

Minutes of
BOARD OF TRUSTEES
REGULAR MEETING
September 8, 2022

SPRINGFIELD
CHARTER TOWNSHIP

Sean R. Miller, Clerk



Call to Order: Supervisor Moreau called the September 8, 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
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Others Present

Greg Need	Township Attorney
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Agenda Additions & Changes:

Clerk Miller indicated that the Consent agenda should be revised, changing Consent g. Adopt Resolution 2022-08 to Resolution 2022-09.

Public Comment:

None

Consent Agenda:

Trustee Hopper moved to approve the Consent agenda as revised, changing g. Adopt Resolution 2022-08 to Resolution 2022-09, Trustee Vallad 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 August 11, 2022, Board of Trustees Special Meeting August 19, 2022
- b) Accept August 2022 Treasurer's Report
- c) Receive August 2022 Monthly Reports: Building, Electrical, Plumbing, Mechanical, Ordinance, Fire, Police, Comp Time, IT and Natural Resources
- d) Authorize payment of bills: August Additional Disbursements totaling \$513,830.31 and September 2022 Bills List totaling \$48,200.29
- e) Authorize the Supervisor to execute the Transfer of Smart Credits of \$13,718.00 to the Independence Township Senior Center to assist transportation of Springfield residents
- f) Accept resignation of John Opie from the Susin Lake Improvement Board effective August 31, 2022
- g) Adopt Resolution 2022-08 Authorizing Todd Beck and/or Tina Sheets of Simply Rescued to make application to RCOC for a road closure under permit #61947 for the purpose of hosting a food truck
- h) Approve Township Attorney Fees Per the schedule in the August 24, 2022 memo from Adkison, Need, Allen & Rentrop Effective January 1, 2023
- i) Authorize increasing the previously approved 'not to exceed' Ecological Services Agreement with Cardno, Inc. (now Stantec) and GEI, Inc. from \$50,000.00 to \$60,000.00 in FY 2022
- j) Authorize the Supervisor to respond to the Road Commission for Oakland County that the Township Board has no objection to the proposed abandonment of Huntington Road and a portion of Ute Pointe in Robert Bruce Subdivision No. 2

Old Business:

1. Notice of Second Reading, Amendments to Section 40-2 and Adding Section 40-653 Solar Energy Systems

Supervisor Moreau summarized the action that the Board and the Planning Commission have taken on this item. She noted that the Notice of Second Reading was published in the Oakland Press on August 25, 2022.



Trustee Hopper moved to adopt amendments to Springfield Township Code of Ordinances, Chapter 40, Zoning by amending Section 40-2 Definitions and 40-634 Height Limit and adding Section 40-653 Solar Energy Requirements and authorize the Township Clerk to publish Notice of Adoption and said amendments shall take effect as prescribed by law. 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.

2. Notice of Second Reading, Section 36-292 Amendment of Chapter 36 Utilities, Article III Community Sewer System

Supervisor Moreau summarized the action that the Board and the Planning Commission have taken on this item and summarized the amendment as presented. She noted that the Notice of Second Reading was published in the Oakland Press on August 25, 2022. She commented that she has not received any questions in her office regarding this amendment.

Trustee Hopper moved to adopt amendments to the Charter Township of Springfield Code of Ordinances, amendment to Chapter 36 Utilities, Article III Community Sewer Systems and authorize the Township Clerk to public Notice of Adoption of said amendments shall take effect as prescribed by law. Supported by Trustee Vallad. 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. Draft User Agreement and Fees – Davisburg Community Sewer System

Supervisor Moreau summarized the draft User Agreement and proposed Fee Schedule for the Davisburg Community Sewer System. This is an update from the Agreement that was executed in 2016 and was reviewed by both the Township Attorney and herself. She also summarized the differences that were included in this draft based on the previous discussion by the Board such as defining terms, detailing property owner duties, providing indemnification for the Township, outlines the process in the event a property owner is found in default of the agreement or operation and maintenance standards. She presented a chart that shows proposed fees for a standard user versus an intense user. The total capacity of the existing field is 448 gallons per day and the current use at the party store was determined to be 430 gallons per day. The capacity has been a difficulty question to answer, and she explained. She explained how the “standard user” was developed. She provided details about adding a field when needed and the capacity that would be available.



Supervisor Moreau explained the concept of having 3 active fields and 1 reserve field and cycling through the fields as needed. She suggested that the application fee for the more intense use be more as well because that would require the pretreatment which would require more review and engineering. They had talked about a connection fee of approximately \$20,000 and she suggested that they consider a connection fee of \$15,000 for a standard user and \$30,000 for an intense user. The estimate for a new field is currently \$20,000. She is proposing user fees for a standard user of \$1,350 for the first year and \$1,050 per year after that; and \$2,450 per year for an intense user. Changes in the Fee Schedule would be adopted by resolution moving forward. She explained the user fee summary which includes the inspection and maintenance check, an escrow contribution, and a small administration fee. She explained the provided summary of the escrow fees. At the pre-application meeting, the use would be determined, and they would also be able to discuss capacity. The application process would involve review by the State.

