

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING HELD ON SEPTEMBER 12, 2023 - *APPROVED***

1. CALL TO ORDER

Supervisor O'Reilly called the September 12, 2023 meeting of the Southfield Township Board of Trustees to order at the Township Hall at 7:00 PM.

2. ROLL CALL

Present: Supervisor O'Reilly, Clerk Harryvan, Treasurer Chalifoux, Trustee Cook, Trustee Nelson, Trustee Newitt, Trustee Oen

Absent: None

3. ADMINISTRATIVE REPORTS

(a.) Supervisor's Report

A Board of Review meeting was held July 18 with 9 items on the agenda to discuss. There was a meeting with the Shumaker Group about updating the Township website. Code Enforcement Officer met with personnel at Acacia Park Cemetery to review issues that need to be addressed to be in compliance with the Township's recently updated International Property Maintenance Code. He reported back that the issues are being addressed appropriately. Last week there was a Special Meeting to approve bid proposal for the interior renovation of the Township facility.

(b.) Clerk's Report

Note the packet contains Anytime Animal Control invoices for July and August. There is nothing out of the ordinary in the Animal Control Report. This report and Police and Fire reports are available in the Clerk's Office for anyone to review. Next week there is an Early Voting Planning meeting at the Oakland County Clerk's Office. After their meeting, there will be a formal Early Voting agreement presented for our Township Board to review and approve by the end of September.

(c.) Treasurer's Report

The Treasurer attended an Abatement and Special Assessment Seminar. Collecting taxes is ongoing. Plans for the interior renovations of the facility are moving forward. Storage is being addressed.

O'Reilly added that bid packets for the renovation project will be sent to three (3) different builders. When he spoke with them on the phone, they each were interested in bidding.

4. PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON PUBLISHED AGENDA

No one wished to be heard.

5. APPROVAL OF AGENDA

O'Reilly suggested that item # 10, *REVIEW AND POSSIBLE APPROVAL OF REQUEST FOR PROPOSAL TO SEEK BIDS ON RENOVATION OF BUILDING FOR ADDITIONAL STORAGE*, be withdrawn unless there are any additional comments.

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Motion by Nelson, seconded by Oen, to approve the September 12, 2023 Agenda, as amended.

Motion carried unanimously (7-0)

6. DISCUSSION AND POSSIBLE APPROVAL OF JULY 11, 2023 REGULAR BOARD MEETING MINUTES

Cook requested that the first sentence under #10 on page 3 be rephrased. Chalifoux suggested the sentence to read, "*Chalifoux noted the Special Assessments in the amount of \$ 3,017.17 are based on recently updated taxable values of the parcels.*"

On page 4. Cook suggested the re-phrasing of the first sentence of the second paragraph under #11. It should read, "*The Special Assessments in the amount of \$3.807.08 for the total of 7 Township-only parcels are based upon recently updated taxable values.*"

On page 5, Cook suggested the first sentence of #12 should read, "*The Special Assessments of \$7,614.16 for the total of 7 Township-only parcels are based upon recently updated taxable values.*"

On page 7, at the end of the second line, Cook suggested the removal of the last word, "and". The sentence should read, "*He pointed out the check made out to Daniel Nelson was for Township property plants.*"

Motion by Harryvan, seconded by Cook, to approve the July 11, 2023 Regular Board of Trustees Meeting minutes, as amended.

Motion carried unanimously (7-0)

7. DISCUSSION AND POSSIBLE APPROVAL OF PROCLAMATIONS FOR NATIONAL RECOVERY MONTH AND NATIONAL SUICIDE PREVENTION MONTH

O'Reilly noted that each year in September the Township acknowledges these National Recovery Month recognitions.

Resolved by Chalifoux, supported by Harryvan, that Southfield Township adopt the proclamations for National Recovery Month and National Suicide Prevention Month in the month of September 2023.

