CHARTER TOWNSHIP OF OXFORD
BOARD OF TRUSTEES REGULAR MEETING

NOTICE AND AGENDA

Date: Wednesday, May 8, 2024
Time: 6:30 p.m.
Place: Oxford Township Meeting Room
300 Dunlap Road, Oxford, MI 48371

1. Call to Order

2. Respects to the flag

3. Noting of roll

4. Approval of the agenda

5. Approval of the consent agenda
   - Approval of Regular Township Board Meeting Minutes April 10, 2024
   - Regular Bills through May 3, 2024
   - Approval of Consultant Bills May 3, 2024
   - Committee Reports
   - Sanctuary Hills Development Agreement

6. Public comment on items not on the agenda

7. Board of Trustees Comments

8. Fire Department

9. Sharpe Engineering Report

10. Unfinished Business
    a. Employee Handbook Revisions – Trustee Colvin
    b. Resolution to Establish Committees – Trustee Colvin
    c. Resolution to Assign/Compensate Non-Statutory Duties – Trustee Colvin
    d. Committee and Commission Application Process – Trustee Colvin
    e. Procurement Policy Amendments – Supervisor Curtis

11. New Business
    a. Special Assessment Districts Deposit Fee Increase – Clerk Wright
    b. 2024 West Nile Virus Program – Treasurer Ferrari

12. Items Removed from Consent Agenda for Action or Discussion

13. Public Comment

14. Board of Trustees Comments

15. Adjournment

The Charter Township of Oxford will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing. Individuals with disabilities requiring auxiliary aids or services shall contact the Charter Township of Oxford, by writing or calling Curtis W. Wright, Township Clerk at 248-628-9787 as soon as possible to allow the Township sufficient time to have available the aids and services.

Charter Township of Oxford Clerk, Curtis W. Wright
300 Dunlap Road, Oxford, MI 48371 (248)628-9787

Oxford Cable Commission re-broadcasts of Oxford Township Board Regular Meetings are on Wednesdays at 7:00 p.m.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING, WEDNESDAY, APRIL 10, 2024

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, April 10, 2024 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

Supervisor Curtis called the meeting to order at 6:30 p.m.

RESPECTS TO THE FLAG

NOTING OF ROLL
Members Present: Wright, Charles, Nold, Ferrari, Colvin, Curtis

Members Absent: Payne

Also Present: Township Attorney Ellis, Township Planner Passalacqua, Township Engineer Sharpe, Fire Chief Majestic, OCSO Lt. Patterson, Communications and Grants Manager Carnacchio, Executive Assistant Smith, Recording Secretary McCullough, one camera person (OCTV), and 8 residents.

APPROVAL OF THE AGENDA
Treasurer Ferrari moved, Trustee Nold seconded, to approve the April 10, 2024 agenda as presented:
Ayes: 6 Nays: 0 Absent: 1
Motion Carried.

APPROVAL OF THE CONSENT AGENDA
Treasurer Ferrari moved, Trustee Nold seconded, to approve the April 10, 2024 Consent Agenda including the following:

1. Regular Township Board meeting minutes dated March 13, 2024
2. Regular Bills through April 5, 2024
3. Consultant Bills through April 5, 2024
4. Committee Reports
5. Building Department Activity Report

Roll call:
Ayes: Colvin, Nold, Ferrari, Wright, Charles, Curtis
Nays: None
Absent: Payne
Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
Three citizens spoke during this portion of public comment.

BOARD OF TRUSTEE COMMENTS
Trustee Charles stated that the Oxford Addison Youth Assistance participated in a joint bottle drive with the Polly Ann Trail raising just over $2,000.00. Sick Pizza will also be joining with OAYA in an upcoming fundraiser.

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Clerk Wright stated that the Clerk's office will be participating in election security training at Oakland County on Thursday, April 11, 2024 from 8:30 a.m. to 1:30 p.m. Executive Assistant Smith will be available in the Clerk's office if anyone needs any assistance.

Supervisor Curtis stated that Seymour Celebration will be held June 6-9, 2024, and the Tough Mudder will again be held at the Koenig property on June 15-16, 2024.

Supervisor Curtis announced that the last payment was made today for the Ray Road safety path. He thanked Superior Excavating and Frank Baiardi for their generous donation in the amount of $10,000.00 for materials for the safety path.

Trustee Colvin reminded everyone that the DDA will be doing cleanup downtown beginning at noon on April 21, 2024.

SECOND READING
Sign Ordinance 85.A.001
Treasurer Ferrari moved, Trustee Nold seconded, to rescind and replace Article 9, Signage of the Charter Township of Oxford Zoning Ordinance and adopt Ordinance 85.A.001, an Ordinance to be added to the Oxford Charter Township Code of Ordinances as new Chapter 41 – Signs, with the change that page 35, Section 19 Effective Date be changed to read "The Ordinance shall be published in summary . . .".
Roll call:
Ayes: Charles, Wright, Ferrari, Nold, Colvin, Curtis
Nays: None
Absent: Payne
Motion Carried.

FIRE DEPARTMENT
Purchase of Two (2) Ambulances
Treasurer Ferrari moved, Trustee Charles seconded, to authorize Oxford Fire Chief Matthew Majestic to order and purchase two (2) Type I, Road Rescue Ultramedic Ambulances, Custom Module Design with a Ford F550 XLT 4x4 chassis, including the Stryker stretcher and load system, from Emergency Vehicles Plus at a total purchase price of $894,230.00. This $894,230.00 amount to be expensed to Fire Fund Account 207-357-970.000 Vehicle Purchase. Further, Oxford Fire Chief Matthew Majestic is authorized to sign any necessary documents regarding the purchase of the ambulances.
Roll call:
Ayes: Ferrari, Nold, Colvin, Charles, Wright, Curtis
Nays: None
Absent: Payne
Motion Carried.

Proposed Ballot Language for Fire Millage
Treasurer Ferrari moved, Clerk Wright seconded, to approve the Resolution to approve the Charter Township of Oxford Fire Protection, Emergency Medical Services, and Advanced Life Support Services millage authorizing a tax levy of up to 5.25 mills for a period of six (6) years, beginning with the December 2024 levy, and authorize the Township Clerk to certify

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the Resolution and submit the appropriate ballot language for inclusion on the November 5, 2024, general election ballot.
Roll call:
Ayes: Wright, Ferrari, Colvin, Charles, Nold, Curtis
Nays: None
Absent: Payne
Motion Carried.

SHARPE ENGINEERING REPORT
Engineer Sharpe provided a written update regarding ongoing projects in the Township.

UNFINISHED BUSINESS
OCSO Sub-Station Buildout Authorization for Bids
Treasurer Ferrari moved, Trustee Nold seconded, to approve the Charter Township of Oxford request for proposal (RFP) for renovations and expansion of the Oakland County Sheriff's Office Oxford Township substation and to post the RFP on the Michigan Intergovernmental Trade Network (MITN) website.
Roll call:
Ayes: Colvin, Nold, Ferrari, Wright, Charles, Curtis
Nays: None
Absent: Payne
Motion Carried.

Proposed Ballot Language for Police Millage
Treasurer Ferrari moved, Trustee Nold seconded, to approve the Resolution to approve the Charter Township of Oxford Police Operating millage authorizing a tax levy of up to 4.25 mills to be levied annually for a period of four (4) years, beginning with the December 2025 levy, and authorize the Township Clerk to certify the Resolution and submit the appropriate ballot language for inclusion on the August 6, 2024 primary election ballot.
Roll call:
Ayes: Nold, Wright, Charles, Ferrari, Colvin, Curtis
Nays: None
Absent: Payne
Motion Carried.

Proposed Ballot Language for Safety Path Millage
Treasurer Ferrari stated that in the Resolution, paragraph 7, the words "(Not Including the Village of Oxford)" should be deleted.

Treasurer Ferrari moved, Trustee Nold seconded, to approve the Resolution to approve the Charter Township of Oxford safety path millage authorizing a tax levy of up to .5 mills for a period of ten (10) years, beginning with the December 2024 levy, and authorize the Township Clerk to certify the Resolution as amended above, and submit the appropriate ballot language for inclusion on the November 5, 2024 general election ballot.
Roll call:
Ayes: Ferrari, Wright, Colvin, Nold, Curtis
Nays: Charles

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Absent: Payne
Motion Carried.

Oak Ridge Road and Oak Ridge Court Special Assessment District Resolution #1
Treasurer Ferrari moved, Trustee Nold seconded, to postpone consideration of the Oak Ridge Road and Oak Ridge Court Special Assessment District Resolution #1 to the May 8, 2024 regular Township Board meeting.
Roll call:
Ayes: Colvin, Nold, Ferrari, Wright, Charles, Curtis
Nays: None
Absent: Payne
Motion Carried.

Audio Visual Improvements Proposal
Treasurer Ferrari moved, Trustee Nold seconded, to waive the procurement policy and approve the quote from Allcomm in the amount of $6,527.75 to install audio and visual equipment in the Township conference room. Further to approve the quote from Allcomm in the amount of $75,449.61 to upgrade audio and visual equipment in the Township meeting room. Of the $81,977.36 total, $70,000.00 is to be expensed to account 101-267-962.002 ARPA Expenses and $11,977.36 is to be expensed to account 101-265-976.000 Additions and Improvements.
Roll call:
Ayes: Wright, Charles, Nold, Ferrari, Colvin, Curtis
Nays: None
Absent: Payne
Motion Carried.

Cemetery Wall Restoration Quote Approval
Clerk Wright moved, Trustee Charles seconded, to approve the quote from Strictly Stone & Sons in the amount of $80,300.00 for the repair and restoration of thirteen (13) walls located in the Oxford Cemetery Eastern Division and Western Division, contingent on receipt of an insurance certificate naming the Charter Township of Oxford as an additional insured. This $80,300.00 amount to be expensed to General Fund 101-267-962.002 ARPA Expenses.
Roll call:
Ayes: Wright, Ferrari, Colvin, Nold, Charles, Curtis
Nays: None
Absent: Payne
Motion Carried.

Safety Path Maintenance Bid Award
Treasurer Ferrari moved, Clerk Wright seconded, that the Oxford Township Board of Trustees awards the 2024 Safety Path Maintenance bid to Birmingham Sealcoat, Inc. in the base bid amount of $128,388.00. These funds are to be expensed to the Safety Path Fund account 297-852-811.000 Restoration.
Roll call:
Ayes: Ferrari, Wright, Charles, Colvin, Nold, Curtis
Nays: None

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Absent: Payne
Motion Carried.

NEW BUSINESS

2024 Chloride Contract

Treasurer Ferrari moved, Trustee Nold seconded, that the Charter Township of Oxford contract with the Road Commission for Oakland County to provide chloride services for 2024 on all public gravel roads in the Charter Township of Oxford. The chloride cost will be paid 100% by the Charter Township of Oxford for five (5) applications at the rate of 8 cents ($0.08) per foot per application. The cost for the chloride service to be expensed to Road Fund account 204-440-969.000 Highway/Road Maintenance Contracts.
Roll call:
Ayes: Colvin, Nold, Ferrari, Wright, Charles, Curtis
Nays: None
Absent: Payne
Motion Carried.

2024 Gravel Road Program Cost Participation Agreement

Treasurer Ferrari moved, Trustee Nold seconded, to enter into a Cost Participation Agreement with the Board of County Road Commissioners of the County of Oakland, Michigan, and the Charter Township of Oxford for the 2024 Gravel Road Program Board Project Number 57812 in the amount of $114,198.00 of which the Charter Township of Oxford will pay $38,066.00 of Tri-Party Program funding as its' share of the cost participation in the 2024 Gravel Road Improvement program. Further, Supervisor Jack Curtis is authorized to sign the Cost Participation Agreement on behalf of the Charter Township of Oxford.
Roll call:
Ayes: Wright, Nold, Colvin, Charles, Ferrari, Curtis
Nays: None
Absent: Payne
Motion Carried.

2024 Graveling of Additional Oxford Township Roads

Treasurer Ferrari moved, Trustee Nold seconded, that the Oxford Township Board of Trustees formally approves the 2024 Gravel Program as outlined by RCOC's Colin Campbell in a total amount of $367,145.00. We are further committing $114,198.00 from the annual Tri-Party program and $40,000.00 from the fund balance in the Telecommunications Fund. Furthermore, we also authorize the transfer of $212,947.00 from General Fund account 101-995-965.204 to the Roads Fund account 204-000-699.101.
Roll call:
Ayes: Nold, Wright, Ferrari, Colvin, Charles, Curtis
Nays: None
Absent: Payne
Motion Carried.

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Review of Office Design

Trustee Nold moved, Treasurer Ferrari seconded, to waive the Procurement Policy and approve an amount not to exceed $7,500.00 for the hiring of Oakland County municipal supplier, Auger Klein Aller Architects, Inc. to review the current layout of the Oxford Township office and design a new layout that improves the overall efficiency and security. This $7,500.00 is to be expensed to account 101-265-976.000 Additions and Improvements.
Roll call:
Ayes: Charles, Colvin, Nold, Ferrari, Wright, Curtis
Nays: None
Absent: Payne
Motion Carried.

