.

Mr. Saab’s salary is currently \$49,516 (Grade 3, Step 5 of the M&A Salary Chart). I recommend his salary be initially set at Grade 5, Step 3 (\$53,463) and increased at six month intervals to Grade 5, Step 5 (\$57,192).

Feurino Memo.

In response to the memorandum of DPW Director Bill Fritz expressing his desire to promote a person into the position of DPW Information Systems Administrator, I request that you approve the promotion.

I believe that the DPW has the financial resources and the need to keep a person in this position, which is explained in the memorandum of Mr. Fritz.

Appointment of Tony Saab to DPW Information Systems Administrator Continued.

Under the M&A agreement, as described in the memorandum of Mr. Fritz, the promotion would be from a Grade 3 Level to that of a Grade 5. There would be Step increases over the next six months until a Grade 5, Step 5 level was achieved.

Moved by Joliat;

Seconded by Birch; Resolved, to appoint Tony Saab to the position of DPW Information Systems Administrator; Grade 5, Step 3 and increase at six month intervals to Grade 5, Step 5; a roll call vote was taken.

Ayes: Wall, Camilleri, Birch, Bartolotta, Brown, Joliat and Kelley

Nays: None

Absent: None

Motion carried unanimously.

4. Resolution Adopting Amended Fire Department Cost Recovery Schedule for Emergency Response Charges

The following resolution was received from Township Attorney Gary Dovre.

**CHARTER TOWNSHIP OF WATERFORD
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION ADOPTING AMENDED FIRE DEPARTMENT COST RECOVERY SCHEDULE
FOR EMERGENCY RESPONSE CHARGES**

RECITALS:

A. In its April 25, 2016, Resolution Adopting Emergency Response Charges, the Township Board adopted a Waterford Regional Fire Department Cost Recovery Schedule that included minimum charges for Basic and Advance Life Support Services.

B. The Fire Chief has brought to the attention of the Township Board that the minimum Advance Life Support and mileage charges in the adopted Fire Department Schedule were lower than the charges that he intended to recommend.

IT IS THEREFORE RESOLVED, that the Waterford Regional Fire Department Cost Recovery Schedule adopted April 25, 2016, is replaced by the Waterford Regional Fire Department Schedule Amended Cost Recovery Schedule attached to this Resolution that is hereby adopted, retroactive to April 25, 2016.

CERTIFICATION

I hereby certify that this Resolution was adopted by the Charter Township of Waterford Board of Trustees at a regular meeting on May 9, 2016.

Charter Township of Waterford

Date

Sue Camilleri, Township Clerk

Resolution Adopting Amended Fire Department Cost Recovery Schedule for Emergency Response Charges Continued.

WATERFORD REGIONAL FIRE DEPARTMENT
AMENDED COST RECOVERY SCHEDULE

HOURLY VEHICLE AND EQUIPMENT USE CHARGES

Type of Equipment	Hourly Rate*
Aerial Truck	\$500.00
Fire Engine	\$325.00
Rescue Truck	\$300.00
Hazmat Truck SRU1	\$300.00
Tech Rescue Truck	\$300.00
Command/Utility Vehicle	\$150.00

*When any of the above equipment is used in an emergency response, a two (2) hour minimum charge shall apply.

MINIMUM BASIC AND ADVANCED LIFE SUPPORT CHARGES

The minimum charges for Basic Life Support (BLS) and Advanced Life Support (ALS) Services, including transportation to a hospital are as follows:

Basic Life Support	\$375.00
Advanced Life Support	\$600.00
Mileage from scene to hospital	\$ 12.75 per mile

Moved by Camilleri;

Seconded by Birch; RESOLVED, to approve the Resolution Adopting Amended Fire Department Cost Recovery Schedule for Emergency Response Charges; a roll call vote was taken.

Ayes: Wall, Camilleri, Birch, Bartolotta, Brown, Joliat and Kelley

Nays: None

Absent: None

Motion carried unanimously.

