

**CHARTER TOWNSHIP OF COMMERCE
REGULAR BOARD OF TRUSTEES MEETING**

March 17, 2020

2009 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Supervisor David Scott called the meeting to order at 7.00 p.m. and introduced the members of the Board.

PLEDGE OF ALLEGIANCE TO FLAG

ROLL CALL: Present: David E. Scott, Supervisor
Molly Phillips, Treasurer
Robert Berkheiser, Trustee
Vanessa Magner, Trustee
George Weber, Trustee

Absent: Melissa Creech, Clerk (excused)
Rick Sovel, Trustee (excused)

Also Present: Jason Mayer, Giffels Webster Engineers
Hans Rentrop, Township Attorney
Fire Chief Jim Dundas
Lieutenant Reyes, Oakland County Sheriff's Office
Mark Shoder – Maintenance Director
Emily England, Senior and Parks and Recreation Director
Alyson Lobert – Library Director
Mark Stacey – DDA Director
Jay James, P.E. Building Official

APPROVAL OF MINUTES

MOTION by Phillips, supported by Weber, to approve the February 11, 2020 Regular Township Board of Trustees Meeting Minutes and the February 18, 2020 Special Township Board of Trustee Meeting Minutes, as submitted. **MOTION CARRIED UNANIMOUSLY**

PRESENTATIONS

A. Emergency Preparedness – Fire Chief Dundas

Fire Chief Jim Dundas gave a presentation on emergency preparedness. He reassured everyone that the Fire Department is doing everything in their power to provide the best possible service to the community and to help eliminate the spread of the COVID-19 virus. They have taken direction from the CDC, the State of Michigan, Oakland County EOC and the Oakland County Medical Control Board.

The 3 main objectives are: Best service, prevent spread of COVID-19, and protect first responders.

Fire Department's internal procedures:

- All employees who are not feeling good shall stay home
- Trained on how to effectively wash your hands
- Routinely disinfect all surfaces
- All meetings and training are cancelled until further notice
- He will not enforce any of the current rules that would allow him to discipline any paid on call or career firefighters for lack of training, attendance or quota requirements
- Will not hold any public tours or non emergency public appearances by firefighters
- Will not replace any residential smoke detectors
- Asking the public to stay away from the trucks and equipment.

Changes to firefighter runs are:

- 1) They will screen the public by asking health related questions and recent travel.
- 2) Police will not accompany the Fire Department as they respond to routine medical calls
- 3) During a run, Oakland County Sheriffs Department will remain outside of a building or house unless called in by the firefighter
- 4) Use of gloves, masks and goggles as recommended by the CDC
- 5) Will dispatch the minimum amount of firefighters or paid on call personnel needed when dispatched on a run
- 6) New policies for all senior facilities
- 7) Fire personnel with symptoms will be sent home and tested for the COVID-19 virus and cannot return to work until cleared by their doctor
- 8) No medical personnel will be allowed to accompany someone that is being transported to a hospital
- 9) Local hospitals are limiting access to the hospital including their own employees
- 10) Patients with symptoms of the COVID-19 virus will be isolated. Hospital personnel will come out to the ambulance and bring them into the hospital
- 11) Asking firefighters to change into their uniforms inside of the Fire Department and not take them home
- 12) The County and the State will have gloves, masks, goggles and gowns available for their use

ITEM 1: APPROVAL OF AGENDA

MOTION by Weber, supported by Magner, to amend the March 17, 2020 Regular Township Board of Trustees Meeting Agenda as follows: add to Item 5 New Business: G. Ratifying Building Procedures, Board Schedules and Employee Handling; H. Road Commission for Oakland County Tri Party Gravel Program and I. Sterilization Program for the Library, Senior Center and Township Hall.

MOTION CARRIED UNANIMOUSLY

ITEM 2: PUBLIC COMMENTS

Supervisor Scott asked if anyone present had any comments.

No one present had comments.

Supervisor Scott closed public comments.

ITEM 3: PUBLIC HEARINGS

A. Establishment Resolution Peninsular Park Paving SAD

Hans Rentrop, Township Attorney, gave an explanation of the Resolution.
Jason Mayer, Giffels Webster Engineers explained the project.

Supervisor Scott opened the Public Hearing.

David Iwick, Farrant Street, questioned what the cost is.

Dan Gilbert, Marshalsea Street, inquired if there are documents/plans for review and asked general questions.

Supervisor Scott closed the Public Hearing.

MOTION by Berkheiser, supported by Phillips, 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 Peninsular Park Paving Special Assessment District, post and publish according to law.

