

PROPOSED AGENDA
LYNDON TOWNSHIP REGULAR BOARD MEETING
17751 N. Territorial Rd., Chelsea, MI 48118
Tuesday November 11, 2025, 7:00 PM

1. Call to Order:

2. Call to the Public (3 minute limit per person):

3. Approval of Agenda:

4. Approval of Consent Agenda:

Approval of Board Minutes: Lyndon Township Regular Board Meeting, October 14, 2025 Report:

CEO	CAPT/DART	Sylvan Sewer	Planning Commission
MTA	Leoni Sewer	Rec. Plan. Steer. Comm.	Assessor
CACA	Multi-Lakes	Treasury	CAFA Runs
ZBA	Police	WWRA	

5. Approval of Bills:

A.	Approval of General Fund Bills (see Payroll Report):	\$17,352.49
B.	Approval of Broadband Enterprise Operations Fund Bills:	\$ 2,534.51
C.	Approval of Utility Billing Sugarloaf Fund Bills:	\$32,000.24
D.	Approval of Tax Collection Fund Bills:	\$13,406.66

6. Correspondence:

- A. Letter to Kristen Kosick, Chief, Parks & Recreation Division, MDNR, re: Cassidy Lake, Lyndon Township, Waterloo Recreation Area.
- B. Letter from Kristen Kosick, Chief, Parks & Recreation Division, MDNR, re: Cassidy Lake, Lyndon Township, Water Recreation Area.

7. New Business:

- A. Chelsea District Library Vacancy
- B. Western Washtenaw Recycling Authority Reappointment
- C. Michigan Townships Association Courses on Township Boards
- D. WCA Assessing Contract
- E. HR Personnel Policies

8. Unfinished Business:

- A. Update on Guinan Drive Engineering Study

9. Other Business:

10. Reports:

- A. Zoning Administrator's Report
- B. CAFA
- C. Broadband and IT Report
- D. Multi-Lakes Water & Sewer Authority
- E. Western Washtenaw Recycling Authority
- F. Supervisor's Report

11. Concerns of Board Members:

12. Call to the Public (3 minute limit per person):

13. Adjournment:

LYNDON TOWNSHIP REGULAR BOARD MEETING
17751 N. Territorial Road
Chelsea, MI 48118
Tuesday, October 14, 2025

Members Present: Pam Byrnes, Linda Reilly, Kristen Brekke, Robert Mester, Tim Eder

Members Absent: None.

Others Present: Gary Munce, Deputy Supervisor; Nan Godwin; John Ridley

Call to Order: Pam Byrnes, Supervisor, called the meeting to order at 7:00 PM.

Call to Public: Byrnes asked Nan Godwin to speak to the native plant garden. Godwin presented an update on costs, plants, and volunteers who participated in helping with Godwin noted that she had a document on the project, and Byrnes requested that she send it to the Township electronically.

Approval of the Agenda:

Brekke moved, seconded by Reilly, to approve the Agenda. CARRIED: 5:0.

Approval of Consent Agenda:

Mester moved, seconded by Reilly, to approve the Consent Agenda.
CARRIED: 5:0.

Approval of Bills:

Byrnes moved, seconded by Mester, to approve the bills. CARRIED: 5:0.

Correspondence: None.

New Business:

IT Position:

Byrnes discussed the IT and Web Support Technician position which Gary Munce was doing. This position will take care of the electronic needs, keep track of equipment that needs to be replaced, and the website. She pointed out that John Ridley will temporarily fill in until the Township fills the position permanently.

John Ridley will temporarily fill in until the Township fills the position permanently. The other job description is for the Broadband Administrator who will take care of the operation of Broadband from the administrative viewpoint. That position will communicate with ACD and handle any problems.

Munce briefly discussed the positions. It is easy to create a job description, but the challenge will be to find the right person to fill the position.