5. 2016 Park Alcohol Sales License Agreement

Clerk Camilleri presented the following Park Alcohol Sales License Agreement.

PARK ALCOHOL SALES LICENSE AGREEMENT

This License Agreement ("License"), made and entered into on the date it has been fully signed, is between the Charter Township of Waterford ("Township"), whose address is 5200 Civic Center Drive, Waterford, MI 48329, and the Waterford Area Chamber of Commerce ("Licensee"), whose address is 2309 Airport Road, Waterford, MI 48327, for the use by Licensee of the portion of the Township's Hess-Hathaway Park with an address of 825 S. Williams Lake Road, Waterford, MI 48327, as shown on the attached plan and referred to as the "Premises".

RECITALS:

A. Licensee requested Township Board approval to allow use of the Premises for the sale, service and consumption of alcohol at the Concert-in-the-Park scheduled to be held on June 23, 2016 and June 30, 2016 (the "Events"):

B. Section 12-002 of the Township Code of Ordinances provides an exception from the prohibition on possessing, dispensing and use of alcoholic beverages in Township parks, for specially approved events in conjunction with a service club or other established entity or group that will supervise the possession, dispensing and consumption of alcoholic beverages in compliance with a Michigan Liquor Control Commission ("MLCC") liquor license.

C. On May 9, 2016, the Township Board approved Licensee's request subject to this License being signed and complied with.

IT IS THEREFORE AGREED AS FOLLOWS:

1. Grant of License. For and in consideration of the benefits to the Township of the Events, the Township grants permission by this revocable license for Licensee to use the Premises for alcohol sales, service and consumption at the Events, subject to and in accordance with all of the terms and conditions of this License.

2. Alcohol Use Location, Costs and Expenses. The licensed use shall be limited to the Premises, with Licensee solely responsible for all costs and expenses incurred in the licensed use and in complying with terms and conditions of this License.

3. Use of Premises. The use rights granted in this License are subject to the Township's rights to protect the public health, safety and welfare, and may be suspended or terminated at any time by the Township Parks Superintendent, Police Department, or Fire Department for those purposes, or if the use is creating a nuisance or threatening condition. Licensee assumes all risk of damages from any such suspension or termination and waives and releases the Township from any claims for such damages.

4. Maintenance. Licensee agrees to use and maintain the Premises in a clean, safe and good condition and as required by the Township Parks Superintendent, Police Department, or Fire Department, and to promptly clean up and restore the Premises to the pre-Event conditions after the Events.

5. MLCC License. Licensee's rights to use the Premises for alcohol sales at the Events are conditioned on Licensee obtaining and providing a copy of the required MLCC license and all related MLCC documents to the Township Park Director no later than the day before the Event. The sale of alcohol by Licensee at the Premises shall be in strict compliance with the required MLCC license, with a violation of any condition or requirement of the MLCC license being grounds for the immediate revocation of this License by the Township Park Superintendent or

2016 Park Alcohol Sales License Agreement Continued.

Police Department. Licensee shall provide copies of the MLLC license, bond and other documents related to such alcohol sales to the Township Parks Superintendent.

6. Indemnification. Licensee shall defend, pay on behalf of, indemnify, and hold harmless the Township, its elected and appointed officials, employees, volunteers, and other persons working on behalf of the Township, from and against any and all claims, demands, suits, or loss, including all costs and attorneys fees connected therewith, and from any and all damages which may be asserted, claimed, or recovered for personal injury, including bodily injury or death and/or property damage, including loss of use thereof, arising out of or in any way connected or associated with this License and the use of the Premises for the Events. The Township shall provide notice to Licensee within a reasonable time of the receipt of any claim arising under this License.

7. Insurance. Licensee shall secure and maintain general liability and liquor liability insurance for the Premises in the minimum amount of \$1,000,000.00, and naming the Township and its officials and employees as an additional insured and certificate holder on those policies with proof of such insurance being provided to the Township prior to the Events.