Hi-Tech Time Block Purchase

Supervisor Curtis moved, Treasurer Ferrari seconded, to approve the purchase of a time block from Hi-Tech in the amount of $7,500.00. This time block will cover 50 hours of on-site labor from Hi-Tech System Services, Inc. that is not included under our current contract. This $7,500.00 is to be expensed to account 101-267-861.000 Contracted Services.
Roll call:
Ayes: Wright, Nold, Ferrari, Charles, Colvin, Curtis
Nays: None
Absent: Payne
Motion Carried.

Oxford Village Summer Tax Collection Posting Agreement

Treasurer Ferrari moved, Trustee Nold seconded, to authorize Treasurer Joseph G. Ferrari to execute the Agreement for Oxford Village tax BS&A postings as presented and attach the formal agreement to the minutes.
Roll call:
Ayes: Colvin, Nold, Ferrari, Wright, Curtis
Nays: Charles
Absent: Payne
Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None.

PUBLIC COMMENT

No citizens spoke during this portion of public comment.

BOARD OF TRUSTEES COMMENTS

Trustee Colvin thanked everyone for their hard work.

Treasurer Ferrari thanked everyone for everything that goes into meeting preparation.

Trustee Charles stated that he appreciates how organized and efficiently the meetings are run.

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ADJOURNMENT

Treasurer Ferrari moved, Trustee Colvin seconded, to adjourn the meeting at 7:38 p.m.
Ayes: 6 Nays: 0 Absent: 1
Motion Carried.

_____ _____

Jack Curtis, Supervisor Curtis Wright, Clerk

Approved:
/smm

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TO: Board of Trustees
FROM: Curtis W. Wright

TOTAL MONTHLY BILLS
APRIL 2024

101	General Fund	$ 138,012.07	$ 24,167.65
204	Road Fund	$ -	$ -
206	Oxford Fire Department Fund	$ 144,892.95	$ 1,980.00
207	Police (OCSO) Fund	$ 1,585.73	$ 2,635.00
208	Parks & Recreation Fund	$ 153,588.13	$ -
209	Cemetery Maintenance Fund	$ -	$ -
239	Telecommunications Fund	$ -	$ -
249	Building Department Fund	$ 6,606.36	$ 15,010.50
296	Oxford Community Television Fund	$ 3,080.74	$ -
297	Safety Path Fund	$ -	$ 7,164.85
298	Polly Ann Trail Fund	$ 4,048.50	$ 105.00
308	Parks Debt Fund	$ -	$ -
590	Sewer Fund	$ 366,436.67	$ 20,471.97
591	Water Fund	$ -	$ 15,807.50
701	Trust & Agency Fund	$ 38,148.89	$ 8,192.50
703	Tax Fund	$ -	$ -
805	SAD Bonds Construction Fund	$ -	$ 675.00
855	SAD Bonds Debt Fund	$ -	$ -
	Payroll (General Fund)	$ 83,358.62	$ -
	Payroll (Fire Department Fund)	$ 203,183.22	$ -
	Payroll (Parks & Recreation Fund)	$ 41,317.41	$ -
	Payroll (Oxford Community Television Fund)	$ 18,982.17	$ -
TOTAL		$ 1,203,241.46	$ 96,209.97

Date: 5/2/2024

JOURNALS POSTING REPORT
Checks 70476 to 70599 (124 checks)

Post Date / GL Number	Journal	Summ/Det	Ref # / Description		DR Amount	CR Amount
04/15/2024	CD	S	122927	SUMMARY CD 04/15/2024		
100-000-001.000			CHECKING ACCOUNT OXFORD BANK			608,930.95
100-000-084.101			DUE FROM GENERAL FUND		70,890.28	
100-000-084.206			DUE FROM OXFORD FIRE DEPT		29,124.23	
100-000-084.207			DUE FROM POLICE		1,526.13	
100-000-084.208			DUE FROM PARKS & REC		119,679.05	
100-000-084.249			DUE FROM BUILDING DEPARTMENT		3,989.78	
100-000-084.296			DUE FROM CABLE		995.41	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND		3,936.00	
100-000-084.590			DUE FROM SEWER		365,290.07	
100-000-084.701			DUE FROM TRUST & AGENCY		13,500.00	
101-000-202.000			ACCOUNTS PAYABLE		70,890.28	
101-000-215.000			DUE TO			70,890.28
206-000-202.000			ACCOUNTS PAYABLE		29,124.23	
206-000-215.000			DUE TO CLEARING FUND			29,124.23
207-000-202.000			ACCOUNTS PAYABLE		1,526.13	
207-000-215.000			DUE TO CLEARING FUND			1,526.13
208-000-202.000			ACCOUNTS PAYABLE		119,679.05	
208-000-215.000			DUE TO CLEARING FUND			119,679.05
249-000-202.000			ACCOUNTS PAYABLE		3,989.78	
249-000-215.000			DUE TO CLEARING FUND			3,989.78
296-000-202.000			ACCOUNTS PAYABLE		995.41	
296-000-215.000			DUE TO CLEARING FUND			995.41
298-000-202.000			ACCOUNTS PAYABLE		3,936.00	
298-000-215.000			DUE TO CLEARING FUND			3,936.00
590-000-202.000			ACCOUNTS PAYABLE		365,290.07	
590-000-215.000			DUE TO CLEARING FUND			365,290.07
701-000-202.000			ACCOUNTS PAYABLE		13,500.00	
701-000-215.000			DUE TO OTHER FUNDS			13,500.00
					1,217,861.90	1,217,861.90
					1,217,861.90	1,217,861.90

PRE-PAIDS

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/15/2024	029	70476	1800ROLLOFF	MAINTENANCE GENERAL	932.000	567	545.00
04/15/2024	029	70479	ADKISON, NEED & ALLEN, & RENTROP	LEGAL FEES	826.000	257	50.00
04/15/2024	029	70481*#	AMAZON CAPITAL SERVICES	MISCELLANEOUS	962.000	171	7.72
				MISCELLANEOUS	962.000	171	89.99
				MISCELLANEOUS	962.000	171	5.30
				MISCELLANEOUS	962.000	171	88.00
				MISCELLANEOUS	962.000	171	89.99
				MISCELLANEOUS	962.000	171	73.10
				MISCELLANEOUS	962.000	215	18.57
				MISCELLANEOUS	962.000	253	5.29
				MISCELLANEOUS	962.000	253	7.72
				OFFICE SUPPLIES	728.000	267	7.99
				OFFICE SUPPLIES	728.000	267	11.19
				OFFICE SUPPLIES	728.000	267	93.98
				OFFICE SUPPLIES	728.000	267	39.65
				CHECK 029 70481 TOTAL FOR FUND 101:			538.49
04/15/2024	029	70485	AQUA-WEED CONTROL INC	PAINT LAKE CANAL S.A.D.	962.019	572	204.00
04/15/2024	029	70489*#	CARDMEMBER SERVICE	MEALS/LODGING EXPENSE	860.001	171	504.00
				MISCELLANEOUS	962.000	171	49.54
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	253	379.00
				INTERNET FEES	970.004	265	33.90
				POSTAGE	730.000	267	9.89
				POSTAGE	730.000	267	3.35
				MISCELLANEOUS	962.000	267	19.99
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	701	120.00
				CHECK 029 70489 TOTAL FOR FUND 101:			1,119.67
04/15/2024	029	70493	CIVICPLUS LLC	MAINTENANCE EQUIPMENT	933.000	267	350.00
04/15/2024	029	70500*#	DANIELLE SMITH	MILEAGE EXPENSE	860.000	171	168.84
				MEALS/LODGING EXPENSE	860.001	171	72.01
				CHECK 029 70500 TOTAL FOR FUND 101:			240.85

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/15/2024	029	70510	FP FINANCE PROGRAM	POSTAGE	730.000	267	237.00
04/15/2024	029	70520	HI-HILL LAWN SERVICE	MAINTENANCE GROUNDS	932.001	265	239.58
04/15/2024	029	70522*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	270	41.74
04/15/2024	029	70523	J & T ELECTRICAL SUPPLY, INC.	MAINTENANCE BLDG/GROUNDS	931.000	265	832.00
04/15/2024	029	70524	JAMES CHARLES	MILEAGE EXPENSE	860.000	101	45.56
04/15/2024	029	70525*#	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICE	831.000	265	1,465.16
04/15/2024	029	70537*#	MEDMUTUAL LIFE	LIFE INSURANCE	717.000	270	1,195.57
04/15/2024	029	70542	MIKE IAFRATE	MILEAGE EXPENSE	860.000	701	316.24
04/15/2024	029	70551	OAKLAND COUNTY CLERKS ASSOC	EDUCATION WORKSHOPS AND CONFERENCES	957.000	215	80.00
04/15/2024	029	70559*#	OXFORD TOWNSHIP	UTILITIES SEWER/WATER	927.000	265	717.86
04/15/2024	029	70560#	OXFORD TWP PARKS AND RECREATION	MAINTENANCE SAFETY PATH	933.297	231	162.00
				MAINTENANCE GROUNDS	932.001	265	432.00
				CHECK 029 70560 TOTAL FOR FUND 101:			594.00
04/15/2024	029	70563	PONTEM SOFTWARE	COMPUTER PROGRAMMING	970.003	267	1,135.00
04/15/2024	029	70568	RALPH CURTIS	MILEAGE/MEALS ON WHEELS	860.002	695	20.77
04/15/2024	029	70577#	STAPLES	MISCELLANEOUS	962.000	253	38.49
				OFFICE SUPPLIES	728.000	267	211.42
				CHECK 029 70577 TOTAL FOR FUND 101:			249.91
04/15/2024	029	70580	SUPERIOR EXCAVATING, INC	ARPA EXPENSES	962.002	267	54,141.74
04/15/2024	029	70583#	SUSAN MCCULLOUGH	RECORDING SECRETARY	827.000	101	140.00
				RECORDING SECRETARY	827.000	701	140.00
				RECORDING SECRETARY	827.000	701	140.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				RECORDING SECRETARY	827.000	702	140.00
				CHECK 029 70583 TOTAL FOR FUND 101:			560.00
04/15/2024	029	70590	UTEC	POSTAGE	730.000	267	171.00
04/15/2024	029	70592	VELLUCCI ELECTRIC, LLC	MAINTENANCE BLDG/GROUNDS	931.000	265	975.00
04/15/2024	029	70594*#	VIEW NEWSPAPER GROUP	LEGAL NOTICES	903.000	101	260.70
				PUBLIC RELATIONS	880.000	267	3,164.62
				LEGAL NOTICES	903.000	567	94.80
				LEGAL NOTICES	903.000	701	94.80
				LEGAL NOTICES	903.000	702	102.70
				CHECK 029 70594 TOTAL FOR FUND 101:			3,717.62
04/15/2024	029	70596	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,106.52
				Total for fund 101 GENERAL FUND			70,890.28
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
04/15/2024	029	70478	ACCUMED GROUP	UNALLOCATED COST RECOVERY BILLING	802.001	357	3,297.90
04/15/2024	029	70481*#	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	728.000	357	48.88
				OFFICE SUPPLIES	728.000	357	131.49
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	24.00
				CHECK 029 70481 TOTAL FOR FUND 206:			204.37
04/15/2024	029	70484	ANTHONY ASBURY	UNIFORM EXPENSE UNIFORMS	731.000	357	38.10
04/15/2024	029	70487	BOUND TREE MEDICAL, LLC	OPERATING SUPPLIES-MEDICAL	742.000	357	0.50
				UNIFORMS-PAID ON CALL	754.000	357	64.24
				CHECK 029 70487 TOTAL FOR FUND 206:			64.74
04/15/2024	029	70496	COUNTY WASTE LLC	TRASH DISPOSAL	929.000	357	100.00
				TRASH DISPOSAL	929.000	357	100.00
				CHECK 029 70496 TOTAL FOR FUND 206:			200.00
04/15/2024	029	70497	CYNERGY PRODUCTS	VEHICLE MAINTENANCE-FIRE	791.001	357	238.15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
04/15/2024	029	70505	EMERGENCY VEHICLES PLUS	VEHICLE MAINTENANCE-FIRE	791.001	357	1,974.01
				VEHICLE MAINTENANCE-FIRE	791.001	357	250.42
				VEHICLE MAINTENANCE (LABOR)	934.001	357	969.00
				VEHICLE MAINTENANCE (LABOR)	934.001	357	730.00
				CHECK 029 70505 TOTAL FOR FUND 206:			3,923.43
04/15/2024	029	70513	GLASS DOCTOR	VEHICLE MAINTENANCE (LABOR)	934.001	357	75.00
04/15/2024	029	70515	GOLLING BUICK GMC, INC	VEHICLE MAINTENANCE-FIRE	791.001	357	45.74
				VEHICLE MAINTENANCE-FIRE	791.001	357	96.23
				VEHICLE MAINTENANCE (LABOR)	934.001	357	15.00
				VEHICLE MAINTENANCE (LABOR)	934.001	357	595.00
				CHECK 029 70515 TOTAL FOR FUND 206:			751.97
04/15/2024	029	70519	HALT FIRE, INC.	VEHICLE MAINTENANCE-FIRE	791.001	357	438.30
				VEHICLE MAINTENANCE-FIRE	791.001	357	190.80
				CHECK 029 70519 TOTAL FOR FUND 206:			629.10
04/15/2024	029	70522*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	357	127.66
04/15/2024	029	70532	KURT FECHTER	VEHICLE MAINTENANCE-MEDICAL	791.003	357	16.20
04/15/2024	029	70536	MACQUEEN EMERGENCY	TOOLS	752.000	357	230.00
04/15/2024	029	70543	MOTOROLA SOLUTIONS, INC.	RADIO/COMMUNICATIONS PARTS & LABOR	933.002	357	1,278.90
04/15/2024	029	70545	NES PLUMBING, LLC	BUILDING MAINTENANCE - LABOR	748.001	357	100.00
				BUILDING MAINTENANCE - LABOR	748.001	357	200.00
				CHECK 029 70545 TOTAL FOR FUND 206:			300.00
04/15/2024	029	70548	NYE UNIFORM	UNIFORM EXPENSE UNIFORMS	731.000	357	131.00
				UNIFORMS-PAID ON CALL	754.000	357	44.50
				UNIFORMS-PAID ON CALL	754.000	357	52.81
				CHECK 029 70548 TOTAL FOR FUND 206:			228.31

