

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, JANUARY 10, 2024

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, January 10, 2024 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

CALL TO ORDER

Supervisor Curtis called the meeting to order at 6:30 p.m.

RESPECTS TO THE FLAG

NOTING OF ROLL

Members Present: Charles, Colvin, Ferrari, Nold, Payne, Wright, Curtis

Members Absent: None.

Also Present: Township Attorney Ellis, Township Planner Masson-Minock, Township Engineer Sharpe, Fire Chief Majestic, Building Official London, OCSO Lt. Patterson, OCSO Sgt. Meza, Communications and Grants Manager Carnacchio, Executive Assistant Smith, Recording Secretary McCullough, one camera person (OCTV), and 36 residents.

APPROVAL OF THE AGENDA

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the January 10, 2024 agenda as amended to add item 12.b. Establishment of a Tax Abatement Committee under Unfinished Business.

Ayes: 7                      Nays: 0                      Absent: 0  
Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the January 10, 2024 Consent Agenda including the following:

1. The Regular Township Board meeting minutes of December 13, 2023;
2. The regular bills through January 5, 2024;
3. The consultant bills through January 5, 2024;
4. Committee Reports;
5. Building Department Activity Report;
6. CDBG Home Improvement Program Report.

Roll call:

Ayes: Colvin, Payne, Nold, Charles, Ferrari, Wright, Curtis

Nays: None

Absent: None

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No citizens spoke during this portion of public comment.

BOARD OF TRUSTEE COMMENTS

Treasurer Ferrari stated that to date for 2023, the Township accounts have earned more than \$1.25 million in interest.

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Clerk Wright thanked Deputy Treasurer Devereaux, Administrative Assistant Kohut, and Executive Assistant Smith for their assistance in the Clerk's office preparing for the upcoming election and the most recent sewer billing.

Trustee Charles informed everyone that for the next couple of months, any purchases from the local Goodwill store can be rounded up for the benefit of the Oxford Addison Youth Assistance.

Trustee Charles stated that the newly formed Website Committee will be meeting on January 11, 2024, and asked that any suggestions be emailed to the committee.

Supervisor Curtis stated that Township has received an AA+ bond rating approval from Standard & Poor.

**PUBLIC HEARING**

**Establish an Industrial Development District on Parcel 04-04-376-006**

Treasurer Ferrari moved, Trustee Payne seconded, to open the public hearing at 6:35 p.m. to discuss the establishment of an Industrial Development District on Parcel No. 04-04-376-006.

Roll call:

Ayes: Charles, Wright, Ferrari, Nold, Payne, Colvin, Curtis

Nays: None

Absent: None

Motion Carried.

Bruce Barron presented the company's request.

Brian Jennings, Oxford resident and Barron Industries employee, spoke in favor of the abatement.

Scott Boyne, Barron Industries employee, spoke in favor of the abatement.

Pauline Kearns, Human Resources manager at Barron Industries, spoke in favor of the abatement.

Stephanie Potter, Oakland County Economic Development, spoke in favor of the abatement.

David Kopka, 183 Great Pines Drive, spoke in favor of the abatement.

Kevin Snell, Oxford Fire Department EMS Coordinator, thanked Barron for their donations to the department over the years.

Treasurer Ferrari moved, Trustee Payne seconded, to close the public hearing at 6:45 p.m. to discuss the establishment of an Industrial Development District on Parcel No. 04-04-376-006.

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Roll call:

Ayes: Nold, Payne, Colvin, Ferrari, Wright, Charles, Curtis

Nays: None

Absent: None

Motion Carried.

**FIRST READING**

**Sewer Ordinance 107A.009**

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the first reading of the Oxford Township Code, Art. III Sewers and Sewage Disposal and direct the Township Clerk to publish said Ordinance in accordance with State law and set the second reading of the Ordinance amendment for February 14, 2024.

Roll call:

Ayes: Wright, Nold, Ferrari, Payne, Colvin, Charles, Curtis

Nays: None

Absent: None

Motion Carried.

**FIRE DEPARTMENT**

**2023 Year End Report**

Chief Majestic reviewed the 2023 year-end report dated January 3, 2024.

**Recognition of Captain Kevin Snell**

Chief Majestic recognized Captain Snell on his accomplishments and education and shared that Captain Snell has been accepted into Eastern Michigan University's Executive Leadership Program of Fire Staff and Command.

**Water Fountain Replacements**

Chief Majestic shared that the department has authorized NES to replace the old water fountains at Station 1 with Elkay bottle filling stations. NES was the low bidder at \$3,500.00. Supervisor Curtis authorized the installation of the bottle filling stations.