CHARTER TOWNSHIP OF WATERFORD

Date

Gary Wall, Supervisor

Date

Sue Camilleri, Clerk

WATERFORD AREA CHAMBER OF COMMERCE

Date

Marie E. Hauswirth, Executive Director

Moved by Brown;
Seconded by Kelley; RESOLVED, to approve the 2016 Park Alcohol Sales License Agreement as presented; a roll call vote was taken.

Ayes: Wall, Camilleri, Birch, Bartolotta, Brown, Joliat and Kelley
Nays: None
Absent: None

Motion carried unanimously.

6. Fireworks Display Permit – Elizabeth Lake

Clerk Camilleri presented a Fireworks Display permit application for Elizabeth Lake. All requirements have been met.

Moved by Birch;

Seconded by Joliat; RESOLVED, to approve the Fireworks Display permit for Elizabeth for Friday, July 8, 2016 with a rain date of July 15, 2016.

Motion carried unanimously.

7. Fireworks Display Permit – Lotus Lake

Clerk Camilleri presented a Fireworks Display permit application for Lotus Lake. All requirements have been met.

Moved by Birch;

Seconded by Bartolotta; RESOLVED, to approve the Fireworks Display permit for Elizabeth for Saturday, July 2, 2016, with a rain date of July 16, 2016.

Motion carried unanimously.

8. Fireworks Display Permit – Williams Lake

Clerk Camilleri presented a Fireworks Display permit application for Williams Lake. All requirements have been met.

Moved by Brown;

Seconded by Camilleri; RESOLVED, to approve the Fireworks Display permit for Williams Lake for Saturday, July 16, 2016, with a rain date of July 17, 2016.

Motion carried unanimously.

9. Banner Permit – Waterford Parks and Recreation/Chamber of Commerce

Clerk Camilleri presented a Banner Permit Application for Waterford Parks and Recreation and the Waterford Area Chamber of Commerce. Clerk Camilleri to confirm with Waterford Parks and Recreation which dates the banners are to hang to meet the three (3) week limit.

Moved by Brown;

Seconded by Bartolotta; RESOVLED, to approve the banner permit for the Waterford Parks and Recreation promoting Concerts in the Park, banners to hang June 1, 2016 to June 22, 2016; further to direct the Clerk to apply for the required permits from the Road Commission of Oakland County and the Michigan Department of Transportation.

Motion carried unanimously.

10. Public Comments

Upon opening the floor for any additional comments, the following public comments were heard.

- ❖ Supervisor Wall read the following memo from Waterford Business Owner, Bob Redner, Motor City Steel LLC.

I would like to compliment you and your staff at Waterford Township on the help and encouragement I am getting on a building project at 3565 Elizabeth Lake Road. This is a building I purchased a year ago to move a business to Waterford. Motor City Steel is a classic car restoration shop. They have been in business for 10 years and outgrew their building in Commerce.

My first contract at Waterford was with Larry Lockwood. Larry seemed to want to do everything he could to help us succeed. He was very helpful in guiding us through the site planning process. We are taking an old, underutilized building and are completely renovating it. The old office section was removed and replaced with a modern office/showroom. We have made the building very energy efficient with new insulation and lighting. Throughout this process everyone in the building department from Brent Gibson on down has been very helpful, always available to answer questions and offer guidance. This is a refreshing change from other building projects I have done in surrounding communities.

With these kind of people running Waterford, I see a positive future for the township.

- ❖ Supervisor Wall announced that the Earth Day totals were in and the Township collected 38 cu. Yard and the Waterford School district collected 9 cu. Yd. of waste. He indicated that they will move the 2017 Earth Day Clean Up to a Saturday to try and recruit more volunteers. Finally, he thanked his Executive Assistant, Shelly Robinson, for the work and preparation ensuring a successful Earth Day.
- ❖ Supervisor Wall mentioned the Oakland Press published a photo of Officer Matthew Reed taking the time to help a family of ducks cross Andersonville Road near Dixie Highway on Monday, May 2nd.
- ❖ Clerk Camilleri announced the Post Impressions Street Art Exhibition will be held on Saturday, September 10, 2016 at 10:00 a.m. Everyone is welcome to participate by submitting an application by Friday, July 1, 2016 along with the post fee. Applications are available in the Clerk's Office, Township Hall, 5200 Civic Center Drive, Waterford, Michigan 48329.
- ❖ Donna Wall announced that on Saturday, May 14, 2016, the National Association of Letter Carriers Food Drive will be holding their annual food drive. Residents may place non-perishable food well before your letter carrier's normal pick-up time.

