

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**April 13, 2023**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



**Call to Order:** Supervisor Moreau called the April 13, 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
Denny Vallad	Township Trustee

**Board Members Not Present**

**Others Present**

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

Supervisor Moreau requested to add resolution 2023-07 item k) to the consent agenda from Simply Rescued in downtown Davisburg, authorizing application for a road closure under permit #61947 to the Road Commission for Oakland County, so they can continue to have their food truck events, as they did last summer.

**Public Comment:** None.

**Consent Agenda:**

**Trustee Hopper moved to approve the Consent agenda as amended and adding item k). 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.**

- a) Approve Minutes: Regular Meeting of March 9<sup>th</sup>, 2023
- b) Accept the March 2023 Treasurers Report

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- c) Receive March 2023 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT, and Natural Resources
- d) Authorize payment of bills: March Additional Disbursements totaling \$90,273.32 and April 2023 Bills List totaling \$186,693.97
- e) Approve budget of up to \$700 each for Clerk's Assistant I Clerk's Assistant II attendance at MAMC Clerking 101 2-day bootcamp; and a budget of up to \$1,250.00 each for Clerk and Deputy Clerk attendance at MAMC Summer Conference.
- f) Authorize the Clerk's Office to submit the proposed project and scope to Oakland County for approval by the May 1<sup>st</sup>, 2023 deadline to be able to participate in 2023 West Nile Virus Prevention Program.
- g) Approve the waiver of all Building Department related fees for Township projects including Fire Station 1, Fire Station 2, and the Civic Center Standby Generator.
- h) Approve 2023 dust control program with up to 5 RCOC applications on all public gravel roads and 4 applications by Big Barney's Dust Control for private roads and Township Park drive for a total budget of \$96,078.56
- i) Authorize the IT Administrator to attend the annual MI-GMIS Conference on September 10-13, 2023 at a cost not to exceed \$1,000.00 which includes a required membership fee for GMIS International
- j) Authorize the Facilities Manager to enter into a 3-year trash service agreement with Community Disposal Services for 2023-2026
- k) Authorize Todd Beck and/or Tina Sheets to make application to the Road Commission for Oakland County on behalf of Springfield Township for the necessary permit to close the right-of-way on the N side of Broadway for the purpose of hosting a food truck.

**Old Business:**

- 1. Mill Pond Dam Project
  - a. Project status update

Supervisor Moreau began by saying that the status of the project has been posted to the Mill Pond Dam webpage and emails have been sent out to those who signed up to receive the newsletters on the project. Currently, the project team is working through some pre-construction activities with the general contractor, Anglin Civil. They are working on approving construction submittals for the culvert structure and conducting extensive explorations to locate existing utilities within the project area. The Road Commission for Oakland County is permitting and planning the roadway work to be done. Also, the Township must follow through with the DNR, who changed their protocols and are now requiring a survey to check for freshwater mussels that would need to be properly relocated if found. Supervisor Moreau added that members of the public can continue to monitor the webpage for any new information regarding the project or contact the Supervisor's Office with any questions.



b. Amended Maintenance Agreement with Oakland County

The Township entered into an agreement with Oakland County back in 2015 for the maintenance and repair of the Mill Pond Dam. This agreement established a 45-55% cost split between the Township and Oakland County. This proposed amendment would formalize the understanding between the Township and the County. Supervisor Moreau stated that with the help of Township Attorney Greg Need, they went through the Proposed amendment and made some suggestions and edits, adding language to the background and scope sections to include installation of a culvert and necessary roadway improvements in order to clarify that it would be more than just dam work and restoration. This agreement would include the expansion of Mill Pond Park, ownership transfer of Rotary Park from Oakland County to Springfield Township, and also a portion of property to the south of Davisburg Cemetery that would transfer to Township ownership.

Supervisor Moreau stated that the cost of the roadway work will be funded completely by Springfield Township and that they wanted to include in the language that Springfield's 45% contribution shall include the funds available through the Tri-Party Program allocations. Although these funds could be used elsewhere on different projects, Supervisor Moreau stated that she feels using the funds on this project would be necessary because of the high cost of the project and because Oakland County Road Commission is requiring certain roadway and safety improvements that must be completed.

