

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES  
MEETING HELD ON MAY 10, 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  
Robert Borgon, Beverly Hills Liaison

**Supervisor's Report**

Supervisor Schmitt commented the County is ending e-mail service with local jurisdictions this summer. Supervisor Schmitt added it is unknown if that also will include the internet. The Board will be kept advised.

Supervisor Schmitt noted the Saturday, May 7<sup>th</sup> Shred Day at the Township was very successful.

Supervisor Schmitt thanked Trustee Nelson for overseeing the Township Landscaping.

**Clerk's Report**

Clerk Tischler stated absent voter applications for both the August and November elections will be in the mail the week of May 16<sup>th</sup> to those residents who have requested an application.

Clerk Tischler mentioned a register to vote effort was conducted at Groves High School to allow students who will be eighteen and graduating the opportunity to be eligible to vote in the upcoming elections. The registration campaign was attended by Clerks from West Bloomfield, Bloomfield Township, Birmingham and City of Southfield. 39 Southfield Township students were registered.

Clerk Tischler noted on May 25<sup>th</sup> a registration effort will take place at Seaholm High School.

Clerk Tischler stated as of April 30<sup>th</sup> 745 dog licenses have been issued compared to 770 in 2015 and 36 cat licenses have been issued compared to 34 in 2015.

Clerk Tischler noted 18 out of 19 merchant licenses have been issued to date.

Clerk Tischler stated the audit for the 2015/16 budget year is underway and the auditor should finish up tomorrow.

Clerk Tischler added our auditor has advised us that there will be a need to budget for an actuarial study for the Retirement Fund account which will be necessary in 2017. At this time, there are only a few vendors qualified to provide this service and the approximate cost will be \$3,000.00.

Clerk Tischler added the auditor will provide a list of possible vendors.

Clerk Tischler noted this evening some pages that need to be replaced in the Personnel Policy have been provided.

### **Treasurer's Report**

Treasurer Mooney commented the State Tax Commission has contracted with Tax Management Associates to conduct an audit of the record cards in the Assessing Department.

Treasurer Mooney added sometime around June 9<sup>th</sup>, 56 residents, randomly chosen, will receive a letter explaining that Tax Management will be measuring the exterior of their home to compare to our records. Tax Management will not enter any homes but if the homeowner is available, they may be asked questions about some of the interior features of the home.

Treasurer Mooney stated the homeowner can decline the visit if they so choose. A telephone number and e-mail address will be included in the letter.

### **PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON THE PUBLISHED AGENDA:**

Robert Borgon, Beverly Hills Liaison, requested the use of the meeting room for future meetings of Beverly Hills Council during their renovation. Borgon added the time frame would be from June-November on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month.

Clerk Tischler responded there has been discussion with Ellen Marshall, Beverly Hills Clerk about the use of the Township meeting room and that the Township will be more than happy to accommodate the Village for all of its scheduled meetings.

Borgon added the Village should have a definite time for demolition soon. The renovation will be done in two separate phases.

### **APPROVAL OF AGENDA:**

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

**Motion** carried unanimously.

**APPROVAL OF APRIL 12, 2016 REGULAR MEETING MINUTES:**

Supervisor Schmitt offered the April 12, 2016 meeting minutes for approval.

Trustee Cook noted in the minutes under “Clerk’s Report” 2<sup>nd</sup> paragraph that Clerk Tischler mentioned she had received an invitation to attend a demonstration of the new election equipment on April 28<sup>th</sup>. Trustee Cook asked Clerk Tischler if she attended.

Clerk Tischler responded she did not attend the demonstration on April 28<sup>th</sup> but did attend on April 29<sup>th</sup> and found it to be very informative.

Trustee Cook mentioned on page 2 under “Discussion and Possible Approval of Oakland County Assessment Services-Three Year Contract (Real and Personal Properties)”, first paragraph, second line after “fees” strike “for three years”.

Treasurer Mooney noted on page 4, second paragraph, after “Attorney” strike “and the School District”.

**Motion** by Scarcello, supported by Walsh, to approve the April 12, 2016 Board meeting minutes as amended.

**Motion** carried unanimously.

**DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO APPOINT REPRESENTATIVE AND ALTERNATE TO THE SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY BOARD:**

Supervisor Schmitt noted the South Oakland County Water Authority representatives’ appointments are for one year only, and the term expires June 30<sup>th</sup>. The Township's current representative is Trustee Robert Walsh and the alternate is Trustee Dan Nelson.

