

**CHARTER TOWNSHIP OF COMMERCE  
QUARTERLY DISCUSSION MEETING OF THE TOWNSHIP  
BOARD OF TRUSTEES  
2009 Township Drive  
Commerce Township, MI 48390  
Tuesday, July 28, 2020, 7:00 p.m.**

Due to Governor Whitmer's Executive Order to "Stay Home, Stay Safe", this meeting was held via Zoom video conferencing technology.

**CALL TO ORDER:** Supervisor Scott called the Township Board of Trustees Quarterly Meeting to order at 7:00 p.m.

**ROLL CALL:** Present: David E. Scott, Supervisor  
Melissa Creech, Clerk  
Molly Phillips, Treasurer  
Bob Berkheiser, Trustee  
Vanessa Magner, Trustee  
Rick Sovel, Trustee  
George Weber, Trustee

Also Present: Janet Bushey, Finance/HR Director  
Jim Dundas, Fire Chief  
Emily England, Senior Director  
Jay James, P.E. Building Official  
Alyson Lobert, Library Director  
Ben Sebrowski, Director of Technology  
Mark Schoder, Maintenance Director  
Ken Milburn, President of MERGE LIVE

**ITEM 1: PUBLIC COMMENTS**

None

**ITEM 2. MERGE LIVE PRESENTATION**

Ken Milburn, President of MERGE LIVE, Multimedia Group, a digital content provider, gave a presentation. He is hosting Commerce Township meetings and managing them on YouTube for live streaming.

Discussion ensued among Board members regarding if Township meetings should be recorded and placed on YouTube.

Supervisor Scott is supportive of recording Township meetings and streaming them on YouTube. He said this is something the Board will have to discuss further.

Trustee Berkheiser would like a cost to record and stream the meetings.

## **ITEM 2. MERGE LIVE PRESENTATION (continued)**

Trustee Magner believes transparency builds trust.

Trustee Weber asked if the recorded meetings are edited. Mr. Milburn said they are live and no editing is done. Weber asked what the cost is per meeting. Mr. Milburn said the cost is under \$300 per meeting. Weber asked why Zoom is his platform versus Webex or some other alternatives. Mr. Milburn said Zoom has a multi participant application, is a very stable platform and the video quality is very good. Weber asked if he has ever had any cases of someone Zoom bombing or anyone taking control of a segment. Mr. Milburn answered no.

Trustee Sovel noticed a 30 sec delay on YouTube. Mr. Milburn said it is an 18 second delay. Sovel asked if a contract is required. Mr. Milburn said there is no contract.

Supervisor Scott asked if we operate without a contract how is it guaranteed that we will have our meetings recorded in the event another customer is scheduled at the same time. Mr. Milburn said he would be open to a contract but he does have a 6-member team that can also host a meeting.

## **ITEM 3: FIRE TRUCK REPLACEMENT PLAN**

Supervisor Scott said there was an air conditioning emergency at one of the Fire Stations. Jim Dundas, Fire Chief, said he would like to address this at the next Township Board meeting because Mark Schoder, Maintenance Director, is going to get three estimates to repair the air conditioning unit. The air conditioning unit is working right now.

Jim Dundas, Fire Chief, is requesting approval to begin the process to order the replacement of Fire Engine #3. The funds and payment will come out of the 2021 Budget. If he waits until January 1, 2021 to order the truck, he will not get it until 2022. There will be a price increase because the last bid was in 2017 for approximately \$600,000. As of this date the cost for the fire engine is \$662,004.00.

Discussion ensued on the SAD fire equipment replacement plan. The Board can review the spreadsheet that was put together for the SAD and the vehicle replacement plan to see how it fits into the budget.

This will be on the agenda for the August 2020 meeting.

No action taken.

**Cares Act Funding for hazard pay to firefighters.** Commerce Township will be eligible to pay \$1,000 to firefighters for hazard pay because of COVID-19. All surrounding Fire Departments have put in for hazard pay for their first responders. The Township will pay the \$1,000 to each firefighter by September 30, 2020 and then submit

**ITEM 3: FIRE TRUCK REPLACEMENT PLAN (continued)**

it to Cares Act Funding for reimbursement. We will know if we will receive reimbursement before Commerce Township pays each firefighter.

**MOTION** by Magner, supported by Sovel, to authorize the Fire Chief to move forward with the \$1,000 hazard pay for all Commerce Township paid on call and full-time firefighters, Fire Chief and Fire Marshall through the Cares Act Funding.

**ROLL CALL VOTE**

**AYES:** Magner, Sovel, Creech, Phillips, Weber, Berkheiser, Scott

**NAYS:**

**ABSENT:**

**MOTION CARRIED UNANIMOUSLY**

Trustee Weber gave an update on Fire Station #3. A bid package was put together by the sub-committee and expected to go out within the next few weeks. Plante Moran Cresa said they have seen a number of people bidding on projects such as this and are coming in with conservative numbers. We are still holding to our SAD Budget of 5.5 million dollars, with a target of \$5M. There are contingencies in place to ensure we hit our targets.

Jim Dundas, Fire Chief, said bids were opened today for demolition of Fire Station #3. Demolition should take place mid-August 2020. The new fire station should be opened around September 2021. The City of Walled Lake offered us space in their fire department to house 2 trucks and 2 firefighters until our new fire station is ready to occupy.

**ITEM 4. CODE ENFORCEMENT OFFICER**

Supervisor Scott recommends hiring a full time Code Enforcement Officer.

