

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
MEETING HELD ON JANUARY 14, 2014**

Supervisor Schmitt called the meeting to order at 7:00 p.m. at the Township Hall.

ROLL CALL:

Present: Supervisor Schmitt, Clerk Tischler, Treasurer Mooney, Trustees Nelson and Walsh

Arrived Late: Trustee Holloway at 7:06 p.m.

Absent: Trustee Koss

Others Present: Sandra LaJoie, Deputy Clerk
Marianne McLennan, Beverly Hills

STUDY SESSION OF PROPOSED FISCAL YEAR 2014-2015 BUDGET:

Supervisor Schmitt suggested the Board go through the Budget, section by section, as has been done in previous years and opened the floor for discussion.

Treasurer Mooney indicated that the number for Revenue from Current Property Tax will change once more current information is available from assessing. She also noted the reduction is due to the elimination of personal property taxes on parcels with a true cash value less than \$80,000.

Trustee Holloway arrived at 7:06 p.m.

Clerk Tischler noted the figures in the estimated column will be adjusted before the Public Hearing on the Budget and the General Operating Reserve line item was adjusted to balance the totals. The actual amount needed from Fund Balance will be between \$50 and \$60 thousand dollars for the current year.

Treasurer Mooney reviewed how much the Township has spent out of the General Fund Balance over the last three years.

Clerk Tischler brought to the Boards attention the last time the Board of Review and Precinct Workers had received an increase in pay.

Treasurer Mooney suggested Michigan Townships Association (MTA) for a comparison of what Precinct Workers in other Townships are paid.

Clerk Tischler noted a new line item for the Codification of the Ordinances.

Treasurer Mooney inquired about budgeting for a new copy machine.

Clerk Tischler responded replacement of the copy machine is not contained in the General Fund Budget.

After general discussion about a new copy machine and a new roof, the Board decided to budget for a new copy machine and a roof. The Board decided to take \$5,000 out of Capital Purchases Reserve and allocate \$5,000 out of the General Fund 101- 980.000- Office Equipment for a new copy machine.

Clerk Tischler noted she will need a millage rate and a taxable value for the Public Hearing notice.

Regular meeting started at 7:35 p.m.

ADMINISTRATIVE REPORTS:

Supervisor's Report

Supervisor Schmitt noted Trustee Koss was absent from this evenings meeting due to illness and everyone wishes her well.

Supervisor Schmitt thanked Treasurer Mooney for her perseverance and hard work on the Township website, which is now available to the public.

Clerk's Report

Clerk Tischler noted 180 dog licenses have been sold in December compared to 109 last year and 5 cat tags have been applied for compared to 1 at this time last year.

Clerk Tischler mentioned Merchant Licenses and Poverty Applications were mailed out on Jan. 7th, and to date, one Merchant License application has been returned. Precinct worker surveys will be mailed before the end of the month.

Clerk Tischler noted the Office will be closed on January 20th in honor of Martin Luther King Day.

Clerk Tischler commented W-2 forms for 2013 were included in Board packets.

Clerk Tischler brought to the Board's attention the Blue Cross/Blue Shield bill of \$19,000. The error occurred when a former participant was re-instated on our coverage and our agent is working on obtaining a corrected billing. Blue Cross/Blue Shield realizes it is their error; however their policy is to not adjust the bill but to have us pay it and apply the overpayment to future billings.

Treasurer's Report

Treasurer Mooney noted the Township has collected approximately 59 ½% of the winter taxes and 96% of the summer taxes. Deferment applications were mailed with the Poverty applications. The Board approved a basic website and it is up and running. Treasurer Mooney noted the web address for the Township website is: www.southfieldtownship.org.

PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON PUBLISHED AGENDA:

No one wished to be heard.

APPROVAL OF AGENDA:

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

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF DECEMBER 10, 2013 REGULAR MEETING MINUTES:

Motion by Mooney, supported by Walsh, to approve the December 10, 2013 Board meeting minutes as presented.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF DECEMBER 17, 2013 SPECIAL MEETING MINUTES:

Motion by Walsh, supported by Nelson, to approve the December 17, 2013 Board meeting minutes as presented.

Motion carried unanimously.

DISCUSSION AND POSSIBLE MOTION TO RECEIVE AND FILE COMPENSATION COMMITTEE REPORT:

Supervisor Schmitt asked Trustee Walsh, chair of the Compensation Committee to present the Compensation report to the Board.

Trustee Walsh commented the Compensation Committee met on January 9, 2014 at noon at the Township Hall and the recommendation of the Compensation Committee was the base salary of all full- time employees and full- time elected officials be increased 2%, starting April 1, 2014.

Motion by Schmitt, supported by Holloway, to receive and file the Compensation Committee's January 9, 2014, report. [attached Exhibit A].

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING SALARY OF TOWNSHIP CLERK BEGINNING APRIL 1, 2014:

Supervisor Schmitt presented the following Resolution:

RESOLUTION SETTING SALARY OF TOWNSHIP CLERK

Resolved by Holloway, supported by Walsh, the following Resolution be adopted:

WHEREAS, pursuant to MCLA 41.95 (3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

WHEREAS, the Board of Southfield Township deems it desirable to adjust the salary of the Township Clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and

WHEREAS, the Township Clerk has served the Township since 1984 and has been elected to serve the Township,

NOW THEREFORE BE IT RESOLVED the salary for the office of Township Clerk for the Fiscal Year 2014 is set at \$ 70,700.

ROLL CALL:

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

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING SALARY OF TOWNSHIP TREASURER:

RESOLUTION SETTING SALARY OF TOWNSHIP TREASURER

Supervisor Schmitt presented the following Resolution:

Resolved by Schmitt, supported by Nelson, the following Resolution be adopted:

WHEREAS, pursuant to MCLA 41.95 (3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

WHEREAS, the Board of Southfield Township deems it desirable to adjust the salary of the Township Treasurer to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and

WHEREAS, the Treasurer has served the Township since 2007 and has been elected to serve the Township,

NOW THEREFORE BE IT RESOLVED the salary for the office of Township Treasurer for Fiscal Year 2014 is set at \$ 57,322.

ROLL CALL:

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

DISCUSSION AND POSSIBLE TECHNICAL CORRECTION TO AMENDED HEALTHCARE:

Supervisor Schmitt noted at the November Board meeting it was resolved to discontinue all Elected and Employee Medical Insurance coverage. At the December meeting the November Resolution was rescinded. But that left an unintentional gap in the language of the Policy and Procedures Manual. To correct the omission the following Resolution is suggested:

Resolved by Schmitt, supported by Mooney, current employees hired before January 14, 2014, and current eligible Elected Officials holding office before that date, shall be offered coverage under a Health Insurance program chosen by the Township Board. It is further resolved that no

Employee or Elected Official, whenever hired or taking office, shall be eligible for Township provided dental care or coverage.

ROLL CALL:

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

DISCUSSION AND POSSIBLE APPROVAL OF DECEMBER EXPENDITURES:

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

101 General Fund	\$ 43,274.64
703 Tax Fund	<u>\$3,059,033.41</u>
	\$3,102,308.05

Motion carried unanimously.

COMMENTS FROM THE AUDIENCE:

No one wished to be heard.

COMMENTS FROM THE BOARD:

Trustee Nelson commented the website had more information and was more sophisticated than he anticipated. Trustee Nelson noted there are links to the village's websites on the Township website. Trustee Nelson noted it would be nice if in ten to twenty years our budget would balance without having to take money out of Fund Balance.

Trustee Holloway inquired now that the website is functional, how much did the website cost the Township?

Treasurer Mooney responded \$1,200, exactly what the Board approved.

Clerk Tischler added it costs \$15.00 a month to host the website.

Trustee Holloway noted that when he has a proposal from A & D Animal Control he will present it to the Board.

Treasurer Mooney wished Trustee Koss a speedy recovery. Treasurer Mooney thanked the Board for the staff in the Treasury Department on behalf of herself and the Deputy Treasurer for the 2% increase. It was unexpected but appreciated.

Trustee Walsh commented the South Oakland County Water Authority meeting was last Wednesday, at Oak Park City Hall.

Supervisor Schmitt adjourned the meeting at 7:56 P.M.

Phillip Schmitt, Supervisor

Sharon Tischler, Clerk