

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, SEPTEMBER 11, 2019

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, September 11, 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: Assistant Fire Chief Creech, Finance Manager Edmonds, CJ Carnacchio – Oxford Leader, Engineer Sharpe, Attorney Hans Rentrop, Recording Secretary Cushing, a camera person, and approximately 14 citizens.

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

APPROVAL OF THE AGENDA

Trustee Curtis requested to move 11.f. and 11.g. to 11.a. and 11.b. under New Business and renumber accordingly.

Treasurer Ferrari moved, Trustee Nichols seconded, to approve the agenda as amended.

Trustee Payne requested to add MERS Funding to the agenda under New Business.

No vote was taken on the initial motion.

Treasurer Ferrari moved to amend the motion, Trustee Nichols seconded, to amend the agenda moving 11.f. and 11.g. before 11.a and adding 11.ii. MERS Funding to discuss under General Fund Budget.

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

BKG OXFORD V. OXFORD TOWNSHIP TAX TRIBUNAL

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: To consider disclosure contained in the Township Attorney written opinion letter exempt under MCL 15.268e as Attorney Client Privilege; attendance to include the Charter Township of Oxford Board of Trustees, Attorney Hans Rentrop, and Recording Secretary Deanna Cushing in the matter of BKG Oxford v. Oxford Township Tax Tribunal.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

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

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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 15.268e as Attorney Client Privilege; attendance to include the Charter Township of Oxford Board of Trustees, Attorney Hans Rentrop, and Recording Secretary Deanna Cushing in the matter of BKG Oxford v. Oxford Township Tax Tribunal.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

OPEN SESSION: Treasurer Ferrari moved, Trustee Payne seconded to return to Open Session 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 Payne seconded to approve the Appraisal Retainer Agreement between the Charter Township of Oxford and Frohm & Widmer, Inc. in the amount not to exceed \$12,000.00 to perform a two-phase appraisal on Parcel P 04-22-200-004.

Roll Call Vote:

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

Nays: None

Absent: None

Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Payne seconded to approve the following September 11, 2019, Consent Agenda items:

- Approval of Regular Township Board Meeting Minutes of August 14, 2019
- Approval of Treasurer's Report for July 2019
- Approval of Clerk's Summary Report for July 2019
- Approval of Regular Bills through September 6 2019
- Approval of Consultant Bills through September 6 2019
- Resolution – September 2019 National Recovery Month

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Four (4) citizens spoke on items not on the agenda.

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FIRE DEPARTMENT

Assistant Fire Chief Creech gave a report on the following items:

- Fire Department Open House
- Fire Department was awarded a FEMA Grant in the amount of \$154,090.90 with 10% matching funds.

SHARP ENGINEERING REPORT

Engineer Sharpe gave a report on the following items:

- Crossroads for Youth water main is installed and should be ready for use next week.
- A final report will be submitted in February 2020 on the SAW Grant.
- Development Update: The Woods at Tullamore, The Manors of Westlake, Enclaves of Woodbridge, Culvers

UNFINISHED BUSINESS

APPROVAL OF JOB DESCRIPTION AND POSTING OF JOB

(moved up on the agenda)

Supervisor Dunn moved, Trustee Curtis seconded to adopt the Communications and Grants Manager Job Description, authorize the Supervisor to advertise for immediate fill and add to the budget under Department 175 – Supervisor, and to approve Supervisor Dunn, Trustee Curtis and Trustee Payne as the interview group and fill the position at Grade 4 Step 9 with benefits.

Roll Call:

Ayes: Nichols, Durr, Dunn, Payne, Curtis

Nays: Wright, Ferrari

Absent: None

Motion Carried.

NEW BUSINESS

OAKLAND COUNTY SHERIFF DEPARTMENT RENTAL

(moved up on the agenda)

Clerk Wright moved, Trustee Curtis seconded that the Police Contracting Fund will reimburse General Fund on or after January 1, 2020 \$18,000.00 for its 2020 building rental fees.

Roll Call:

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

Nays: Ferrari

Absent: None

Motion Carried.

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OAKLAND COUNTY SHERIFF'S OFFICE – HIRING OF ADDITIONAL OFFICER

Trustee Curtis moved, Treasurer Ferrari seconded to amend the Oakland County Sheriff's Office 2019-2021 Law Enforcement Services Agreement with the Charter Township of Oxford ("Agreement") to add one (1) Patrol Investigator (No Fill) Officer and to add one (1) Deputy II (No Fill) Officer to the Agreement to be effective upon approval by the Oakland County Board of Commissioners. The cost of adding the two (2) Officers will be expensed to Police Contracting Account 205-302-711.001 O.C.S.D. Contract.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

BROWNFIELD GRANT

Trustee Payne moved, Trustee Nichols seconded to postpone the issue of the Brownfield Grant until more information is made available.

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

FISCAL YEAR 2020 TOWNSHIP BUDGET MEETING CALENDAR

Clerk Wright moved, Trustee Nichols seconded to approve the fiscal year 2020 Charter Township of Oxford budget meeting calendar as presented.

