

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, NOVEMBER 20, 2019

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, November 20, 2019 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: Township Engineer Jim Sharpe, Fire Chief Scholz, Fire Department Finance Manager Edmonds, Communications and Grant Manager Carnacchio, Recording Secretary Richter, a cameraman and approximately 20 citizens.

Supervisor Dunn called the meeting to order at 6:30 p.m.

**APPROVAL OF THE AGENDA**

Supervisor Dunn moved, Trustee Payne seconded, to amend the agenda to add Fire Department 9.a. – Finance Manager Wages, Remove 8.a. – First Reading Zoning Ordinance 67A.021 – Article 2, Article 3, and Article 5, Postpone 12.b. – Legacy 925 Entertainment, Remove 12.e. – Appraisal for parcel 04-18-100-073, Remove 12.i. – Reimbursement to Crossroads for Youth Geothermal/Air Conditioning Units.

Ayes: 7      Nays: 0      Absent: 0      Motion Carried

**APPROVAL OF THE CONSENT AGENDA**

Treasurer Ferrari moved, Trustee Curtis seconded, to approve the following November 20, 2019 Consent Agenda items with the change to the 2019 Delinquent Sewer (October 9, 2019 minutes) from \$92,890.28 to \$97,534.80.

- Approval of Regular Township Board Meeting Minutes of October 9, 2019
- Approval of Treasurer Report for September 2019
- Approval of Clerk Summary Report for September 2019
- Approval of Regular Bills through November 8, 2019
- Approval of Consultant Bills through November 8, 2019

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

Nays: None

Absent: None

Motion Carried

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

2 citizens spoke on items not on the agenda.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, NOVEMBER 20, 2019

**PUBIC HEARING**

**FISCAL YEAR 2020 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

Treasurer Ferrari moved, Trustee Payne seconded to open the Public Hearing at 6:39 p.m. to discuss Fiscal Year 2020 Community Development Block Grant Funds.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

The following citizens spoke at the public hearing

- Anna Orlando – Representing HAVEN
- Marianne Kainz – Stony Lake Condos of Waterstone

Treasurer Ferrari moved, Trustee Curtis seconded to close the Public Hearing at 6:49 p.m. to discuss Fiscal Year 2020 Community Development Block Grant Funds.

Ayes: 7      Nays: 0      Absent: 0      Motion Carried

**FIRST READING**

**ZONING ORDINANCE 67A.021: ARTICLE 2, ARTICLE 3, AND ARTICLE 5**  
*(removed from the agenda)*

**FIRE DEPARTMENT**

**FINANCE MANAGER WAGES (added to the agenda)**

Trustee Payne moved, Trustee Curtis seconded that the Fire Department Finance Manager wage be \$60,034.00 for the fiscal year 2020.

Roll Call:

Ayes: Curtis, Payne, Durr

Nays: Ferrari, Wright, Nichols, Dunn

Absent: None

Motion Failed

Supervisor Dunn moved, Trustee Nichols seconded that the Fire Department Finance Manager wage be increased 8% this year and 8% next year.

Roll Call:

Ayes: Nichols, Dunn

Nays: Wright, Ferrari, Payne, Curtis, Durr

Absent: None

Motion Failed

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, NOVEMBER 20, 2019

Trustee Payne moved, Seconded by Treasurer Ferrari that Finance Manager for the Fire Department be paid at the same level as Grade 4, Step 8 at \$57,702.00.

Roll Call:

Ayes: Durr, Wright, Ferrari, Payne, Curtis

Nays: Nichols, Dunn

Absent: None

Motion Carried

Fire Chief Scholz announced that the Annual Fire Department Boot Drive will be held on November 30, 2019 and December 1, 2019 from 9:00 a.m. to 2:00 p.m. both days.

**SHARP ENGINEERING REPORT**

Engineer Sharpe gave a report on the following items:

- Manitou Water Main
- Mickelson Shores Project
- M-24 Route

**UNFINISHED BUSINESS**

**LIABILITY INSURANCE PROPOSALS**

Treasurer Ferrari moved, Trustee Curtis seconded that the Charter Township of Oxford employs Michigan Municipal Risk Management Authority as the agent for Liability Insurance coverage for the Township.

Roll Call Vote:

Ayes: Curtis, Payne, Nichols, Durr, Ferrari

Nays: Wright, Dunn

Absent: None

Motion Carried

**COMPENSATION REVIEW COMMITTEE GRADE AND STEP**

**RECOMMENDATION**

Trustee Payne moved, Trustee Nichols seconded that the employees affected by the Charter Township of Oxford 2020 Grade and Step System be classified as follows:

Deputy Supervisor:	Grade 4 Step 9
Deputy Clerk:	Grade 4 Step 9
Deputy Supervisor:	Grade 4 Step 9
Communications and Grants Manager:	Grade 4 Step 9
Administrative Assistant to the Building Department:	Grade 3 Step 5
Administrative Assistant to the Clerk:	Grade 3 Step 5
Administrative Assistant to the Treasurer:	Grade 3 Step 2
Administrative Assistant to the Sheriff's Department:	Grade 3 Step 6

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, NOVEMBER 20, 2019

Further, Trustee Curtis and Trustee Payne are authorized to research and provide a recommendation to consider hiring a Professional Company that specializes in Wage and Salary analysis for the purpose of reviewing the Current Grade and Step System to provide any suggested changes to the Grade and Step System including providing a new process for classification of employees and criteria for future wage and salary increases for all affected employees. If or when a new Wage and Salary system is approved the affected employees will be evaluated to determine if their wage or salary requires an adjustment.

Roll Call Vote:

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

Motion Carried

**AUTHORIZED 2020 WAGE RESOLUTION**

Treasurer Ferrari moved, Trustee Curtis seconded to approve the Resolution for the 2020 Wages and Salaries for Oxford Township with the change of the Fire Department Finance Manager to be Grade 4, Step 8 at \$57,702.00.

Roll Call Vote:

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

Motion Carried

**2020 GENERAL APPROPRIATIONS ACT APPROVAL**

Treasurer Ferrari moved, Trustee Curtis seconded to adopt the Charter Township of Oxford 2020 General Appropriations Act with the change of the Fire Department Finance Manager to Grade 4, Step 8 the salary \$57,702.00.

Roll Call Vote:

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

Motion Carried

**NEW BUSINESS**

**RENAMING OF SQUAW LAKE**

Supervisor Dunn moved, Trustee Curtis seconded that the Charter Township of Oxford opposes the renaming of Squaw Lake and to authorize Supervisor William Dunn to forward a letter to the U.S. Board on Geographic Names, and to forward a letter to the Oakland County Board of Commissioners to inform them of the decision of the Charter Township of Oxford Board of Trustees.

Ayes: 7      Nays: 0      Absent: 0      Motion Carried

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, NOVEMBER 20, 2019

LEGACY 925 ENTERTAINMENT – PAYMENT OF ATTORNEY FEES (removed  
from the agenda)

SMALL CELL WIRELESS ORDINANCE

Treasurer Ferrari moved, Trustee Payne seconded to direct the Township Attorney with any assistance needed through the Cable Commission Attorney to proceed with preparing a Small Cell Wireless Ordinance for review and adoption.

Roll Call Vote:

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

DEEDING OF PARCEL 04-16-426-001 TO THE ROAD COMMISSION FOR  
OAKLAND COUNTY

Trustee Curtis moved, Trustee Payne seconded to authorize the Charter Township of Oxford to quit claim deed parcel 04-16-426-001 for \$1.00 to the Road Commission for Oakland County and authorize the Treasurer to file the appropriate paper work.

Roll Call Vote:

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

APPRAISAL FOR PARCEL 04-18-100-073 (removed from the agenda)

2020 NO HAZ PROGRAM DISPOSAL FEES

Treasurer Ferrari moved, Trustee Payne seconded that the Oxford Township Board of Trustees chooses not to charge (either township or village) a per vehicle fee to participate in the annual NO HAZ program at all locations, beginning with the 2020 NO HAZ collection season.

Roll Call Vote:

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

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, NOVEMBER 20, 2019

**CDBG SUGGESTED FUNDING FOR 2020**

Treasurer Ferrari moved, Trustee Nichols seconded that the Charter Township of Oxford Board of Trustees formally agrees to allocate its 2020 Community Development Block Grant (CDBG) Funds in the following manner:

\$16,000.00 – For the mobile home minor home repair program for mobile homes Within Lake Villa and Parkhurst that is administered through Oakland County CDBG.

