

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, FEBRUARY 14, 2024

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, February 14, 2024 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, Charles, Nold, Ferrari, Payne, Colvin, Curtis

Members Absent: None.

Also Present: Township Attorney Ellis, Township Planner Masson-Minock, Township Engineer Sharpe, Fire Chief Majestic, Parks & Recreation Director Castonia, Library Director Cloutier, Communications and Grants Manager Carnacchio, Recording Secretary McCullough, one camera person (OCTV), and 12 residents.

APPROVAL OF THE AGENDA

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the February 14, 2024 agenda as amended:

- To remove item 5. Closed Session;
- To switch items 15.k. and 15.l.;
- To add item 15.a. Parks & Recreation Master Plan, and move the remaining items down accordingly.

Roll call:

Ayes: Charles, Ferrari

Nays: Wright, Nold, Payne, Colvin, Curtis

Absent: None

Motion Failed.

Treasurer Ferrari moved, Trustee Nold seconded, to approve the February 14, 2024 agenda as amended:

- To remove item 5. Closed Session;
- To switch items 15.k. and 15.l.;
- To add item 15.m. Parks & Recreation Master Plan.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

CLOSED SESSION

Removed from agenda.

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APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Nold seconded, to approve the February 14, 2024 Consent Agenda including the following:

1. The Regular Township Board meeting minutes of January 10, 2024;
2. The regular bills through February 9, 2024;
3. The consultant bills through February 9, 2024;
4. Committee Reports;
5. Actuarial Valuation Report Contract with Watkins Ross.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Two residents spoke during this portion of public comment.

Library Director Cloutier introduced the newly hired Director of Engagement Services for the Library, Sandy Herp.

BOARD OF TRUSTEE COMMENTS

Clerk Wright announced that early voting starts on Saturday, February 17, 2024 for the February 27, 2024 Presidential Primary. The regional early voting site for Oxford voters is the Orion Township Hall on Joslyn Road or the central voting site at Waterford Oaks Activity Center on Watkins Lake Road.

Clerk Wright stated that he and Trustee Charles toured the Township to check on the level of spongy (gypsy) moth infestation. They found no evidence of infestation and will recommend that the Township not participate in any eradication efforts in 2024.

Trustee Colvin stated that the Oxford DDA recently received its annual accreditation from Main Street Oakland County.

Supervisor Curtis stated that because of the hard work of the office staff the bond funds for the northern sewer line will be deposited on February 15, 2024.

Supervisor Curtis also stated that as of March 1, 2024 High-Tech will be the Township's IT service provider.

Supervisor Curtis asked that everyone keep Tom Berger in their thoughts and prayers.

PUBLIC HEARING

Industrial Facilities Exemption certificate Application for Parcel 04-04-376-006

Treasurer Ferrari moved, Trustee Payne seconded, to open the Public Hearing at 6:39 p.m. to discuss an Industrial Facilities Exemption Certificate Application on Parcel 04-04-376-006.

Roll call:

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

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Nays: None
Absent: None
Motion Carried.

Greg Barron and Steve Arwood, representing Barron Industries, explained the scope and necessity for the project.

Treasurer Ferrari moved, Trustee Payne seconded, to close the Public Hearing at 6:44 p.m. to discuss an Industrial Facilities Exemption Certificate Application on Parcel 04-04-376-006.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Great Pines Manors Subdivision Paving Special Assessment District

Treasurer Ferrari moved, Clerk Wright seconded, to open the Public Hearing at 6:45 p.m. to discuss the establishment of the Great Pines Manors Subdivision Special Assessment District to hear objections to the assessments to be levied and to correct any errors on the Special Assessment Roll.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

One resident asked about the water management on the road. He was directed back to the Homeowners Association.

Treasurer Ferrari moved, Trustee Colvin seconded, to close the Public Hearing to discuss the establishment of the Great Pines Manors Subdivision Special Assessment District to hear objections to the assessments to be levied and to correct any errors on the Special Assessment Roll at 6:48 p.m.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

FIRST READING

Sign Ordinance 85.A.001

Treasurer Ferrari moved, Trustee Nold seconded, to approve the first reading of the Township's Sign Ordinance and hereby set the second reading for April 10, 2024.

