

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
MEETING HELD ON MAY 14, 2013**

Supervisor Schmitt called the meeting to order at 7:30 p.m. at the Township Hall.

ROLL CALL:

Present: Supervisor Schmitt, Clerk Tischler, Trustees Koss, Holloway, Nelson and Walsh

Absent: Treasurer Mooney

Others Present: Sandra LaJoie, Deputy Clerk
Fred Gallasch, Franklin

ADMINISTRATIVE REPORTS:

Supervisor's Report

Supervisor Schmitt informed the Board that Treasurer Mooney was attending a continuing Education conference in Mt. Pleasant with emphasis on tax change legislation.

Supervisor Schmitt thanked Trustee Nelson and Clerk Tischler for all of their work weeding the landscaping beds at the Township Hall.

Supervisor Schmitt extended his condolences on behalf of the Board to Trustee Holloway on the loss of his wife Jean.

Clerk's Report

Clerk Tischler noted information items of interest; e-mailed May -10 are the MML Property Pool Divided Check and the May 4th Shred Day activity report.

Clerk Tischler added items presented this evening include Policies and Procedure Manual updates and the 2013/14 Township Budget document.

Clerk Tischler commented as of April 30th, 560 Dog Licenses have been purchased compared to 616 at this time last year and 28 Cat Licenses have been issued compared to 34 at this time last year.

Clerk Tischler stated all merchant business licenses for 2013 have been obtained by the businesses located at the Corners Shopping Center.

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Clerk Tischler advised that the Township Auditor has been in to review our records for the 2012/13 budget year. An audit presentation will be placed on a future agenda as soon as the audit reports are available.

Treasurer's Report

Clerk Tischler presented the Treasurer's report in Treasurer's Mooney's absence. Clerk Tischler noted Oakland County will have a mobile office set up here on June 6th from 11 a.m. to 1:00 p.m. Residents will have the opportunity to obtain copies of birth and death certificates, property documents such as mortgages, deeds and liens and other Oakland County Circuit Court documents. They may also apply for a marriage license, register to vote, register or renew a business name, file to become a notary public, access or record a military discharge form, purchase a veteran's identification card and renew a concealed weapon permit.

PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON PUBLISHED AGENDA:

No one wished to be heard.

APPROVAL OF AGENDA:

Motion by Holloway, supported by Walsh, the agenda be approved as presented.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF APRIL 9, 2013 REGULAR BOARD MEETING MINUTES:

Trustee Nelson noted on page 5 under "Comments from the Board" first line after "new" insert "Beverly Hills".

Trustee Walsh commented on page 4 under "Discussion and Possible Approval of March Expenditures" first line after "the" change "January" to "March".

Motion by Koss, supported by Walsh, to approve the April 9, 2013 Board meeting minutes as presented amended.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO APPOINT REPRESENTATIVE AND ALTERNATE TO THE SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY BOARD OF TRUSTEES:

**RESOLUTION TO APPOINT REPRESENTATIVE AND ALTERNATE
TO THE SOUTHEASTERN
OAKLAND COUNTY WATER AUTHORITY
BOARD OF TRUSTEES:**

Article VII of the Articles of Incorporation of the Southeastern Oakland County Water Authority provides that each municipality shall annually appoint a representative and an alternate to the Board of Trustees. This representative shall serve during the next fiscal year following his appointment and/or until his successor is appointed.

Resolved by Schmitt, seconded by Koss, that the following resolution be adopted:

WHEREAS, the Southeastern Oakland County Water Authority has requested that the Township Board of Trustees, by resolution, appoint a representative and alternate representative to represent the Township of Southfield on the Board of Trustees of the Southeastern Oakland County Water Authority Board for the year beginning July 1, 2013.

NOW THEREFORE BE IT RESOLVED, that at a regular meeting of the Southfield Township Board of Trustees held on May 14, 2013, the Board appointed Robert Walsh as representative and Richard N. Holloway as alternate representative to represent the Township on the Southeastern Oakland County Water Authority Board of Trustees for the year July 1, 2013 through June 30, 2014.

