

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
MEETING HELD ON AUGUST 11, 2015**

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 and Trustees,
Cook and Walsh

Absent: Trustee Koss and Trustee Nelson

Others Present: Sandra LaJoie, Deputy Clerk
Rana Emmons, Auditor
Joseph Hlavaty, Bingham Farms

Supervisor's Report

Supervisor Schmitt thanked Clerk Tischler, Treasurer Mooney and Trustee Nelson for doing maintenance to the landscaping of the Township Hall.

Supervisor Schmitt commented a resident who came in to pay her taxes, was most appreciative of the new doors.

Clerk's Report

Clerk Tischler stated with installation of the Handicap Entrance doors, a request for reimbursement has been submitted to the State in the amount of \$9,920.

Clerk Tischler commented 858 dog licenses have been issued as of July 31st compared to 838 at this time last year and 37 cat licenses have been issued compared to 47 last year.

Clerk Tischler noted the Planning Commission will meet on August 25th, at this time their agenda will only contain appointment of officers and meeting dates.

Clerk Tischler stated the Township Office will be closed on September 7th for the Labor Day Holiday.

Clerk Tischler noted the Municipal Employees' Retirement System second quarterly statement was provided with this evening's information items.

Treasurer's Report

Treasurer Mooney commented to date, we have collected 18% of the summer tax collection with a little over a month to go.

PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON PUBLISHED AGENDA:

No one wished to be heard.

APPROVAL OF AGENDA:

Supervisor Schmitt requested two items be added to the agenda, 14a Approval and Possible acceptance of resignation of Trustee Koss and 14b Announcement of vacancy on the Board of Trustees.

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

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF JUNE 9, 2015 REGULAR MEETING MINUTES:

Trustee Cook suggested on page 4 under (B) (1), fifth sentence down, "finales" should be "finals" after "decorations" and after "decorative".

Trustee Walsh noted on page 9 under "Comments from the Board" second paragraph, first line after "Township" insert "website" and second line after "Nelson" insert Supervisor Schmitt and Trustees Cook and Walsh".

Motion by Walsh, supported by Cook, to approve the June 9, 2015 Board meeting minutes as amended.

Motion carried unanimously.

PUBLIC HEARING FOR POLICE AND FIRE SPECIAL ASSESSMENT DISTRICTS:

Supervisor Schmitt opened the Public Hearing for comments on the Police and Fire Special Assessment Districts for Township Only Residents from the Village of Beverly Hills, Bingham/Franklin Farms Volunteer Fire Department and Police Services from the Village of Franklin for 2015-2016 at 7:38 p.m.

No one wished to be heard.

Supervisor Schmitt closed the public hearing at 7:39 p.m.

PRESENTATION OF TOWNSHIP AUDIT, RECEIVE AND FILE:

Supervisor Schmitt introduced Rana Emmons, Auditor from Post, Smythe, Lutz and Ziel (PSLZ LLP). Emmons presented the Southfield Township Audit for fiscal year ending March 31, 2015. Emmons discussed the following areas: Property tax collection noting a slight increase in taxable value of 2.2%. Emmons stated the fund balance of the Township's general fund decreased by \$41,280 during the current fiscal year. Emmons noted that next year there will be changes in GASBY 68 Pension/Liability, which will have minimal impact to Southfield Township. Emmons stated that next year's audit will account for Post-Retirement Health Care. Emmons commented again on the consistency of the millage rate and operating expenses.

Emmons answered all questions.

Trustee Cook expressed her appreciation for the presentation and specifically pages 3-6 of the Audit.

Emmons suggested attention to page 24 of the Audit, which presents the general fund budget to the actuals, as a good place to focus.

Emmons stated there are no specific recommendations for the Township and noted the audit for the fiscal year ending March 31, 2015 was favorable, clean and in good standing.

Emmons noted all the necessary forms have been filed with the State prior to the deadline of September 30th.

Supervisor Schmitt thanked Emmons for the presentation.

Motion by Tischler, supported by Walsh, to receive and file the March 31, 2015 Township Audit.

Motion carried unanimously.

