

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, SEPTEMBER 12, 2018

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, September 12, 2018, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan.

Members Present: Curtis, Dunn, Durr, Ferrari, Nichols, Payne, Wright

Members Absent: None

Also Present: Assistant Fire Chief Creech, Finance Manager Edmonds, CJ Carnacchio – Oxford Leader, Engineer Sharpe, Recording Secretary Richter, a camera person, and approximately 9 citizens.

Supervisor Dunn called the meeting to order at 7:03 pm.

**APPROVAL OF THE AGENDA**

Clerk Wright moved, Treasurer Ferrari seconded to approve the September 12, 2018, agenda as amended. Adding item 10(a) New Business – Appointment of Prosecution Counsel and change a typographical error under item 10(g) Budget Workshop Roman Numeral vii (7) should read Building Permit Fund.

Ayes: 7      Nays: 0      Absent: 0      Motion Carried

**APPROVAL OF THE CONSENT AGENDA**

Treasurer Ferrari moved, Trustee Curtis seconded to approve the following September 12, 2018, Consent Agenda items:

- Approval of Regular Township Board Meeting Minutes of August 8, 2018
- Approval of Special Township Board Meeting Minutes of August 13, 2018
- Approval of Treasurer's Report for July, 2018
- Approval of Clerk's Summary Report for July, 2018
- Approval of Regular Bills through September 7, 2018
- Approval of Consultant Bills through September 7, 2018
- Resolution – September 2018 National Recovery Month

Roll Call:

Ayes: Nichols, Payne, Durr, Curtis, Ferrari, Wright, Dunn

Nays: None

Absent: None

Motion Carried

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Jeff Pusey resident on 2551 Bull Run expressed his concerns on the Elk View Subdivision regarding an outbuilding being built along N. Baldwin Road.

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**SECOND READING: ZONING ORDINANCE 67A.017**

Treasurer Ferrari moved, Trustee Payne seconded to approve the following amendments:

- i. Amend Section 18.2 – Amendment Procedure
- ii. Amend Article 2 – Definitions
- iii. Addition of New Section 6.26 – Solar Energy Systems

to the Charter Township of Oxford Zoning Ordinance 67A as presented.

Ayes: 7      Nays: 0      Absent: 0      Motion Carried

**FIRE DEPARTMENT**

**UNFINISHED BUSINESS**

**BUDGET WORKSHOP MEETING – RESCHEDULE MEETING DATE**

Treasurer Ferrari moved, Trustee Nichols seconded to rescind the Special Meeting date approved at the August 8, 2018 Charter Township of Oxford Board of Trustees Regular Meeting, and to schedule a Charter Township of Oxford Board of Trustees special Meeting for 7:00 p.m. Friday September 28, 2018.

Ayes: 6      Nays: 1 (Curtis)      Absent: 0      Motion Carried

**NEW BUSINESS**

**APPOINTMENT OF PROSECUTION COUNSEL (*added to the agenda*)**

Supervisor Dunn moved, Trustee Nichols seconded to terminate the legal services contract with Giarmarco, Mullins and Horton and retain the Kelly Firm PLC for prosecution services of the Township and authorize the Township Supervisor to provide notice and perform all matters necessary to timely effectuate the transition of legal representation on behalf of the Township under the same existing terms and conditions.

Roll Call:

Ayes: Curtis, Wright, Ferrari, Durr, Payne, Nichols, Dunn  
Nays: None  
Absent: None  
Motion Carried

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**RIVERWALK SUBDIVISION – REQUEST TO CONNECT TO OXFORD TOWNSHIP WATER SYSTEM**

Trustee Curtis moved, Treasurer Ferrari seconded to approve a variance as permitted by Chapter 62 Article II of the Oxford Charter Township Code of Ordinances, and as recommended by the Oxford Township Water and Sewer Committee to allow homeowners of fourteen (14) lots in the Riverwalk Subdivision to connect to the Oxford Township water system.

