

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,  
WEDNESDAY, OCTOBER 11, 2023

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, October 11, 2023 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: Charles, Colvin, Ferrari, Nold, Payne, Wright, Curtis

Members Absent: None.

Also Present: Township Attorney Ellis, Fire Chief Majestic, Communications and Grants Manager Carnacchio, Executive Assistant Smith, Recording Secretary McCullough, one camera person (OCTV), and four residents.

APPROVAL OF THE AGENDA

Treasurer Ferrari moved, Trustee Payne seconded, to approve the October 11, 2023 agenda as amended, to remove item 7. *Committee Reports* on the Consent Agenda and move it to item 13. *Items Removed from Consent Agenda for Action or Discussion.*

Ayes: 7                      Nays: 0                      Absent: 0

Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Payne seconded, to approve the October 11, 2023 Consent Agenda including the following:

1. The Regular Township Board meeting minutes of September 13, 2023;
2. The Treasurer Reports for July and August 2023;
3. The Clerk Reports for July and August 2023;
4. The regular bills through October 6, 2023;
5. The consultant bills through October 6, 2023;
6. Revenue and Expenditure Report through September 30, 2023;
7. ~~Committee Reports; removed from Consent Agenda~~
8. Michigan CLASS 2023 Annual Report;
9. Agreement for Election Services with Oakland County.

Roll call:

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

Trustee Charles announced that the Downtown Development Authority will be holding Witch's Night on October 20, 2023.

Clerk Wright thanked the Board for approving the Early Voting Agreement with Oakland County, Addison Township and Orion Township. Early voting will begin on October 28, 2023 at the Orion Township site for a local Village of Lake Orion election. Deputy Clerk McCullough and Administrative Assistant Richter will be serving as site supervisors for early voting.

Clerk Wright explained that the Northeast Historical Museum contribution was returned because their board did not want to complete the required application.

Supervisor Curtis asked that board members spread the word about the Tri County Internet Survey. This survey will be used to identify those areas of the County that may be underserved for internet service.

Supervisor Curtis stated that there will be a special meeting on October 25, 2023 at 6:00 p.m. to hold a public hearing on the special assessment district for the North Area Sanitary Sewer.

**FIRST READING**

**Safety Paths and Sidewalks Ordinance**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the First Reading of the Amendment to Oxford Charter Township's Code of Ordinances – Chapter 42, Streets, Sidewalks and Other Public Places, Article III Safety Paths and Sidewalks, and direct the Township Clerk to publish said Ordinance in accordance with state law and hereby set the Second Reading of said Ordinance Amendment for November 8, 2023.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**FIRE DEPARTMENT**

**Request to Schedule Open Burning and False Alarm Ordinance Amendments for a First Reading**

Treasurer Ferrari moved, Trustee Nold seconded, to schedule the First Reading of the text amendments to the following section of the Township of Oxford Municipal Code Ordinances: Chapter 26, Section 26-17 and Chapter 30, Article IV, Division 3, Section 30-152 and direct the Township Clerk to publish said Ordinance in accordance with State Law for November 8, 2023.

Roll call:

Ayes: Nold, Payne

Nays: Wright, Charles, Ferrari, Colvin, Curtis

Absent: None

Motion Failed.

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Treasurer Ferrari moved, Trustee Colvin seconded, to schedule the First Reading of the text amendments to the following section of the Township of Oxford Municipal Code Ordinances: Chapter 26, Section 26-17 and Chapter 30, Article IV, Division 3, Section 30-152 for November 8, 2023.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Chief Majestic stated that cider and donuts will be served at the Fire Stations on October 31, 2023 following trick-or-treating.

**SHARPE ENGINEERING REPORT**

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

**UNFINISHED BUSINESS**

**Single Waste Hauler Update Discussion**

Trustee Nold moved, Treasurer Ferrari seconded, that we would ask the Waste Disposal Committee to conduct a re-start evaluation of what is needed to move forward. Topics would include RFP restructuring and changes, Resource Recycling Services contract and availability, schedules, ordinance approval timing, committee members continuation and April 12<sup>th</sup> questions that were posed.

Roll call:

Ayes: None

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

Absent: None

Motion Failed.

Trustee Nold moved, Treasurer Ferrari seconded, that the Waste Hauler Disposal Committee to conduct a re-start evaluation of what is needed to move forward. Topics would include RFP restructuring/changes, Resource Recycling Services contract and availability, schedules, ordinance approval timing, committee members continuation and April 12<sup>th</sup> questions and this will be reported back to the at the next Township Board meeting November 8, 2023.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**North Area Sanitary Sewer SAD Resolution to Set Public Hearing**

Treasurer Ferrari moved, Trustee Charles seconded, to approve the North Sanitary Sewer District Resolution #1 as presented and hereby set the public hearing to hear objections to the proposed improvement project, the petitions, or the district on October 25, 2023 at 6:00 p.m. at the Oxford Township meeting room, 300 Dunlap Road, Oxford MI 48371.

Roll call:

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

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Nays: None

Absent: None

Motion Carried.

**NEW BUSINESS**

**Great Pines Manors Subdivision Paving Special Assessment District**

Clerk Wright moved, Trustee Payne seconded, to authorize Sharpe Engineering to determine the Special Assessment District boundary area, location, and the cost estimate for the purpose of paving the streets in Great Pines Manors Subdivision.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Zoning Board of Appeals Bylaws Consideration of Approval**

Trustee Payne moved, Trustee Charles seconded, to approve the Zoning Board of Appeals Bylaws adopted on September 11, 2023, to be effective immediately.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Mobile Food Establishments Ordinance Amendments**

Treasurer Ferrari moved, Trustee Nold seconded, to authorize The Kelly Firm to review and propose possible amendments to the Mobile Food Establishment Ordinance and present them for consideration of a First Reading at the November 8, 2023 Charter Township of Oxford Board of Trustees regular meeting.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Zoning Ordinance 67A Text Amendments for Noise Regulations**

Trustee Nold moved, Treasurer Ferrari seconded, to schedule a First Reading of the text amendments to Zoning Ordinance 67A, Section 10.1(J) at the November 8, 2023 Charter Township of Oxford Board of Trustees regular meeting.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

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**Employee Health Insurance Funding**

Clerk Wright moved, Treasurer Ferrari seconded, that the Charter Township of Oxford exercises the Opt Out provision which allows the local unit of government, the Charter of Oxford, to determine the contribution amount for health care insurance coverage for the 2023-2024 Plan year.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Employee Health Insurance Renewal**

Treasurer Ferrari moved, Trustee Nold seconded, that Oxford Township renew the Blue Cross Blue Shield Health Insurance for Group 007011799, Division 0000 (Oxford Fire Department) and Group 007011799, Division 0002 (Oxford Township employees) with a Blue Cross Blue Shield Community Blue HRA PPO Platinum \$1500 Plan effective December 1, 2023 and authorize Berends, Hendricks & Stuit to forward the appropriate paperwork to Blue Cross Blue Shield to activate the Blue Cross Blue Shield Community Blue PPO Platinum \$1500 Plan. All members enrolled on the Blue Cross Blue Shield Community Blue HRA PPO Platinum \$1500 Plan shall contribute 5% of the premium cost, effective December 1, 2023.

Also, the Charter Township of Oxford shall fund a Health Reimbursement Arrangement 213D Plan account effective January 1, 2024 and cover any additional expenses incurred including, but not limited to, deductibles, co-insurance, emergency room visits, and prescription drugs. There shall be no distinction between co-insurance and all HRA 213D plan expenses.

Further, Oxford Township shall renew the Blue Cross Blue Shield Health Insurance for Group 007011799, Division 0001 (Oxford Police Retiree) and Group 007011799, Division 0003 (Oxford Township Fire/Police Retiree) with a Blue Cross Blue Shield Community Blue PPO Platinum 250 Plan effective December 1, 2023.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Boulder Pointe Golf Course Tunnel Structural Engineer Authorization**

Treasurer Ferrari moved, Trustee Payne seconded, to waive the Oxford Township Procurement Policy and authorize SME to proceed with a structural integrity report on the existing tunnel that currently runs beneath M-24 for a potential future safety path connection in the amount of \$12,600.00. These funds are to be expensed to 297-852-821.000.

