

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, FEBRUARY 12, 2025

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, February 12, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

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

RESPECTS TO THE FLAG

NOTING OF ROLL

Members Present: Wright, Wagner, Omtvedt, Charles, Ferrari, Colvin, Curtis

Members Absent: None.

Also Present: Township Attorney Brittney Ellis, Township Attorney Nancy Olind, Township Engineer Jim Sharpe, Fire Chief Matt Majestic, Assistant Fire Chief Randy Vesper, Building Official Tim London, Communications and Grants Manager C.J. Carnacchio, Deputy Supervisor Danielle Smith, Recording Secretary Susan McCullough, one camera person (OCTV), and 33 attendees.

APPROVAL OF THE AGENDA

Supervisor Curtis moved, Treasurer Ferrari seconded, to approve the February 12, 2025 agenda as amended:

1. Changing the Clerk's Report in the Consent Agenda to indicate a November 2024 report;
2. Removing item 6.b. Four County Community Foundation Presentation;
3. Add item 6.b. Swearing in of Oxford Firefighters/ALS/EMTs;
4. Moving item 15 Closed Session to item 18, adjusting the remaining agenda items up accordingly.

Ayes: 7 Nays: 0 Absent: 0

Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the February 12, 2025 Consent Agenda as presented:

1. Regular Township Board meeting minutes dated January 8, 2025
2. Regular Bills through February 7, 2025
3. Treasurer's report for November 2024
4. Clerk's report for November 2024
5. Consultant Bills through February 7, 2025
6. Committee Reports
7. Appointment to NOTA Board

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Wright, Omtvedt, Curtis

Nays: None

Absent: None

Motion Carried.

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PRESENTATIONS

Resolution in Honor of Tom Berger

Treasurer Ferrari moved, Colvin seconded, to adopt the Resolution in Honor of Tom Berger as presented.

Ayes: 7 Nays: 0 Absent: 0

Motion Carried.

Four County Community Foundation

Item removed from the agenda.

Swearing in of Oxford Firefighters/ALS/EMTs

Chief Majestic conducted the swearing in of Firefighter/Paramedic Hunter Drake and Firefighter/Paramedic Isaac Tabert.

Supervisor Curtis called a short recess from 6:43 p.m. and resumed at 6:45 p.m.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No members of the public spoke during this portion of public comment.

BOARD OF TRUSTEE COMMENTS

Trustee Charles shared the following:

1. The first NO HAZ event will be held on April 12, 2025;
2. The Oxford DDA received its Main Street accreditation this week;
3. The Spongy Moth Committee (made up of Trustee Charles and Clerk Wright) recently toured the Township and found no active nests;
4. The OAYA is holding an event this week.

Trustee Wagner warned everyone to drive safely during the current inclement weather.

Clerk Wright stated that the Clerk's office staff will be attending an early voting update on February 28, 2025 at Oakland County.

Supervisor Curtis recommended that the tri-party funds be allocated toward the Dunlap Road paving project in 2027.

SECOND READINGS

Fire Department Cost Recovery Ordinance

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the amended Second Reading of the Oxford Township Fire Department Cost Recovery Ordinance and direct the Township Clerk to publish said Ordinance in accordance with state law.

Roll call:

Ayes: Omtvedt, Wright, Ferrari, Colvin, Wagner, Charles, Curtis

Nays: None

Absent: None

Motion Carried.

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Parks and Recreation Ordinance 56.008

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the Second Reading of Ordinance Amendments to Chapter 34, Article II of Oxford Township's Code of Ordinances, titled Public Conduct in Parks and authorize the Township Clerk to publish same in accordance with state law.

Roll call:

Ayes: Ferrari, Wright, Omtvedt, Colvin, Wagner, Curtis

Nays: Charles

Absent: None

Motion Carried.

FIRE DEPARTMENT

None.

SHARPE ENGINEERING REPORT

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

UNFINISHED BUSINESS

Ad Rite Sign Application Amendment Request

Treasurer Ferrari moved, Trustee Colvin seconded to grant conditional approval for the application to convert the existing billboard located at 1245 South Lapeer Road to an electronic message sign (EMS). This conditional approval is based on the Carlisle|Wortman summary letter dated November 13, 2024 and February 12, 2025, noting all conversion application requirements under Ordinance have been met. The approval is subject to the following conditions:

1. Improvements to the existing support pole be made to improve its aesthetics via paint or other similar coatings;
2. The waiving of the height requirement of the new sign is conditioned upon compliance with the plans presented to the Board of Trustees on February 12, 2025;
3. The applicant must submit all necessary permit applications and obtain the required permits from Oxford Township for the EMS sign.

Roll call:

Ayes: Wagner, Charles, Omtvedt, Wright, Ferrari, Colvin, Curtis

Nays: None

Absent: None

Motion Carried.