The variance is based on the following findings of fact:

1. The fourteen (14) lots in the Riverwalk Subdivision have been connected to a Type 3 Well, and this Type 3 Well has failed and it is no longer operational.
2. The fourteen (14) lots in the Riverwalk Subdivision have been temporarily connected to the Oxford Township water system since the failure of the Type 3 Well.
3. The option to drill individual wells is not advocated due to potential contaminants that could be present in the aquifer.
4. The Oakland County Health Department and/or Michigan Department of Environmental Quality may not issue a permit to drill an individual well.
5. The Oxford Township water system is available to service these Riverwalk Subdivision homeowners on a permanent basis, and the Riverwalk Subdivision Declaration of Restrictions Section 26 states, in part, "Lot 4 through 10 and 22 through 28 shall be required to connect to Township water and have their well abandoned in accordance with the Michigan Department of Health specifications as soon as Township Water is available".
6. The Riverwalk Subdivision homeowners do not qualify for installment payments as requested in an August 14, 2018 correspondence to the Water and Sewer Committee based on the conditions required in Section 62-41(g)(1) of the Oxford Charter Township Code of Ordinances.

Roll Call:

Ayes: Curtis, Wright, Dunn, Payne, Ferrari, Durr, Nichols

Nays: None

Absent: None

Motion Carried

**RIVERWALK SUBDIVISION – PAYMENT OF WATER CONNECTION FEES**

Trustee Curtis moved, Trustee Nichols seconded to approve that the properties located in the Riverwalk Subdivision, being Lots 4 through 10 and Lots 22 through 28 as platted, affected by the Type 3 Well failure be allowed the option to make installment payments with a twenty (20%) percent initial minimum payment, and up to four (4) additional annual payments for the water connection fee and any accrued interest on the unpaid balance. A 5.30% interest rate shall be applied annually to the unpaid balance for homeowners making installment payments. The first payment, whether paid in full or a 20% minimum payment, shall be due within 30 days after permanent connection to the Oxford Township Water System.

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Roll Call:

Ayes: Nichols, Durr, Wright, Dunn, Ferrari, Payne, Curtis  
 Nays: None  
 Absent: None  
 Motion Carried

**SQUAW LAKE/CLEAR LAKE SPECIAL ASSESSMENT DISTRICT**

Clerk Wright moved, Trustee Nichols seconded to authorize Sharpe Engineering to determine the Special Assessment District boundary area and the cost estimate for the purpose of eradicating weeds in Squaw Lake and Clear Lake.

Roll Call:

Ayes: Payne, Durr, Ferrari, Dunn, Curtis, Nichols, Wright  
 Nays: None  
 Absent: None  
 Motion Carried

**ADOPTION OF THE 2019 STEP SYSTEM**

Treasurer Ferrari moved, Trustee Curtis seconded to approve the 2019 Step System by using the multiplier 3.0% to increase the Step System effective with the first payroll in Fiscal Year 2019 as presented and attach the spreadsheet as an Appendix to the minutes.

Roll Call:

Ayes: Curtis, Payne, Dunn, Durr, Nichols  
 Nays: Ferrari, Wright  
 Absent: None  
 Motion Carried

**EMPLOYEE EVALUATIONS**

Treasurer Ferrari moved, Trustee Nichols seconded that the following employees STEP increases are to be granted, effective with the first payroll in January, 2019:

Administrative Assistant to the Building Department	Grade 3, Step 5
Administrative Assistant to the Treasurer	Grade 3, Step 2
Administrative Assistant to the Clerk	Grade 3, Step 5
Administrative & Executive Assistant (Sub-Station)	Grade 3, Step 6

Roll Call:

Ayes: Nichols, Durr, Wright, Dunn, Curtis, Payne, Ferrari  
 Nays: None  
 Absent: None  
 Motion Carried

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Treasurer Ferrari moved, Trustee Nichols seconded that the Ordinance Enforcement Officer is to be granted a wage increase from \$18.88 per hour to \$20.00 per hour, effective with the first payroll in January, 2019.

Roll Call:

Ayes: Dunn, Ferrari, Payne, Curtis, Durr, Nichols  
 Nays: Wright  
 Absent: None  
 Motion Carried

Treasurer Ferrari moved, Trustee Curtis seconded that the three (3) full-time elected officials be granted the following three (3%) percent wage increase, effective with the first payroll in January, 2019, bringing their wages to the following annual figures:

Supervisor:	\$78,447.00
Clerk:	\$69,049.00
Treasurer:	\$69,049.00

Roll Call:

Ayes: Curtis, Durr, Payne, Nichols, Ferrari, Wright, Dunn  
 Nays: None  
 Absent: None  
 Motion Carried