ADJOURNMENT

Moved by Camilleri;
Seconded by Joliat; RESOLVED, to adjourn the meeting at 6:35 p.m.

Motion carried unanimously.

Sue Camilleri, Clerk

Gary Wall, Supervisor

FOR CASH ACCOUNT: 70000 01000

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
265642	05/09/2016	PRINTED	011015 TRACTION	2,636.44			
265643	05/09/2016	PRINTED	011021 ADI	198.99			
265644	05/09/2016	PRINTED	011730 ARROW PRINTING	1,682.06			
265645	05/09/2016	PRINTED	013537 SCHMIDT, ISGRIGG, ANDERSON	1,674.80			
265646	05/09/2016	PRINTED	013666 APOLLO FIRE APPARATUS	475.40			
265647	05/09/2016	PRINTED	013685 APPLIED IMAGING	648.18			
265648	05/09/2016	PRINTED	013764 SANDRA ASPINALL	100.00			
265649	05/09/2016	PRINTED	014474 ALCOHOL DRUG ADMINISTRATI	420.00			
265650	05/09/2016	PRINTED	021079 BAKER & TAYLOR BOOKS	1,133.47			
265651	05/09/2016	PRINTED	023016 BATTERIES PLUS	139.65			
265652	05/09/2016	PRINTED	023031 JOSEPH BASTIANELLI	70.00			
265653	05/09/2016	PRINTED	023068 K & Q LAW, PC	60.00			
265654	05/09/2016	PRINTED	023072 JUSTIN BARNETT	1,130.00			
265655	05/09/2016	PRINTED	023073 ANDREA BADALUCCO	350.00			
265656	05/09/2016	PRINTED	023587 HILLARIE F BOETTGER PLLC	300.00			
265657	05/09/2016	PRINTED	023592 BOSTICK TRUCK CENTER LLC	11,000.00			
265658	05/09/2016	PRINTED	023617 WILLIAM E BOLLE	2,100.00			
265659	05/09/2016	PRINTED	023835 BUGS BEE GONE LLC PEST CO	380.00			
265660	05/09/2016	PRINTED	023849 JEFFREY BUEHNER	600.00			
265661	05/09/2016	PRINTED	023872 BUSSARD APPL PARTS INC	24.00			
265662	05/09/2016	PRINTED	032157 DAN WOOD PLUMBING & HEATI	9.60			
265663	05/09/2016	PRINTED	041192 CDW GOVERNMENT INC	1,551.61			
265664	05/09/2016	PRINTED	041460 CLYDES FRAME & WHEEL SERV	2,462.63			
265665	05/09/2016	PRINTED	041840 CUMMINS-ALLISON CORP	44.78			
265666	05/09/2016	PRINTED	041915 CW'S TOWING INC	50.00			
265667	05/09/2016	PRINTED	043381 CITY OF PONTIAC	1,413.87			
265668	05/09/2016	PRINTED	043388 CITY OF NOVI	300.00			
265669	05/09/2016	PRINTED	043498 CLARKSTON AUTOBODY II INC	4,000.00			
265670	05/09/2016	PRINTED	043604 CONTRACTORS CONNECTION	1,371.30			
265671	05/09/2016	PRINTED	051216 DETROIT NEWSPAPER PARTNER	854.80			
265672	05/09/2016	PRINTED	051605 DOUGS TREE CARE SERV INC	800.00			
265673	05/09/2016	PRINTED	053230 DEMCO INC	129.15			
265674	05/09/2016	PRINTED	053269 DETROIT WILBERT VAULT COR	580.00			
265675	05/09/2016	PRINTED	053580 DOORS OF PONTIAC	595.00			
265676	05/09/2016	PRINTED	063004 EAGLE GRAPHICS AND DESIGN	150.00			
265677	05/09/2016	PRINTED	063181 MICHAEL J EBERLE	1,017.00			
265678	05/09/2016	PRINTED	074905 ROCHELLE ROBINSON	57.15			
265679	05/09/2016	PRINTED	081015 F&M MECHANICAL SERVICES L	542.00			
265680	05/09/2016	PRINTED	081360 INSTRUMENT & VALVE SERVIC	3,320.79			
265681	05/09/2016	PRINTED	083373 FIRESTONE TIRE & SERV CTR	218.20			
265682	05/09/2016	PRINTED	083407 FIRE SERVICE MANAGEMENT	856.00			
265683	05/09/2016	PRINTED	093026 RICHARD GALAT	600.00			
265684	05/09/2016	PRINTED	093451 GLOBAL OFFICE SOLUTIONS	2,995.38			
265685	05/09/2016	PRINTED	093565 GOODYEAR AUTO SERV CTR	3,397.80			
265686	05/09/2016	PRINTED	093705 GRAINGER	92.91			
265687	05/09/2016	PRINTED	101950 HYDRO CORP	2,947.00			
265688	05/09/2016	PRINTED	103018 DERWOOD HAINES	600.00			
265689	05/09/2016	PRINTED	103031 HALT FIRE INC	434.97			
265690	05/09/2016	PRINTED	103060 HARWOOD TUXEDO & UNIFORMS	855.20			
265691	05/09/2016	PRINTED	103561 RANDY HODGES	150.00			
265692	05/09/2016	PRINTED	103582 HOFFMAN ELECTRIC INC	1,680.00			
265693	05/09/2016	PRINTED	103584 JOHN H HOLMES	1,125.00			

