

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

**1. CALL TO ORDER**

Supervisor O'Reilly called the December 12, 2023 meeting of the Southfield Township Board of Trustees to order at the Beverly Hills Village Council Room at 7:00 PM.

**2. ROLL CALL**

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

Absent: None

Others: Joseph Hlavaty (Bingham Farms) and Vincent Borowski (Beverly Hills)

**3. ADMINISTRATIVE REPORTS**

**(A) Supervisor's Report**

Supervisor O'Reilly attended a webinar on "Roberts Rules of Order" and mentioned he missed a webinar on Equalization offered by the Michigan Tax Tribunal. Treasurer Chalifoux stated she saw the presentation and it did not directly relate to the Township. O'Reilly also reported that the Compensation Committee chaired by Trustee Nelson, met on November 16, 2023. Nelson will make a report later in this meeting. Some non-compliant real estate signs were placed at "The Corners" in violation of the Sign Ordinance size and location requirements. Those issues have been resolved and the signs are now in compliance. Two weeks ago, O'Reilly spoke with the company which has two (2) signs at the Flagstar Bank that do not comply with the Sign Ordinance: one was due to size limitation, and one exceeded the maximum height allowance. As of yet these violations have not been corrected. He attended a virtual SEMCOG meeting which updated its information, including how to access its website to obtain information. This morning he attended the December Board of Review meeting which had 6 items to consider/discuss and granted 3-50% tax exemptions.

**(B) Clerk's Report**

Clerk Harryvan reported that the monthly Animal Control, Franklin/Bingham Farm Police and Fire Department Reports have been received. There was nothing out of the ordinary to report and as always, the reports can be reviewed in the Clerk's Office. Plans have begun in preparation for the February Presidential Primary, including Early Voting. Supplies have been inventoried, the Quad Absent Voter Applications have been ordered and will be mailed directly to voters by the vendor. The Early Voting pilot organized by Oakland County and held at the Bloomfield Township Library was successful and she feels prepared for the new Early Voting requirements. Southfield Township, Bloomfield Township and Birmingham have coordinated the Site Supervisor schedule for the Early Voting site in Bloomfield Township Library.

Harryvan attended the Master Academy for Clerks. Everyone was informed about the latest legislative bills. Clerks were notified of letters containing white powder, some testing positive for fentanyl have been received at a number of Clerks' offices and were instructed on how to handle mail in case of such a situation. Tomorrow she and Deputy Clerk Finn, will attend "Train the Trainer," and as a result will be certified to train and certify Election Inspectors for the Township.

**(C) Treasurer’s Report**

Treasurer Chalifoux reported that 98% of the Summer Taxes have been collected. In addition, the winter tax bills have been mailed and payments have been brisk. She attended several meetings: the Oakland County Treasurers’ Association meeting during which Officers were elected and the monthly meeting of the Oakland County Tax User Group where they met with the County Treasurer and discussed updates of the tax systems. She watched a webinar on fraud and new warnings. In January there will be a 2-day seminar on Financial Investing.

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

Vincent Borowski of Beverly Hills, remarked upon the Clerk’s October report explaining that Harryvan was unable to attend a Clerks’ training session and thus, had to cancel her hotel reservations. The hotel credited one-half the cost of the room; however, Harryvan stated she would compensate the Township for the remaining expense. This was the first time he had heard or read that a Clerk was responsible for such an expense and thinks the Clerk should be reimbursed. Clerk Harryvan clarified that she offered and has reimbursed the Township for this inadvertent expense out of respect for the Taxpayers’ dollar.

**5. APPROVAL OF AGENDA**

**Motion** by Trustee Oen, seconded by Treasurer Chalifoux, to approve the December 12, 2023 Agenda, as presented.

**Motion** carried unanimously 7-0

**6. DISCUSSION AND POSSIBLE APPROVAL OF OCTOBER 10, 2023 BOARD MEETING MINUTES**

**Motion** by Trustee Newitt, seconded by Supervisor O’Reilly, to approve the October 10, 2023 Regular Board of Trustees Meeting minutes.

**Motion** carried unanimously 7-0

**7. DISCUSSION AND POSSIBLE ACCEPTANCE OF COMPENSATION COMMITTEE REPORT**

Trustee Nelson presented his report to the Board of Trustees.

Trustee Oen suggested that the beginning sentence of the fourth (4<sup>th</sup>) paragraph of the report should read, “...After a much shorter discussion, ...”

**Motion** by Trustee Nelson, seconded by Trustee Oen, that the minutes of the November 16, 2023 Compensation Committee Meeting minutes be received and filed by the Board, as amended.

**Motion** carried unanimously 7-0

**8. DISCUSSION AND POSSIBLE WITHDRAWAL OF PREVIOUSLY AUTHORIZED METRO ACT PERMIT APPROVAL FOR FIBEROPTIC INSTALLATION**

Supervisor O'Reilly referred to his November 21, 2023 memo, "Withdrawal of Metro Act permit for fiberoptic installation". In it he gives factual reasons to withdraw the authorization for the issuance of a permit from ExteNet pursuant to the Metro Act. This approval had been voted on at the September 12, 2023 Board of Trustees meeting. Clerk Harryvan provided additional detailed information.

