

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES  
MEETING HELD ON JANUARY 9, 2018**

Supervisor Schmitt called the meeting to order at 7:00 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 LaJoie, Deputy Clerk

**STUDY SESSION OF PROPOSED FISCAL YEAR 2018-2019 BUDGET:**

Schmitt suggested the Board go through the Budget, section by section, as has been done in previous years and opened the floor for discussion.

The Board discussed various items such as:

Township's Fiscal Year

General Operating Reserve- Fund Balance

School Tax collection charges

State Revenue Sharing

Life Insurance

Items that are fixed amounts-such as Assessing and Animal Control Contracts

Election equipment and training

Legal fee charges

Hospitalization for Clerk and Treasurer Departments

Supplies

New folding machine

Penalties

Postage

Actuary/Codification Expenses Line Item

Capital Purchases

Tischler mentioned the other Fund items in the Budget Session documents that were reviewed included, Fund 401- Capital Improvement Fund, Fund 403-Capital Purchases, Fund 601- Internal Service which covers unemployment costs and an anticipated transfer of \$5,000 from the General Fund to Capital Improvement Fund.

The Board discussed concerns about dipping into the General Operating Reserve.

The Board went through each section of the Budget and did not make any changes.

**Regular meeting started at 7:29 p.m.**

**Supervisor's Report**

Schmitt stated the Zoning Board of Appeals met on Wednesday, January 3, 2018 regarding a variance for a Township Only resident. Schmitt noted the variance was granted.

**Clerk's Report**

Tischler stated 93 dog licenses have been purchased compared to 95 last year and 5 cat licenses have been issued compared to 5 last year.

Tischler advised the Board that the new server will be delivered on the 17<sup>th</sup> with installation scheduled for the 24<sup>th</sup> and 25<sup>th</sup>. Cost of the server including installation is \$4,334.

Tischler mentioned the lobby, restrooms and the conference room painting and wallpaper installation is complete except for the exterior, since the weather will not permit painting at this time. The exterior painting project as well as the floor tile cleaning is scheduled for the spring.

Tischler stated MML our liability and property pool insurer has added Cyber and Crime coverage upgrades to our coverage at no cost and became effective September 1<sup>st</sup>, 2017.

Cyber-attacks including ransomware and hacking  
Crime Coverage expanded to address social engineering fraud  
Impersonation fraud via computer  
Wire Transfer fraud via fraudulent instructions

Tischler noted 22 precinct workers attended the new equipment open house with responses very positive. Additional days will be scheduled in the spring for those workers who were unable to attend at this time.

Tischler mentioned the office will be closed on Monday, January 15<sup>th</sup> for Martin Luther King Jr. Day.

**Treasurer's Report**

Mooney noted December was a busy month with the changes in the tax law. The phones were busy with residents inquiring if they could pre-pay 2018 taxes. To date, 98% of the summer taxes have been paid and just over 68% of the winter taxes.

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

No one wished to be heard.

**APPROVAL OF AGENDA:**

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

**Motion** carried unanimously.

**APPROVAL OF DECEMBER 12, 2017 REGULAR MEETING MINUTES:**

Cook noted on page 1 under Supervisor’s report, third paragraph down, first sentence after “so” strike “choses” and insert “chooses”. Cook added on page 2, under “Treasurer’s Report” second paragraph down, after “are” strike “slowing” and insert “slowly”.

**Motion** by Mooney, supported by Nelson, the December 12, 2017 minutes be approved as amended.

**Motion** carried unanimously.

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

**Motion** by Nelson, supported by O’Reilly, to approve the December expenditures as follows:

101 General Fund	\$ 55,490.98
703 Tax Fund	<u>\$ 1,574,929.08</u>
Total	\$ 1,630,420.06

Tischler answered all questions.

**Motion** carried unanimously.

**COMMENTS FROM THE AUDIENCE:**

No one wished to be heard.

**COMMENTS FROM THE BOARD:**

Nelson noted MTA sent out a form on salaries and inquired if someone from administration would be filling out the form.

Mooney commented the results are extremely difficult to find on the website.

Mooney mentioned she would follow up and report to the Board.

Cook noted everyone stay warm and try to survive the winter.

Tischler mentioned Michigan Township Association Oakland County Chapter is having an Annual winter luncheon/meeting on Thursday, January 25th from 11:30 a.m. - 1:30 p.m. at Deer Lake Athletic Club in Clarkston. Anyone interested in attending needs to let the office know.

Tischler added those board members that are traveling this winter, enjoy and bring the nice weather back to Michigan.

Schmitt reminded the Board that there is no meeting scheduled for February.

Mooney wished everyone a Happy Valentine's Day.

O'Reilly commended the administration for the painting and wallpapering.

Scarcello mentioned he would see everyone in April.

Schmitt adjourned the meeting at 7:40 p.m.

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Phillip Schmitt, Supervisor

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Sharon Tischler, Clerk