



Minutes of **SPECIAL MEETING**
Held **July 7, 2011**

Township of Springfield

Laura Moreau, Clerk

Call to Order: Clerk Moreau called the July 7, 2011 Special Meeting of the Springfield Township Board to order at 7:00 pm at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, MI 48350.

Roll Call:

Board Members Present

Laura Moreau	Township Clerk
Jamie Dubre	Township Treasurer
Judy Hensler	Township Trustee
David Hopper	Township Trustee
Roger Lamont	Township Trustee
Dennis Vallad	Township Trustee

Board Members Not Present

None

Others Present

Greg Need	Township Attorney
Charles Oaks	Fire Chief
Mike Forst	Property Manager

Clerk Moreau stated that the first order of business is to elect a chairperson pro tem to lead the meeting.

Trustee Vallad moved to elect Trustee Roger Lamont as Chairperson Pro Tem. Clerk Moreau supported the motion. Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau and Vallad; No: None; Absent: None. The motion carried by a 6 to 0 vote.

New Business:

1. Supervisor Vacancy: Accept and Review Resumes/Letters of Interest

Chairperson Pro Tem Lamont explained that resumes and letters of interest were to be submitted to the Clerk's office by July 1, 2011 at 4:00 pm..Clerk Moreau, stated that she received a total of 14 resumes and letters of interest. Out of the 14 only one was found to be not qualified because she was not a resident of Springfield Township. The other 13 candidates are Marc Cooper, Virginia Fischbach, Michael Houck, Roger Lamont, William Leddy, George Mansour, Danny O'Neil, David Smith, Dennis Vallad, Collin Walls, Neil Willson, Charles Young and Paul Zelenak.

Chairperson Pro Tem Lamont opened discussion to review resumes and accept comments.



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Trustee Vallad asked the Board's input into what each individual board member is looking for in a Supervisor. Trustee Vallad stated that there have been several projects that were left undone and thinks that in the short term that those projects need to be addressed, in light of continuing budget restraints, the supervisor is required under law to present a budget and thinks that we need someone that understands the budget process and can get a budget to the township board by mid October. So whoever is appointed may need a lot of assistance from the board.

Trustee Hensler agreed with Trustee Vallad about having someone with experience but is also looking for someone that is willing to make a long term commitment to the community and the township, someone that is a leader with good communication skills and a team player.

Clerk Moreau stated that she is looking for someone that is definitely a leader, someone that would act as a facilitator, to communicate with the departments, move projects along and keep the board informed. Someone that is dedicated to the community and knowledgeable enough to hit the ground running. At the same time, she is not looking for a temporary fix, but prefers to appoint a Supervisor who will run for office in 2012.

Treasurer Dubre agrees with Clerk Moreau regarding someone that is willing to be a team player. Long term commitment is very important, also someone that is going to be dedicated to Springfield Township.

Trustee Hopper stated that he agrees with everyone but is also looking for someone with management and HR skills and experience which would help possibly bring the departments together. Someone with planning and zoning skills is a requirement. Trustee Hopper also stated that he would like someone with budgeting skills especially with declining revenue from the state and property taxes. He would like someone that does not have an agenda or bias for or against any department – we are all working together.

Chairperson Pro Tem Lamont agrees with everyone regarding the skills, leadership, HR ability, team player and communication and someone that has some experience in planning and zoning. He also wants someone with commitment to the Township.

Chairperson Pro Tem Lamont asked if there were any other thoughts or comments.

Clerk Moreau noted that at the last meeting the Board was not aware of how many resumes would be received and what the next step would be. Since only 13 resumes were received a committee to review the resumes is not needed. However, Clerk Moreau suggested that 13 interviews is not reasonable and that the board should be able to pare down the field of applicants.



Minutes of **SPECIAL MEETING**
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Trustee Hopper concurred with Clerk Moreau but was wondering how many the board should interview.

Clerk Moreau stated that she would not be opposed to interviewing all 13 if they were all equally qualified candidates. After reviewing the resumes, she believes the township is fortunate to have received interest from many skilled candidates with impressive accomplishments in their careers, but not necessarily all of them will fit the qualifications that the board just discussed. One possibility is that each board member could put forth the names that each sees as a stand out. She also suggested that 4 of the 13 candidates currently serve on a board or commission and considering their service and involvement they should be put to the interview process.

Treasurer Dubre stated that at the last meeting it was already discussed that she would consider the candidates serving on a board or commission at the top of the list. The only concern is that Trustee Vallad is very specific on changing the way the Supervisors position is filled. Treasurer Dubre feels that it needs to be discussed.

Trustee Hensler is not in favor of changing the Supervisor's position to a part time position and the definition of the position.

Trustee Hopper is also against the idea. He feels that we have some very viable candidates that are willing to work full time.

