



Call to Order: Supervisor Moreau called the March 9, 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
Jason Pliska	Township Trustee
David Hopper	Township Trustee
Bill Whitley	Township Trustee

Board Members Not Present

Denny Vallad	Township Trustee
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Others Present

Hans Rentrop	Township Attorney
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Agenda Additions & Changes:

Clerk Miller requested that the communication referenced in Consent item h regarding the Joint Meeting with the Park Commission be removed and the communication from the Oakland County Treasurer's Office regarding their foreclosure prevention program be added.

Public Comment:

A resident raised concerns regarding recent home invasions in the township and asked the Board to consider banning commercial solicitation. The owner of the Old House Inn notified the Board that the restaurant would be closing April 30, 2023 and requested that the Township consider purchasing the structure.

Consent Agenda:

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

- a) Approve Minutes: Regular Meeting of February 9th, 2023
- b) Accept the February 2023 Treasurers Report

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- c) Receive February 2023 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT, and Natural Resources
- d) Authorize payment of bills: February Additional Disbursements totaling \$407,122.46 and March 2023 Bills List totaling **\$58,167.94**
- e) Accept Corrected Amendment to Code of Ordinances Section 40-751 Signs.
- f) Authorize the Natural Resources Manager to hire two Natural Resources Crew members in 2023 contingent on acceptance of job offer, wage negotiations and onboarding processes.
- g) Authorize and Approve the Facilities Manager to enter into agreement for the 2023 Lawn Maintenance Season estimate #1069 with All n One Lawn Care Service and including Lot #15 for “As Needed at \$50.00 per cut”.
- h) Receive Communications: Letter from Oakland County Treasurer’s Office regarding foreclosure prevention program

Old Business:

- 1. Oakland County Sheriff’s Substation Relocation
 - a. Waive All Building Department Fees

Supervisor Moreau explained that the Substation Relocation project has been under Board consideration since September, 2021. She noted that construction began on the substation on March 6. Even though this is the Township’s project, they still pull a building permit and go through all the same inspections however, it does not make sense to charge Building Department fees to a contractor who will then charge the Township. The Board must approve any fee waivers and she is looking for the Board to approve waiving all the Building Department fees related to the Substation Relocation Project.

Trustee Hopper moved to approve waiving all Building Department fees relative to the Substation Relocation Project. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

- b. Approve Office Furniture Supplier

Supervisor Moreau stated that the contract awarded to L&R construction encompassed the construction of the interior sections of the substation, but not the furnishings. The lockers and video system were approved last month, however office furniture for the substation and the Parks and Recreation offices are still needed. She requested quotes in January from the two companies who have supplied Civic Center furniture in the past, Office Products Outlet and McMillen Business Interiors. The quote from Office Products Outlet is significantly less than the quote from McMillen Business Interiors. They already have a relationship with Office Products Outlet as they have furnished the Civic Center in recent years. Based on that relationship and their responsiveness, she is recommending that the Board accept the quote from Office Products Outlet.

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Clerk Miller moved to accept the quote from Office Products Outlet dated February 9, 2023 to furnish the Lieutenant and Sergeant offices and further authorize to order other required office furnishings for the substation project from Office Products Outlet at a cost not to exceed \$24,900 to be paid from the Police Fund Capital Outlay. Supported by Trustee Hopper. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

c. Approve Project Budget

Supervisor Moreau described a proposed budget that she is presenting to the Board for its approval. This budget includes the parking lot expansion, which has already been completed; the design, bid, and construction administration which has been substantially completed by AEW; lockers; cabinetry; furnishings; signage; etc. The construction bid was \$204,900 which was awarded, and she is requesting a \$15,000 contingency. They already know there will be some additional electrical and IT wiring costs. The total projected cost for the project is \$485,800. This number does not include the generator for which half will be charged to the Police Fund. The total proposed cost to the Police Fund, including the generator which likely will not occur until 2024, is approximately \$610,800. She explained that the Police Fund can support this expense and will leave a healthy fund balance in the Police Fund. It has been the Board's intention, going back decades, to have a fund balance that can support at least one year of operations should revenue cease.

Treasurer Dubre stated that she was comfortable with those numbers. She added that the Police Fund is entirely funded by millage so if revenue should cease it's because the voters did not renew the millage for police protection.

Supervisor Moreau stated that we are utilizing space we already have and these numbers are much lower than what they would be if we had to build a standalone building and pay for maintenance, utilities, etc.

