

Minutes of  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**August 10, 2023**

**SPRINGFIELD**  
CHARTER TOWNSHIP

Sean R. Miller, Clerk



**Call to Order:** Supervisor Moreau called the August 10, 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

**Board Members Not Present**

Bill Whitley	Township Trustee
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**Others Present**

Greg Need	Township Attorney
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**Agenda Additions & Changes:** Treasurer Dubre requested to move consent item g) to New Business 1.

**Public Comment:** None.

**Consent Agenda:**

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

- a) Approve minutes: Regular meeting of July 13<sup>th</sup>, 2023
- b) Accept the July 2023 Treasurers Report
- c) Receive July 2023 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT, and Natural Resources
- d) Authorize payment of bills: July Additional Disbursements totaling \$750,071.78 and August 2023 Bills List totaling \$85,497.56
- e) Set Budget Workshop for 9/27/23 at 6:00pm



- f) Approve request from Michigan Bell Telephone Company dba AT&T Michigan to extend METRO Act Right-of-way Permit until December 31,2028 and Authorize the Clerks to execute the extension letter of agreement

### **Presentation:**

Chief Feichtner started this presentation by saying that being able to swear in the new members is one of the most exciting things he does as a Fire Chief because of all the countless hours and training it takes to become a sworn member of the Springfield Township Fire Department.

Chief Feichtner welcomed David Watts, Shane Krauseneck, and Johnathan Mayberry up to the front. Chief Feichtner spoke of Mr. Watts and described him as having joy for his job, in his training, and always helping others. Chief Feichtner spoke of Mr. Mayberry and described him as the most punctual person, as he is always on time for everything. Chief Feichtner spoke of Mr. Krauseneck who was a wildland firefighter on the west coast, and how his passion and dedication reflect in his job.

The three recruits then took the oath and were pinned with badges, Johnathan by his dad, Shane by his mentor, and David by his wife.

### **Old Business:**

1. Second Reading: 40-63 Zoning Board of Appeals – Powers and Duties Amending Section 40-156 – District; Regulations – Application; and Adding section 40-159 – Unlisted Use Determination

Supervisor Moreau began by saying that this is a second reading that amends section 40-156, adds a new section; 40-159, and provides clarification. This was introduced to the Board at the July Township Board meeting where the Clerk was authorized to publish for second reading, which was done on July 20<sup>th</sup>.

**Trustee Hopper moved to amend Springfield Township Code of Ordinances Chapter 40 Zoning by amending Section 40-63 – Zoning Board of Appeals – Powers and Duties; Amending Section 40-156 – District Regulations – Application; and adding Section 40-159 – Unlisted use Determination and authorize the Clerk to publish notice of adoption on said amendments. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Vallad; No: none; Absent: Whitley. The motion carried by a 6 to 0 vote.**

2. Second Reading: 40-931 – Nonconforming Uses of Land; Nonconforming Structures; Nonconforming uses of Structures and Premises

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Supervisor Moreau stated that this also was introduced to the Board at the July Township Board meeting, where it was discussed in detail. The Clerk was authorized to publish the notice of second reading, which was also done on July 20<sup>th</sup>. These amendments are related to nonconforming uses of land and structures and provide clarification.

Trustee Hopper reminded the Board that there were two sentences added in to clarify that it applies to not just residential properties, but all districts.

**Trustee Hopper moved to amend Springfield Township code of Ordinances Chapter 40 Zoning by amending section 40-931 – Nonconforming uses of Land; Nonconforming Structures; Nonconforming uses of Structures and Premises and authorize the Clerk to publish notice of adoption of said amendments. Supported by Trustee Pliska. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Vallad; No: none; Absent: Whitley. The motion carried by a 6 to 0 vote.**

### **New Business:**

1. Memo from Chief Feichtner regarding insurance claim for Medic 1 and purchase of Demo Ambulance Unit

Supervisor Moreau began by stating that this item was moved from consent to New Business. She made the Board aware that there was an accident in which Medic 1 was totaled.

Treasurer Dubre stated that she thought it was important that they secured \$150,000 for the final settlement for the ambulance.