Clerk Moreau assumed that they would need to have this discussion eventually but was willing to interview Trustee Vallad and let him explain his recommendation in the interview process. She also explained that if she had to make a decision now she is not in favor of having a part time Supervisor with a Superintendent. She would prefer to put someone in full time.

Chairperson Pro Tem Lamont also agreed that he would prefer a full time Supervisor.

Trustee Vallad stated that he appreciated everyone's comments, even though he does not agree. Trustee Vallad withdrew his application for Supervisor.

Chairperson Pro Tem Lamont stated that prior to the previous discussion the board was trying to narrow down the candidate list and consider who to interview. It was discussed that the candidates that are currently serving on a board or commission be granted an interview.

The board all agreed that William Leddy, Neil Wilson and Roger Lamont will be granted an interview.



Minutes of **SPECIAL MEETING**
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Chairperson Pro Tem Lamont stated that there are many other candidates that have also applied for the Supervisor's position. Beyond the three that are currently serving the township, there is a wide variety of experience and background in these other candidates. Instead of just stating a few names, he asked if each board member would like to recommend other candidates for an interview and to state why you would like to interview the candidate.

Trustee Vallad stated that there are also some candidates that have served on the Township Board in the past. Those names should be given consideration to an interview as well.

It was agreed that Marc Copper and Collin Walls will also be granted an interview.

After some discussion it was determined that the list of candidates to be interviewed would be: William Leddy, Neil Wilson, Roger Lamont, Marc Copper, Collin Walls, George Mansour, Virginia Fischbach, and Paul Zelenak.

Trustee Hopper moved to accept the resumes and schedule interviews for 8 applicants for the vacant supervisor position, those being Marc Cooper, Virginia Fischbach, Roger Lamont, William Leddy, George Mansour, Collin Walls, Neil Wilson and Paul Zelenak. Those interviews to take place on July 19, 2011 or July 25, 2011 starting at 6:00 pm with each candidate being allowed 45 minutes in total, interviews starting at the top of the hour. Treasurer Dubre supported the motion. Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau and Vallad; No: None; Absent: None. The motion carried by a 6 to 0 vote.

The interview schedule will be as follows: July 19, 2011 starting at 6:00 pm will be Collin Walls, 7:00 pm William Leddy, 8:00 pm George Mansour and 9:00 Paul Zelenak. July 25, 2011 starting at 6:00 pm Marc Cooper, 7:00 pm Virginia Fischbach, 8:00 pm Roger Lamont and 9:00 pm Neil Wilson.

Treasurer Dubre moved that the Clerk will confirm these dates and times with all candidates and contact the one candidate that isn't present to set up the time for the interview. Clerk Moreau supported the motion. Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau and Vallad; No: None; Absent: None. The motion carried by a 6 to 0 vote.

2. Supervisor Duties: Receive status report and establish interim plan

Chairperson Pro Tem Lamont stated that Board members received a status report. The Board discussed items on the report that were noted as "Items for Immediate Action".



Minutes of **SPECIAL MEETING**
Held **July 7, 2011**

Township of Springfield

Laura Moreau, Clerk

Eliza Lake SAD hearing is already scheduled. 9212 Cherrywood demolition, Bank has title and is seeking bids. This will require monitoring and expect demolition within weeks.

Signs: Section 16.07 of Zoning Ordinance #29 has been under review with the Planning Commission since October 2009. It appears to have been stalled out. The request is for the Board to refer the draft to Carlisle Wortman for review.

Trustee Vallad moved that Zoning Ordinance #29 section 16.07 be sent to Carlisle Wortman for review. Trustee Hopper supported the motion. Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau and Vallad; No: None; Absent: None. The motion carried by a 6 to 0 vote.

Ordinance Enforcement: The board is asked to consider to contract with Carlisle Wortman to assist with ordinance enforcement. Treasurer Dubre explained that Carlisle Wortman will oversee ordinance enforcement with working with the current Ordinance Officer.

Treasurer Dubre moved to accept the proposal from Carlisle Wortman Associates dated July 6, 2011 with a one time initial fee of \$1,500 for the setup and then will be \$350 per week there after beginning July 11, 2011. By way of letter agreement with the board discussing at a later date of a possible end time to that agreement. Trustee Vallad supported the motion. Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau and Vallad; No: None; Absent: None. The motion carried by a 6 to 0 vote.

The River Church: Chairperson Pro Tem Lamont read the memo from Code Enforcement Services that stated that the River Church has not made any effort to address outstanding items and obtain a certificate of occupancy for their main church building. Attorney Need stated that a letter has been sent to the River Church from the building department stating that they have seven days to address the concerns.

Lumber yard property: Chairperson Pro Tem Lamont informed the board that Carlisle Wortman is working on a site plan for the property and has received input from Mike Forst, Trustee Dubre, Clerk Moreau and Fire Chief Oaks. Clerk Moreau explained that there will be an update from Mike Forst in the board packet for the July 14, 2011 meeting.

