

**CHARTER TOWNSHIP OF COMMERCE  
TOWNSHIP BOARD OF TRUSTEES MEETING  
November 9, 2021  
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  
George Weber, Trustee

Absent: Vanessa Wagner, Trustee (excused)  
Rick Sovel, Trustee (excused)

Also Present: Hans Rentrop, Township Attorney  
Janet Bushey, Finance/HR Director  
Jim Dundas, Fire Chief  
Emily England, Senior/Parks and Recreation Director  
Jay James, Building Official  
Alyson Lobert, Library Director  
Jason Mayer, Giffels Webster Engineers

**APPROVAL OF MINUTES**

**MOTION** by Phillips, supported by Creech, to approve the October 12, 2021 Regular Township Board Meeting minutes, October 19, 2021 Special Township Board Meeting minutes and the October 26, 2021 Quarterly Township Board Meeting minutes, as submitted.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 1:11-9 APPROVAL OF AGENDA**

**MOTION** by Creech, supported by Phillips, to approve the November 9, 2021 agenda with the addition of 5A - 2022 Elected Official Wages and boards' and commissions' pay under ITEM 5:11-9 APPROVAL OF 2022 TOWNSHIP BUDGET.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 2:11-9 PUBLIC COMMENTS**

Supervisor Gray opened Public Comments.

**ITEM 2:11-9 PUBLIC COMMENTS (continued)**

Charlie Holmes, 1875 Union Lake Road, would like to see walkways installed on Union Lake Road for safety reasons.

Trustee Weber said Dave Campbell, Planning Director, is in the process of initiating an overall review on sidewalks and pathways throughout Commerce Township. He will make sure this is included in the overall review and study.

Supervisor Gray closed Public Comments.

**ITEM 3:11-9 PUBLIC HEARINGS**

**A. 2022 Program Year Community Development Block Grant Funds**

Emily England, Senior/Parks and Recreation Director, said this would be for CDBG grant funds. It is estimated the Township will receive \$63,918.00. This Resolution is to use \$6,000 for services for victims of domestic violence/dating violence/sexual assault/stalking, \$13,175.40 for senior services and \$44,742.60 for removal of architectural barriers.

Supervisor Gray opened the Public Hearing.

There were no comments from the public.

Supervisor Gray closed the Public Hearing.

**MOTION** by Berkheiser, supported by Creech, to approve the Resolution Approving the 2022 Community Development Block Grant Application in the amount of \$63,918.00

**ROLL CALL VOTE**

**AYES:** Berkheiser, Creech, Phillips, Weber, Gray

**NAYS:**

**ABSENT:** Magner, Sovel

**MOTION CARRIED UNANIMOUSLY**

**ITEM 4:11-9 PUBLIC HEARING FOR 2022 TOWNSHIP BUDGET**

Supervisor Gray opened the Public Hearing.

There were no comments from the public.

Supervisor Gray closed the Public Hearing.

**ITEM 5:11-9 APPROVAL OF 2022 TOWNSHIP BUDGET**

**MOTION** by Weber, supported by Berkheiser, to approve the 2022 Township Budget, as submitted.

**ROLL CALL VOTE**

**AYES:** Weber, Berkheiser, Creech, Phillips, Gray

**NAYS:**

**ITEM 5:11-9 APPROVAL OF 2022 TOWNSHIP BUDGET (motion continued)**

**ABSENT:** Magnier, Sovel

**MOTION CARRIED UNANIMOUSLY**

**A. 2022 ELECTED OFFICIAL WAGES**

**MOTION** by Berkheiser, supported by Weber, to approve the Township Supervisor's salary for 2022 be set at \$100,374.53. **MOTION CARRIED UNANIMOUSLY**

**MOTION** by Berkheiser, supported by Weber, to approve the Township Clerk's salary for 2022 be set at \$96,720.00. **MOTION CARRIED UNANIMOUSLY**

