

**CHARTER TOWNSHIP OF COMMERCE  
TOWNSHIP BOARD OF TRUSTEES MEETING  
January 11, 2022  
2009 Township Drive  
Commerce Township, Michigan 48390**

**CALL TO ORDER:** Supervisor Gray called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

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

Also Present: Hans Rentrop, Township Attorney  
Jim Dundas, Fire Chief  
Emily England, Senior/Parks and Recreation Director  
Jay James, Building Official  
Alyson Lobert, Library Director  
Jason Mayer, Giffels Webster Engineers  
Lt. Wendy Reyes, Oakland County Sheriff's Office

**APPROVAL OF MINUTES**

**MOTION** by Magner, supported by Sovel, to approve the December 14, 2021 Regular Township Board Meeting minutes, as submitted.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 1:1-11 APPROVAL OF AGENDA**

**MOTION** by Magner, supported by Sovel, to approve the December 14, 2021 agenda.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 2:1-11 PUBLIC COMMENTS**

Supervisor Gray opened Public Comments.  
There were no comments from the public.  
Supervisor Gray closed Public Comments.

**ITEM 3:1-11 PUBLIC HEARINGS**

**A. Resolution to Reprogram 2017 & 2018 CDBG Money**

Emily England, Senior/Parks and Recreation Director, explained the Resolution.

Supervisor Gray opened the Public Hearing.  
There were no comments from the public.  
Supervisor Gray closed the Public Hearing.

**MOTION** by Sovel, supported by Creech, to approve the Resolution to Reprogram 2017 & 2018 Community Development Block Grant Money by the Charter Township of Commerce.  
**MOTION CARRIED UNANIMOUSLY**

**B. Resolution to Reprogram 2020 CDBG Money**

Emily England, Senior/Parks and Recreation Director, explained the Resolution.

Supervisor Gray opened the Public Hearing.  
There were no comments from the public.  
Supervisor Gray closed the Public Hearing.

**MOTION** by Sovel, supported by Phillips, to approve the Resolution to Reprogram 2020 Community Development Block Grant Money by the Charter Township of Commerce.  
**MOTION CARRIED UNANIMOUSLY**

**C. Resolution Authorizing Application for Oakland County Parks and Recreation Trailways Grant Program**

Emily England, Senior/Parks and Recreation Director, explained the Resolution.

Supervisor Gray opened the Public Hearing.  
There were no comments from the public.  
Supervisor Gray closed the Public Hearing.

**MOTION** by Sovel, supported by Berkheiser, to approve the Resolution of the Township Board of the Charter Township of Commerce Authorizing Application for Oakland County Parks and Recreation Trailways Grant Program.

**MOTION CARRIED UNANIMOUSLY**

**D. Establishment Resolution – Lagoon & Point Street Sanitary Sewer SAD**

Hans Rentrop, Township Attorney, explained the Resolution.

Supervisor Gray opened the Public Hearing.

A letter was received from Donna Greig, 8347 Lagoon Street, in opposition of the SAD assessment

**ITEM 3:1-11 PUBLIC HEARINGS (Establishment Resolution – Lagoon & Point Street Sanitary Sewer SAD continued)**

Delores Colt, 1849 Point Street, asked if you have to pay off the assessment in full when you sell your house. Supervisor Gray answered yes you do have to pay off the assessment. She also asked where the sewer will be installed and what the final cost is.

Jason Mayer, Giffels Webster Engineers, explained how the sewer will be installed. Hans Rentrop said the final price will be \$353,519.00. Jay James, Building Official, said it will cost between \$13,500 -\$14,500 to connect to the sewer.

Mary Kuenzel, 8359 Lagoon, owns the lot at the corner of Point and Lagoon Streets. She is concerned where the pipe will be placed and if that will affect her well water because her well is located in the front of her lot and the septic is in the rear. She said there are two dry wells on her property that belong to the Township. One of the wells is located underneath her driveway and has caused the driveway to shift. She said her septic system is not that old and asked if she is required to connect to the new sewer system. Jason Mayer explained what type of material will be used for the pipe and how the pipe will be placed in the ground. Jay James, Building Official said she is only required to hook up to the system in the event her septic system fails or an addition to her home would require a larger system.

Felipe Chapuseaux, 1832 Point Street, said he is doing renovations to his house and asked when the project will begin. Jay James said the system will be installed by the end of 2022.

June Behme, 1809 Point Street, asked if the sewer system will go to Flagstaff Street and if water hook up will follow the sewer system project. Jason Mayer said as of now there are no requests made to install a water system.

Supervisor Gray closed Public Comments.

**MOTION** by Sovel, supported by Berkheiser, to approve the Resolution of the Township Board of The Charter Township of Commerce Determining to Undertake an Improvement Project and to Establish and Maintain a Special Assessment District to Pay Costs Associated Therewith and Approving the Plans and Estimates of Costs Therefor Lagoon & Point Streets Sanitary Sewer Special Assessment District.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 4:1-11 ADOPTIONS**

**A. An Ordinance to Amend the Code of Ordinances to be Known as Code Amendment Ordinance No. 1.058 – Poverty Tax Exemption**

**MOTION** by Weber, supported by Berkheiser, to Adopt an Ordinance to Amend the Code of Ordinances, Charter Township of Commerce, Oakland County, Michigan, to be known as Code Amendment Ordinance No. 1.058, post and publish according to law.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 5:1-11 PURCHASES**

**A. Clerestory Window Shades - Library**

Alyson Lobert, Library Director, is requesting approval to purchase roller manually-operated shades for the south-facing clerestory windows in the library's adult reference area.