Trustee Whitley asked how they would measure the flow rate.

Supervisor Moreau stated that every system would have its own control panel and the designated operator would have keyed access to the panel. This would be part of the inspection that would happen twice per year initially and then once a year after that. There is a flow meter on every system.

Trustee Whitley stated that what is collected would be used on field expansion in the future and he asked what provides for field replacement in the future.

Supervisor Moreau stated that it would be user fees that would be used.

Treasurer Dubre commented on the fees collected and they will know how much it will take to manage it since they will be getting reports from Dave Wardin, the engineer. There are a lot of variables, and they have to start somewhere. She is comfortable starting here. She likes the idea of the standard and intense user. The user can also mitigate some charges through pretreatment. They cannot predict all factors and they may have to reevaluate as they move forward.

Trustee Whitley stated that they can predict the end of life of a septic system, and he is suggesting that the connection fee pays for the field that a user uses today and he doesn't think that this plan puts in a sufficient amount of money for a replacement that they know will come. The taxpayers should not pay for a system that is only



benefiting private users and there needs to be enough funds accumulated to be able to pay for the replacement.

Supervisor Moreau stated that if the user is a standard user and they are getting the benefit of half of a field at a field cost of \$20,000 then this is a \$10,000 buy in, and they are paying \$15,000 for a tap fee. This is like putting some of it aside for future repairs and maintenance and building the escrow. They will continue to review the escrow amounts. All of the pretreatment options will be privately owned so they do not have those elements like another community septic system. Each property owner has their own tank on their own property. Repairs are not likely for the Township's portion. The fields have to be well cared for and they will be inspecting each user at the tank and at the system to make sure it is being used properly.

Treasurer Dubre stated that the Township owns the system and if there is a situation in which there is not enough money to replace the field, they can create a special assessment to those property owners to fund the field.

Attorney, Greg Need confirmed this.

Trustee Whitley asked if this information should be in the user agreement.

Mr. Need stated that the Township has a legal right to impose a special assessment.

Trustee Hopper stated that he is comfortable with the fact that the Township is running it and they control the inspections. The operators know what is going on and the testing can be done to determine how long the system will last. If they find there is something going wrong, they can adjust it at that time.

Trustee Vallad stated that it is a good start, and they will have data all the way along to determine how much more is needed.

Trustee Hopper asked if there is any language to requiring how often the tank has to be pumped.

Supervisor Moreau stated that this information will be in the operation and maintenance standards.



Trustee Hopper stated that he doesn't want the Township to pay for the fields and residents are responsible for their own systems. They want to make sure that if the flow rate changes drastically, they can change them from standard to intense user.

Supervisor Moreau commented on two things to add to the agreement. The first is that if there is anything that changes from what is stated on the permit, the property owner has an obligation to notify the Township and if the use is changing, they have to notify the Township prior for review. The pumping of the tank is the user's responsibility and does not come out of fees collected and they must show proof of this to the operator.

Trustee Hopper stated that because it is being inspected, it is going to last.

Treasurer Dubre stated that if the use changes, this would also make a difference in the collection fees.

Supervisor Moreau agreed that they would have to go through another review process because there might not be capacity.

Trustee Whitley stated that a change in use should trigger a review.

Treasurer Dubre commented on the use change and how that would affect the system.

Trustee Whitley asked if the fields were approved by the County.

Supervisor Moreau explained that it would be the State of Michigan and yes, they have been in contact. The Board will be able to review the annual report on the system that comes from the operator. The County is aware of the food waste recycling but indicated that the Township should talk to the State because it is under their jurisdiction. The County did indicate that the businesses that take advantage of food waste recycling are on sewers, not septic systems and they are typically looking to be more green, not to avoid pretreatment.

Clerk Miller commented that Supervisor Moreau has done an excellent job of justifying the proposed fees and thinks that having a field on reserve is good idea.



New Business:

1. Advanced Life Support Transition – Initial Priorities and Budget discussion

Clerk Miller stated that the Compensation Committee was made up of Chief Feichtner, Anna Pliska, Jacob Jones, Trustee Whitley, Rick Morris, and Matt Strickland. He outlined the Compensation Committee's recommendations and explained the reasoning behind the recommendations. He explained the committee looked at the starting salaries of similarly situated neighboring communities and calculated an average starting salary across the different communities which was approximately \$48,000 per year. He noted that, for the purposes of recruitment and retention, the committee chose to recommend a starting salary of \$50,000 which is just above the average. He then described the recommended step increases and officer salary as well as recommended benefits. He also noted that the Chief has expressed a desire to bring on a Deputy Fire Chief in the next few years and explained the compensation for the proposed hiring of a Deputy Fire Chief.

Trustee Vallad asked about the Deputy Chief's proposed duties.

Chief Feichtner stated that this would be an additional position. There are so many administrative functions that need to happen to run the department and he mentioned inspections as an example. They do not need a Deputy Chief now but there is a good change one will be needed in two years or so.