Discussion occurred on hourly salary for each position and number of hours per week. It was also suggested that audio visuals such as Zoom be added to the IT job description.

Byrnes moved, seconded by Eder, to create the new IT and Web Support position, set the salary at \$23.00 per hour, and in the job description anticipates approximately 4 to 6 hours of work per week which will be posted on the website and other appropriate media such as Chelsea Update, and appropriate \$6,000 from the Deputy Supervisor's position at this time and apply those funds to cover the salary of the temporary IT employee.

CARRIED: 5:0.

Broadband Administrator Position:

Byrnes explained that they are creating a Broadband Administrator position that will handle communication and administrative functions. Brekke stated that they need someone who has good communication skills. It was suggested that the salary for this position be \$35 per hour. A discussion occurred on how the position would interact with the Broadband Oversight Committee. Mester suggested that in the second sentence under Work Environment include attendance at Broadband Oversight meetings. Munce stated that he would do the bullet points for posting the position on the website.

Byrnes moved to create the Broadband Administrator position at a salary of \$35/hour within the job description as presented here with certain edits to include attendance and preparation of Broadband Committee meetings if there are such committee meetings to be held as well as any additional edits that the Deputy Supervisor might deem as necessary.

Brekke seconded the motion.

Byrnes amended the motion to include: Funds for this position will be paid out of Broadband Operations.

Brekke seconded the amended motion.

CARRIED: 5:0.

Future of Cassidy Lake:

Eder explained that recently it was brought to his attention from disgruntled residents about the article in the Sun Times News about Cassidy Lake. The article described what options are available for the property there which included a golf course or more bike trails in this area. He stated it appears there is only one person who thinks this is a good thing, and he is a good debater. Eder suggested the tone of the article appeared to be misleading. He also brought it up to Wil Dew from Sugarloaf Lake who has attended these meetings on Cassidy Lake, and Dew confirms what he is saying.

Eder suggested that they send a letter to the DNR telling them we support their plan but with low intensity development. He stated they have a Recreation Plan and have heard from residents that they do not want bike trails. He added the DNR should consult with the Township since Cassidy Lake is in Lyndon and review the Recreation Plan.

Byrnes moved, seconded by Brekke, that Eder prepare a letter to Kristen Kosick, Chief, DNR Parks and Recreation Division, supporting the rustic nature of development and include the other suggested items.

CARRIED: 5:0.

Bank Account Changes:

Brekke stated she had hired a Deputy Treasurer and her name needs to be added to the signatories on bank accounts.

Brekke moved, seconded by Byrnes, that all bank accounts list Kristen Brekke, Treasurer; Linda Reilly, Clerk; Jen Ridley, Deputy Clerk; and Amy Leigh Johnson, Deputy Treasurer, as signatories on all bank accounts.

CARRIED: 5:0.

Guinan Dr. RFP:

Byrnes briefly mentioned they have received four bids on the Guinan Dr. RFP. She also consulted with Washtenaw County Water Resources for input on the bids as well as using the Washtenaw County Road Commission. As a result, she requested approval to sign the contract with Wade Trim.

Brekke moved, seconded by Reilly, to authorize the Supervisor to executive the contract with Wade Trim, CARRIED: 5:0.

Appointments to Zoning Board of Appeals:

Mester moved, seconded by Reilly, to reappoint the following individuals to the Zoning Board of Appeals:

Dearn Menegay for the term January 1, 2026 through December 31, 2027 (2 years)

Michael Sumeracki for the term January 1, 2026 through December 31, 2027 (2 years)

Laura McCalla for the term January 1, 2026 through December 31, 2026 (1 year)

CARRIED: 5:0.

Unfinished Business: None.

Other Business: None.

Reports:

Supervisor's Report: Byrnes reported about the Sewer Committee. She is looking for members from the Sugarloaf Lake area.

Multi-Lakes Water & Sewer Authority: Eder reported that they are starting the process for the Director's annual performance and annual adjustment.

