

**CHARTER TOWNSHIP OF COMMERCE
TOWNSHIP BOARD OF TRUSTEES MEETING
November 12, 2024
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
John Kummer, Township Attorney
Jason Mayer, Giffels Webster Engineers
Jim Dundas, Fire Chief
Emily England, Parks and Rec/Senior Director
Jay James, Building Official
Alyson Lobert, Library Director
Katelyn Massey, HR/Finance Director
Mark Schoder, Maintenance Director

APPROVAL OF MINUTES

MOTION by Sovel, supported by Phillips, to approve the October 1, 2024 Special Township Board Meeting minutes, the October 8, 2024 Special Township Board Meeting minutes, the October 8, 2024 Regular Township Board Meeting minutes, and the October 22, 2024 Quarterly Township Board Meeting minutes, as submitted.

MOTION CARRIED UNANIMOUSLY

ITEM 1:11-12 APPROVAL OF AGENDA

MOTION by Magner, supported by Sovel, to approve the agenda with the additions of **H. Rick Sovel - reappointment to the Zoning Board of Appeals for a 4-year term to expire November 20, 2028, I. Bob Berkheiser - reappointment to the Parks and Recreation Committee for a 4-year term to expire November 20, 2028 and J. George Weber - reappointment to the Planning Commission for a 4-year term to**

ITEM 1:11-12 APPROVAL OF AGENDA (Motion continued)

expire November 20, 2028 under ITEM 4:11-12 BOARD APPOINTMENTS; and B. 2025 Elected Officials' Wages and C. 2025 Boards and Commissions' Pay under ITEM 7:11-12 OLD BUSINESS. MOTION CARRIED UNANIMOUSLY

ITEM 2:11-12 PUBLIC COMMENTS

Supervisor Gray opened Public Comments and advised the public that speaking time is limited to three (3) minutes. This is for public comments only and not for comments regarding the public hearings on the agenda.

There were no public comments

Supervisor Gray closed Public Comments.

ITEM 3:11-12 PUBLIC HEARINGS

A. Roll Resolution – Cooley Lake Aquatic Weed Control SAD

Supervisor Gray opened the Public Hearing.

Steve Pugliese, 8560 Cascade Street, Commerce Township, asked if weeds will be sprayed this year and questioned the assessment and taxes. Supervisor Gray said this is for 5 years and the cost will be rolled into resident's December taxes.

Supervisor Gray closed the Public Hearing.

MOTION by Sovel, supported by Phillips, to approve the Resolution Confirming Special Assessment Roll for the Special Assessment District Designated Cooley Lake Aquatic Weed Control Special Assessment District.

ROLL CALL VOTE:

AYES: Sovel, Phillips, Creech, Weber, Berkheiser, Magner, Gray

NAYS:

MOTION CARRIED UNANIMOUSLY

ITEM 4:11-12 BOARD APPOINTMENTS

A. Sarah Grever – Reappointment as the Alternate Member to the Zoning Board of appeals for a 3-Year Term Ending December 31, 2027

MOTION by Gray, supported by Sovel, to Reappoint Sarah Grever to the Zoning Board of appeals for a 3-Year Term Ending December 31, 2027.

MOTION CARRIED UNANIMOUSLY

ITEM 4:11-12 BOARD APPOINTMENTS (continued)

**B. Keith Mayer - Reappointment to the Board of Review for a 2-Year Term
Ending December 31, 2026**

MOTION by Gray, supported by Creech, to Reappoint Keith Mayer to the Board of Review for a 2-Year Term Ending December 31, 2026.

MOTION CARRIED UNANIMOUSLY

**C. Jamie Lieberman - Reappointment to the Board of Review for a 2-Year Term
Ending December 31, 2026**

MOTION by Gray, supported by Phillips, to Reappoint Jamie Lieberman to the Board of Review for a 2-Year Term Ending December 31, 2026.

MOTION CARRIED UNANIMOUSLY

**D. Keith Reynolds - Reappointment to the Board of Review for a 2-Year Term
Ending December 31, 2026**

MOTION by Gray, supported by Creech, to Reappoint Keith Reynolds to the Board of Review for a 2-Year Term Ending December 31, 2026.

MOTION CARRIED UNANIMOUSLY

**E. Robert Sackleh - Reappointment to the Board of Review for a 2-Year Term
Ending December 31, 2026**

MOTION by Gray, supported by Sovel, to Reappoint Robert Sackleh to the Board of Review for a 2-Year Term Ending December 31, 2026.