Once the project is complete, the amendment will also dissolve the agreement between Springfield Township and Oakland County. Supervisor Moreau is asking the Board to approve the revised amendment to present to Oakland County.

**Trustee Hopper moved to approve the First Amendment to the Agreement for Mill Pond Dam Maintenance and Repair with Oakland County as presented and authorize the supervisor to sign on behalf of the Charter Township of Springfield. 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.**

c. Cost Participation Agreement for Tri-Party Program Road Funding

Supervisor Moreau stated that this agreement has been discussed and conceptually approved by the Board, but when the Road Commission prepared this agreement, they added 2024 funds to the allocation. The Township would be making an additional \$130,000 contribution for this project, making the funds immediately available up to the 2023 program year. In February 2024, the Road Commission would then be invoiced for the County's share and for the Road Commission's share of the funds, meaning Oakland County would be paying for the project upfront and invoicing Springfield for our share. Because there are no other Tri-Party projects in mind, Supervisor Moreau suggests the Township take advantage of the future allocation and approve the agreement as presented.



Treasurer Dubre asked when the \$130,000 needs to be paid and what fund the money is going to come from.

Supervisor Moreau stated that it will be paid in 2023 and the Township will be able to invoice the County and the Road Commission as soon as the agreement is executed. The Township's share will be paid for through ARPA Funds. She also noted that they are still waiting to hear about whether they were awarded the one-million-dollar grant.

Treasurer Dubre agreed that using the Tri-Party funds on this project is a good idea because it is the Township's biggest improvement project right now.

Supervisor Moreau stated that various projects are currently in the works with the Road Commission. Most of these projects are being split 50/50 or being paid for by the Road Commission and with that, using Tri-Party Funds for this project makes the most sense.

Clerk Miller asked if the Eaton Road project will take place at the same time the Mill Pond Dam project is taking place.

Supervisor Moreau answered that the Eaton Road project is tentatively planned for this Fall and therefore will not be done at the same time.

**Clerk Miller moved to approve the Cost Participation Agreement for construction on Davisburg Road in the Mill Pond Dam project area, Tri-Party Project No. 56681, as presented with the Township's net share being paid for through ARPA Funds. 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. Civic Center Standby Generator

Trustee Whitley led the discussion by stating that the typical lead time for generators and associated equipment is 9-12 months in today's market. In 2022 the Township received a proposal from AEW Engineering services for a standby generator and based on the generator quote by Don's Electric in 2021 the initial thought was that a 250-kW generator would be needed. Although there was a concern for it being undersized for the entire building, there was also insufficient information for AEW to conduct a full engineering study because of the lack of data needed. Trustee Whitley continued by saying that when reviewing the initial proposal, it would likely be a bigger generator that would be needed, in the 500-kW range. Pricing for this size generator is not publicly available, and he stated that the price would be substantially greater than the original proposal in 2021. There was also concern for the location of the generator in regard to noise, vibration, and screening. After reviewing with Supervisor Moreau, they found that placing it adjacent to the pumphouse would likely be the best location, pending a professional engineer's proposal. In April, AEW provided a new design study proposal stating that a few critical factors were identified, including actual demand data, utility energy consumption, analyze natural gas service, confirmation of fire suppression water tank location, and confirmation that the existing

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fire suppression generator remains in autonomous service. A new AEW Engineering study would determine the generator capacity needed, optimum location, integration with existing electrical and fire suppression systems, and construction/ installation requirements. Trustee Whitley continued by saying that the lead time is at least 18 months from the time of order to when the generator would be up and running.

Trustee Pliska asked why the Township is keeping the existing generator and as opposed to consolidating the capacity with a new one.

Trustee Whitley stated that due to the Township not being on city water, the existing generator must stay due to the code requirements stating that there must be a standalone generator for fire suppression.

Treasurer Dubre stated she is concerned about the price increase and about the money coming out of the police and ARPA funds, but also understands and agrees that the Civic Center is in need of a whole building generator.

Supervisor Moreau stated that another point to consider is the size of the generator and possibly not having the generator run the air conditioning but being able to utilize all other utilities. She states that this may be a point that she and Trustee Whitley will have to consider.

Clerk Miller agreed that getting an analysis from a professional engineer consultant is a must.

Supervisor Moreau thanked Trustee Whitley for his knowledge and all his hard work on this subject.

