

MINUTES OF **REGULAR MEETING**

HELD

December 13, 20 07Township of **Springfield****Nancy Strole, Clerk**

Form M-1-P*

The Regie Press, Inc., Farm, Michigan

Call to Order: Supervisor Collin Walls called the December 13, 2007 Regular Meeting of the Springfield Township Board to order at 7:30 p.m. at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, MI 48350.

Roll Call:**Board Members Present**

Collin W. Walls	Township Supervisor
Nancy Strole	Township Clerk
Jamie Dubre	Township Treasurer
David Hopper	Township Trustee
Roger Lamont	Township Trustee
Marc Cooper	Township Trustee

Board Members Not Present

Dennis Vallad	Township Trustee
---------------	------------------

Others Present

Greg Need	Township Attorney
Charlie Oaks	Fire Chief
Jennifer Tucker	Parks Director

Agenda Additions & Changes:

Supervisor Walls said item K of the Consent Agenda should be removed. Trustee Cooper asked to add a discussion regarding the memo from Supervisor Walls and his resignation from the ZBA. There were no objections to these changes.

Public Comment: None

Consent Agenda:

- ★ **Trustee Hopper moved to approve the Consent Agenda as revised by deleting item k. Treasurer Dubre supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.**
- a) Approval of Minutes: November 8, 2007 Regular Meeting with bills and additional disbursements of \$443,063.24
- b) Acceptance of November Treasurer's Report
- c) Receipt of November 2007 Reports: Building, Electrical, Plumbing, Mechanical and Fire
- d) Authorize payment of bills as presented, totaling \$121,804.02

HELD **December 13th 07**Township of **Springfield****Nancy Strole, Clerk**

Form M-1-PT

The Regie Press, Inc., Flint, Michigan

- e) Authorize attendance by Board Review members and Assessor at a training workshop for a cost not to exceed \$150.00 per person
- f) Approve proposed Board of Review 2008 Property Tax Exemption Standards
- g) Establish 2008 Township Board Meeting Dates, Second Thursday of each month at 7:30 pm at the Springfield Township Civic Center
- h) Designate the Clarkston News as legal publication for 2008 @ \$4.40/column inch, total annual charge not to exceed \$9,500.00
- i) Authorize Treasurer to transfer \$500,000.00 from Fire Building sub-fund to Fire Fund
- j) Reappoint Bill Whitley to Board of Appeals for a term ending 12-31-10
- k) Authorize Clerk to hire Temporary help for Presidential Primary Election at an hourly rate as she determines, not to exceed \$15.00 per hour

Receipt of Communications:

- Holly Area Youth Assistance Report
- Independence Township Senior Transportation Report
- Letter from Comcast Cable regarding changes to PEG Channel
- Civic Center Energy Usage Reports

Public Hearing:

1. Community Development Block Grant Funds Reprogramming: 2005 Program Year, Public Services

Supervisor Walls said this is the second time we have reprogrammed these funds. We reprogrammed to be used in the Katrina Relief effort and we now have \$2,072.00 that was not used by the agency monitoring those contracts. The Board previously determined that we would like to use these funds for emergency funds locally.

Supervisor Walls opened the Public Hearing at 7:34 p.m

There were no public comments.

Supervisor Walls closed the Public Hearing at 7:35 p.m.

Old Business:

1. Second Reading: Amendments to Ordinance No. 66, Emergency Services Cost Recovery
- ★ Clerk Strole moved to adopt Amendments to Ordinance No. 66, Emergency Services Cost Recovery, as published for Second Reading, said adoption to take effect seven days after publication of Notice of Adoption. Trustee Hopper supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

2. Second Reading: Zoning Ordinance No. 26, Proposed Map and Text Amendments

Supervisor Walls explained that the Planning Commission forwarded with a recommendation of approval zoning map changes which excluded the areas where there were concerns expressed at the public hearing. The controversial proposals that were before the Planning Commission are not included in this Second Reading. At the last meeting the Township Board made some revisions to the proposed text prior to publishing for Second Reading. The revised document has been published.

Clerk Strole noted on page 9, paragraph 6, the phrase "Airports, aircraft landing strips and heliports may..." should actually read "Airports, aircraft landing strips and heliports, subject to the following conditions." This refers to the PS District, not the R-1-A District. Township Attorney Greg Need confirmed this is just a technical correction.