FOR CASH ACCOUNT: 70000 01000

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CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
265694	05/09/2016	PRINTED	103600 RED HOLMAN PONTIAC GMC	124,017.00			
265695	05/09/2016	PRINTED	111023 ICC	710.32			
265696	05/09/2016	PRINTED	113177 IDEAS FOR YOU	189.47			
265697	05/09/2016	PRINTED	113491 IMPRESSIVE PRINTING & PRO	310.04			
265698	05/09/2016	PRINTED	113542 INGRAM LIBRARY SERVICES	264.79			
265699	05/09/2016	PRINTED	113599 INTERNATIONAL SOCIETY OF	125.00			
265700	05/09/2016	PRINTED	121570 JOHNSON & ANDERSON INC	3,066.00			
265701	05/09/2016	PRINTED	123585 CHARESA JOHNSON	300.00			
265702	05/09/2016	PRINTED	143019 MARSHA KOSMATKA	300.00			
265703	05/09/2016	PRINTED	153240 LESLIE TIRE	217.50			
265704	05/09/2016	PRINTED	153367 THE LIBRARY NETWORK	11,659.71			
265705	05/09/2016	PRINTED	153400 LIQUI-FORCE SERVICES INC	30,422.23			
265706	05/09/2016	PRINTED	161014 MI MUNICIPAL RISK MGMNT	16,988.88			
265707	05/09/2016	PRINTED	163088 MASTER RADIATOR SERV INC	125.00			
265708	05/09/2016	PRINTED	163095 MAZZA AUTO PARTS INC	1,030.26			
265709	05/09/2016	PRINTED	163139 DEBORAH H MCKELVY	300.00			
265710	05/09/2016	PRINTED	163231 MEGGITT TRAINING SYSTEMS	2,813.02			
265711	05/09/2016	PRINTED	163371 MICHIGAN COURT SERV INC	134.00			
265712	05/09/2016	PRINTED	163491 MIDWEST GRAPHICS & AWARDS	1,795.00			
265713	05/09/2016	PRINTED	174431 STATE OF MICHIGAN	67.25			
265714	05/09/2016	PRINTED	174431 STATE OF MICHIGAN	67.25			
265715	05/09/2016	PRINTED	174870 STATE OF MICHIGAN	29,299.35			
265716	05/09/2016	PRINTED	183269 SPRINT SOLUTIONS	1,141.00			
265717	05/09/2016	PRINTED	183952 NYE UNIFORM COMPANY	67.50			
265718	05/09/2016	PRINTED	191884 OVERHEAD DOOR WEST COMMER	965.25			
265719	05/09/2016	PRINTED	193007 AUBURN HILLS CAMPUS - OCC	1,330.00			
265720	05/09/2016	PRINTED	193273 OFFICE DEPOT	291.37			
265721	05/09/2016	PRINTED	193456 DOUGLAS K OLIVER	300.00			
265722	05/09/2016	PRINTED	204040 OAKLAND COUNTY	120.00			
265723	05/09/2016	PRINTED	204040 OAKLAND COUNTY	1,518.90			
265724	05/09/2016	PRINTED	204040 OAKLAND COUNTY	23,794.75			
265725	05/09/2016	PRINTED	204740 OAKLAND COUNTY SHERIFFS O	60.00			
265726	05/09/2016	PRINTED	204860 ROAD COMMISSION FOR	79.93			
265727	05/09/2016	PRINTED	211220 MCLAREN OAKLAND	91.00			
265728	05/09/2016	PRINTED	213210 PERFORMANCE LINE TOOL CEN	32.99			
265729	05/09/2016	PRINTED	213454 NANCY PLASTERER	300.00			
265730	05/09/2016	PRINTED	213566 COFFEE BREAK INC	65.75			
265731	05/09/2016	PRINTED	213584 PONTIAC MAILING SERVICE L	350.96			
265732	05/09/2016	PRINTED	213763 PROFESSIONAL INSTANT PRIN	387.00			
265733	05/09/2016	PRINTED	213839 PUBLIC AGENCY TRG COUNCIL	2,399.00			
265734	05/09/2016	PRINTED	233839 QUALITY FIRST AID AND SAF	428.15			
265735	05/09/2016	PRINTED	234472 BLOOM ROOFING SYSTEMS INC	582.50			
265736	05/09/2016	PRINTED	241008 RKA PETROLEUM COMPANIES,	13,089.94			
265737	05/09/2016	PRINTED	243206 RECORDED BOOKS LLC	182.05			
265738	05/09/2016	PRINTED	243228 STELLA REYES	90.00			
265739	05/09/2016	PRINTED	243280 REEVES COMPANY	53.22			
265740	05/09/2016	PRINTED	251026 SLOAN AUTO WASH	40.00			
265741	05/09/2016	PRINTED	251110 S&B PLBG & SEWER SERV INC	13,558.00			
265742	05/09/2016	PRINTED	251232 SEMCOG	8,944.00			
265743	05/09/2016	PRINTED	251238 SERVICE HEATING & PLUMBIN	3,410.77			
265744	05/09/2016	PRINTED	253129 SCHINDLER ELEVATOR CORP	3,118.32			
265745	05/09/2016	PRINTED	253179 SCHULTZ, INC.	336.95			

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CHECK # CHECK DATE TYPE VENDOR NAME UNCLEARED CLEARED BATCH CLEAR DATE

