



**Call to Order:** Supervisor Moreau called the November 10, 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
Jason Pliska	Township Trustee
Dave Hopper	Township Trustee
Denny Vallad	Township Trustee
Bill Whitley	Township Trustee

**Board Members Not Present**

Jamie Dubre	Township Treasurer
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**Others Present**

Greg Need	Township Attorney
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**Agenda Additions & Changes:**

Board members agreed to move forward with the presented agenda.

**Public Comment:**

**Consent Agenda:**

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



- a) Approve Minutes: Regular Meeting of October 13, 2022
- b) Accept October 2022 Treasurer's Report
- c) Receive October 2022 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT and Natural Resources
- d) Authorize payment of bills: October Additional Disbursements totaling \$82,470.01 and November 2022 Bills List totaling \$ 66,102.13
- e) Reappoint Jim Carlton to the Zoning Board of Appeals for a three-year term ending December 2025
- f) Reappoint Ruth Ann Hines and Kevin Sclesky to the Planning Commission for three-year terms ending November 2025
- g) Reappoint Mike Smith and Allen Ross to the Construction/Fire Board of Appeals for four-year terms ending September 1, 2026 and Reappoint Mike Wise for a two-year term ending November 1, 2024
- h) Adopt Resolution 2022-11 to adopt the Exemption Option for plan year 2023 as set forth in Public Act 152 of 2011, the Publicly Funded Health Insurance Contribution Act
- i) Approve 2023 monthly healthcare reimbursement maximums as follows: Single coverage at \$4.67 for Vision, \$32.24 for Dental, and \$433.55 for Medical/RX; 2-Person coverage at \$12.04 for Vision, \$74.26 for Dental and \$1,257.28 for Medical/RX
- j) Adopt Amendments to 2022 Parks & Recreation Fund Budget with new revenues total at \$686,800 and new Expenditures total at \$762,650.00
- k) Receive communications

### **Public Hearing:**

1. 2023 Budgets and Property Tax Millage Rates

Supervisor Moreau pointed out tax rates that are to be approved support the proposed budgets. She summarized and explained the budget materials being presented tonight. The Notice was published as required by law.

### **Supervisor Moreau opened the Public Hearing at 7:35 pm**

Supervisor Moreau summarized each fund budget highlighting items within each.



Chief Feichtner summarized the Fire Fund proposed 2023 budget highlighting all differences between 2022 and what is proposed for 2023 and commenting on some cost centers. He stated that next week, two of the Fire Department crews will be honored at the Oakland County Medical Control Authority and he provided details.

Supervisor Moreau continued with the budget review with the Police Fund summarizing details including the change in command of the substation and the budget adjustments for this change.

Director Richmond provided a summary of the 2023 Parks and Recreation proposed budget and highlighted expenditures of this budget.

Supervisor Moreau continued with the budget reviews with the Building Department fund summary. She also provided a summary of the rest of the Funds including Cemetery Fund, Stewardship Endowment Properties Fund, Endowment Fund, Lake Improvement Fund, Softwater Lake Improvement Fund, Cable TV Fund, Fire Capital Improvement Debt Fund, Capital Improvement Program Debt Fund, Softwater Sewer SAD Debt Service Fund, and the Improvement Revolving Fund. Supervisor Moreau asked for public comment.

No public comment was heard.

**Supervisor Moreau closed the Public Hearing at 8:01 pm**

**New Business:**

1. 2023 CDBG Agreement, Resolution and Application

Supervisor Moreau stated that the public hearing was held earlier tonight and now the Board will discuss how to allocate those funds. She summarized the memo from Amanda Seward, Clerk's Assistant that was provided to the Board.

Trustee Hopper stated that Oakhill Plaza on Dixie Highway is very dark and he explained the need to install lighting along the Dixie Highway side of this plaza. He requested that they install a streetlight there. It is in the Low-Mod area of the Township. He suggested that they reserve some funds for Street Improvements and explore the possibility of installing lighting in this area. He noted that the minimum allocation of CDBG funds is \$3,500 and he suggested allocating the minimum amount.

Supervisor Moreau agreed with Trustee Hopper regarding the use of these funds. She commented that the Township did use CDBG funds to install lights at East Holly and

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Oakhill Road in 2016. This would be a great time to get street lighting in front of Oakhill Plaza. She added that they heard from the two organizations, Neighbor for Neighbor, and the Independence Township Senior Center which the Township would continue to support.

