

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING HELD January 9, 2024 - APPROVED**

**1. CALL TO ORDER**

Supervisor O'Reilly called the January 9, 2024 meeting of the Southfield Township Board of Trustees to order at Township Hall at 6:37 PM.

**2. ROLL CALL**

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

Absent: None

Others: Vincent Borowski (Beverly Hills)

**3. STUDY SESSION OF PROPOSED FISCAL YEAR 2024-2025 BUDGET**

Supervisor O'Reilly stated this will be a partial study session since there are a several departments which are estimated, for example the election budget which need be finalized. Therefore, the Board will tentatively hold a Special Meeting on February 6<sup>th</sup> to determine the final budget. Oen stated he will not be able to be at the meeting.

Supervisor O'Reilly referred to the *Budget Report -101 General Fund*, as of 03/31/2024. The department budgets were discussed. This report also includes those account numbers which have been combined with others and those which will no longer be used in the future. Clerk Harryvan and Treasurer Chalifoux clarified some of the account details.

Clerk Harryvan commented in past meetings that the Township would receive money from the State for Early Voting election expenses however, the state has decided grant funds will be granted directly the Counties. Due to changes in the voting process, she anticipates significantly higher election expenses and will contact the County and the other local municipalities who have conducted Early Voting in 2023 about the expected costs.

7:30 PM Study Session ended.

**4. ADMINISTRATIVE REPORTS**

**(A) Supervisor's Report**

Following the October authorization by the Township Board, Supervisor O'Reilly signed a contract with the Oakland County Assessor on Dec. 28, 2023. The language of the contract has been changed to include several recommendations discussed in the October Trustee meeting.

The Supervisor stated that the Bloomfield Township Animal Welfare Shelter for stray dogs turned down Southfield Township's request to utilize its facility. Southfield Township does have a contract with Oakland County however, the location isn't close or convenient. Birmingham has a shelter, but the cost is not reasonable for the Township's limited needs. The Township Animal Officer will continue to search for an available, nearby shelter.

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**(B) Clerk's Report**

Clerk Harryvan reported that monthly Animal Control, Franklin/Bingham Farm Police and Fire Department Reports have been received. There was nothing out of the ordinary in them and as always, the reports can be reviewed in the Clerk's Office. Early voting for the Presidential Primary is February 17-25 at the Bloomfield Township Library. Election Day is February 27<sup>th</sup> and she will soon be reaching out to Election Inspectors for assignments.

Our Lady Queen of Martyrs was our precinct location for two (2) precincts and has decided not to continue as a location. Therefore, with that decision and the consolidation of Village of Franklin's Precincts 8 and 9 into Precinct 7, the total number of precincts in the Township has been reduced from ten (10) to seven (7) and this will be discussed later in our Agenda.

She noted that the Township has paid D&S Construction \$17,000 for the renovations of the Township office spaces and has a pending bill for additional invoicing which needs Architect approval for payment.

The new State approved Ballot Dropbox has been installed near the main entrance of our building, as required by Proposition 2022-2. It was provided by the State of Michigan at no cost.

**(C) Treasurer's Report**

Treasurer Chalifoux reported that Marie Weiner has agreed to come in once a week to assist with Treasurers Department clerical work and to work the front desk.

She gave an update on the construction.

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

No one wished to be heard.

**6. APPROVAL OF AGENDA**

Motion by Trustee Nelson, seconded by Trustee Cook, to approve the January 9, 2024 Agenda, as presented.

Motion carried unanimously (7-0)

**7. DISCUSSION AND POSSIBLE APPROVAL OF DECEMBER 12, 2023 BOARD MEETING MINUTES**

Trustee Cook questioned Supervisor O'Reilly if the two (2) signs mentioned on page 1 under #3. ADMINISTRATIVE REPORTS (A) Supervisor's Report had been corrected. The Supervisor answered in the affirmative and mentioned they had been removed. In the second paragraph of (B) Clerk's Report, on page 1, Cook suggested that the first line of that paragraph read "Harryvan attended the Master Academy for Clerks. Everyone was informed about the latest...".

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On Page 3, under 10. DISCUSSION AND POSSIBLE APPROVAL OF CONTRACTOR(S) FOR RENOVATION OF TOWNSHIP OFFICE SPACES, Supervisor O'Reilly suggested that the entire second (2<sup>nd</sup>) paragraph beginning with "There were no additional comments from the Board... importance of the Treasurer's clarification that there are four (4) different trades involved in this project." be struck. On page 4 he italicized the rewording of it.

**Motion** by Clerk Harryvan, seconded by Trustee Cook, to approve the December 12, 2023 Regular Board of Trustees Meeting minutes, as amended.

