

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
MEETING HELD ON MARCH 15, 2016**

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, Nelson, Scarcello and Walsh

Absent: None

Others Present: Sandra LaJoie, Deputy Clerk, Beverly Hills

Supervisor's Report

Supervisor Schmitt mentioned the Board of Review has been meeting since March 8th and will finish up tomorrow. Supervisor Schmitt added if you have not attended a session, it is very interesting and the Board works hard.

Supervisor Schmitt commented the roof was inspected and a couple of loose shingles have been replaced. Supervisor Schmitt stated the roof should last for a couple more years.

Clerk's Report

Clerk Tischler stated as of February 29th 517 dog licenses have been issued compared to 473 in 2015 and 29 cat licenses have been issued compared to 21 in 2015.

Clerk Tischler noted the Township Office will be closed on Friday, March 25th in observance of Good Friday.

Clerk Tischler mentioned included in information items to the Board was the Monthly Messenger from Commissioner Dwyer, the MERS statement thru 12/31/15, Election results from the March 8th Presidential Primary and the Liability & Property Pool Insurance proposal from Michigan Municipal League. Clerk Tischler noted a dividend check from the Pool is forthcoming.

Clerk Tischler stated to date 14 Merchant Licenses have been issued.

Clerk Tischler expressed appreciation to the Treasurer's department for their assistance with the March 8th Election noting help on Election Day and wrap-up projects through today.

Clerk Tischler mentioned the higher than expected turnout and a professional job was done by precinct workers. It was busy given the 52% turnout and 92% absent voter ballot return. Clerk Tischler added the turnout was 40% Countywide.

Trustee Scarcello asked Clerk Tischler what a typical turnout was for a Presidential Election in the Township.

Clerk Tischler responded Township turnout is between 86-89% for a Presidential Election.

Trustee Nelson asked Clerk Tischler does our Animal Control Officer, have the authority to ticket a resident for walking their dog without a lease or is that a village issue?

Clerk Tischler responded ACO has the authority however; the resident would be given a warning first and then a ticket.

Clerk Tischler noted a request from last month's meeting regarding Grant Money for Recycling Purposes. Clerk Tischler stated the MTA advised the funding was available to Villages and they would need to apply in order to be considered for the grant funds.

Trustee Scarcello commented his absentee ballot for the Presidential Primary was returned to him a week after he mailed it because of the labeling.

Clerk Tischler responded the return envelopes are bar coded on both sides' postage and the return address are on the opposite side of the white delivery label. It's a postal issue.

Treasurer's Report

Treasurer Mooney commented to date, we have collected 98.2% of the summer taxes and 97% of the winter tax collection. Tax collection for 2015 ended February 29, 2016. The uncollected portion of the taxes will be sent to us by the County.

Treasurer Mooney commented a resident came in to pay his taxes after February 16th and wanted to have the 3% penalty waived which is levied from February 17th - February 29th. The resident was upset; he has not been late paying his taxes in 32 years. He was advised his request to waive the penalty would be presented to the Board for consideration along with changing our policy to make certain exceptions.

Treasurer Mooney commented the Elections went very, very well and enjoyed helping out on Election Day. The knowledge base at the Township is phenomenal.

PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON THE PUBLISHED AGENDA:

No one wished to be heard.

APPROVAL OF AGENDA:

Motion by Mooney, supported by Walsh, to approve the agenda as presented.

Motion carried unanimously.

APPROVAL OF FEBRUARY 9, 2016 REGULAR MEETING MINUTES:

Supervisor Schmitt offered the February 9, 2016 meeting minutes for approval.

Trustee Cook noted on page 1 under “Clerk’s Report” first paragraph, second line after “17” strike “as compared to”.

Motion by Walsh, supported by Cook, to approve the February 9, 2016 Board meeting minutes as amended.

Motion carried unanimously.

DISCUSSION AND ACCEPTANCE OF LAWRENCE NEEDHAM’S RESIGNATION FROM THE PLANNING COMMISSION:

Supervisor Schmitt noted receipt of a letter of resignation from Lawrence Needham a resident of Beverly Hills who has served on our Planning Commission since February 25, 2003.

Administration is in the process of finding a resident willing to fill the vacancy.

A motion is necessary to accept Mr. Needham’s resignation.

Motion by Tischler, supported by Cook, to accept the resignation of Lawrence Needham from the Southfield Township Planning Commission with regret and wish him and his family well.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTON TO ADOPT TOWNSHIP GENERAL/SPECIAL APPROPRIATIONS ACT FOR THE FISCAL YEAR 2016/2017:

Supervisor Schmitt asked the Board for any comments prior to the adoption of the General/Special Appropriations Act:

Supervisor Schmitt commented there were no public comments.

Trustee Cook noted on page 4, Section14: Pre-Authorization to Spend Township Funds the language in “h” and “i” is more about the actual bid process. After general discussion, it was the consensus of the Board, to eliminate “e” and change the language as follows:

Section 14: Pre-Authorization to Spend Township Funds

The Township Supervisor, Township Clerk, and Township Treasurer are hereby authorized to make the following disbursements on behalf of the Township without further specific additional Board authority, provided that the disbursements are clearly within the approved budget appropriations and no disagreement exists with respect to the amount or recipient of such disbursements.