Clerk Strole noted on page 11, paragraphs g, h and I should be f, g and h.

- ★ **Clerk Strole moved adoption of the Amendments to Zoning Ordinance No. 26 both text and map with the non-substantive corrections noted this evening, said adoption to take effect seven days after publication of Notice of Adoption. Trustee Lamont supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.**

3. 2008 Parks and Recreation Budget

Supervisor Walls said the potential carry-over expenditure into 2008 for the Needs Survey was the reason for tabling this in November. He suggests that we look at the pages that use the same accounting system format that we adopted for all other funds. Sarah Richmond from Parks and Recreation has made handwritten notations showing changes from what we received in November at the Budget Hearing.

Trustee Cooper commented that he has a hard time approving budgets that do not show any contingency, and when you budget to spend all the money that is available without setting any funds for contingency consideration.

Treasurer Dubre said she is pleased to see that the prior year fund balance is higher than where we started. Regarding the monies for the needs assessment survey, she asked if any of those monies are being expended before the end of this year. Ms. Tucker said, yes, they are.

Trustee Hopper said he is concerned with the appropriation of the prior year fund balance. He does not see a turn in the economy, and eventually it will be zero. There will not be any more money from the Township either. Something will have to happen, and it worries him.

Trustee Lamont said he concurs with Trustee Cooper and Trustee Hopper.

- ★ Trustee Hopper moved to approve the Parks Budget in the amount of \$601,889.00 Revenue and Expense as presented. Clerk Strole supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, and Lamont; No: Cooper; Absent: Vallad. The motion carried by a 5 to 1 vote.

New Business:

1. Community Development Block Grant Funds Reprogramming: 2005 Program Year

- ★ Supervisor Walls moved that the Board reprogram 2005 Community Development Block Grant Funds in the amount of \$2,072.00 from Public Service Katrina Relief Funds to Public Service Emergency Services. Trustee Cooper supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

2. Property Management Services: Fire Stations #1 and #2

Supervisor Walls noted that he received a Property Management proposal for Fire Stations 1 and 2 from Mike Forst at a rate of \$2,200 annually, invoiced at \$550 quarterly. The Board has also been provided with an email from Fire Chief Oaks stating that he does not want to employ a property manager.

Trustee Cooper asked if this is really necessary, because this is different than other buildings the township owns, and he does not see the value of monthly management service on a fire station. Supervisor Walls said he believes it is necessary and valuable. Fire Chief Oaks explained that it is in his job description, and his full time firefighters can perform general maintenance at the Fire station. He is strongly opposed to hiring someone and believes it is a waste of money. Fire Chief Oaks said he is the Department Head and this should be his decision. Supervisor Walls said this would give him the opportunity to be a fire chief and not a maintenance man. It is not a personal slam to Fire Chief Oaks and the \$2,200 per year is miniscule.

Trustee Lamont commented that Chief Oaks works hard, and that if he had somebody to help with maintenance of the buildings it would enable him to focus more of his attention on firefighting. Trustee Lamont also noted that use of a building manager for the Civic Center has reduced energy costs, and that maintenance savings for the fire stations could offset service costs.

Trustee Hopper said he agrees it could be a service to Chief Oaks, but he sees that Chief Oaks is against it, and would be agreeable to giving the Chief the opportunity to manage the buildings for a year.

Treasurer Dubre commented that Mike Forst has done a wonderful job managing the Civic Center building, and that the Board might want to revisit the matter in a year.

Clerk Strole noted that the new Fire Station 2 is a million dollar plus building. She didn't think there was any intention to usurp his authority as Fire Chief but to assist him with the increased demands of maintaining that building. Supervisor Walls suggested that Chief Oaks put together a schedule and packet with service agreements, so the building gets maintained. He said that no one expected Chief Oaks to have to personally maintain the building.

Kathryn Gorz, Brook Lane, state that we can trust Chief Oaks as Chief.