**Motion** by Trustee Cook, supported by Trustee Newitt that Southfield Township Board of Trustees withdraws approval of the Metro Act Right-of-Way Telecommunications Permit that had been previously granted on September 12, 2023.

**ROLL CALL**

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

Nays: None

**Resolution** carried unanimously 7-0

**9. DISCUSSION REGARDING STATUS OF STRUCTURAL RENOVATION**

Treasurer Chalifoux updated the Board on the progress of the improvements of the Township office space.

**10. DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT(S) FOR RENOVATION OF TOWNSHIP OFFICE SPACES**

Clerk Harryvan stated that Treasurer Chalifoux, Supervisor O'Reilly and she had diligently worked on this project. She complimented Chalifoux for her reviewing the accuracy of the details of each proposal regarding: the counter, the carpet, the paint, and the workstation. The Board was given copies of the four (4) detailed proposals to be considered. Regarding these changes, Supervisor O'Reilly stated in the last sentence of his December 5, 2023 memo, "There are sufficient funds available in the Capital Expenditure Fund no. 101-895-975." In September 2021, the Board passed a Resolution which would require Board approval of all proposed purchases more than \$10,000; thus, the two (2) following Resolutions.

~~There were no additional comments from the Board. Regarding the timeframe of 8-12 weeks for completion of the renovations, Vincent Borowski, Beverly Hills, inquired if the Township conference room would be available for the March Hearings of the Board of Review? Supervisor O'Reilly replied that a plan will be considered later. Borowski further commented on the importance of the Treasurer's clarification that there are four (4) different trades involved in this project.~~

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*Joe Hlavaty, Beverly Hills resident, inquired about the conference room being available for Board of Review in March. Supervisor O'Reilly told him the room would be available during the month of March for the Board of Review and any other meetings.*

*Vince Boroski, Beverly Hills resident, appreciated the clarification from Treasurer Chalifoux that the use of 4 different trades, required 4 separate contract proposals, only two of which required Board approval because they were in excess of \$10,000 each.*

There were two Resolutions proposed.

**Motion** by Trustee Cook, supported by Treasurer Chalifoux, that the Southfield Township Board of Trustees approves the proposed expenditure of up to \$11,000 for workstation improvements to the Township office space, as itemized in proposal 123819 from the ISCG Group to Southfield Township dated 12/01/2023.

**ROLL CALL**

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

**Resolution** carried unanimously 7-0

**Motion** by Oen, supported by Nelson, that the Southfield Township Board of Trustees approves the proposed expenditure of up to \$18,000 for the improvements to the reception area and mailroom of the Township Hall, as itemized in proposal 123112 from ISCG Group to Southfield Township, dated 12/01/2023.

**ROLL CALL**

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

**Resolution** carried unanimously 7-0

**11. DISCUSSION AND POSSIBLE APPROVAL OF OCTOBER 2023 EXPENDITURES**

Trustee Nelson stated he has reviewed the monthly expenditures. In October 2023 the total Monthly Expenditures were \$51,628.31.

**Motion** by Nelson to approve the October 2023 Expenditures, as presented.

**Motion** carried unanimously 7-0

**12. DISCUSSION AND POSSIBLE APPROVAL OF NOVEMBER 2023 EXPENDITURES**

Trustee Nelson stated he has reviewed the monthly expenditures. In November 2023 the total Monthly Expenditures were \$53,340.96.

**Motion** by Nelson to approve the November 2023 Expenditures, as presented.

**Motion** carried unanimously 7-0

**13. COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**14. COMMENTS FROM BOARD MEMBERS**

- Newitt** Terry Bennet, Beverly Hills resident, was honored as “Teacher of the Year” in the Livonia Public Schools.
- Nelson** Asked if the Supervisor had learned anything in the Roberts Rules of Order meeting. O’Reilly responded that there was nothing clarified for him. He wished everyone a Happy St. Lucia Day tomorrow.
- Oen** Have a very Safe and Happy Holiday Season. He complimented everyone in the office for the fantastic work on the renovations.
- Cook** Wished everyone a Happy Holiday Season. She’s looking forward to coming back and starting the election season. She wondered if the County was going to do the counting of Absentee Ballots this election. Harryvan responded yes.
- Chalifoux** Happy Holidays to all and wished for Peace on Earth.
- Harryvan** Merry Holidays to everyone and Happy New Year.
- O’Reilly** He reminded everyone that the Township offices will be closed Friday 12/22, Monday 12/25, Tuesday 12/26, Friday 12/29 and Jan. 1, 2024. He requested each member of the Board to bring in the Policies and Procedures Book for updating.

Supervisor O’Reilly adjourned the meeting at 7:55 PM.