Supervisor Schmitt added representatives do not need to be elected officials, but can be anyone appointed by a member of the municipality.

Supervisor Schmitt commented Trustee Walsh and Trustee Nelson have graciously agreed to accept SOCWA reappointments effective July 1, 2016.

**Resolved** by Cook, supported by Mooney, to reappoint Robert Walsh, as the Southfield Township Representative, and to reappoint Dan Nelson, as Alternate Representative, to the Southeastern Oakland County Water Authority, for a one-year term commencing July 1, 2016. The Clerk is directed to submit the appropriate certification.

**ROLL CALL:**

Yes: Tischler, Mooney, Cook, Nelson, Scarcello, Walsh, Schmitt  
No: None  
Absent: None

**DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO ADOPT ELECTION WORKER PAY SCALE:**

Clerk Tischler reviewed the history on the Pay Scale for our Precinct Workers along with some backup documentation. A review of the Pay Scale is being requested as it has been twelve years since our Election Workers have received an increase in pay, ninety nine percent of whom are residents and have been providing their services to the community. Below is a history of Election Workers Pay Scale.

	June 1, 1995	May 9, 2000	April 1, 2004	June 1, 2016 (Requested Increase)
Chairperson	\$ 120.00	\$ 130.00	\$ 140.00	\$ 185.00
Rate per 15 Hrs.	\$ 8.00	\$ 8.67	\$ 9.33	\$ 12.33
Rate per 19 Hrs.			\$ 7.37	\$ 9.74
Precinct Worker	\$ 100.00	\$ 110.00	\$ 120.00	\$ 165.00
Rate per 15 Hrs.	\$ 6.67	\$ 7.33	\$ 8.00	\$ 11.00
Rate per 19 Hrs.			\$ 6.32	\$ 8.68

After general discussion, it was the consensus of the Board to pass the following resolution:

**DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO ADOPT ELECTION WORKER PAY SCALE:**

**Resolved** by Tischler, seconded by Mooney, to adopt the following resolution:

**WHEREAS**, precinct workers are an integral part of the election process, and

**WHEREAS**, the last per diem increase was granted in April of 2004, and

**WHEREAS**, it is necessary to provide adequate compensation based on the commitment required;

**NOW, THEREFORE, BE IT RESOLVED**, that the following pay scale for election workers be adopted effective June 1, 2016, with no reimbursement for cell phone use.

Chairperson:           \$185.00  
Precinct Worker:       \$165.00

**ROLL CALL:**

Ayes:           Mooney, Cook, Nelson, Scarcello, Walsh, Schmitt, Tischler  
No:             None  
Absent:         None

**DISCUSSION AND POSSIBLE APPROVAL OF APRIL EXPENDITURES:**

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

101 General Fund	\$ 49,880.92
703 Tax Fund	\$ <u>          -</u>
Total	\$ 49,880.92

Clerk Tischler answered all questions.

**Motion** carried unanimously.

**COMMENTS FROM THE AUDIENCE:**

No one wished to be heard.

**COMMENTS FROM THE BOARD:**

Trustee Nelson noted the landscaping at the Township Hall looks good.

Trustee Cook wished everyone a Happy Spring and a Happy Memorial Day.

Clerk Tischler noted the info items sent to the Board on May 6<sup>th</sup> – 5-61- Info County provided e-mail Services for Local Communities and item- 5-66- MERS Quarterly Statement thru 3-31-2016.

Trustee Nelson questioned who does Village of Beverly Hills use for e-mail?

Borgon responded WOW.

Trustee Scarcello asked what our alternative is.

Clerk Tischler responded there are a couple of alternatives and added contact has been made with our IT department and the County is going to try to provide us with alternatives.

Borgon commented if the Township ends up having to pay for their internet, cable and website the cable board has provided all four municipalities with grants to do that. The cable board is looking for ways to provide services to the cable consortium municipalities.

Supervisor Schmitt is dismayed with having to have a new actuarial report done at a cost of approximately \$3,000.00 in 2017.

Trustee Walsh noted the South Oakland County Water Authority (SOCWA) will be meeting tomorrow at the Village of Bingham Farms at 7 8:30 a.m.

Trustee Scarcello had no comments.

Supervisor Schmitt adjourned the meeting at 8:02 p.m.

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Phillip Schmitt, Supervisor

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Sharon Tischler, Clerk

These Minutes are not official. The Board of Trustees has not formally approved them.