

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING HELD ON OCTOBER 10, 2023 - APPROVED**

1. CALL TO ORDER

Supervisor O'Reilly called to order the October 10, 2023 meeting of the Southfield Township Board of Trustees at the Township Hall at 7:00 PM.

2. ROLL CALL

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

Absent: Trustee Cook, Trustee Nelson

3. ADMINISTRATIVE REPORTS

(A) Supervisor's Report

The Township has a new landscaper – Nelson Garden Services, which will start later this month. Supervisor O'Reilly updated the Board on bids for the Township building renovations; one bid has been received and other contractors have been in touch with the Township. There is a Zoom meeting on "Roberts Rules of Order" on October 18. On October 24 there is a Zoom meeting at the Oakland County Assessor's office to go over the procedures for the Michigan Tax Tribunal. The Supervisor will be attending both meetings. Last week, Deputy Treasurer, Nancy Scott's birthday was celebrated.

(B) Clerk's Report

Clerk Harryvan reports the Franklin-Bingham Farms Fire and Police Departments and the Animal Control monthly reports have all been received and contain nothing out of the ordinary. These reports are available in the Clerk's office for review. She has received all but 5 signed *Employee, Appointee and Elected Officials Harassment Policy Acknowledgement* forms. The Township does not have a November election however, the Clerk's Department, will assist in Early Voting at our regional site alongside the Bloomfield Township and Birmingham Clerks as a pilot for the February Presidential Primary Election.

Due to being unable to attend a Clerks' training and subsequently cancelling the hotel reservation, the Township incurred half of the cost for the room. Typically, cancellations in advance result in a full refund. There is no future training scheduled at this hotel in 2024 so she will personally refund the Township for this expense and use the credit (for half of the stay expense) for future personal travel.

(C) Treasurer's Report

Treasurer Chalifoux reported that the Summer Tax Collection period has concluded. Overdue notices have been sent out and Winter Bill preparation has begun. She has prepared a new monthly summary which includes interest on all accounts and investments.

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

Peter “Pete” Halick, Franklin resident, introduced himself and expressed his desire to be part of the Township’s Planning Board of Commissioners.

O’Reilly explained that due to the resignation of a member of the Planning Board, Halick would be appointed to fill the vacancy, effective January 1, 2024.

5. **APPROVAL OF AGENDA**

Supervisor O’Reilly suggested adding to the Agenda, **Item 12A: DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO APPROVE THE ASSESSMENT CONTRACT BETWEEN SOUTHFIELD TOWNSHIP AND OAKLAND COUNTY EQUALIZATION DIVISION FOR THE PERIOD FROM JULY 1, 2023 THROUGH JUNE 30, 2025**

Motion by Clerk Harryvan, seconded by Treasurer Chalifoux, to approve the October 10, 2023 Agenda, as amended.

Motion carried unanimously (5-0)

6. **DISCUSSION AND POSSIBLE APPROVAL OF SEPTEMBER 6, 2023 SPECIAL BOARD MEETING MINUTES**

On the top of page 2, Clerk Harryvan suggested the first sentence should read, “The Authorization to award a bid can be done by the Board or by a named official(s).”

Motion by Trustee Oen, seconded by Trustee Newitt, to approve the September 6, 2023 Special Board of Trustees Meeting minutes, as amended.

Motion carried unanimously (5-0)

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

Motion by Clerk Harryvan, seconded by Treasurer Chalifoux to approve the September 12, 2023 Regular Board of Trustees Meeting minutes.

Motion carried unanimously (5-0)

8. **DISCUSSION AND POSSIBLE APPROVAL OF SEPTEMBER 26, 2023 SPECIAL BOARD MEETING MINUTES**

Motion by Supervisor O’Reilly, seconded by Trustee Newitt to approve the September 26, 2023 Special Board of Trustees Meeting minutes.

Motion carried unanimously (5-0)

9. **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO ADOPT BOARD OF TRUSTEES MEETING DATES FOR 2024**

Supervisor O’Reilly noted that in addition to the Trustees’ monthly meeting dates, the Township also recognizes National holidays and the 2024 Holiday Schedule is included in the packet.

BE IT RESOLVED that the Southfield Township Board of Trustees will meet on the second Tuesday of the months listed below at 7:00 p.m. in the Township Hall located at 18550 West Thirteen Mile Rd., Southfield Township, Michigan. The dates are as follows:

January 9	May (No meeting)	September 10
February (No meeting)	June 11	October 8
March 12	July 9	November (No meeting)
April 9	August (No meeting)	December 10

Trustee Oen noted the Township’s address is in “Beverly Hills” and should be amended to read:

BE IT RESOLVED that the Southfield Township Board of Trustees will meet on the second Tuesday of the months listed below at 7:00 p.m. at the Township Hall located at 18550 West Thirteen Mile Rd., Beverly Hills, Michigan. The dates are as follows:

January 9	May (No meeting)	September 10
February (No meeting)	June 11	October 8
March 12	July 9	November (No meeting)
April 9	August (No meeting)	December 10

Motion by Trustee Oen, supported by supervisor O’Reilly, to approve, as amended.

ROLL CALL

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

Nays: None

Absent: Trustee Cook, Trustee Nelson

Resolution carried unanimously (5-0)

10. **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO ASSESS 3% TAX PENALTY FOR 2023-24 TAX YEAR LATE PAYMENTS**

Treasurer Chalifoux presented this item to the Board. O’Reilly and further explained this item must be adopted by the Board annually.