Jay James, P.E. Building Official said it has become more difficult for him to perform the duties of Code Enforcement Officer along with his other duties as Building Official.

This will be discussed during the budget meetings.

**ITEM 5. POLICY – SALE OF TOWNSHIP PROPERTY**

Trustee Berkheiser questioned if the Township is reaching out to residents to see if they are interested in buying a Township owned parcel that is contiguous to their property. If so, we need to have an analysis done to see what the property is worth before we contact a homeowner. The offer to purchase that we received on parcel #E-17-02-156-002 for \$2,000 is too low.

**ITEM 5. POLICY – SALE OF TOWNSHIP PROPERTY (continued)**

Supervisor Scott said we need to have a process for selling Township property. We should have Insight Realty provide us with an analysis, then have the Building Department review it to make sure there are no easements or anything else that would prevent us from selling the parcel and also have a review done by the Township Treasurer.

After discussion, it was decided to form a sub-committee to review disposal of Township owned property. The sub-committee will consist of Supervisor Scott, Molly Phillips, and an employee of the Building Department.

**MOTION** by Weber, supported by Scott, to provide the Insight Realty property value analysis for parcel #E-17-02-156-002 to Josh and Crystal Darling as a counter offer purchase price.

**ROLL CALL VOTE**

**AYES:** Weber, Scott, Creech, Phillips, Berkheiser, Magner, Sovel

**NAYS:**

**ABSENT:**

**MOTION CARRIED UNANIMOUSLY**

**ITEM 6 . EMPLOYEE PERFORMANCE EVALUATIONS**

Janet Bushey, Finance/HR Director, submitted a draft of employee performance evaluation documents for the Board's review.

Discussion took place on objectives and priorities.

Janet will present the documents to department directors for their input and report back to the Township Board with her findings at the September 2020 Township Board meeting.

**ITEM 7. RESOLUTION – SHERWOOD ACRES PAVING SAD REFUND**

**MOTION** by Magner, supported by Creech, to approve the Resolution of The Township Board of The Charter Township of Commerce Sherwood Acres Paving Special Assessment District (Roll #54).

**ROLL CALL VOTE**

**AYES:** Magner, Creech, Phillips, Weber, Berkheiser, Sovel, Scott

**NAYS:**

**ABSENT:**

**MOTION CARRIED UNANIMOUSLY**

**ITEM 8. RESOLUTION – Reducing PTA Penalty on Parcel Numbers 17-19-301-003 and 17-19-301-004**

**MOTION** by Weber, supported by Phillips, to approve the Resolution of the Township Board of The Charter Township of Commerce for parcels 17-19-301-003 and 17-19-301-004 to reduce the cost down from \$1,000 to \$200 for the parcel of land (2000 and 2012 Sleeth Road) that is zoned residential but is considered commercial by Oakland County.

**ROLL CALL VOTE**

**AYES:** Weber, Phillips, Creech, Berkheiser, Magner, Sovel, Scott

**NAYS:**

**ABSENT:**

**MOTION CARRIED UNANIMOUSLY**

**ITEM 9. MAINTENANCE DEPARTMENT**

Mark Schoder, Maintenance Director, recommends the Township have on-call employee(s) to handle emergencies during off hours. He will provide an on-call pay scale and a plan to the Township Board for their review and approval.

**ITEM 10. LIBRARY PATRON BEHAVIOR POLICY**

Alyson Lobert, Library Director, said the Library Advisory Board recommends approval of the Library Patron Behavior Policy.

Trustee Sovel would like a map included that shows the boundaries of where someone can smoke or vape outside of the library building and also change the wording in the policy that refers to the attached map.

**MOTION** by Scott, supported by Sovel, to approve the Library Patron Behavior Policy to include a map outlining smoking/vaping areas outside of the library building and amend the wording referring to the map.

**ROLL CALL VOTE**

**AYES:** Scott, Sovel, Creech, Phillips, Weber, Berkheiser, Magner

**NAYS:**

**ABSENT:**

**MOTION CARRIED UNANIMOUSLY**

**ITEM 11. TOWNSHIP BUDGET DISCUSSION DATES**

August 25, 2020 6:00 p.m.

September 15, 2020 6:00 p.m.

September 22, 2020 6:00 p.m.

September 29, 2020 6:00 p.m.

**ITEM 12. OTHER MATTERS**

Trustee Sovel –

- Asked for an update on Byers Farmhouse. Plante Moran Cresa will do an analysis of the building. Emily England, Senior Director, said a structural engineer inspected the building.
- Since the Union Lake boat launch is close to opening will we allow off-site parking at the old Sally's parking lot? Supervisor Scott said we will have to work something out with the owners of the parking lot.

Supervisor Scott –

- The 2<sup>nd</sup> story of 8585 PGA Drive will be completely vacant this Friday. There will be 3 tenants remaining. He is not sure if a Secretary of State office will be in the building. We will need to discuss what is the best use of the building.
- Commended Alyson Lobert, Library Director, for the way she is managing the library.
- Thanked everyone who is listening to the Zoom meeting tonight and those who are running for re-election and for placing their signs in the appropriate places.

**ADJOURNMENT**

**MOTION** by Weber, supported by Berkheiser to adjourn the meeting at 9:41 p.m.

**ROLL CALL VOTE**

**AYES:** Weber, Berkheiser, Magner, Sovel, Creech, Phillips, Scott

**NAYS:**

**ABSENT:**

**MOTION CARRIED UNANIMOUSLY**



Melissa Creech, Clerk  
Charter Township of Commerce