265746	05/09/2016	PRINTED	253359 DIANA SHKRELI	300.00			
265747	05/09/2016	PRINTED	253512 SMART START MICHIGAN	460.00			
265748	05/09/2016	PRINTED	253523 SMART DRAW SOFTWARE, LLC	300.00			
265749	05/09/2016	PRINTED	253601 SOUTHEAST MICHIGAN REGION	5,000.00			
265750	05/09/2016	PRINTED	263006 TASER INTERNATIONAL	1,755.00			
265751	05/09/2016	PRINTED	263602 TONY'S SHOE REPAIR	15.00			
265752	05/09/2016	PRINTED	271536 UPS STORE	231.90			
265753	05/09/2016	PRINTED	273533 UNIFIRST CORP	792.76			
265754	05/09/2016	PRINTED	273572 UNITEX DIRECT, INC	74.99			
265755	05/09/2016	PRINTED	283243 AMERICAN MESSAGING	121.25			
265756	05/09/2016	PRINTED	283247 VESCO OIL CORP	1,777.45			
265757	05/09/2016	PRINTED	291365 PRAXAIR DISTRIBUTION INC	421.09			
265758	05/09/2016	PRINTED	293245 NICKI L WEISBERGER	265.00			
265759	05/09/2016	PRINTED	293311 ONE STOP SHOP	2,678.10			
265760	05/09/2016	PRINTED	343371 Z TECH	250.00			

119 CHECKS

CASH ACCOUNT TOTAL

376,099.04

.00

ok to release funds SA

Advance Runs mailed

April 26 → May 4

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FOR CASH ACCOUNT: 70000 01000

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CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
265573	04/26/2016	PRINTED	011016 GREAT LAKES ACE HARDWARE	258.28			
265574	04/26/2016	PRINTED	013800 AT&T LONG DISTANCE	88.50			
265575	04/26/2016	PRINTED	021770 BSN SPORTS INC	1,920.01			
265576	04/26/2016	PRINTED	023618 DAVID BORNEMAN LLC	4,785.00			
265577	04/26/2016	PRINTED	023725 CITY ELECTRIC SUPPLY CO	87.79			
265578	04/26/2016	PRINTED	043626 CONSUMERS ENERGY	3,858.96			
265579	04/26/2016	PRINTED	043685 COMCAST CABLEVISION	345.54			
265580	04/26/2016	PRINTED	051007 DTE ENERGY	53,814.00			
265581	04/26/2016	PRINTED	053862 DU-ALL CLEANING, INC.	4,833.33			
265582	04/26/2016	PRINTED	063181 MICHAEL J EBERLE	2,029.00			
265583	04/26/2016	PRINTED	073136 SUSAN CAMILLERI	432.10			
265584	04/26/2016	PRINTED	073456 MICHAEL KAZYAK	25.00			
265585	04/26/2016	PRINTED	083452 SUBURBAN FORD OF WATERFOR	109.25			
265586	04/26/2016	PRINTED	083466 FLEX ADMINISTRATORS INC	691.50			
265587	04/26/2016	PRINTED	083836 KENNETH E FUERST	90.00			
265588	04/26/2016	PRINTED	103213 HOWARD HEITZEG	90.00			
