

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
MEETING HELD ON JUNE 9, 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,
Koss, Nelson and Walsh

Arrived Late: Trustee Cook at 7:33 p.m.

Others Present: Sandra LaJoie, Deputy Clerk
Bill Dwyer, 17th District County Commissioner

Supervisor's Report

Supervisor Schmitt commented on the passing of longtime resident John Knotts on May 17, 2015. Knotts served as a Public Safety Officer and through the years was promoted until he reached Director of Public Safety. Supervisor Schmitt added after his retirement as Director of Public Safety, he worked for the Township as Election Custodian prior to moving to Texas. Knotts is survived by his wife Gloria and son John. Knotts was 78 years old and Supervisor Schmitt requested a moment of silence for him.

Trustee Cook arrived at 7:33 p.m.

Supervisor Schmitt thanked Trustee Nelson for planting the flowers around the Township Hall.

Trustee Nelson responded you are welcome.

Clerk's Report

Clerk Tischler mentioned I.T. Right will be updating the Townships security network tomorrow with the latest software available to safeguard the computer network.

Clerk Tischler stated a bill in the amount of \$12,287.66 has been submitted to the State for reimbursement for the May 5th Special Election.

Clerk Tischler advised that Record Automatic Door Systems will be on site the week of June 15th to install the Handicap Accessible Doors and once complete, reimbursement from the State will be applied for.

Clerk Tischler noted the Township Audit for the 2014/15 Budget year was completed on May 20th and as soon as final audit information is available it will be distributed.

Clerk Tischler commented 789 dog licenses have been purchased as of May 31st compared to 781 last year and 36 cat licenses have been issued compared to 34 last year.

Clerk Tischler mentioned as a reminder, no Township Board meeting is scheduled for July and if a meeting needs to be called, contact will be made to select a date for a Special Meeting.

Clerk Tischler reminded the Board the Township offices will be closed in observance of the Fourth of July holiday on Friday, July 3rd.

Clerk Tischler noted Board of Review is scheduled to meet on July 21st at 10 a.m. to review errors, omissions and any hardship cases that would change the assessment roll.

Treasurer's Report

Treasurer Mooney commented tax rates have been entered for the summer bills. The total millage rate is just under a half mill less than last summer. Factoring in the increase in taxable values, Township taxes will remain very close to what everyone paid last year. Treasurer Mooney noted tax bills will arrive in the mail on July 1st.

Treasurer Mooney mentioned the County has been tracking the CPI's for next year. It appears it will be sufficiently lower than the past year, by less than a half, therefore the Township will probably not see much of a change in taxable value, which will have to be factored into the Budget.

PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON PUBLISHED AGENDA:

Bill Dwyer, 17th District County Commissioner, provided the Board with the Prosper Magazine and two reports. Commissioner Dwyer highlighted the topics in the reports, noting in the first report supplied, information on the Economy, Health issue, Personal Income Household and Roads. The second report was on Oakland County's Recovery, which reports on jobs in Oakland County and the overall economy. Commissioner Dwyer added the County is in good shape.

Clerk Tischler mentioned she attended a reception in Lansing and spoke with legislators specifically regarding the budget and road funding. Clerk Tischler added \$400 million dollars was appropriated for the roads with \$27 million appropriated to Oakland County of which \$10 million to Oakland County Road Commission and the remaining \$17 million to be divided among the local jurisdictions.

Commissioner Dwyer responded it all helps but does not resolve the problem.

Commissioner Dwyer noted he is still working with Marcia Gershenson on Gun Violence.

Trustee Koss thanked Commissioner Dwyer for his time.

APPROVAL OF AGENDA:

Motion by Mooney, supported by Walsh, the agenda is approved as presented.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF MAY 12, 2015 REGULAR MEETING MINUTES:

Treasurer Mooney noted on page 1, third paragraph down, second line “Rachel” needs to be changed to “Rachael”. Trustee Cook noted on page 2, 4th paragraph down, second sentence, second word change “assessable” to “accessible.”

Motion by Mooney, supported by Walsh, to approve the May12, 2015 Board meeting minutes as amended.

Motion carried unanimously.

DISCUSSION AND POSSIBLE SETTING OF PUBLIC HEARING DATE FOR POLICE AND FIRE SPECIAL ASSESSMENT DISTRICTS:

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

BE IT RESOLVED that the Southfield Township Board of Trustees will hold a Public Hearing on August 11, 2015 at the Township Hall located at 18550 W. Thirteen Mile Road, Southfield Township, Michigan at 7:30 p.m. for the purpose of spreading a Special Assessment for police and fire protection for Township Only parcels.

