

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, APRIL 9, 2025

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, April 9, 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, Charles, Ferrari, Colvin, Curtis

Members Absent: Omtvedt

Also Present: Township Attorney Brittney Ellis, Township Engineer Jim Sharpe, Township Planner Matteo Passalacqua, Fire Chief Matt Majestic, OCTV Manager Teri Stiles, Parks Superintendent Jeff Kinasz, Polly Ann Trail Manager Linda Moran, Communications and Grants Manager C.J. Carnacchio, Deputy Supervisor Danielle Smith, one camera person (OCTV), and 14 attendees.

APPROVAL OF THE AGENDA

Supervisor Curtis moved, Clerk Wright seconded, to approve the April 9, 2025 agenda as amended, removing the following items:

- Item 10.a. Notification to MDNR regarding Proposed Watercraft Control on Manitou Lake and Indianwood Lake; and
- Item 11.h. Scheduling a First Reading of Ordinance 96.001

Roll call:

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

Nays: None

Absent: Omtvedt

Motion Carried.

Trustee Wagner moved, Treasurer Ferrari seconded, to amend the agenda to add item 11.j.iii. Repayment of Loan Request to Building Department Fund.

Roll call:

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

Nays: None

Absent: Omtvedt

Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Charles seconded, to approve the April 9, 2025 Consent Agenda as presented:

1. Regular Township Board meeting minutes dated March 12, 2025
2. Regular Bills through April 4, 2025
3. Treasurer's reports for December 2024, January 2025 and February 2025
4. Clerk's reports for December 2024, January 2025 and February 2025
5. Consultant's Bills through April 4, 2025

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, APRIL 9, 2025

6. Committee Reports
7. Quarterly Financial Reports

Roll call:

Ayes: Colvin, Wagner, Charles, Ferrari, Curtis

Nays: Wright

Absent: Omtvedt

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

One member of the public spoke during this portion of public comment.

BOARD OF TRUSTEE COMMENTS

Trustee Colvin stated that the Personnel Committee has been working with Chief Majestic regarding a backup for the department's finance director should it become necessary. She also stated that in attending the MTA Conference it was very clear that Township employees are employees of the Township Board and not a specific department.

Trustee Wagner thanked C.J. Carnacchio for his work on the monument marker honoring Ty Cobb and looks forward to additional markers in the future. He also stated that he attended the Chamber of Commerce breakfast and urged the community to support local businesses whenever possible. Trustee Wagner stated that he also attended the MTA Conference and took advantage of a lot of training so that he can improve as a Trustee.

Trustee Charles also attended the MTA Conference and thanked Deputy Supervisor Smith for making all the arrangements. He also provided a DDA update regarding the property at 60 E. Burdick Street, which is being cleared by Saradan Construction. Trustee Charles stated that the Compensation Committee recently met. He also stated that Oxford Addison Youth Assistance is currently conducting a returnables drive. Returnables can be dropped off at the Oxford Police Department garage.

FIRE DEPARTMENT

Chief Majestic stated that he is working with the Personnel Committee on a plan to train someone to back up the Finance Director.

SHARPE ENGINEERING REPORT

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

UNFINISHED BUSINESS

Notification to MDNR regarding Proposed Watercraft Control on Manitou Lake and Indianwood Lake

Removed from the agenda.

NEW BUSINESS

Trustee Jeffrey Omtvedt Resignation

Treasurer Ferrari moved, Trustee Colvin seconded, to accept the resignation of Oxford Township Trustee Jeffrey Omtvedt, with regret, effective April 9, 2025. Further, a legal notice will be published in the Oxford Leader April 16, 2025 and April 23, 2025 to inform

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, APRIL 9, 2025

interested residents that a resume and letter of interest shall be submitted in person to the Clerk's office by 4:00 p.m. on Wednesday, May 7, 2025. Interviews and possible appointment will be scheduled for the May 14, 2025 Charter Township of Oxford Board of Trustees regular meeting to fill the vacancy.

Roll call:

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

Nays: None

Absent: Omtvedt

Motion Carried.

Levi's Link Park

Treasurer Ferrari moved, Trustee Colvin seconded, to accept the donation of the 0.16-acre parcel from Koenig Materials, LLC, subject to the following conditions:

1. The property shall be used as a public park and shall be designated as "Levi's Link Park."
2. Acceptance is contingent upon the approval of a Resolution declaring the site an "Essential Service," thereby waiving local zoning requirements pertaining to minimum lot size.
3. A detailed survey and legal description of the property must be prepared by the Township Engineer prior to acceptance.
4. The Township Engineer shall review all existing easements and provide an opinion regarding their impact on the construction and operation of the public park. If the property is not suitable for use as a public park, the donation may be rejected within the Township's sole discretion.
5. The acceptance of the donation may, within the Township's discretion, be contingent upon a satisfactory Phase I (and, if necessary, Phase II) environmental assessment. In the event significant contamination is discovered, the Township reserves the right to reject the donation.
6. The property must be delivered free and clear of any undisclosed liens or encumbrances, except for the known easements.
7. Any further conditions deemed necessary by the Board to safeguard the public interest and ensure the proper use and maintenance of the park must be met prior to the final acceptance of the donation.
8. Final acceptance is subject to approval by both the Township and County for a land division and the execution of a satisfactory warranty deed by Koenig Materials, LLC.