Trustee Vallad stated that if the department didn't have an Assistant Chief, they would need another full-time person anyway.

Supervisor Moreau asked if the Deputy would have more of an administrative role, not a person that goes out on calls.

Chief Feichtner stated that they can write that job description however they want when that time comes. He could see that person having a role like himself but more on the operational side and he explained.

Supervisor Moreau asked about the distinction of the EMT versus medic unless they did expect that person to go on calls requiring a paramedic.

Chief Feichtner stated he was trying to project forward and they were trying to project some latitude when that time comes.



Supervisor Moreau stated that they should probably be looking at this as a pay range then.

Treasurer Dubre stated that she has some concerns. The proposed compensation plan gives 12 sick days instead of 10 as is given for other Township employees. She is not in favor of that. She has a concern with rolling over 360 hours of vacation per person each year and this goes to the diminishing fund balance shown with each year out. This would be quite significant if the Township had to pay this out on top of paying salaries out. She is not in favor of that based on the projections that they will be discussing tonight. The year that the Deputy Chief is proposed to start is the year that the fund balance hits rock bottom, and this is something that the Board needs to have a discussion about. She suggested with all of the people that they are bringing on board, they rearrange the responsibilities throughout the new positions. She is in favor of the proposed 401K program. The Board has not made the decision on this proposed compensation program yet.

Supervisor Moreau stated that she also looked at the rollover of vacation time. The chart shown in the memo did not factor in this cost and there is a significant cost to planning for this rollover and the sick time as well. This idea of rolling over vacation time is something that they need to think about especially when they also look at the idea of comp time. She stated that she doesn't think it is legal to say that you cannot roll over or cash in comp time. If a person accrues comp time, the Township owes it. She suggested that they flex hours instead of banking comp time. This is something that the Board needs to look at a little more closely. She stated that it is different calculating vacation time when you are looking at 12 and 24 hour shifts. She questioned the idea of rolling over vacation time and having the comp time on top of that. She asked about vacation allowed in 6-hour increments.

Chief Feichtner explained the 6 hour increments for vacation time that is proposed.

Clerk Miller stated that the committee struggled with 24 and 12 hour shifts and how this factored into the sick time allotment.

Supervisor Moreau suggested that they apply the same standards to sick time.

Treasurer Dubre suggested adding a maximum of 10 days a year accrual.

Supervisor Moreau suggested a maximum bank amount.



Treasurer Dubre summarized the Budget Committee's meetings and findings. The Budget Committee was made up of Treasurer Dubre, Captain Hart, Chief Feichtner, Trustee Vallad, Trustee Whitley, Matt Strickland, and Randy Harless. She explained the information provided to the Board including the Equipment and Apparatus Replacement Schedule. She stated that only the salaries that were recommended are reflected in the spreadsheets, not all of the additional benefit recommendations. She explained the SAFER Grant funds and a transfer in of \$600,000 from the General Fund for the purchase of the fire engines and how that is shown on the spreadsheet. There is additional discussion needed to determine the feasibility of what is being recommended. She pointed out the ending balance differences year by year which is showing a deficit even with the new millage. She commented on the personnel costs that have steadily increased. She pointed out a one-time census increase in State Shared Revenue. She noted that the Board has spoken about the transport cost, and she used \$425.00 average per transport number as the calculated average. She explained the Equipment and the Apparatus Replacement spreadsheets.

Supervisor Moreau thanked all the committee members.

Chief Feichtner thanked Treasurer Dubre for her efforts.

Supervisor Moreau commented on the Facilities Committee made up of herself, Trustee Hopper, Chief Feichtner, Ryan Hart, Jerry David and Jeff Burdess. She summarized the actions of this committee and summarized the committee's preliminary findings.

2. Proposal for Master Plan and Parks & Recreation Master Plan

Supervisor Moreau summarized the Master Plan meetings that have taken place. She provided a full proposal to the Board and explained the proposal. She requested that they fold in the Senior Services Master Plan as mentioned in the memo because this is the perfect way to focus on senior services as a component of the Master Plan. She provided an overall summary of the planning activities that have taken place. Parks and Recreation needs to update their Master Plan in 2023 and at the visioning session they found out that parks, natural resources, and trails were very much a desired part of the Master Plan. The development of the Parks and Recreation Master Plan would get billed to the Park Commission. They budgeted \$30,000 in 2022 for the Master Plan in 2022 and have not spent close to that. The total amount was \$40,000.

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Trustee Hopper moved to authorize the Supervisor to sign the Master Plan Work Authorization from Giffels Webster dated August 22, 2022 pending approval by the Park Commission and establish budget for the Township Master Plan portion not to exceed \$63,000. 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:

Trustee Hopper commented on the Road Commission's upcoming resurfacing of Dixie Highway from I-75 to Oakhill.

Adjournment:

Hearing no other business, Supervisor Moreau adjourned the Board meeting at 9:25 pm.

Laura Moreau, Supervisor

Sean R. Miller, Clerk