



Call to Order: Supervisor Moreau called the October 13, 2022, Regular Meeting of the Springfield Township Board to order at 7:30 pm at the Springfield Township Civic Center with members of the public onsite in the Conference Room and remotely via phone/video conference.

Pledge of Allegiance

Roll Call:

Board Members Present

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

Board Members Not Present

Jason Pliska	Township Trustee
--------------	------------------

Others Present

Greg Need	Township Attorney
-----------	-------------------

Agenda Additions & Changes:

Board members agreed to move forward with the amended Agenda, adding New Business #8, Renewal of the 2023 Medical Plan.

Public Comment:

Supervisor Moreau commented on the update of the Township Master Plan, the need for public participation, and the ways in which residents could provide input. She noted that there will be a Master Plan open house on Tuesday, November 29, 2022 from 6-8pm in the Civic Center Meeting Room.



Consent Agenda:

*

Trustee Hopper moved to approve the Consent agenda as presented, Clerk Miller supported the motion. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

- a) Approve Minutes: Regular Meeting of September 8, 2022; Minutes of August 30, 2022 Joint meeting; September 28, 2022 Budget Workshop
- b) Accept September 2022 Treasurer's Report
- c) Receive September 2022 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT and Natural Resources
- d) Authorize payment of bills: September Additional Disbursements totaling \$101,890.77 and October 2022 Bills List totaling \$ 231,868.38
- e) Set Budget Hearing for November 10th at 7:30 pm
- f) Appoint Lawrence Ziehr to Susin Lake Improvement Board to Complete John Opie's Term expiring October 2023, and re-appoint Denny Vallad for a three-year term expiring October 2025
- g) Approve Requests from Road Commission for a temporary Easement for Roadway improvement and Highway Easement for ADA sidewalk improvements at intersection of Broadway and Eaton
- h) Authorize the Clerk to submit payroll October 18, 2022 instead of October 31, 2022
- i) Receive Communications: Notice from the Brandon Township Planning Commission that Brandon Township has finalized their Master Plan Update

Presentation:

1. Village of Holly Fire Department – Recognition for Assistance with June 21st Fire

Chief Steve McGee presented the Springfield Township Fire Department with a recognition award for their participation and help during a fire in the Village of Holly on June 21, 2022.



New Business:

1. 2022-2024 Law Enforcement Services Agreement – Approve Amendment

Supervisor Moreau summarized the memo provided for this item. The increase in contract amount is approximately \$30,000 which is to add a Lieutenant to the Substation and remove the Patrol Investigator position so a Detective Sergeant would replace this position. She explained the Resolution provided with the packet.

Trustee Whitley moved to authorize the Supervisor to execute and that the Board approve Resolution #2022-10 which is an amendment to the 2022 through 2024 Law Enforcement Services Agreement with Oakland County Sheriff's Office to add one Lieutenant and delete one Patrol Investigator position effective December 1, 2022. Supported by Trustee Hopper. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

2. Fire Station 2 Bay Floor Resurfacing Award Bid

Captain Hart explained the Fire Station 2 Bay Floor Resurfacing Award Bid memo that was provided to the Board. The floor is the original floor from 2007/2008 when the station was built and they are looking to resurface just the bay floor of roughly 5000 square feet. He summarized the bids received and recommended that the Township accept the bid from Concrete Floor Treatment, Inc. at a cost not to exceed \$42,000.

Clerk Miller asked if there was a warranty for the work.

Captain Hart answered yes. He does not have details about the warranty but he can find those details out.

Trustee Whitley asked about the condition of the floor in the smaller rooms that are not being done.

Captain Hart replied that the condition is good and they do not have to be resurfaced. The company will also provide one smooth finish.

Trustee Hopper commented on his experience with Concrete Floor Treatment, Inc. and that the Fire Department would be happy with the results.



