

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, SEPTEMBER 13, 2023

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, September 13, 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 Olind, Township Engineer Sharpe, Fire Chief Majestic, Communications and Grants Manager Carnacchio, Executive Assistant Smith, Recording Secretary McCullough, Library Director Cloutier, one camera person (OCTV), and three residents.

**APPROVAL OF THE AGENDA**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the September 13, 2023 agenda as amended, to add item *12.j. Master Plan Steering Committee Compensation* under New Business.

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 pursuant to MCL 15.268(h) and MCL 15.243(1)(g). The Closed Session is to include the Township Board, Township Attorney Ellis, Executive Assistant Smith, and Recording Secretary McCullough.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Treasurer Ferrari moved, Trustee Charles seconded, to return to Open Session at 6:20 p.m. for the purpose of possible Board action regarding the above Closed Session item.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Treasurer Ferrari moved, Trustee Colvin seconded, to accept the settlement offer made by Brinker and to authorize the Township Supervisor to execute the Settlement and Release regarding the same.

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Roll call:

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

Nays: None

Absent: None

Motion Carried.

Treasurer Ferrari moved, Supervisor Curtis seconded, to allocate the funds to the Police Contracting Fund for the above-mentioned settlement.

Roll call:

Ayes: None

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

Absent: None

Motion Failed.

Treasurer Ferrari moved, Trustee Nold seconded, to allocate the funds for the above-mentioned settlement as follows: \$15,000.00 to Police Contracting and \$5,000.00 to General Fund.

Roll call:

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

Nays: Wright

Absent: None

Motion Carried.

**APPROVAL OF THE CONSENT AGENDA**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the September 13, 2023 Consent Agenda including the following:

1. The Special Township Board meeting minutes of August 2, 2023;
2. The Regular Township Board meeting minutes of August 9, 2023;
3. The Special Joint meeting minutes of August 24, 2023;
4. The Treasurer Report for June 2023;
5. The Clerk Report for June 2023;
6. The regular bills through September 7, 2023;
7. The consultant bills through September 7, 2023;
8. Enclaves Development Agreement;
9. Committee Reports.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

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

No residents spoke during this portion of public comment.

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**BOARD OF TRUSTEE COMMENTS**

Supervisor Curtis thanked Deputy Clerk McCullough for submitting the ERTC credit with ADP. ADP will be filing with the State on the Township's behalf for a credit of approximately \$200,000.00.

Clerk Wright announced that the Chamber of Commerce Expo will be held on September 14, 2023 from 3:00 p.m. to 6:00 p.m. at the Boulder Pointe Golf Club. He also stated that the Clerk's office staff will be meeting at Oakland County Elections on September 14, 2023 to finalize the 9-day early voting contract with Oakland County. Oxford Township will be combining with Orion Township and Addison Township for a central early voting site at Orion Township.

Trustee Charles thanked Danielle Smith for her assistance in registering everyone who will be attending the upcoming MTA conference. He also requested that the single waste hauler issue be added to the October 11, 2023 Township Board agenda.

Trustee Charles also asked about the time limit for food trucks being allowed to stay in a single location. Supervisor Curtis stated that there is no time limit in the current ordinance. Clerk Wright reminded the Board that any ordinance amendment would require a 1<sup>st</sup> and 2<sup>nd</sup> reading prior to adoption.

**FIRE DEPARTMENT**

Chief Majestic provided the following updates:

- Assistant Chief Vesper and Chief Majestic attended an MTA seminar in Frankenmuth;
- The Finance Manager is working on the Fire Department's ERTC credit;
- The annual Open House will be held on October 8, 2023 from noon to 4:00 p.m. at both fire stations;
- Cider & Donuts will be served on October 31, 2023 following trick-or-treating.

Orion Township Supervisor, Chris Barnett, presented a Lake Orion High School football jersey to Supervisor Curtis in honor of Lake Orion's victory over Oxford High School last week.