265589	04/26/2016	PRINTED	103252 KATHY HEPLER	90.00			
265590	04/26/2016	PRINTED	163095 MAZZA AUTO PARTS INC	109.03			
265591	04/26/2016	PRINTED	183052 NAPA AUTO PARTS	965.70			
265592	04/26/2016	PRINTED	204321 OAKLAND COUNTY YOUTH ASSI	500.00			
265593	04/26/2016	PRINTED	213094 AL PAVLISH	30.00			
265594	04/26/2016	PRINTED	213251 LAURA PETRUSHA	60.00			
265595	04/26/2016	PRINTED	213395 BOB PIGGOT	90.00			
265596	04/26/2016	PRINTED	213565 OCWRC	242.90			
265597	04/26/2016	PRINTED	222321 CAROL STERHAN	25.00			
265598	04/26/2016	PRINTED	227105 S. LEE KRENTZEN	34.00			
265599	04/26/2016	PRINTED	227106 SHERI MUNRO	250.00			
265600	04/26/2016	PRINTED	227107 JACQUELINE PHILLIPS	15.00			
265601	04/26/2016	PRINTED	227108 JULIE SIMPSON	132.00			
265602	04/26/2016	PRINTED	241008 RKA PETROLEUM COMPANIES,	794.62			
265603	04/26/2016	PRINTED	251451 SLC METER SERVICE INC	22.24			
265604	04/26/2016	PRINTED	253298 GLORIA SHERMAN	350.00			
265605	04/26/2016	PRINTED	263772 TRENDSET COMMUNICATIONS G	4,195.18			
265606	04/26/2016	PRINTED	263776 TRACY'S KENPO KARATE	615.00			
265607	04/26/2016	PRINTED	271016 US BANK EQUIPMENT FINANCE	204.76			
265608	04/26/2016	PRINTED	293016 WATERFORD AREA CHAMBER OF	175.00			
265609	04/26/2016	PRINTED	293051 WATERFORD COACHES ASSOCIA	75.00			
265610	04/26/2016	PRINTED	293426 STACY WILLIAMS	60.56			
265611	04/26/2016	PRINTED	293564 WORLD STRIDES	66.00			
265612	05/03/2016	PRINTED	032156 BRUCE ALLEN MAYVILLE	100.00			
265613	05/03/2016	PRINTED	043381 CITY OF PONTIAC	26,851.43			
265614	05/03/2016	PRINTED	043626 CONSUMERS ENERGY	1,313.18			
265615	05/03/2016	PRINTED	043685 COMCAST CABLEVISION	68.56			
265616	05/03/2016	PRINTED	044051 CONSUMERS LIFE INSURANCE	4,086.78			
265617	05/03/2016	PRINTED	044220 CHASE CARD SERVICES	6.31			
265618	05/03/2016	PRINTED	061450 ELECTION SYSTEMS & SOFTWA	171.65			
265619	05/03/2016	PRINTED	073157 HUGO CARDENAS JR	64.47			
265620	05/03/2016	PRINTED	082273 52-3 DISTRICT COURT	100.00			
265621	05/03/2016	PRINTED	082273 52-3 DISTRICT COURT	300.00			
265622	05/03/2016	PRINTED	093040 JULIE SHADA GALVIN	527.40			
265623	05/03/2016	PRINTED	103050 THE HARTFORD COMPANY	228.00			
265624	05/03/2016	PRINTED	143239 ROSHUNDA RENEE KEELS	150.00			

