

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING, WEDNESDAY, DECEMBER 12, 2007

A Regular Meeting of the Charter Township of Oxford Board of Trustees held December 12, 2007 at the Oxford Veterans Memorial Civic Center.

Members Present: Behnke, Bellairs, Dunn, Ferrari, Fitchena, Kniffen, Sanderson

Members Absent: None

Also Present: Recording Secretary Harrison, Deputy Supervisor Burns, Jim Sharpe-Giffels-Webster, Planning Commission Representative Silvester, Fire Chief LeRoy, Assistant Fire Chief Scholz, Administrative Assistant Payne, Captain Jahlas, C.J. Carnacchio-Oxford Leader Village, Village Manager Young, Council Member Bishop, CATV cameraman, and approximately four citizens.

Supervisor Dunn called the meeting to order at 7:31 p.m.

APPROVAL OF THE AGENDA

Trustee Kniffen moved, Trustee Behnke seconded, to approve the agenda as amended; adding item 9.b. Sale of Old Township Hall.

Ayes: 7 Nays: 0 Absent: 0 Motion Carried

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Buck Cryderman commented on the job performance of the former Building Official; on possible legalities of hiring a Planning Commission member as a Building Inspector; concerned about the function of the Building Department without a Building Official; and commented on an issue from the last meeting regarding a resident complaint on a sign ordinance violation. *Supervisor Dunn responded to the Building Inspector comments – he did receive a legal opinion from the Township Attorney; the person in question can perform building issues licensed by the State but cannot be involved with zoning issues.*

APPROVAL OF CONSENT AGENDA

Trustee Behnke moved, Trustee Fitchena seconded, to approve the Consent Agenda as presented.

Ayes: 6 Nays: 1 Absent: 0 Motion Carried

SECOND READING

106A – AN ORDINANCE ESTABLISHING ENGINEERING AND DESIGN STANDARDS AND DETAIL SHEETS FOR CERTAIN INFRASTRUCTURE IMPROVEMENTS IN THE CHARTER TOWNSHIP OF OXFORD INCLUDING BUT NOT LIMITED TO INSURANCE AND MAINTENANCE REQUIREMENTS, ENGINEERING REQUIREMENTS, PLAN REQUIREMENTS, WATER MAIN DESIGN, SANITARY DESIGN, PAVEMENT, AND RESTORATION.

Treasurer Ferrari moved, Trustee Kniffen seconded, to adopt Ordinance 106A, an ordinance establishing engineering and design standards and detail sheets for certain infrastructure improvements in the Charter Township of Oxford including but not limited to insurance and maintenance requirements, engineering requirements, plan requirements, water main design, sanitary design, storm design, pavement, and restoration; effective 30 days after publication.

Ayes: Ferrari, Dunn, Sanderson, Behnke, Fitchena, Bellairs, Kniffen

Nays: None

Absent: None

Motion Carried

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Treasurer Ferrari moved, Trustee Fitchena seconded, to adopt the detail sheets that pertain to recently adopted Ordinance 106A, an ordinance establishing engineering and design standards.

Ayes: 7 Nays: 0 Absent: 0 Motion Carried

FIRE DEPARTMENT

THERMAL IMAGER PURCHASE

Treasurer Ferrari moved, Trustee Kniffen seconded, to authorize the Oxford Fire Department to purchase a Thermal Imaging system from Time Emergency for a total cost of \$16,084.00.

Ayes: Bellairs, Kniffen, Ferrari, Dunn, Sanderson, Behnke, Fitchena

Nays: None

Absent: None

Motion Carried

After discussion, it was recommended the Village Manager receive a copy of all Township Board of Trustees' meeting packets and visa versa.

2007 BUDGET AMENDMENTS

FUND 210 – ADVANCED LIFE SUPPORT FUND

Treasurer Ferrari moved, Trustee Behnke seconded, to adopt the amended (210) Advanced Life Support Fund budget with revenues and expenditures balancing at \$1,120,824.00, and attach the budget as an appendix to the minutes.

Ayes: Kniffen, Ferrari, Dunn, Sanderson, Behnke, Fitchena, Bellairs

Nays: None

Absent: None

Motion Carried

FUND 211 – FIRE AND EMS FUND

Treasurer Ferrari moved, Trustee Behnke seconded, to adopt the amended (211) Fire and EMS Fund budget with revenues and expenditures balancing \$1,300,019.00, and attach the budget as an appendix to the minutes.

Ayes: Kniffen, Ferrari, Dunn, Sanderson, Behnke, Fitchena, Bellairs

Nays: None

Absent: None

Motion Carried

OLD BUSINESS

CONSIDERATION OF WAIVING ZBA APPLICATION FEE FOR FISH

Treasurer Ferrari moved, Trustee Behnke seconded, to authorize the ZBA application case for FISH to be coupled with the first request for a ZBA variance issue.