DISCUSSION AND APPROVAL OF RESOLUTION TO ADOPT SPECIAL ASSESSMENT DISTRICT FOR POLICE AND FIRE PROTECTION BY THE VILLAGE OF BEVERLY HILLS FOR 2015-2016:

Resolved by Tischler, seconded by Mooney, the following resolution be adopted:

WHEREAS, the voters of the unincorporated area of Southfield Township having expressed their desires for the setting up of special assessment districts for fire and police protection; and

WHEREAS, the Southfield Township Board of Trustees is cognizant of the need for such special assessment districts.

NOW, THEREFORE, BE IT RESOLVED, since a public hearing has been ~~set~~ held for estimates of costs and expenses for the establishment of fire and police protection special assessment districts pursuant to MCL 41.801 et seq. the following shall be levied for the unincorporated area of Southfield Township to be serviced by the Village of Beverly Hills at a rate of 9.6746 mills per 1,000 Taxable Value.

<u>SIDWELL:</u>	<u>NAME:</u>	<u>TV:</u>	<u>FEE:</u>
T 24-01-301-003	Robert & Kathleen Hayward 17342 W. 13 Mile Road	\$ 85,820	\$ 830.27
T 24-01-301-004*	Midwest Memorial Group LLC 31300 Southfield Road Suite 1	\$118,660	\$1,147.99 <u>+700.00</u> \$1,847.99

* The charge for 2015-2016 is in the amount of \$ 1,847.99. This amount has been based on a final figure of a \$700 charge for the property and the remaining balance of \$1,147.99 is based upon 9.6746 millage rate times the building Taxable Value of \$ 118,660.

ROLL CALL:

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

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO ADOPT SPECIAL ASSESSMENT DISTRICT FOR FIRE SERVICES BY THE BINGHAM/FRANKLIN VOLUNTEER FIRE DEPARTMENT FOR 2015-2016:

Resolved by Mooney, seconded by Cook, the following resolution be adopted:

WHEREAS, the voters of the unincorporated area of Southfield Township having expressed their desires for the setting up of special assessment districts for fire protection; and

WHEREAS, the Southfield Township Board of Trustees is cognizant of the need for such special assessment districts.

NOW, THEREFORE, BE IT RESOLVED, since a public hearing has been ~~set~~ held for the establishment of a fire protection special assessment district pursuant to MCL 41.801 et seq. for the unincorporated area of Southfield Township to be serviced by the Bingham Farms/Franklin Fire Department at a rate of 2.00 mills per 1,000 TV for the following properties:

<u>SIDWELL:</u>	<u>NAME:</u>	<u>TV:</u>	<u>FEE:</u>
T 24-06-101-001	Harold R. Marderosian 27360 W. 14 Mile Road	\$200,830	\$401.66
T 24-06-101-002	Burton D. Farbman, TTEE 27272 W. 14 Mile Road	302,670	605.34
T 24-06-101-003	Practorian Capital LLC 465 Brickell Ave. Apt. 519 Miami, Fl 33131	261,490	522.98
T 24-06-101-004	Prashanth Balusu Sashi Chilakapati 5750 Drake Hollow Dr. W. West Bloomfield, MI 48322	243,850	487.70
T 24-06-101-005	Allen S. & Danielle Shifman 27170 W. 14 Mile Road	214,110	428.22
T 24-06-101-006	Gary R. Rentrop 27160 W. 14 Mile Road	113,170	226.34
T 24-06-101-007	Paul R. Ziegler P.O. Box 250428	118,700	237.40

ROLL CALL:

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

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO ADOPT SPECIAL ASSESSMENT DISTRICT FOR POLICE SERVICES BY VILLAGE OF FRANKLIN 2015-2016:

Resolved by Cook, seconded by Walsh, the following resolution be adopted:

WHEREAS, the voters of the unincorporated area of Southfield Township having expressed their desires for the setting up of special assessment districts for police protection; and

WHEREAS, the Southfield Township Board of Trustees is cognizant of the need for such special assessment districts.