- a. The payment of bills that are subject to a penalty for late payment where such payment is necessary to take advantage of such discount or to avoid such penalty.
- b. The payment of routine Township expenses regularly incurred in the operation of the Township such as, but not limited to, utility expenses, insurance premiums, publication costs, operating supplies, necessary operating repairs, established salaries and wages of Township employees and officials.
- c. Distribution of escrow funds, trust or agency funds, intra-governmental service funds, enterprise funds or special assessment funds in accordance with the purposes for which such funds have been received and the statutory or local regulations governing the same.
- d. Purchases for the benefit of the Township costing less than \$1,000.00 provided the purchase was specifically approved by line item in the yearly budget.
- e. ~~Bids will be solicited for items where the cost exceeds is \$10,000.00 or more require prior Township Board approval; except that such approval shall not be required in emergency situations.~~
- f. e. Purchases made incident to emergency situations.
- g. ~~Bid Process~~
- h. f. ~~That~~ Purchases made through state or county cooperative purchasing for the benefit of the Township ~~be authorized to be~~ accomplished without the necessity of advertisement for bids providing they are covered as a line item in the approved budget.
- i. g. Otherwise bids will be solicited for items where the cost is \$10,000.00 or more.

Clerk Tischler added the changes that were suggested at the last meeting are incorporated in the budget.

Resolved by Mooney, supported by Walsh, to adopt the Township of Southfield General/Special Revenue Appropriations Act April 1, 2016/17 by reference, with revenue and activity expenditures as indicated in Sections 5 and 7 of the Act. [See Exhibit A]

ROLL CALL:

Ayes: Tischler, Mooney, Cook, Nelson, Scarcello, Walsh, Schmitt
Nays: None
None: None

DISCUSSION AND POSSIBLE ACCEPTANCE OF BID PROPOSAL FOR SOUTHFIELD LANDSCAPING:

Trustee Nelson commented on the reasoning for hiring an outside contractor for the outdoor maintenance of the Township Hall.

Jason's Outdoor Services, a company well known and respected in the area, submitted a proposal for handling the Township's landscape maintenance.

Trustee Nelson noted the difficulty finding a competent and reasonably priced firm, particularly one with worker's compensation and handling payroll taxes.

Supervisor Schmitt stated this is a revised proposal, tweaked after review by our resident landscape superintendent.

After general discussion about the proposal, knowledge of plants, insurance and the cost, it was the consensus of the Board to adopt the following Resolution:

Resolved by Nelson, supported by Scarcello, to retain Jason's Outdoor Services LLC, to provide landscape maintenance for 2016 in an amount not to exceed \$1,000.00. Contractor required to provide evidence of liability and worker's compensation.

ROLL CALL:

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

DISCUSSION AND POSSIBLE TOWNSHIP BUDGET ADJUSTMENTS TO FISCAL YEAR 2015/2016:

Clerk Tischler noted there will be no need for any budget adjustments for Fiscal Year 2015/16.

Clerk Tischler asked the Board if they have any questions.

Trustee Cook asked if we were working from the budget worksheets.

Clerk Tischler responded yes.

Trustee Cook questioned the difference in the estimated revenues.

Clerk Tischler responded that Treasurer Mooney received a more accurate number for the estimated revenues.

DISCUSSION AND POSSIBLE APPROVAL OF FEBRUARY EXPENDITURES:

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

101 General Fund	\$ 39,643.72
703 Tax Fund	<u>\$ 2,061,599.52</u>
Total	\$ 2,101,243.24

Clerk Tischler answered all questions.

Motion carried unanimously.

COMMENTS FROM THE AUDIENCE:

No one wished to be heard.

COMMENTS FROM THE BOARD:

Trustee Nelson wished everyone a Happy and Safe St. Patrick's Day. ~~Trustee Nelson also mentioned in Precinct 1 and 3 more light is needed on Election Day.~~ "Trustee Nelson suggested more lighting is needed at Our Lady Queen of Martyrs Polling Location on Election Day."

Trustee Cook noted it was fun working the Election.

Clerk Tischler commented the Election went well.

Treasurer Mooney mentioned during the Treasurer's report she did not ask the Board if they would like to consider changing the 3% Penalty for a resident who was upset for having to pay a late charge because he was late paying his taxes.

The Board unanimously turned down the request.

Trustee Walsh noted that South Oakland County Water Authority (SOCWA) met last week at the Hazel Park Community Center. Trustee Walsh added that in your packet is some updated information on the water situation in Flint.

Trustee Scarcello noted he made it back from vacation today at 3:30 p.m. and is glad to be home.

Supervisor Schmitt adjourned the meeting at 8:24 p.m.

Phillip Schmitt, Supervisor

Sharon Tischler, Clerk