**SHARPE ENGINEERING REPORT**

Engineer Sharpe provided a written update regarding ongoing projects in the Township. Engineer Sharpe also provided a verbal update on the Ray Road safety path.

**UNFINISHED BUSINESS**

**Committee Compensation – Township Attorney Nancy Olind**

Attorney Nancy Olind from the Kelly Firm presented information regarding Board Member compensation, and reviewed the next steps.

**North Area Sanitary Sewer Bid Award**

Supervisor Curtis moved, Trustee Payne seconded, to postpone action on this item until the October 11, 2023 Township Board meeting.

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Roll call:

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

Nays: None

Absent: None

Motion Carried.

**North Area Sanitary Sewer Special Assessment District Timeline**

The Water and Sewer Committee presented a proposed timeline for the North Area Sanitary Sewer project.

**Lakeville Road Safety Path Bid Award**

Treasurer Ferrari moved, Trustee Nold seconded, to award the Lakeville Road Safety Path project to Jacklyn Contracting, LLC at the base bid price of \$147,535.00. This \$147,535.00 amount to be expensed to the Safety Path Fund (297).

Roll call:

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

Nays: Payne

Absent: None

Motion Carried.

**Office Operations Liaison**

Supervisor Curtis moved, Trustee Colvin seconded, to approve the Office Operations Liaison job description and authorize Supervisor Jack Curtis to recruit, hire and fill the Office Operations Liaison 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, Wright, Curtis

Nays: Payne, Charles, Nold, Ferrari

Absent: None

Motion Failed.

**NEW BUSINESS**

**Safety Path Millage Ballot Language Approval**

Treasurer Ferrari moved, Trustee Payne seconded, to adopt the Charter Township of Oxford Safety Path Millage Resolution as presented and attach it as an appendix to the minutes.

Roll call:

Ayes: Payne, Ferrari

Nays: Colvin, Nold, Wright, Charles, Curtis

Absent: None

Motion Failed.

**Schedule First Reading of Ordinance 117.001 – Safety Paths and Sidewalks**

Treasurer Ferrari moved, Trustee Nold seconded, to authorize the setting of a First Reading of the proposed changes to Chapter 42-Streets, Sidewalks and other Public Places, Article III Safety Paths and Sidewalks (i.e., the Safety Path Ordinance) at the October 11, 2023 Oxford Township Board of Trustees meeting.

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Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Roof Repair Bid**

Treasurer Ferrari moved, Trustee Nold seconded, to authorize the Capital Improvement Committee, in consultation with the Township Attorney, to issue a Request for Proposal for the selection of a qualified contractor to install a new roof to the Township Hall and make any necessary repairs. The cost of the project is not to exceed \$100,000.00 and is to be expensed to Account No. 101-265-976.000 Additions and Improvements.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2023 Parks and Recreation Debt Millage Rate Approval**

Treasurer Ferrari moved, Trustee Charles seconded, to set the Parks and Recreation 2023 Debt Millage Rate at 0.1900 of a mill and authorize it to be placed on the December 2023 tax roll.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2023 Tax Rate Request (L-4029) Approval**

Treasurer Ferrari moved, Trustee Payne seconded, that the following millage rates to be levied and collected December 1, 2023, the general property tax on all real and personal property within the Township upon the current tax roll an allocated millage of 0.8842 of a mill for Township Operations; and voter authorized millage of 0.9698 of a mill for Parks and Recreation; 3.8091 mills for Police Contracting (unincorporated portion of the Township only); 4.3997 mills for Fire Operations, EMS and Advanced Life Support; 0.6271 of a mill and 0.6691 of a mill for Oxford Public Library; 0.0000 mills for North Oakland Transportation Authority; and 0.1900 of a mill for Parks and Recreation Bond Debt.

Roll call:

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

Nays: Curtis

Absent: None

Motion Carried.