- ★ **Treasurer Dubre moved that we wait on entering into any property management services for either fire station until we have given Charlie an opportunity to create a checklist, quarterly review and maintenance program of his own to run both stations #1 and #2, list to be submitted by March of 2008. Trustee Hopper supported the motion.**

Mike Forst suggested that the March submittal date was not enough time and would put a lot of pressure on Chief Oaks. The Board discussed the amount of time needed. At the suggestion of Supervisor Walls, Treasurer Dubre and Trustee Hopper agreed to amend their motion to change the March 2008 submittal date to June 2008.

- ★ **Vote on the motion as amended. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.**

3. 2007 Budget Amendments

Supervisor Walls presented the Board with a written list of proposed amendments to the 2007 General Fund, Fire Fund, Police Fund, Building Fund and Civic Center Debt Funds. Regarding the proposed Building Fund amendments, he said the Board needs to decide whether the monies transferred from the General Fund should be considered a loan to the Building Fund. Treasurer Dubre said the Board should keep it as a loan. Supervisor Walls and a majority of the Board concurred. Supervisor Walls also said that the auditors noted that the Board needs to adopt 2007 budgets for the old Parks and Recreation Fund (Fund 208) and the old Shiawassee Basin Fund (Fund 275).

- ★ **Supervisor Walls moved that the funds transferred from the General Fund to the Building Department Fund in 2007 be considered as a loan to that fund. Trustee Hopper supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.**
- ★ **Trustee Cooper moved to approve the December amendments presented today [and attached to Minutes], with the exception of the change with the Building Department revenue being deleted. Trustee Hopper supported the motion.**

Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

- ★ **Supervisor Walls moved adoption of the 2007 Budgets for the Parks and Rec – 208 Fund and the Shiawassee Basin – 275 Fund as presented this evening [and attached to Minutes]. Clerk Strole supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.**

4. 2008 Medical Insurance

Supervisor Walls explained that exploration of an alternate medical program is part of the reason we are revisiting this. A Health Savings Account program with high deductible insurance was suggested previously and it appeared at that time it might be advantageous for employees and for the Township. However, after further review it was found that may not be the case. Not one employee who contacted him was in favor of pursuing this program; and, due to premium increases, the cost savings to the Township are no longer as good. He suggested not pursuing it at this time. The Board members concurred. (A copy of Supervisor Walls' memo dated December 3, 2007 is on file at the Office of the Clerk, Springfield Township).

Mrs. Gorz urged the Board to reconsider Section 125.

Mr. Scott Proper, 10688 Bigelow, commented that the Board should continue to monitor the issue of the Health Savings Account. At some point, the township will no longer be able to afford Blue Cross/Blue Shield.

- ★ **Supervisor Walls moved that we require the employees to pay \$30 per month toward the cost of the one-person coverage or \$65 per month for the two-person coverage for the medical insurance. Clerk Strole supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.**

5. Employee Handbook – Medical Insurance Reimbursement

Supervisor Walls mentioned that there is a conflict in our Medical Reimbursement policy. He suggested that, once we figure out what it is we want to accomplish, we ask our Township Attorney to put a handbook change into appropriate form. He believes, as we look through our medical insurance portion of our fringe benefit policies, we have some conflicts or potential conflicts with policy language. The Board concurred that the intent is to only pay for a maximum of two people, to place all employee policies on a future agenda for review, and to hold off re-writing this policy until all are reviewed.

6. 2008 Salaries

Trustee Cooper asked if we are considering COLA adjustments or salary adjustments tonight? Supervisor Walls said he does not separate the two. Trustee Cooper said if we look at income, cost of living is up for everyone, no matter how much money they make. He thinks all employees should get the same amount of increase instead of a percent COLA adjustment. Supervisor Walls and Trustee Lamont disagreed.

The Board agreed to use 3% as a benchmark for considering employee raises. The Board further agreed that elected officials would not receive a pay raise for the upcoming year.