ROLL CALL:

Ayes: Tischler, Holloway, Koss, Nelson, Walsh, Schmitt
Nays: None
Absent: Mooney

DISCUSSION AND POSSIBLE RESOLUTION ADOPTING THE OAKLAND HAZARD MITIGATION PLAN:

Supervisor Schmitt noted in 2012, the Oakland County Homeland Security Division, after consultation with local communities and other groups, updated the County's Hazard Mitigation Plan (HMP). In late 2012, the Federal Emergency Management Agency (FEMA) approved the updated HMP. FEMA approval, however, is contingent upon adoption by each municipality. The plan was adopted by the Oakland County Board of Commissioners (OCBC) on January 23, 2013. It must be adopted by each individual community to enable them to maintain eligibility for FEMA hazard mitigation grant funding.

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Southfield Township's input was provided by Franklin-Bingham Fire Department's Chief Tony Averbuch.

The full 334-page plan is available online at the County's Homeland Security web site.

Fred Gallasch noted all the municipalities' have a protocol as how to ~~preede~~ proceed in an emergency.

Resolved by Nelson, seconded by Walsh, that Southfield Township adopts the Oakland County Hazard Mitigation Plan as presented.

ADOPTION OF THE OAKLAND COUNTY HAZARD MITIGATION PLAN

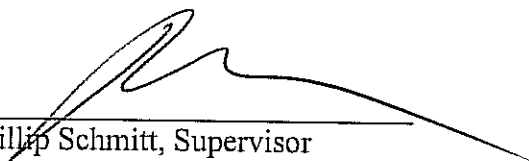
- WHEREAS,** the mission of Southfield Township includes the charge to protect the health, safety, and general welfare of the people of Southfield Township; and
- WHEREAS,** Southfield Township, Michigan is subject to flooding, tornadoes, winter storms, and other natural, technological, and human hazards; and
- WHEREAS,** Oakland County Homeland Security Division and the Oakland County Local Emergency Planning Committee, comprised of representatives from the County, municipalities, and stakeholder organizations, have prepared a recommended Hazard Mitigation Plan that reviews the options to protect people and reduce damage from these hazards; and
- WHEREAS,** Southfield Township has participated in the planning process for development of this Plan, providing information specific to local hazard priorities, encouraging public participation, identifying desired hazard mitigation strategies, and reviewing the draft Plan; and
- WHEREAS,** the Oakland County Homeland Security Division (HSD), with the Oakland County Local Emergency Planning Committee (LEPC), has developed the OAKLAND COUNTY HAZARD MITIGATION PLAN (the "Plan") as an official document of the County and establishing a County Hazard Mitigation Coordinating Committee, pursuant to the Disaster Mitigation Act of 2000 (PL-106-390) and associated regulations (44 CFR 210.6); and
- WHEREAS,** the Plan has been widely circulated for review by the County's residents, municipal officials, and state, federal, and local review agencies and has been revised to reflect their concerns;

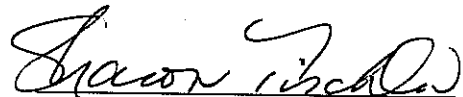
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NOW THEREFORE BE IT RESOLVED by the Southfield Township Board of Trustees that:

1. The Oakland County Hazard Mitigation Plan (or section(s) of the Plan specific to the affected community) is/are hereby adopted as an official plan of Southfield Township.
2. The Southfield Township Supervisor is charged with supervising the implementation of the Plan's recommendations, as they pertain to Southfield Township and within the funding limitations as provided by the Board of Trustees or other sources.
3. The Southfield Township Supervisor shall give priority attention to the following action items recommended in portions of the Plan specific to Southfield Township:
 - a. Recommendation of Southfield Township, Community Input Section 5.2.53, page 128
 - b. Recommendation of Southfield Township, Mitigation Strategies Section 6.3.1, page 183

Passed by the Southfield Township Board of Trustees on May 14, 2013.


Phillip Schmitt, Supervisor


Sharon Tischler, Township Clerk

ROLL CALL:

Ayes: Holloway, Koss, Nelson, Walsh, Schmitt, Tischler
Nays: None
Absent: Mooney

DISCUSSION AND POSSIBLE APPROVAL OF TAX COLLECTION AGREEMENT WITH BIRMINGHAM SCHOOLS:

Supervisor Schmitt presented this item to the Board in Treasurer Mooney's absence. Supervisor Schmitt reviewed the agreement.