**Trustee Hopper moved that Resolution 2022-12 be adopted inserting that the Public Hearing was opened at 7:01 pm and it was closed at 7:07 pm. Whereas, Springfield Township found that the following projects meet the following Federal objectives of the CDBG program and are prioritized by the community as a high priority need, he would recommend the project Senior Center to receive \$10,961.00 for Independence Township Senior Center; Street Improvements to receive \$3,500.00; and Emergency Services to receive \$6,197.00 and authorized the Supervisor to sign the Sub recipient Agreement as it is presented. Supported by Trustee Vallad. Vote on the motion. Yes: Hopper, Miller, Moreau, Pliska, Vallad, Whitley; No: none; absent: Dubre. The motion carried by a 6 to 0 vote.**

2. 2023 Budgets

**Clerk Miller moved that the tax rates previously certified from for December 1, 2022 tax collection supports the 2023 budgets as presented. He moved to adopt the 2023 Parks and Recreation Fund as presented with revenue at \$687,300.00 and expenses at \$790,815.00; 2023 Stewardship Fund as presented with revenue at \$0.00 and expenses at \$220,000.00; 2023 Endowment Fund as presented with revenue at \$500.00 and expenses at \$0.00; 2023 General Fund as presented with revenue at \$3,203,800.00 and expenses at \$4,220,125.00; 2023 Fire Fund as presented with revenue at \$2,717,400.00 and expenses at \$2,680,000.00; 2023 Police Fund as presented with revenue at \$2,221,500.00 and expenses at \$2,612,900.00; 2023 Cemetery Fund as presented with revenue and expenses at \$0.00; 2023 Lake Improvement Fund as presented with revenue and expenses at \$273,900.00; 2023 Softwater Lake Improvement Fund as presented with revenue at \$14,600.00 and expenses at \$14,000.00; 2023 Cable Fund as presented with revenue at 82,000.00 and expenses at \$101,300.00; 2023 Building Fund as presented with revenue at \$220,000.00 and expenses at \$242,900.00; 2023 Fire Capital Improvement Debt Fund as presented with revenue at \$324,100.00 and expenses at \$323,700.00; 2023 Capital Improvement Program Debt Fund as presented with revenue at \$118,900.00 and expenses at \$119,000.00; 2023 Softwater Sewer Debt Service Fund as presented with revenue at \$100,000.00 and expenses at \$109,800.00; 2023 Improvement Revolving Fund as presented with revenue and expenses at \$0.00.**



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**Supported by Trustee Whitley. Vote on the motion. Yes: Hopper, Miller, Moreau, Pliska, Vallad, Whitley; No: none; absent: Dubre. The motion carried by a 6 to 0 vote.**

3. Hartman Property Access Projects
  - a. Recommendation of Award

Supervisor Moreau summarized the status of the Hartman Property Access Projects. She thanked Mike Losey, Natural Resources Manager, and Sarah Richmond, Parks and Recreation Director, for their hard work on these projects. She explained the bid process and noted that four bids were returned, and the low bid was from Tapland Enterprises, LLC for both projects. AEW recommends accepting the bid from Tapland. She also explained the funding sources for these projects.

**Trustee Pliska moved to award the contract for the Hartman Property Access Projects to Tapland Enterprises LLC in the amount of \$237,065.17 with up to \$218,000 charged to the Stewardship Fund and the remainder of the project charged to the General Fund. Supported by Trustee Hopper. Vote on the motion. Yes: Hopper, Miller, Moreau, Pliska, Vallad, Whitley; No: none; absent: Dubre. The motion carried by a 6 to 0 vote.**

- b. Proposal for Construction Engineering Services

Supervisor Moreau explained the proposal for Construction Engineering Services provided by AEW and commented on the importance of the project. She is recommending that the Township authorize the acceptance of the proposal from AEW. Their proposal is for the Township to make a budget of \$27,000 but this is not a flat cost, this is a projection. She noted that when they have used a construction manager for projects, the standard was a 15% of the construction cost fee and if they used this standard, that would be \$35,550 and they are below that at \$27,000. She explained what the proposal includes.

**Trustee Whitley moved to approve the proposal for professional services with AEW dated November 2, 2022, with a budget of up to \$27,000 to be charged to the General Fund to provide construction engineering services for the Hartman Property Access Construction Project. Supported by Clerk Miller. Vote on the motion. Yes: Hopper, Miller, Moreau, Pliska, Vallad, Whitley; No: none; absent: Dubre. The motion carried by a 6 to 0 vote.**



4. Fire Department ALS Transition  
a. New Hires Process

Chief Feichtner described the New Hire Process as described in his memo provided to the Board members. The position was posted internally. There were 12 applicants who went through 2 rounds of interviews. At this time, he asked the Board to affirm the process and allow him to review the candidates that they have and generate the appropriate offer letters to the potential hires with a hire date of on or around January 1, 2023, and if the Board wanted to hire before that date, they could make that happen however it would likely take a budget amendment.

Supervisor Moreau stated that they need to make sure that the Board is satisfied with the process and moving on in the process since they were not sure how the internal candidate selection was going to work out. She asked the Board for comments and input.

Trustee Whitley stated that the process described was positive and innovative and, not eliminating candidates as you go along but to allow all applicants to go through the two-step interview process.

Trustee Pliska concurred. He believes that there is value to allowing qualified internal candidates to use that as a first talent pool. He is comfortable with the process and moving forward with internal candidates.

Trustee Whitley stated that this is an important step to develop and retain good personnel for the Department.

Trustee Vallad stated that he likes the approach and that it allows for external evaluation too. It is fair to everyone and allows some discussion between the officers for final hire.

Trustee Hopper concurred. There is a huge value to going through the interview process.