**Trustee Hopper moved to authorize the Supervisor to approve the proposal for AEW Professional Services for the engineering study for whole-building standby generator for the Civic Center, per AEW proposal dated April 4, 2023, not to exceed \$41,100, to be split 50% to police capital outlay and 50% to ARPA fund. Supported by Clerk Miller. 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.**

### **New Business:**

1. Fire Department Vehicles Replacement Request

Captain Hart addressed the Board by saying the fire department developed an apparatus replacement plan a few years ago. At this time the fire department is scheduled to replace both ambulances in 2025 and 2026. After delays with the recent purchasing of engines, the fire department started to investigate how long it would take for an ambulance to be built. They found out that depending on the manufacturer, it could be a 24-33 month wait time, as well as an increase in price of about 36% since the last time they looked into it. Medix ambulances is what they purchased previously, with no problems arising. Captain Hart is requesting authorization to

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purchase two Medix ambulances at a cost of \$173,075 each. Once the two new ambulances are purchased and arrive on site, they would look into selling their older models, at a price to be determined. As new ambulances don't come equipped with cots and mounts, Captain Hart gathered information and pricing for different companies and is requesting authorization to purchase 2 manual cots made by Striker for a total of \$16,445.05 each, and 2 Striker basic mounts for a total of \$3,586.88 each. Captain Hart also added that the Township won't be invoiced until they are picked up, but that the Fire Department wants to lock in the cost before it continues to rise. The total cost would be \$393,330.66 for both Medix ambulances, fully equipped, with labeling/graphics, and the cost of shipping.

Trustee Pliska asked if these ambulances will be fully ready to go once they are purchased, with all necessary gear and equipment.

Captain Hart answered yes, especially if the labeling and graphics are already done. The mounts will already be installed, but the cots will be shipped separately.

Treasurer Dubre agreed that the lead time is long but after her initial meeting with Chief Feichtner and Captain Hart, they originally set aside \$130,500 and \$133,000 for these same ambulances but updated the cost to \$202,000. She thinks revenue will be a lot higher than previously expected and there also may be grant money that could help with this purchase.

Supervisor Moreau asked if this grant money had already been awarded or if it's something the Fire Department is going to pursue.

Treasurer Dubre stated that it's something they're going to pursue and that it could be a good opportunity.

**Treasurer Dubre moved to authorize the purchase of 2 Medix ambulances as outlined in the memo from Captain Hart dated March 31, 2023, to be paid from the 2025 Fire Budget Capital Outlay at a cost not to exceed \$400,000. 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.**

Captain Hart also commented that the engines they ordered are currently being built, the cabs are put together and the building of the chassis has started. Once everything is done, all the parts will be moved to a different building and put together with weekly photo updates being sent for review as the process progresses.

## 2. Support Emergency Operation Plan

Chief Feichtner led this discussion by saying that Oakland County has published their updated Emergency Operations Plan that is required by Michigan Public Act 390 and establishes eligibility for Section 19 disaster funding. The State of Michigan and Oakland County require that these plans be updated every 4 years. The last time the Township updated their plan was in 2019, therefore

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the Township's revised plan will be due by April 11<sup>th</sup>, 2023. The plan assigns responsibilities to different departments and entities during a disaster by providing a chain of command for functions and processes.

Supervisor Moreau explained that an updated template was provided and this was discussed between her and Chief Feichtner, who then filled in necessary blanks. Once this plan is adopted, Supervisor Moreau stated that those with vital roles in the plan will have a meeting to discuss and rehearse the plans to be better prepared for what to do in emergency situations.

Chief Feichtner added that when they reviewed this plan, they made necessary changes to make it more applicable to Springfield Township.

Trustee Hopper questioned why this necessary plan is only updated every 4 years as opposed to every year.

Chief Feichtner answered that when the County distributes their plan to local municipalities, this is when they are updated, but agrees that this plan is something that should be gone over at least yearly.

Trustee Whitely agreed that this plan should be part of the Township's annual review to make sure it is up to date.