Ayes: Dunn, Sanderson, Behnke, Fitchena, Bellairs, Kniffen, Ferrari

Nays: None

Absent: None

Motion Carried

SALE OF THE OLD TOWNSHIP HALL

Supervisor Dunn moved, Trustee Fitchena seconded, to accept the Oxford Village Council's offer of \$262,500.00 to purchase the old Township Hall, including the old fire hall; contingent upon agreement of an interest rate to be charged.

Motion was amended by Supervisor Dunn and Trustee Fitchena

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Supervisor Dunn moved, Trustee Fitchena seconded, to accept the Oxford Village Council's offer of \$262,500.00 to purchase the old Township Hall, including the old fire hall; contingent upon agreement of an interest rate to be charged; with one-fifth (1/5) down and four (4) payments of one-fifth (1/5) for the next four (4) years thereafter.

Motion was amended by Supervisor Dunn and Trustee Fitchena

Supervisor Dunn moved, Trustee Fitchena seconded, to accept the Oxford Village Council's offer of \$262,500.00 to purchase the real estate and building located at 18 W. Burdick; contingent upon agreement of an interest rate to be charged; with one-fifth (1/5) down and four (4) payments of one-fifth (1/5) for the next four (4) years thereafter.

Motion was amended by Supervisor Dunn and Trustee Fitchena

Supervisor Dunn moved, Trustee Fitchena seconded, to accept the Oxford Village Council's offer of \$262,500.00 to purchase the real estate and building located at 18 W. Burdick (which includes the fire hall building); payments to be made of one-third (1/3) down or \$87,500.00, and two (2) payments of one-third (1/3) each or \$87,500.00 each for the next two (2) years thereafter; with a 2% interest rate.

Motion withdrawn by Supervisor Dunn and Trustee Fitchena

Treasurer Ferrari moved, Clerk Sanderson seconded, to counteroffer the Oxford Village Council's offer of \$262,500.00 to purchase the property at 18 W. Burdick (which includes the parking and the old fire building located at 22 W. Burdick) with the following terms: a down payment of \$87,500.00; twelve (12) months after that, another \$87,500.00; and twelve (12) months after that, another \$87,500.00; with an interest rate of 2%; and that both parties notify Arbitrator Hampton this matter has now been resolved and to be taken out of the OPFEC litigation issue.

Ayes: Sanderson, Behnke, Fitchena, Kniffen, Ferrari, Dunn

Nays: Bellairs

Absent: None

Motion Carried

NEW BUSINESS

2007 BUDGET AMENDMENTS

FUND 101 – GENERAL FUND

Treasurer Ferrari moved, Trustee Kniffen seconded, to approve the 2007 amended (101) General Fund budget with revenues and expenditures balancing at \$2,000,749.00, and attach the spreadsheet as an appendix to the minutes.

Ayes: Behnke, Fitchena, Bellairs, Kniffen, Ferrari, Dunn, Sanderson

Nays: None

Absent: None

Motion Carried

FUND 204 – ROAD FUND

Treasurer Ferrari moved, Trustee Kniffen seconded, to approve the 2007 amended (204) Road Fund budget with revenues and expenditures balancing at \$63,642.00; to change the packet spreadsheet from 2008 to 2007, and attach as an appendix to the minutes.

Ayes: Bellairs, Kniffen, Ferrari, Dunn, Sanderson, Behnke, Fitchena

Nays: None

Absent: None

Motion Carried

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FUND 205 – POLICE CONTRACTING FUND

Treasurer Ferrari moved, Trustee Kniffen seconded, to approve the 2007 amended (205) Police Contracting Fund budget with revenues and expenditures balancing at \$2,059,535.00, and attach the spreadsheet as an appendix to the minutes.

Ayes: Kniffen, Ferrari, Dunn, Sanderson, Behnke, Fitchena, Bellairs

Nays: None

Absent: None

Motion Carried

FUND 206 – FIRE FUND

Treasurer Ferrari moved, Trustee Kniffen seconded, to approve the 2007 amended (206) Fire Fund budget with revenues and expenditures balancing at \$88,399.00, and attach the spreadsheet as an appendix to the minutes.

Ayes: Ferrari, Dunn, Sanderson, Fitchena, Bellairs, Kniffen

Nays: Behnke

Absent: None

Motion Carried

FUND 207 – POLICE FUND

Treasurer Ferrari moved, Trustee Kniffen seconded, to approve the 2007 amended (207) Police Fund budget with revenues and expenditures balancing at \$99,622.00, and attach the spreadsheet as an appendix to the minutes.