Clark/Ridgewood paving project: Chairperson Pro Tem Lamont explained that we received an invoice for \$1,800 for overage cost. Payment was authorized contingent on receiving a detailed project closeout report from RCOC. Treasurer Dubre explained that this project has been finished since November 2010 but the road has not been completed properly. We haven't paid the invoice yet, but Erin Mattice in the Supervisor's office has been working with RCOC to finish this project.



Minutes of **SPECIAL MEETING**
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Township of Springfield

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2012 Budget Process: The Board discussed how the 2012 Budget process will be handled. It was decided that at this time information from each department should be submitted and compiled by the Treasurer. At the August Board meeting the Board can set dates for budget workshops after the new Supervisor is appointed.

Clerk Moreau moved to authorize Treasurer Dubre to receive and compile all of the budget submission and also to receive any additional priorities and updates to our goals from last year. Trustee Hopper supported the motion. Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau and Vallad; No: None; Absent: None. The motion carried by a 6 to 0 vote.

The board discussed other items that will need to be completed in 2011. Such as the tree grant, maintenance building, snow plowing, downtown septic systems, the meeting room audio and video equipment, fee schedule, 2012 Sheriff contract, Hillsboro Road paving petition, Township telephone system, Wilderness encroachment and the Fountains septic.

Trustee Vallad explained that he wants the Zoning Board of Appeals analysis from Carlisle Wortman to be added to the list. He stated that the ZBA members previously would receive an analysis for every case and they have not been receiving them for some time now.

Trustee Vallad moved to have Carlisle Wortman prepare an analysis for the Steven Reschak appeal to appear on July 20, 2011 in front of the Zoning Board of Appeals to assist the ZBA members to reach a decision. Treasure Dubre supported the motion. Vote on the motion. Yes: Dubre, Hensler, Hopper, Lamont, Moreau and Vallad; No: None; Absent: None. The motion carried by a 6 to 0 vote.

3. Other Items As Unanimously Agreed To

Chairperson Pro Tem Lamont read a request from the previous Supervisor Mike Trout, to allow his cell phone provided by the township to stay active until July 31, 2011 with the understanding that he would be responsible for any charges accrued until that date. Chairperson Pro Tem Lamont asked if everyone was in agreement to add this item to the agenda. All Board members agreed to add the item to the agenda.

Treasurer Dubre explained that Mike Trout had his number transferred to his own personal phone but it was still on our account. She did verify that the service is still active and she called it and verified that the message is just a general message of Mike Trout's new personal number.



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Board members discussed the request.

Clerk Moreau moved to discontinue the phone service and deny the request dated June 24, 2011 to continue cell phone service that was previously assigned to Supervisor Trout effective July 8, 2011. Trustee Hopper supported the motion. Vote on the motion. Yes: Hensler, Hopper and Moreau; No: Dubre, Lamont and Vallad; Absent: None. The motion tied by a 3 to 3 vote.

The Board members continued the discussion and considered if someone was willing to contact Mike Trout to change the message to inform callers that to reach the Springfield Township Supervisor's office to please call 248-846-6502.

Treasurer Dubre stated that she has no problem with the message as it is but is willing to contact Mike Trout about the message and was wondering how long she should give him to comply with the request.

Clerk Moreau stated that she is not at all in favor of keeping the phone in service on a Township account to refer a caller to a new personal number. If the message was changed to refer callers to the Township Supervisor's office, she would consider that arrangement.

Treasurer Dubre does not have a concern with leaving the phone service on and has no concerns that Mr. Trout would reimburse the Township. At this point the phone has already been on for two weeks and she would prefer to collect the full month billing.

Trustee Hensler indicated it is not so much about the money, but Mike Trout is gone and it's time to disconnect the line.

Clerk Moreau stated again that it is time to disconnect. The phone line is not serving our residents. Clerk Moreau noted the amount of time the Board has already spent to compile a status report and address the vacancy and phone request. She stated if Treasurer Dubre is willing to make the arrangements to collect payment and disconnect at the end of the month, she would support her motion.

Clerk Moreau asked if it was possible for the township to change the message. It was determined that it was not possible only Mike Trout can change the message.

Trustee Vallad moved to deny the former supervisor's request dated June 24, 2011 and discontinue the service immediately. Trustee Hensler supported the motion. Vote on the motion. Yes: Hensler, Hopper, Lamont, Moreau and Vallad; No: Dubre; Absent: None. The motion carried by a 5 to 1 vote.



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Adjournment:

Hearing no other business, Chairperson Pro Tem Lamont adjourned the meeting at 9:17 pm.

Roger Lamont, Chairperson Pro Tem

Laura Moreau, Township Clerk