

OAKFIELD TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
July 14, 2015

**CALL TO ORDER:**

A regular meeting of the Oakfield Township Board of Trustees held July 14, 2015 at 10300 14 Mile Road, Rockford, MI., was called to order at 7:30 pm.

**Present were:** Greg Dean, Roger Mason, April Decess, Larry Parker, Chad Sowerby, Bryan Porter, and Ken Rittersdorf

**Absent:**

**APPROVAL OF MINUTES:**

Motion to approve regular meeting minutes for June 9, 2015 offered by Rittersdorf second by Parker approved per a voice call vote 7-0.

**FINANCIAL REPORTS:**

Motion to approve the report of fund balances for June 2015 as presented offered by Sowerby second by Mason was approved per a roll call vote 7-0.

Motion to transfer funds from Capital Fund to the General Fund in the amount of \$86,071.52 for the roads offered by Porter second by Sowerby approve per a roll call 7-0.

Motion to approve General Fund expenditures for the month of June 2015 in the amount of \$122,522.43 offered by Sowerby second by Parker was approved per a roll call vote 7-0.

Motion to approve Sewer Fund expenditures for the month of June 2015 in the amount of \$3,133.34 offered by Porter second by Rittersdorf was approved per a roll call 7-0.

**COMMITTEE REPORTS:**

**Fire Department:**

- 26 runs
- Fire report on file

Motion to accept Sam's recommendation on the promotion of Chuck Hoste to Lieutenant offered by Dean second Mason approved per a roll call vote 7-0.

**PCI Report:** report on file

**Planning Commission:** Need to have a meeting this month.

**Board of Zoning Appeals:** The June 17, 2015 Meeting Variance was granted.

**Zoning Administrator:** on file

**CORRESPONDANCE RECEIVED:**

- **Charter Cable:** Channel line up
- **Greenville Little League:** Thank you card for use of ball field
- **Nick Scanches** – He's a new District Forester, letter introducing himself.
- **MTA:**

Motion that if anyone from the Planning Commission is interested in attending the MTA training in August, we pay for it offered by Dean second by Rittersdorf approved per a roll call vote 7-0.

**CITIZEN'S COMMENTS:** None

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**OLD BUSINESS:**

- **Approval of Road Projects for 2016:** Per Dean with the proposed projects all roads in Oakfield Township will have been covered with new gravel.  
Motion to accept the 2016 proposed road budget as presented offered by Sowerby second by Mason approved per a roll call vote 7-0.

**NEW BUSINESS:**

- **Insurance Company Representative – Liability Insurance:** Melissa Skiendziel, is a representative with Berends Hendricks Stuit insurance and was present at our meeting to discuss our current policy and how it affects the items mentioned below.
  - I. **Cadet Program:**

The insurance representative addressed the boards concerns with the cadet program. She confirmed that it will not increase our premiums and while yes it does increase a potential expose risk, she feels the benefits of having a Cadet Program far outweigh that. Chief Peterson will proceed with finalizing his Cadet Program proposal and get copies to the board to vote on at the board meeting on August 11, 2015.
- **Museum Liability Insurance and Content Insurance:** Present from the Historical Commission/Society were: Residents: (Historical Commission) Sharon and Clair Bouck, Carolyn Balko, and Steve Tower; Non Residents: (Society) Ann Ed, Sue Irvine, and Judy Gager.
  - II. There was a lot of discussion about how the Historical Commission and the museum are covered under the umbrella of the townships insurance policy, however, any business conducted as the Historical Society is not. If the Historical Society was to dissolve, the matters of the Historical Commission could go back to being managed under the supervision of the township board and this would no longer be an issue as all liability insurance would be taken care of under the townships general policy. Should the Historical Society decide to remain in effect, they will need to purchase their own liability policy and the coverage limits must be approved by Oakfield Township's legal counsel before any future business is to take place.
- **County Dispatch Billing:** We paid our first invoice for this, but Dean is looking into finding out why the invoice came from the Kent County Sheriff's Department instead of Kent County Fiscal Billing.
- **Upgrade to Server:** We have a need to have the clerk's office backed up onto our main server, however there has been some concern with the life span the current server has left. The township IT person feels we should start planning to upgrade next year due to our current server's age. Decess will check with our IT person, and if there is no concern of server overload she will proceed with having the clerk's office backed up on the main server.  
Motion to spend the money to do it if it doesn't overload the server offered by Dean second by Sowerby approved per a voice call vote 7-0.
- **Revenue Sharing:** Received \$68,206 which is down about 5% from this time last year per Parker.
- **Audit:** The audit was completed successfully and has been filed. The recommendation from the auditors was for Oakfield Township to hire a full time staff accountant. Per Dean that is not in the budget.
- **Township Clerk:** Decess brought up the subject of needing more hours for the Deputy Clerk's position. She feels that the current pay schedule and hours allowed for that are not sufficient to make sure the necessary duties without the office are being fulfilled. There is some frustration from members of the board that this matter wasn't discussed at budget time, but due to the fact that Decess was only the clerk for 4 months at that time it wasn't something she felt she could

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fairly access until now. There will be more thought put into this and more discussion in the future to try and figure out how to best solve the appropriate staffing needs of that office.

**CITIZENS COMMENTS:** None

**BOARD COMMENTS:** None

**ADJOURNMENT:** There being no further business, the meeting adjourned at 9:50 PM offered by Parker second by Sowerby approved per a voice vote 7-0.

April A Decess  
Oakfield Township Clerk