**Budget Approvals**

**2024 General Fund (101) Budget**

Treasurer Ferrari moved, Trustee Payne seconded, to approve the recommended 2024 General Fund Budget with revenues and expenditures balancing at \$4,801,627.77 based on

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the property tax millage rate to be levied at 0.8842 mills and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2024 Road Fund (204) Budget**

Treasurer Ferrari moved, Trustee Payne seconded, to approve the recommended 2024 Road Fund Budget with revenues and expenditures balancing at \$200,700.00 and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2024 Fire Department Operations Fund (206) Budget**

Treasurer Ferrari moved, Trustee Payne seconded, to approve the recommended 2024 Fire Fund Budget with revenues and expenditures balancing at \$7,858,499.52 based on the property tax millage rate to be levied at 4.3997 mills and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2024 Police Contracting Fund (207) Budget**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the recommended 2024 Police Contracting Fund Budget with revenues and expenditures balancing at \$5,640,200.00 based on the property tax millage rate to be levied at 3.8091 mills and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2024 Parks & Recreation Fund (208) Budget**

Treasurer Ferrari moved, Trustee Payne seconded, to approve the recommended 2024 Parks & Recreation Fund Budget with revenues and expenditures balancing at \$1,750,000.00 based on the property tax millage rate to be levied at 0.9698 mills and attach the spreadsheet as an appendix to the minutes.

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

Nays: None

Absent: None

Motion Carried.

**2024 Cemetery Maintenance Fund (209) Budget**

Treasurer Ferrari moved, Trustee Payne seconded, to approve the recommended 2024 Cemetery Maintenance Fund Budget with revenues and expenditures balancing at \$400,000.00 and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2024 Telecommunications Fund (239) Budget**

Treasurer Ferrari moved, Trustee Payne seconded, to approve the recommended 2024 Telecommunications Fund Budget with revenues and expenditures balancing at \$15,011.00 and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2024 Building Department Fund (249) Budget**

Treasurer Ferrari moved, Trustee Payne seconded, to approve the recommended 2024 Building Department Fund Budget with revenues and expenditures balancing at \$432,000.00 and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2024 Cable TV Fund (296) Budget**

Treasurer Ferrari moved, Trustee Charles seconded, to approve the recommended 2024 Cable TV Fund Budget with revenues and expenditures balancing at \$396,370.00 and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

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**2024 Safety Path Fund (297) Budget**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the recommended 2024 Safety Path Fund Budget with revenues and expenditures balancing at \$1,127,725.00 and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2024 Polly Ann Trail Management Council Fund (298) Budget**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the recommended 2024 Polly Ann Trailway Management Council Fund Budget with revenues and expenditures balancing at \$80,000.00 and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2024 North Oakland Transportation Authority Budget**

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the recommended 2024 North Oakland Transportation Authority Budget with revenues and expenditures balancing at \$6,599,854.00 and to spread the property tax millage rate to be levied at 0.0000 mills and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**2024 Oxford Public Library Budget**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the recommended 2024 Oxford Public Library Budget with revenues and expenditures balancing at \$1,930,001.00 based on the property tax millage rate to be levied at 0.6271 mills and 0.6691 mills equal to 1.2962 mills and attach the spreadsheet as an appendix to the minutes.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Annual MERS Extra Compensation Contribution from General Fund**

Treasurer Ferrari moved, Trustee Nold seconded, that the Oxford Township Board of Trustees negates its January 13, 2016 MERS Pension Funding motion of contributing \$12,100.00 from the General Fund to the Oxford Fire Department as we will be funded in the

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highest MERS category in the very near future. The last year of this extra funding allocation will be budget year 2022.

Roll call:

Ayes: None

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

Absent: None

Motion Failed.

Treasurer Ferrari moved, Trustee Payne seconded, that the Oxford Township Board of Trustees rescinds its January 13, 2016 MERS Pension Funding motion of contributing \$12,100.00 from the General Fund to the Oxford Fire Department as we will be funded in the highest MERS category in the very near future. The last year of this extra funding allocation will be budget year 2022.

Roll call:

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

Nays: Nold

Absent: None

Motion Carried.