\$4,587.50 – To provide Oxford Township residents with emergency food, utility, rent/mortgage, medical and educational assistance.

\$4,587.50 – To provide Oxford Township residents with services for victims of domestic violence, dating violence, sexual assault or stalking.

\$5,410.00 – For the minor home repair program for 1-2 homes in Oxford Township.

In the case that CDBG funding comes in less than anticipated, the allocation for the minor home repair program is to be reduced appropriately. The Charter Township of Oxford Board of Trustees also authorizes CDBG Coordinator Joseph G. Ferrari to prepare all the necessary documents and authorizes Supervisor William Dunn to sign the 2020 annual CDBG submittal, 2020 Sub-recipient Agreement (when made available) and the Conflict of Interest Certification on behalf of the Township.

Roll Call:

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

Nays: Ferrari

Absent: None

Motion Carried

**2019/2020 EVIP GRANT FUNDING**

Treasurer Ferrari moved, Trustee Nichols seconded to authorize Treasurer Joseph G. Ferrari to sign a one (1) year subscription contract/invoice with Munetrix, LLC in the amount of \$3,568.00 in order to meet the State of Michigan reporting requirements to secure Economic Vitality Incentive Program (EVIP) funding. It is further understood that the \$3,568.00 fee will be subtracted from the \$60,426.00 EVIP grant, leaving \$55,499.00 to be distributed to the Oxford Township local taxing units, based on 2019 township millage rates and \$1,359.00 to be designated to the Oxford Township Fire Fund to help pay its outstanding pension obligations.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**REIMBURSEMENT TO CROSSROADS FOR YOUTH FOR GEOTHERMAL AND AIR CONDITIONING UNITS (removed from the agenda)**

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, NOVEMBER 20, 2019

**FIRE DEPARTMENT**

**OPEN SESSION:** Treasurer Ferrari moved, Trustee Nichols seconded to meet in Open Session to entertain a motion and take a roll call vote regarding calling a Closed Session for the purpose of:

1. Discussion: "To consider disclosure contained in the Township Attorney written opinion letter exempt under MCL 15.268h as Attorney Client Privilege.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**CLOSED SESSION:** If approved by requisite vote, to meet in Closed Session for the above stated purpose.

Treasurer Ferrari moved, Trustee Nichols seconded to meet in Closed Session for the purpose of discussion to consider disclosure contained in the Township Attorney written opinion letter exempt under MCL 15.268h as Attorney Client Privilege. Attendance to include the Charter Township of Oxford Board of Trustees, Fire Chief Scholz, and Recording Secretary Richter.

Roll Call:

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

Nays: None

Absent: None

Motion Carried

**OPEN SESSION:** Trustee Curtis moved, Trustee Payne seconded to return to Open Session at 7:58 p.m. for the purpose of possible Board action with regard to the above Closed Session item.

Ayes: 7                      Nays: 0                      Absent: 0                      Motion Carried

Treasurer Ferrari moved, Trustee Nichols seconded to authorize Craig Schwartz from Butzel Long Attorneys and Counselors to negotiate on behalf of the Fire Department for a personnel issue.

Ayes: 7                      Nays: 0                      Absent: 0                      Motion Carried

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

None

**PUBLIC COMMENT**

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, NOVEMBER 20, 2019

None

**BOARD OF TRUSTEE COMMENTS**

Trustee Payne wished everyone Happy Thanksgiving.

Treasurer Ferrari commented on the Appraisal for Parcel 04-18-100-073

Supervisor Dunn wished everyone Happy Thanksgiving.

Clerk Wright commented that the Election for Oakland Community College was a 15% turnout and 5 out of 6 are voting absentee and thanked the Election staff for doing an outstanding job.

Trustee Durr wished everyone Happy Thanksgiving.

Trustee Nichols doesn't want to be in a land contract business and thought the meeting went very well.

**ADJOURNMENT**

Treasurer Ferrari moved, Trustee Curtis seconded to adjourn at 8:08 p.m.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried



William Dunn, Supervisor



Curtis Wright, Clerk

Approved:

/kmr