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
04/15/2024	029	70549	OAKLAND COMMUNITY COLLEGE	EDUCATION TRAINING	957.001	357	2,000.00
04/15/2024	029	70550	OAKLAND COMMUNITY COLLEGE	EDUCATION TRAINING	957.001	357	1,500.00
04/15/2024	029	70553*#	OAKLAND COUNTY TREASURER	DISPATCHING	805.000	357	7,609.33
04/15/2024	029	70555	OAKLAND FUELS	GAS DIESEL FUEL	780.010	357	848.94
04/15/2024	029	70559*#	OXFORD TOWNSHIP	UTILITIES SEWER/WATER	927.000	357	238.77
04/15/2024	029	70562*#	PIONEER DOOR CO	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	1,450.00
				BUILDING MAINTENANCE - LABOR	748.001	357	350.00
				CHECK 029 70562 TOTAL FOR FUND 206:			1,800.00
04/15/2024	029	70565	PREMIER OCCUPATIONAL HEALTH	PHYSICALS	836.000	357	345.00
04/15/2024	029	70569	RED WING BUSINESS ADVANTAGE ACCO	UNIFORM EXPENSE UNIFORMS	731.000	357	148.49
04/15/2024	029	70578*#	STEVE'S OXFORD AUTOMOTIVE	VEHICLE MAINTENANCE-FIRE	791.001	357	687.97
04/15/2024	029	70579	STONES ACE OF OXFORD	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	134.63
04/15/2024	029	70595	VILLAGE OF OXFORD	UTILITIES SEWER/WATER	927.000	357	184.83
				UTILITIES WATER	927.001	357	233.44
				CHECK 029 70595 TOTAL FOR FUND 206:			418.27
04/15/2024	029	70597	WONDER CLEANERS	DRY CLEANING	723.000	357	434.00
04/15/2024	029	70598	WOODSON EDUCATION	EDUCATION TRAINING	957.001	357	1,355.00
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			29,124.23
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
04/15/2024	029	70522*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	302	4.91
04/15/2024	029	70525*#	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICE	831.000	302	976.77
04/15/2024	029	70537*#	MEDMUTUAL LIFE	LIFE INSURANCE	717.000	302	129.45

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
04/15/2024	029	70562*#	PIONEER DOOR CO	MAINTENANCE BLDG/GROUNDS	931.000	302	415.00
				Total for fund 207 POLICE CONTRACTING (OCSO) FU			1,526.13
Fund: 208 PARKS & RECREATION FUND							
04/15/2024	029	70480	AIRGAS USA, LLC	RENTAL FEES EQUIPMENT SEYMOUR LAKE PA	943.661	757	40.36
04/15/2024	029	70488	BRENDA SUMEY	PROF/CONT ART	816.650	752	315.00
04/15/2024	029	70490	CARDS FASTPITCH 2012	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	525.00
04/15/2024	029	70492*#	CHARTER COMMUNICATIONS	TELEPHONE	853.000	751	169.98
				TELEPHONE SEYMOUR LAKE PARK	853.661	757	129.98
				CHECK 029 70492 TOTAL FOR FUND 208:			299.96
04/15/2024	029	70498	DAN SULLIVAN	WAGES ADMINISTRATORS	703.002	752	10.52
04/15/2024	029	70500*#	DANIELLE SMITH	RECORDING SECRETARY	827.000	751	140.00
04/15/2024	029	70501	DONNA MARTIN	PROF/CONT SENIOR LIFE SKILLS	816.404	758	240.00
04/15/2024	029	70504	DWAYNE MARCHIO	SENIOR ATHLETICS SUPPLIES	728.401	758	775.00
04/15/2024	029	70507	ENVIRONMENTAL HEALTH SERVICES	OPER. SUPPLIES SUMMER CAMP	740.550	752	300.00
04/15/2024	029	70512	GAME TIME	COMPUTER PROGRAMMING	970.003	751	76,250.00
04/15/2024	029	70521	HI-TECH SYSTEM SERVICE, INC	COMPUTER PROGRAMMING	970.003	751	567.00
				COMPUTER PROGRAMMING	970.003	751	567.00
				CHECK 029 70521 TOTAL FOR FUND 208:			1,134.00
04/15/2024	029	70522*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	751	4.91
04/15/2024	029	70529	JULIE BENNETT	PROF/CONT DOG OBEDIENCE	816.644	752	1,932.00
04/15/2024	029	70533	LAKE ORION TRUCK ACCESSORIES	VEHICLE MAINTENANCE (LABOR)	934.001	757	100.00
04/15/2024	029	70544#	NAEIR	OPER. SUPPLIES SUMMER CAMP	740.550	752	157.25
				MAINTENANCE BUILDINGS - STONY	931.660	757	235.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
				CHECK 029 70544 TOTAL FOR FUND 208:			392.25
04/15/2024	029	70546	NEXT LEVEL TRAINING	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	625.00
04/15/2024	029	70547	NORTH METRO DETROIT SENIOR SB AS	SENIOR ATHLETICS SUPPLIES	728.401	758	400.00
04/15/2024	029	70552	OAKLAND COUNTY PARKS AND RECREAT	OAKLAND COUNTY PARK PASSES	805.648	751	405.00
04/15/2024	029	70556	ORION TOWNSHIP	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	75.00
04/15/2024	029	70557	OTC BRANDS, INC	OPER. SUPPLIES EASTER BUNNY BONANZA	740.612	752	70.89
04/15/2024	029	70561	PIONEER ATHLETICS	SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	5,137.40
04/15/2024	029	70566*#	PRIORITY WASTE, LLC	TRASH DISPOSAL-STONY	929.660	757	82.03
				TRASH DISPOSAL-SEYMOUR	929.661	757	41.02
				TRASH DISPOSAL-SEYMOUR	929.661	757	117.18
				CHECK 029 70566 TOTAL FOR FUND 208:			240.23
04/15/2024	029	70573	SINCLAIR RECREATION, LLC	SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	4,590.00
04/15/2024	029	70575	SPENCER OIL CO	GAS/DIESEL SEYMOUR	934.661	757	125.91
				GAS/DIESEL SEYMOUR	934.661	757	1,016.42
				CHECK 029 70575 TOTAL FOR FUND 208:			1,142.33
04/15/2024	029	70578*#	STEVE'S OXFORD AUTOMOTIVE	MAINTENANCE MOWER/EQUIPMENT REPAIRS	932.101	757	155.65
04/15/2024	029	70581	SUPERIOR GLASS BLOCK	SUPPLIES POWELL GROUND MAINT/LAND IMP			** VOIDED **
				Void Reason: WRONG VENDOR			
04/15/2024	029	70582	SUPERIOR GROUNDCOVER, INC.	STONY GROUNDS MAINT./LAND IMPROV	974.660	757	2,160.00
				SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	4,680.00
				CHECK 029 70582 TOTAL FOR FUND 208:			6,840.00
04/15/2024	029	70584	THE BENEFIT ADVANTAGE, INC	BENEFITS PENSION PLAN EMPLOYER SHARE	718.000	751	1,200.00
04/15/2024	029	70585	THE KELLY FIRM	LEGAL FEES	826.000	751	555.00
04/15/2024	029	70586	TIRE WAREHOUSE	VEHICLE MAINTENANCE (LABOR)	934.001	757	24.88

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
04/15/2024	029	70587	TOOL SPORT & SIGN CO, INC	OPER. SUPPLIES ADULT VOLLEYBALL	740.604	752	144.00
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	3,579.75
				OPER. SUPPLIES YOUTH SOCCER	740.625	752	3,434.50
				OPER. SUPPLIES KIDDIE KICKERS	740.626	752	117.00
				CHECK 029 70587 TOTAL FOR FUND 208:			7,275.25
04/15/2024	029	70588	TRACTOR SUPPLY CREDIT PLAN	SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	500.38
04/15/2024	029	70589	U.S. BANK EQUIPMENT FINANCE	RENTAL FEES LEASED OFFICE EQUIPMENT	943.001	751	242.51
04/15/2024	029	70593#	VERIZON WIRELESS	CELL PHONES	854.000	752	102.36
				CELL PHONES	854.000	757	102.36
				CELL PHONES	854.000	758	51.18
				CHECK 029 70593 TOTAL FOR FUND 208:			255.90
04/15/2024	029	70594*#	VIEW NEWSPAPER GROUP	BROCHURE PRINTING	900.000	751	3,164.63
				Total for fund 208 PARKS & RECREATION FUND			115,359.05
Fund: 249 BUILDING DEPARTMENT FUND							
04/15/2024	029	70481*#	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	728.000	289	146.18
04/15/2024	029	70483	Andy's Statewide	Res - 1,501-3,000 sqft	493.000	000	215.00
				AC Unit	493.000	000	60.00
				Res - 1,501-3,000 sqft	493.000	000	215.00
				AC Unit	493.000	000	60.00
				Inspection Mileage	677.025	000	10.00
				Inspection Mileage	677.025	000	10.00
				CHECK 029 70483 TOTAL FOR FUND 249:			570.00
04/15/2024	029	70489*#	CARDMEMBER SERVICE	EDUCATION WORKSHOPS AND CONFERENCES	957.000	289	40.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	289	40.00
				MISCELLANEOUS	962.000	289	8.95
				CHECK 029 70489 TOTAL FOR FUND 249:			88.95