**2022/23 EVIP Grant Funding**

Treasurer Ferrari moved, Trustee Payne seconded, to authorize Treasurer Joseph G. Ferrari to sign a one (1) year subscription contract/invoice with Munetrix, LLC in the amount of \$3,711.00 in order to meet the State of Michigan reporting requirements to secure Economic Vitality Incentive Program (EVIP) funding. It is further understood that the \$3,711.00 fee will be subtracted from the \$65,333.00 EVIP grant, leaving \$56,715.00 to be disbursed to the Oxford Township local taxing units, based on 2022 township millage rates and \$4,907.00 to be designated to the Oxford Township Fire Fund to help pay its outstanding pension obligations.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Part-time Wage Rates**

Supervisor Curtis moved, Treasurer Ferrari seconded, to approve the following wage rates for part-time employees effective immediately:

\$15.00 per hour starting wage;

\$17.50 per hour for short term, less than 90 days of employment, part-time employees to be approved by the part-time employee's direct supervisor;

\$20.00 per hour for long term, greater than 90 days of employment, part-time employees to be approved by the part-time employee's direct supervisor.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

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**Master Plan Steering Committee Compensation**

Supervisor Curtis moved, Trustee Nold seconded, to approve the compensation in the amount of \$140.00 per attended meeting for the residents selected to work on the Township Master Plan. All charges to be charged to account #101-701-801.000 Planner Professional Services Master Plan.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

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

None.

**PUBLIC COMMENT**

One citizen spoke during this portion of public comment.

**BOARD OF TRUSTEES COMMENTS**

Trustee Charles again stated that he would like to see the food truck ordinance and single hauler issue on the October 11, 2023 Township Board meeting agenda.

Trustee Charles asked whether a form had been provided for the Northeast Oakland Historical Museum. Clerk Wright stated that the form has been provided, but has not yet been completed.

Clerk Wright stated that he would like to recognize Trustee Payne for her diligence in seeing that MERS is funded.

Clerk Wright also stated that he is not opposed to a safety path millage. He just feels that it is premature to approve it so early. Treasurer Ferrari suggested holding off on the police and fire millage proposals for the same reason. Supervisor Curtis stated that the proposed language for the police and fire millages will be ready for approval by the Township Board in January or February 2024, in time for the April 2024 deadline.

Treasurer Ferrari suggested that the Township consider a new or upgraded website.

Trustee Nold stated that he would like to see the Safety Path millage proposal brought back before the Township Board at a future date. He also thanked Trustee Payne for her attention to the MERS funding.

Trustee Colvin thanked everyone for their hard work.

Supervisor Curtis stated that he has recently met with local businesses who have recently been awarded large contracts. He has been working with Oakland County Economic Development and the Michigan Economic Development Corporation to keep those businesses in Oxford, as both have been invited to move out of state.

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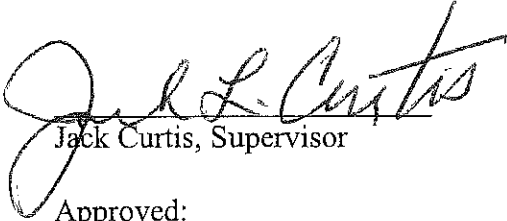
Supervisor Curtis stated the demands for those serving on committees will be increased. Committee members, and in particular the member chairing the committee, will be responsible for the submittal of monthly committee reports. The clerk will no longer be responsible for writing all committee reports.

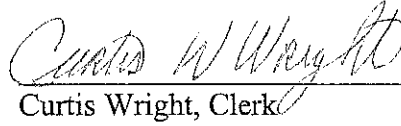
ADJOURNMENT

Treasurer Ferrari moved, Trustee Colvin seconded, to adjourn the meeting at 8:01 p.m.

Ayes: 7                      Nays: 0                      Absent: 0

Motion Carried.

  
\_\_\_\_\_  
Jack Curtis, Supervisor

  
\_\_\_\_\_  
Curtis Wright, Clerk

Approved:  
/s/mm