The Township has an agreement with the Birmingham Public School District to collect and disburse taxes on their behalf. For several years the Township has charged a \$3.00 per parcel fee. The Board agreed to freeze this rate for several collection cycles because of the difficult economic climate.

With the improvement in the economy and the increased responsibilities due to legislative changes, a new three year agreement has been agreed to where the Township will charge a \$3.25 per parcel fee in 2013, \$3.50 in 2014 and \$3.75 in 2015. The agreement was reviewed and approved by our Township Attorney and the School District has agreed to the increase.

Gallasch questioned if an actual cost per parcel to collect the taxes has been created.

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Resolved by Schmitt, supported by Koss, to approve a three year agreement with the Birmingham Public Schools to collect their taxes beginning with the July 1, 2013 tax season and authorize the Supervisor and Treasurer to enter into the agreement on behalf of the Township.
[attached Exhibit A]

ROLL CALL:

Ayes: Koss, Nelson, Walsh, Schmitt, Tischler, Holloway
Nays: None
Absent: Mooney

**DISCUSSION AND POSSIBLE APPROVAL OF CHANGES TO PERSONNEL POLICY-
GROUP INSURANCE:**

Trustee Koss noted at the April 9, 2013 Board of Trustees Meeting it was requested that the Personnel Policy Updates be pulled from the information packet and placed on the next agenda for discussion and possible approval by this board.

The Personnel Policy Updates included in our April 9, 2013 informational packet were essentially what this board recommended, but the language and sequence needs to be clear and concise for all to read. The Personnel Policy Updates provided in our Information packet addressed only the Health Insurance portion of the document on pages 13 and 14. The proposed changes which incorporated the language provided to us in a memo was written and submitted by Treasurer Mooney.

Koss tried to be consistent with the terms "employee" and elected official. There is a difference between the two and thought it needed to be clarified.

Elected officials are not considered employees according to the following:

- Civil Rights Act. Title VII of the Civil Rights Act of 1964, 400 U.S.C. §2000e (f), provides that the term "employee" does not include a person elected to a public office of a state or political subdivision thereof.
- ADEA. The Age Discrimination in Employment Act, 29 U.S.C. §630(f), expressly excludes elected officials from the definition of "employee".
- Michigan Unemployment Insurance Act. In Michigan all elected government officials and most appointed government officials are not employees.

HEALTH INSURANCE

All eligible elected officials and regular full-time employees shall be offered coverage under a health insurance program chosen by the Township Board. Health insurance coverage begins immediately following the probation period. The positions of Township Trustee and Supervisor are excluded from coverage.

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Each elected official and regular full-time employee eligible for health insurance will fall under one of the three following categories:

- All elected officials and regular full-time employees shall pay no less than 10% of the total health care costs paid by the Township for the elected official and regular full-time employee and his or her family starting April 1, 2013. Health care costs are defined to include health care premiums, dental coverage and Health Savings Account (HSA) contributions made by the Township.
- Eligible elected officials and full-time employees hired or elected after May 1, 1998 who wish to insure additional family members shall receive single coverage and agree to pay fifty (50%) percent of the additional health insurance premium only to cover spouse and children. This amount may not be less than 10% of the total health care costs provided.
- An elected official or full-time employee may opt out of health insurance at no expense to the Township.

If an elected official or full-time employee is granted an extended leave of absence, health insurance premiums shall be paid by the elected official or full-time employee.

Southfield Township shall contribute to its eligible newly elected and newly hired full-time employees' HSA deductibles on a prorated basis the first year the policy is in effect contributing the same proportion of the deductible as the portion of the year the policy will be in effect, and that the prorated deductibles be paid at the earliest opportunity for coverage, so long as the provision is not in conflict with Ordinance Section 30.02. And further, Southfield Township shall contribute quarterly to the Health Savings Account deductibles for all full-time employees whose health insurance is in effect on January 1. On a case by case basis, an additional HSA contribution will be considered prior to the quarterly contribution as necessary due to a medical issue. The maximum paid in any given year will not exceed the agreed upon annual contribution.

