

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL BUDGET  
MEETING, WEDNESDAY, SEPTEMBER 20, 2017

A Special Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, September 20, 2017 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: Deputy Supervisor Cushing, Fire Chief Scholz, Assistant Fire Chief Creech, Administrative Assistant Edmonds, Parks and Recreation Director Davis, CJ Carnacchio – Oxford Leader, Recording Secretary Richter, a cameraman and 7 citizens

Supervisor Dunn called the meeting to order at 7:00 pm.

APPROVAL OF THE AGENDA

Treasurer Ferrari moved, Trustee Curtis seconded, to approve the September 20, 2017 agenda with the following amendments:

- Addition of item 8.k – S.A.F.E.R. Grant – Fire Department

Ayes: 7      Nays: 0      Absent: 0      Motion Carried

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Parks and Recreation Director Davis updated the Township Board on the Park Bond.

UNFINISHED BUSINESS - None

BUDGET PUBLIC HEARING

**TRUTH IN BUDGETING – THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE SUBJECT OF THIS HEARING**

- A. 2018 General Fund (101) Budget
- B. 2018 Police Contracting (205) Budget
- C. 2018 Parks & Recreation (208) Budget
- D. 2018 Fire Operations, EMS, and Advance Life Support (213) Budget

Treasurer Ferrari moved, Trustee Curtis seconded, to open the Truth-in-Budgeting public hearing at 7:02 p.m. to discuss the property tax millage rates proposed to be levied to support the proposed budget for the following:

- 2018 General Fund (101) Budget
- 2018 Police Contracting (205) Budget
- 2018 Parks & Recreation (208) Budget
- 2018 Fire Operations, EMS, and Advance Life Support (213) Budget

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL BUDGET  
MEETING, WEDNESDAY, SEPTEMBER 20, 2017

Ayes: 7      Nays: 0      Absent: 0      Motion Carried

Susan Bossardet, Oxford Village President and Evan Teich, Oxford Village Interim Manger approached the Township Board and is requesting that the Township Board consider contributing funds to the Downtown Oxford Main Street Redevelopment.

Treasurer Ferrari moved, Trustee Curtis seconded, to close the Truth-in-Budgeting public hearing at 7:18 p.m. to discuss the property tax millage rates proposed to be levied to support the proposed budget for the following:

2018 General Fund (101) Budget  
2018 Police Contracting (205) Budget  
2018 Parks & Recreation (208) Budget  
2018 Fire Operations, EMS, and Advance Life Support (213) Budget

Ayes: 7      Nays: 0      Absent: 0      Motion Carried

NEW BUSINESS:

OAKLAND COUNTY SHERIFF DEPARTMENT 2018 RENTAL

Supervisor Dunn moved, Trustee Curtis seconded that the Police Contracting Fund will reimburse General Fund on or after January 1, 2018 \$15,000 for its 2018 building rental fees.

Roll Call:

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

BUDGETS

2018 Fire Department Operations, EMS, AND ADVANCE LIFE SUPPORT (213)  
BUDGET

Treasurer Ferrari moved, Trustee Curtis seconded, to approve the recommended 2018 Fire Operations, EMS, & ALS Budget with revenues and expenditures balancing at \$3,194,708.00 based on the property tax millage rate to be levied at 3.4008 mills and attach the spreadsheet as an Appendix to the minutes.

Roll Call:

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

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL BUDGET  
MEETING, WEDNESDAY, SEPTEMBER 20, 2017

**2018 Park & Recreation (208) Budget**

Treasurer Ferrari moved, Trustee Curtis seconded, to approve the recommended 2018 Park & Recreation Budget with revenues and expenditures balancing at \$1,262,720.00 based on the property tax millage rate to be levied at 0.8295 mills and attach the spreadsheet as an Appendix to the minutes.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**2018 General Fund (101) Budget**

Treasurer Ferrari moved, Trustee Nichols seconded, to approve the recommended 2018 General Fund Budget with revenues and expenditures balancing at \$2,363,202.00 based on the property tax millage rate to be levied at 0.9265 mills and attach the amended spreadsheet as an Appendix to the minutes.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**2018 Police Contracting Fund (205) Budget**