Ayes: Dunn, Sanderson, Behnke, Fitchena, Bellairs, Kniffen, Ferrari

Nays: None

Absent: None

Motion Carried

FUND 209 – CEMETERY MAINTENANCE FUND

Treasurer Ferrari moved, Trustee Kniffen seconded, to approve the 2007 amended (209) Cemetery Maintenance Fund budget with revenues and expenditures balancing at \$100,032.00, and attach the spreadsheet as an appendix to the minutes.

Ayes: Sanderson, Behnke, Fitchena, Bellairs, Kniffen, Ferrari, Dunn

Nays: None

Absent: None

Motion Carried

FUND 239 – TELECOMMUNICATIONS FUND

Treasurer Ferrari moved, Trustee Kniffen seconded, to approve the 2007 amended (239) Telecommunications Fund budget with revenues and expenditures balancing at \$45,766.00, and attach the spreadsheet as an appendix to the minutes.

Ayes: Fitchena, Bellairs, Ferrari, Dunn, Sanderson

Nays: Behnke, Kniffen

Absent: None

Motion Carried

FUND 253 – POLICE NARCOTICS FUND

Treasurer Ferrari moved, Trustee Behnke seconded, to approve the 2007 amended (253) Police Narcotics Fund budget with revenues and expenditures balancing at \$4,703.00, and attach the spreadsheet as an appendix to the minutes.

Ayes: Fitchena, Bellairs, Kniffen, Ferrari, Dunn, Sanderson, Behnke

Nays: None

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Absent: None
Motion Carried

FUND 295 – BUILDING PERMIT FUND

Treasurer Ferrari moved, Trustee Fitchena seconded, to approve the 2007 amended (295) Building Permit Fund budget with revenues and expenditures balancing at \$182,673.00; do any necessary clean-up of previous budget amendments; and attach the spreadsheet as an appendix to the minutes.

Ayes: Bellairs, Ferrari, Dunn, Fitchena
Nays: Kniffen, Sanderson, Behnke
Absent: None
Motion Carried

FUND 297 – SAFETY PATH FUND

Treasurer Ferrari moved, Trustee Kniffen seconded, to approve the 2007 amended (297) Safety Path Fund budget with revenues and expenditures balancing at \$122,705.00, and attach the spreadsheet as an appendix to the minutes.

Ayes: Kniffen, Ferrari, Dunn, Behnke, Fitchena, Bellairs
Nays: Sanderson
Absent: None
Motion Carried

FUND 471 – BUILDING SITE FUND

Treasurer Ferrari moved, Trustee Kniffen seconded, to approve the 2007 amended (471) Building Site Fund budget with revenues and expenditures balancing at \$187,787.00, and attach the spreadsheet as an appendix to the minutes.

Ayes: Ferrari, Dunn, Sanderson, Behnke, Fitchena, Bellairs, Kniffen
Nays: None
Absent: None
Motion Carried

OPFEC/FIRE DEPARTMENT SETTLEMENT DISCUSSION

Trustee Fitchena moved, Trustee Kniffen seconded, to go into a Closed Session with the Township Attorney; to submit a written response to the Village; and then move forward with a joint meeting with the Village.

Ayes: Fitchena, Kniffen, Dunn, Sanderson, Behnke
Nays: Bellairs, Ferrari
Absent: None
Motion Carried

The Closed Session was tentatively set for Wednesday, December 19, 2007 at 5:30 p.m. depending on availability of the Township Attorney.

APPROVAL OF 2008 NO-HAZ AGREEMENT

Treasurer Ferrari moved, Trustees Kniffen and Behnke seconded, to adopt the 2008 NO-HAZ Agreement as presented, with Trustee Charles Kniffen being the Township representative.

Ayes: Bellairs, Kniffen, Ferrari, Dunn, Sanderson, Behnke, Fitchena
Nays: None
Absent: None
Motion Carried

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APPOINTMENT OF DEPUTY CLERK

Trustee Behnke moved, Trustee Fitchena seconded, to appoint Renee Wilson, based on the Clerk's recommendation, as Deputy Clerk to assist the Clerk in her functions with wages set at Grade 4, Step 9 \$44,426.00 per year; effective January 1, 2008.

Ayes: Kniffen, Ferrari, Dunn, Sanderson, Behnke, Fitchena, Bellairs

Nays: None

Absent: None

Motion Carried

Trustee Behnke moved, Trustee Fitchena seconded, to allow Clerk Sanderson to maintain the Administrative Assistant on a part-time basis up to an additional thirty (30) days (from January 1, 2008 to January 31, 2008).

Ayes: Kniffen, Ferrari, Dunn, Sanderson, Behnke, Fitchena, Bellairs

Nays: None

Absent: None

Motion Carried

APPROVAL OF 2008 MEETING SCHEDULES

TOWNSHIP BOARD

Treasurer Ferrari moved, Trustee Kniffen seconded, to adopt the 2008 proposed Township Board meeting schedule with the following changes: deleting February 27, 2008, March 26, 2008, April 23, 2008, May 28, 2008, June 25, 2008, July 23, 2008, August 27, 2008, September 24, 2008, October 22, 2008, and November 25, 2008.