Motion carried unanimously (7-0)

8. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO UPDATE TOWNSHIP CREDIT CARD POLICY

O'Reilly reminded the Board this policy was last updated in May 1996. Harryvan added that attached to the Memo, "Adoption of Updated Credit Card Policy and Procedures" from O'Reilly,

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dated July 18, 2023, is an acknowledgement document titled, *Credit Card User Agreement*, which must be signed by each Southfield Township Credit cardholder. They include Clerk Harryvan, Deputy Clerk Finn, Treasurer Chalifoux, Deputy Treasurer Scott and Supervisor O'Reilly.

Resolved by Cook, seconded by Chalifoux that the following resolution be adopted:

WHEREAS Public Act 266 of 1995, as amended, being MCL 129.241, et seq., authorizes a township to maintain written policies when authorizing the use of credit cards for the purchase of goods and services for the official business of the township; and

WHEREAS Southfield Township has previously deemed, in May 1996, that it is in the best interest of the township to make certain transactions by use a credit card; and

WHEREAS Southfield Township deems that an updated credit card policy and procedure, as stated in the attached Exhibit A, is in the best interest of the Township.

IT IS HEREBY RESOLVED that Southfield Township does hereby adopt updated credit card policy and procedures, attached and incorporated to this resolution as Exhibit A, for the use of credit cards for the purchase of goods and services for the official business of the Township of Southfield.

ROLL CALL:

Ayes:	Oen, Newitt, Nelson, Cook, Chalifoux, Harryvan, O'Reilly
Nays:	None
Absent:	None

Resolution carried unanimously (7-0)

9. **DISCUSSION AND POSSIBLE APPROVAL OF UPDATED POLICY
PROHIBITING HARASSMENT AND DISCRIMINATION**

O'Reilly noted this policy has been updated and additional acknowledgements may be added to the policy.

Resolved O'Reilly, seconded by Oen that the following resolution be amended and adopted:

WHEREAS Numerous federal and state statutes provide legal protection from discrimination of classes of persons based upon gender, color, age and additional identifiable characteristics; and

WHEREAS Southfield Township has previously deemed that it is in the best interest of the township to adopt a policy prohibiting harassment and discrimination based upon those characteristics identified by law; and

WHEREAS Southfield Township deems that an updated policy and procedure, as stated in the attached Exhibit A, is in the best interest of the Township.

IT IS HEREBY RESOLVED that Southfield Township does hereby adopt the updated policy prohibiting harassment and discrimination, attached and incorporated to this resolution as Exhibit A .

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IT IS FURTHER RESOLVED that Southfield Township employees, appointees and elected officials sign an acknowledgement of this policy.

ROLL CALL:

Ayes: Newitt, Nelson, Cook, Chalifoux, Harryvan, O'Reilly, Oen
 Nays: None
 Absent: None

Resolution carried unanimously (7-0)

10. **REVIEW AND POSSIBLE APPROVAL OF REQUEST FOR PROPOSAL TO SEEK BIDS ON RENOVATION OF BUILDING FOR ADDITIONAL STORAGE**

Agenda was amended and this item was removed

11. **REVIEW AND POSSIBLE APPROVAL OF METRO ACT RIGHT-OF-WAY PERMIT FOR FIBEROPTIC TELECOMMUNICATIONS INSTALLATION**

Harryvan presented this to the Board for discussion. Her property is the only property in the Township which would be affected by this right-of-way use. She identified some concerns including the GLWA water main and a large gas main running under 14 Mile Road and ensured ExteNet Systems is aware that construction could be detrimental to them and should be considered when installing underground fiber at the intersection of 14 Mile Road and Inkster Road.

Discussion, questions, and suggestions ensued.

Motion by Oen, supported by O'Reilly that Southfield Township Board of Trustees approves the Metro Act Right-of-Way Telecommunications Permit submitted by ExteNet Systems and authorizes the Supervisor to sign the Permit.