Treasurer Ferrari moved, Trustee Curtis seconded, to approve the 2018 Police Contracting Fund Budget with revenues and expenditures balancing at \$2,694,130.00 based on the property tax millage rate to be levied at 3.8172 mills on Township Property only and attach the amended spreadsheet as an Appendix to the minutes.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**2018 Road Fund (204) Budget**

Trustee Ferrari moved, Trustee Curtis seconded, to approve the 2018 Road Fund Budget with revenues and expenditures balancing at \$363,523.00 and attach the spreadsheet as an Appendix to the minutes.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL BUDGET  
MEETING, WEDNESDAY, SEPTEMBER 20, 2017

**2018 Cemetery Maintenance Fund (209) Budget**

Treasurer Ferrari moved, Trustee Nichols seconded, to approve the 2018 Cemetery Maintenance Fund Budget with revenues and expenditures balancing at \$30,085.00 and attach the spreadsheet as an Appendix to the minutes.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**2018 Telecommunication Fund (239) Budget**

Treasurer Ferrari moved, Trustee Curtis seconded, to approve the 2018 Telecommunication Fund Budget with revenues and expenditures balancing at \$39,315.00 and attach the spreadsheet as an Appendix to the minutes.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**2018 Building Permit Fund (295) Budget**

Treasurer Ferrari moved, Trustee Curtis seconded, to approve the 2018 Building Permit Fund Budget with revenues and expenditures balancing at \$455,282.00 and attach the spreadsheet as an Appendix to the minutes.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**2018 Safety Path Fund (297) Budget**

Treasurer Ferrari moved, Trustee Curtis seconded, to approve the 2018 Safety Path Fund Budget with revenues and expenditures balancing at \$50,320.00 and attach the spreadsheet as an Appendix to the minutes.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**2018 Building Site Fund (471) Budget**

Treasurer Ferrari moved, Trustee Nichols seconded, to approve the 2018 Building Site Fund Budget with revenues and expenditures balancing at \$325,738.00 and attach the spreadsheet as an Appendix to the minutes.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL BUDGET  
MEETING, WEDNESDAY, SEPTEMBER 20, 2017

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**Oxford Public Library 2018 Budget**

Treasurer Ferrari moved, Trustee Nichols seconded, to approve the 2018 Oxford Public Library Budget with revenues and expenditures balancing at \$1,168,030.00 based on the property tax millage rate to be levied at 0.6648 mills and 0.6571 mills equal to 1.3583 mills and attach the spreadsheet as an Appendix to the minutes.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**North Oakland Transportation Authority 2018 Budget**

Treasurer Ferrari moved, Trustee Curtis seconded, to approve the 2018 North Oakland Transportation Authority Budget with revenues and expenditures balancing at \$1,437,169.00 based on the property tax millage rate to be levied at 0.2456 mills and attach the spreadsheet as an Appendix to the minutes.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**SET THE 2018 PARK DEBT MILLAGE RATE**

Treasurer Ferrari moved, Trustee Nichols seconded to set the 2018 Park Debt Millage Rate at .00021 of a mill and authorize it to be placed on the December 2017 tax roll.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**SET 2017 MILLAGE RATES – FORM L-4029**

Treasurer Ferrari moved, Trustee Nichols seconded, to be levied and collected December 1, 2017 the general property tax on all real and personal property within the Township upon the current tax roll an allocated millage of 0.9265 mill Township Operations; and voter authorized millage of 0.8295 mills for Park and Recreation, 3.8172 mills for Police Contracting (Unincorporated portion of the Township only), 3.4008 mills for Fire Operations, EMS, and Advance Life Support (ALS), 0.6571 mills and 0.7012 mills for

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL BUDGET  
MEETING, WEDNESDAY, SEPTEMBER 20, 2017

Oxford Public Library, and 0.2427 mills for North Oakland Transportation, and 0.2100 mills for Park Bond Debt.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**2018 GENERAL APPROPRIATIONS ACT**

Treasurer Ferrari moved, Trustee Curtis seconded, to adopt the 2018 General Appropriations Act as amended.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**FIRE DEPARTMENT WAGE PROPOSAL**

Treasurer Ferrari moved, Trustee Curtis seconded to approve a 5% salary increase for Assistant Fire Chief Dave Creech effective for the 2018 fiscal year.