Ayes: 6 Nays: 1 Absent: 0 Motion Carried

PLANNING COMMISSION

Treasurer Ferrari moved, Trustee Kniffen seconded, to adopt the 2008 proposed meeting schedule of the Planning Commission deleting January 24, 2008, February 22, 2008, March 27, 2008, April 24, 2008, May 22, 2008, June 26, 2008, July 24, 2008, August 28, 2008, September 25, 2008, and October 23, 2008; as amended.

Ayes: Ferrari, Bellairs, Kniffen

Nays: Dunn, Sanderson, Behnke, Fitchena

Absent: None

Motion Failed

Clerk Sanderson moved, Trustee Behnke seconded, to adopt the 2008 meeting schedule for the Planning Commission, as recommended by the Planning Commission.

Ayes: Dunn, Sanderson, Behnke, Fitchena

Nays: Bellairs, Kniffen, Ferrari

Absent: None

Motion Carried

ZONING BOARD OF APPEALS

Treasurer Ferrari moved, Clerk Sanderson seconded, to adopt the 2008 Zoning Board of Appeals meeting schedule, as presented.

Ayes: 7 Nays: 0 Absent: 0 Motion Carried

ZONING BOARD OF APPEALS APPOINTMENT

Treasurer Ferrari moved, Clerk Sanderson seconded, to reappoint Trustee Susan Bellairs to the Zoning Board of Appeals as the Township Board liaison for a three-year term commencing January 1, 2008 and expiring December 31, 2010.

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Ayes: 7 Nays: 0 Absent: 0 Motion Carried

Treasurer Ferrari moved, Trustee Kniffen seconded, to reappoint Kallie Roesner to the Zoning Board of Appeals as the Planning Commission liaison for the balance of her three-year term on the Planning Commission, commencing January 1, 2008 and expiring December 31, 2009.

Ayes: 6 Nays: 1 Absent: 0 Motion Carried

Treasurer Ferrari moved, Trustee Behnke seconded, to reappoint James Reynolds to the Zoning Board of Appeals for a three-year term, commencing January 1, 2008 and expiring December 31, 2010.

Ayes: 7 Nays: 0 Absent: 0 Motion Carried

Treasurer Ferrari moved, Trustee Behnke seconded, to appoint Denise Novak to the Zoning Board of Appeals for a three-year term, commencing January 1, 2008 and expiring December 31, 2010.

Ayes: 5 Nays: 2 Absent: 0 Motion Carried

PLANNING COMMISSION APPOINTMENT

Treasurer Ferrari moved, Trustee Behnke seconded, to reappoint the following persons to the Planning Commission for a three-year term, based on Supervisor Dunn's recommendation, commencing January 1, 2008 and expiring December 31, 2010: Thomas Lepping, Jack Curtis, and Pat Fitchena as the Township Board liaison.

Ayes: 7 Nays: 0 Absent: 0 Motion Carried

APPROVAL OF WEBSITE SOFTWARE/TRAINING

Treasurer Ferrari moved, Trustee Behnke seconded, to purchase the Adobe Creative Suite Web Premium program and Adobe Acrobat Professional, and to authorize training to utilize the Oxford Township website in-house; for an amount not to exceed \$2,500.00.

Ayes: Sanderson, Behnke, Fitchena, Bellairs, Kniffen, Ferrari, Dunn

Nays: None

Absent: None

Motion Carried

DELINQUENT TRUST & AGENCY ACCOUNT

Discussion only – It was the consensus of the Board to check with the Township Attorney to see what the Township's options are in this matter.

CABLE FEE INFORMATION

Information Only

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None

BOARD OF TRUSTEES COMMENTS

Trustee Behnke wished everyone a Merry Christmas, a Happy New Year; and thanked Village Council members for attending.

Clerk Sanderson wished everyone a Happy Holiday and appreciated the Village Council for attending tonight's meeting.

Treasurer Ferrari commented on the OPFEC issue and resolving it.

Trustee Kniffen also wished everyone a Merry Christmas and Happy New Year.

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Trustee Bellairs - Merry Christmas.

Trustee Fitchena – Merry Christmas, and her daughter’s surgery went well.

ADJOURNMENT

Trustee Behnke moved, Trustee Kniffen seconded, to adjourn at 10:20 pm.

Ayes: 7 Nays: 0 Absent: 0 Motion Carried

William Dunn, Supervisor

Clara J. Sanderson, CMC, Clerk

Date Approved January 23, 2008

/lmh