Broadband and IT Report: Munce briefly discussed the website hits using 10 different categories.

He also discussed what the cost would be to Broadband to have a northerly route.

Western Washtenaw Recycling Authority: Mester mentioned there was nothing to add to his written report.

Zoning Administrator's Report: Scott Pacheco, Zoning Administrator, submitted his report to the Board in writing.

Concerns of Board Members:

Tim Eder: Raised a question about the State budget in reference to revenue sharing and funding for roads.

Robert Mester: None.

Pamela Byrnes: None.

Linda Reilly: None.

Kristen Brekke: Mentioned MTA email.

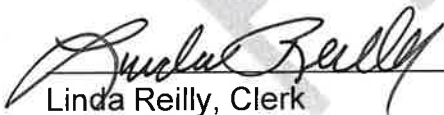
Call to the Public: None.

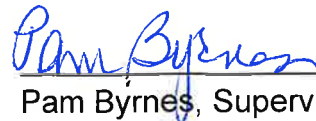
Adjournment:

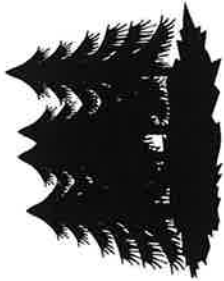
Reilly moved, seconded by Brekke. to adjourn the meeting. CARRIED: 5:0.

The meeting adjourned at 8:02 PM.

The minutes are respectfully submitted by: Janet K. Gilkey, Recording Secretary


Linda Reilly, Clerk


Pam Byrnes, Supervisor



Lyndon Township

of Washtenaw County

MEMO

Zoning Department
17751 N. Territorial Road, Chelsea,
Michigan 48118
Phone (734) 475-2401
Fax (734) 475-2251
ordianceatlyndon@gmail.com
www.twp-lyndon.org

To: Township Board
From: Scott Pacheco, AICP
Lyndon Township
Zoning Administrator
Date: November 11, 2025
Subject: October 2025 Zoning Department Report

Zoning Permits:

The Zoning Department issued three (6) Zoning Permit in October of 2025.

Numb	Fee	Address	TID #	Property Owner	Permit Type	Description of Project	Date Issued
2693	300	4006 Homewild Drive	E-05-03-280-009	Kim and Dave Fantow	NSFH	Demo and Replace NSFH	
2692	125	1134 Boyce Road	E-05-17-200-017	Peter Rosol	Deck	Demo and Replace Deck	10/30/2028
2691	150	11200 Boyce Road	E-05-17-200-008	Scott Stodgraeve	Addition	Garage addition	10/28/2025
2690	125	17529 Bowditch	E-05-05-200-004	Chet Pierce	Solar	roof mount solar	10/14/2025
2689	150	12129 Max Drive	E-05-01-100-004	Soterus Boleven	Barn	1172 sg ft barn	10/9/2025
2688	125	350 Bruin Lake Road	E-05-02-400-012	Eick and Paul Boucher	Deck	Replace decking and remove and rep	10/9/2025

Planning Commission:

The Planning Commission did not meet in October due to the lack of projects

Zoning Board of Appeals

The ZBA did not meet in October due to a lack of projects.

Code Enforcement

Attending court hearing on September 5, October 3, and will once again attend a court hearing on November 7, 2025 for dogs barking at 10310 Hadley Road. At the October 3, 2025 court hearing the magistrate gave the property in owner one additional month, in order to work with the Township and the neighboring property owner to resolve the issue or fines will be enacted. To date we have not heard from this property owner regarding the courts requirements.

Trainings

I attended the Michigan Planning Conference in Kalamazoo from October 22nd to October 24th. I attended 6 session on Wednesday and Thursday and 3 sessions on Friday. Also there where two keynote speakers each of the first two day. Some of the topics where, streamlining your development review process, the use of AI in planning, community solar, planned unit developments, and housing.