NOW, THEREFORE, BE IT RESOLVED, since a public hearing has been ~~set~~ held for estimates of costs and expenses for the establishment of a police protection special assessment district pursuant to MCL 41.851 et seq. for the unincorporated area of Southfield Township to be

serviced by the Village of Franklin at a rate of 4.00 mills per 1,000 TV for the following properties:

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<u>SIDWELL:</u>	<u>NAME:</u>	<u>TV:</u>	<u>FEE:</u>
T 24-06-101-001	Harold R. Marderosian 27360 W. 14 Mile Road	\$200,830	\$ 803.32
T 24-06-101-002	Burton D. Farbman, TTEE 27272 W. 14 Mile Road	302,670	1,210.68
T 24-06-101-003	Practorian Capital LLC 465 Brickell Ave. Apt. 519 Miami, FL 33131	261,490	1,045.96
T 24-06-101-004	Prashanth Balusu Sashi Chilakapati 5750 Drake Hollow Dr. W West Bloomfield, MI 48322	243,850	975.40
T 24-06-101-005	Allen S. & Danielle Shifman 27170 W. 14 Mile Road	214,110	856.44
T 24-06-101-006	Gary R. Rentrop 27160 W. 14 Mile Road	113,170	452.68
T 24-06-101-007	Paul R. Ziegler P.O. Box 250428	118,700	474.80

ROLL CALL:

Ayes: Cook, Walsh, Schmitt, Tischler, Mooney

Nays: None

Absent: Koss, Nelson

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO ASSESS 3% TAX PENALTY FOR THE 2015 TAX YEAR:

Resolved by Mooney, seconded by Schmitt, that the following Resolution be adopted:

WHEREAS, with the passage of Public Act #206 of 1893, as amended, MCL 211.44, as amended, which authorizes the Township of Southfield Board of Trustees to impose a penalty on all late payments of unpaid property taxes; and

WHEREAS, the last date to pay taxes by law is February 16, 2016; and

WHEREAS, all taxes paid after February 16, 2016 and before March 1, 2016 are termed late;

NOW, THEREFORE, BE IT RESOLVED that the Southfield Township Board of Trustees authorizes the Township Treasurer to levy a 3% penalty on all late taxes paid after February 16, 2016 through February 29, 2016; and

BE IT FURTHER RESOLVED that a copy of this Resolution be published in The Birmingham/Bloomfield Eccentric and a notice be included in the mailing of all tax statements to alert all taxpayers of this enactment.

ROLL CALL:

Ayes: Walsh, Schmitt, Tischler, Mooney, Cook

Nays: None

Absent: Koss, Nelson

DISCUSSION OF FEE SCHEDULE FOR FREEDOM OF INFORMATION ACT:

Clerk Tischler mentioned the Board has been provided with the current fee schedule. The Township's current copying policy was adopted in December of 2005; has been not to charge for any copies requested either by residents or non-residents.

Clerk Tischler commented most often the copies requested are duplicates of tax bills, assessment records and property transfer or rescind forms. Currently, Board packets are handled by e-mailing the information.

Clerk Tischler noted our current Fee Schedule which lists specific items other than copies of paper items along with documentation from McKenna Associates related to planning services.

Clerk Tischler commented most often the Township FOIA requests have been for dog bites. Clerk Tischler noted it might be appropriate for the Township Board to review the Fee Schedule and identify specific records or types of records it deems should be made available at no charge or at a reduced cost in order to complete the required FOIA forms. Clerk Tischler asked the Board for direction.

Clerk Tischler noted the only item that has not required the filing of a FOIA request is Election information. A flat fee for election items has been used i.e. disc, labels, paper or e-mail. Clerk Tischler noted that research will be done by contacting other jurisdictions in order to compare how Election information requests are now being handled.

Clerk Tischler requested direction from the Board, whether or not to charge and how much to charge for FOIA request, or if a maximum number of copies for free copies should be set, by contacting Treasurer Mooney or myself.

Trustee Cook agreed with polling other jurisdictions to see what they charge for Election material and charging a fee after supplying a certain number of pages for a FOIA request.

Treasurer Mooney responded the Township does not have that many FOIA requests or copy requests.

Clerk Tischler stated the office staff will work together and present a solution at the next meeting.

REVIEW AND CONSIDER REQUEST TO WAIVE THE PROPERTY TRANSFER AFFIDAVIT FEES FOR PARCELS IN FRANKLIN:

Treasurer Mooney reviewed a letter from the attorney of parcel owner, Michael Slesinski requesting a waiver of the Property Transfer Affidavit fees totaling \$2,400.00. Also attached are copies of the Deeds for the four parcels in question. Two parcels are contiguous residential lots. The other two parcels are contiguous commercial lots.

Treasurer Mooney stated there was a legislative change in 2013 that took effect in 2014 that had unintended consequences which were corrected for 2015. This transfer occurred in 2014 before the correction was made. Treasurer Mooney noted Property Transfer Affidavits were required either way but the fines would not have been imposed in 2013 or 2015, only in 2014.

The Board has the ability to waive some or all of the fees or to deny the request in its entirety.

Treasurer Mooney asked the Board if they had any questions.

Treasurer Mooney and Supervisor Schmitt answered all questions.

Trustee Cook reviewed the information provided by the Township attorney and noted waiving all or part of the fees is completely within the discretion of the board.

Supervisor Schmitt asked the Board if they would like to take any action.

After general discussion, the Board made the following motion.

Resolved by Walsh, supported by Cook, to waive the 2014 Property Transfer Affidavit fees for all four parcels; TF-24-06-201-005; TF-24-06-201-006; TF-24-06-205-003 and TF-24-06-205-013 in the amount of \$2,400.00.

ROLL CALL:

Ayes: Tischler, Mooney, Cook, Walsh
Nays: Schmitt
Absent: Koss, Nelson

APPROVAL AND POSSBLE ACCEPTANCE OF RESIGNATION OF TRUSTEE KOSS:

Supervisor Schmitt commented due to serious health issues over the last year and a half has changed the life and lifestyle of Trustee Koss and has caused her to resign her position as Southfield Township Trustee.

Supervisor Schmitt stated Trustee Koss commented in her letter of resignation that this Board has made tremendous strides forward on the budget, communication with the public, upgrading Page 9- Board of Trustees Regular Meeting Minutes- August 11, 2015

the computer system and changes in animal control. She was very proud to have served with each of you and wish all of you the best.

Clerk Tischler and Treasurer Mooney stated their wishes and hope for everything to work out well for Trustee Koss and her family.

Motion by Schmitt, supported by Mooney, to accept with regret the resignation of Trustee Koss effective August 11, 2015.

Motion carried unanimously.

ANNOUNCEMENT OF VACANCY ON SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES:

Supervisor announced the Vacancy on the Board and noted the deadline for applications is August 31, 2015.

DISCUSSION AND POSSIBLE APPROVAL OF JUNE EXPENDITURES:

Motion by Walsh, supported by Cook, to approve the June expenditures as follows:

101 General Fund	\$ 150,625.53
703 Tax Fund	\$ <u>0.00</u>
	\$ 150,625.53

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF JULY EXPENDITURES:

Motion by Walsh, supported by Schmitt, to approve the July expenditures as follows:

101 General Fund	\$ 68,459.11
703 Tax Fund	\$ <u>3,835,485.45</u>
	\$ 3,903,944.56

Treasurer Mooney answered all questions.

Motion carried unanimously.

COMMENTS FROM THE AUDIENCE:

No one wished to be heard.

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COMMENTS FROM THE BOARD:

Clerk Tischler pointed out the suggested corrections to the June 9th minutes on page 4 “under Zoning Ordinance Text Amendment” of the misspelled words, were from the attorney draft which was supplied for the June meeting. The misspelled words were corrected in the final draft. The June 9th minutes reflect what was presented to the Board that evening.

Supervisor Schmitt commented he was disappointed that Trustee Koss resigned but wishes her and her family the best.

Trustee Walsh mentioned the Southeastern Oakland County Water Authority will meet tomorrow August 12, 2015 at 8:30 a.m. at the Birmingham Department of Public Works.

Phillip Schmitt, Supervisor

Sharon Tischler, Clerk