Roll call:

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

Nays: None

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Absent: None

Motion Carried.

SECOND READING

Sewer Ordinance 107A.009 – Water and Sewer Committee

Treasurer Ferrari moved, Trustee Nold seconded, to approve the second 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.

Roll call:

Ayes: None

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

Absent: None

Motion Failed.

Treasurer Ferrari moved, Trustee Nold seconded, to approve the Resolution to set the penalty fee for late payment of sewer fees and authorize the Township Clerk to certify and file same.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

FIRE DEPARTMENT

Vehicle Purchase

Treasurer Ferrari moved, Trustee Charles seconded, to approve the purchase of a 2024 Chevrolet Tahoe from Berger Chevrolet at a price of \$51,478.00 and to approve the estimate from Cynergy Products dated 01/31/2024 in the amount of \$15,404.78. Funds to be expensed to the 2024 Oxford Fire Department Fund Account 206-357-970.000-Vehicle Purchase. Further, Fire Chief Matthew Majestic is authorized to sign any necessary purchase documents on behalf of the Charter Township of Oxford.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

EMS Fee Structure Update

Treasurer Ferrari moved, Trustee Nold seconded, to approve the AccuMed Group EMS fee changes and authorize Oxford Fire Chief Matthew Majestic to sign the AccuMed Group EMS Fee Authorization Form with the fee changes to be effective March 1, 2024.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

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SHARPE ENGINEERING REPORT

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

UNFINISHED BUSINESS

Approval of Industrial Facilities Tax Exemption Application for Parcel 04-04-376-006

Supervisor Curtis moved, Trustee Payne seconded, to approve the Resolution and Agreement granting a twelve (12) year Industrial Facilities Tax Exemption to Barron Industries for the existing Industrial Facilities Tax Exemption, and authorize the Clerk and Supervisor to execute same.

Roll call:

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

Nays: Ferrari

Absent: None

Motion Carried.

Supervisor Curtis moved, Trustee Payne seconded, to approve the Act 198 Agreement with Barron Industries, and authorize the Township Supervisor to execute same.

Roll call:

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

Nays: Ferrari

Absent: None

Motion Carried.

Motion to Transfer Funds to the Fire Department for MERS Funding Contribution

Treasurer Ferrari moved, Trustee Nold seconded, that the Oxford Township Board of Trustees transfers \$175,000.00 from account number 101-995-965.206 to the Oxford Fire Fund account number 206-000-699.101. This additional MERS payment is to be included in the next available Fire Department MERS payment.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Great Pines Manors Subdivision Resolution #4

Treasurer Ferrari moved, Trustee Nold seconded, to approve Resolution No. 4, Approval of Special Assessment Roll for Great Pines Manors Subdivision Re-Paving Special Assessment District, to include all unpaid installments shall bear an interest rate of 5.5 % payable annually on each winter tax roll. The installment due date commencing with the Winter 2024 tax roll, and to approve the Special Assessment Roll attached as Exhibit 1 to Resolution No. 4, to implement a private road re-paving Special Assessment District program for Great Pines Manors Subdivision.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

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NEW BUSINESS

42 Strong Charitable Gaming License Request

Treasurer Ferrari moved, Trustee Charles seconded, that the Local Governing Body Resolution for Charitable Gaming License request from 42 Strong, County of Oakland, Michigan asking that they be recognized as a nonprofit organization operating in the Oxford community for the purpose of obtaining a charitable gaming license be considered for approval and authorize Clerk Curtis W. Wright to sign the Resolution on behalf of the Charter Township of Oxford.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Oxford Addison Youth Assistance Charitable Gaming License Request

Trustee Charles moved, Treasurer Ferrari seconded, that the Local Governing Body Resolution for Charitable Gaming License request from Oxford Addison Youth Assistance, County of Oakland, Michigan asking that they be recognized as a nonprofit organization operating in the Oxford community for the purpose of obtaining a charitable gaming license be considered for approval and authorize Clerk Curtis W. Wright to sign the Resolution on behalf of the Charter Township of Oxford.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Inspector Pay Increase Request

Trustee Payne has requested to be allowed to abstain from discussion, deliberation and action on this item because of a perceived and actual financial interest.

