

**CHARTER TOWNSHIP OF COMMERCE
TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
2009 Township Drive
Commerce Township, MI 48390
Tuesday, September 24, 2024, 5:30 p.m.**

CALL TO ORDER: Supervisor Gray called the Township Board of Trustees Special Meeting to order at 5:30 p.m.

ROLL CALL: Present: Larry Gray, Supervisor
Melissa Creech, Clerk
Molly Phillips, Treasurer
Bob Berkheiser, Trustee
Vanessa Magner, Trustee
Rick Sovel, Trustee

Absent: George Weber, Trustee

Also Present: Mark Schoder, Maintenance Director
Katelyn Massey, HR/Finance Director
Natalie Hiney HR/Finance Assistant
Ben Sebrowski, IT Director
Lt. Wendy Reyes, Oakland County Sheriff's Office

ITEM 1: Public Comments

Supervisor Gray opened Public Comments. Seeing none, Supervisor Gray closed Public Comments.

ITEM 2: 2025 Township Budget

The Board reviewed the proposed 2025 budget for the IT Department. Director Sebrowski reviewed the equipment replacement schedule, server maintenance, laiserfiche document storage system, and upgrading or replacing the camera systems which are at least a decade old and because since installation there have been many advancements in the technology. The budget also contains a line item for a network security audit. Before the audit takes place, we will move to multi-factor authentication for Township email accounts.

The Board reviewed the proposed 2025 budget for the Maintenance Department. Director Schoder reviewed staffing and wages, part-time employees, capital outlay for the maintenance garage, clothing allowances, and routine building maintenance plans.

ITEM 2: 2025 Township Budget continued

The Board reviewed the proposed 2025 budget for the Oakland County Sheriff's Department. Lt. Reyes reviewed per officer costs, unrealized costs, contract increases of 10% to 15% over 3 years, the emergency generator, snow plowing within the secured gated area at the substation, and training.

Supervisor Gray indicated that the team working on reviewing insurance options for the Township included himself, HR/Finance Director Katelyn Massey, and Trustees Weber and Sovel. The Board reviewed Township insurance coverage and premium increases for 2025. Trustee Sovel summarized MMRMA insurance as a member funded program where the Township would be required to pre-fund the deductibles up to \$150,000, which earns interest. MMRMA is unique in that they offer grants and profit sharing which the Township would be eligible for after 2 years of membership. There is a \$350 million maximum payout on a single claim/event over multiple communities. Trustee Sovel said the working group recommends going with the MMRMA with a total contribution of \$329,451.00 to be spread out over the proper funds.

MOTION by Sovel, supported by Gray, to approve the MMRMA insurance policy with a total contribution of \$329,451, including the \$50,000 prepaid deductible

MOTION CARRIED UNANIMOUSLY

The Board reviewed the proposed 2025 budget for the Clerk's Department. Clerk Creech reviewed contracted services for recording secretaries, elections, over-time, equipment maintenance, election coding and programming, and moving election over-time worked by employees to the Election Budget. No change to the Cemetery Budget.

The Treasurer's proposed 2025 budget has no changes.

The Board reviewed the proposed 2025 budget for the Finance/HR Department. Finance Director Katelyn Massey reviewed audit fees, payroll software to reduce paper usage and track PTO more efficiently, and continuing education.

Trustee Berkheiser says the Board needs to establish a cell phone policy and determine who is eligible to receive a Township cell phone or a cell phone reimbursement, and how much that reimbursement should be.

Treasurer Phillips reviewed the Improvement and Building fund balance and the pathways budget.

ADJOURNMENT

MOTION by Berkheiser, supported by Magner, to adjourn the meeting at 6:56 p.m.

MOTION CARRIED UNANIMOUSLY



Melissa Creech, Clerk
Charter Township of Commerce