MOTION CARRIED UNANIMOUSLY

ITEM 4: ADOPTIONS

A. Ordinance to Amend the Code of Ordinances to be known as Code Amendment Ordinance No. 1.047 - FOIA

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. 1.047, post and publish according to law.

MOTION CARRIED UNANIMOUSLY

ITEM 5: SITE CONDOMINIUMS AND PLATS

A. Commerce Hotels Condominium Master Deed

This will be tabled because the representative could not attend this meeting due to health concerns.

Tabled

ITEM 6: OLD BUSINESS

A. Windmill Farm

Supervisor Scott recommends the Board move to authorize him to proceed with handling safety issues only and then we can proceed next month with a more detailed plan on what we need to do. He based his recommendation on the findings of the sub-committee.

Trustee Weber said the findings of the sub-committee in regards to safety issues were:

- The tree and the damage it is doing to the foundation of the hip barn
- Signage within the property
- Lighting over the barn, primarily exterior but potentially interior
- Grading the parking lot

Jay James, P.E. Building Official, estimates the cost as follows:

Parking lot - \$20,000

Trees - \$15,000

Lighting and signage - \$5,000

MOTION by Weber, supported by Berkheiser, to authorize the Township Supervisor to proceed with handling the identified safety issues for Windmill Farms in an amount not to exceed \$40,000. **MOTION CARRIED UNANIMOUSLY**

B. 2020 GMC Sierra 3500HD Truck

MOTION by Berkheiser, supported by Magner, to authorize the purchase of a 2020 GMC Sierra 3500HD truck not to exceed \$62,000. The Board recommends they revisit the vendor for better pricing and review costs for Ford and Chrysler for comparable vehicles.

MOTION CARRIED UNANIMOUSLY

ITEM 5: NEW BUSINESS

A. Request to Attend an Educational Meeting – Lauren Aquilina, Teen Services Librarian

Alyson Lobert, Library Director, is requesting approval for two librarians, Cherie Edmonds and Lauren Aquilina, to attend an educational meeting.

MOTION by Weber, supported by Magner, to approve up to \$5,000 to send two Commerce Township librarians, to the ALA Annual Conference 2020 on June 25-30, 2020.

MOTION CARRIED UNANIMOUSLY

ITEM 5: NEW BUSINESS (continued)

B. Parks and Recreation Sponsorship Policy

Emily England, Senior and Parks and Recreation Director, answered questions of the Board.

Hans Rentrop, Township Attorney, explained his recommended changes to the policy.

MOTION by Berkheiser, supported by Weber, to approve the Commerce Township Parks and Recreation Sponsorship Policy. **MOTION CARRIED UNANIMOUSLY**

C. HIDTA Subrecipient Agreement Between Oakland County and Commerce Township

Supervisor Scott explained the agreement.

MOTION by Berkheiser, supported by Phillips, to approve the Resolution of the Township Board of the Charter Township of Commerce Declaring its Approval of the Program Year 2020 High Intensity Drug Trafficking Area (HIDTA) Subrecipient Agreement between the County of Oakland and Township of Commerce. **MOTION CARRIED UNANIMOUSLY**

D. Metro Act Right of Way Permit Extension – McLeod USA Telecommunication Services, LLC

Hans Rentrop, Township Attorney, said there were no changes made to the document.

MOTION by Berkheiser, supported by Scott, to approve the Metro Act Right-of-Way Permit Extension. **MOTION CARRIED UNANIMOUSLY**

E. Union Lake Boat Launch & Parking Lot Survey and Appraisal

Supervisor Scott said the DNR will waive the 10% fee they charge for the appraisal and survey if we agree to obtain and pay the appraisal and survey costs on our own.

MOTION by Weber, supported by Magner, to authorize the Township Supervisor to move forward with the land appraisal and survey for the Union Lake boat launch and parking lot for an amount not to exceed \$5,000. **MOTION CARRIED UNANIMOUSLY**

F. Intergovernmental Agreement Between Commerce Township and West Bloomfield Township

Hans Rentrop, Township Attorney, explained the agreement.

MOTION by Phillips, supported by Berkheiser, to approve the Intergovernmental Agreement for the Paving of Certain Roads in the Peninsular Park Subdivision between the Charter Townships of West Bloomfield and Commerce, pending the SAD specific dollar amounts. **MOTION CARRIED UNANIMOUSLY**

ITEM 5: NEW BUSINESS (continued)

G. Ratifying Building Procedures, Board Schedules and Employee Handling

Supervisor Scott said he closed Township offices, Library, and the Richardson Center to protect Township staff and the citizens against the spread of the COVID-19 virus.

