

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, JULY 12, 2023

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, July 12, 2023 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

Supervisor Curtis called the meeting to order at 6:00 p.m.

**RESPECTS TO THE FLAG**

**NOTING OF ROLL**

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

Members Absent: None.

Also Present: Township Attorney Ellis, Township Attorney Nancy Olind, Township Planner Doug Lewan, Township Engineer Sharpe, Fire Chief Majestic, Communications and Grants Manager Carnacchio, Executive Assistant Smith, Recording Secretary McCullough, one camera person (OCTV), and approximately 3 guests.

**APPROVAL OF THE AGENDA**

Treasurer Ferrari moved, Trustee Payne seconded, to approve the July 12, 2023 agenda as presented.

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

**CLOSED SESSION (6:02 p.m.)**

Treasurer Ferrari moved, Trustee Nold seconded, to meet in Closed Session for the purpose of considering a confidential legal opinion regarding liquor license enforcement pursuant to MCL 15.268(h) and MCL 15.243(1)(g) and Liquor Letter of Credit. The Closed Session is to include the Township Board, Township Attorneys Ellis and Olind, Township Planner Lewan, Executive Assistant Smith and Recording Secretary McCullough.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Treasurer Ferrari moved, Trustee Payne seconded, to return to Open Session at 6:28 p.m. for the purpose of possible Board action regarding the above Closed Session items.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Treasurer Ferrari moved, Trustee Nold seconded, to authorize The Kelly Firm to proceed as discussed in Closed Session.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**APPROVAL OF THE CONSENT AGENDA**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the July 12, 2023 Consent Agenda including the following:

1. The Closed Session Township Board meeting minutes of June 14, 2023;
2. The Regular Township Board meeting minutes of June 14, 2023;
3. Treasurer Report for April and May 2023;
4. Clerk Report for April and May 2023;
5. The regular bills through July 7, 2023;
6. The consultant bills through July 7, 2023;
7. Revenue and Expenditure Report through June 30, 2023.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Two citizens spoke during this portion of public comment.

**BOARD OF TRUSTEE COMMENTS**

Trustee Charles stated that the DDA hosts Thursday Concerts in the Park. The Washington Square pocket park area has been very busy.

Clerk Wright thanked Communications and Grants Manager C.J. Carnacchio for his work on the pocket park at the Township offices.

Trustee Nold also thanked Mr. Carnacchio for his work on the park, and thanked The Kelly Firm for their support.

Trustee Payne stated that she would like to see a second opportunity for Trustee Comments added to the end of the agenda in the future.

Trustee Colvin stated that Trustee Nold had already provided information regarding the Concerts in the Park. She also announced that OCTV is looking for on-air personalities.

Supervisor Curtis shared that the office is beginning to work on the 2024 budget. The Budget Calendar will be sent out later this week. He also announced that Building Official London has received state certification for soil erosion compliance. Sharpe Engineering assisted Mr. London in receiving this certification.

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Supervisor Curtis stated that the concept plan and construction estimate will be available at the Township Board meeting in August. Work has also begun on the 2024 millage for the OCSO substation.

Supervisor Curtis announced that there will be a recognition of the Township's first responders on August 11, 2023 at Seymour Lake Park. There will be fireworks, food trucks, as well as equipment displays.

Supervisor Curtis also thanked Communications and Grants Manager C.J. Carnacchio for his hard work on the pocket park at the Township offices.

**FIRE DEPARTMENT**

Chief Majestic shared that his office is continuing to work with Township Auditor Emmons on the department's 2024 millage proposal. His office is also working with The Kelly Firm to update the Burn Ordinance and related fees and schedules. Chief Majestic also shared that the department's High School EMT Licensure was approved by the State of Michigan. Currently, there are twenty-five students enrolled in the program for the fall.

**SHARPE ENGINEERING REPORT**

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

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Parks and Recreation Fireworks Permit Approval**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the Permit to allow Oxford Township Parks and Recreation to host a fireworks event scheduled for Friday, August 11, 2023; further, the Oxford Township Parks & Recreation Department will continue to work closely with the Oxford Fire Department and Oakland County Sheriff's Office to ensure all safety and health regulations are followed as it pertains to this fireworks event.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Master Plan Update Proposal**

Supervisor Curtis moved, Trustee Nold seconded, to table the decision on what plan we want, but to move forward with approval to do a Master Plan review for 2024.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**CDBG for Emergency Services**

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Treasurer Ferrari moved, Trustee Payne seconded, that the Oxford Township Board of Trustees agrees to waive its resolution to solicit bids and awards the Emergency Services Bid for 2021 Community development Block Grant Funds (CDBG) in the amount of \$9,175.00 to Oxford/Orion FISH and authorizes CDBG Coordinator Joseph G. Ferrari to sign the applicable documents and proposal ratification.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Safety Path**