**MOTION** by Magner, supported by Creech, to approve the purchase of 2 roller manually-operated shades for the south-facing clerestory windows in the library's adult reference area from The Sheer Shop at a cost not to exceed \$5,068.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 6:1-11 OLD BUSINESS**

**A. Covid Quarantine**

Supervisor Gray suggests we follow CDC guidelines. He recommends a paid 5-day isolation period for employees who have a positive COVID test or a paid 5-day quarantine period for those with close contact exposures. If after the 5-day isolation period or 5-day quarantine period ends and the employee cannot return to work because of a positive COVID test or symptoms are present, they shall use their personal time off. If an employee does not have any symptoms or does not test positive for COVID, they shall return to work wearing a well fitted mask for days 6 thru 10.

Trustee Magner does not agree with a paid 5-day quarantine period for those that come in close contact with someone who has COVID because this cannot be proven. In the documents submitted by the Supervisor it shows the Township paid out \$70,000 of tax dollars for the amount of time certain employees were off work.

This will be revisited at the April 2022 Quarterly meeting.

**B. Township Property Management and Strategy Sub-Committee**

Trustee Weber discussed the draft Request for Proposals for Real Estate Services.

**MOTION** by Berkheiser, supported by Phillips, to approve The Charter Township of Commerce Request for Proposals (RFP) Real Estate Services. Proposals will be evaluated and scored based on the following weighted criteria: Quality of proposal – 25%, Qualifications and experience – 25% and Proposed fees / commissions – 50%.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 7:1-11 NEW BUSINESS**

**A. Hickory Glen Park Improvements**

Emily England, Senior/Parks and Recreation Director, discussed the estimated project costs for improvements at Hickory Glen Park.

**MOTION** by Berkheiser, supported by Weber, to move forward with Giffels Webster for the design engineering portion of the Hickory Glen Park project to prepare plans and publicly bid the project for an amount not to exceed \$29,000.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 7:1-11 NEW BUSINESS (continued)**

**B. Request to Attend Public Library Association Conference**

Alyson Lobert, Library Director, is requesting approval for Library Youth Librarian, Journey Robinson, to attend the Public Library Association Conference in March 2022. The Library Advisory Board recommends approval.

**MOTION** by Magner, supported by Phillips, to approve Library Youth Librarian, Journey Robinson, to attend the Public Library Association Conference on March, 23-25<sup>th</sup> 2022 in Portland Oregon.  
**MOTION CARRIED UNANIMOUSLY**

**C. Resolution to Appoint Ordinance Enforcement Officers**

Hans Rentrop, Township Attorney, explained the Resolution. The Resolution affirms the authority of newly hired officers Todd Martin and Terry Long to enforce the Township's ordinances and reaffirms the enforcement authority of Jay James, Chief Dundas, and David Campbell.

**MOTION** by Sovel, supported by Creech, to approve Resolution of the Township Board of The Charter Township of Commerce to Appoint Ordinance Enforcement Officers.  
**MOTION CARRIED UNANIMOUSLY**

**D. Intention Resolution to Establish a Special Assessment District to be Known as Special Projects No. 48**

Hans Rentrop, Township Attorney, explained the Resolution.

**MOTION** by Sovel, supported by Berkheiser, to approve the Resolution of The Township Board of The Charter Township of Commerce, Tentatively Declaring its Intention to Establish a Special Assessment District to be known as Special Projects No. 48.  
**MOTION CARRIED UNANIMOUSLY**

**ITEM 8:1-11 ORDERS**

**MOTION** by Sovel, supported by Creech, to approve the Orders and Add Ons.  
**MOTION CARRIED UNANIMOUSLY**

**ITEM 9:1-11 OTHER MATTERS**

Trustee Weber –

- Asked the Fire Chief if he would update the Board on Fire station #3. Jim Dundas, Fire Chief, said Fire Station #3 will be up and running by the end of the week.
- He thanked all of the Board Members for taking part in the survey for an upcoming joint meeting with the Planning Commission.

Jim Dundas gave an update on the Fire Station #4 apparatus room ceiling drywall repair. He received an inspection report on the ceiling and it mentions major problems that need to be addressed. Supervisor Gray said repairs will begin this Thursday. He would like Fire Station #1 and #2 looked at because they were built around the same time as Fire Station #4.

**ITEM 9:1-11 OTHER MATTERS (continued)**

Trustee Berkheiser –

- He requested the removal of Sarah Henderson from the Parks and Recreation Committee due to lack of participation by not attending several meetings.

**MOTION** by Berkheiser, supported by Weber, to direct Supervisor Gray to remove Sarah Henderson from the Parks and Recreation Committee because of lack of participation by missing more than 2 consecutive meetings. **MOTION CARRIED UNANIMOUSLY**

Treasurer Phillips –

- FYI - The Library Millage expired this year with 2021 taxes and needs to be renewed.
- FYI – All of the SAD's for dust control and aquatic weed control expired this year with 2021 taxes and needs to be renewed.

Trustee Magner –

- Asked for an update on the recent boil water boil alert. Supervisor Gray said a boil water notice was issued after a water main break near 14 Mile and Drake Road caused a loss of pressure. Repairs have been made and testing is being done to see if the water is safe to use.

Supervisor Gray –

- He met with John Kummer who recommends a survey be done when there is an encroachment on Township property.
- There will be an opening on the Parks and Recreation Committee and two openings on The Board of Review.
- He asked for the Board's thoughts on the Township holding some type of holiday tree lighting ceremony. He feels this would be a nice event for the community. Members of the Board are in support. He will move forward and update the Board.

**ITEM 10:1-11 ADJOURNMENT**

**MOTION** by Phillips, supported by Creech, to adjourn at 8:38 p.m.

**MOTION CARRIED UNANIMOUSLY**

  
Melissa Creech, Clerk  
Charter Township of Commerce