**Treasurer Dubre moved to authorize resolution 2023-06 to adopt the Springfield Township Emergency Operations Support Plan. 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. Sherwood/Patrick Special Assessment District

Supervisor Moreau began by explaining that this Special Assessment for private roads, Sherwood and Patrick, was initially established in 2013. She has been working with a resident representative within the SAD who has worked closely with the Township by getting cost estimates, site evaluations, and measurements for areas of primary concern. Along with the help of Brian Piper, who is the Township's assessing and zoning assistant, they put together 2 different options for the residents. The Township has an Improvement Revolving Fund ability to advance funds to help with these types of projects, but the fund is capped at \$50,000 and the Township cannot fund the entire road project. In 2018 the residents had to collect funds for the first year of the assessment, and with the \$50,000 funded by the Township, the necessary repairs were completed. This year, the cost is greater than in the past so residents either have to collect for 2 years or increase their collected amount and go with a 4-year roll, they chose the latter. Supervisor Moreau stated that there are 36 signed petitions representing 56% of the benefit units. This Resolution is a means to propose intention to move forward, which would then set the first hearing, Hearing of Practicability in June. This hearing will give the residents a chance to further discuss with the Board. Supervisor



Moreau added that by adopting this Resolution now, this will give enough time for notice and publishing to be able to get this special assessment on the December tax bill.

**Trustee Hopper moved to adopt Resolution 2023-04 for the Sherwood/Patrick Assessment District. 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.**

4. Amend Fee Schedule- Building Department Fees Update

Supervisor Moreau stated that a discussion between her and Building Official Bill Dinnan took place last year, with them looking into the Building Department's current fee schedule, which has not been amended since 2005. After a year of review, Bill came up with a new fee schedule by comparing surrounding community's fees, number of permits issued in specific categories, as well as the average inflation rate. Bill feels that most of the increases are going to be around 15%, with the greatest increase being in the 30% range.

Treasurer Dubre asked when these changes would go into effect.

Supervisor Moreau stated that it would go into effect immediately. She said edits have been made and the new fee schedule is ready to go up on the Township's website.

Clerk Miller appreciated the fact that Bill surveyed neighboring community's fees so that Springfield can also stay in the same price range as others.

**Trustee Pliska moved to approve the Building Department fee schedule revisions as presented with an effective date of April 13<sup>th</sup> and adopt resolution 2023-05. 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. Speed Limits on Gravel Roads – Discussion on Legislation and Community Outreach Efforts

Supervisor Moreau began this discussion by stating that the Township and the community are hearing a lot about the speed limits on gravel roads, especially with unposted speed limits being 55mph. A resolution that the Township Board adopted in October 2020, which was geared towards giving more authority and input to a Charter Township to determine what those speed limits should be. Supervisor Moreau continues by saying that Springfield Township's gravel roads are more comparable to a neighborhood street, as they support walking, biking, and other recreation. She compared the speed limit of our gravel roads to that of neighborhood speed limits, questioning why the speed limits are so different, but yet the roads are so comparable in terms of recreation use.

Trustee Pliska agrees that gravel road speed limits should be decreased.



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Treasurer Dubre also agrees that gravel roads can be dangerous to those that use it for recreation and for families that have little kids, as they cannot be patrolled by police as easily as a subdivision or neighborhood can be.

Clerk Miller raised concern about the Davisburg Road closure during the Mill Pond Dam project and the use of Springfield's gravel roads, such as Eaton, Tindall, and Dilly Roads, as a bypass.

Supervisor Moreau stated that they are making sure Oakland County deputies are going to be out patrolling those areas.

Trustee Whitley stated that he wants to reengage with our state representatives and state senator to make this a priority, along with reaching out to surrounding communities to leverage change. He feels it's a safety issue and is incumbent on Springfield, its Board, and its residents to make that change.

Supervisor Moreau says that several different Townships adopted this resolution at the same time and contacted their representative. She agrees this is a good time to reengage and to push this. She also stated that she had a meeting with the family of Margaret Tippen, a resident that was fatally stuck while walking on Kier Road last September, and it reminded her of how important it is to have safe roads for our residents and others traveling down our roads. During this meeting they discussed ideas for public outreach, improved signage, and ways to gain support from the state legislature to amend the law. They discussed having a memorial walk for Margaret Tippen on Kier road, not to raise funds but to raise awareness. They want to encourage our county commissioner, state representatives, and state senators to come out. She said that we need to encourage other Townships to do the same thing and bring more attention to this issue.

