

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, MAY 14, 2025

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, May 14, 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: None

Vacancy: One

Also Present: Township Attorney Brittney Ellis, Township Engineer Jim Sharpe, Township Auditor Rana Emmons, Fire Chief Matt Majestic, Communications and Grants Manager C.J. Carnacchio, Deputy Supervisor Danielle Smith, Library Director Bryan Cloutier, Recording Secretary Susan McCullough, one camera person (OCTV), and 11 attendees.

APPROVAL OF THE AGENDA

Treasurer Ferrari moved, Trustee Charles seconded, to approve the May 14, 2025 agenda as presented.

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

Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the May 14, 2025 Consent Agenda as presented:

1. Regular Township Board meeting minutes dated April 9, 2025
2. Regular Bills through May 9, 2025
3. Treasurer's reports for March 2025
4. Clerk's reports for March 2025
5. Consultant's Bills through May 9, 2025
6. Committee Reports
7. Building Department 2025 First Quarter Report

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Three members of the public spoke during this portion of public comment.

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BOARD OF TRUSTEE COMMENTS

Clerk Wright stated that the Clerk's office will be mandatory election training for part of the day on May 22, 2025. He also stated that the Township flag will be flown at half staff for Peace Officers Memorial Day on May 15, 2025.

Trustee Wagner stated that he was honored to be part of the Oxford Addison Youth Assistance awards program that was held on May 9th.

Trustee Charles agreed that it was a nice ceremony for the kids. He also stated that the DDA is working on the downtown speaker system, as well as working on improvements in the gazebo.

Supervisor Curtis explained that the berms around the areas of active gravel mining will remain in place. The dead trees will also be replaced. He also stated that the current Master Plan provides protection for the current equine farms and businesses.

Supervisor Curtis thanked the office staff for the success of the field trip this week with the second graders from Clear Lake Elementary.

PRESENTATION: 2024 AUDITED FINANCIAL REPORT

Treasurer Ferrari moved, Trustee Charles seconded, to receive and file the Charter Township of Oxford Audited Financial Report for the Fiscal Year ended December 31, 2024 as presented.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

**ASSESSING PRESENTATION: ASSESSMENT ADMINISTRATION SERVICES,
LLC**

Treasurer Ferrari moved, Trustee Charles seconded, to award the bid for assessing services to Assessment Administration Services, LLC for a three-year contract in the amount of \$138,960.00 for year one, \$144,480.00 for year two and \$150,240.00 for year three. This contract will be in effect from July 1, 2025 through June 30, 2028. I further move to authorize Supervisor Jack Curtis to sign the contract on behalf of the Charter Township of Oxford.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

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FIRST READINGS

Zoning Ordinance 67A.037 – Definitions and Zoning District Regulations

Treasurer Ferrari moved, Trustee Colvin seconded, to set the Second Reading for the proposed text amendments to Zoning Ordinance 67A.037 for the Charter Township of Oxford Board of Trustees meeting on June 11, 2025.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Zoning Ordinance 67A.040 – Rezoning Request for Parcel No. 04-21-200-002

Supervisor Curtis moved, Trustee Colvin seconded, to approve the First Reading and set the Second Reading for the proposed zoning map amendment to Zoning Ordinance 67A.040 for Parcel No. 04-21-200-002 for the June 11, 2025 Charter Township of Oxford Board of Trustees meeting.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Zoning Ordinance 67A.041 – Rezoning Request for Parcel 04-21-200-005

Supervisor Curtis moved, Trustee Colvin seconded, to approve the First Reading and set the Second Reading for the proposed zoning map amendment to Zoning Ordinance 67A.041 for Parcel No. 04-21-200-005 for the June 11, 2025 Charter Township of Oxford Board of Trustees meeting.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

SECOND READING

Zoning Ordinance 67A.038 – Proposed Zoning Map Amendment for 970 and 990 South Lapeer Road

Treasurer Ferrari moved, Trustee Colvin seconded, to adopt the proposed zoning map amendment to Zoning Ordinance 67A.038 for 970 and 990 South Lapeer Road, also known as Parcel No. 04-26-353-028 and 04-26-353-029, rezoning both parcels from the O, Office zoning designation to the C2, General Commercial designation.

Roll call:

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

Nays: None

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Absent: None

Vacancy: One

Motion Carried.

FIRE DEPARTMENT

None.

SHARPE ENGINEERING REPORT

Engineer Sharpe provided a written update regarding municipal and private development projects in the Township.

UNFINISHED BUSINESS

Notification to MDNR regarding Proposed Watercraft Control on Indianwood Lake

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the First Reading of the Special Watercraft Rule for Indianwood Lake, as prepared by MDNR pursuant to MCL 324.80110.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Proposed 2025 Oxford Township Master Plan

Trustee Wagner moved, Treasurer Ferrari seconded, to approve the 2025 draft master plan to be distributed to all entities required under the Michigan Planning Enabling Act of 2008, Section 41 for the required 63-day period.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Ordinance Review Committee Request for Funding

Trustee Wagner moved, Treasurer Ferrari seconded, to approve the 2025 Ordinance Review Committee workplan and budget not to exceed \$13,750.00. This \$13,750.00 amount to be expensed to account 101-701-801.000 Planner Professional Services.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

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Personnel Committee

Employee Handbook Amendments

Supervisor Curtis moved, Trustee Colvin seconded, to approve the Oxford Township Employee Handbook with amendments to sections:

- Employment of Relatives;
- Non-Exempt Employees;
- Operational and Working Hours;
- Overtime/Compensatory Time;
- Overtime;
- PTO Awards;
- PTO Donations;
- Unused PTO upon Separation from Employment;
- Medical and Hospitalization Insurance;
- Dental Insurance;
- Tuition Reimbursement;
- Mileage;
- Use of Township Vehicles;
- Attendance and Tardiness;
- Prohibited Conduct;
- Corrective or Disciplinary Action;
- Access to Employee Personnel Records;
- Workplace Safety;
- Reporting a Violation of Illegal Harassment or Discrimination;
- Internet and Email Use;
- Social Media;
- Leaves of Absence;
- Medical Leave (*non-FMLA*);
- Voluntary Separation; and
- Receipt of Employee Handbook and Employment-at-Will Statement

to be effective May 14, 2025.

Roll call:

Ayes: Colvin, Wright, Charles, Wagner, Curtis

Nays: Ferrari

Absent: None

Vacancy: One

Motion Carried.

Oxford Township Office Hours of Operation

Treasurer Ferrari moved, Supervisor Curtis seconded, that effective Monday, May 26, 2025 through Saturday, September 13, 2025 the Charter Township of Oxford office, located at 300 Dunlap Road, hours of operation will be as follows:

Monday 8:00 a.m. to 5:30 p.m.

Tuesday 8:00 a.m. to 5:30 p.m.

Wednesday 8:00 a.m. to 5:30 p.m.

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Thursday 8:00 a.m. to 5:30 p.m.
Friday Closed
Saturday Closed
Sunday Closed

The lunch period will be reduced from one (1) hour to one half (1/2) hour Monday through Thursday.

Further, Oxford Township Non-Exempt employees, with the exception of the Administrative and Executive Assistant to the Oakland County Sheriff's Office Sub-Station, shall have their hourly rate of pay adjusted to match their salary rate per the approved 2025 General Appropriations Act.

Further, at the Wednesday, September 10, 2025 Regular Meeting the Charter Township of Oxford Board of Trustee will determine whether to extend the above stated hours of operation or change the hours and days of operation.

Roll call:

Ayes: Wagner, Colvin, Wright, Ferrari, Curtis

Nays: Charles

Absent: None

Vacancy: One

Motion Carried.

NEW BUSINESS

None.

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

Clerk Wright reminded everyone about Seymour Celebration taking place on June 5-8, 2025.

Trustee Colvin told everyone to enjoy the weather.

ADJOURNMENT

Treasurer Ferrari moved, Trustee Colvin seconded, to adjourn the meeting at 7:27 p.m.

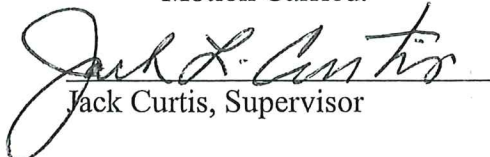
Ayes: 6

Nays: 0

Absent: 0

Vacancy: 1

Motion Carried.



Jack Curtis, Supervisor



Curtis Wright, Clerk

Approved: