Minutes of
BOARD OF TRUSTEES
REGULAR MEETING
October 12, 2023

SPRINGFIELD CHARTER TOWNSHIP
Sean R. Miller, Clerk



Call to Order: Supervisor Moreau called the October 12, 2023 Regular Meeting of the Springfield Township Board to order at 7:30 pm at the Springfield Township Civic Center.

Pledge of Allegiance

Roll Call:

Board Members Present

Laura Moreau	Township Supervisor
Sean Miller	Township Clerk
Jamie Dubre	Township Treasurer
David Hopper	Township Trustee
Jason Pliska	Township Trustee
Denny Vallad	Township Trustee
Bill Whitley	Township Trustee

Board Members Not Present

Others Present

Greg Need	Township Attorney

Agenda Additions & Changes: Supervisor Moreau proposed to add "appoint Rodney Rosswurm to the Waumegah Lake Improvement Board for a three-year term ending in October 2026" to Consent item f and move New Business Item 5 up to New Business 2.

Public Comment: None.

Consent Agenda:

Trustee Hopper moved to approve the Consent agenda as amended. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad and Whitley; No: none; Absent: none. The motion carried by a 7 to 0 vote.

a) Approve minutes: Regular meeting of September 14th, 2023; September 27th 2023 Budget Workshop Minutes
b) Accept the September 2023 Treasurers Report
c) Receive September 2023 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT, and Natural Resources



d) Authorize payment of bills: September Additional Disbursements totaling $551,448.51 and October 2023 Bills List totaling $99,663.08
e) Set Budget Hearing for November 9, 2023 at 7:30pm
f) Appoint Mark Melletat and Dale Ermshler to the Big Lake Improvement Board for three-year terms expiring in October, 2026; appoint Steven Felix to the Dixie Lake Improvement Board for a three-year term expiring in October, 2026; Appoint Lawrence Ziehr to the Susin Lake Improvement Board for a three-year term expiring October, 2026; Appoint Rodney Rosswurm to the Waumegah Lake Improvement Board for a three-year term expiring in October, 2026
g) Adopt Resolution 2023-17 to approve the Dangerous Buildings Costs to Tax Roll for Parcel ID# 07-14-176-024 in the amount of $13,327.79

Old Business:

1. August 2023 Board Meeting Payroll Concerns

Clerk Miller began this discussion by saying that this was brought to the Board in August regarding a request to change the payroll provider to BS&A. Clerk Miller stated that at the meeting Treasurer Dubre brought forward many concerns regarding the Clerk's Office and payroll. He wanted the Board to know that he took all those concerns seriously and the ways in which he has addressed them. The first concern being that there was no back-up to payroll and that the account hasn't reconciled. He stated that when the payroll was first transitioned to Paylocity, he attended all the virtual training sessions, but admitted that he has been preoccupied with all the election changes taking place and has not been as involved as he should have been with the process. Clerk Miller stated that since the August Board meeting, he has personally processed every payroll to get more familiar with the process and developed a detailed manual that includes screenshots and checklists in order to streamline the process. The idea being that anyone can pick up the manual and process payroll from start to finish, if needed. He continued by saying that recent discussions with Treasurer Dubre indicate that there have been no issues reconciling the payroll account since the August meeting and that she has also reviewed the new payroll manual. The Audit report indicated that a few payroll check runs did not have coinciding check numbers between the cleared checks and the checks in the accounting system, this was discussed with the Deputy Clerk when the audit report was received. Clerk Miller stated that when the payroll check import is done in the accounts payable program, there is a drop-down menu to select how the checks are sorted. Since BS&A had done a software update, the menu had automatically changed how the checks were to be sorted, and this went unnoticed. The solution was to manually change how the program sorts so that the check numbers correspond with the names. Since this problem was brought to his attention, they have been double checking that the check numbers and names correctly align each payroll period. Clerk Miller continued by saying that talking with Paylocity they were told multiple times that Paylocity doesn't pre-note direct deposits. Because of this, there were issues with a payroll check bouncing back due to the account number being off by one digit. The directions given by Paylocity to remedy this were incorrect, thus this certain payroll check was paid twice. This was corrected, but it took a few payroll cycles. They have since learned that Paylocity does have the ability to pre-note,



therefore every new direct deposit is pre-noted. As noted in the August meeting and the Budget workshop meeting, the earliest BS&A could implement their software for payroll would be the second quarter of 2024. Clerk Miller agreed that implementing a new software in an election year is not a good idea, and therefore would like to stick with Paylocity for the time being.

Supervisor Moreau thanked Clerk Miller for bringing this back to the Board and having all the issues addressed.

Trustee Whitley agreed.

Treasurer Dubre agreed that the manual is very thorough, and she felt good about it and the work that was put into it. Her biggest concern was the pre-noting and she stated she is glad this was addressed and how they are now able to do that. She stated that all previous issues have been resolved regarding reconciling the payroll account and she thanked Clerk Miller.

New Business:

1. Farmland and Open Space Preservation Program Agreement- 9750 Melissa Ln.

Supervisor Moreau began this discussion by stating that this Farmland and Open Space Preservation Agreement is for 9750 Melissa Lane. This agreement would restrict any non-agricultural development on this parcel for a minimum of 10 years, in exchange for possible income tax benefits and special assessment exemptions.

Treasurer Dubre asked if the property would be automatically exempt from a special assessment.

Supervisor Moreau stated that currently there are no special assessments for Melissa Lane.

Attorney Need stated that this kind of special assessment would only pertain to water or sewer and doesn't believe a road assessment would be included in that.

Supervisor Moreau continued by saying that the Board's job is to ensure that the application is complete, and all steps were followed. This application was sent to Oakland County Planning, local business development, and Oakland County Conservation District for approval. They reviewed the Township's current Master Plan to make sure this was consistent with the current land use.

Trustee Hopper moved to approve the application for Farmland Agreement from Lewis Trojan at 9750 Melissa Lane, Parcel ID# 07-06-400-019, and authorize the Clerk to note the approval on the application and forward to MDARD. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley; No: none; Absent: none. The motion carried by a 7 to 0 vote.



2. Proposed Amendments to Cost Recovery Ordinance

Supervisor Moreau began this discussion by saying that this was based on a strong suggestion from the Township's auditor, Ken Palka following the 2022 financial audit. He suggested that the Township adopt a policy for appeals to cost recovery charges. The cost recovery, up until the Township went to advanced life support, had very little about transporting and more about collecting on the cost to provide emergency response to all responsible persons. The ordinance currently provides an opportunity to appeal the cost charge and is very vague and broad. Even in the case of an auto accident, it states that the cost is to be shared by all responsible persons involved. She stated that she and Chief Feichtner spoke about this and stated that it is normally sent to the responsible person, as in the person who received the ticket. Therefore, there is difficulty in interpretation and application and that gets compounded when the appeal process is noted but not detailed. In the process of going through and considering how to establish parameters, Supervisor Moreau stated that she wants to have a look at how and when the Township is charging for cost recovery. Supervisor Moreau said she doesn't like the idea that Springfield Township would potentially be charging for services that neighboring communities don't charge for. She stated she sent out an informal survey to the Oakland County Association of Township Supervisors asking for input. She said the response was that most departments charge for transport and emergency response involving any public or private utility company. Some also charge cost recovery when an accident involves criminal activity. Springfield charges in all those circumstances, plus charges for auto accidents if the individual is not a resident and is ticketed. After review, Supervisor Moreau is proposing to continue to charge for arson, and incidents that include gross negligence.

Attorney Need explained what constitutes gross negligence.

Supervisor Moreau continued by saying that they are adding Arson, Restitution, and EMS Transport to Section 2-151.

Treasurer Dubre stated that she wanted to make sure the Township has flexibility to recover expenses from medical transport.

Supervisor Moreau continued by saying that the Appeals section has been removed since it is no longer relevant. Section 2-152, Exemptions, references mutual aid agreements only. She also stated to the Board that this is a first reading only.

Trustee Pliska asked if someone was impaired by alcohol or drugs if that would that constitute as gross negligence.

Attorney Need answered that it would depend on the state of intoxication.

Supervisor Moreau stated that she would be happy to specify that and reference driving under the influence specifically. But she questioned whether the cost recovery for driving under the influence would come back to the Township or stay in the local court system.

Treasurer Dubre answered that the cost recovery for Police is separate and comes to the Township separately from the courts as restitution.

The Board agreed that they would like to specifically reference driving under the influence.

Trustee Hopper referenced Section 2-147 where it states a controlled substance and asked Attorney Need if marijuana still falls under that category.

Attorney Need stated that should be added to the section.

Clerk Miller asked Attorney Need if they could change it from "controlled substance" to "intoxicating substance".

Attorney Need agreed.

Trustee Hopper moved to authorize the Clerk to publish for second reading with changes discussed this evening. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley; No: none; Absent: none. The motion carried by a 7 to 0 vote.

3. 2024 Flexible Spending Account – Approve Renewal and Set Limit

Supervisor Moreau stated that the Township's FSA is up for renewal, and they need to set the contribution maximum. She said that the IRS sets the maximum and for many years the Township has held a maximum contribution amount to $2,500 per year for an employee. Those funds are immediately available to the employee at the beginning of the year and come out of the employee's paycheck every pay period. She is requesting that the Board consider increasing the contribution amount due to rising costs.

Treasurer Dubre stated that $10,000 is held in a liquid account so that the money is available to be taken out whenever an employee's FSA card is used.

Trustee Pliska asked if the Township ends up advancing a significant amount to the employees.

Treasurer Dubre answered that there are only 5 people with the maximum contribution amount, but more money could be added to the account if needed, but that would need to be brought before the Board for approval.

Trustee Whitley asked if there was any employee feedback on whether the $2,500 is sufficient or not.

Supervisor Moreau stated that the best feedback is to look at the amount each employee is contributing and stated most are not contributing the full amount.

Trustee Pliska stated that with the costs increasing he thinks it's a good idea to give the employees the flexibility to have that additional amount if they choose.

Clerk Miller moved to authorize the renewal of the BASIC Flexible Spending Account for 2024 with the maximum employee contribution amount of $3,000. Supported by Trustee Pliska. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley. No: none; Absent: none. The motion carried by a 7 to 0 vote.

4. Renew Medical Plan and Set Employee Contribution Rates

Supervisor Moreau began this discussion by saying that Michigan Planners gave various options for the 2024 medical plan renewal. To stay with the current HMO plan, the rate increase will be at 9.04%. They were anticipating a 10% increase, so they are within the budget. She stated that the Township staff have been appreciative of the current plan because of the no deductible and low co-pays. She continued by saying that she thinks the current plan is reasonable and the best fit for Township employees. Clerk Miller prepared PA 152, Publicly Funded Health Insurance Contribution Act analysis, which shows the Township's expense is 16% less than the hard cap maximum. She stated that in the past there have been the same contribution amounts charged for single, double, and family rates. The average cost per employee is $13,227.69 per year. Her recommendation is to make no changes to the current medical plan or employee contribution rates and to participate in the current medical plan.

Treasurer Dubre stated that the rates will be the driver and reminded the Board that the Township can't offer multiple plans because they are a small group employer. She continued by saying that going over options early in the year would be beneficial, as the numbers may change but agrees that keeping the same plan is the way to go.

Trustee Pliska added that the average cost is reasonable and agreed that as a best practice it would be a good idea to review the different plans and survey the employees every year to get the best fit plan.

Supervisor Moreau agreed and stated she would want to get Michigan Planners involved to have a presentation of all the different plans and options.

Trustee Whitley agreed that getting employee feedback is important.

Clerk Miller agreed.

Supervisor Moreau stated that the Township will make a note to commit to a mid-year review of the medical plan options and get feedback.

Clerk Miller moved to renew the Township's medical, dental, and vision benefits for 2024 with BCN HMO Platinum 10% as outlined in the Michigan Planner's 2024 Employee Benefits Proposal



and continue the monthly employee contribution rates at Single, $50.00; Two-person, $100.00; and Family, $200.00 and adopt Resolution 2023-18 to adopt the Exemption Option for plan year 2024 as set forth in Public Act 152 of 2011, the Publicly Funded Health Insurance Contribution Act. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley. No: none; Absent: none. The motion carried by a 7 to 0 vote.

