

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
MEETING HELD ON FEBRUARY 11, 2014**

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

ROLL CALL:

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

Absent: None

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

ADMINISTRATIVE REPORTS:

Supervisor's Report

Supervisor Schmitt thanked Trustee Holloway for the work he has done on the Animal Control Project.

Clerk's Report

Clerk Tischler mentioned the e-information packet sent on Jan. 27th included the December 31st statement from MERS which provided the current balance for our Retiree Health Funding Vehicle and an invitation to Brooks Patterson's 2014 State of the County Address. A paper copy of both items was included in the Board Packet.

Clerk Tischler commented that new LED exterior light fixtures have been purchased for the Township Hall to replace the current fixtures. Installation will occur as soon as weather permits and a tentative date for installation is scheduled for February 20th.

Clerk Tischler noted, to date 293 Dog licenses have been sold compared to 167 last year and 7 Cat licenses have been issued this year compared to 1 last year.

Clerk Tischler mentioned 7 Merchant's Licenses have been applied for out of 16.

Clerk Tischler commented the Township Office will be closed on February 17th for President's Day.

Treasurer's Report

Treasurer Mooney noted the Township has collected 97.2 % of the summer taxes and 86% of the winter taxes. The last day to pay taxes without penalty is Friday, February 14th. After February 28th all payments must be made at the County. Notices of assessments went out in last week's mail. Treasurer Mooney noted the calls received to date, have been quite positive.

PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON PUBLISHED AGENDA:

No one wished to be heard.

APPROVAL OF AGENDA:

Clerk Tischler requested a "Resolution Approving Agreement for Ballot Layout and Programming Services with Oakland County" be added as item 10a.

Motion by Mooney, supported by Walsh, the agenda be approved as amended.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF JANUARY 14, 2014 REGULAR MEETING MINUTES:

Clerk Tischler noted on page 3, under Discussion and Possible Motion to Receive and File Compensation Committee Report", last paragraph, last line after "and" insert "full time". Treasurer Mooney noted on page 6, under "Comments from the Board", last paragraph, second line, after "Board" strike "for the staff in the Treasury Department" and insert "on behalf of herself and the Deputy Treasurer" and after "increase" insert a period. Strike the small "i" and start a new sentence with a capital "I".

Motion by Schmitt, supported by Walsh, to approve the January 14, 2014 Board meeting minutes as amended.

Motion carried unanimously.

PUBLIC HEARING ON THE PROPOSED TOWNSHIP BUDGET FOR THE FISCAL YEAR 2014/2015:

Supervisor Schmitt opened the Public Hearing at 7:38 p.m.

Fred Gallasch inquired as to which millage rate the proposed budget is based on, .60, .65 or .70.

Clerk Tischler responded the proposed budget is based on the .60 millage rate.

Gallasch asked on what basis the Township provides Life Insurance to the elected officials.

Clerk Tischler responded the life insurance benefit is provided to the Supervisor, Clerk and Treasurer at \$10,000 and the two employees at \$15,000 with a disability benefit if an employee was off work for any length of time. Trustees were eliminated from coverage by the insurer.

Supervisor Schmitt closed the Public Hearing at 7:40 p.m.

DISCUSSION AND POSSIBLE APPROVAL OF 3% PENALTY WAIVER ON DEFERRED PARCELS:

Treasurer Mooney stated the last day to pay taxes (including deferred parcels) is February 14, 2014. Payments received between February 15, 2014 and February 28, 2014 are charged a 3% penalty. After February 28, 2014, all unpaid taxes are sent to the County.

Treasurer Mooney mentioned typically, the Oakland County Board of Commissioners typically votes in favor of extending tax collection on deferred parcels to April 30th. The County's reason is to give residents time to receive their homestead property tax refunds for payment of their property taxes. The County also sends notices to affected residents advising them of the waiver.

Since the County will probably again waive the penalty and interest fees from March 1, 2014 through April 30, 2014, our Board should decide if it wants to approve waiving our 3% penalty on deferred parcels from February 15, 2014 through February 28, 2014. If we choose not to waive the penalty, affected residents need only wait until March 1st to pay at the County without penalty.

The County Commissioners vote on this item late in February making it difficult to bring it to the Board as an approved item, therefore, it is suggested adoption of the Resolution include any future years that the County Commissioners decide to extend the date rather than having this item come before the Board annually.

Treasurer Mooney explained tax deferments.

Gallasch inquired if the process for deferment changed by Charter or can it be changed by Resolution.

Clerk Tischler responded deferments are granted through State Law.

Resolved by Mooney, seconded by Holloway, that the Southfield Township Board of Trustees waives the 3% penalty charged between February 15th and February 28th in any given year so long as the Oakland County Board of Commissioners votes to extend the date to April 30th. This extension applies to deferred parcels only.

ROLL CALL:

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

DISCUSSION OF MODIFICATION OF TAX COLLECTION AGREEMENT WITH THE VILLAGE OF BEVERLY HILLS:

Treasurer Mooney stated in February, 2012, the Board approved an agreement with the Village of Beverly Hills to collect taxes on their behalf. This is the end of our second tax season. It continues to run smoothly and residents seem to appreciate the convenience.

Treasurer Mooney is recommending one change to the existing agreement. Currently, the disbursement to Beverly Hills is made upon receipt of a minimum of \$10,000.00. The suggested change is an increase to \$25,000.00. The current limit essentially equals five or six payments. The increase would reduce the amount of time and paperwork involved when making disbursements.

Payments will continue to be applied to the resident's tax bill as received. The modification would only impact disbursements to Beverly Hills.