ROLL CALL:

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

SECOND READING AND POSSIBLE ADOPTION OF TEXT AMENDMENT TO ZONING ORDINANCE NO. 167-SECTION §151.074-CEMETRY DISTRICT

Supervisor Schmitt noted as you recall, on May 12, 2015, the Planning Commission held a public hearing on proposed amendments to Sec §151.074, Cemetery District, of the Zoning Ordinance. After the hearing, the amendments were forwarded to the Board of Trustees with a recommendation for adoption.

The Board of Trustees held its First Reading of the proposed changes on May 12th and after discussion a Second Reading was scheduled for June 9, 2015.

The proposed amendment was duly published for the Planning Commission public hearing.

Supervisor Schmitt read the proposed amendment to the ordinance Chapter §151.074, paragraph (B) (1) Cemetery District, of the Zoning Ordinance.

ZONING ORDINANCE TEXT AMENDMENT

An ordinance to amend the Zoning Ordinance of the Township of Southfield codified in Chapter 151 of the Southfield Township Code, to add in criteria for the regulation of fences in the Cemetery District.

THE TOWNSHIP OF SOUTHFIELD ORDAINS:

**(B) Principal permitted uses.* In the CEM District no uses shall be permitted unless otherwise provided in this section. Cemeteries and other facilities normally incidental thereto are subject to the following standards and conditions:

**(1)* A fence at least five feet in height shall be provided around the entire site with self-locking gates at entrance and exit points. The fence along Southfield Road shall be a wrought iron style fence made of wrought iron, aluminum, steel or similar material, including but not limited to such uniform traditional elements as height, black color, ~~portions~~ proportions decorations, finales, rails and posts. Any decorative finals on the fence shall have a flat top, and finials which would pose a danger to the public or wildlife or the possibility of impalement are prohibited. Chain link, split wood or mesh fences are prohibited along Southfield Road as well. In addition a greenbelt conforming to standards in section §151.036(A) and (B) shall be established around the perimeter of the cemetery so as to provide a screen from adjacent property.

Section 2 of Ordinance

If any provision of this ordinance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision.

This Ordinance shall take effect upon the expiration of 7 days after publication or as otherwise provided in the Michigan Zoning Enabling Act.

**See Page 10 of the August 11, 2015 minutes- “Under Comments from the Board”, 1st paragraph.*

Section 3 of Ordinance

(6) There shall be a permanent-type sign at least three square feet in size, but not to exceed ten square feet in size near the entrance of the cemetery indicating the name of the cemetery and address of office of cemetery if not ~~one~~ on-site.

Supervisor Schmitt opened the floor for discussion and the following suggestions for corrections were made:

Trustee Cook noted on page 2 (6) last sentence, last word should be changed from “one-site” “to on-site.” Trustee Cook noted on page 4 Section 1 (B) (1) 4th sentence down, the last word “portions” should be “proportions.”

Trustee Cook questioned the language in the paragraph (B) Principal permitted uses.

Treasurer Mooney responded it seems like old language.

After the second reading:

Resolved by Mooney, seconded by Koss, a second reading having been duly held, Southfield Township hereby adopts Ordinance No. 207 Text Amendment to Sec §151.074, Cemetery District, of the Township’s Zoning Ordinances, as amended.

ROLL CALL:

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

DISCUSSION AND POSSIBLE APPROVAL OF MTA DUES:

Clerk Tischler reviewed the invoice from the Michigan Townships Association for membership in the organization noting the services provided. Funding of \$6,500.00 has been allocated in line item #101-100-803.00 in the budget for this expense. The invoice includes a voluntary contribution to the legal defense fund. Payment of that fee is at the discretion of the Board.

Clerk Tischler opened the floor for discussion. After general discussion, it was the consensus of the Board to approve MTA dues including voluntary legal defense contribution.

Motion by Koss, supported by Cook, to approve payment of Michigan Townships Association annual dues, including voluntary legal defense fund contribution from 7/1/15 through 6/30/2016 in the amount of \$5,719.59.

ROLL CALL:

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

DISCUSSION AND APPROVAL OF RESOLUTION SETTING 2016 BOARD OF TRUSTEES MEETING DATES:

Supervisor Schmitt noted the August and November dates of the regularly scheduled meetings fall on Election days.

Supervisor Schmitt asked the Board for suggestions.

The Board discussed the option of calling a Special meeting if necessary for the months of August and November.

After general discussion, it was the consensus of the Board to approve the following 2016 Meeting Dates.

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

BE IT RESOLVED the Southfield Township Board of Trustees will meet on the second Tuesday of the months listed below at 7:30 p.m. at the Township Hall located at 18550 West Thirteen Mile Road, Southfield Township, Michigan. The dates are as follows:

January	12	May	10	September	13
February	9	June	14	October	11
March	15	July	12	November (no meeting)	
April	12	August (no meeting)		December	13

Resolved by Schmitt, supported by Koss, all the scheduled dates remain the same with the exception of March, which was changed from March 8th to March 15th, July meeting but no meeting in August and no meeting scheduled for November, subject to Special Meetings.