He will ask the Directors and Department heads to let their staff know that the Township will keep them working as long as circumstances allow.

If an employee has a child that is not sick or disruptive to the operation of the department, they will be allowed to bring their child in to work with them.

MOTION by Scott, supported by Weber, to authorize the Township Supervisor to continue to maintain and determine the operational hours of all township facilities and meetings, manage employees and allow the Township Treasurer to refund any rental deposits received for the Richardson Senior Center.

MOTION CARRIED UNANIMOUSLY

H. Road Commission for Oakland County Tri Party Gravel Program

Supervisor Scott said the Road Commission for Oakland County (RCOC) is trying to work out an agreement with the carrier they use, Jackie's Transport, Inc. They have agreed to continue with 2019 cost and pricing.

RCOC is asking the Township to contribute \$200,000 of the Township's Tri-Party funds to get 6 miles of gravel roads in Commerce Township re-graveled in 2020.

MOTION by Scott, supported by Berkheiser, to allow the Road Commission for Oakland County to use \$200,000 of Commerce Township Tri-Party funds to re-gravel 6 miles of gravel roads within Commerce Township.

Discussion – Trustee Berkheiser said the Road Commission for Oakland County should take care of county roads.

MOTION CARRIED UNANIMOUSLY

I. Sterilization Program for the Library, Senior Center and Town Hall

Supervisor Scott recommends doing a baseline sterilization of the three buildings right now and then possibly every quarter or two times a year. It will cost \$14,817.61 to do all three buildings.

Cintas is the company that does the sterilization.

Discussion ensued on the timing of the sterilization in relation to the COVID-19 outbreak. Should we do it now, wait until the pandemic is over, do it on a schedule every year?

Emily England, Senior and Parks and Recreation Director, feels this is a good time to do the sterilization because the buildings are shut down.

ITEM 5: NEW BUSINESS (I. Sterilization Program for the Library, Senior Center and Town Hall continued)

MOTION by Berkheiser, supported by Magner, to contract with Cintas for a one-time internal sterilization of the Township library, Richardson Senior Center and the Township Hall at a cost not to exceed \$15,000.00.

Discussion – Trustee Berkheiser would like to review this after the initial sterilization to see if we need to continue with sterilization in the future and to go out for formal bids if it needs to be done again.

MOTION CARRIED UNANIMOUSLY

ITEM 8: ORDERS

MOTION by Phillips, supported by Berkheiser, to approve the orders and add-ons.

MOTION CARRIED UNANIMOUSLY

ITEM 7: OTHER MATTERS

Trustee Magner –

- Thanked Mark Schoder, Maintenance Department, for his report. She noticed bullet points before his goals but she would like to see a more detailed description in the report.

Trustee Berkheiser –

- The contract for grass cutting is due at the end of the month. Emily England, Senior and Parks and Recreation Director, said we will use the same company as last year at the same rate.
- Asked for an update on the tenants at the Five and Main development. Supervisor Scott said an announcement was supposed to be made March 31, 2020 but that meeting has been cancelled.

Trustee Weber –

- Cooley Lake Weed Control expires on April 15, 2020. Supervisor Scott said Cooley Lake is in partnership with White Lake Township. White Lake Township manages that account. He will reach out to White Lake Township to see if are continuing with a SAD.
- He would like to recommend the following be placed on the agenda for the next Board meeting: 1) Maintenance Department hours (4 days a week vs 5 days a week) 2) Discussion on some of the work Supervisor Scott has done in identifying what makes Commerce unique, mission statement and what Commerce stands for 3) Performance evaluations, he liked the first draft submitted by Janet Bushey.

Supervisor Scott –

- The pools at Huron Valley School were closed down because they were determined to be unsafe.

ITEM 7: OTHER MATTERS (Supervisor Scott continued)

- Commerce Township owns the vast majority of the MI Airline Trailway. Mark Schoder, Maintenance Department, recommends the Township purchase a wing mower so they can mow the sides of the pathways. He will ask Mark to prepare to go out for bids and bring this back to the Township Board.
- Emergency operations has not asked for Township personnel to help them at this time. He thanked Lieutenant Reyes for her hard work.
- Update on the forged counterfeit checks being distributed as if they are from Commerce Township. This appears to be a Nigerian crime scandal.

Jay James, P.E. Building Official, said they are postponing occupied home inspections until May 1, 2020.

ITEM 8: ADJOURNMENT

As there were no other matters to come before the Board.

MOTION by Berkheiser, supported by Phillips, to adjourn the meeting at 8:47 p.m.

MOTION CARRIED UNANIMOUSLY



Melissa Creech, Clerk Charter Township of Commerce