

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING HELD ON April 11, 2023 – FINAL**

**1. CALL TO ORDER**

Supervisor O'Reilly called the April 11, 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 (arrived 7:02 PM),  
Trustee Cook, Trustee Nelson, Trustee Oen

Absent: Trustee Newitt

**3. ADMINISTRATIVE REPORTS**

**(A) Supervisor's Report**

O'Reilly noted that the March Board of Review is complete. There were approximately 115 petitions reviewed and approximately 30 petitions of which people requested. Around 20 showed for their appointment before the Board. The Board met for 1.5 hour on final day to complete some administrative paperwork that was returned to Oakland County for its tabulation. The Township has filed its annual ARPA Report. Included in the Board's packet was information on Oakland County's Emergency Preparedness, including meeting dates. Also included in the packet is a letter received from Chief Averbuch of the Franklin/Bingham Farms Fire Department expressing its appreciation for Clerk Harryvan's work to get the Fire Department's phone number back in service within 72 hours of its being hijacked by an unknown party. There isn't a meeting in May. At the June he would like to discuss written Guidelines or Policies and Procedures for conducting Board meetings. There have recently been some disruptive Board meetings in other municipalities and there needs to be clear guidelines on how meetings are held.

**(B) Clerk's Report**

Clerk Harryvan noted that at the top of pages 5,6, 7 and 8 the meeting date should be corrected to "March 14, 2023". The landscaping plan with Trish Owen was reviewed today and there were a few upgrades and additions. The Township has been advised that the Primary Election may be changed to the end of February 2024. If this happens several corrections would need to be printed on the envelopes, as well as adjustments to the 2023-24 Budget. She will keep the Board apprised. The State Legislature needs to pass legislation on the implementation of Proposition 22-2. The Animal Control Report stated that three (3) deer over the contract limit were picked up. Franklin/Bingham Farms Fire and Police Dept. have sent in all their reports which are available in her office. Regarding the Fire Department phone number, someone had contacted Comcast and closed the Department's account/phone number. Harryvan synopsisized what Comcast believed had happened to the main non-emergency phone number. The correction took almost three (3) days. The Cable Board was of great assistance. Harryvan has contacted the township provider WOW, to establish a new account PIN, new contact's name and email address.

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**(C) Treasurer's Report**

Treasurer Chalifoux reported that 98% of all taxes were collected at the Township. The last 2% will go to the County and its collection process will start. With the monies the Township received from the County she was able to make additional investments. Chalifoux provided a list of the tax distributions which went out last month.

**4. PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON PUBLISHED AGENDA**

No one wished to be heard.

**5. APPROVAL OF AGENDA**

O'Reilly requested adding item 8A – DISCUSSION AND POSSIBLE APPROVAL OF MARCH EXPENDITURES.

Motion by O'Reilly, seconded by Oen to add item 8A – DISCUSSION AND POSSIBLE APPROVAL OF MARCH 2023 EXPENDITURES.

Motion carried unanimously (6-0)

Motion by Harryvan, seconded by O'Reilly to adopt the amended agenda, as presented.

Motion carried unanimously (6-0)

**6. DISCUSSION AND POSSIBLE APPROVAL OF March 14, 2023 REGULAR BOARD MEETING MINUTES**

As Harryvan mentioned earlier in the meeting, the date of the meeting should be "March 14, 2023" on the top of pages 5,6,7 and 8.

On page 1, under Clerk's Report, first paragraph, middle of line 2, Cook would like to correct the second mention of the Franklin-Bingham Farms Fire Department. It should read, "Franklin-Bingham Farms *Police* Department." In the third paragraph near the end of the third sentence, it should read, "*Clerk Harryvan* included a copy of the..." On page 4, under **10. DISCUSSION AND POSSIBLE APPROVAL OF FISCAL YEAR 2023-2024** in the third sentence, Cook would like to change the beginning of the sentence, "The only change was to have..." to "*There is a new separate category, "General Government..."*"

Motion by Cook, seconded by Nelson to approve the March 14, 2023 Regular Board of Trustees Meeting minutes, as amended.