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
04/15/2024	029	70508	FIRE SAVVY CONSULTANTS & SERVICE	FEES BUILDING INSPECTOR	712.009	289	2,869.00
04/15/2024	029	70522*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	289	12.27
04/15/2024	029	70537*#	MEDMUTUAL LIFE	LIFE INSURANCE	717.000	289	240.53
04/15/2024	029	70540	MICHIGAN NOTARY SERVICE LLC	MISCELLANEOUS	962.000	289	62.85
				Total for fund 249 BUILDING DEPARTMENT FUND			3,989.78
Fund: 296 CABLE TV FUND							
04/15/2024	029	70492*#	CHARTER COMMUNICATIONS	TELEPHONE WEB/ATT	853.001	296	719.79
04/15/2024	029	70499	DANIEL ZWIEZ	MILEAGE EXPENSE	860.000	296	20.10
04/15/2024	029	70511	GA BUSINESS PURCHASER LLC	SERVICES PROFESSIONAL	819.001	296	79.21
04/15/2024	029	70526	JASON SCROCK	MILEAGE EXPENSE	860.000	296	18.09
04/15/2024	029	70528	JOSEPH CALHOUN	MILEAGE EXPENSE	860.000	296	42.21
04/15/2024	029	70566*#	PRIORITY WASTE, LLC	TRASH DISPOSAL	929.000	296	41.01
04/15/2024	029	70571	SARAH MACY	OFFICE SUPPLIES	728.000	296	75.00
				Total for fund 296 CABLE TV FUND			995.41
Fund: 298 POLLY ANN TRAIL FUND							
04/15/2024	029	70535	LINDA MORAN SERVICES, LLC	CONTRACTED SERVICES PATC	824.000	853	2,500.00
04/15/2024	029	70558	OXFORD ADDISON YOUTH ASSIST.	DONATION/DUES-POLLY ANN TRAIL	675.005	000	1,161.00
04/15/2024	029	70570	ROBERT BROOKS	MAINTENANCE OF GROUNDS	932.000	853	275.00
				Total for fund 298 POLLY ANN TRAIL FUND			3,936.00
Fund: 590 SEWER FUND							
04/15/2024	029	70553*#	OAKLAND COUNTY TREASURER	FEES COUNTY USAGE	800.003	527	130,315.07
04/15/2024	029	70554	OAKLAND COUNTY WATER RESOURCES C	FEES COUNTY USAGE	800.003	527	234,975.00
				Total for fund 590 SEWER FUND			365,290.07
Fund: 701 TRUST & AGENCY FUND							
04/15/2024	029	70477	A.S.A. Construction	BPER002-21 - PB0175-19	283.000	000	500.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
04/15/2024	029	70482	Andrew Evanko	BC079-21 - PB0076-21	283.000	000	200.00
04/15/2024	029	70486	Artisan Contracting of Michigan,	BSEC005-21 - PSE0032-21	283.000	000	5,000.00
04/15/2024	029	70491	Carr Custom Homes Inc.	BC153-21 - PB0151-21	283.000	000	100.00
04/15/2024	029	70494	CJM Builders LLC	BSER124-21 - PSE0117-21	283.000	000	500.00
04/15/2024	029	70495	CLEARVIEW HOMES, LLC	BSER071-21 - PSE0069-21	283.000	000	500.00
04/15/2024	029	70502	DRISCOLL, RICHARD O	BC165-21 - PB0161-21	283.000	000	100.00
04/15/2024	029	70503	DRS Inc.	BSER024-21 - PSE0027-21	283.000	000	500.00
				BC038-21 - PB0036-21	283.000	000	100.00
				CHECK 029 70503 TOTAL FOR FUND 701:			600.00
04/15/2024	029	70506	Enclaves of Woodbridge, LLC	BC175-21 - PB0171-21	283.000	000	400.00
				BC180-21 - PB0176-21	283.000	000	400.00
				BC110-22 - PB22-0106	283.000	000	400.00
				CHECK 029 70506 TOTAL FOR FUND 701:			1,200.00
04/15/2024	029	70509	Foundation Systems of Michigan I	BC004-22 - PB22-0005	283.000	000	100.00
				BC051-22 - PB22-0043	283.000	000	100.00
				CHECK 029 70509 TOTAL FOR FUND 701:			200.00
04/15/2024	029	70514	Glen Arbor Building LLC	BC013-22 - PB22-0013	283.000	000	700.00
				BSER023-22 - PSE22-0005	283.000	000	500.00
				CHECK 029 70514 TOTAL FOR FUND 701:			1,200.00
04/15/2024	029	70516	Great Day Improvements	BC113-21 - PB0108-21	283.000	000	200.00
04/15/2024	029	70517	Great Lakes Deck Co	BC165-20 - PB0153-20	283.000	000	100.00
04/15/2024	029	70518	Gregory S Antonelli	BC142-21 - PB0137-21	283.000	000	700.00
04/15/2024	029	70527	Jeffery & Michele Michaels	BSER006-22 - PSE22-0004	283.000	000	500.00
04/15/2024	029	70530	KNIGHT, WILLIAM K	BC019-21 - PB0102-17	283.000	000	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
04/15/2024	029	70531	KOSLOWSKI, KEVIN	BC061-21 - PB0059-21	283.000	000	100.00
04/15/2024	029	70534	Lars David Inc.	BC040-22 - PB22-0034	283.000	000	100.00
04/15/2024	029	70538	Meyer Custom Homes LLC	BC035-22 - PB22-0031	283.000	000	100.00
04/15/2024	029	70539	MI Remodelers LLC	BC193-21 - PB0192-21	283.000	000	200.00
04/15/2024	029	70541	Michigan Solar Solutions	BC052-22 - PB22-0046	283.000	000	100.00
04/15/2024	029	70564	Power Home Solar, LLC	BC013-21 - PB0013-21	283.000	000	100.00
04/15/2024	029	70567	Quinn Quyality Built Homes LLC	BSER018-21 - PSE0024-21	283.000	000	500.00
04/15/2024	029	70572	SEBRING BUILDING COMPANY LLC	BC083-21 - PB0079-21	283.000	000	100.00
				BC090-22 - PB22-0074	283.000	000	100.00
				CHECK 029 70572 TOTAL FOR FUND 701:			200.00
04/15/2024	029	70574	SPEAGLE, STEVEN M	BC103-21 - PB0098-21	283.000	000	100.00
04/15/2024	029	70576	Spurlocks	BC094-22 - PB22-0091	283.000	000	100.00
04/15/2024	029	70591	VELASCO, GREGORY	BC159-20 - PB0148-20	283.000	000	100.00
04/15/2024	029	70599	WYSZYNSKI, ARTHUR	BC089-21 - PB0085-21	283.000	000	100.00
				Total for fund 701 TRUST & AGENCY FUND			13,500.00
			TOTAL - ALL FUNDS				604,610.95

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

JOURNALS POSTING REPORT
Check: 70600 (1 check)

Post Date / GL Number	Journal	Summ/Det	Ref # / Description		DR Amount	CR Amount
04/15/2024	CD	S	122941	SUMMARY CD 04/15/2024		
100-000-001.000			CHECKING ACCOUNT OXFORD BANK			4,320.00
100-000-084.208			DUE FROM PARKS & REC		4,320.00	
208-000-202.000			ACCOUNTS PAYABLE		4,320.00	
208-000-215.000			DUE TO CLEARING FUND			4,320.00
					8,640.00	8,640.00
					8,640.00	8,640.00

PRE-PAIDS

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 70600
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
04/15/2024	029	70600	SUPERIOR GROUNDCOVER, INC.	SUPPLIES POWELL GROUND MAINT/LAND IMP	974.662	757	4,320.00
				Total for fund 208 PARKS & RECREATION FUND			4,320.00
			TOTAL - ALL FUNDS				4,320.00

JOURNALS POSTING REPORT
Checks 70601 to 70690 (90 checks)

Post Date / GL Number	Journal	Summ/Det	Ref # / Description		DR Amount	CR Amount
04/30/2024	CD	S	123630	SUMMARY CD 04/30/2024		
100-000-001.000			CHECKING ACCOUNT OXFORD BANK			243,149.09
100-000-084.101			DUE FROM GENERAL FUND		67,121.79	
100-000-084.206			DUE FROM OXFORD FIRE DEPT		115,768.72	
100-000-084.207			DUE FROM POLICE		59.60	
100-000-084.208			DUE FROM PARKS & REC		29,589.08	
100-000-084.249			DUE FROM BUILDING DEPARTMENT		2,616.58	
100-000-084.296			DUE FROM CABLE		2,085.33	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND		112.50	
100-000-084.590			DUE FROM SEWER		1,146.60	
100-000-084.701			DUE FROM TRUST & AGENCY		24,648.89	
101-000-202.000			ACCOUNTS PAYABLE		67,121.79	
101-000-215.000			DUE TO			67,121.79
206-000-202.000			ACCOUNTS PAYABLE		115,768.72	
206-000-215.000			DUE TO CLEARING FUND			115,768.72
207-000-202.000			ACCOUNTS PAYABLE		59.60	
207-000-215.000			DUE TO CLEARING FUND			59.60
208-000-202.000			ACCOUNTS PAYABLE		29,589.08	
208-000-215.000			DUE TO CLEARING FUND			29,589.08
249-000-202.000			ACCOUNTS PAYABLE		2,616.58	
249-000-215.000			DUE TO CLEARING FUND			2,616.58
296-000-202.000			ACCOUNTS PAYABLE		2,085.33	
296-000-215.000			DUE TO CLEARING FUND			2,085.33
298-000-202.000			ACCOUNTS PAYABLE		112.50	
298-000-215.000			DUE TO CLEARING FUND			112.50
590-000-202.000			ACCOUNTS PAYABLE		1,146.60	
590-000-215.000			DUE TO CLEARING FUND			1,146.60
701-000-202.000			ACCOUNTS PAYABLE		24,648.89	
701-000-215.000			DUE TO OTHER FUNDS			24,648.89
					486,298.18	486,298.18
					486,298.18	486,298.18

PRE-PAIDS

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 70601 - 70690
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/30/2024	029	70602	AARON'S LAWN IN ORDER LLC	CONTRACT CEMETERY MAINTENANCE	825.000	567	6,666.67
04/30/2024	029	70605	AL'S ASPHALT PAVING CO	GREAT PINES S.A.D.-2023	962.030	572	14,081.85
04/30/2024	029	70606	ALCOGARE LLC	MISCELLANEOUS	962.000	267	1,574.25
04/30/2024	029	70607	ALLCOMM	ARPA EXPENSES	962.002	267	15,089.88
04/30/2024	029	70608#	AMAZON CAPITAL SERVICES	MISCELLANEOUS	962.000	171	9.39
				MISCELLANEOUS	962.000	215	18.78
				MISCELLANEOUS	962.000	215	18.78
				MISCELLANEOUS	962.000	253	7.94
				MISCELLANEOUS	962.000	253	74.30
				OFFICE SUPPLIES	728.000	267	4.33
				OFFICE SUPPLIES	728.000	267	24.19
				OFFICE SUPPLIES	728.000	267	24.70
				OFFICE SUPPLIES	728.000	267	50.49
				OFFICE SUPPLIES	728.000	267	7.99
				OFFICE SUPPLIES	728.000	267	13.18
				CHECK 029 70608 TOTAL FOR FUND 101:			254.07
04/30/2024	029	70616	CHRISTOPHER CARNACCHIO	MILEAGE EXPENSE	860.000	171	327.09
				MILEAGE EXPENSE	860.000	171	22.11
				MEALS/LODGING EXPENSE	860.001	171	103.40
				MEALS/LODGING EXPENSE	860.001	171	147.41
				CHECK 029 70616 TOTAL FOR FUND 101:			600.01
04/30/2024	029	70618	CUT N DRY PAINTING	MAINTENANCE BLDG/GROUNDS	931.000	265	1,900.00
04/30/2024	029	70630*#	HI-TECH SYSTEM SERVICE, INC	MISCELLANEOUS	962.000	215	1,775.57
				MISCELLANEOUS	962.000	253	1,867.46
				CONTRACTED SERVICES	861.000	267	7,500.00
				CHECK 029 70630 TOTAL FOR FUND 101:			11,143.03
04/30/2024	029	70633*#	J.C. EHRLICH	MAINTENANCE BLDG/GROUNDS	931.000	265	92.97

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/30/2024	029	70634	JACK CURTIS	MILEAGE EXPENSE	860.000	171	292.12
				MEALS/LODGING EXPENSE	860.001	171	15.00
				CHECK 029 70634 TOTAL FOR FUND 101:			307.12
04/30/2024	029	70639	JOSEPH G. FERRARI	MILEAGE EXPENSE	860.000	253	30.82
04/30/2024	029	70640	JULIE SAYERS	MILEAGE/MEALS ON WHEELS	860.002	695	49.08
04/30/2024	029	70641*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	270	389.92
04/30/2024	029	70643	KELLY RICHTER	MILEAGE EXPENSE	860.000	215	304.85
				MEALS/LODGING EXPENSE	860.001	215	8.00
				CHECK 029 70643 TOTAL FOR FUND 101:			312.85
04/30/2024	029	70653	MENARDS	ARPA EXPENSES	962.002	267	3,301.92
04/30/2024	029	70660	OPC SOCIAL & ACTIVITY CENTER	UNALLOCATED CDBG EXPENSES	802.000	694	5,304.00
04/30/2024	029	70669	QUALITY PEST CONTROL	MISCELLANEOUS	962.000	267	1,450.00
04/30/2024	029	70670	RALPH CURTIS	MILEAGE/MEALS ON WHEELS	860.002	695	20.77
04/30/2024	029	70674	SHORELINE INVESTMENT SERVICES	MAINTENANCE BLDG/GROUNDS	931.000	265	65.00
04/30/2024	029	70679#	SUSAN MCCULLOUGH	MILEAGE EXPENSE	860.000	215	280.06
				RECORDING SECRETARY	827.000	701	140.00
				CHECK 029 70679 TOTAL FOR FUND 101:			420.06
04/30/2024	029	70684	UTEC	POSTAGE	730.000	267	61.00
04/30/2024	029	70686	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,106.52
04/30/2024	029	70687	WATKINS ROSS	INSURANCE MEDICAL - OLD FIRE FUND	716.001	270	443.70
				INSURANCE MEDICAL - OLD POLICE FUND	716.002	270	2,456.30
				CHECK 029 70687 TOTAL FOR FUND 101:			2,900.00
				Total for fund 101 GENERAL FUND			67,121.79
Fund: 206 OXFORD FIRE DEPARTMENT FUND							