Supervisor Moreau stated that the chief has the full support of the Board. They were looking to hire up to 5 people, 3 paramedics and 2 EMT's. They certainly want to have January 1 as a start date but having everyone start all at once can be a challenge. They could potentially get this started in December, perhaps two in December and then the others on January 1. Since last November, they have been trying to cover with not a large source of employees and it seems that starting a couple of people makes sense. She concurred with a budget amendment being required. They are not starting the coverage of Station 1 until January 1, but they would be used to supplement the coverage at Station 2. The overall budget impact is not great.



Trustee Whitley concurred with bringing in a couple employees in December.

Board members agreed with bringing in two employees in December and Chief Feichtner concurred.

Supervisor Moreau explained that these individuals would be hired and brought before the Board at the December meeting, however, that would be after they were hired by Chief Feichtner. This will be moved forward.

b. Health Care Savings Program

Supervisor Moreau explained that this was one of the recommendations of the Committee. She found that it is MERS (Municipal Employee Retirement System) that services this type of program. She was really impressed with the MERS representative after meeting with him. All their questions were addressed including making this work for one employment group of Springfield Township. MERS can also accommodate the vesting schedule that was proposed. MERS is the expert in this field, and she is going to look to them to look at the Township's retirement plan. Greg Need reviewed the documents provided by MERS.

Attorney Need confirmed that everything seemed to be standard.

Supervisor Moreau stated that there is a participation agreement and addendum confirming participation rates that were provided to the Board. She stated that the Board needs to confirm whether this will be a part of the benefit package and if so, the Board needs to discuss the contribution amounts. The assumption was that it would be similar to the 401K plan regarding choosing to participate and if an employee chooses to participate, that employee would be required to contribute 3% and the Township would contribute based on the scale in the employee handbook as previously set by the Board. However, this is not how this plan works; it is fixed. The amount that the employee contributes is fixed and the amount that the Township contributes is fixed. Also, you do not have the option to participate or not, if you are in this group of employees, you are required to participate. This would have to be in the offer letter so the employee knows that they are participating this way. She is recommending is that they do not require an employee contribution, but the Township would contribute 3% of the base pay and this is in the addendum provided. Although the employee does not have to contribute, they may choose to do so but any contribution would be after-tax dollars.





Clerk Miller stated that he didn't like the idea of mandatory contribution and going with a 0% employee contribution is the right thing to do. Since part of this is to recruit and retain, this is a good plan.

Trustee Hopper concurred with the 0% employee contribution.

Trustee Whitley agreed. The difference between contribution before or after taxes is minimal.

Supervisor Moreau explained that the funds can be used if they separate from the Township. It makes the Township more desirable and attractive for personnel.

**Clerk Miller moved to approve the Participation Agreement with the Municipal Employees Retirement System and confirm the Township contribution of 3% of the Fire Department employee's base pay rate and the employee contribution at 0% and also to adopt the Uniform Resolution and the Resolution Establishing Authorized Signatories. Employee contribution is available on an optional basis. Also, to approve the Contribution Addendum as presented. Supported by Trustee Whitley. Vote on the motion. Yes: Hopper, Miller, Moreau, Pliska, Vallad, Whitley; No: none; absent: Dubre. The motion carried by a 6 to 0 vote.**

c. Proposal for Design/Engineering Services for Stations 1 & 2

Supervisor Moreau explained the proposal presented for Stations 1 & 2. She explained the need for living quarters for both stations.

Chief Feichtner summarized the updates that need to be made to both Station 1 and Station 2 to accommodate the Fire Department employees providing ALS services and to made appropriate needed improvements.

Supervisor Moreau explained the plan submitted to the Board members. She also summarized next steps to accomplish the updates. She suggested that they do Station 1 first, then Station 2

Trustee Hopper suggested that they collect bids separately for each station.

Supervisor Moreau reviewed the proposal submitted by AEW for design services to get the work done at both stations.



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Trustee Hopper agreed with using AEW based on the work that they've done for the Township.

**Trustee Hopper moved to authorize the Supervisor and the Fire Chief to enter into an agreement with AEW as outlined in their November 7, 2022 memo for professional services, existing conditions examination, design and construction administration for both Station 1 and Station 2. Supported by Trustee Pliska. Vote on the motion. Yes: Hopper, Miller, Moreau, Pliska, Vallad, Whitley; No: none; absent: Dubre. The motion carried by a 6 to 0 vote.**

**PUBLIC COMMENT:**

Chief Feichtner commented on process improvements and changes being made in the Fire Department. He appreciates all the work that the Committees were involved in. He also commented on the involvement of the Fire Department in providing turkey dinners throughout the community for the upcoming holiday. He also commented on the finishing of the bay floors at Station 2.

Supervisor Moreau thanked Chief Feichtner, Mike Losey, Sarah Richmond and Ryan Hart for their attendance and support at this meeting.

Clerk Miller provided an election update regarding the recent election on November 8, 2022. He thanked his staff and election workers for all of their hard work throughout this election.

**Adjournment:**

Hearing no other business, Supervisor Moreau adjourned the Board meeting at 9:02 pm.

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Laura Moreau, Supervisor

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Sean R. Miller, Clerk