**Motion** carried unanimously (7-0)

8. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO SET PUBLIC HEARING DATE ON TOWNSHIP BUDGET FOR FISCAL YEAR 2024-2025

**Motion** by Newitt, seconded by Oen the following Resolution be adopted:

The Southfield Township Board of Trustees will hold a Public Hearing with regard to the Fiscal year 2024-2025 Township Budget on Tuesday, March 12, 2024 at 7:00pm. The Public Hearing will be in Township Hall located at 18550 W Thirteen Mile Road, Beverly Hills, Michigan.

ROLL CALL

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

Nays: None

**Motion** carried unanimously 7-0

9. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO ADOPT POVERTY EXEMPTION GUIDELINES FOR 2024 TAX YEAR

**WHEREAS** the Board of Review recognizes a need to have available a procedure by which residents can make application for property tax relief, and

**WHEREAS** MCL 211.7u(1) defines poverty or hardship exemption as a method to provide relief for those who, in the judgement of the Board of Review are unable to fully contribute to the annual property burden of their principal residence due to their financial situation, and

**WHEREAS** by statute, procedures and guidelines for financial hardship appeals for Property tax relief must be approved by the Board of Trustees, and

**WHEREAS** income guidelines to be utilized by the Board of Review have been established in accord with PA 390 of 1999 and PA 253 of 2020, and

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WHEREAS the Southfield Township Board of Trustees has determined in April 2021 that, while the Federal Poverty standards issued by the OMB each year should be adopted, they should be adjusted by a rate of 250%.

NOW THEREFORE, BE IT RESOLVED by Trustee Cook, supported by Treasurer Chalifoux, the poverty of hardship exemption applicants must meet the Federal Poverty Income Guidelines issued by the OMB as of 11/14/2023, multiplied by a rate of 250% (x 2.5). Those Proposed income standards are listed below.

Cook suggested that the title of the category, “Current poverty amount” at the bottom of the Resolution be changed to “Federal Poverty Income Guidelines for 2024.”

**ROLL CALL**

Ayes: Trustee Newitt, Trustee Nelson, Trustee Cook, Treasurer Chalifoux, Clerk Harryvan, Supervisor O’Reilly, Trustee Oen  
 Nays: None

Resolution carried unanimously, as amended (7-0)

<u>Size of Family Unit</u>	<u>Federal Poverty Income Guidelines for 2024</u>	<u>250% Poverty Amount</u>
1	\$ 14,580	\$ 36,450
2	\$ 19,720	\$ 49,300
3	\$ 24,860	\$ 62,150
4	\$ 30,000	\$ 75,000
5	\$ 35,140	\$ 87,850
6	\$ 40,280	\$100,700
7	\$ 45,420	\$113,550
8	\$ 50,560	\$126,400
For each additional person, add	\$ 5,140	\$ 12,850

ADOPTED: January 9, 2024

**10. DISCUSSION AND POSSIBLE APPROVAL OF CONSOLIDATION OF PRECINCTS FOR 2024 ELECTIONS**

Clerk Harryvan stated over the years, the Township has conducted elections in 10 separate precincts. Our Lady Queen of Martyrs has served as the polling location for Precincts 1 and 3 however, the Church has chosen to withdraw from serving as an election precinct location. As such, Clerk has consolidated Precincts 1 and 3 into their respective neighboring precincts. Additionally, Precincts 8 and 9 located in Franklin Church have been consolidated into one Precinct. As part of this process, the precinct locations were renumbered 1-7 from East to West, as referenced in *the* attached memo, *Consolidation of precincts for 2024 elections*, dated January 9, 2024. This consolidation was approved by the Township Election Commission on

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December 21, 2023. She anticipates savings for the Township due to a lesser need ~~of~~ *for* workers and equipment. ~~at the 3-eliminated precincts.~~ All voters will receive a new Voter Registration card with their new precinct numbers and locations on them.

Trustee Cook suggested a word change at the end of the third **WHEREAS** in the resolution. She proposed that it read, “**WHEREAS** there are no other locations within the current boundaries of said precincts, such that requiring consolidation of them into neighboring precincts would be necessary, and...”

Trustee Cook also suggested that the last paragraph of the resolution read, “**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approves the consolidation of 10 precincts into 7 precincts for the primaries and general elections that will be held during 2024.”