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
04/30/2024	029	70601	A R REPAIRS	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	465.47
				BUILDING MAINTENANCE - LABOR	748.001	357	237.85
				CHECK 029 70601 TOTAL FOR FUND 206:			703.32
04/30/2024	029	70603	ACTIVE911, INC	SOFTWARE & SUPPORT	933.001	357	9.44
04/30/2024	029	70604	AFLAC	INSURANCE MEDICAL	716.000	357	226.94
04/30/2024	029	70609	AMERICAN GENERATORS SALES & SERV	BUILDING MAINTENANCE - LABOR	748.001	357	475.00
04/30/2024	029	70610*#	AT&T MOBILITY	TELEPHONE	853.000	357	21.25
				CELL PHONES	854.000	357	1,533.50
				CHECK 029 70610 TOTAL FOR FUND 206:			1,554.75
04/30/2024	029	70611	BATTERY WORLD	OPERATING SUPPLIES-FIRE	742.001	357	66.24
04/30/2024	029	70612	BENJAMIN FRANTZ	EDUCATION WORKSHOPS AND CONFERENCES	957.000	357	40.76
04/30/2024	029	70614	BOUND TREE MEDICAL, LLC	UNIFORM EXPENSE UNIFORMS	731.000	357	88.18
				OPERATING SUPPLIES-MEDICAL	742.000	357	392.12
				OPERATING SUPPLIES-MEDICAL	742.000	357	194.42
				OPERATING SUPPLIES-MEDICAL	742.000	357	104.20
				OPERATING SUPPLIES-MEDICAL	742.000	357	330.36
				UNIFORMS-PAID ON CALL	754.000	357	66.76
				CHECK 029 70614 TOTAL FOR FUND 206:			1,176.04
04/30/2024	029	70624	EMERGENCY VEHICLES PLUS	VEHICLE MAINTENANCE-FIRE	791.001	357	478.02
				VEHICLE MAINTENANCE (LABOR)	934.001	357	169.44
				VEHICLE MAINTENANCE (LABOR)	934.001	357	334.24
				VEHICLE MAINTENANCE (LABOR)	934.001	357	249.00
				VEHICLE MAINTENANCE (LABOR)	934.001	357	91.67
				VEHICLE PURCHASE	970.000	357	89,423.00
				CHECK 029 70624 TOTAL FOR FUND 206:			90,745.37
04/30/2024	029	70628	HALT FIRE, INC.	OPERATING SUPPLIES-FIRE	742.001	357	330.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
04/30/2024	029	70631	IMPERIALDADE	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	178.06
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	189.74
				CHECK 029 70631 TOTAL FOR FUND 206:			367.80
04/30/2024	029	70633*#	J.C. EHRLICH	BUILDING MAINTENANCE - LABOR	748.001	357	57.18
				BUILDING MAINTENANCE - LABOR	748.001	357	57.18
				CHECK 029 70633 TOTAL FOR FUND 206:			114.36
04/30/2024	029	70642	KELLY KILGORE	EDUCATION WORKSHOPS AND CONFERENCES	957.000	357	133.38
04/30/2024	029	70644	KEVIN SNELL	EDUCATION WORKSHOPS AND CONFERENCES	957.000	357	86.27
04/30/2024	029	70646	KURT FECHTER	MILEAGE EXPENSE	860.000	357	491.78
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	357	919.18
				CHECK 029 70646 TOTAL FOR FUND 206:			1,410.96
04/30/2024	029	70648	LAKESIDE COLLISION	VEHICLE MAINTENANCE-MEDICAL	791.003	357	1,582.71
				VEHICLE MAINTENANCE (LABOR) MEDICAL	934.002	357	3,296.50
				CHECK 029 70648 TOTAL FOR FUND 206:			4,879.21
04/30/2024	029	70650	LINDE GAS & EQUIPMENT INC	OPERATING SUPPLIES-MEDICAL	742.000	357	124.25
				OPERATING SUPPLIES-MEDICAL	742.000	357	222.96
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	357	99.81
				CHECK 029 70650 TOTAL FOR FUND 206:			447.02
04/30/2024	029	70651	LOPHC	BUILDING MAINTENANCE - LABOR	748.001	357	136.00
04/30/2024	029	70652	MACQUEEN EMERGENCY	TURN-OUT GEAR	743.000	357	140.00
04/30/2024	029	70656	NES PLUMBING, LLC	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	5,525.00
				BUILDING MAINTENANCE - LABOR	748.001	357	2,975.00
				CHECK 029 70656 TOTAL FOR FUND 206:			8,500.00
04/30/2024	029	70657	NYE UNIFORM	UNIFORM EXPENSE UNIFORMS	731.000	357	131.84
				UNIFORM EXPENSE UNIFORMS	731.000	357	379.69

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
				CHECK 029 70657 TOTAL FOR FUND 206:			511.53
04/30/2024	029	70658	OAKLAND FUELS	GAS DIESEL FUEL	780.010	357	1,023.91
04/30/2024	029	70661	OXFORD ELECTRIC	BUILDING MAINTENANCE - LABOR	748.001	357	115.00
04/30/2024	029	70671	RICHARD DVORAK	MILEAGE EXPENSE	860.000	357	234.37
04/30/2024	029	70677	STANDARD INSURANCE COMPANY	INSURANCE MEDICAL	716.000	357	2,064.07
04/30/2024	029	70683*#	TOOL SPORT & SIGN CO, INC	UNIFORMS-PAID ON CALL	754.000	357	16.00
04/30/2024	029	70689	XTREME SHREDS	OFFICE SUPPLIES	728.000	357	50.00
04/30/2024	029	70690	ZOLL MEDICAL CORPORATION	OPERATING SUPPLIES-MEDICAL	742.000	357	210.98
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			115,768.72
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
04/30/2024	029	70641*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	302	59.60
				Total for fund 207 POLICE CONTRACTING (OCSO) FU			59.60
Fund: 208 PARKS & RECREATION FUND							
04/30/2024	029	70610*#	AT&T MOBILITY	CELL PHONES	854.000	751	83.60
				OPER. SUPPLIES SUMMER CAMP	740.550	752	33.57
				CHECK 029 70610 TOTAL FOR FUND 208:			117.17
04/30/2024	029	70613	BOULDER POINTE GOLF CLUB & BANQU	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	8,269.00
04/30/2024	029	70615	BRIAN SHOWERS	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	200.00
04/30/2024	029	70619	DAN SULLIVAN	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	500.00
04/30/2024	029	70622	DAWN MEDICI	PROF/CONT SENIOR SPECIAL EVENTS	816.405	758	150.00
04/30/2024	029	70623	DONNA MARTIN	PROF/CONT SENIOR LIFE SKILLS	816.404	758	208.00
04/30/2024	029	70626	GABRIELA ORZA	PROF/CONT ART	816.650	752	168.00
04/30/2024	029	70629	HARBOR FREIGHT TOOLS	MAINTENANCE HARDWARE & MISC SUPPLIES	932.100	757	464.23
04/30/2024	029	70632#	INDEPENDENCE VILLAGE OF OXFORD	COMMUNITY GARDEN EXPENSES	932.107	757	780.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
				SENIOR ENRICHMENT SUPPLIES	728.402	758	1,040.00
				SENIOR SPECIAL EVENTS SUPPLIES	728.405	758	160.00
				CHECK 029 70632 TOTAL FOR FUND 208:			1,980.00
04/30/2024	029	70649	LEAH SCALLEN	REFUND YOUTH SPORTS CAMP	964.632	752	45.00
04/30/2024	029	70654	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	751	194.23
04/30/2024	029	70659	OHS GIRLS SOCCER	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	1,500.00
04/30/2024	029	70673	ROUTE 23	PROF/CONT TRAVEL	816.671	758	2,170.00
04/30/2024	029	70675	SHORELINE TOURS	PROF/CONT TRAVEL	816.671	758	11,897.00
04/30/2024	029	70678	SULLY CLEANING COMPANY	JANITORIAL SERVICE	831.000	751	1,125.00
04/30/2024	029	70682	THE KELLY FIRM	LEGAL FEES	826.000	751	240.00
04/30/2024	029	70683*#	TOOL SPORT & SIGN CO, INC	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	134.25
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	8.50
				OPER. SUPPLIES YOUTH SOCCER	740.625	752	218.70
				CHECK 029 70683 TOTAL FOR FUND 208:			361.45
				Total for fund 208 PARKS & RECREATION FUND			29,589.08
Fund: 249 BUILDING DEPARTMENT FUND							
04/30/2024	029	70625	FIRE SAVVY CONSULTANTS & SERVICE	FEES BUILDING INSPECTOR	712.009	289	1,100.00
04/30/2024	029	70630*#	HI-TECH SYSTEM SERVICE, INC	MISCELLANEOUS	962.000	289	323.85
04/30/2024	029	70636	JIM SMITHER	MILEAGE EXPENSE	860.000	289	350.00
04/30/2024	029	70637	JODY KINJORSKI	MILEAGE EXPENSE	860.000	289	350.00
04/30/2024	029	70641*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	289	142.73
04/30/2024	029	70668	PATRICK H PAYNE	MILEAGE EXPENSE	860.000	289	350.00
				Total for fund 249 BUILDING DEPARTMENT FUND			2,616.58
Fund: 296 CABLE TV FUND							
04/30/2024	029	70620	DANIEL ZWIEZ	MILEAGE EXPENSE	860.000	296	44.89

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 296 CABLE TV FUND							
04/30/2024	029	70621	DAVID F KENNY	MILEAGE EXPENSE	860.000	296	37.52
04/30/2024	029	70635	JEBEDIAH CALHOUN	MILEAGE EXPENSE	860.000	296	21.44
04/30/2024	029	70638	JOSEPH CALHOUN	MILEAGE EXPENSE	860.000	296	50.25
04/30/2024	029	70645	KITCH ATTORNEYS & COUNSELORS	SERVICES PROFESSIONAL	819.001	296	1,800.00
04/30/2024	029	70647	KYLE SNAGE	MILEAGE EXPENSE	860.000	296	20.10
04/30/2024	029	70680	T-MOBILE	TELEPHONE WEB/ATT	853.001	296	63.25
04/30/2024	029	70681	TERI STILES	EDUCATION WORKSHOPS AND CONFERENCES	957.000	296	5.00
04/30/2024	029	70688	WILLIAM JULIEN	MILEAGE EXPENSE	860.000	296	42.88
				Total for fund 296 CABLE TV FUND			2,085.33
Fund: 298 POLLY ANN TRAIL FUND							
04/30/2024	029	70672	ROSATI,SCHULTZ,JOPPICH,AMTSBUECH	SERVICES PROFESSIONAL	819.000	853	112.50
				Total for fund 298 POLLY ANN TRAIL FUND			112.50
Fund: 590 SEWER FUND							
04/30/2024	029	70627	GREAT LAKES WATER AUTHORITY	FEES COUNTY USAGE	800.003	527	1,146.60
				Total for fund 590 SEWER FUND			1,146.60
Fund: 701 TRUST & AGENCY FUND							
04/30/2024	029	70617	CLEARVIEW HOMES, LLC	BC007-24 - PB23-0128	283.000	000	4,506.40
				BC008-24 - PB23-0166	283.000	000	1,020.25
				CHECK 029 70617 TOTAL FOR FUND 701:			5,526.65
04/30/2024	029	70655	N.O.T.A.	DELINQUENT TAXES	277.000	000	136.93
04/30/2024	029	70662	OXFORD PUBLIC LIBRARY	DELINQUENT TAXES	277.000	000	1,418.55
04/30/2024	029	70663	OXFORD TOWNSHIP	DELINQUENT TAXES	277.000	000	1,531.23
04/30/2024	029	70664	OXFORD TWP FIRE FUND	DELINQUENT TAXES	277.000	000	4,455.00
04/30/2024	029	70665	OXFORD TWP PARKS AND RECREATION	DELINQUENT TAXES	277.000	000	1,005.75
04/30/2024	029	70666	OXFORD TWP PARKS BOND DEBT FUND	DELINQUENT TAXES	277.000	000	246.03
04/30/2024	029	70667	OXFORD TWP POLICE CONT FUND	DELINQUENT TAXES	277.000	000	4,094.42

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
04/30/2024	029	70676	SILVERADO CUSTOM HOMES INC	BC003-24 - PB23-0147	283.000	000	4,700.00
04/30/2024	029	70685	VILLAGE OF OXFORD DDA	DELINQUENT TAXES	277.000	000	1,534.33
				Total for fund 701 TRUST & AGENCY FUND			24,648.89
			TOTAL - ALL FUNDS				243,149.09

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Payroll Liability

Total Cash Required		$38,063.59
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	$26,408.24
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	$11,655.35
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		$38,063.59

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

PRE-PAIDS

Payroll Liability

Total Cash Required		$45,295.03
Debit for Checks (Net Pay)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	$115.44
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	$32,063.43
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	$13,116.16
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		$45,295.03

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

PRE-PAIDS

Statistical Summary

Company:7TH - CHARTER TOWN Service Center:0056 Great Lakes Status:Under Review
Week#:15 Pay Date:04/11/2024 P/E Date:04/06/2024
Qtr/Year:2/2024 Run Time/Date:11:47:26 AM EDT 04/08/2024

Taxes Debited	Federal Income Tax	8,968.20			
	Earned Income Credit Advances	0.00			
	Social Security - EE	4,777.57			
	Social Security - ER	4,981.30	**4,981.30**		
	Social Security Adj - EE	0.00			
	Medicare - EE	1,117.35			
	Medicare - ER	1,164.98	**1,164.98**		
	Medicare Adj - EE	0.00	**6,146.28**		
	Medicare Surtax - EE	0.00			
	Medicare Surtax Adj - EE	0.00			
	Federal Unemployment Tax	0.00			
	FMLA-PSL Payments Credit	0.00			
	FMLA-PSL ER FICA Credit	0.00			
	FMLA-PSL Health Care Premium Credit	0.00			
	Employee Retention Qualified Payments Credit	0.00			
	Employee Retention Qualified Health Care Credit	0.00			
	COBRA Premium Assistance Payments	0.00			
	State Income Tax	3,055.49			
	Non Resident State Income Tax	0.00			
	State Unemployment Insurance - EE	0.00			
	State Unemployment Insurance Adj - EE	0.00			
	State Disability Insurance - EE	0.00			
	State Disability Insurance Adj - EE	0.00			
	State Unemployment/Disability Ins - ER	0.00	**0.00**		
	State Family Leave Insurance - EE	0.00			
	State Family Leave Insurance - ER	0.00			
	State Family Leave Insurance Adj - EE	0.00			
	State Medical Leave Insurance - EE	0.00			
	State Medical Leave Insurance - ER	0.00			
	State Medical Leave Insurance Adj - EE	0.00			
	State Cares Fund - EE	0.00			
	Transit Tax - EE	0.00			
	Workers' Benefit Fund Assessment - EE	0.00			
	Workers' Benefit Fund Assessment - ER	0.00			
	Local Income Tax	0.00			
	School District Tax	0.00			
	Total Taxes Debited		**24,064.89**		
Other Transfers	Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXXX		54,794.60		
	Wage Garnishments Acct. No.XXX7204Tran/ABAXXXXXXXX		688.67		
	Total Amount Debited From Your Account			79,548.16	**Total Liability**
Bank Debits & Other Liability	Checks		0.00		**79,548.16**
	Adjustments/Prepay/Voids		0.00		**79,548.16**
Taxes- Your Responsibility	**None this payroll**				**79,548.16**
					79,548.16