ROLL CALL:

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

DISCUSSION AND POSSIBLE ADOPTION OF REVISED FOIA PROCEDURES AND GUIDELINES:

Supervisor Schmitt commented effective July 1, 2015, Southfield Township, like all other municipalities, must adopt revised FOIA Procedures and Guidelines in compliance with recent FOIA amendments (PA 563 2014).

Attached are proposed FOIA Procedures, Guidelines and Summary, together with FOIA Forms. These were all prepared primarily from the MTA prototypes.

Supervisor Schmitt added the Township may either provide a copy of the procedures (some 13 pages) plus the appropriate forms to all who would request them, or make them available on the Township's website.

Treasurer Mooney requested changes be added to the motion, due to the fact that the Township website is under review and might not be able to have the FOIA information on the website by July 1, 2015.

Trustee Cook inquired if the Board was adopting the information according to the MTA and what is the reason for the change in FOIA procedures.

Supervisor Schmitt responded lowering and standardizing fees.

After general discussion, it was the consensus of the Board, to adopt the FOIA Procedures and Guidelines.

Motion by Nelson, seconded by Koss, effective July 1, 2015, the Southfield Township Board of Trustees adopts the revised FOIA Procedures and Guidelines as presented, and further the Board directs the Procedures and Guidelines be made available at the Southfield Township Offices or on the Township's website July 1, 2015, together with the FOIA Summary and Forms.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF TOWNSHIP SHREDDING DATE FOR 2016:

Clerk Tischler stated the Township Board has for several years authorized free shredding of documents for Township residents.

Clerk Tischler commented the program has become increasing popular each time the service has been offered. At the May shred date this year, the truck was filled to capacity.

Clerk Tischler added the cost of the program for 2015 was \$250.00, the same as in 2014 and 2013. Jim Cornell, from Absolute Shreds, has advised that the cost for 2016 will be \$300.00 for one truck for two hours.

If the choice is to proceed with the program, a spring date seems to have the biggest draw and a Saturday date in May has been the month of choice. Saturday dates in May are the 7th, 14th, 21st or 28th. Beverly Park Clean Up is scheduled for May 14th and the rain date is May 21st. The shred date in 2015 was the first Saturday in May.

Supervisor Schmitt commented there should be a limit as to how much you can bring to shred.

Treasurer Mooney suggested a 3 box maximum per household.

Trustee Koss suggested we note the size of the box.

Motion by Mooney, supported by Walsh, to contract with Absolute Shreds for a 2016 Shredding Program to be held on May 7th, at the Township Hall, at a total cost of \$300.00 for one truck for two hours, with a three (3) box maximum per household.

Motion carried 6-1 Nay- Nelson

DISCUSSION AND POSSIBLE APPROVAL OF MAY EXPENDITURES:

Motion by Walsh, supported by Koss, to approve the May expenditures as follows:

101 General Fund	\$	53,574.14
703 Tax Fund	\$	<u>0.00</u>
	\$	53,574.14

Clerk Tischler answered all questions.

Motion carried unanimously.

COMMENTS FROM THE AUDIENCE:

No one wished to be heard.

COMMENTS FROM THE BOARD:

Trustee Nelson mentioned how nice the monthly log was from Anytime Animal Control. Trustee Nelson noted in the updated directory under "Boards of Education" the address is incorrect.

Trustee Cook stated two days ago a deer gave birth in her back yard. Trustee Cook questioned the Michigan Law News that stated Board members should have Township e-mail addresses.

Treasurer Mooney responded that everyone has a Township website e-mail except Trustee Walsh, Trustee Cook and Supervisor Schmitt. Trustee Koss and Trustee Nelson use their personal e-mail addresses on the website.

Clerk Tischler noted the one item the Board did not receive this evening was the financial reports, an additional auditor's entry is needed in order to finalize last year's financial information. As soon as the information becomes available, month end documents will be provided.

Clerk Tischler added the Bingham/Franklin monthly report was provided at the table this evening.

Supervisor Schmitt thanked Trustee Walsh for all of his time reviewing the bills each month.

Treasurer Mooney commented she will see everyone in August.

Trustee Walsh noted South Oakland County Water Authority will meet at 8:30 a.m. at Oak Park City Hall. There will be a public hearing on the budget.

Trustee Koss wished everyone a Happy Fourth of July.

Supervisor Schmitt adjourned the meeting at 8:27 p.m.

Phillip Schmitt, Supervisor

Sharon Tischler, Clerk