MOTION CARRIED UNANIMOUSLY

**F. Patricia Rusnell - Reappointment to the Board of Review for a 2-Year Term
Ending December 31, 2026**

MOTION by Gray, supported by Creech, to Reappoint Patricia Rusnell to the Board of Review for a 2-Year Term Ending December 31, 2026.

MOTION CARRIED UNANIMOUSLY

**G. Barbara Rosman - Reappointment to the Board of Review for a 2-Year Term
Ending December 31, 2026**

MOTION by Gray, supported by Sovel, to Reappoint Barbara Rosman to the Board of Review for a 2-Year Term Ending December 31, 2026.

MOTION CARRIED UNANIMOUSLY

ITEM 4:11-12 BOARD APPOINTMENTS (continued)

H. Rick Sovel - Reappointment to the Zoning Board of Appeals for a 4-year Term to Expire November 20, 2028.

MOTION by Gray, supported by Creech, to Reappoint Rick Sovel to the Zoning Board of Appeals for a 4-Year Term Ending November 20, 2028.

MOTION CARRIED UNANIMOUSLY

I. Bob Berkheiser - Reappointment to the Parks and Recreation Committee for a 4-year Term to Expire November 20, 2028.

MOTION by Gray, supported by Creech, to Reappoint Bob Berkheiser to the Parks and Recreation Committee for a 4-Year Term Ending November 20, 2028.

MOTION CARRIED UNANIMOUSLY

J. George Weber - Reappointment to the Planning Commission for a 4-year Term to Expire November 20, 2028.

MOTION by Gray, supported by Creech, to Reappoint George Weber to the Planning Commission for a 4-Year Term Ending November 20, 2028.

MOTION CARRIED UNANIMOUSLY

ITEM 5:11-12 Contract Awards and Agreements

A. Payroll Software – HR/Finance Department

HR/Finance Director Massey is requesting approval to move forward with ADP as our new payroll processor in the annual amount of \$19,730 and an additional \$1.00 integration fee for each Benefit Eligible Employees for Employee Navigator per month.

MOTION by Magner, supported by Sovel, to award the Payroll Software to ADP (Quote #02-2024-601294 2), as presented.

MOTION CARRIED UNANIMOUSLY

ITEM 6:11-12 ADOPTIONS

A. An Ordinance to Amend the Code of Ordinances to be Known as Code Amendment Ordinance No. 1.072 – To Codify the Prohibition of Non-Storm Water Discharges into the Township’s Storm Sewer System

John Kummer, Township Attorney, said there were no changes made from the time this was Introduced. This will codify additional minimum requirements for engineering plans submitted to the Township, update and revise stormwater management regulations consistent with new State law requirements, and update and revise the Township's paving engineering design standards regarding non-public roads, and sidewalks.

MOTION by Sovel, 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. 1.072, post and publish according to law.

MOTION CARRIED UNANIMOUSLY

ITEM 7:11-12 OLD BUSINESS

A. 2025 Township Budget

Supervisor Gray asked the Board if they had any questions regarding the budget.

Treasurer Phillips asked what department the ADP costs will go into. Katelyn Massey said they will go into the General Fund.

Trustee Weber asked if approval of the budget will take place on Monday, November 18, 2024 and if the Public Hearing notice has gone out. HR/Finance Director Massey and Supervisor Gray answered yes.

B. 2025 Elected Officials' Wages

Trustee Weber said both Directors and Elected Officials should receive a 6% raise due to recognition of performance as well as from a competitive standpoint to make sure we are in the ballpark with our competitive communities.

MOTION by Sovel, supported by Magner, to approve the 2025 Charter Township of Commerce Elected Official's Annual Wages as follows: Supervisor: \$118,419, Treasurer: \$114,109, and Clerk: \$114,109. **MOTION CARRIED UNANIMOUSLY**

C. 2025 Boards and Commissions' Pay

Supervisor Gray recommends \$300 per meeting for Township Board of Trustees.

MOTION by Gray, supported by Creech, to approve the 2025 Charter Township of Commerce Board and Trustees pay at \$300 per meeting.

Discussion: Trustee Weber said this is a very high percentage rate. His personal view is the Trustees are doing this as a service to the community, not so much for the pay. He would like to keep the rate the same at \$250 per meeting.