**i) Safety Path Ordinance Recommended Changes**

Treasurer Ferrari moved, Trustee Payne seconded, that the Oxford Township Board of Trustees authorizes the Oxford Township Safety Path Committee to work with the Township Attorney and Township Planner to update the Safety Path Ordinance. Once the updates have been completed, it is further authorized that the amended Safety Path Ordinance be placed on a future Township Board agenda for a First Reading.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**ii) Ray Road Safety Path Request for Bids**

Treasurer Ferrari moved, Trustee Colvin seconded, that the Charter Township of Oxford refuse to accept the \$374,696.00 Federal Funding award toward the construction cost of the Ray Road/North Oxford Road Safety Path project and to authorize Sharpe Engineering to prepare bid specifications and solicit Request for Bids for the construction of the Ray Road/North Oxford Road Safety Path project with a proposed recommendation to approve a bid and select a contractor at the August 9, 2023 Oxford Township Board of Trustees meeting.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**iii) Rescission of Safety Path Master Plan**

Treasurer Ferrari moved, Trustee Payne seconded, to rescind the Oxford Township Safety Path Master Plan that was approved at the March 8, 2023 Oxford Township Board of Trustees meeting, and to approve a Safety Path Master Plan to be included with the updated Oxford Township Master Plan to be presented for approval in the future.

Roll call:

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

Nays: None

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Absent: None

Motion Carried.

**Paid Time Off Policy Overview**

Presentation by Township Attorney Olind.

**Paid Time Off Policy**

Treasurer Ferrari moved, Trustee Charles seconded, to approve a paid time off policy and implement corresponding amendments to the Oxford Township Employee Handbook and to accordingly adjust current employee time off banks, effective January 1, 2024.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Holiday Closure Schedule for 2024**

Treasurer Ferrari moved, Clerk Wright seconded, to approve the following additional holidays to the 2024 approved Holiday schedule, June 19, 2024 and July 5, 2024, for Oxford Township.

Roll call:

Ayes: Ferrari, Curtis

Nays: Nold, Payne, Colvin, Charles, Wright

Absent: None

Motion Failed.

Trustee Charles moved, Trustee Payne seconded, to approve the following additional holiday to the 2024 approved Holiday schedule, July 5, 2024, for Oxford Township.

Roll call:

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

Nays: Ferrari

Absent: None

Motion Carried.

**Office Operations Manager Position**

Supervisor Curtis moved, Clerk Wright seconded, to approve the Office Operations Manager job description and authorize Supervisor Jack Curtis to recruit, hire and fill the Office Operations Manager position at a salary range between \$60,000.00 to \$75,000.00, depending on experience and qualifications, and to include all benefits afforded to full-time Oxford Township employees.

Roll call:

Ayes: Colvin, Curtis, Wright

Nays: Charles, Payne, Nold, Ferrari

Absent: None

Motion Failed.

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Treasurer Ferrari moved to have Supervisor Curtis, Trustee Payne, and Trustee Nold to address the Office Operations Manager position, along with the committee work issues, and come back in August with a recommendation on both.  
Motion died for lack of support.

**Oxford Addison Youth Assistance Request for 2024 Contribution**

Trustee Charles moved, Supervisor Curtis seconded, to allocate \$12,890.47 of 2024 General Fund funds to Oxford Addison Youth Assistance.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION**

None.

**PUBLIC COMMENT**

No residents spoke during this portion of public comment.

**ADJOURNMENT**

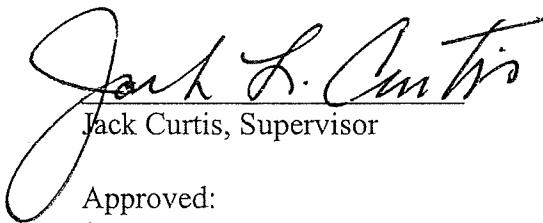
Treasurer Ferrari moved, Trustee Charles seconded, to adjourn the meeting at 7:55 p.m.

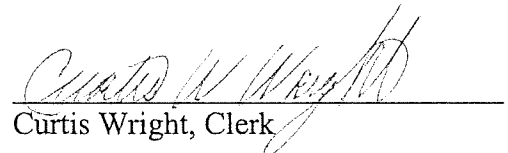
Ayes: 6

Nays: 1

Absent: 0

Motion Carried.

  
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Jack Curtis, Supervisor

  
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Curtis Wright, Clerk

Approved:  
/s/mm