Beverly Hills Manager, Chris Wilson will present this request as an agenda item to Village Council at their February 18th meeting.

Resolved by Mooney, supported by Nelson, the Southfield Township Board of Trustees authorizes the Township Treasurer to amend the contract with Beverly Hills for tax collection by increasing the minimum amount disbursed from \$10,000.00 to \$25,000.00 effective July 1, 2014. The Treasurer is authorized to sign the appropriate documents.

Trustee Koss asked Treasurer Mooney if the Village of Beverly Hills does not pass the modification to the agreement at their February 18th meeting, will the agreement be put back on a Board of Trustees agenda.

Treasurer Mooney responded it will be placed on the Board of Trustees next agenda.

ROLL CALL:

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

DISCUSSION AND APPROVAL OF AMENDED HEALTH CARE CHANGES TO THE PERSONNEL POLICY:

Clerk Tischler stated the Group Insurance Programs section of the Personnel Policy dated 1/28/2014 and a copy of the original section which includes the changes as approved up through the December 2013 Board Meeting has been provided for review to the Board.

Clerk Tischler noted any errors or omissions should be changed at this time before final adoption of the section. Once approved, numbered pages will be provided for insertion into your copy of the Personnel Policy.

Trustee Koss suggested under "Employee Benefit Limitations" the 4th line beginning with "Employees" to the end of the paragraph is not relevant and should be struck from the policy.

Gallasch questioned if a new employee was hired would they receive their healthcare immediately.

Treasurer Mooney responded a new employee would not receive a healthcare benefit. The first section of the Group Insurance Programs under Health Insurance states "All eligible elected officials and regular full-time employees as of November 12, 2013 shall be covered under a health insurance program chosen by the Township Board".

Resolved by Tischler, supported by Nelson, to approve the revised section of the Personnel Policy know as Group Insurance Programs with the recommended changes and a copy to be attached to these minutes and further the approved section will be provided to the Board for insertion into their copy of the Southfield Township Personnel Policy. [see attachment- Exhibit A]

Trustee Koss thanked Clerk Tischler for all her work on the changes to the "Group Insurance Programs" part of the personnel policy.

ROLL CALL:

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

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION AND AGREEMENT FOR BALLOT LAYOUT AND PROGRAMMING SERVICES WITH OAKLAND COUNTY:

Clerk Tischler presented an agreement for Ballot Layout and Programming Services provided by the County's Election Division. The County Board of Commissioners has already authorized this service by Resolution approval. The term of the contract is for five years and the cost per Election remains at \$300 dollars.

Clerk Tischler noted this contract has been in effect since 2007 without problems or issues and recommends its approval.

RESOLUTION APPROVING AGREEMENT FOR BALLOT LAYOUT AND PROGRAMMING SERVICES WITH OAKLAND COUNTY

Resolved by Tischler, supported by Koss, to contract with Oakland County for Ballot Layout and Coding Services dated December 12, 2013, for five years at \$300 per Election.

WHEREAS the agreement for Ballot Layout and Programming Services ("Agreement") to which this Resolution is attached, was presented to the Township Board for approval, and

WHEREAS it has been approved by the Oakland County Board of Commissioners on December 12, 2013, and

WHEREAS any concerns regarding the manner in which certain provisions of the Agreement might be interpreted or applied are outweighed and mitigated by the potential benefits to and termination rights of the Township under the Agreement, and

NOW THEREFORE BE IT RESOLVED to approve the Agreement to which this Resolution is attached and authorize it to be signed by the Clerk and submitted to the County Clerk on behalf of the Township.

ROLL CALL:

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

DISCUSSION AND POSSIBLE APPROVAL OF JANUARY EXPENDITURES:

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

101 General Fund	\$ 156,282.98
703 Tax Fund	<u>\$1,545,710.23</u>
	\$1,701,993.21

Treasurer Mooney answered all questions.

Motion carried unanimously.

COMMENTS FROM THE AUDIENCE:

Gallasch commended the Board for having their new website up and running and encouraged them to reach out as much as possible to let the residents know that Southfield Township has a website.

COMMENTS FROM THE BOARD:

Trustee Nelson inquired about the taxable value listed on the memo that was supplied with the material for the public hearing. Nelson questioned if the taxable value is going down because we are losing our property tax.

Treasurer Mooney responded the taxable value used is an estimate and personal property valuations are not included because they are not available at this time.

Trustee Holloway noted work continues on the Final Animal Control proposal and hopes to supply the Board with the proposal at the March meeting. Trustee Holloway inquired about the extension of the Animal Control Program 2 years ago.

Treasurer Mooney suggested Animal Control be put on the Agenda as a discussion item before the Board votes on any type of change.

Treasurer Mooney wished everyone a Happy President's Day.

Clerk Tischler stressed to the Board the importance of a review of the budget items and consideration of the millage levy.

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Trustee Walsh commented the South Oakland County Water Authority will meet on Wednesday, January 12th at the Lathrup Village City Hall at 8:30 a.m.

Trustee Koss noted the need to know the exact percentage of how much we are spending from Fund Balance before a decision is made as to whether or not to raise the millage rate.

Trustee Koss thanked Clerk Tischler for supplying everyone with a copy of the account from MERS- Retiree Health Funding Vehicle. Trustee Koss indicated she is looking forward to the new Actuarial Study.

Trustee Koss thanked everyone for their well wishes.

Supervisor Schmitt adjourned the meeting at 8:22 P.M.

Phillip Schmitt, Supervisor

Sharon Tischler, Clerk