Resolved by Supervisor O’Reilly, supported by Trustee Cook that

**WHEREAS** with the closing of our precinct location for precincts 1 and 3, and

**WHEREAS** the current polling location for precincts 8 and 9 are in the same location, and

**WHEREAS** there are no other locations within the current boundaries of said precincts, such that requiring consolidation of them into neighboring precincts would be necessary, and

**WHEREAS** consolidation of precincts are required in order to conduct elections in a fiscally responsible manner, and

**WHEREAS** the Board of Trustees of Southfield Township have authorized the Clerk to administer elections, and

**WHEREAS** The Township Election Commission has previously approved the consolidation of precinct polling locations according with the plan devised by the Clerk and attached to this memo.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees approves the consolidation of 10 precincts into 7 precincts, for the primaries and general elections that will be held during 2024.

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**ROLL CALL**

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

Nays: None

Motion carried unanimously, as amended. (7-0).

ADOPTED: January 9, 2024

11. **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO INCREASE COMPENSATION FOR BOARD OF REVIEW MEMBERS**

Resolved by Clerk Harryvan, supported by Supervisor O'Reilly, that the following Resolution be adopted as presented:

**WHEREAS** Board of Review members are dedicated and well-qualified to serve and assist all property owners of Southfield Township, and

**WHEREAS** Board of Review compensation has not been reviewed or increased since January of 2008, and

**WHEREAS** compensation should be based upon responsibility, required knowledge, and Dedication to service to the community.

**NOW THEREFORE, BE IT RESOLVED** that effective March 1, 2024, members of the Southfield Township Board of Review shall receive compensation of \$100 for each Board of Review half-day (or part thereof) session of service, and \$200 for each full-day session of service.

**ROLL CALL**

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

Nays: None

Resolution carried unanimously (7-0)

ADOPTED: January 9, 2024

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12. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING SALARY FOR TOWNSHIP TREASURER

Trustee Cook requested clarification as to why there was a salary increase of over 5% for the second year in a row. A discussion ensued amongst the Board members.

Resolved by Nelson, supported by Newitt, the following resolution be adopted:

WHEREAS pursuant to MCLA 41.95(3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

WHEREAS we are a General Law Township which has abolished the annual meeting, and

WHEREAS the Township Board shall determine the salaries of the Township Officers by resolution, and

WHEREAS the law requires the Township to have a Treasurer, and

WHEREAS a Township Treasurer should be paid a fair and adequate salary.

**NOW THEREFORE, BE IT RESOLVED** that the salary for the office of Township Treasurer, beginning April 1, 2024, shall be \$78,800.00.

ROLL CALL

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

Nays: None

Resolution carried unanimously (7-0)

**ADOPTED:** January 9, 2024

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13. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING THE SALARY FOR TOWNSHIP CLERK

Resolved by Oen, supported by O'Reilly, the following resolution be adopted:

WHEREAS pursuant to MCLA 41.95(3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

WHEREAS we are a General Law Township which has abolished the annual meeting, and

WHEREAS the Township Board shall determine the salaries of the Township Officers by resolution, and

WHEREAS the law requires the Township to have a Township Clerk, and

WHEREAS a Township Clerk should be paid a fair and adequate salary.

**NOW THEREFORE, BE IT RESOLVED** that the salary for the office of Township Clerk, beginning April 1, 2024, shall be \$78,800.00.

ROLL CALL

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

Nays: None

Resolution carried unanimously (7-0)

ADOPTED: January 9, 2024



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14. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING THE SALARY FOR TOWNSHIP SUPERVISOR

Clerk Harryvan stated that the Supervisor has taken over some duties that the previous Township Clerk had performed, which according to state law, are the duties of the Supervisor. The Supervisor has also been reviewing and updating the Township’s policies and procedures. The Supervisor readily makes himself available to assist the Township office frequently.

Resolved by Clerk Harryvan, supported by Treasurer Chalifoux, the following resolution be adopted:

WHEREAS pursuant to MCLA 41.95(3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

WHEREAS we are a General Law Township which has abolished the annual meeting, and

WHEREAS the Township Board shall determine the salaries of the Township Officers by resolution, and

WHEREAS the law requires the Township to have a Township Supervisor, and

WHEREAS a Township Supervisor should be paid a fair and adequate salary.

**NOW THEREFORE, BE IT RESOLVED** that the salary for the office of Township Supervisor, beginning April 1, 2024, shall be \$26,200.00.

ROLL CALL

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

Nays: None

Resolution carried unanimously (7-0)

**ADOPTED:** January 9, 2024

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15. DISCUSSION AND POSSIBLE APPROVAL OF DECEMBER 2023 EXPENDITURES

Trustee Nelson stated the totals were correct. In December 2023 the total Monthly Expenditures were \$89,581.25.

Motion by Trustee Nelson, seconded by Supervisor O'Reilly, to approve the December 2023 Expenditures, as presented.