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

ADOPTION OF THE 2020 STEP SYSTEM

Treasurer Ferrari moved, Trustee Curtis seconded to approve the 2020 Charter Township of Oxford Step System by using the multiplier 2.0% to increase the Step System effective with the first payroll in 2020 as presented and attach the spreadsheet as an Appendix to the minutes plus Step 1 is eliminated, Step 2 becomes Step 1 and all the way down renumbered and a new Step 9 with a wage increase 2.0% over the current Step 9.

Roll Call:

Ayes: Nichols, Durr, Ferrari, Payne

Nays: Wright, Dunn, Curtis

Absent: None

Motion Carried.

REIMBURSEMENT FEE FOR SERVICES

Trustee Payne moved, Trustee Curtis seconded to table this discussion.

Ayes: 6 Nays: 1 Absent: 0 Motion Carried.

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BUILDING DEPARTMENT FEE/SERVICES

Clerk Wright moved, Trustee Curtis seconded to set the Electrical, Mechanical, Plumbing Inspectors pay at \$40 per inspection and the Building Inspector pay at \$45 per inspection, effective January 1, 2020.

Roll Call:

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

PURCHASE OF ELECTRONIC POLL BOOKS FOR ELECTIONS

Treasurer Ferrari moved, Clerk Wright seconded to approve the purchase of seven (7) HP 250 G7 15.6" Notebook computers in the amount of \$4,760.00 from IT RIGHT. This \$4,760.00 amount to be expensed to the Elections Fund Account 101-190-977.000 Equipment Acquisition.

Roll Call:

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

CERTIFICATION OF AUGUST 6, 2019 ELECTION

Treasurer Ferrari moved, Trustee Curtis seconded to approve the Canvass of Votes for the August 6, 2019 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.

SANITARY SEWER AGREEMENT WITH THE VILLAGE OF OXFORD

Treasurer Ferrari moved, Trustee Curtis seconded to approve the Agreement between the Village of Oxford and the Charter Township of Oxford for permission to extend a Township sanitary sewer line in the M-24 right-of-way and authorize Supervisor William Dunn to sign the Agreement.

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

STORMWATER EDUCATION FOR MS4 STORMWATER PERMIT AGREEMENT WITH THE CLINTON RIVER WATERSHED COUNCIL

Treasurer Ferrari moved, Trustee Curtis seconded to approve the Agreement for Services for Stormwater Education for MS4 Stormwater Permit between the Charter Township of Oxford and the Clinton River Watershed Council for the period beginning October 1, 2019 and expiring September 30, 2024 and authorize Supervisor William Dunn to sign the Agreement on behalf of the Charter Township of Oxford. All fees associated with this Agreement shall be expensed to Unallocated Account 101-299-821.004 Stormwater Management.

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

BUDGET WORKSHOP

- i. Fund 101 – General Fund
- ii. MERS Funding (added to the agenda)

Trustee Payne moved, Trustee Curtis seconded to pay \$500,000.00 to MERS from General Fund's fund balance.

Roll Call:

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

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

Budget items were reviewed.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None

PUBLIC COMMENT

One (1) citizen spoke during public comment.

BOARD OF TRUSTEE COMMENTS

Trustee Nichols agreed with Bryan Cloutier that the agricultural community had great input on the Brownfield Grant.

Trustee Durr reported on Saturday's NoHaz event.

Clerk Wright ask the Board to consider placing a directional sign on the northern part of Dunlap, and he has some items he would like to discuss with the interview group regarding the Communications and Grants Manager Job Description.

Supervisor Dunn would like to add to next month's agenda the discussion to quit claim deed the Township owned vacant land at Dunlap and Brabb Dewy to Oakland County Road Commission.

Treasurer Ferrari requested that the Grant Writing expense and pay be allocated to each fund it is benefiting, and extended his respect to the 9-11 victims.

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Trustee Payne would like the Board to start thinking about Welcome to Oxford signs in every direction.

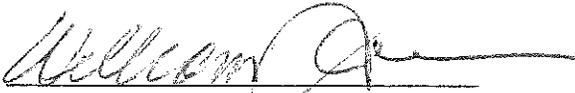
Trustee Curtis discussed on the road improvements on E. Drahner, requested a Social Media Policy, and provided updates on the sewer and water main construction.

Supervisor Dunn provided the gravel and trucking cost for the E. Drahner Road improvements. In addition, Levy Corporation has made a large donation to provide the trucking service.

ADJOURNMENT

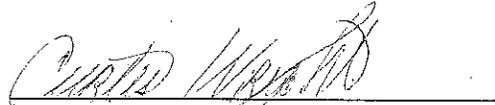
Treasurer Ferrari moved, Trustee Nichols seconded to adjourn at 8:59 p.m.

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



William Dunn, Supervisor

Approved:



Curtis Wright, Clerk

/dkc