Treasurer Dubre moved to authorize the resealing of Station 2 Main Floor by Concrete Floor Treatment Inc. at a cost not to exceed \$42,000 to be paid from the ARPA General Fund. Supported by Trustee Hopper. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

3. Fire Department ALS Supplies & Equipment Approve Purchases

Captain Strickland provided details and summarized the proposed Fire Department purchase of ALS Supplies and Equipment in order to bring Medic 3 up to an ALS unit. Originally, this project would \$105,000 but Captain Strickland was able to secure all the supplies and equipment for less than \$60,000.

Supervisor Moreau asked if they would get all the items right away.

Captain Strickland responded that everything will be right away with the exception of the IO drill kit due to a manufacturer's delay.

Treasurer Dubre moved to authorize the purchase of ALS Supplies for Medic 3 along with additional supplies as outlined in Captain Strickland's memo dated 10/4/2022 at a cost not the exceed \$60,000 to be paid from the ARPA General Fund. Supported by Clerk Miller. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

4. 2022-2023 Snow Removal – Award Bid

Jerry David, Property Manager, stated that last year, the Board authorized a trial run with All-n-One for snow removal for the past snow season. He noted that they plowed Township properties, Parks and Rec areas, and the Fire Stations and everything went very well. He is recommending that the Township continue their contract through the upcoming 2022-2023 Snow Removal Season with All-n-One.

Supervisor Moreau stated that the Park Commission reviewed the bids and voted to continue with All-n-One for the 2022-2023 season. She noted that requests for bids were sent to 6 companies and 3 responded, one of which was All-n-One and was the low bid.



Trustee Whitley asked whether All-n-One would be plowing Station 1. He noted that Station 1 is not listed on the contract.

Supervisor Moreau replied that this would be plowed by the firefighters since it is not staffed.

Mr. David provided a timeline of who plowed depending on what time of the day it was needed.

Trustee Whitley asked when the Sheriff's Office moves into the Civic Center, how will this affect the snow plow services.

Supervisor Moreau answered that this would be a consideration for the 2023/2024 snow season.

Treasurer Dubre moved to authorize the Supervisor to execute a contract with All-n-One Lawncare Services for 2022-2023 snow removal services outlined on the 10/5/22 Snow Removal Bids List with a 9/16/22 date. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

5. Keyless Locks System – Proposal for Approval

Supervisor Moreau stated that the Fire Department has already instituted this system. The Township Board previously looked at this system and decided not to do it at that time but with continuing issues with security and seeing how well it has worked at the Fire Department, they are now in a position to move forward.

Mr. David and Mr. Chris Benedict summarized the information regarding the keyless locks system proposal.

Supervisor Moreau summarized the changes to the proposal since the packets were distributed including the Parks and Recreation access door.

Treasurer Dubre asked about the proposal cost.

Mr. David stated that the total for the Civic Center and 700 Broadway would be \$34,482.00.

Treasurer Dubre asked about the do not exceed cost of \$36,000.



Mr. Benedict stated that they built in extra in case there were any complications.

Mr. David explained that this also included the key fobs.

Treasurer Dubre stated that there should be a transfer from the General Civic Center fund to the Unallocated General because there have been a lot of Civic Center Costs and she would like to discuss this.

Trustee Whitley commented on his support of this system for the Township.

Clerk Miller asked about the timeline for the installation.

Mr. David stated that it will take at least 2-3 months once the proposal is signed to order the parts so January 2023 into February 2023.

Clerk Miller asked if there would be backup access, like a physical key, in the event that the system fails.

Mr. David stated that the doors will still operate with a key.

Clerk Miller stated that they lose power a lot and he would hate to not have access to the building in the event of an emergency.

Supervisor Moreau stated that the backup generator is still planned for the building.

Treasurer Dubre asked if they needed to pay anything prior to the installation.

Mr. David stated that the company is willing to work with the Township once they get to 2023.

Supervisor Moreau stated that the proposal is written to have the 25% deposited. Since the company wants to get things ordered, the Township can pay this now.

Treasurer Dubre moved to authorize the Supervisor to enter into an agreement with AOB Security LLC (DBA Security Designs) for the purchase and installation of an Avigilon Electronic Key Card Building Access System for the Civic Center and 700 Broadway at a cost not to exceed \$36,000.00. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.



Treasurer Dubre explained expenditures out of the Civic Center General Fund. They have not done a transfer from the Civic Center Fund to the Unallocated Fund in quite some time and there is approximately \$625,000 in the sub-fund. She would like the Board to authorize a transfer of \$150,000 to the Unallocated General Fund. They are making changes going forward with the Substation and they will be receiving significant rents that will go to the sub-fund.

Trustee Hopper concurred.

Supervisor Moreau concurred.

Treasurer Dubre moved to authorize the Treasurer to transfer \$150,000.00 from the General Fund Civic Center sub-fund to the Unallocated General Fund. Supported by Trustee Hopper. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

6. Update Clerk's Office & Treasurer's Office Job Descriptions

Clerk Miller summarized the changes in the staffing between the Treasurer's Department and Clerk's Department. The Clerk's Department would now be responsible for CDBG and West Nile programs. Also, Andrea Ewer will now be the recording secretary for the Township Board and this will be built into her job description with no additional pay. He commented on the presented amended job descriptions.

Treasurer Dubre stated that these two items have been eliminated from the Deputy Treasurer responsibilities. She will be working with Clerk Miller and staff to transition with the CDBG program and she explained.

Supervisor Moreau stated that Ms. Mattice had these job responsibilities when she was with the Supervisor's Office and this move will work out well.

Clerk Miller moved to adopt the proposed job descriptions for Clerk's Assistant I and Clerk's Assistant II and the proposed job description for Deputy Treasurer effective immediately. Supported by Trustee Hopper. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.



7. 2023 Flexible Spending Account – Approve Renewal and set limit

Supervisor Moreau summarized this agenda item. This is the time of year which the Township must determine if they would like to continue with the FSA and to approve the FSA limit for each participating employee. The Township maximum contribution in 2022 is \$2,500. She also explained that the medical plan renewal came in at 9.88% increase. The planned budget increase was 10%. Michigan Planners provided two different options, but her recommendation is to remain with the BCN plan which the Township has now. The FSA is not a cost to the Township. She provided an overview of the FSA plan and the medical plan.

Trustee Whitley asked if there was only one health care option for full time employees.

Supervisor Moreau replied yes. There is only an HMO plan and that she has heard positive feedback regarding the health care plan from employees.

Trustee Whitley asked what the employees contribute.

Supervisor Moreau replied currently it is \$50 for single, \$100 for two-person and \$200 for family coverage. They also will look at the hard cap next month. She stated that the FSA money that the employee elects is available January 1 and then the payments come out of their paycheck. If that employee does not stay with the Township, the Township cannot get back the funds. This is a balanced risk.

Treasurer Dubre stated that her office is responsible for administration of the FSA plan, and she provided details about the current participation. They have had loss where the employee took out more than they put in. Her concern with raising the amount is that they are looking to adding positions to the Fire Department and this could raise the Township's liability. She would prefer that they stay at \$2,500 as it is currently. If in 2023, they want to raise it, she would be open to looking at it then. They have never had an instance where the Township would keep the money. She provided details about past participation.

Supervisor Moreau agreed with keeping the maximum at \$2,500.

Trustee Whitley commented on the uncertainty of future economy. He agrees with \$2,500.

Board members agreed with the \$2,500.



Trustee Hopper moved to authorize the renewal of the Basic FSA (Flexible Spending Account) for 2023 with the maximum employee contribution of \$2,500.00. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

8. Renewal of 2023 Medical Plan

Treasurer Dubre moved to continue the Township’s medical, dental and vision benefits for 2023 with BCN HMO Platinum 10% as outlined in the Michigan Planner’s breakdown of the current and renewal amounts keeping the employee contribution at Single, \$50.00; Two-person, \$100.00; and Family, \$200.00. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Vallad, Whitley; No: none; absent: Pliska. The motion carried by a 6 to 0 vote.

PUBLIC COMMENT: None

Adjournment:

Hearing no other business, Supervisor Moreau adjourned the Board meeting at 8:45 pm.

Laura Moreau, Supervisor

Sean R. Miller, Clerk