**SHARPE ENGINEERING REPORT**

Engineer Sharpe provided a written update regarding ongoing projects in the Township.

*Supervisor Curtis called a one-minute recess at 6:57 p.m. The meeting reconvened at 6:58 p.m.*

**UNFINISHED BUSINESS**

**Resolution to Establish an Industrial Development District**

Treasurer Ferrari moved, Trustee Payne seconded, to set a public hearing for February 14, 2024, for consideration of a Resolution to approve the IFE Application of Barron Industries, conditioned upon Barron submitting a completed IFE Application that complies with applicable State law, Township ordinances, and the Township Tax Abatement policy.

Roll call:

Ayes: None

Nays: Nold, Payne, Colvin, Ferrari, Wright, Charles, Curtis

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Absent: None

Motion Failed.

Treasurer Ferrari moved, Trustee Payne seconded, to approve the Resolution to Establish an Industrial Development District encompassing Parcel No. 04-04-376-006 located in Oxford Township, MI, and hereby authorize the Township Clerk to certify and file same.

Roll call:

Ayes: Nold, Wright, Charles, Colvin, Payne, Charles

Nays: Ferrari

Absent: None

Motion Carried.

Treasurer Ferrari moved, Trustee Payne seconded, to set a public hearing for February 14, 2024, for consideration of a Resolution to approve the IFE Application of Barron Industries, conditioned upon Barron submitting a completed IFE Application that complies with applicable State law, Township ordinances, and the Township Tax Abatement policy.

Roll call:

Ayes: Ferrari

Nays: Wright, Charles, Colvin, Payne, Nold, Curtis

Absent: None

Motion Failed.

Clerk Wright moved, Trustee Payne seconded, to set a public hearing for February 14, 2024, for consideration of a Resolution to approve the IFE Application of Barron Industries, conditioned upon Barron submitting a completed IFE Application that complies with applicable State law and Township ordinances.

Roll call:

Ayes: Charles, Nold, Payne, Colvin, Wright, Curtis

Nays: Ferrari

Absent: None

Motion Carried.

**Establishment of a Tax Abatement Committee** *(item added to the agenda by Board motion)*

No action or discussion.

**Great Pines Manors Subdivision Resolution #3**

Clerk Wright moved, Treasurer Ferrari seconded, to approve Resolution No. 3, Preparation of Proposed Great Pines Manors Subdivision Special Assessment Roll and Scheduling of Public Hearing, to implement a private road Special Assessment District program for Great Pines Manors Subdivision and schedule a Public Hearing for the Oxford Township Board of Trustees regular meeting on Wednesday, February 14, 2024 at 6:30 p.m. or soon thereafter to hear and consider any oral or written objections submitted by any interested persons with respect to the Special Assessment Roll.

Roll call:

Ayes: Ferrari, Nold, Payne, Colvin, Charles, Wright, Curtis

Nays: None

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Absent: None

Motion Carried.

**Information Technology Managed Services Provider for Oxford Township**

Supervisor Curtis moved, Treasurer Ferrari seconded, to award the bid for I.T. services to High-Tech and enter a 5-year contract in the amount of \$131,696.53 for the five-year contract. Further, Supervisor Jack Curtis is authorized to sign the contract on behalf of the Charter Township of Oxford.

Roll call:

Ayes: Nold, Payne, Colvin, Ferrari, Wright, Charles, Curtis

Nays: None

Absent: None

Motion Carried.

**NEW BUSINESS**

**Request for Additional Deputies and Command for the Oxford Substation**

Treasurer Ferrari moved, Trustee Charles seconded, to authorize Supervisor Jack Curtis to work with the Oakland County Sheriff Office (OCSO) to assign one additional detective sergeant and two no-fill patrol investigators to the OCSO, Oxford substation. Further authorize Supervisor Curtis to work with OCSO to amend our contract reflecting these changes. The approximate additional cost for these OCSO deputies and command officer (\$488,315) will be charged to account number 207-302-711.001 Contract OCSO.

Roll call:

Ayes: Ferrari, Wright, Charles, Colvin, Payne, Nold, Curtis

Nays: None

Absent: None

Motion Carried.

**Building Department Permit Fee Schedule**

Treasurer Ferrari moved, Trustee Charles seconded, to approve the Resolution to approve the Charter Township of Oxford Building Department Fee Schedule for Permits and Inspections as presented. Further, the Oxford Township Building Fee Schedule shall be effective January 15, 2024.