Trustee Pliska agrees and wants to increase awareness beyond just neighboring counties.

Trustee Whitley thinks a public service announcement regarding pedestrian safety would be a good idea.

Clerk Miller says that it might be worthwhile to utilize the Michigan Townships Association to lobby the legislature on the Township's behalf.

Supervisor Moreau encourages all residents and Township Board Members to reach out to others and bring awareness. She said after speaking with the Groveland Township Supervisor, they are in support also, but that we need the Road Commission's permission to close the road for this memorial walk. She asked the Board their opinion on when is best to have this walk.

Clerk Miller suggested during the Summer when the legislature is not in session, that way they can come out and join us on the walk.

Supervisor Moreau stated that she wants to discuss this more and figure out all the logistics of this memorial walk to deepen the plan.



6. IT Backup System and Security Report

Chris Benedict, the Township's Information Technology Administrator started by saying that the Township's backup system has been in place since 2016 and has mostly worked well, but said that the Township is need of an improvement due to an abnormally high number of backup failures recently, with a great deal of time spent troubleshooting the issue and running manual backups to compensate. He continued by saying that he had hoped the State of Michigan's Infrastructure Investment and Jobs Act would help with funding, but that remains in limbo. After reviewing different options and companies he felt the most cost effective and reliable company would be ITPartners+, based in Grand Rapids Michigan, with an annual cost of \$10,788 and a one-time start up fee of \$687, for a contract term of 36 months. ITPartners+ is a managed service provider utilizing the Datto platform. This solution includes an on-site backup appliance that offers the ability to run our network as a virtual machine in the event our server is offline. Datto also includes a cloud component, uploading encrypted data backups to two different data centers nightly, and the ability to run a virtualized instance of our server should the Datto appliance fail or sustain damage. ITPartners+ also provides daily monitoring and testing of backups.

Treasurer Dubre agreed that the Township is in need of a new backup system. Especially due to recent failures that affected operations in the Treasurer's Office and other departments. She also added that Chris did a great job working overtime to fix the issues and recoup data losses.

Trustee Whitley stated that a day and a half of work was lost in this failure and that Chris was diligent in his work processing through the system failure. He added that there are ways to prevent these types of losses.

Supervisor Moreau agreed that it is something that is needed.

Chris also added that he is pleased with the progress that has been made within the last year in regards to IT security, such as automated monitoring. He added that there are improvements that can be made, most notably in response/recovery and our ability to recover from catastrophic incidents, as evidenced by the February 9<sup>th</sup> server failure. Other areas with room for improvement include security awareness training, IT policies, and penetration testing. He stated that after a discussion with Supervisor Moreau, they both agreed that the formation of an IT Committee would be beneficial in many ways.

Supervisor Moreau agreed that staff members or even Board members becoming part of an IT Committee would be greatly beneficial and supportive in many ways.

Chris mentioned that he would recommend someone from the fire department join the Committee as well.

Supervisor Moreau said they would follow up on getting a committee together.

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**Trustee Whitley moved to authorize the Supervisor to enter into agreement with ITPartners+ for backup and disaster recovery services for a three-year term as outlined in their proposal at an annual cost not to exceed \$11,017 charged to the IT Services Cost Center and would also include a first year one-time start-up cost of \$700. Supported by 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.**

**PUBLIC COMMENT:** Chris Benedict congratulated Attorney Need on being back on the Clarkston Schools Board of Education.

Supervisor Moreau added that they have been working on their Master Plan development and at the next Planning Commission meeting on April 25<sup>th</sup>, from 6-7pm, there will be a workshop, with the topic of senior services and housing. She invites all Board Members and members of the public to the meeting. She added that if interested, to please reach out to her so she could supply more information and questions in advance.

Resident John Gray raised concerns about blight in his neighborhood on Walnut Hill Drive and noted that there have been complaints dating back to 2005. Mr. Gray is concerned about the surrounding property values decreasing and he questioned what steps he can take to get this situation handled. Supervisor Moreau added that she looks forward to following through on their last discussion about getting access to the rear of the subject property and discussing this with Attorney Need.

**Adjournment:**

Hearing no other business, Supervisor Moreau adjourned the Board meeting at 9:24 pm.

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Laura Moreau, Supervisor

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Sean R. Miller, Clerk