BE IT FURTHER RESOLVED, that, upon satisfaction of all conditions, the Township Supervisor is authorized to execute the necessary documentation to formally accept the donation and effectuate the transfer of title.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Treasurer Ferrari moved, Trustee Colvin seconded, to approve a Resolution declaring the 0.16-acre parcel (Parcel No. 04-23-476-001), along Lakeville Road, intended as the site for

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, APRIL 9, 2025

the new Levi's Link Park along the Polly Ann Trail, as an essential public structure and service. This designation shall waive the zoning requirements for a 5-acre minimum lot size in the Suburban Farms Zoning District and any other site plan approval requirements under the Oxford Township Zoning Ordinance.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Parks and Recreation Fireworks Permit Approval

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the 2025 American Fireworks Company contract for a fireworks display scheduled for the annual Seymour Celebration scheduled for Friday, June 6, 2025, and Saturday, June 7, 2025; further, the Oxford Township Parks & Recreation Department will continue to work closely with the Oxford Fire Department and Oakland County Sheriff's Office to insure all safety and health regulations are followed as it pertains to the above fireworks event.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Planning and Zoning

Scheduling a First Reading for Zoning Ordinance 67A.037

Clerk Wright moved, Treasurer Ferrari seconded, to set a First Reading for Zoning Ordinance 67A.037 for the May 14, 2025 Oxford Township Board of Trustees regular meeting for proposed text amendments to Article 2 regarding state licensed day care facilities and for proposed text amendments to Article 3 regarding auto convenience marts being special land uses, and to table the first reading of the proposed text amendments to Article 2 of Zoning Ordinance 67A regarding animal definitions to a future Oxford Township Board of Trustees meeting.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Rezoning Request for 970 & 990 South Lapeer Road

Supervisor Curtis moved, Clerk Wright seconded, to accept the recommendation of the Planning Commission and approve the rezoning request for 970 and 990 South Lapeer Road, Parcel numbers 04-26-353-028 and 04-26-353-029 from Office District to C-2, Community Business District based on the findings of fact outlined in section 18.6 of the Zoning Ordinance as set forth in the record of the Planning Commission meeting minutes.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, APRIL 9, 2025

Roll call:

Ayes: Wright, Colvin, Wagner, Charles, Curtis

Nays: Ferrari

Absent: None

Vacancy: One

Motion Carried.

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the first reading for the proposed zoning map amendment for 970 and 990 South Lapeer Road, also known as Parcels 04-26-353-028 and 04-26-353-029 and set the second reading for Wednesday, May 14, 2025 and authorize the Township Clerk to notice in accordance with state law.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Proposed 2025 Oxford Township Master Plan

Treasurer Ferrari moved, Trustee Charles seconded, to send the draft master plan back to the Planning Commission with comments and/or revisions proposed by the Township Board.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Request to Submit Zoning Ordinance Text Amendment to the Planning Commission

Treasurer Ferrari moved, Trustee Colvin seconded, to refer the attached redline revisions of Section 16.8 – Performance Guarantees of the Township Zoning Ordinance to the Planning Commission for review and recommendation to the Board of Trustees.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Seymour Lake Road Safety Path Engineering Design Fees

Supervisor Curtis moved, Treasurer Ferrari seconded, to approve an amount not to exceed \$21,000.00 and authorize Sharpe Engineering to facilitate the completion of the engineering design documents pertaining to the Seymour Lake Road safety path between Dunlap and Sanders Roads. This \$21,000.00 amount to be expensed from Safety Path Account 297-852-821.000.

Roll call:

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

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, APRIL 9, 2025

Nays: None

Absent: None

Vacancy: One

Motion Carried.

OACCC Interlocal Agreement Renewal

Trustee Colvin moved, Trustee Charles seconded, to approve the Interlocal Agreement for the Formation and Operation of the Oxford Area Cable Communications Commission and approve the supporting Resolution and authorize Supervisor Jack Curtis to execute the Agreement on behalf of the Charter Township of Oxford.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Scheduling a First Reading of Ordinance 96.001

Removed from the agenda.