PRE-PAIDS

Statistical Summary

Company:7TH - CHARTER TOWN Service Center:0056 Great Lakes Status:Under Review
Week#:17 Pay Date:04/25/2024 P/E Date:04/20/2024
Qtr/Year:2/2024 Run Time/Date:08:49:20 AM EDT 04/23/2024

Taxes Debited	Federal Income Tax	13,600.96	
	Earned Income Credit Advances	0.00	
	Social Security - EE	7,304.70	
	Social Security - ER	7,428.66	**7,428.66**
	Social Security Adj - EE	0.00	
	Medicare - EE	1,708.38	
	Medicare - ER	1,737.35	**1,737.35**
	Medicare Adj - EE	0.00	**9,166.01**
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	Federal Unemployment Tax	0.00	
	FMLA-PSL Payments Credit	0.00	
	FMLA-PSL ER FICA Credit	0.00	
	FMLA-PSL Health Care Premium Credit	0.00	
	Employee Retention Qualified Payments Credit	0.00	
	Employee Retention Qualified Health Care Credit	0.00	
	COBRA Premium Assistance Payments	0.00	
	State Income Tax	4,803.86	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	307.93	**307.93**
	State Family Leave Insurance - EE	0.00	
	State Family Leave Insurance - ER	0.00	
	State Family Leave Insurance Adj - EE	0.00	
	State Medical Leave Insurance - EE	0.00	
	State Medical Leave Insurance - ER	0.00	
	State Medical Leave Insurance Adj - EE	0.00	
	State Cares Fund - EE	0.00	
	Transit Tax - EE	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
	Total Taxes Debited		**36,891.84**
Other Transfers	Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXXX		86,054.55
	ge Garnishments Acct. No.XXX7204Tran/ABAXXXXXXXX		688.67

Total Liability

PRE-PAIDS

7 (3)

	Total Amount Debited From Your Account		**123,635.06**	**123,635.06**
Bank Debits & Other Liability	Checks	0.00		**123,635.06**
	Adjustments/Prepay/Voids	0.00		**123,635.06**
Taxes- Your Responsibility	**None this payroll**			
				123,635.06

Payroll Liability

Total Cash Required		$20,264.43
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	$14,929.57
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	$5,334.86
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		$20,264.43

Important Note

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PRE-PAIDS

Payroll Liability

Total Cash Required		**$21,052.98**
Debit for Checks (Net Pay)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	$414.76
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	$15,057.62
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	$5,580.60
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		$21,052.98

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

PRE-PAIDS

Payroll Liability

Total Cash Required		$8,941.96
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	$6,856.19
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	$2,085.77
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		$8,941.96

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

PRE-PAIDS

Payroll Liability

Total Cash Required		$10,040.21
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	$7,746.01
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	$2,294.20
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		$10,040.21

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

PRE-PAIDS

JOURNALS POSTING REPORT
Checks 70691 to 70700 (10 checks)

Post Date / GL Number	Journal	Summ/Det	Ref # / Description		DR Amount	CR Amount
05/08/2024	CD	S	123768	SUMMARY CD 05/08/2024		
100-000-001.000			CHECKING ACCOUNT OXFORD BANK			96,209.97
100-000-084.101			DUE FROM GENERAL FUND		24,167.65	
100-000-084.206			DUE FROM OXFORD FIRE DEPT		1,980.00	
100-000-084.207			DUE FROM POLICE		2,635.00	
100-000-084.249			DUE FROM BUILDING DEPARTMENT		15,010.50	
100-000-084.297			DUE FROM SAFETY PATH		7,164.85	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND		105.00	
100-000-084.590			DUE FROM SEWER		20,471.97	
100-000-084.591			DUE FROM WATER		15,807.50	
100-000-084.701			DUE FROM TRUST & AGENCY		8,192.50	
100-000-084.805			DUE FROM SAD BONDS CONSTRUCTION		675.00	
101-000-202.000			ACCOUNTS PAYABLE		24,167.65	
101-000-215.000			DUE TO			24,167.65
206-000-202.000			ACCOUNTS PAYABLE		1,980.00	
206-000-215.000			DUE TO CLEARING FUND			1,980.00
207-000-202.000			ACCOUNTS PAYABLE		2,635.00	
207-000-215.000			DUE TO CLEARING FUND			2,635.00
249-000-202.000			ACCOUNTS PAYABLE		15,010.50	
249-000-215.000			DUE TO CLEARING FUND			15,010.50
297-000-202.000			ACCOUNTS PAYABLE		7,164.85	
297-000-215.000			DUE TO CLEARING FUND			7,164.85
298-000-202.000			ACCOUNTS PAYABLE		105.00	
298-000-215.000			DUE TO CLEARING FUND			105.00
590-000-202.000			ACCOUNTS PAYABLE		20,471.97	
590-000-215.000			DUE TO CLEARING FUND			20,471.97
591-000-202.000			ACCOUNTS PAYABLE		15,807.50	
591-000-215.000			DUE TO CLEARING FUND			15,807.50
701-000-202.000			ACCOUNTS PAYABLE		8,192.50	
701-000-215.000			DUE TO OTHER FUNDS			8,192.50
805-000-202.000			ACCOUNTS PAYABLE		675.00	
805-000-215.000			DUE TO CLEARING FUND			675.00
					192,419.94	192,419.94
					192,419.94	192,419.94

TO BE PAIDS

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 70691 - 70700

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/08/2024	029	70691*#	CARLISLE/WORTMAN ASSOCIATES	PLANNER/PROF. SERVICES PLANNER	801.000	701	687.50
				PLANNER/PROF. SERVICES MASTER PLAN	801.001	701	7,090.00
				PLANNER/PROF. SERVICES	801.009	701	2,662.50
				PLANNER/PROF. SERVICES	801.009	701	2,000.00
				PLANNER/PROF. SERVICES	801.009	701	1,702.50
				PLANNER/PROF. SERVICES PLANNER	801.000	702	775.00
				CHECK 029 70691 TOTAL FOR FUND 101:			14,917.50
05/08/2024	029	70697*#	SHARPE ENGINEERING	ARPA EXPENSES	962.002	267	642.65
				ENGINEERING FEES - GENERAL	821.000	447	700.00
				OAK RIDGE ROAD SAD - 2024	962.029	572	1,022.50
				CHECK 029 70697 TOTAL FOR FUND 101:			2,365.15
05/08/2024	029	70698*#	THE KELLY FIRM	LEGAL FEES	826.000	266	3,795.00
				MARIJUANA LEGAL FEES	962.028	267	555.00
				GREAT PINES S.A.D.-2023	962.030	572	585.00
				LEGAL FEES	826.000	701	1,950.00
				CHECK 029 70698 TOTAL FOR FUND 101:			6,885.00
				Total for fund 101 GENERAL FUND			24,167.65
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
05/08/2024	029	70698*#	THE KELLY FIRM	LEGAL FEES	826.000	357	1,980.00
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			1,980.00
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
05/08/2024	029	70698*#	THE KELLY FIRM	LEGAL FEES	826.000	302	2,500.00
				LEGAL FEES	826.000	302	135.00
				CHECK 029 70698 TOTAL FOR FUND 207:			2,635.00
				Total for fund 207 POLICE CONTRACTING (OCSO) FU			2,635.00
Fund: 249 BUILDING DEPARTMENT FUND							
05/08/2024	029	70693	JIM SMITHER	FEES HEATING INSPECTOR	712.002	289	2,950.00
05/08/2024	029	70694	JODY KINJORSKI	FEES PLUMBING INSPECTOR	712.004	289	2,900.00
05/08/2024	029	70695	PAYNE ELECTRIC LLC	FEES ELECTRIC INSPECTORS	712.001	289	1,100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
05/08/2024	029	70696	RICHARD VELLUCCI	FEES ELECTRIC INSPECTORS	712.001	289	1,900.00
05/08/2024	029	70697*#	SHARPE ENGINEERING	ENGINEER INSPECTOR FEE	712.010	289	202.50
				SOIL EROSION INSPECTOR	712.013	289	1,755.00
				CHECK 029 70697 TOTAL FOR FUND 249:			1,957.50
05/08/2024	029	70699	TIM BERGER	FEES BUILDING INSPECTOR	712.009	289	1,850.00
05/08/2024	029	70700	TOM BERGER	FEES BUILDING INSPECTOR	712.009	289	2,353.00
				Total for fund 249 BUILDING DEPARTMENT FUND			15,010.50
Fund: 297 SAFETY PATH FUND							
05/08/2024	029	70697*#	SHARPE ENGINEERING	SEYMOUR LAKE SAFETY PATH PROJECT	808.002	852	5,422.50
				ENGINEERING FEES - GENERAL	821.000	852	540.00
				ENGINEERING DESIGN FOR RAY/N OXFORD R	821.009	852	557.35
				CHECK 029 70697 TOTAL FOR FUND 297:			6,519.85
05/08/2024	029	70698*#	THE KELLY FIRM	LEGAL FEES	826.000	852	645.00
				Total for fund 297 SAFETY PATH FUND			7,164.85
Fund: 298 POLLY ANN TRAIL FUND							
05/08/2024	029	70698*#	THE KELLY FIRM	LEGAL FEES	826.000	853	105.00
				Total for fund 298 POLLY ANN TRAIL FUND			105.00
Fund: 590 SEWER FUND							
05/08/2024	029	70692	DTE ENERGY	CAMP OAKLAND PUMP STATION PROJECT	973.004	527	18,396.97
				CAMP OAKLAND PUMP STATION PROJECT	973.004	527	200.00
				CHECK 029 70692 TOTAL FOR FUND 590:			18,596.97
05/08/2024	029	70697*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	527	685.00
				CAMP OAKLAND PUMP STATION PROJECT	973.004	527	1,190.00
				CHECK 029 70697 TOTAL FOR FUND 590:			1,875.00
				Total for fund 590 SEWER FUND			20,471.97
Fund: 591 WATER FUND							

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
05/08/2024	029	70697*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	538	7,217.50
				ENGINEERING FEES - GENERAL	821.000	538	685.00
				WATER LINE EXTENSIONS	972.000	538	7,905.00
				CHECK 029 70697 TOTAL FOR FUND 591:			15,807.50
				Total for fund 591 WATER FUND			15,807.50
Fund: 701 TRUST & AGENCY FUND							
05/08/2024	029	70691*#	CARLISLE/WORTMAN ASSOCIATES	BTA23-0009	283.001	000	1,180.00
05/08/2024	029	70697*#	SHARPE ENGINEERING	Consultant Fees	283.001	000	747.50
				Consultant Fees	283.001	000	355.00
				Consultation (Escrow)	283.001	000	405.00
				Consultation (Escrow)	283.001	000	1,515.00
				BTA24-0002	283.001	000	225.00
				CHECK 029 70697 TOTAL FOR FUND 701:			3,247.50
05/08/2024	029	70698*#	THE KELLY FIRM	Consultation (Escrow)	283.001	000	45.00
				Consultation (Escrow)	283.001	000	525.00
				Consultation (Escrow)	283.001	000	945.00
				BTA23-0007	283.001	000	1,035.00
				BTA23-0009	283.001	000	1,215.00
				CHECK 029 70698 TOTAL FOR FUND 701:			3,765.00
				Total for fund 701 TRUST & AGENCY FUND			8,192.50
Fund: 805 NAD SEWER S/A CONSTRUCTION FUND							
05/08/2024	029	70697*#	SHARPE ENGINEERING	CONTRACTOR FEES	821.013	543	675.00
				Total for fund 805 NAD SEWER S/A CONSTRUCTION F			675.00
			TOTAL - ALL FUNDS				96,209.97

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Committee and Representative Reports

May 8, 2024 *(Reports not submitted* ***highlighted****)*

American Rescue Plan Act

Capital Improvement

Cemetery

Community Development Block Grant *(CDBG)*

Election Commission

Hazardous Waste *(NO Haz)*

Highway / Roads

Master Plan Steering Committee

North Oakland Transportation Authority *(NOTA)*

Ordinance Review *(Planning Commission)*

Oxford Area Cable Communications Commission *(OACCC)*

Oxford Addison Youth Assistance

Oxford Downtown Development Authority

Personnel Committee

Planned Unit Development *(PUD)*

Planning Commission

Polly Ann Trail

Safety Path

Salary Compensation

Single Waste Hauler

Southeast Michigan Council of Governments *(SEMCOG)*

Spongy Moth

Union Negotiations

Village of Oxford Planning Commission

Water & Sewer

Web Site

Zoning Board of Appeals *(ZBA)*

American Rescue Plan Act Committee Report

Date: May 8, 2024

To: Board of Trustees

From: American Rescue Plan Act ("ARPA") Committee
(Jon Nold, Margie Payne, Danielle Smith, Curtis Wright)

Re: ARPA Update

Dear Board Members:

- There was $123,506.25 in ARPA funds previously expensed for engineering design fees allocated for the North Area Sanitary Sewer Special Assessment District and the Brabb Dewey future sanitary sewer project.