Roll call:

Ayes: Payne, Colvin, Charles, Nold, Ferrari, Wright, Curtis

Nays: None

Absent: None

Motion Carried.

**Schedule First Reading for Sign Ordinance**

Treasurer Ferrari moved, Trustee Payne seconded, to set a first reading of Sign Ordinance 85.A.001 for the February 14, 2024 Oxford Township Board of Trustees meeting.

Roll call:

Ayes: Nold, Payne, Colvin, Wright, Charles, Ferrari, Curtis

Nays: None

Absent: None

Motion Carried.

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**Cemetery Fee Resolution**

Treasurer Ferrari moved, Trustee Payne seconded, to approve the Cemetery Fees Resolution to amend Appendix A to Chapter 16 – Cemeteries – of the Oxford Charter Township Code of Ordinances as presented.

Roll call:

Ayes: Wright, Charles, Colvin, Payne, Nold, Ferrari, Curtis

Nays: None

Absent: None

Motion Carried.

**Information Technology Agreement with Oakland County**

Treasurer Ferrari moved, Clerk Wright seconded, to approve the Resolution to approve the IT Services Agreement with Oakland County and authorize the Township Clerk to certify and file same and hereby authorize the Township Supervisor to execute the IT Services Agreement.

Roll call:

Ayes: Colvin, Payne, Nold, Ferrari, Wright, Charles, Curtis

Nays: None

Absent: None

Motion Carried.

**Camp Oakland Valve Vault Replacements**

Treasurer Ferrari moved, Trustee Colvin seconded, to approve an amount not to exceed \$50,000.00 for the removal and replacement of vault valves as part of the Camp Oakland Sanitary Sewer Pump Station project.

Roll call:

Ayes: Charles, Wright, Nold, Payne, Colvin, Ferrari, Curtis

Nays: None

Absent: None

Motion Carried.

**Creation of Personnel Committee**

Treasurer Ferrari moved, Trustee Colvin seconded, to create a Personnel Committee and appoint Clerk Wright, Trustee Payne, Trustee Colvin, and Deputy Clerk McCullough as members of the Personnel Committee to review, at a minimum, the following documents:

- Oxford Township Employee Handbook;
- Resolution to establish a policy for standards regarding Board of Trustees sub committees;
- Board of Trustees policy for the creation of sub committees;
- Resolution to establish a policy for standards regarding assignment and compensation for Board Member performance of non-statutory duties;
- Board of Trustees policy for the non-statutory duties compensation for Charter Township of Oxford Board of Trustees;
- Charter Township of Oxford Commission and Committee Application;
- Oxford Township Board of Trustees Standard Operation Procedure sub committee and Commission application process; and further, the Personnel Committee is to

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- Define the Supervisor's responsibilities as the personnel director per MCL 42.10(n) and determine whether any of these personnel responsibilities should be assigned to other Oxford Township elected officials or employees.

And provide recommendations for approval at a future 2024 Oxford Township Board meeting.

Roll call:

Ayes: Colvin, Payne, Wright, Charles, Nold, Ferrari, Curtis

Nays: None

Absent: None

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None.

PUBLIC COMMENT

No citizens spoke during this portion of public comment.

BOARD OF TRUSTEES COMMENTS

Treasurer Ferrari stated that he would like the idea of the tax abatement policy to be on the next meeting's agenda.

Trustee Payne wished everyone a Happy New Year.

Trustee Nold asked Township Planner Masson-Minock to provide a brief update of the Master Plan process.

Supervisor Curtis stated that the rental cost remaining on the current substation buildout is \$34,000.00. There will be a couple more years of rent for that in addition to the new buildout.

Supervisor Curtis thanked everyone for their hard work.

ADJOURNMENT

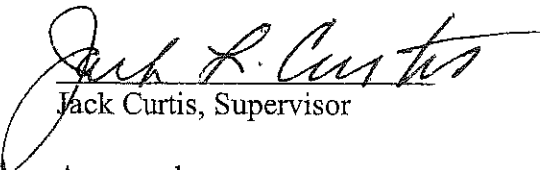
Treasurer Ferrari moved, Trustee Colvin seconded, to adjourn the meeting at 8:14 p.m.

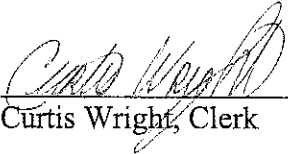
Ayes: 7

Nays: 0

Absent: 0

Motion Carried.

  
Jack Curtis, Supervisor

  
Curtis Wright, Clerk

Approved:  
/smm