

OAKFIELD TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
January 9, 2018

**CALL TO ORDER:**

A regular meeting of the Oakfield Township Board of Trustees held January 9, 2018 at 10300 14 Mile Road, Rockford, MI., was called to order at 7:30 pm.

**Present were:** Greg Dean, Larry Parker, Pamela Riker, Ken Rittersdorf and Linda VanHouten, Bryan Porter, Chad Sowerby

**Absent:** none

**APPROVAL OF MINUTES:**

Motion to approve regular meeting minutes for December 12, 2017 offered by Porter second by Rittersdorf approved per a roll call vote 7-0.

**FINANCIAL REPORTS:**

Motion to approve the report of fund balances for December as presented offered by Sowerby second by Rittersdorf approved per a roll call vote 7-0.

Motion to transfer funds from the Fire Millage fund to the General – Firefighter Wages - \$4,932.50 offered by Sowerby second by Rittersdorf approved per a roll call vote 7-0.

Motion to transfer funds from the Capital Fund to the General - 16 Mile Road project \$2,064.05 offered by Porter second by Sowerby approved per a roll call vote 7-0.

Motion to approve General Fund expenditures for the month of December in the amount of \$38,525.13 offered by Rittersdorf second by Sowerby approved per a roll call vote 7-0.

Motion to approve Sewer Fund expenditures for the month of December in the amount of \$11,622.73 offered by Parker second by Sowerby approved per a roll call vote 7-0.

**COMMITTEE REPORTS:**

**Fire Department:**

- 27 runs for December
- Monthly Training: Community Service – Delivering Christmas Gifts to Adult Foster Care homes.
- Fire Chief discussed an accident on M-57 that occurred 1/4/18 involving 3 cars. Aero med was called but got lost due to an error in their software. Aero med apologized and is correcting the error.
- Dean has been in contact with Jerry Burns at the Kent Co Rd commission regarding signs for emergency routes off of M-57. Could take up to 8 months for MDOT. Dean will keep us posted.

**PCI Report:** Report on file

**Planning Commission:** Will meet January 16 at 7 pm for a site plan review.

**Zoning Board of Appeals:** No meeting this month.

**Zoning Administrator:** Report on file

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**CORRESPONDENCE RECEIVED:**

- **Charter Cable:** Channel lineup changes, on file.
- **MTA:** Planning, Zoning Workshops and the Capital Conference:

Motion to approve paying for members to attend workshops offered by Dean second by Riker approved per a roll call vote 7-0.

- **Scrap Tire Collection:** Date is tentatively set for Sept. 15 at Courtland Township.

**CORRESPONDENCE SENT:**

- **Letter sent to USAA Claims Department (Seward Property):**  
Jim Scales, township attorney, sent a letter to the property owner's insurance company notifying them that upon any settlement the Twp. is due their amount to be held in escrow to secure the demolition of the building. The insurance company says it is still under investigation.

**CITIZEN'S COMMENTS:**

Resident stated she is concerned about condition of a property on Swem Street that appears no one is living in. Dean stated he is aware of property and would look into. Mason has been to the property and currently working on having junk cars and some trash removed.

Ken Fortier introduced himself to the board and stated he is running for State Representative for 73<sup>rd</sup> district.

**OLD BUSINESS:**

- **11393 Podunk Ave. Dangerous Buildings Hearing – Steven R. Seward Property**  
Jim Scales, Township attorney gave background on the property. Held hearing on 11/27/17. Offered photos of property structure and discussed testimony's and reports from the hearing. Asked board to consider the Resolution to approve the order of the Twp. hearing officer to tear down the building. Board discussion.
- **Resolution approving Order of the Township Hearing Officer**  
Motion to adopt the Resolution approving Order of the Township Hearing Officer offered by Porter second by Sowerby approved per a roll call vote 7-0.
- **Resolution Medical Marihuana Facilities Opt out option:**  
Township board has previously voted to opt out. We are not required to do anything further. This would just be additional paperwork we could choose to do. Board discussion.  
Since it would be redundant, agreed to forego this additional paperwork.
- **Trash Service:**  
VanHouten shared information on different quotes for trash service for the Township offices and cemeteries. Board discussion.

Motion to approve new Trash Service to be provided by Herrington's offered by Sowerby second by Riker approved per a roll call vote 7-0.

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**New Business:**

- **Budget Workshop – Saturday January 20, 2018 at 9:00 am**

- **Close the books, Wednesday, March 21, 2018**

No bills or deposits to be made after this date.

Motion to close the books on March 21, 2018 offered by Dean second by Porter approved per a roll call vote 7-0.

- **Budget Hearing Thursday, March 29, 2018 7:30pm**
- **Budget Approval Meeting Thursday, March 29 2018 8:00pm**

Motion to hold the Budget hearing on Thursday, March 29, 2018 7:30 pm and Budget Approval Meeting at 8:00 pm offered by Dean second by Parker approved per a roll call vote 7-0.

- **Re-appoint Mark Harrington to the ZBA**

Motion to approve Mark Harrington to the ZBA for a 3 year term offered by VanHouten second by Sowerby approved per a voice vote 7-0.

Tim Kamps who is currently on the ZBA will not be able to continue due to work, his term expires in February. We will need someone to replace him.

- **Revenue sharing for the last 2 months:**

Up \$4,818 over last year at this time.

- **Advertise for resumes for the Assessors position:**

Marla is retiring from Oakfield as the assessor on March 31. Need to advertise for the position. VanHouten will check into the MTA magazine and county website.

- **Request to vacate a portion of Lynn Drive:**

Dean informed the board of the situation. Attorney sent letter requesting we vacate this. Dean and Mason drove out there and note that other houses use this. If we vacate, they could lose access to their property. Currently a 52 ft. easement, property owner wants to reduce it to 12 ft. If it were 12 ft., it would be against the ordinance and a fire truck would not be able to get back there. Dean spoke with the property owner's attorney and they requested we table if for now.

Motion to table request to vacate a portion of Lynn Drive offered by Dean second by Riker approved per a roll call vote 7-0.

- **Fire Chiefs Pay and Insurance:**

Dean stated that Sam has not had a pay increase for 2 years. Also noted that the medical insurance we provide him is going up 9.7% effective Feb. 1. Dean noted the accomplishments of the fire department in the past two years. Proposed that we offer 3% increase for last year and 3% for this year for a total of 6% increase. Sam currently contributes \$44.94 per month towards his insurance. It will be going up \$86.24 per month. Proposed to have Sam pay a total of \$91 per month towards his insurance. Since Sam's raise will not be in effect until the new budget year on April 1, 2018, it was proposed that we pay the entire \$86 increase for the months of February and March. Board discussion.

Motion to approve a 6% salary increase for the Fire Chief and that he contribute \$91 per month toward insurance effective 4-1-2018 offered by Sowerby second by VanHouten approved per a roll call vote 6-1. (Riker opposed)

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**CITIZEN'S COMMENTS:**

Sam inquired about ordering some gear and other items that have been previously discussed. Best time to order for the current budget? Will discuss further with Dean.

**BOARD COMMENTS:**

Dean stated that Sam and he will be going to the National Fire Show in Indianapolis in April.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 8:47 pm offered by Porter second by Sowerby approved per a voice call vote.

Linda L. VanHouten  
Oakfield Township Clerk