**MOTION** by Berkheiser, supported by Weber, to approve the Township Treasurer's salary for 2022 be set at \$96,720.00. **MOTION CARRIED UNANIMOUSLY**

**MOTION** by Creech, supported by Gray, to approve the Township Board of Trustee's pay at \$250.00 per meeting for 2022. The Planning Commission, Zoning Board of Appeals, Parks and Recreation Committee and the Library Advisory Board at \$85.00 per meeting for 2022. The Board of Review at \$125.00 per meeting for 2022.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 6:11-9 BOARD APPOINTMENTS**

**A. Sarah Grever – Reappointment as the Alternate Member to the Zoning Board of Appeals for a 3-Year Term ending December 31, 2024.**

Sarah Grever was present.

**MOTION** by Weber, supported by Phillips, to Reappoint Sarah Grever as the Alternate Member to the Zoning Board of Appeals for a 3-Year Term ending December 31, 2024. **MOTION CARRIED UNANIMOUSLY**

**ITEM 7:11-9 CONTRACTS AWARDS AND AGREEMENTS**

**A. Renewal of Grinder Pump Installation Contract**

Jay James, KER Engineering, Inc., advised the Board that the bids were publicly opened on November 2, 2021 at the Commerce Township Hall, with only C&E Construction submitting a bid.

**MOTION** by Weber, supported by Gray, to award a 3 year Grinder Pump Installation Contract with two 1 year options to C&E Construction with pricing on Exhibit A and authorize the appropriate signatures. **MOTION CARRIED UNANIMOUSLY**

**ITEM 8:11-9 INTRODUCTIONS**

**A. An Ordinance to Amend the Code of Ordinances to be Known as Code Amendment Ordinance No. 1.057 – Sidewalks and Recreational Pathways**

Hans Rentrop, Township Attorney, explained the ordinance. This ordinance is a starting point for discussion by the Board.

Discussion ensued.

Ms. Tomasik, Attorney, answered questions from the Board.

This will be discussed during the next Township Board Discussion Session.

No action taken.

**ITEM 9:11-9 ADOPTIONS**

**A. An Ordinance to Amend the Code of Ordinances to be Known as Code Amendment Ordinance No. 1.056 – Revised Engineering Design Standards**

Hans Rentrop, Township Attorney, explained the ordinance.

**MOTION** by Berkheiser, supported by Creech, 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. 1.056, post and publish according to law.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 10:11-9 PURCHASES**

**A. Utility Trailer – Maintenance Department**

Mark Schoder, Maintenance Director, is asking for approval to purchase a utility trailer for the Maintenance Department.

**MOTION** by Weber, supported by Berkheiser, to approve the purchase of a 2022 Sure Trac trailer from Fenton Trading Post, Inc., Trailer Sales, in an amount not to exceed \$7,000.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 11:11-9 OLD BUSINESS**

**A. Windmill Farm**

Emily England, Parks and Recreation and Senior Director, gave an update on Windmill Farm. She said a letter was issued to Windmill Farm letting them know that they have a 30, 60 and 90 day timeframe to bring some things up to date. Carrie Hancock did turn in her insurance certificate. On October 25, 2021 at the Parks and Recreation Committee meeting, it was confirmed to Carrie that the two trailers that are on site will be removed by November 9, 2021. That was also brought to her attention during a walk thru on October 22, 2021. She has been working on the perimeter fence. She has to bring her September 2021 concession fee payment of \$2,100 up to date. She has a 60 day notice to remove unnecessary items that are on the top floor of the barn which they are working on. She needs to provide the Township with all participant's signed waivers. In the arena barn, she is to remove unnecessary items and any items she is keeping or

**ITEM 11:11-9 OLD BUSINESS (A. Windmill Farm continued)**

horse related items are to be kept in an organized fashion. She is to turn in all events planned for the community to the Parks and Recreation Director.

**ITEM 12:11-9 NEW BUSINESS**

**A. Library Display Policy**

Alyson Lobert, Library Director, informed the Board that the Library Advisory Board recommends approval of the Library Display Policy.

