

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING HELD APRIL 9, 2024**

1. CALL TO ORDER

Supervisor O'Reilly called the April 9, 2024 Regular 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, Trustee Cook, Trustee Nelson, Trustee Newitt, Trustee Oen

Absent: None

Others: Janet Mooney (Beverly Hills), John Ross & Lisa Ross (Beverly Hills), Amber Taylor (Beverly Hills), Vincent Borowski (Beverly Hills)

3. ADMINISTRATIVE REPORTS

(A) Supervisor's Report

The Board of Review met in March for four days, hearing seventy-two (72) total petitions, thirty-nine (39) for residential and thirty-two (32) personal property cases. Twenty-two (22) people showed up for their appointments. As a result, there were changes and taxable values were reduced by \$1,163,850. Last month Supervisor O'Reilly went to a daylong active shooter and de-escalation of conflicts training. He also reported, after last month's meeting when we spoke about the prospect of allowing at least 1 marijuana business in the Township he contacted the Township attorney. She indicated that this seems to be a broad effort and not specifically geared only toward Southfield Township.

(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 in them and as always, the reports can be reviewed in the Clerk's Office.

She attended an elections security tabletop exercise to learn best practices during an at-risk security event. Clerk Harryvan reports that she and Deputy Clerk Finn have both graduated the three-year long MAMC Clerks' Institute, making them both eligible for the MiPMC professional designation. In addition, both Harryvan and Finn may also be earning or close to earning the CMC professional designation.

In regard to the ongoing office renovations, the contractor will be painting and carpeting the office and the following week new workstations will be built, and our Deputies will move back into our main office space.

(C) Treasurer's Report

Treasurer Chalifoux reported on her synopsis of the Township tax collections. All collection is completed, we settled with the County and all delinquent taxes have been turned over to Oakland County. We collected \$37,647,779.58 for Summer and Winter taxes including \$812,354.60 in Township Taxes, our millage, interest and penalties. Our assessments for 2024, have been completed though tentative until approved by the County.

The Board of Review has signed off and our Taxable Value for 2023 to 2024 Tentative went up \$96,689,130.00 including our 5% across the board tax increase, and uncapping, adding just over \$58,000 to the Township's bottom line.

Investments, did our approved disbursement for the Township and we have \$1M in current investments and an additional \$350,000 that will be invested shortly.

Unfortunately, Deputy Treasurer Scott has had a little set back. We do not have a return-to-work date for her at this time. We hope that she will be able to return next week.

The Clerk and I attended a MERS Benefits presentation. We were impressed with their nonprofit model; minimal fees and we are considering transferring some of our benefits over to MERS. Treasurer Chalifoux is in year two of her Treasurers' Institute and will go to that training this month for a week.

4. PUBLIC COMMENTS ON MATTERS NOT ON THE PUBLISHED AGENDA

Janet Mooney, Devonshire – when you spoke with the attorney regarding possible marijuana establishments did you indicate that our only retail space in the township is The Corners shopping center? O'Reilly did mention this to our attorney and the owner of the property indicated that a number of other tenants would not be in favor of having a marijuana establishment in the shopping center.

John Ross, Beverly Hills – Introduced himself and shared that he is running for Trustee.

Amber Taylor, Beverly Hills – Introduced herself and shared that she is running for Trustee.

5. APPROVAL OF AGENDA

O'Reilly mentioned the Township Focus article addressing the topic of Township Board members also being employees. Proposed adding to the agenda, "Item 9a. Discussion and Possible Approval of a Landscaping Contract" to formalize Trustee Nelson working for the Township and provide landscaping services.

Motion by Oen, seconded by Nelson, to approve April 9, 2024 Agenda, as amended.

Motion carried unanimously

6. DISCUSSION AND POSSIBLE APPROVAL OF MARCH 12, 2024 BOARD MEETING MINUTES

Motion by Cook, seconded by Chalifoux, to approve the March 12, 2024 Regular Board of Trustees Meeting minutes, as presented.

Motion carried unanimously

7. DISCUSSION AND POSSIBLE APPROVAL OF PROCLAMATION FOR MENTAL HEALTH AWARENESS MONTH

Supervisor O'Reilly - May is Mental Health Awareness Month, May 9th is Children's Mental Health Awareness Day and Children's Mental Health Awareness Week is May 5th to 11th. There is a proclamation in the packet from Oakland County Health Network. He proposed the Board approve the proclamation.