Roll Call:

Ayes: Ferrari, Dunn, Durr, Payne, Curtis

Nays: Wright, Nichols

Absent: None

Motion Carried

Treasurer Ferrari moved, Trustee Nichols seconded to approve a 3% salary increase for the Fire Department Office Manager position effective for the 2018 fiscal year.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**ADOPTION OF THE 2018 STEP SYSTEM**

Treasurer Ferrari moved, Trustee Nichols seconded, to approve the 2018 Step System by using the multiplier 3.0% to increase the Step System effective with the first payroll in Fiscal Year 2018 as presented and attach the spreadsheet as an Appendix to the minutes.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL BUDGET  
MEETING, WEDNESDAY, SEPTEMBER 20, 2017

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

**AUTHORIZED 2018 WAGE RESOLUTION**

Treasurer Ferrari moved, Trustee Payne seconded to approve the Resolution for the 2018 Wages and Salaries for Oxford Township with a Grade and Level adjustment for the Clerical Assistant to the Treasurer from Grade 2, Step 2 to Grade 3, Step 1.

Roll Call:

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

Treasurer Ferrari moved, Trustee Curtis seconded to change the job description for Clerical Assistant to the Treasurer to Administrative Assistant to the Treasurer and adopt (and attach to the minutes) the new Administrative Assistant to the Treasurer job description as presented.

Roll Call:

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

**ELECTION INSPECTOR PAY**

Trustee Payne moved, Trustee Curtis seconded that any Election Inspector, working at any precinct shall be paid for their service as follows: \$200.00 for an Election Chairperson, \$175.00 for the Electronic Poll Book Inspector, and \$150.00 for an Election Inspector. Any Inspector coming back with the Chairman at the end of the night will receive \$200.00.

Roll Call:

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

**SAFER GRANT – FIRE DEPARTMENT (added to the agenda)**

Trustee Curtis moved, Trustee Nichols seconded to accept the Staffing for Adequate Fire and Emergency Response (SAFER) Grant on behalf of the Oxford Fire Department and authorize Fire Chief Peter Scholz and/or Supervisor William Dunn to sign any necessary Grant Documents. Further, any additional funding required in addition to the SAFER Grant awarded shall be paid from the Oxford Fire Department Budget.

Roll Call:

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL BUDGET  
MEETING, WEDNESDAY, SEPTEMBER 20, 2017

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

PUBLIC COMMENT – None

BOARD OF TRUSTEE COMMENTS

Treasurer Ferrari announced the Township Board closed on the Elk View properties. He commended the Board on the budget and wage process and thanked Trustee Curtis and Trustee Payne for taking care of the wage issues and making the recommendation to the Board.

Trustee Nichols thanked Trustee Payne and Trustee Curtis. He appreciates working with this Board. Things run smoothly and he's very impressed by it. It's a pleasure to work with this Board.

Clerk Wright echoed Treasurer Ferrari's and Trustee Nichols comments. He thanked Trustee Curtis and Trustee Payne for their wage analysis.

Supervisor Dunn also echoed Treasurer Ferrari's and Trustee Nichols comments, and thanked Deputy Supervisor Deanna Cushing for making the budget process go smoothly.

Trustee Payne stated that at the last N.O.T.A meeting it was brought up that the millage will be expiring next year.

Trustee Curtis thanked Deputy Supervisor Cushing for her hard work on the budget and for putting up with him and Trustee Payne. The wage review team next year is looking at reviewing the step process and enhancing it to include everyone next year. It was noted that the Deputies are not evaluated. It was clearly noted by the employees by verbal and written communications they feel they were left out and don't know how they are doing in their job performance. He recommended in 2018 that the Deputies be evaluated.

ADJOURNMENT

Trustee Ferrari moved, Trustee Curtis seconded, to adjourn at 7:58 pm.

Ayes: 7                      Nays: 0                      Absent: 0                      Motion Carried



William Dunn, Supervisor



Curtis Wright, Clerk

/kmr