5. Oakland County Early Voting Agreement

Clerk Miller led this discussion by saying that the passage of Proposal 2022-2 created a constitutional right to 9 days of in-person early voting. There are 3 options provided in the implementation legislation which include a municipality administering early voting solo, partnering with another municipality, or partnering with the County. Oakland County has agreed to assist the municipalities in administering early voting. Under the proposed county agreement, Springfield Township would be partnering with Rose Township and Holly Township and the early voting site would be the activity center at Springfield Oaks. He wanted to make it clear that this is not a county takeover of the elections, merely a partnership. Clerk Miller stated that he will be the site supervisor for all 9 days of early voting, thus ensuring that the control of elections stays in Springfield Township. He added that the Election Commission, which is comprised of himself and Trustees Hopper and Vallad, as well as Treasurer Dubre have all expressed their support of this plan. With the agreement, Oakland County will recruit and appoint all election inspectors, as required by law, as well as handle payroll and year-end accounting for all election inspectors, provide notice of the early voting site and hours of operation, assume all costs of equipment and supplies, provide training to all early voting election inspectors, and conduct testing of all early voting equipment. Any costs that are not reimbursed by the state or county will be equally divided between the participating municipalities. Clerk Miller continued by saying that administering early voting solo would cost an additional $40,000-$50,000, on top of the proposed budget for next year. This cost includes additional training, staff overtime, and the cost of printing 13,000 postcards to provide the required notice to all registered voters. This would also mean occupying space for no less than 13 consecutive days for each election, or 39 days for the year. Clerk Miller is asking the Board to approve the agreement with Oakland County to provide early voting services.

Supervisor Moreau stated that she is against the agreement. She recognizes that this is in response to what the voters determined in 2022, but she is concerned about upholding the integrity of elections. She believes that partnering with the county is a move in the direction of them taking over the election process. She also doesn't like the fact that Springfield voters would be combined with two other municipalities under the direction of the Oakland County Clerk. She feels this takes the voting out of Springfield Township's control. She stated she does not support the agreement and is voting against it.

Trustee Whitley asked if there are others that share her concerns.

Supervisor Moreau answered that she is aware that not all other municipalities are going to be working with another municipality or with the county and this was something discussed in a meeting with other supervisors. She continued by saying that she is glad to see that there is a

provision to opt-out of the agreement and she asked the election commission to keep an eye on that and to opt-out if it doesn't seem to be working out.

Clerk Miller added that he plans to revisit this agreement, but he feels it is the best way to go for now with all the other changes in elections that the Clerk's office has to contend with.

Treasurer Dubre added that she feels more comfortable knowing that the early voting is taking place in Springfield Township.

Clerk Miller stated that he knew it was important that Springfield Township's residents be able to vote in the Township and that was a big deciding factor.

Trustee Whitley asked Clerk Miller how other Clerk's feel on a collective basis.

Clerk Miller stated that he knows of only two other municipalities not partnering with the county, but their reason for not partnering with the county is because of the distance voters would have to drive to get to a voting location. He also stated that the integrity of the election process is of paramount importance to him and if he thought that the integrity of the elections would, in any way, be compromised, he would not agree to this.

Treasurer Dubre moved to approve the interlocal agreement with Oakland County to provide Early Voting Services and authorize the Clerk to sign the agreement on behalf of Springfield Township. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Pliska, and Vallad. No: Moreau and Whitley; Absent: none. The motion carried by a 5 to 2 vote.

6. Audio/Visual System for Civic Center Conference Room

Chris Benedict, IT Administrator, led this discussion by saying that there is a lack of a recording/presentation system in the lower-level conference room. In past years for zoom meetings there has been trouble getting laptops and other equipment set up to be able to utilize the room correctly. He obtained quotes from 3 different companies on projector style systems and different types of setups. He did mention that the recommended bid from National Communications Corporation does include a year of support for labor, equipment, plus any manufacturer's warranties. He also thanked Facilities Manager, Jerry David, for providing assistance with this.

Trustee Hopper moved to Authorize the Supervisor to enter into agreement with national Communications Corporations to upgrade the lower-level conference room audio/visual system as outlined in their proposal dated 10/4/2023 at a cost not to exceed $20,000 charged to the Cable TV Fund Capital Outlay cost center and to amend the 2023 Cable TV budget to increase the Capital Outlay cost center by $15,000 to $20,000. Total Expenditures increase to $116,300. Total Revenues remain unchanged at $82,000. Supported by Treasurer Dubre. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, Vallad, and Whitley. No: none; Absent: none. The motion carried by a 7 to 0 vote.



PUBLIC COMMENT: Supervisor Moreau commented that the Fire Department received the new engines. She thanked everyone involved.

Adjournment:

Hearing no other business, Supervisor Moreau adjourned the meeting at 9:04 pm.

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Laura Moreau, Supervisor

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Sean R. Miller, Clerk