Chief Feichtner explained that they were able to secure and order the Demo unit for \$170,000 and they will have to work on the budget to fill in the \$20,000 gap. The new ambulance should be here by next week. Captain Strickland is working on getting the radio installed and having the State of Michigan come in for an inspection, which must be done prior to the ambulance being utilized. Currently the Fire Department is borrowing an ambulance from Groveland Township until the new one is delivered.

Supervisor Moreau stated that there was a discussion between her and Chief Feichtner about this purchase being that it's an exception in their procurement policy in the case of an emergency. The policy states that all emergencies and emergency expenditures shall be reported to the Township Board at the next regularly scheduled meeting, therefore they were authorized to place that order.

Treasurer Dubre stated that she was pleasantly surprised with the cost of the new ambulance.

Supervisor Moreau said that \$170,000 is rounded up and includes all the new decals. She also stated that during the September budget meeting they will be addressing budget amendments for this and Fire Station 2 renovations.



2. Fire Station 2 Renovations – Award Contract

Supervisor Moreau began by saying that this has been on the Township's agenda many times as part of the transition to Advanced Life Support. Due to Fire Station 2 being stationed full-time and with so many full-time firefighters, they needed to have the proper space to house them. Primarily the kitchen area and restrooms need renovations. The project design was completed by the Township's engineering firm, AEW. It went out for bids with a base bid and 2 alternates. Alternate bid 1 would be for a kitchen renovation and alternate bid 2 would be for a renovation to the ladies' restroom. The Township received 4 bids; the 2 lowest bidders were local to Davisburg. The recommendation from AEW is to award the bid to the lowest bidder, which was L&R Construction. Supervisor Moreau reminded the Board that they have experience working with L&R, as they constructed the Sheriff Substation and did work on Fire Station 1. She stated that they have been very great to work with and have been very responsive during the bidding process. She feels like they are the right company to award the bid to. She continued by saying that further discussions were had with Treasurer Dubre and Chief Feichtner regarding the Fire Fund and how to absorb the costs in the Fire Fund budget. The base bid for L&R came in at \$259,900. They were anticipating and budgeting \$250,000 for the base bid. When they add in both alternate bids it brings the total up to \$304,700. The Township has allocated up to \$200,000 in ARPA funds, but with some additional funds coming out of that \$200,000 for various projects, that brings it down to \$187,000. One thing that was discussed was the Transport Revenue coming in higher than what was originally budgeted.

Treasurer Dubre added that last year they had budgeted \$250,000 for the Transport Revenue. Upon further review she said it became clear that they were going to exceed that number, roughly around \$420,000-\$425,000. She stated that this year will be a good year for consistency so they will get a better idea of what the total funds will be going forward.

Chief Feichtner added that when they did the budgets, they were planning on a 3-4% increase year over year and right now they are up over 8% from last year.

Supervisor Moreau added that they will have budget amendments next month regarding the higher than budgeted Transport Revenue and lower than budgeted Paid-Call Salary expense.

Trustee Hopper asked when L&R could get started on the renovations and when it would be finished.

Supervisor Moreau answered that they have requested that L&R not get started until they can move forward to completion. The idea being that all materials would be ordered and in place before construction starts. The earliest start date would be the end of September and completion date would be by the end of the year.

Trustee Hopper agreed that both alternate bids should be done at once to get it all completed.

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Trustee Vallad asked Chief Feichtner if the rate of return on the collections is consistent with other departments in the area.

Chief Feichtner answered that Springfield has a higher-than-average pay rate.

**Clerk Miller moved to award the contract for the Fire Station No. 2 Renovation project to L&R Construction services of Davisburg, MI; contract award to include the base bid and both alternate bids for a total contract cost of \$304,700; further, approve a total budget not to exceed \$340,000 to complete the project with up to \$187,000 charged to the ARPA Fund and up to \$153,000 charged to the Fire Fund. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Vallad; No: none; Absent: Whitley. The motion carried by a 6 to 0 vote.**

Supervisor Moreau added that the reason they are approving a budget not to exceed \$340,000 is because there is a 10% contingency included.