  The ARPA Committee met on March 18, 2024, and approved to recommend $50,000 toward flashing signal lights on the Polly Ann Trail and to recommend the remaining $73,50625 toward Oxford Township graveling projects.

  The ARPA Committee will meet again to consider rescinding the approved recommended motion and restore the funds to the same accounts from which they were reallocated to reestablish the original Township Board approved ARPA allocations.

  These expenses will be administratively transferred from ARPA expenses to other appropriate funds.

- The 2023 annual report has been submitted prior to the April 30, 2024 due date. Thank you to Danielle Smith for compiling and submitting the report.

- Superior Excavating donated $10,000.00 toward the Ray Road Safety Path. This project was funded with ARPA funds. This $10,000.00 amount will be recommended to be reallocated to another fund or project.

CHARTER TOWNSHIP OF OXFORD

Date: May 8, 2024

To: Board of Trustees

From: Capital Improvement Committee
(Jack Curtis, Catherine Colvin, Jon Nold)

Re. Capital Improvement Committee Update

Dear Board Members:

The committee has not met and has nothing to report at this time. The committee welcomes any feedback and/or recommendations. Thank you.

CEMETERY COMMITTEE REPORT

Date: May 8, 2024

To: Board of Trustees

From: Cemetery Committee
(Jack Curtis; Kelly Richter; Curtis Wright)

Re: Oxford Township Cemetery
North Oxford Cemetery
Mt. Pleasant Cemetery

Dear Board Members:

- Kelly Richter has been added to the Cemetery Committee.
- The Cemetery Wall restoration project has begun in the Oxford Cemetery on the North side of Burdick Street.
- The water will be turned on in all cemeteries in May, 2024.
- The Committee toured all cemeteries in April, 2024. Several projects are being considered including paving the Oxford Cemetery on the north side, tree removal and a new sign installed at Mt. Pleasant Cemetery.

OAKLAND COUNTY NEIGHBORHOOD & HOUSING DEVELOPMENT

HOME IMPROVEMENT PROGRAM REPORT

Program Year: July 1, 2023 through June 30, 2024

July 23- March 24 7/1/2023 thru 7/30/2024	APPLICATION STATUS					
	Received	Approvals	Denied	Under Const.	Completions	Total Project(s) Amount
COMMUNITIES	Year to Date	Year to Date	Year to Date	Current	Year to Date	Year to Date
Addison	2	0	1	0	0	$0
Auburn Hills	5	4	2	1	0	$0
Berkley	5	4	3	1	2	$48,255
Beverly Hills Vlg	0	0	0	0	0	$0
Birmingham	0	0	0	0	0	$0
Bloomfield Hills	0	0	0	0	0	$0
Bloomfield Twp	3	1	3	0	0	$0
Brandon Twp	7	9	2	7	1	$17,600
Clarkston	0	1	0	1	1	$24,025
Clawson	4	2	1	0	3	$51,652
Commerce Twp	4	3	2	1	0	$0
Farmington	0	0	1	0	0	$0
Farmington Hills	3	0	2	0	0	$0
Ferndale	6	6	3	5	4	$111,700
Franklin Vlg	0	0	0	0	0	$0
Groveland Twp	0	0	0	0	0	$0
Hazel Park	13	14	5	10	8	$179,085
Highland Twp	6	5	2	0	3	$60,495
Holly Twp	0	0	0	0	2	$57,229
Holly Vlg	3	4	1	1	1	$24,100
Huntington Woods	1	1	0	0	0	$0
Independence Twp	5	2	3	1	0	$0
Keego Harbor	1	0	0	0	0	$0
Lake Orion Vlg	0	0	0	0	0	$0
Lathrup Vlg	1	1	1	0	1	$25,550
Leonard Vlg	1	1	1	0	1	$20,275
Lyon Twp	0	0	0	0	0	$0
Madison Heights	14	14	10	7	8	$148,818
Milford Twp	0	1	1	0	0	$0
Milford Vlg	1	1	0	0	0	$0
Northville	0	0	0	0	0	$0
Novi	3	1	1	0	0	$0
Oak Park	11	13	13	9	5	$92,036
Oakland Twp	0	0	0	0	0	$0
Orchard Lake Vlg	1	0	0	0	0	$0
Orion Twp	10	3	7	2	3	$71,142
Ortonville Vltg	0	1	0	1	0	$0
Oxford Twp	8	4	2	1	1	$13,575
Oxford Vlg	2	2	0	1	1	$2,720
Pleasant Ridge	1	0	0	0	0	$0
Pontiac	27	26	25	11	16	$336,942
Rochester	0	1	1	0	0	$0
Rochester Hills	2	5	2	1	2	$45,350
Rose Twp	1	0	0	0	0	$0
Royal Oak	1	0	1	0	0	$0
Royal Oak Twp	3	1	2	1	0	$0
South Lyon	2	0	0	0	0	$0
Southfield	22	15	25	6	13	$320,652
Springfield Twp	3	1	1	2	0	$0
Sylvan Lake	0	0	0	0	0	$0
Troy	4	5	0	3	3	$60,200
Walled Lake	1	1	0	0	0	$0
Waterford Twp	9	10	8	2	10	$200,755
West Bloomfield Twp	8	2	4	1	1	$19,170
White Lake Twp	10	4	6	2	2	$40,079
Wixom	2	1	1	0	0	$0
Wolverine Vlg	2	1	1	1	2	$41,326
TOTALS	218	171	144	79	94	$2,212,731

Average Loan Amount $ 23,539.00 . Applications are date stamped and numbered as received:

First Completed First Served

ELECTION COMMISSION

Date: May 8, 2024

To: Board of Trustees

From: Election Commission
(Rod Charles; Jonathan Nold; Curtis Wright)

Re: Election Commission Report

Dear Board Members:

The Election Commission will be meeting prior to June 7, 2024, to inform Oakland County that an Absent Voter Counting Board has been authorized by the Oxford Township Election Commission for the August 6, 2024 Primary Election.

There are two (2) remaining elections in 2024:

- Primary Election August 6, 2024
- General Election November 5, 2024

The Election Commission will be meeting between June 16, 2024, and July 16, 2024 to appoint Election Inspectors for the August 6, 2024 Primary Election, and meeting between September 15, 2024 and October 15, 2024 to appoint Election Inspectors for the November 5, 2024 General Election.

CHARTER TOWNSHIP OF OXFORD

Date: May 8, 2024

To: Board of Trustees

From: Highway/Roads Committee
(Jack Curtis, Curtis Wright, Joe Ferrari)

Re. Highway/Roads Committee Update

Dear Board Members:

The committee has not met and has nothing to report at this time. The committee welcomes any feedback and/or recommendations. Thank you.

May 8, 2024

To: Board of Trustees

From: Master Plan Steering Committee (Jon Nold)

No activity to report

CHARTER TOWNSHIP OF OXFORD

Date: May 8, 2024

To: Board of Trustees

From: North Oakland Transportation Authority (NOTA)
(Jack Curtis, Margie Payne)

Re. NOTA Update

Dear Board Members:

The NOTA board met on April 18. Minutes are not available at this time. The next meeting will be on May 16 at 4:30 p.m. Meetings are now held at the Oxford Township Meeting Room, 300 Dunlap Rd. Thank you.

May 8, 2024

To: Board of Trustees

From: Ordinance Review Committee
(Bob Turner, Korey Bailey, Jonathan Nold and Megan Masson-Minock)

Please review the attached meeting specifics for April 11,2024

ORC Minutes (03072024).pdf

ORC Agenda (04112024).pdf

Ordinance Review Committee Minutes

Thursday, March 7, 2024
Oxford Township Hall

Meeting started at noon
Attendees: Jon Nold, Robert Turner, Megan Masson-Minock (planning consultant), BJ Frantz (Fire Inspector) and Ron Jahlas (Fire Department)

1) Review and Approval of Minutes

   The Committee reviewed and approved the minutes. Nold moved, Turner second.

2) Review of draft wind, solar, and battery storage zoning ordinance amendments

   The members of the Fire Department reviewed the sections of the proposed amendments on training and equipment. They felt that the proposed language would cover what would be needed by the Fire Department for these land uses. The Committee asked the Fire Department about how fires in a battery storage development would be fought and what training or equipment was needed.

   Megan Masson-Minock reviewed comments from the Township Attorney. The Committee agreed with the suggested edits and asked for a clean copy of the proposed zoning ordinance amendments to be provided at the next meeting.

3) Review of development process zoning ordinance amendments

   The Committee reviewed the draft zoning ordinance amendments to insert an approved site plan filing deadline. They recommended the amendments go to the Planning Commission for a public hearing.

   The Committee reviewed changes to the Soil Erosion Ordinance and recommended proposed amendments to the Township Board for a first reading.

   Megan Masson-Minock shared language from Sharon Township, where a plot plan is allowed to be substituted for a site plan for special land uses, if approved at a pre-application meeting. The Committee asked her to draft zoning ordinance amendments to this extent for their review at the next meeting.

4) Discussion of lighting zoning ordinance amendments

   The Committee asked that color requirements, allowances of LED lighting, requirements for dimmers and timers, restrictions on lighting for non-residential uses in residential districts, the prohibition of flashing lights and extraneous window lighting, and the exemption for electronic message signs and sign lighting allowed under the sign ordinance be incorporated into draft zoning ordinance amendment for their review.

5) Sign Ordinance: Mr. Nold asked for changes to the draft sign ordinance before the second reading by the Board of Trustees to allow additional signs at entrances on medical land uses in

Ordinance Review Committee

Thursday, April 11, 2024 – Noon – 1:30 p.m.

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1) Approval of Minutes from previous meeting
2) Review of draft wind, solar, and battery storage zoning ordinance amendments
3) Review of Special Land Use zoning ordinance amendments
4) Review of lighting zoning ordinance amendments
5) Next meeting: May 9, 2024 at noon

We will meet at Township Hall.

If you are not able to attend in person, please let Megan know by e-mailing her at mmasson-minock@cwaplan.com

To: Oxford Township Board of Trustees

From: Catherine Colvin

Date: May 1, 2024

Re: Oxford Cable TV Commission

The Oxford TV Cable Commission met on April 22, 2024.

Some items discussed:

Third grade students from Clear Lake Elementary will tour the OCTV studio at the end of May.

Working on a grant from Four County Foundation to purchase a generator.

Creating a podcast in which a blind man will discuss how he interacts with technology called "From the Third Eye"

St. Joseph Church hired OCTV to video its school play.

To: Oxford Township Board of Trustees

From: Catherine Colvin

Date: May 1, 2024

Re: Oxford DDA

The DDA Board met on April 15, 2024. Some items discussed:

Using a Tech Grant that was received to create a 501c3 non-profit that can generate revenue for the DDA.

New décor for Washington Square.

Downtown cleanup is scheduled for April 21, 2024.

Please see https://downtownoxford.info for more information.

To: Oxford Township Board of Trustees

From: Catherine Colvin

Date: May 7, 2024

Re: Personnel Committee

The Personnel Committee finalized recommendations for the Employee Handbook, the Resolution to Establish a Policy for Standards Regarding Board of Trustee Committees, the Resolution to Establish a Policy for Standards Regarding Assignment and Compensation for Board Member Performance of Non-Statutory Duties , the Charter Township of Oxford Commission and Committee Application, and the Oxford Township Board of Trustees Standard Operation Procedure Committee, and Commission Application Process. The documents are with Attorney Olind for final changes. Attorney Olind will present all the changes to the Board in May.

The Personnel Committee has no new assignments at this time.

CHARTER TOWNSHIP OF OXFORD

Date: May 8, 2024

To: Board of Trustees

From: Planned Unit Development Committee
(Catherine Colvin, Tom Berger, Justin Ballard)

Re. Planned Unit Development Committee Update

Dear Board Members:

The committee has not met and has nothing to report at this time. The committee welcomes any feedback and/or recommendations. Thank you.

May 8, 2024

To: Board of Trustees

From: Oxford Township Planning Commission
(Jonathan Nold Oxford Township Board Representative)

Please review the attached agenda for meeting held on 4-25-2024

Preliminary Site Plan Residential Planned Unit Development – Approved

CHARTER TOWNSHIP OF OXFORD
PLANNING COMMISSION REGULAR MEETING

NOTICE AND AGENDA

Date: Thursday, April 25, 2024
Time: 7:00 p.m.
Place: Oxford Township Meeting Room, 300 Dunlap Road, Oxford, MI 48371

1. Call to order
2. Respects to the flag
3. Noting of roll
4. Approval of the agenda
5. Conflicts of Interest/Ex-Parte Contact
6. Approval of Minutes – Planning Commission Regular Meeting – 04/11/2024
7. Public comment on items not scheduled for Public Hearing or on this agenda.
8. Commissioners' Comments
9. Public Hearing

   Preliminary Site Plan Residential Planned Unit Development – PC23-005 Parcels 04-26-400-012 and 04-25-301-001. Applicant Silverado Custom Homes, Inc., PO Box 80214, Rochester MI 48308. Proposed new residential planned unit development of a 147-acre site located on the North side of Drahner Road between Oxford Lake Drive and James Hunt

Drive, the proposed development is to construct Sixty (60) single family detached units and One-hundred-four (104) single family attached units.