2025 Road Commission for Oakland County Dust Control Program

Treasurer Ferrari moved, Trustee Colvin seconded, that the Charter Township of Oxford contract with the Road Commission for Oakland County to provide chloride services for 2025 on all public gravel roads in the Charter Township of Oxford. The chloride cost will be paid 100% by the Charter Township of Oxford for five (5) applications at the rate of 8 cents (\$0.08) per foot per application. The cost for the chloride service is to be expensed to account 204-440-969.000 Highway/Roads Maintenance Contracts.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Water and Sewer Committee

Recommendation of Waiving Sewer Tap Fees for Brabb-Dewey Subdivision as Part of Sewer Project

Trustee Wagner moved, Trustee Colvin seconded, that the Oxford Township Board of Trustees agrees to waive the \$6,000.00 per Residential Equivalent Unit (REU) sewer tap fees for the estimated seventy-eight (78) property owners associated with the Brabb-Dewey Sanitary Sewer Extension Project.

Roll call:

Ayes: Wagner, Colvin, Curtis

Nays: Ferrari, Wright, Charles

Absent: None

Vacancy: One

Motion Failed.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, APRIL 9, 2025

Recommendation of Loan Request from Building Department Fund to Sewer Fund for Brabb-Dewey Sewer Project

Trustee Wagner moved, Treasurer Ferrari seconded, that the Oxford Township Board of Trustees authorizes a loan from the Building Department Fund to the Sewer Fund for an amount not to exceed \$650,000.00 to help finance the Brabb-Dewey Sanitary Sewer Extension project. This loan will be subject to an annual interest rate of one (1%) percent and is to be repaid over a period not to exceed five (5) years.

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Curtis

Nays: Wright

Absent: None

Vacancy: One

Motion Carried.

Repayment of Loan Request to Building Department Fund

Trustee Wagner moved, Trustee Colvin seconded, that the Oxford Township Board of Trustees agrees to repay the Brabb-Dewey Sanitary Sewer Extension project loan from the Building Department Fund to the Sewer Fund using revenues the Township receives from the State for marijuana (or cannabis)-related businesses in the Township. The use of these revenues is to begin in Fiscal Year 2026 and continue until the loan is repaid in full.

Roll call:

Ayes: Wagner, Colvin, Ferrari, Curtis

Nays: Charles, Wright

Absent: None

Vacancy: One

Motion Carried.

2025 Poverty-Hardship Exemption Application

Treasurer Ferrari moved, Trustee Charles seconded, to approve the Oxford Township 2025 Poverty/Hardship Exemption Application as presented.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Resolution Adopting Policy Relative to the Review and Granting of Poverty Exemptions by the Oxford Township Board of Review

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the Resolution Adopting Policy Relative to the Review and Granting of Poverty Exemptions by the Oxford Township Board of Review as presented.

Roll call:

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

Nays: None

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, APRIL 9, 2025

Absent: None

Vacancy: One

Motion Carried.

2025 West Nile Virus Program

Treasurer Ferrari moved, Trustee Colvin seconded, to purchase four (4) cases of the Natular XRT tablets for \$3,912.38 (including shipping). The total project expenditure is \$3,912.38 and is to be expensed from the Oakland County West Nile Virus Prevention Grant (account number 101-000-072.006)

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Treasurer Ferrari moved, Trustee Colvin seconded, to adopt the Resolution authorizing the West Nile Virus Fund Expense Reimbursement Request as presented.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None.

PUBLIC COMMENT

One resident spoke during this portion of public comment.

BOARD OF TRUSTEES COMMENTS

Trustee Charles suggested that the Water and Sewer Committee provide supporting financial data regarding the proposal to waive connection fees for the Brabb-Dewey subdivision.

Clerk Wright stated that Committee reports need to be provided for the meeting packets, in accordance with the policy adopted by the Board. A number of reports were missing for this month's packet. He also requested that the Treasurer provide a copy of the Michigan Class bank statements each month. Clerk Wright thanked Communications and Grants Manager Carnacchio for his work on Levi's Link Park.

Supervisor Curtis directed Communications and Grants Manager Carnacchio to work with Darrin Hafeli, American Legion 108, to assist in obtaining a Purple Heart Community designation for Oxford. A "Purple Heart Community" designation means a municipality recognizes and honors the sacrifices of military personnel wounded or killed in combat, often by initiatives or ceremonies to commemorate Purple Heart recipients and express gratitude for their service.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, APRIL 9, 2025

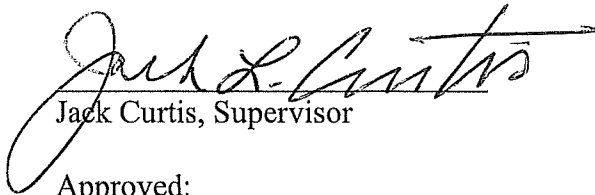
Supervisor Curtis reiterated the importance of committee reports each month. They serve to inform the rest of the Board of the committees' activity, as well as provide a method to audit the payroll submitted each month.

ADJOURNMENT


Treasurer Ferrari moved, Trustee Colvin seconded, to adjourn the meeting at 7:49 p.m.

Ayes: 6 Nays: 0 Absent: 0 Vacancy: 1

Motion Carried.



Jack Curtis, Supervisor



Curtis Wright, Clerk

Approved:
/s/mm