

**CHARTER TOWNSHIP OF COMMERCE
TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
2009 Township Drive
Commerce Township, MI 48390
Tuesday, September 26, 2023, 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
Rick Sovel, Trustee
George Weber, Trustee
Bob Berkheiser, Trustee
Vanessa Magner, Trustee

Also Present: Katelyn Massey, HR/Finance Director
Mark Schoder, Maintenance Director
Jim Dundas, Fire Chief
Ben Sebrowski, IT Director
Alyson Lobert, Library Director

ITEM 1: Public Comments

Supervisor Gray opened Public Comments.

ITEM 2: Agreement for Early Voting Election Services – Oakland County

The Trustees discussed the cancellation terms.

MOTION by Berkheiser, supported by Phillips, to approve the Agreement for Election Services Between Oakland County and Charter Township of Commerce and City of Walled Lake and City of Wixom. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: GFL Contract

The Trustees discussed the terms of the contract extension and asked Supervisor Gray to have GFL define the term “unit” used in the documentation. Supervisor Gray will do so and place the contract extension on the October agenda.

ITEM 4: Township Insurance Policy

Dustin Drabek and Kevin Decker from Decker Agency answered the Trustees’ questions regarding the proposed insurance policy for 2024. Tim McClorey from Michigan Municipal Risk Management Authority answered the Trustees’ questions regarding joining a group of self-insured municipalities. Regarding both policies, the

ITEM 4: Township Insurance Policy (continued)

Trustees asked questions about coverage, liability, limits, risk, premiums, and the increase of the value of the Township's assets. The Trustees decided to continue with a traditional insurance policy for 2024 and next year research the benefits of joining a group of self-insured municipalities.

MOTION by Weber, supported by Berkheiser, to provide Larry Gray the authority to renew the contract with Decker Agency for a premium value not to exceed \$230,000.

Phillips opposed.

MOTION CARRIED

ITEM 5: 2024 Township Budget Discussion

The Trustees reviewed the proposed 2024 General Fund budgets for Streetlights, HR, IT, Ordinance, and Supervisor.

HR/Finance Director Katelyn Massey answered questions regarding the Streetlights budget and the HR budget. She increased her education budget in order to take advantage of educational opportunities. In addition, she wants to hire a confidential assistant. The job description needs to be rewritten and approved by the Board.

Ben Sebrowski answered questions about proposed IT projects for 2024. He intends to refresh the electronics in the Boardroom, upgrade the server room, and install a sound system at the Richardson Center. In addition, he would like to give the IT Specialist a significant raise and added responsibilities. Supervisor Gray asked Director Sebrowski to update the IT Specialist job description and bring it back before the Board.

Supervisor Gray presented the Ordinance budget and said that the Township needs to increase the number of ordinance officers to 3 part-time officers or 1 full-time officer and 1 part-time officer so that the Township has weekend coverage.

Supervisor Gray reviewed the Supervisor's proposed budget. Everything is the same with the addition of a 3% salary raise.

ITEM 6: Master Plan Discussion

Trustee Berkheiser explained his concerns regarding the Planning Commission having the authority to approve the Township Master Plan on behalf of the Township. Trustee Berkheiser says the Township Board of Trustees should have approval authority and the law provides for that if the Board asserts by resolution their approval authority over the Master Plan. A discussion followed regarding the Board's accountability to the public where the Planning Commission members are not elected, the communication process with the Planning Commission, which stakeholders had input, and the fact that it's an update of the Master Plan and not a complete re-write. The consensus was the Trustees would hold work sessions to determine how to implement this in the next 5 years before any subsequent master plan update.

ITEM 7: Other Matters

Trustee Magner said she would like to review the expectations of the Boards and Commissions and specifically the Library Advisory Board. There are several Library items that have come before the Township Board that have not first gone before the Library Advisory Board. She thinks a reminder or an over view would be nice. The strategic plan and the kiosks were not approved by the Library Advisory Board before the Township Board approved them. Should the Library Advisory Board approve it first or is the recommendation of the Library Director acceptable?

Trustee Sovel asked for an update on the committees and working groups such as the pathway and rental groups.

Supervisor Gray said both of those groups have only had a few meetings. For the pathways we are still determining how to pay for them, what do the residents want, can we do it with a millage? What are the top 10 needs? The Horse Farm work group has determined that some electrical work needs to be done on the property.

MOTION by Gray, supported by Weber, to approve the supervisor to bid out to 3 electric companies bids to replace the electric in the facility in an amount not to exceed \$30,000.

MOTION CARRIED UNANIMOUSLY

Clerk Creech announced that Saturday is Household Hazardous Waste Day from 9:00 a.m. to 1:00 p.m.

Trustee Weber asked Trustees Magner and Sovel if short-term rentals are also in their purview? Trustee Magner said they are not in full agreement yet if they will be included.

Supervisor Gray said that Director Lobert received 3 bids for generators for the Library. The price has increased a lot since the bids were received. Director Lobert is putting the cost in her budget, \$100,000 for this year and \$109,000 in the 2024 budget. Supervisor Gray said we need to keep in mind that this isn't just for the Library, this is also for the rest of the Township when we have 500 residents there when a lot of people in the area are without power. A generator at the Library also provides a place for Township staff to work in the event the Township Hall is damaged or unusable for some reason. Also, there will be 9 days of early voting held at the library for every State and Federal election.

Treasurer Phillips exited the meeting at 8:07 p.m.

ITEM 8: Closed Session

MOTION by Creech, supported by Sovel, to enter into Closed Session for contract negotiations pursuant to MCL 15.268(c).

ITEM 8: Closed Session (motion continued)
ROLL CALL VOTE:

AYES: Creech, Sovel, Magner, Berkheiser, Weber, Gray

NAYS:

ABSENT: Phillips

MOTION CARRIED UNANIMOUSLY


Entered Closed Session at 8:09 p.m.
Returned from Closed Session at 8:40 p.m.

MOTION by Berkheiser, supported by Creech, to adjourn from Closed Session and approve the Closed Session Minutes at 8:40 p.m.

MOTION CARRIED UNANIMOUSLY

MOTION by Creech, supported by Berkheiser, to adjourn the meeting at 8:41 p.m.

MOTION CARRIED UNANIMOUSLY



Melissa Creech, Clerk
Charter Township of Commerce