Motion carried unanimously (6-0)

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7. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION AUTHORIZING SUPERVISOR TO APPOINT BEVERLY HILLS CODE ENFORCEMENT OFFICER TO SERVE CODE ENFORCEMENT DUTIES FOR SOUTHFIELD TOWNSHIP

In his April 4, 2023 Memo, O'Reilly stated some of the general purposes and detailed examples for this needed appointment.

Chalifoux inquired about the officer's compensation. O'Reilly will finalize this subject with Matt Young, the Beverly Hills Code Enforcement Officer. Oen knows Matt Young, personally and highly recommends him for this position.

**RESOLVED** by Chalifoux, seconded by Oen, that the Supervisor is authorized to appoint the Beverly Hills Code Enforcement Officer (currently Matt Young) to serve as the Code Enforcement Officer for Southfield Township for enforcement of civil infractions.

ROLL CALL

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

Nays: None

Resolution carried (6-0)

8. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION AUTHORIZING SUPERVISOR TO RE-NEGOTIATE CONTRACT WITH BEVERLY HILLS ON TAX COLLECTION

Treasurer Chalifoux, gave background on this subject, including some examples of added responsibilities which were not identified in the O'Reilly's Memo "Amendment to Tax Collection Agreement with Beverly Hills, dated April 4, 2023." During tax season, the administrative time spent processing Beverly Hills tax collections has increased 20-25%. After consulting with the Village of Beverly Hills, the Township will be charging Beverly Hills \$2.00 per parcel for providing tax collection with the expectation that it will be approved by the Beverly Hills Village Council at its meeting next week and will increase to \$3.00 per parcel for the following tax year.

**RESOLVED** by Oen, supported by Chalifoux, to authorize the Supervisor to sign an amended tax collection agreement with the Village of Beverly Hills on behalf of Southfield Township that will reflect a per parcel charge for Village tax collection beginning this tax year.

ROLL CALL

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

Nays: None

Resolution carried (6-0)

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8A. DISCUSSION AND POSSIBLE APPROVAL OF MARCH EXPENDITURES

Nelson reviewed the March 2023 expenditures of the General Fund.

Motion by Nelson, seconded by Cook to approve the March 2023 Expenditures of \$70,752.95 from the General Fund.

Motion carried unanimously.

9. COMMENTS FROM THE PUBLIC

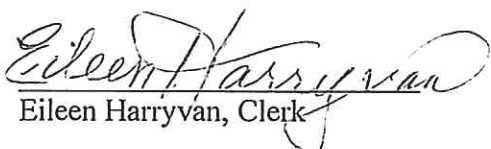
There were none

10. COMMENTS FROM THE BOARD MEMBERS

Oen	None
Nelson	None
Cook	Questioned if the overpayments given to some employees had been retrieved. Harryvan advised this has yet to be resolved however, she continues to pursue it. Happy Spring and Memorial Day! Kudos to Harryvan for working on the debacle with Franklin/Bingham Farms Fire Department's phone service
Chalifoux	None
Harryvan	She is happy it is Spring. It was her pleasure to resolve the Franklin/Bingham Farms Fire Department's issue with help from the Cable Board. Happy Memorial Day and see everyone in June
O'Reilly	Reminded the Board there would not be a meeting in May. See you in June unless a special meeting is called in May. He applauded Harryvan for straightening things out for the Franklin/Bingham Farms Fire Department. The annual Beverly Hills Memorial Day Carnival and Parade is coming up. April 22nd is Earth Day. May 5th is Cinco de Mayo. May 14th is Mother's Day

Supervisor O'Reilly adjourned the meeting at 7:56 PM.

  
James O'Reilly, Supervisor

  
Eileen Harryvan, Clerk

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