Treasurer Ferrari moved, Trustee Charles seconded, to allow Trustee Payne to abstain from discussion, deliberation and action on this item because of a perceived and actual financial interest.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Trustee Payne stepped down from the dais.

Treasurer Ferrari moved, Trustee Colvin seconded, to increase the inspector's pay to \$50.00 per inspection.

Roll call:

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

Nays: None

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Abstention: Payne

Absent: None

Motion Carried.

Following the motion, Trustee Payne returned to the dais.

Creation of Industrial Facilities Exemption Ordinance, or Industrial Facilities Tax Abatement Policy Update

Treasurer Ferrari moved, Clerk Wright seconded, that the Oxford Township Board of Trustees forwards the adopted Oxford Township Industrial Facilities Tax Abatement Policy to the Kelly Law Firm for it to be made into an official township ordinance. Once the Kelly Law Firm has finished its review and possible revisions, the new Industrial Facilities Tax Abatement Ordinance will be presented for a first reading at the next regularly scheduled Township Board meeting.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Planning Commission Ordinance Review Committee Priority List and Funding Approval

Treasurer Ferrari moved, Trustee Nold seconded, to approve an amount not to exceed \$8,000.00 payable to Carlisle|Wortman Associates, Inc. to work with the Oxford Township Ordinance Review Committee to draft and adopt Zoning Ordinance Amendments for the following identified priority group 1 items:

- Signage
- Sound Standards
- Wind and Solar Regulations
- Zoning amendment criteria
- Changes to development processes
- Lighting
- State-licensed residential uses
- Electric vehicle charging stations
- Animal definitions

This \$8,000.00 amount to be expensed to General Fund account 101-701-801.000 Planner/Professional Services.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Streetlight Installations: Seymour Lake Intersections at Dunlap Road and Brookfield Drive

Treasurer Ferrari moved, Trustee Nold seconded, to approve the installation of two (2) LED overhead streetlights by DTE Energy to be located on Seymour Lake Road at the Dunlap

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Road intersection and the Brookfield Drive intersection at a total cost of \$1,373.22. This \$1,373.22 amount to be expensed to General Fund account 101-448-926.000 Streetlights.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

MEI Card Reader Installation for Elevator

Treasurer Ferrari moved, Trustee Nold seconded, to approve Quote Number 21822 dated January 9, 2024 from MEI in the amount of \$5,980.00 and authorize Supervisor Jack Curtis to sign the quote on behalf of the Charter Township of Oxford. This \$5,980.00 amount to be expensed to General Fund account 101-265-976.000 Additions & Improvements.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Sanitary Sewer Master Plan Cost Estimate from Sharpe Engineering

Treasurer Ferrari moved, Trustee Nold seconded, to approve an amount not to exceed \$15,000.00 and authorize Sharpe Engineering to update the Oxford Township Sanitary Sewer Master Plan. This \$15,000.00 amount to be expensed to Sewer Fund account 590-527-821.000 Engineering Fees – General.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Water General Plan Cost Estimate from Sharpe Engineering

Treasurer Ferrari moved, Trustee Nold seconded, to approve an amount not to exceed \$25,000.00 and authorize Sharpe Engineering to update the Oxford Township Water General Plan and Water Reliability Study. This \$25,000.00 amount to be expensed to Water Fund account 591-538-821.000 Engineering Fees – General.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Water Main Engineering Design for Seymour Lake Road and Sanders Road

Treasurer Ferrari moved, Trustee Nold seconded, to approve an amount not to exceed \$70,000.00 and authorize Sharpe Engineering to design a 16" water main line along Seymour Lake Road from Dunlap Road to Sanders Road and along Sanders Road to Sandy Shores Subdivision. This \$70,000.00 amount to be expensed to Water Fund Account 591-538-972.000 – Water Line Extensions.

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Roll call:

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

Nays: None

Absent: None

Motion Carried.

