

MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING HELD February 6, 2024 - APPROVED

1. CALL TO ORDER

Supervisor O'Reilly called the February 6, 2024 Special Meeting of the Southfield Township Board of Trustees to order at the Township Hall at 7:00 PM.

2. ROLL CALL

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

Absent: Trustee Oen

Others: Vincent Borowski (Beverly Hills)

3. PUBLIC COMMENTS ON MATTERS NOT ON THE PUBLISHED AGENDA

No one wished to be heard.

4. APPROVAL OF AGENDA

Motion by Cook, seconded by Chalifoux, to approve February 6, 2024 Agenda, as presented.

Motion carried unanimously (6-0)

5. STUDY SESSION OF PROPOSED FISCAL YEAR 2024-2025 BUDGET

Supervisor O'Reilly reviewed those 2024-2025 accounts the Board of Trustees discussed at the January 9 Board meeting.

Page 1 - General Government Dept. 000 Estimated Revenues - Dept. 000 General Government - State Revenue Sharing (574) was increased to \$4,305 and added was the General Operating Reserve (699) of \$41,000. The total estimated revenue is \$984,355.

Page 2 - Township Board Dept. 101 Appropriations – no modifications.

Page 3 – Supervisor Dept. 171 Appropriations – no modifications.

Page 4 – Elections Dept. 191 Appropriations – Clerk Harryvan detailed and estimated each item. Salary & Wages (701) \$85,000; Overtime – Staff (701.100) \$6,000; FICA/SOC Security (715) \$7,500; Supplies (726) \$11,000; Computer Supplies (726.100) \$1,000; Postage (727) \$10,000; Computer/IT Supplies (801) \$10,000; Janitorial SVCS (804) \$500; Legal Notices Publishing (900) \$800; Repairs & Maintenance (930) \$100; Moving Election Equipment (955) \$5,000; Miscellaneous (956) \$4,000; CAP Expenditures – Elections (975.100) \$20,000. The estimated Total for the department is \$160,000.

Trustee Cook asked what Oakland County will charge the Township for operating our Early Voting center. Clerk Harryvan responded that Oakland County has not provided the billing amount as of yet. She has applied for a grant reimbursing the expense of new cameras for the ballot box.

Page 2 – Board of Trustees special meeting minutes – February 6, 2024 – *APPROVED*

Page 5 - Assessor Dept 209 Appropriations - no change

Page 6 – Clerk Dept. 215 Appropriations - Clerk Harryvan explained the changes, increases, and details in the Department Salary & Wages (701) \$135,000; Part-Time Clerical (701-500) \$2,000; Employee Health Insurance (716) \$20,000; Health Deductible (716.100) \$8,000; Employee Life Insurance (716) \$20,000; Health Deductible (716.100) \$8,000; Employee Life Insurance (717) \$800; Employee Retirement (718) \$13,500; Audit (801) \$5,100; Dues & Memberships (803) \$800; Mileage Reimbursement (860) \$1,500; Miscellaneous (956) \$500; Education (957) \$4,000. The total is \$203,200.

Page 7 – Treasurer Dept. 253 Appropriations – Postage (727) increased to \$6,000; Audit (801) increased to \$5,100; Education (957) decreased to \$1,200. The total is \$243,600.

Page 8 - Building & Grounds Dept. 266 Appropriations – Utilities-Electric (920) \$2,500; Utilities-Water (921) \$3,200; Utilities-Heat (922) \$900; Telephone/Internet (924) \$3,000; Repairs & Maintenance (930) \$4,500; Grounds Maintenance Agreements (935.100) \$3,000. The total is \$20,800.

Page 9 - General Government Dept. 267 Appropriations – Bank Service Charges (721) \$2,400; Supplies (726) \$6,000; Supplies (726) \$6,000; Postage – (727) \$5,000; Computer/IT Support (801.500) \$20,000. Total is \$65,700. (970) Employee Retirement Benefit Con and Actuary/Codification Expenses – (970.100) are for Tischler's Retirement Medical benefits.

Page 10 - Animal Control Dept. 430 Appropriations - no change

Page 11 - Other Appropriations Dept. 895 Appropriations – Zero dollars allocated to this department because they have been assigned to other departments.

Page 12 - Appropriations Dept. 965 Transfers Out – Capital Purchase Fund (995.401) \$25,105

Total Projected Expenditures \$984,355

6. COMMENTS FROM THE AUDIENCE

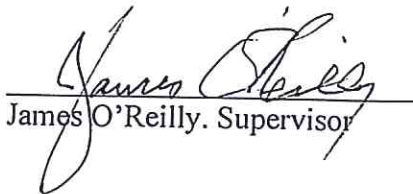
There were none.

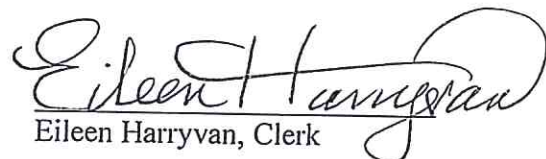
Page 3 – Board of Trustees special meeting minutes – February 6, 2024 – *APPROVED*

7. COMMENTS FROM MEMBERS OF THE BOARD

Trustee Newitt	Happy Valentine's Day
Trustee Nelson	None
Trustee Cook	None
Treasurer Chalifoux	None
Clerk Harryvan	Be nice to the Poll Workers. The office is diligently working towards the Presidential Primaries.
Supervisor O'Reilly	Those who will be running for re-election: if you intend to raise any money you must have a committee. The committee must be registered with the Secretary of State and by the middle of April petitions need to be filed. There was a discussion about the signing of the petitions and which current Trustees would not be running for re-election.

Supervisor O'Reilly adjourned the meeting at 7:42 PM.


James O'Reilly, Supervisor


Eileen Harryvan, Clerk