MOTION by Gray, supported by Weber, to approve the 2025 Charter Township of Commerce Board and Trustees pay at \$250 per meeting.

MOTION CARRIED UNANIMOUSLY

MOTION by Sovel, supported by Creech, to approve the 2025 Charter Township of Commerce Board and Commissions' Pay as follows: Board of Review \$125 per meeting Zoning Board of Appeals \$100 per meeting Planning Commission \$100 per meeting, Parks and Recreation Committee \$100 per meeting, and Library Advisory Board \$100 per meeting. **MOTION CARRIED UNANIMOUSLY**

ITEM 8:11-12 NEW BUSINESS

A. Charitable Gaming Application – Walled Lake United Boys Hockey Booster Club

Trisha Auten, Member of the Booster Club for the United Walled Lake Hockey Team was present to request approval of a Charitable Gaming Application for the Walled Lake United Boys Hockey Booster Club.

Trustee Berkheiser said XIV Article: Dissolution in the Booster Club By-Laws does not reference Township; should it? Hans Rentrop, Township Attorney said yes it should mention the Township.

MOTION by Berkheiser, supported by Magner, to approve the Local Governing Body Resolution for Charitable Gaming Licenses for the Walled Lake United Boys Hockey Booster Club contingent upon a change made in their By-Laws, XIV Article: Dissolution by adding “Commerce Township” in place of “Local Government.”

MOTION CARRIED UNANIMOUSLY

B. Charter Township of Commerce Dog Park Naming Rights Agreement

Hans Rentrop, Township Attorney, said the donor wants to remain anonymous at this time. The donor is comfortable with the agreement.

Trustee Weber would like to abstain from voting on the Agreement because he has a relationship with the anonymous donor.

MOTION by Sovel, supported by Creech to allow Trustee George Weber to abstain from voting on the Charter Township of Commerce Dog Park Naming Rights Agreement.

MOTION CARRIED UNANIMOUSLY

MOTION by Gray, supported by Magner, to approve the Charter Township of Commerce Dog Park Naming Rights Agreement.

Trustee Weber abstained

MOTION CARRIED UNANIMOUSLY

C. Resolution for Property Tax Payment Designee Appointments

Treasurer Phillips is asking for approval of the Resolution for Property Tax Payment Designee Appointments.

MOTION by Phillips, supported by Creech, to approve the Resolution for Property Tax Payment Designee Appointments (Karen Stamper, Deputy Treasurer, Raeann Girst, Bethany Miller, and Michaela Bell).

MOTION CARRIED UNANIMOUSLY

D. Certification of Special Assessments to Winter Tax Bill

Treasurer Phillips is requesting approval for the S.A.D.'S to be assessed to the 2024 Commerce Winter Tax Roll for collection.

MOTION by Berkheiser, supported by Phillips, to approve the S.A.D.'S to be Assessed to 2024 Winter Taxes, as submitted,

MOTION CARRIED UNANIMOUSLY

ITEM 8:11-12 NEW BUSINESS (continued)

E. DDA Debt Interest Agreement

Treasurer Phillips said she was authorized by the Township Board to correct the interest charges to the DDA on the Township Advances. This agreement, between the DDA and the Township, clarifies the interest rate parameter to be used.

MOTION by Phillips, supported by Berkheiser, to approve the Second Amended and Restated Memorandum Agreement (DDA Reimbursement of Funds Advanced by Township).
MOTION CARRIED UNANIMOUSLY

F. Class C Liquor License Transfer of Stock – Wilson’s Pub, Inc., DBA Wilson’s Pub

MOTION by Weber, supported by Creech, to approve the Class C Liquor License Transfer of Stock – Wilson’s Pub, Inc., DBA Willson’s Pub.
MOTION CARRIED UNANIMOUSLY

G. Operating Agreement – Friends of the Commerce Township Community Library

Library Director Lobert is requesting approval of the Operating Agreement between the Commerce Township Community Library and the Friends of the Commerce Township Community Library.

MOTION by Gray, supported by Creech, to approve the Operating Agreement between the Commerce Township Community Library and the Friends of the Commerce Township Community Library.
MOTION CARRIED UNANIMOUSLY

H. Resolution to Memorialize Understanding of Opioid Settlement Funds Use

John Kummer, Township Attorney, said the Resolution formally memorializes the Township Board’s understanding of approved uses of opioid settlement funds. He recommends a copy of the executed Resolution as well as those uses be provided to recipients, going forward as well as retroactively, just to make sure that any funds received by the Township are being used for the appropriate purposes.