Safety Path Committee

Safety Path Maintenance Issues

Treasurer Ferrari moved, Clerk Wright seconded, that the Oxford Township Board of Trustees authorizes Sharpe Engineering to prepare drawings and specifications and perform the bidding services for the 2024 Safety Path maintenance issues. The bids are then to go to the Safety Path Committee to make a possible recommendation to the Township Board at a future board meeting. These funds are to be expensed to the Safety Path Fund.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Possible Ballot Language for Safety Path Millage

Treasurer Ferrari moved, Trustee Payne seconded, that the Oxford Township Board of Trustees authorizes the Kelly Law Firm to draft a Safety Path millage ballot question to be placed on the November 5, 2024 general election ballot. The proposed Safety Path millage would be at an amount of .50 of a mill for a ten (10) year period. This item is to be placed on the April 10, 2024 Township Board meeting agenda.

Roll call:

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

Nays: Charles

Absent: None

Motion Carried.

Safety Path Committee Additional Member

Treasurer Ferrari moved, Trustee Nold seconded, that the Oxford Township Board of Trustees appoints Planning Commissioner Corey Bailey to the Oxford Township Safety Path Committee as a regular member.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Committee Assignments

Committee Appointment List Administrator

No action.

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Updated Committee Appointment List

Supervisor Curtis moved, Trustee Nold seconded, that the maintenance and updates of this Committee Appointment List for the Charter Township of Oxford as presented will go into effect February 15, 2024.

Roll call:

Ayes: None

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

Absent: None

Motion Failed.

Supervisor Curtis moved, Trustee Nold seconded, to approve the amended Committee Appointment List for the Charter Township of Oxford as presented to be effective immediately and attach the Committee Appointment List as an appendix to the minutes.

Roll call:

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

Nays: Ferrari

Absent: None

Motion Carried.

Committee Reports

Supervisor Curtis moved, Clerk Wright seconded, that Committee, Council, Commission, and Representative reports be written, submitted, and included with the Consent Agenda items for each regular Oxford Township Board of Trustees meeting. If a representative on any of these bodies serves as the Chairperson, the Chairperson shall be responsible for submitting the monthly report.

Roll call:

Ayes: Colvin, Nold, Wright, Curtis

Nays: Payne, Ferrari, Charles

Absent: None

Motion Carried.

Resolution for Oxford Township Parks & Recreation Master Plan

Treasurer Ferrari moved, Trustee Charles seconded, to adopt the Oxford Charter Township 2024-2028 Parks & Recreation Master Plan as presented.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None.

PUBLIC COMMENT

Two citizens spoke during this portion of public comment.

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BOARD OF TRUSTEES COMMENTS

Trustee Colvin wished everyone a Happy Valentines Day.

Treasurer Ferrari stated that 2023 will close out with budgeted revenues for tax at \$25,000.00, but earning approximately \$149,000.00. Other funds have also done well. Supervisor Curtis stated that moving funds to the MI Class accounts has paid off.

Trustee Charles stated that he has created a subcommittee of the DDA to demonstrate the value of the DDA to the community. He also stated that though he and Clerk Wright did not see any evidence of spongy moth infestation on their recent inspection, experts have cautioned that a follow-up tour should be conducted in the fall.

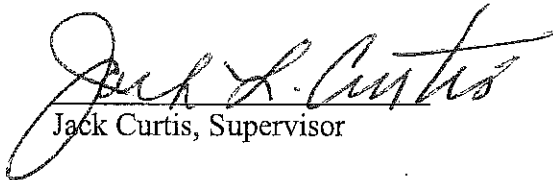
Trustee Charles stated that he appreciates Mr. Rzadko's offer to assist with the development of the Sign Ordinance.

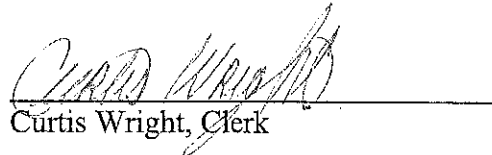
ADJOURNMENT

Treasurer Ferrari moved, Trustee Colvin seconded, to adjourn the meeting at 7:57 p.m.

Ayes: 7 Nays: 0 Absent: 0

Motion Carried.


Jack Curtis, Supervisor


Curtis Wright, Clerk

Approved:
/s/mm