NEW BUSINESS

Jonathan Nold Resignation from Planning Commission

Treasurer Ferrari moved, Trustee Colvin seconded, to accept the resignation of Jonathan Nold, with regret, from the Oxford Township Planning Commission, effective immediately.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried.

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Appointment to Planning Commission

Supervisor Curtis moved, Treasurer Ferrari seconded, to appoint Patti Durr to the Oxford Township Planning Commission, effective immediately, with an appointment expiration date of December 31, 2025.

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Wright, Omtvedt, Curtis

Nays: None

Absent: None

Motion Carried.

Building Department 2024 Annual Report

Building Official Tim London presented the Building Department 2024 Annual Report.

Employee Handbook Revisions

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the Resolution to adopt revisions to the Oxford Township Employee Handbook, pursuant to the Earned Sick Time Act, effective February 21, 2025, or any later effective date determined by the Michigan legislature, and authorize the Township Supervisor to execute required actions and the Clerk to file the same.

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Wright, Omtvedt, Curtis

Nays: None

Absent: None

Motion Carried.

CDBG for Emergency Services

Treasurer Ferrari moved, Trustee Colvin seconded, that the Oxford Township Board of Trustees awards the Emergency Services Contract for 2024 Community Development Block Grant Funds (CDBG) in the amount of \$4,597.00 to Oxford/Orion FISH and authorizes CDBG Coordinator Joseph G. Ferrari to sign the applicable documents and proposal ratification.

Roll call:

Ayes: Ferrari, Colvin, Wagner, Charles, Omtvedt, Wright, Curtis

Nays: None

Absent: None

Motion Carried.

Setting a First Reading of Zoning Ordinance 67A.037

Treasurer Ferrari moved, to authorize Carlisle|Wortman and Associates, the Township Planning consultants, to draft a text amendment per Section 18.1 of the Zoning Ordinance, to amend Section 3.5 to allow automobile convenience marts as special land uses in the I-1 and I-2 zoning districts and schedule a First Reading for the March 12, 2025, Charter Township of Oxford Board of Trustees meeting.

Motion died for lack of support.

Treasurer Ferrari moved, Trustee Colvin seconded, to authorize Carlisle|Wortman and Associates, the Township Planning consultants, to draft a text amendment per Section 18.1 of

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the Zoning Ordinance, to amend Section 3.5 to allow automobile convenience marts as special land uses in the I-1 and I-2 zoning districts.

Roll call:

Ayes: Wright, Omtvedt, Charles, Wagner, Colvin, Ferrari, Curtis

Nays: None

Absent: None

Motion Carried.

MDOT Performance Resolution for Municipalities

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the Michigan Department of Transportation Performance Resolution for Municipalities as presented.

Roll call:

Ayes: Colvin, Ferrari, Wright, Omtvedt, Charles, Wagner, Curtis

Nays: None

Absent: None

Motion Carried.

Water and Sewer Committee

Water Valve Damage Replacement Reimbursement Request for 1075 Island Lake Drive

Treasurer Ferrari moved, Trustee Colvin seconded, that the Oxford Township Board of Trustees authorizes Supervisor Jack L. Curtis to send a letter to the property owner of 1075 Island Lake Drive and the Oakland County Water Resources Commissioner's office stating that Oxford Township agrees with its contractor, the Oakland County Water Resources Commission (WRC), and that everything regarding the installation of the water valve and stop box was completed correctly over twenty-four (24) years ago. Therefore, any request for reimbursement is denied.

Roll call:

Ayes: Colvin, Wagner, Ferrari, Charles, Omtvedt, Wright, Curtis

Nays: None

Absent: None

Motion Carried.

Sewer Grinder Pump at 245 Indian Lake Road

Treasurer Ferrari moved, Trustee Colvin seconded, that the Oxford Township Board of Trustees authorizes Supervisor Jack L. Curtis to send a letter to the property owner of 245 Indian Lake Road and the Oakland County Water Resources Commissioner's office stating that Oxford Township will no longer be responsible for any future maintenance of its sewer grinder pump and also request reimbursement for the last sewer grinder pump invoice of \$488.05.

Roll call:

Ayes: Ferrari

Nays: Wright, Omtvedt, Charles, Wagner, Colvin, Curtis

Absent: None

Motion Failed.

Treasurer Ferrari moved, Trustee Colvin seconded, that the Oxford Township Board of Trustees authorizes Treasurer Joseph G. Ferrari to send a letter to the property owner at 245

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Indian Lake Road and Oakland County Water Resources Commissioner's office for an invoice for the sewer grinder pump repair invoice for \$488.05. After that invoice is paid, further authorizes Supervisor Jack Curtis to send a letter to the property owner letting them know that any future maintenance of its grinder pump will not be handled by Oxford Township.