Motion carried unanimously (7-0)

16. COMMENTS FROM THE PUBLIC

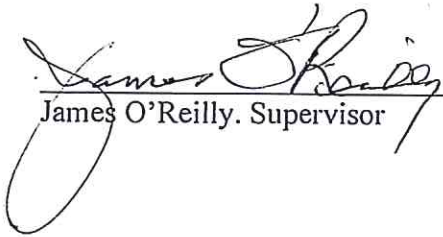
There were no comments from the public.

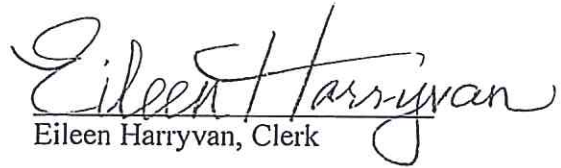
17. COMMENTS FROM BOARD MEMBERS

- |           |   |
|-----------|---|
| Newitt    | Congratulations to the University of Michigan for its National Championship. See you February 6 <sup>th</sup> for the special meeting to review the Budget.   |
| Oen       | As a U of M alum he seconds the congratulations to Michigan for its victories. He agrees with all the salary raises the Board approved today.   |
| Nelson    | He agrees with all the accolades to Michigan.   |
| Cook      | Wished everyone a Happy Martin Luther King, Jr. Day.  |
| Chalifoux | Made note that the Township Offices would be closed Monday, for Martin Luther King, Jr. Day. She hoped for a speedy recovery for her Deputy Treasurer, Nancy Scott.   |
| Harryvan  | She also wishes Nancy a speedy recovery. Nancy always helps the Clerk's department and is also missed. Happy Martin Luther King, Jr. Day. She appreciates the salary increase. This is an important election year with a significant amount of additional work. She feels very confident all will go well and is proud to conduct elections for the Township. The Municipal Clerk's Association has created a resolution which is included the Board's packet. She also points out that Treasurer Chalifoux has been worked many hours past 5 pm in order to make up for the Nancy Scott' absence.                                  |
| O'Reilly  | He added his name to the list of those missing Nancy Scott. It's Martin Luther King, Jr. Day on Monday. Presidents' Day on February 19. The Kids' Dog show is on February 4. Starting February 7, Beverly Hills residents can sign up to reserve the pavilion. Dogs need to be licensed. Its \$5 before March 31 and \$10 after that date. The People Mover in Detroit will be free for the next year and the new Regional Transit Authority of Oakland County is proposing a takeover of the Q Line. The next regular Board meeting will be March 12 and a special meeting for the budget is tentatively scheduled for February 6. |

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Supervisor O'Reilly adjourned the meeting at 8:56 PM.

  
James O'Reilly, Supervisor

  
Eileen Harryvan, Clerk

# Southfield Township

## MEMO

TO: Southfield Township Board of Trustees  
 FROM: Eileen Harryvan  
 DATE: January 9, 2024  
 RE: Consolidation of precincts for 2024 elections

OFFICERS  
 James M. O'Reilly, *Supervisor*  
 Eileen M. Harryvan, *Clerk*  
 Kim Chalifoux, *Treasurer*

TRUSTEES  
 Bonnie Cook  
 Daniel Nelson  
 Paul A. Newitt  
 Jon M. Oen

Southfield Township has conducted elections for a number of years through 10 separate election precincts. Our Lady Queen of Martyrs, which has served as the polling location for precincts 1 and 3 for the last few election cycles, has now chosen to withdraw from serving as an election precinct location.

In addition, state law has been amended so that precincts can now be assigned to allow for up to 4999 registered voters. Clerk Harryvan has determined that it would be prudent at this time to formally consolidate precincts so that we will now re-assign registered voters into one of seven precinct locations. The new precinct polling locations and number of voters in each precinct are shown in the attachment to this memo. The largest precinct will have 2,272 registered voters and the smallest precinct will have 1,195.

The Township Election Commission approved this consolidation at its meeting on December 21, 2023, and now seeks confirmation by the Board of Trustees at this time.

Resolved by O'Reilly, supported by Cook that

WHEREAS with the closing of our precinct location for precincts 1 and 3, and

WHEREAS the current polling location for precincts 8 and 9 are in the same location, and

WHEREAS there are no other locations within the current boundaries of said precincts, such that requiring consolidation of them into neighboring precincts would be prudent, and

WHEREAS consolidation of precincts are required in order to conduct elections in a fiscally responsible manner, and

WHEREAS the Board of Trustees of Southfield Township have authorized the Clerk to administer elections, and

WHEREAS The Township Election Commission has previously approved the consolidation of precinct polling locations in accord with the plan devised by the Clerk and attached to this memo

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approves the consolidation of 10 precincts into 7 precinct locations for the primaries and general elections that will be held during 2024.

**Roll Call:**

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

Nays:

Absent: