

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
MEETING HELD ON JUNE 13, 2017**

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, O'Reilly and Scarcello

Absent: None

Others Present: Sandra J. LaJoie, Deputy Clerk
Rana Emmons, Auditor – Post, Smythe, Lutz and Ziel

Supervisor's Report

Schmitt noted the Township lost some roof shingle tabs during the big wind storm last March. Schmitt informed the Board the final settlement from our insurer Michigan Municipal League after the deductible was \$16,700.

Clerk's Report

Tischler noted at this time 795 dog licenses have been purchased compared to 803 last year and 59 cat licenses have been issued compared to 38 last year.

Tischler mentioned 19 Merchant License Applications have been applied for with one still outstanding.

Tischler advised the Board that all of the election equipment has been picked up for disposal and no delivery date is yet available for delivery of the new equipment.

Tischler stated the Township office will be closed on Tuesday, July 4th for the Independence Day Holiday.

Tischler commented it is worth noting that several residents have returned to the Township office bearing gifts, namely cookies, in thanks for the helpful service they received from Township staff while taking care of the different transactions that need to be accomplished. None of the gifts were valued at more than \$25.00 dollars.

Tischler advised the Board that the suggested changes to our Sign Ordinance have been submitted to the Planning Board for their review. The Planning Board is scheduled to meet in

August and if no other changes are requested the revised Ordinance will be placed on the September Township Board agenda.

Treasurer's Report

Tax bills will be mailed by June 28th. All the rates have been entered, mileage rates are down and interest rates are inching up. This year's tax bill amount should be comparable to last year.

PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON THE PUBLISHED AGENDA:

No one wished to be heard.

APPROVAL OF AGENDA:

Motion by Mooney, supported by Scarcello, the agenda be approved as presented.

Motion carried unanimously.

APPROVAL OF MAY 9, 2017 REGULAR MEETING MINUTES:

Motion by Cook, supported by Nelson, the May 9, 2017 minutes be approved as presented.

Motion carried unanimously.

PRESENTATION OF TOWNSHIP AUDIT, RECEIVE AND FILE:

Supervisor Schmitt introduced Rana Emmons, Auditor from (PSLZ LLP). Emmons welcomed the new Trustees. Emmons presented the Southfield Township Audit for fiscal year ending March 31, 2017. Emmons noted the following:

- The Township investments are 100% FDIC insured.
- Emmons gave the Board an update on GASB, noting the requirement for how often an actuarial study will have to be done, every 2 years instead of 3 starting in 2018.
- Reason is for post-employment benefits to mirror pension.
- Emmons noted the need to find a cost effective way ~~to get around having~~ to spend \$5,000 every two years on an actuarial study.
- Emmons explained how the Health Care side is constantly changing vs. Pension.
- The Township's Retiree Health Care is overfunded at this time.
- Emmons commented again on the consistency of the millage rate, operating expenses and the communication with the Administrative staff.
- Emmons noted it is extremely important to be pro-active.

Emmons noted there are no specific recommendations for the Township and added the audit for the fiscal year ending March 31, 2017 was favorable, clean and in good standing.

Emmons commented all the necessary forms will be filed with the State prior to the deadline of September 30th.

Emmons answered all questions.

Clerk Tischler thanked Rana Emmons for her quick responses to questions and issues.

Supervisor Schmitt thanked Emmons for her presentation.

Motion by Scarcello, supported by O'Reilly, to receive and file the March 31, 2017 Township Audit Report.

Motion carried unanimously.

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

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

BE IT RESOLVED that the Southfield Township Board of Trustees will hold a Public Hearing on July 11, 2017 at the Township Hall located at 18550 West 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 Parcels Only.

ROLL CALL:

Ayes: Tischler, Mooney, Cook, Nelson, O'Reilly, Scarcello, Schmitt
Nays: None
Absent: None

DISCUSSION AND POSSIBLE APPROVAL OF MICHIGAN TOWNSHIPS ASSOCIATION DUES:

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 #101-100-803.000 in the budget for this expense. The invoice includes a voluntary contribution to the legal defense fund. Last year we approved \$5,819.50 which included the legal defense fund contribution. Payment of that fee is at the discretion of the Board.

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.

Resolved by Tischler, supported by Mooney, to approve payment of Michigan Townships Association annual dues, including voluntary legal defense fund contribution from 7/1/17 thru 6/30/18 in the amount of \$6,334.50.

ROLL CALL:

Ayes: Mooney, Cook, Nelson, O'Reilly, Scarcello, Schmitt, Tischler
Nays: None
Absent: None

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING 2018 BOARD OF TRUSTEES MEETING DATES:

Schmitt noted the Board passed a Resolution not to schedule a Board meeting in August and November in 2017. Supervisor Schmitt suggested the Board not schedule a February, August or November meeting in 2018 and the January meeting will start a 7:00 p.m. to review the budget.

Supervisor Schmitt asked the Board for suggestions.

After general discussion, it was the consensus of the Board to approve the following 2018 Meeting Dates.

Resolved by O'Reilly, seconded by Scarcello, 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	9**	May	8	September	11
February	(no meeting)	June	12	October	9
March	13	July	10	November	(no meeting)
April	10	August	(no meeting)	December	11

Resolution passed 6-1
Nay: Nelson

* Any Special Meetings will be posted and noticed as required by law.
** Additionally, the January 9th meeting will begin at 7:00 p.m.

DISCUSSION AND POSSIBLE APPROVAL OF MASTER PLAN:

Schmitt reviewed the memo noting:

The Townships Master Plan under the Michigan Planning Enabling Act. Public Act 33 of 2008, MCL 125.3845 (2) reads as follows:

“At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its finding shall be recorded in the minutes of the relevant meeting or meetings of the Planning Commission.”

The Planning Commission at its meeting on May 23rd reviewed the plan and found that minor corrections to update some of the data included in the document were the only items needed. In light of the fact that the rest of the document still met the needs of the Township and the process to make only a few changes would require noticing and public hearings, the commission decided to wait until new census information is available and update the entire document.

Therefore the Planning Commission noted in their minutes the Township Board be advised that after general discussion and review as required by Public Act 330 of 2008 the Planning Commission finds no changes are required to the Southfield Township Master Plan and it be submitted as presented to the Township Board.

Motion by Cook, supported by Tischler, to accept the determination of the Planning Commission that after their review no changes are required at this time and the Master Plan will again be reviewed in 2022 and updated as required by the Michigan Planning Enabling Act Public Act 33 of 2008.

Motion carried unanimously.

RECONSIDER APPROVAL OF PRIEST CONSTRUCTION AS VENDOR TO REPLACE TOWNSHIP HALL ROOF:

Schmitt stated on May 9, 2017, the Township Board accepted the bid of Priest Construction LLC, to replace the roof on the Township offices. On May 10, 2017, Joseph Priest, the principal of Priest Construction, was notified he was awarded the bid and was requested to provide an insurance certificate, with a workers' comp endorsement, naming the Township as a named insured.

Schmitt noted further that on May 18, May 25, May 31, June 2, and June 7, 2017, Mr. Priest was again requested to provide the certificate, and informed he could not start work before that was provided. No certificate was produced. On June 8th, ~~the State of Michigan website which confirms workers' comp. coverage was researched trying several combinations for Priest Construction, but no coverage was found.~~ Schmitt spoke with the workers comp insurance department, and was advised Priest Construction LLC did not have the required insurance. Schmitt left a message on Mr. Priest's voice mail telling him there was a problem with his insurance and to contact the Township office as soon as possible. There has been no response.

Schmitt stated the Township cannot do business with a company that does not have the required insurance or one that is unresponsive.

Resolved by Schmitt, seconded by Mooney, that Southfield Township forthwith revokes its May 9, 2017, acceptance of the roof bid by Priest Construction LLC effective immediately.

ROLL CALL:

Ayes: Cook, Nelson, O'Reilly, Scarcello, Schmitt, Tischler, Mooney
Nays: None
Absent: None

DISCUSSION AND POSSIBLE RESOLUTION TO ACCEPT AMENDED BID PROPOSAL TO REPLACE TOWNSHIP HALL ROOF:

Schmitt stated the runner-up roof contractor was Bob Schmidt Roofing, Inc. Schmidt's bid was \$18,100, which included \$350 for a building permit, and was \$800 more than Priest Construction and did not include soffit venting.

On June 8, 2017, Schmitt spoke with Bob Schmidt and he agreed to honor his prior bid and make sure it included the required venting. Any venting changes would be made at no additional charge.

The Department of Licensing and Regulatory Affairs confirms Bob Schmidt has coverage for worker's comp as of June 2, 2017, the last update date. Mr. Schmidt advised he would provide an updated bid on Monday the 12th.

Cook asked if the updated bid includes the edge venting.

Schmitt responded that it did.

Resolved by O'Reilly, second by Scarcello, the Southfield Township Board accepts the bid of Bob Schmidt Roofing, Inc., to replace the roof on the Township Hall, according to the bid dated June 12, 2017, contingent on providing a certificate of insurance, with workers' compensation endorsement and naming the Township as an additional named insured. ~~And further, this acceptance is contingent on the Roofing Committee's informal review and approval of the bid.~~ The Supervisor or Clerk is authorized to sign all applicable documents.

ROLL CALL:

Ayes: Nelson, O'Reilly, Scarcello, Schmitt, Tischler, Mooney, Cook
Nays: None
Absent: None

DISCUSSION AND POSSIBLE APPROVAL OF MAY EXPENDITURES:

Motion by Nelson, supported by Scarcello, to approve the May expenditures as follows:

101 General Fund	\$ 38,184.63
703 Tax Fund	\$ <u> -</u>
Total	\$ 38,184.63

Motion carried unanimously.

COMMENTS FROM THE AUDIENCE:

No one wished to be heard.

COMMENTS FROM THE BOARD:

Nelson wished everyone a Happy Holiday.

Cook wished everyone an enjoyable summer.

Tischler wished everyone a Happy Father's Day.

Mooney commented there are no more stale dated checks due to technology.

Supervisor Schmitt adjourned the meeting at 8:15 p.m.

Phillip Schmitt, Supervisor

Sharon Tischler, Clerk