Roll call:

Ayes: None

Nays: Ferrari, Colvin, Wagner, Charles, Omtvedt, Wright, Curtis

Absent: None

Motion Failed.

Treasurer Ferrari moved, Trustee Charles seconded, that the Oxford Township Board of Trustees authorizes Treasurer Joseph G. Ferrari to send a letter to the property owner at 245 Indian Lake Road that they owe us for the last sewer grinder pump invoice \$488.05. From the date of that letter, they will have thirty (30) days to make that payment. The letter will also state that if the payment is not made, it will be placed as a special assessment against their 2025 winter tax bill. Furthermore, Supervisor Jack Curtis will send the owner of 245 Indian Lake Road a letter stating that Oxford Township will no longer be responsible for any future sewer grinder pump repair maintenance at 245 Indian Lake Road.

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Wright, Omtvedt, Curtis

Nays: None

Absent: None

Motion Carried.

Sewer Grinder Pump at Oxford Schools' Bus Garage

Treasurer Ferrari moved, Trustee Colvin seconded, that the Oxford Township Board of Trustees authorizes Treasurer Joseph G. Ferrari to send a bill to Oxford Schools requesting reimbursement for the last sewer grinder pump invoice of \$3,443.83. Furthermore, also authorize Supervisor Jack L. Curtis to request a meeting between Oxford Schools, Water and Sewer Committee Chairperson David Wagner, Township Engineer Jim Sharpe and Attorney Brittney Ellis to negotiate a new revised agreement whereas Oxford Township is no longer responsible for the bus garage grinder pump and its maintenance.

Roll call:

Ayes: Wagner, Colvin, Ferrari, Charles, Omtvedt, Wright, Curtis

Nays: None

Absent: None

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None.

PUBLIC COMMENT

One resident spoke during this portion of public comment.

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BOARD OF TRUSTEES COMMENTS

Trustee Wagner stated that he appreciates everyone listening to his opinion earlier in the meeting.

CLOSED SESSION (7:51 p.m.)

Treasurer Ferrari moved, Trustee Colvin seconded, to enter into Closed Session to discuss two confidential legal opinions regarding potential policy amendments to the Township employee handbook and the 2024 payroll audit pursuant to MCL 15.268(h) and MCL 15.243(g) to include the Charter Township of Oxford Board of Trustees, Township Attorney Ellis, Fire Chief Matt Majestic, Building Official Tim London, Deputy Supervisor Smith, and Recording Secretary McCullough.

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Wright, Omtvedt, Curtis

Nays: None

Absent: None

Motion Carried.

Treasurer Ferrari moved, Trustee Colvin seconded, to return to Open Session at 8:33 p.m. for the purpose of possible Board action regarding the above Closed Session items.

Roll call:

Ayes: Wright, Omtvedt, Charles, Wagner, Colvin, Ferrari, Curtis

Nays: None

Absent: None

Motion Carried.

POSSIBLE ACTION

Treasurer Ferrari moved, Trustee Colvin seconded, to authorize the Township Personnel Committee to propose amendments to the Oxford Township Employee Handbook on the following topics:

1. Policy for designating an HR representative;
2. Consider hiring a part-time HR specialist;
3. Define nonexempt versus exempt roles;
4. Clarify flextime versus comp time eligibility;
5. Set more defined guidelines for working through lunch;
6. Establish criteria for releasing employees in the event of an emergency or inclement weather event;
7. Address requirements for participation in assigned committees;
8. Clarify the use of township versus personal vehicles for local travel; and

any other issues that people may have to the Personnel Committee by February 28, 2025. The Board further directs the Township attorney to draft the requested revisions with the Personnel Committee presenting its recommended amendments to the Board of Trustees for final approval.

Roll call:

Ayes: Charles, Colvin, Wagner, Ferrari, Omtvedt, Wright, Curtis

Nays: None

Absent: None

Motion Carried.

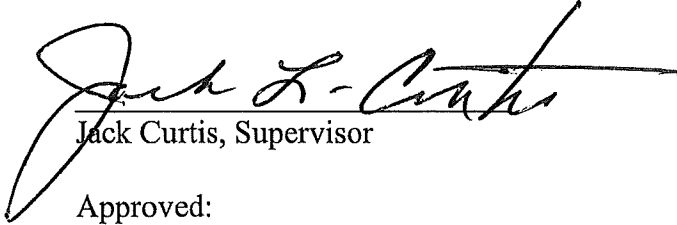
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ADJOURNMENT

Treasurer Ferrari moved, Trustee Colvin seconded, to adjourn the meeting at 8:36 p.m.

Ayes: 7 Nays: 0 Absent: 0

Motion Carried.



Jack Curtis, Supervisor



Curtis Wright, Clerk

Approved:
/s/mm