Resolved by Supervisor O'Reilly, seconded by Treasurer Chalifoux, that the following resolution be adopted:

WHEREAS with the passage of Public Act 206 of 1893, as amended, being MCL 211.44, which authorized the Township of Southfield Board of Trustees to impose a penalty on all late payments of unpaid property taxes; and

WHEREAS the last date to pay taxes by law is February 14, 2024; and

NOW, THEREFORE, BE IT RESOLVED, that the Southfield Township Board of Trustees authorizes the Township Treasurer to levy a 3% penalty on all late taxes paid after February 14, 2024 through February 28, 2024; and

BE IT FURTHER RESOLVED that a copy of this Resolution be published in the Birmingham/Bloomfield Eagle newspaper and a notice be included in the mailing of all tax statements to alert all taxpayers of this enactment.

ROLL CALL:

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

Resolution carried unanimously (5-0)

11. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO APPOINT/RE-APPOINT MEMBERS TO THE TOWNSHIP PLANNING COMMISSION

Resolved by Trustee Newitt, supported by Trustee Oen, to re-appoint **Timothy Mercer** to the Southfield Township Planning Commission for a term that is to expire on December 31, 2026.

ROLL CALL:

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

Resolution carried unanimously (5-0)

Resolved by Clerk Harryvan, supported by Treasurer Chalifoux, to appoint **Peter Halick** to the Southfield Township Planning Commission for a term that begins January 1 and is to expire on December 31, 2026.

ROLL CALL:

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

Resolution carried unanimously (5-0)

12. **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO RE-APPOINT MEMBERS TO THE BOARD OF ZONING APPEALS**

Resolved by Supervisor O'Reilly, supported by Trustee Oen, to re-appoint **Antonia Grinnan** to the Southfield Township Board of Zoning Appeals for a term that is to expire on December 31, 2026.

ROLL CALL:

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

Resolution carried unanimously (5-0)

Resolved by Trustee Newitt, supported by Treasurer Chalifoux, to re-appoint **Paul Scarcello** to the Southfield Township Board of Zoning Appeals for a term that is to expire on December 31, 2026.

ROLL CALL:

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

Resolution carried unanimously (5-0)

12a DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO APPROVE ASSESSMENT CONTRACT BETWEEN SOUTHFIELD TOWNSHIP AND OAKLAND COUNTY EQUALIZATION DIVISION FOR THE PERIOD FROM JULY 1, 2023 THROUGH JUNE 30, 2025

In his memo *Renewal of County Assessing Contract*, Supervisor O'Reilly, summarized the current one-year contract which expired June 30, 2023. It would be replaced with a two-year contract extending through June 30, 2025. Each year it would be adjusted by 4%, as has been the case for the current year. The current document is in his office and can be reviewed.

Resolved by Trustee Oen, supported by Treasurer Chalifoux, that Southfield Township approves the renewal of the real and personal property assessing contract as proposed by Oakland County Equalization Division for 2023-2025, and authorizes the Supervisor and Clerk to sign four copies of the contract on behalf of Southfield Township, as requested by the Equalization Division.

ROLL CALL:

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

Resolution carried unanimously (5-0)

13. DISCUSSION AND POSSIBLE APPROVAL OF JULY 2023 EXPENDITURES

This item was tabled at the last meeting and Trustee Oen presented the report on behalf of Trustee Nelson.

In July the total EFT payments were \$32,534.98, total check payments were \$36,374.38 and total Monthly Expenditures for July 2023 was \$68,909.36.

Motion by Supervisor O'Reilly, supported by Trustee Newitt to approve the July 2023 Expenditures, as presented.

Motion carried unanimously. (5-0)

14. DISCUSSION AND POSSIBLE APPROVAL OF SEPTEMBER 2023 EXPENDITURES.

Trustee Oen states that Trustee Nelson reviewed all the bills and sent him a text message stating that everything looks OK.

Page 7 – Board of Trustees Regular Meeting Minutes – October 10, 2023 – APPROVED

In September the total EFT payments were \$47,551.94, total check payments were \$22,433.18 and total Monthly Expenditures for September were \$69,985.12.

Motion by Supervisor O'Reilly, supported by Trustee Oen to approve the September 2023 Expenditures as presented.

Motion carried unanimously. (5-0)

15. COMMENTS FROM THE PUBLIC

There were no comments from the public.

16. COMMENTS FROM BOARD MEMBERS

Oen	Happy Halloween, Enjoy the Holiday week at Beverly Park.
Newitt	What time is the Zoom meeting on October 18th? Is ADP going well?
Harryvan	Happy Halloween, Happy Thanksgiving. God Speed to those in harm's way in Israel and the Middle East.
O'Reilly	There is not a regular Board of Trustees meeting in November. The next meeting will be December 12 and the Board of Review will meet the same morning. Daylight saving time ends Sunday, November 5 th . The Township office will be closed November 10 for Veterans Day; November 23-24 for the Thanksgiving Holiday and Hanukkah begins December 7. He urged the Board members to read the Focus magazine which has several interesting articles, including one about the remodeling of a Township Hall.

Supervisor O'Reilly adjourned the meeting at 7:48 p.m.

James O'Reilly, Supervisor

Eileen Harryvan, Clerk