ROLL CALL:

Ayes: Nelson, Chalifoux, Harryvan, O'Reilly, Oen
 Nays: Cook, Newitt
 Absent: None

Resolution carried (5-2)

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12. REVIEW AND POSSIBLE APPROVAL OF CONTRACT WITH BLOOMFIELD TOWNSHIP FOR USE OF THEIR ANIMAL SHELTER

O'Reilly stated this contract has not been finalized by Bloomfield Township. He explained past services were provided by Greenfield Animal Hospital and what the contract with Bloomfield Township will provide. Once finalized, O'Reilly requested the Board authorize him to sign the contract including any modifications.

Motion by Nelson, supported by Newitt, that Southfield Township authorize the Township Supervisor to sign a contract with Bloomfield Township to make use of their Animal Welfare Center for sheltering and lodging of stray dogs or dogs without identification that are picked up by public safety officers on weekends or in off-hours when our Township Animal Control Officer is not available.

ROLL CALL:

Ayes:	Cook, Chalifoux, Harryvan, O'Reilly, Oen, Newitt, Nelson
Nays:	None
Absent:	None

Motion carried unanimously (7-0)

(There was a 5-minute break at 8:31-8:36 p.m.)

13. REVIEW AND POSSIBLE APPROVAL OF JULY 2023 EXPENDITURES

Nelson noted the July report was not in the packet. He acknowledged the reported \$62,431.86 of expenditures in July as shown in Treasurer Chalifoux's expenditures reports.

Motion by O'Reilly, supported by Oen to table the approval the July 2023 Expenditures until the next regular meeting of the Board of Trustees.

Motion carried unanimously (7-0)

14. REVIEW AND POSSIBLE APPROVAL OF AUGUST 2023 EXPENDITURES

Nelson examined the expenditures for the month of August and everything looked good. He noted extraordinary expenses including payment to the architect and installation of the new security cameras for Ballot Drop Boxes.

Total EFT payments which include payroll of \$17,096.21 and total check payments total \$22,588.56 equaling \$39,684.77.

Motion by Oen, supported by Newitt to approve the August 2023 expenditures. Disbursements total \$39,684.77.

Motion carried unanimously (7-0)

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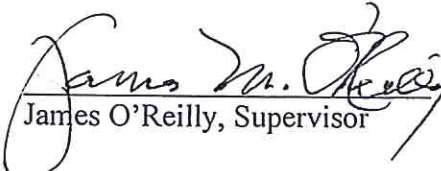
15. COMMENTS FROM THE PUBLIC

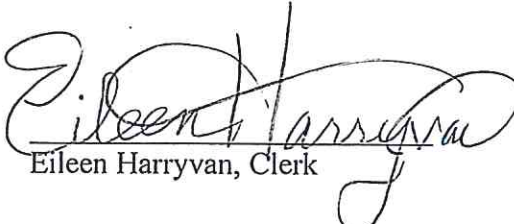
No comments from the public.

16. CLOSING COMMENTS FROM BOARD MEMBERS

Newitt Complimented everyone for their hard work.
 Nelson See you in December.
 Cook See you in December, have a good September, October, and November, Happy Halloween, Happy Thanksgiving.
 Chalifoux Tax payments are due by Thursday of this week on September 14th to avoid paying interest penalties.
 Harryvan Hope everyone had a nice Labor Day, Happy Halloween, Happy Thanksgiving, and Happy Veterans Day.
 O'Reilly Next month the bid proposals which will come in will be updated. Wednesday, September 26th the public is invited to be present at the opening of those bids. On Monday, September 18th he will attend a meeting in Southfield about how to disperse Opioid Funds the Township received. Saturday, September 23rd Fall begins. Monday, September 25th is Yom Kippur. Later in the week, there will be a Zoom meeting on the Hazard Mitigation Plan in Oakland County. October 9th is Indigenous People's Day and October 8th is Nancy Scott's Birthday.

Supervisor O'Reilly adjourned the meeting at 8:45 PM.


 James O'Reilly, Supervisor


 Eileen Harryvan, Clerk

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