- ★ Trustee Lamont moved that the full-time township employees in the Assessing Department and in the Treasurer Department, not including the elected officials, be given a 3% raise for 2008. Treasurer Dubre supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper and Lamont; No: Cooper; Absent: Vallad. The motion carried by a 5 to 1 vote.
- ★ Trustee Lamont moved that the Deputy Clerk, the Voter Registration Clerk and the Administrative Assistant for the Supervisor be given a 3% raise for 2008. Treasurer Dubre supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper and Lamont; No: Cooper; Absent: Vallad. The motion carried by a 5 to 1 vote.
- ★ Trustee Lamont moved that the Fire Chief and the two full-time firefighters receive a 3% raise for 2008. Treasurer Dubre supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.
- ★ Supervisor Walls moved that the Flexible Part-time position (Web and Cable Coordinator) be increased from \$15 per hour to \$15.45 per hour. Trustee Hopper supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.
- ★ Supervisor Walls moved that the permanent part-time clerical rate in the Fire Department be increased from \$15 per hour to \$15.45 per hour. Trustee Cooper supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.
- ★ Trustee Lamont moved that the Accounts Payable Clerk in the Clerk's office receive a 3% raise for 2008 plus a \$1,000 addition to that amount to help bring her position in line for her responsibilities as outlined in the job description for that job. Clerk Strole supported the motion. Vote on the motion. Yes: Walls, Strole, Hopper and Lamont; No: Dubre and Cooper; Absent: Vallad. The motion carried by a 4 to 2 vote.

- ★ Clerk Strole moved that the Recording Secretary be paid a flat rate of \$70 for the first hour of meeting time and \$17.50 per ¼ hour thereafter. Trustee Hopper supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.
- ★ Trustee Cooper moved to pay the fire run firemen \$14.00 per hour up to \$16.00 per hour according to training and probationary \$9.00 per hour. Trustee Hopper supported the motion.

Supervisor Walls commented that that is inconsistent with all the other raises given tonight. Chief Oaks said there is a pay difference for the officers now. Trustee Cooper amended his motion to include plus \$1.00 per hour for officers. Trustee Hopper supported the amendment.

- ★ Vote on the amended motion. Yes: Dubre, Strole, Lamont, Hopper and Cooper; No: Walls; Absent: Vallad. The motion carried by a 5 to 1 vote.

Supervisor Walls asked Chief Oaks if he recommends a raise for the Assistant Fire Chief. Chief Oaks said he does not because his response time is not what it should be and he has not done any additional work.

- ★ Clerk Strole moved to accept the Fire Chief's recommendation to have the salary for the Assistant Fire Chief and the rate per meeting for officer meetings and training meetings to remain the same as 2007. Trustee Hopper supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.
- ★ Trustee Lamont moved that the elected officials salaries for 2008 remain the same, zero increase. Treasurer Dubre supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper and Lamont; No: Cooper; Absent: Vallad. The motion carried by a 5 to 1 vote.
- ★ Trustee Lamont moved that the Planning Commission and Zoning Board of Appeals and Board of Review salaries remain the same for 2008. Clerk Strole supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

7. Zoning Board of Appeals Appointee

Trustee Cooper said in regard to the memo from the Supervisor stating he is stepping down from the Zoning Board of Appeals, he does not feel that Trustee Vallad should just be slipped into that position. Supervisor Walls stated there was no intention to just slip anyone into that position. He said that Trustee Vallad simply offered his service, and noted that a ZBA appointment is a

full Board decision. Trustee Cooper stated we have residents that may be interested and we should afford them the opportunity to apply. The Board concurred that we should seek interested residents. The position will be posted on Web and Cable. The Board discussed how and when interviews might be conducted but decided to make no decision pending the amount of interest shown.

- ❖ **Clerk Strole moved to accept the resignation of Supervisor Walls from the Zoning Board of Appeals, effective upon appointment of a replacement, and to express the Board's thanks for his years of service. Trustee Lamont supported the motion. Vote on the motion. Yes: Walls, Strole, Dubre, Hopper, Lamont and Cooper. No: none. Absent: Vallad. Motion carried by a 6 to 0 vote.**

Public Comment:

Kathryn Gorz, Book Lane, commented that in regard to medical insurance, employees that receive the insurance just got a bigger raise than employees who do not receive the insurance. By the cost of the insurance going up and the township covering that cost, that is in effect another raise to that employee. Treasurer Dubre said she understands that.

Adjournment:

Hearing no other business, Supervisor Walls adjourned the meeting at 9:52 p.m.

Collin W. Walls, Township Supervisor

Nancy Strole, Township Clerk