Treasurer Ferrari moved, Trustee Curtis seconded that the following personnel, trustees, commission and committee fees be increased by \$5.00 per attended meeting, effective with the first payroll in January, 2019. The new fee schedule will be:

Recording Secretary:	\$135.00 (regular/special meeting)
Township Trustees:	\$125.00 (regular/special meeting)
Township Trustees:	\$105.00 (committee meetings)
Planning Commission/ZBA:	\$120.00 (chairman)
Planning Commission/ZBA:	\$110.00 (members)
Gravel Inspection Committee:	\$255.00 (full day)
Board of Review:	\$125.00 (full day)
Board of Review:	\$ 75.00 (half day)

Roll Call:

Ayes: Nichols, Wright, Ferrari, Curtis, Payne, Durr, Dunn  
 Nays: None  
 Absent: None  
 Motion Carried

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**FIRE DEPARTMENT WAGE RECOMMENDATIONS**

Treasurer Ferrari moved, Trustee Curtis seconded that the Oxford Fire Department Finance Manager is to be granted a wage increase, effective with the first payroll in January, 2019, bringing her wages to the annual figure of \$50,291.00.

Roll Call:

Ayes: Nichols, Wright, Ferrari, Curtis, Payne, Durr, Dunn

Nays: None

Absent: None

Motion Carried

**BUDGET WORKSHOP**

- i. Fund 213 – Fire Department Fund
- ii. Fund 101 – General Fund
- iii. Fund 204 – Road Fund
- iv. Fund 205 – Police Contracting Fund
- v. Fund 209 – Cemetery Maintenance Fund
- vi. Fund 239 – Telecommunication Fund
- vii. Fund 295 – Building Permit Fund
- viii. Fund 297 – Safety Path Fund
- ix. Fund 471 – Building and Site Fund

Budget items were reviewed.

**M-24 WALKABILITY STUDY BID RECOMMENDATION**

Treasurer Ferrari moved, Trustee Payne seconded to award the Walking and Biking Safety Audit, along M-24 (Lapeer Road) from Indian Lake Road to Harriet Street to Spalding DeDecker in the amount of \$9,950.00. Any additional charges must be pre-approved by Project Coordinator/Township Treasurer Joseph G. Ferrari before proceeding.

Roll Call:

Ayes: Durr, Payne, Ferrari, Wright, Nichols, Dunn, Curtis

Nays: None

Absent: None

Motion Carried

**DISSOLUTION OF LOT SPLIT COMMITTEE**

Supervyisor Dunn moved, Trustee Curtis seconded that the Oxford Township Lot Split Committee is dissolved immediately. Any future applications for a Lot Split be forwarded to the Planner for the Charter Township of Oxford for consideration of approval or denial.

Ayes: 7                      Nays: 0                      Absent: 0                      Motion Carried.

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**2020 CENSUS – CREATION OF A COMPLETE COUNT COMMITTEE**

Treasurer Ferrari moved, Trustee Nichols seconded that the Charter Township of Oxford form a Complete Count Committee to assist in the 2020 Census count, and appoint Trustee Curtis as the representative and Treasurer Ferrari as alternate to serve on the Complete Count Committee.

Ayes: 7                      Nays: 0                      Absent: 0                      Motion Carried.

**CERTIFICATION OF AUGUST 7, 2018 PRIMARY ELECTION**

Clerk Wright moved, Trustee Ferrari seconded to approve the Canvass of Votes for the August 7, 2018 Primary Election for the Charter Township of Oxford as presented, and to include them as an attachment to the minutes.

Ayes: 7                      Nays: 0                      Absent: 0                      Motion Carried.

**ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION**

None

**PUBLIC COMMENT**

None

**BOARD OF TRUSTEE COMMENTS**

Trustee Nichols thanked Clerk Wright on a job well done during the August Election.

Clerk Wright announced that the last day to register for the November 6, 2018 Election is October 9, 2018.

Clerk Wright announced that there will be a blood drive on October 10, 2018 at the Parks and Recreation Community Center from 1 – 7 p.m.

Trustee Curtis announced that the Community Leader meetings are now twice a month. Main topic is the M-24 construction.

**ADJOURNMENT**

Treasurer Ferrari moved, Trustee Payne seconded to adjourn at 8:14 p.m.

Ayes: 7                      Nays: 0                      Absent: 0                      Motion Carried.



William Dunn, Supervisor

Approved:

  
Curtis Wright, Clerk

/kmr