Resolution by O'Reilly, seconded by Harryvan, to approve the Proclamation for Mental Health Awareness, as presented.

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

Resolution carried unanimously

8. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION REGARDING A POLICY FOR COLLECTED TAX PAYMENTS OVER OR UNDER \$5.00

Treasurer Chalifoux —It was brought to her attention that our over/under payment policy of April 4, 2022 had a clerical error regarding reimbursement of tax overpayments. For that reason, today we are amending the policy language for clarity of policy.

Resolved by Trustee Oen, seconded by Trustee Newitt, to adopt the resolution, as presented.

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

Resolution carried unanimously

9. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO ADDRESS MINIMUM STANDARDS REGARDING OFFICE APPAREL

Clerk Harryvan – Proposes and update of policies and procedures in regard to office attire to align with a business casual attire policy, and provide additional guidance on what is appropriate and what is not. A general conversation ensued regarding various items of attire and what is acceptable. Also discussed enforcement of the policy by the direct supervisor of the employee. Trustee Cook commented upon style of dresses and what is appropriate. It was proposed to amend the policy removing “sleeveless” and update the description to read, “Dresses”. Further discussion ensued regarding micromanaging women’s clothing, for example the mention of leggings.

Trustee Oen mentions that the policy does direct the employee to seek clarification from their supervisor. Harryvan agrees to proposed additional rewording the policy to read, “sweatpants, joggers, legging and athletic wear as not appropriate.”

Janet Mooney, Devonshire – asked if the specific department heads should be who employees consult vs. “the Township.”

Resolved by Treasurer Chalifoux, seconded by Trustee Oen, to adopt the resolution, as amended.

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

Resolution carried unanimously

9a. DISCUSSION AND POSSIBLE APPROVAL OF A LANDSCAPING CONTRACT

Supervisor O'Reilly – Discussed addressing the approval of Trustee Dan Nelson performing non-statutory duties of outside landscaping services for the Township during the Spring and Summer of 2024, at the rate of \$25 per hour.

Motion by Supervisor O'Reilly, seconded by Trustee Oen, to approve contract for Trustee Dan Nelson to perform non-statutory duties of outdoor landscaping services for the Township during the Spring and Summer of 2024, at the hourly rate of \$25.

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

Motion carried

10. DISCUSSION AND POSSIBLE APPROVAL OF MARCH 2024 EXPENDITURES

Trustee Nelson – Presented the Expenditures for the month of February: \$300,747.80

Motion by Trustee Nelson, seconded by, Trustee Cook to approve the March 2024 expenditures, as presented.

Motion carried unanimously

12. COMMENTS FROM THE BOARD

Trustee Cook She is a member of MERS and highly recommends MERS as an organization for the Township to work with. She has personally had good service from them. Happy May Day, Happy Memorial Day and see you in June.

Trustee Newitt Congratulations to the Clerk on completing MAMC Training and good luck to the Treasurer during her training. Do we have an Animal Control facility worked out. O'Reilly stated we are still seeking options.

Trustee Oen Agrees with Trustee Cooks comments regarding MERS. The Village of Beverly Hills switched to MERS for their Public Safety staff and their service has been phenomenal.

Treasurer Chalifoux Welcome back to Jon Oen, glad to see you are on the mend. We missed you and are so happy to see you here. Happy Cinco de Mayo.

Clerk Harryvan Regarding MERS, we will be doing an apples-to-apples comparison between what we have and what MERS can offer. We will choose the best for our employees and the Township. I attended a Tabletop Security Exercise in Detroit for local, state and federal law enforcement and election officials. She provided quick reference guides for election interference laws to the Trustees. She described the various threats that have occurred and the tabletop exercises addressed them. She asked that if anyone receives a threat, even a veiled threat, retain documentation, recordings, voicemail and so on for law enforcement. The Clerks Institute also addressed threats against Clerks and other government staff. Happy Cinco de Mayo, Happy Memorial Day.

Supervisor O'Reilly Welcome back Jon, I'm glad you are recovering. On April 22nd Passover begins, May 27th is Memorial Day. There will be a parade and a carnival in Beverly Hills. The second Sunday in May is Mother's Day. Happy Mother's Day. As I mentioned earlier that I attended "active shooter training." Strongly recommended that if given the opportunity to attend the training one should do so and discussed several options to defend oneself. There was some conversation about how to react to threats.

Supervisor O'Reilly adjourned the meeting at 8:23 PM.

James O'Reilly, Supervisor

Eileen Harryvan, Clerk