MOTION by Phillips, supported by Berkheiser, to approve the Resolution of the Township Board of the Charter Township of Commerce to Memorialize Understanding of Opioid Settlement Funds Use.
MOTION CARRIED UNANIMOUSLY

I. Resolution to Approve Comcast Uniform Video Service Local Franchise Agreement

John Kummer, Township Attorney, recommends approval. The figure of 5% should be inserted at the end of the paragraph on page 4, Section VI.A. and the figure of 0.5% should be inserted into the blank space on page 6, Section VIII.A.1 prior to signing the Agreement.

ITEM 8:11-12 NEW BUSINESS (Resolution to Approve Comcast Uniform Video Service Local Franchise Agreement continued)

MOTION by Weber, supported by Berkheiser, to approve the Resolution of The Township Board of The Charter Township of Commerce to Approve Comcast Uniform Video Service Local Franchise Agreement and authorize the appropriate signatures.

MOTION CARRIED UNANIMOUSLY

J. Intent Resolution – Sherwood Acres Crack Sealing SAD

MOTION by Magner, supported by Sovel, 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 Sherwood Acres Crack Sealing Special Assessment District.

MOTION CARRIED UNANIMOUSLY

K. 2025 Meeting Schedules and Holiday Closures

Trustee Sovel said there needs to be a correction to the Richardson Community Center Holiday Schedule: change the second New Year's Day Thursday, January 1, 2025 to January 1, 2026.

Trustee Berkheiser would like to add to the Parks and Recreation Meeting Schedule: Wise Rd/Kayak and Canoe Launch under the OCTOBER, 2025 Monday, October 27, 2025 meeting.

MOTION by Sovel, supported by Weber, to approve the 2025 Meeting Schedules for the Township Board, Planning Commission, Parks and Recreation Committee, Library Advisory Board, Downtown Development Authority, Zoning Board of Appeals, and the 2025 Holiday Closures for the Offices of the Charter Township of Commerce, Offices of the Richardson Community Center, and Commerce Township Community Library.

MOTION CARRIED

UNANIMOUSLY

ITEM 9:11-12 ORDERS AND ADD ONS

MOTION by Sovel, supported by Creech, to approve the orders and the add ons.

MOTION CARRIED UNANIMOUSLY

ITEM 10:11-12 OTHER MATTERS

Treasurer Phillips –

- She is working on doing a Request for Information on banking services specifically for PNC bank accounts.
- We increased the interest in the Township Budget to 4.65% but we are already down to 3.65% just in the last 3 months. We will not hit the interest rate we put in the budget so we may have to do a budget adjustment unless they go back up.

ITEM 10:11-12 OTHER MATTERS (continued)

Clerk Creech –

- The November 5, 2024 Election process went smooth. She thanked Library Director Lobert for her assistance with early voting held at the library for nine days.
- She has tickets for Taste of the Lakes that will be held on Tuesday, November 19, 2024 if anyone wants to purchase them.

Trustee Sovel –

- Thanked Trustee Vanessa Wagner for her dedicated service to Commerce Township. She will be missed.

Trustee Magner –

- Expressed her gratitude for the opportunity to serve on the Township Board.

Supervisor Gray-


- Library Director Lobert will oversee the 2024 Photo Contest. Within 8 days, we received over 90 entries. Photo submissions will be accepted through 12 pm on Monday, December 2, 2024.
- The Hunger Run event had over 400 participants and raised over \$35,000 for two local food pantries.
- Commerce Township Tree Lighting will be held on December 7, 2024 from 4:30 pm – 7:30 pm at the Richardson Community Senior Center.
- Thank you to Clerk Creech and Library Director Lobert for overseeing the November 5, 2024 election process.
- Thank you to Trustee Vanessa Magner for her dedication to Commerce Township. It was my pleasure working alongside you.

ITEM 11:11-12 ADJOURNMENT

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

MOTION by Magner, supported by Berkheiser, to adjourn at 8:14 p.m.

MOTION CARRIED UNANIMOUSLY



Melissa Creech, Clerk
Charter Township of Commerce