### 3. Change to Payroll Service Provider

Clerk Miller led this discussion by saying that the Board was brought a proposal last year to change the payroll system to Paylocity due to Dominion Systems ceasing operations. Paylocity was implemented in January of this year and Clerk Miller stated that there have been continuous issues with the software and issues with service reps, therefore it has been a rough transition. After further discussions with Treasurer Dubre and Supervisor Moreau, Clerk Miller stated he thought it would be best to bring payroll back in-house and utilize BS&A. He stated that this was considered back when Dominion was shutting down, but the concern was and still is tax reporting, as BS&A doesn't report taxes or prepare W-2's like Paylocity does. Clerk Miller continued by saying that the Township currently utilizes BS&A for many other applications, such as in the Building Department, Accounts Payable, and General Ledger. The total initial cost would be \$26,665 which includes \$7,695 for licensing the program, \$5,770 for data conversion, \$4,400 for project management, and \$8,800 for on-site training. The annual service fee for BS&A will be around \$1,540 a year, but could increase with rate of inflation, but is significantly cheaper than Paylocity which is around \$8,000 a year and is paid monthly. Clerk Miller added that one thing to note is that BS&A is so backed-up right now that this won't be able to get implemented until the second quarter of next year.

Treasurer Dubre stated that this whole transition has affected the Treasurer's Office. She added that she doesn't think Paylocity is the issue, as the Treasurer's Office has had issues with payroll prior to the move to Paylocity. She continued by saying that the payroll account has not been properly balanced since June of last year when it was under Dominion and she doesn't believe moving to BS&A will solve that problem. She stated she is concerned that there isn't proper back-up in place for payroll, the money is getting moved for payroll earlier, and financial records don't match up with treasury records. She continued by saying that there are unknown monthly costs with BS&A that weren't mentioned, such as set-ups, equipment, and monthly on-going costs with the bank to process payroll. She doesn't feel the transition to BS&A will fix any of the current problems.

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Supervisor Moreau stated that there have been a lot of concerns brought up and she understands that the Treasurer’s Office has been directly involved. She feels that some of the items brought up need further clarity to be able to move forward and stated that she knows how hard of a transition it can be to switch payroll systems. She continued by saying that her biggest concern is implementing a new system in 2024 while dealing with an election and how big of a challenge that can be. She feels there needs to be more thought and consideration into exactly what needs to be in place, what discussions need to be had, and what additional features and equipment are needed before moving forward.

Trustee Vallad agreed and stated that BS&A should have reasons for not being able to be implemented until the second quarter of next year.

Treasurer Dubre answered by saying that BS&A is a big company and a big government go-to system and that they are probably getting more money from other municipalities or companies.

Supervisor Moreau said that’s another big reason why she would like to revisit this, because she feels as though the price they provided is just a convenient answer.

Trustee Hopper added that he doesn’t want any lapses in payment for the Township’s employees. He feels BS&A is the way to go but is concerned with how long it will take to implement the system.

Supervisor Moreau asked Clerk Miller to bring this back to the Board with more information and recommendations for addressing the concerns and challenges that have been raised.

4. 2023 Tax Rate Request

Supervisor Moreau stated that what is brought to the Board is the 2023 tax rate request. This is the December 2023 collection that will support the 2024 fiscal year. This was prepared by Oakland County Equalization and needs to be referenced at the Budget Workshop.

**Treasurer Dubre moved to authorize the 2023 tax rates as follows; Operating - amount to be levied December 1, 2023 - .9520. Fire 1 - .9639. Fire 2 - .9639. Police 1 – 1.4134. Police 2 – 1.4434. Parks and Recreation - .7175. ALS - .7500. Supported by Trustee Vallad. Vote on the motion. Yes: Dubre, Hopper, Miller, Moreau, Pliska, and Vallad; No: none; Absent: Whitley. The motion carried by a 6 to 0 vote.**

**PUBLIC COMMENT:** None.

**Adjournment:**

Hearing no other business, Supervisor Moreau adjourned the meeting at 8:37 pm.

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