Trustee Whitley asked why they are waiting until 2024 for the generator.

Supervisor Moreau answered that it's important to get the substation operating first so that they can review the electrical loads to determine what size generator is necessary and then to order the generator and have it delivered will probably take until about the Spring of 2024.

Trustee Whitley stated that there will likely be a substantial wait time before the generator is delivered.

Supervisor Moreau agreed and added that it's not that they won't start thinking about it until 2024, she's thinking 2024 would be when it gets installed.

Treasurer Dubre stated that there is still a big need for the generator.



Trustee Whitley stated that they could probably estimate the substation load and he doubts that it will be a significant contributor, percentage wise, based on all the other loads in this building. He added that the lead time for these generators is significant, and he thinks the sooner they can put in the order, the better off they will be.

Trustee Whitley moved to approve a budget for the substation relocation project of not to exceed \$486,000 and authorize the Supervisor to furnish and equip the substation and restored Parks & Recreation space per her proposal dated March 2, 2023 and all expenses allocated to the Police Fund Capital Outlay. Supported by Trustee Pliska. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

2. Fire Station 1 Renovation - Award Bids

Supervisor Moreau stated that this is another project that they have been working on for some time as part of the transition to Advanced Life Support. The final stage is to make some renovations to both Stations 1 and 2. They want to start with Station 1 because that is now being staffed 24/7. Since this project will be under \$25,000, the purchasing policy does not require sealed bids, so they can just request competitive quotes. She contacted the three companies that responded to the sealed bid process for the substation project and requested quotes. She received one quote from L&R Construction and she believes the quote from L&R is appropriate and she's very happy with the progress she has seen from them so far on the substation project.

Treasurer Dubre agreed and added that L&R has been doing a good job of keeping the jobsite for the substation project clean and tidy.

Clerk Miller commented that he thinks it would be a good idea to add a contingency while still keeping the price under \$25,000.

Trustee Hopper stated that he thinks that makes sense.

Clerk Miller moved to accept the quote from L&R Construction Services of Davisburg, Michigan dated February 2, 2023 for the Fire Station 1 sleeping quarters in an amount not to exceed \$24,900 to be paid from the General Fund ARPA subfund. Supported by Trustee Hopper. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

New Business:

1. Code of Ordinance Fee Increase

Clerk Miller stated that in January he received an email from CivicPlus, who provides the codification of the Code of Ordinances, letting him know that they were going to be increasing their fees and proposing a new method of billing their clients. Currently the Township pays a per page

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fee of \$20 per page when a supplement is ordered plus several various other fees. What Civic Plus is proposing is a supplementation subscription service where the client pays one flat rate for the year regardless of the number of supplement pages are ordered. This new billing method would include an unlimited number of pages plus all the additional charges for a total of \$5,321.60. The average amount that the Township spent over the last three years is \$4,644. Clerk Miller added that the subscription plan can be canceled and they can go back to the per page plan but the price per page is going up 30% from \$20 per page to \$26 per page plus all the other fees. Billing will occur in June of each year and the subscription price is subject to increase annually by 5% or the consumer price index for urban customers plus 3%, whichever is greater. They do not know from year to year how many ordinance amendments there will be, but with the Master Plan update there will likely be several amendments so he thinks it makes sense, at least for the next couple of years, to go with the subscription plan.

Trustee Whitley asked if all the other fees will remain the same.

Clerk Miller responded that they will not. Online code hosting will go from \$800 to \$912, the administrative support fee will go from \$350 to \$399, and the OrdBank fee will go from \$200 to \$313.50.

Trustee Whitley stated that this appears to be a financially good decision and he supports moving forward with the subscription plan.

Treasurer Dubre agreed.

Supervisor also agrees but noted that should the Township decide to utilize the planning consultant's program, Clear Zoning, the zoning chapter would no longer be hosted by CivicPlus and at that point it would no longer make sense to pay the subscription fee.

Trustee Hopper moved to authorize the Clerk to execute the Statement of Work with CivicPlus for the full-service annual supplementation subscription in the amount of \$5,321.60. Supported by Trustee Whitley. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Whitley; No: none; Absent: Vallad. The motion carried by a 6 to 0 vote.

PUBLIC COMMENT: None

Adjournment:

Hearing no other business, Supervisor Moreau adjourned the Board meeting at 8:18 pm.

Laura Moreau, Supervisor

Sean R. Miller, Clerk