There were concerns raised over the following issues: the language regarding "employee" and "elected official" and health care costs" and "health care premiums" as well as "single" "family" coverage, additional quarterly HSA payments to be considered as necessary due to a medical issue, and the procedure if an employee opts out of the insurance coverage.

After general discussion:

Motion by Koss, supported by Holloway, to table this item until the June meeting.

Motion carried unanimously.

DISCUSSION AND POSSIBLE RESOLUTION REQUESTING FEES FOR BOARD INFORMATION PACKETS:

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Trustee Koss noted at our last meeting, there was discussion of a fee for copying documents and Board packages. It was suggested that a flat fee for 6 months of Board packets be considered.

Koss is requesting the Board consider charging a per page price to recoup the cost of all copying.

Koss noted the following data:

- Zip charges (.06) six cents per page single side and (.12) twelve cents per page double sided;
- Kinko's charges (.14) fourteen cents per page single side and (.28) twenty-eight cents per page double sided;
- Hastings, Michigan local government charges (.25) twenty-five cents per page; and
- The Village of Beverly Hills charges (.15) fifteen cents per page for copies.

Koss suggested the Board adopt a fee of (.20) twenty cents per page for copying whether it is one or two sided. Koss believes most of our documents are two-sided copies which will reduce the paper cost and volume of documents.

Koss also suggested that any member in the community that is a business owner in the Township or a member on one of our boards or ad hoc committees receive their packages gratis.

The Board discussed the consistency of the fees that are charged to residents who request information. After general discussion, it was the consensus of the Board to table this item until the June meeting.

Motion by Walsh, supported by Tischler, to table this item until the June meeting.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF APRIL EXPENDITURES:

Motion by Walsh, supported by Nelson, to approve the April expenditures as follows:

101 General Fund	\$	42,086.73
703 Tax Fund	\$	<u> </u>
	\$	42,086.73

Trustee Holloway noted Animal Control handled 78 calls last month.

Gallasch noted the Animal Control Report list calls for service where the Animal Control Officer has entered residents' homes. Gallasch feels this practice needs to be reviewed.

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Clerk Tischler responded to all comments.

Motion carried unanimously.

COMMENTS FROM THE AUDIENCE:

Gallasch mentioned the Board should look into the health care policies for the individuals who have been employed by the Township for a number of years and budget for retirement health care accordingly.

COMMENTS FROM THE BOARD:

Trustee Koss noted the planting of annuals at the Township Hall will take place on June 1st. Trustee Koss added ~~not a lot of~~ no volunteers from Groves have signed up, so at this time it will be Trustee Nelson and I.

Trustee Walsh noted the SOCWA meeting was held on May 8th. The June meeting will be held at the City of Southfield in the Parks and Rec room.

Clerk Tischler responded to Gallasch's concerns regarding funding retiree healthcare.

Clerk Tischler commented Commissioner Dwyer was in the Township Hall earlier today and apologized for not being able to attend the meeting and asked Clerk Tischler to give an overview of the free prescription program through the County.

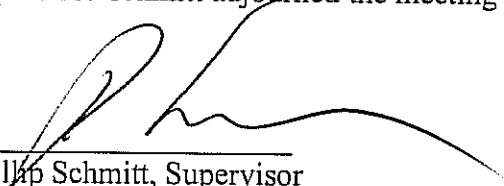
Trustee Nelson commented a neighbor had a mouse in their house and called Beverly Hills Public Safety at 3 a.m. and asked to have it removed. Trustee Nelson added he has received comments regarding Books-A-Million which is not Borders.

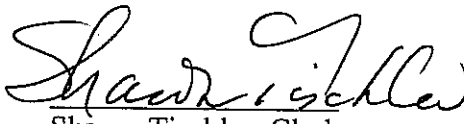
Trustee Nelson inquired about the new computer system that the Township had installed.

Clerk Tischler responded the new system is working very well.

Trustee Holloway thanked the Board and the staff for the condolences and especially for the contribution to the Alzheimer's Association on behalf of Jean.

Supervisor Schmitt adjourned the meeting at 8:33 p.m.


Phillip Schmitt, Supervisor


Sharon Tischler, Clerk