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CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
265625	05/03/2016	PRINTED	143391 JEREMY KNIGHT	148.24			
265626	05/03/2016	PRINTED	153068 OSCAR W LARSON CO	2,500.00			
265627	05/03/2016	PRINTED	161051 PAT MCCARTHY PRODUCTIONS	697.00			
265628	05/03/2016	PRINTED	183269 SPRINT SOLUTIONS	5.81			
265629	05/03/2016	PRINTED	204505 OAKLAND SCHOOLS	851.70			
265630	05/03/2016	PRINTED	204547 OAKLAND COUNTY CLERK ASSO	20.00			
265631	05/03/2016	PRINTED	213787 PSYBUS	585.00			
265632	05/03/2016	PRINTED	243041 THOMAS RAYNER	2,500.01			
265633	05/03/2016	PRINTED	243042 RAJALA CONSTRUCTION	12,056.00			
265634	05/03/2016	PRINTED	263350 THRIVE COMMUNITY STUDIO	225.00			
265635	05/03/2016	PRINTED	274551 UNIVERSAL LIFT PARTS, INC	419.75			
265636	05/03/2016	PRINTED	283247 VESCO OIL CORP	79.80			
265637	05/03/2016	PRINTED	293017 WAYNE COUNTY ASSOC OF	45.00			
265638	05/03/2016	PRINTED	293017 WAYNE COUNTY ASSOC OF	40.00			
265639	05/03/2016	PRINTED	304678 MARGARET BIRCH TREASURER	744.80			
265640	05/03/2016	PRINTED	304802 WATERFORD SENIOR CENTER	12,500.00			
265641	05/03/2016	PRINTED	333074 YOUR PATH OF LIFE LLC	75.00			
			69 CHECKS	CASH ACCOUNT TOTAL	150,021.14	.00	