Roll call:

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

Nays: None

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Absent: None

Motion Carried.

**Charge EV, LLC Charging Station Agreement**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the revised Charge EV, LLC Charging Station Agreement with Charge EV, LLC and authorize the Township Supervisor to execute same.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Willow Lake Pressure Reducing Valve Engineering Design Approval**

Treasurer Ferrari moved, Trustee Nold seconded, to approve a not to exceed amount of \$100,000.00 and authorize Sharpe Engineering to proceed with the engineering design for the upgrades to the pressure reducing valve located at the Willow Lake Subdivision. This \$100,000.00 amount to be expensed to Water Fund Account #591-538-821.000 Engineering Fees – General.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**1125 Woodbriar Court Water Loss Invoice Adjustment Request**

Treasurer Ferrari moved, Supervisor Curtis seconded, to adjust the water bill dated August 8, 2023 for the property located at 1125 Woodbriar Court due to reported water loss with a credit in the amount of \$368.05 representing fifty percent (50%) of the difference of the original bill amount (\$850.71) and the adjusted bill amount (\$114.62). The revised water bill due for 1125 Woodbriar Court is \$482.66. Any future requests for water loss adjustments will be addressed on a case-by-case basis.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

**Koenig Materials Request to Connect to Oxford Township Water System**

Treasurer Ferrari moved, Trustee Nold seconded, to approve the request from Kemp Building and Development Company that Koenig Materials be allowed to connect to the Oxford Township water system to install a water line to their new construction building for use in the building and to include fire hydrants for fire protection and domestic use.

Roll call:

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

Nays: None

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Absent: None

Motion Carried.

**Halloween Trick-or-Treat Hours**

Treasurer Ferrari moved, Trustee Charles seconded, to set the Halloween Trick-or-Treat hours for Oxford Township from 6:00 p.m. to 7:30 p.m. on Tuesday, October 31, 2023.

Ayes: 7                      Nays: 0                      Absent: 0

Motion Carried.

**CDBG 2024-2025 Funding Discussion**

Discussion only. No action.

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

**Committee Reports**

Discussion only. No action.

**PUBLIC COMMENT**

No citizens spoke during this portion of public comment.

**BOARD OF TRUSTEES COMMENTS**

Trustee Payne attended the MTA Professional Development conference last week. She visited a web designer vendor booth and brought back information. This vendor has done the Addison Township website, Oxford Township Parks and Recreation website, and many other municipal sites. She provided the contact information to Treasurer Ferrari whose office is working on this project.

Clerk Wright stated that there were exhibits (a resolution and fee schedule) attached to the Open Burning Ordinance amendment, but no action was taken regarding those exhibits.

Trustee Charles agreed that the Township needs to look at an updated website design.

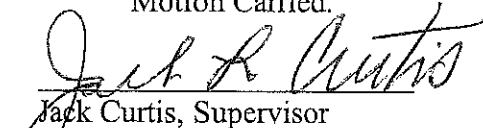
Supervisor Curtis stated that several relevant items were left off this agenda in deference to time constraints. A couple of these items will be added to the October 25, 2023 special meeting agenda. However, the board may be asked to consider adding a second monthly meeting to the schedule due to the large amount of activity in the Township. The building department is very busy, and all business in the Township is only increasing.

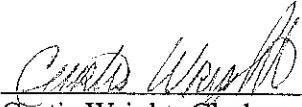
**ADJOURNMENT**

Treasurer Ferrari moved, Trustee Payne seconded, to adjourn the meeting at 7:54 p.m.

Ayes: 7                      Nays: 0                      Absent: 0

Motion Carried.

  
Jack Curtis, Supervisor

  
Curtis Wright, Clerk

Approved:  
/s/mm