**MOTION** by Weber, supported by Berkheiser, to approve the Commerce Township Community Library Display Policy, as written. **MOTION CARRIED UNANIMOUSLY**

**B. Approval of 2021 Single Year SAD's**

Treasurer Phillips discussed the SAD's that will be assessed to the 2021 winter taxes.

**MOTION** by Berkheiser, supported by Gray, to approve the 2021 Single Year SAD's. **MOTION CARRIED UNANIMOUSLY**

**C. 14 Mile Road Pathway Connection Grant – Parks and Recreation Department**

Emily England, Senior/Parks and Recreation Director, advised the Board that the grant application would be for the purpose of putting in a trail connection from Long Park (14 Mile Rd) up to the Metro trail that runs alongside M5 and ultimately connecting to the Michigan Airline Trail making a regional trail connection. The grant will be for \$50,000.

**MOTION** by Berkheiser, supported by Creech, to approve the request of Emily England, Senior/Parks and Recreation Director to apply for a grant through the Community Foundation for Southeast Michigan (CFSEM). **MOTION CARRIED UNANIMOUSLY**

**D. Resolution for Property Tax Payment Designee Appointments**

Treasurer Phillips said Board approval is needed to authorize Designees of the Treasurer in order to collect/receive property tax payments.

**MOTION** by Weber, supported by Creech, to approve the Resolution for Property Tax Payment Designee Appointments, Karen Stamper, Deputy Treasurer; Lana Coulter; Amber Young; Raeann Girst.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 13:11-9 ORDERS**

**MOTION** by Weber, supported by Creech, to approve the Orders and Add Ons.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 14:11-9 OTHER MATTERS**

Trustee Weber –

- Ordinance Officers – On the Township's Website we post a phone number for the Ordinance Officer but there is no email address for the Ordinance Officer.
- Outrun Hunger is this weekend.
- Asked Jim Dundas, Fire Chief, to provide some type of report that shows how many emergency runs are dispatched to senior or assisted living facilities. He would like to review the report along with services provided by People's Express.
- He noticed that Insite Realty has a for sale sign installed on the piece of property next to the old drive in theatre. The Thomas family said they will donate a portion of that land to the Township. We need to follow up on this before the property is sold.

Trustee Berkheiser –

- Mrs. Long, County Commissioner, sent him a text advising him that the Reserve at Crystal Lake is on the agenda for the County Board meeting tomorrow night. She anticipates this will be approved.
- He noticed there was a 4-3 vote by the Planning Commission on the Scooter's Coffee out lot. Trustee Weber explained some concerns the Planning Commission had on ingress and egress to the site. There were 3 traffic studies done that showed there would be no affect based upon the number of vehicles to the site. Special land use and the site plan were approved
- People's Express contract will expire soon. Emily England, Senior/Parks and Recreation Director, said the contract was renewed.

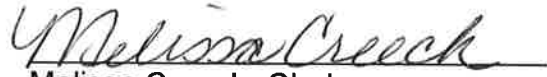
Supervisor Gray –

- Gypsy moth training is set for November 17, 2021.
- He received a message from a resident regarding the boil water advisory that was recently put in place. He talked to Ben Sebrovski, Director of Technology, on how we can send an emergency notice to residents. He will work on this with Ben and report back to the Board.
- There will be a DDA opening coming up after November 2021.
- We may have to look into purchasing a new machine or possibly a boom for our tractors to cut small trees and grass.
- After talking with other supervisors', Commerce Township is the only Township in Oakland County that pays an employee for time off work when they have to quarantine because of COVID19. The other township's employees must use PTO time. This will be discussed during the Township Board of Trustees December 2021 meeting.

**ITEM 15:11-9 ADJOURNMENT**

**MOTION** by Phillips, supported by Creech, to adjourn at 8:47 a.m.

**MOTION CARRIED UNANIMOUSLY**



*Melissa Creech*

Melissa Creech, Clerk  
Charter Township of Commerce