10. Unfinished Business

11. New Business

12. Communications and/or Committee Reports
    A. Economic Development Committee
    B. Ordinance Review Committee

13. Planner/Engineer Reports
    A. Carlisle|Wortman
    B. Sharpe Engineering

14. Adjournment

The Charter Township of Oxford will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing. Individuals with disabilities requiring auxiliary aids or services shall contact the Charter Township of Oxford, by writing or calling Curtis W. Wright, Township Clerk at 248-628-9787, ext. 108 as soon as possible to allow the Township sufficient time to have available the aids and services.

Korey Bailey, Chair
Planning Commission
Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371
(248) 628-9787

POLLY ANN TRAIL

Date: May 8, 2024

To: Board of Trustees

From: Polly Ann Trailway Management Council *("Council")* Representatives
(Jonathan Nold; Curtis Wright)

Re: Polly Ann Trail

Dear Board Members:

- Koenig Materials watermain installation project is completed. The project crossed the Polly Ann Trail for connection into the Oxford Township water main system.

- An RFP for engineering design for future Polly Ann Trail improvements in Addison Township and the Village of Leonard was received. Two (2) bids were received with the low bid being $144,625.00.

- The beverage container drive for the month of March 2024 netted over $2,000.00.

- The April 17, 2024 Council Meeting Agenda is attached showing the items addressed.

- A Pollinator Garden was approved as a memorial to Justin Shilling. It will be located by the White Pine Roasters building in the Village of Oxford. You can contact one of the Council Representatives if you have any questions on the Agenda items.

- The next Council Meeting is 3:00 p.m. Wednesday, May 15, 2024 at the Village of Leonard Rowland Hall.

Polly Ann Trail Management Council, Inc.
23 East Elmwood, P. O. Box 112, Leonard, Michigan 48367
(248) 981-1242 - www.pollyanntrailway.org

Regular Meeting Agenda – April 17, 2024; 3:00 pm

Village of Oxford Offices
22 West Burdick Street, Oxford, MI 48371

PATMC Council Members:

Addison Township..: **Ed Brakefield** (Vice-Chairman); **Bruce Pearson** (Treasurer)
Orion Township.....: **Matt Pfeiffer**; **Aaron Whatley**
Oxford Township....: **Jonathan Nold; Curtis Wright** (Chairman);
Village of Leonard..: **Mike McDonald** (Secretary)
Village of Oxford....: **Allison Kemp**

Trail Manager.....: **Linda Moran**
Citizen Representative.: **Kevin Greene**

1. **Call to Order**

2. **Pledge of Allegiance and Invocation**

3. **Roll Call**

4. **Agenda Approval**

5. **Consent Agenda**
   a. Approval of the March 20, 2024 Meeting Minutes
   b. Treasurers Report
      1. Approval of Bills to be paid = $6,996.10 for March 2024
      2. Receive and File Financial Reports for March 2024
   c. Trail Manager Report for April 2024

6. **Public Comment**

7. **Citizen Representative Report**

8. **Unfinished Business**
   a. Leonard Yard Drinking Fountain
   b. Joslyn Road Property Survey – Next Step(s)
   c. Flashing Beacon Lights
   d. PATMC Outstanding items list
   e. Leonard Corral Reconstruction

9. **New Business**
   a. Event Request – Justin's Nature Walk
   b. Pollinator Garden Project Approval
   c. Culvert replacement in Orion Township
   d. Mowing Contract

10. **Public Comment**

11. **Council Member Comments**

12. **Adjournment**

CHARTER TOWNSHIP OF OXFORD

Date: May 8, 2024

To: Board of Trustees

From: Salary Compensation Committee
(Jack Curtis, Catherine Colvin, Curtis Wright)

Re. Salary Compensation Committee Update

Dear Board Members:

The committee has not met and does not have anything to report at this time. The committee welcomes any feedback and/or recommendations. Thank you.

May 8, 2024

To: Board of Trustees

From: Single Waste Hauler Committee
(Jonathan Nold, Margie Payne, and Curtis Wright)

Please see attached meeting minutes

SINGLE WASTE HAULER - AGENDA

SINGLE WASTE HAULER - MEETING

CHARTER TOWNSHIP OF OXFORD
Single Waste Hauler Committee Meeting

NOTICE AND AGENDA

Date: May 2, 2024
Day: Monday
Time: 8:30 a.m.
Place: Oxford Township Office
300 Dunlap Road, Oxford, Michigan 48371

1. Call to order

2. Noting of roll

3. Approval of the agenda

4. Approval of Single Waste Hauler Meeting Minutes of April 29, 2024

5. Public comment on items not on the agenda

6. Business
   a. Discussion RFP with Priority Waste Representatives

7. Other Single Waste Hauler Issues

8. Committee Comments

9. Scheduling the next Single Waste Hauler Committee Meeting Date and Time

10. Adjournment

The Charter Township of Oxford will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing. Individuals with disabilities requiring auxiliary aids or services shall contact the Charter Township of Oxford, by writing or calling Curtis W. Wright, Township Clerk at 248-628-9787 as soon as possible to allow the Township sufficient time to have available the aids and services.

A Quorum of the Charter Township of Oxford Board of Trustees may be present at the meeting as a member of the audience.

CHARTER TOWNSHIP OF OXFORD SINGLE WASTE HAULER COMMITTEE MEETING MONDAY APRIL 29, 2024

A meeting of the Charter Township of Oxford Single Waste Hauler Committee ("Committee") was held Monday, April 29, 2024 at the Oxford Township Hall, 300 Dunlap Road, Oxford, MI 48371.

Members Present: Nold, Payne, Wright

Members Absent: None

Also Present: None

The meeting was called to order by Chairman Nold at 9:01 a.m.

APPROVAL OF AGENDA

Committee Member Payne moved, Committee Member Wright seconded to approve the April 29, 2024 Single Waste Hauler Committee Meeting Agenda as presented.

Ayes: 3 Nays: 0 Absent: 0
Motion Carried.

APPROVAL OF MARCH 18, 2024 MEETING MINUTES

Chairman Nold moved, Committee Member Wright seconded to approve the March 18, 2024 Single Waste Hauler Committee Meeting Minutes as presented.

Ayes: 2 Nays: 0 Absent: 0 Abstain: 1
Motion Carried.

APPROVAL OF 10:00 A.M. MARCH 21, 2024 MEETING MINUTES

Committee Member Payne moved, Committee Member Wright seconded to approve the March 21, 2024 Single Waste Hauler Committee Meeting Minutes as presented.

Ayes: 3 Nays: 0 Absent: 0 Abstain: 1
Motion Carried.

APPROVAL OF 2:00 P.M. MARCH 21, 2024 MEETING MINUTES

Committee Member Payne moved, Committee Member Wright seconded to approve the March 21, 2024 Single Waste Hauler Committee Meeting Minutes as presented.

Ayes: 3 Nays: 0 Absent: 0 Abstain: 1
Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

CHARTER TOWNSHIP OF OXFORD SINGLE WASTE HAULER COMMITTEE MEETING MONDAY APRIL 29, 2024

BUSINESS

Evaluation of the Request for Proposals

The Committee evaluated Requests for Proposals from the following companies:

GFL Environmental USA Inc.
Priority Waste
Waste Management

The Committee placed reference calls and spoke to officials at the following highlighted communities:

Bloomfield Township
City of Coruna
City of New Baltimore
Waterford Township
West Bloomfield Township

City of Flint
Orion Township
City of Taylor
Washington Township

COMMITTEE / CONSULTANT COMMENTS

The Committee contacted Gary Hicks from Priority Waste and scheduled a meeting for Thursday, May 2, 2024 to further discuss their proposal.

SCHEDULING THE NEXT SINGLE WASTE HAULER COMMITTEE MEETING DATE AND TIME

The next Committee meeting will be scheduled for 8:30 a.m., Thursday, May 2, 2024.

ADJOURNMENT

Chairman Nold adjourned the meeting approximately 1:15 p.m.

Jonathan Nold, Chairman

Curtis W. Wright, Secretary

SPONGY MOTH COMMITTEE

Date: May 8, 2024

To: Board of Trustees

From: Spongy Moth Committee
(Rod Charles; Curtis Wright)

Re: Spongy Moths

Dear Board Members:

- Nothing new to report.
- There will be no further action by the Spongy Moth Committee until further directed by the Township Board of Trustees.

May 8, 2024

To: Board of Trustees

From: Village of Oxford Planning Commission
(Jonathan Nold Oxford Township Representative)

Please see attached meeting agenda for May 7, 2024

5.7.24 PC Meeting Agenda Packet.pdf

The Township Board is welcome to attend any Village of Oxford Planning Commission meetings. They are held at the Council Chambers – 22 W. Burdick St., Oxford Michigan on the 1st and 3rd Tuesday of each month as schedule permits. Meetings are held at 7:00 p.m.

Village of Oxford Planning Commission Agenda
Tuesday, May 7, 2024, 7:00 P.M.
Council Chambers located at:
22 W Burdick Street, Oxford, MI
Tel: 248-628-2543

1. **Call to Order:** Chairman Jon Nold

2. **Respects to the Flag**

3. **Roll Call:** Justin Ballard, Scott Flynn, CJ Gozdor, Maureen Helmuth, Jon Nold, Leslie Pielack, Tom Schultz.

4. **Approval of Agenda:** May 7, 2024

5. **Approval of Minutes:** March 19, 2024

6. **Public Hearing:** Special Land Use, 20 Church Street, PID # 04-22-455-004. Pick-Up Window pursuant to Zoning Ordinance Section 4.1.13.

7. **Call to Public**

8. **New Business:**
   a. **PC 24-05,** Sign Permit Application, 51 S. Washington St. Suite A, Oxford, MI. 48371. PID # PO-04-27-202-035. Zoning C-1 Core, Commercial District. Applicant The Good Egg Breakfast Café, owner Familia Properties, LLC, Mark Gjokaj.

   b. **PC 24-06,** Special Land Use, Drive Through Window Pre-Order Pick-Up, 20 Church Street, Oxford, MI. 48371, Parcel ID # PO-04-22-455-004. Zoning I-1, Industrial District. Applicant and Owner: 20 Church St. LLC.

   c. **PC 24-07,** Revised Entrance/Exit Driveway 151 S. Washington Street, Parcel ID # 04-27-278-024. Zoning C-2, General Commercial. Applicant Just Coffee Beans Oxford, LLC. Aka Biggby Coffee. Property Owner, Samei Pataq.

9. **Old Business:**
   a. Review Landscaping Ordinance Draft Amendments.

10. **Public Comment**

11. **Consultant & Administration Comments**

12. **Reports:** Oxford Township Planning Commission
    ZBA
    DDA

13. **Commissioner Comments**

14. **Future Business:**

15. **Adjournment**

May 8, 2024

To: Board of Trustees

From: Water & Sewer Committee
(Colvin, Ferrari, Nold)

Please review the attached Water and Sewer committee meeting - preliminary meeting minutes

WATER SEWER
COMMITTEE MINUT

CHARTER TOWNSHIP OF OXFORD WATER & SEWER COMMITTEE MEETING TUESSDAY, APRIL 2, 2024

A meeting of the Charter Township of Oxford Water and Sewer Committee ("Committee") was held Thursday, April 2, 2024 at the Oxford Township Hall, 300 Dunlap Road, Oxford, MI 48371.

Members Present: Colvin, Ferrari, Nold

Members Absent: None

Also Present: Engineer Jim Sharpe
Fire Chief Matthew Majestic
Tim Artes, Oakland County Water Resources Commission ("WRC")
Zach Earp, WRC

The meeting was called to order by Chairman Nold at 9:30 a.m.

APPROVAL OF AGENDA
Committee Member Ferrari moved, and Colvin seconded to approve the February 29, 2024 Water and Sewer Committee Meeting Agenda as presented.

Ayes: 3 Nays: 0 Absent: 0
Motion Carried.

APPROVAL OF FEBRUARY, 2024 MEETING MINUTES
Committee Member Ferrari moved, and Colvin seconded to approve the February 29, 2024 Water and Sewer Committee Meeting Minutes as presented.

Ayes: 3
Nays: None
Absent: None
Motion Carried

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
None

BUSINESS

WATER AFFORDABILITY HOUSE BILL 5089
Zach Earp stated there was no new information regarding this bill. A bill is being proposed in the State Legislature to collect funds from any person on the community water system in the state of Michigan to help pay for low income water customers' bills. Bill has only been introduced and has not gone to committee.

KOENIG REQUEST TO CONNECT TO WATER SYSTEM UPDATE

Engineer Sharpe stated the water main is in the ground and has been tested and approved. There are inspections that still need to be completed by the Township. The committee will get a final update on this project next meeting.

NEW WELLFIELD LOCATION UPDATE

Engineer Sharpe stated we cannot expand water district without new well fields. The NTH report is still in the EGLE review process. Engineer Sharpe will try to get an update. There are no current well fields on the east side of M-24 so we are looking to expand in that area. Engineer Sharpe stated we are still waiting on EGLE approval to develop new wells on the Crossroads site and we cannot proceed without approval. Zach Earp stated that the Township will need to expand water system as new development comes in. Chief Majestic stated that the annual inspection of the Crossroads site has been delayed and should be scheduled. Ferrari inquired about combining the Township system with other systems. Engineer Sharpe stated those solutions were not ideal and Tim Artes stated that EGLE may not allow systems to be co-mingled. Nold stated committee members should have workshops to better understand system.

NORTH AREA SANITARY SEWER SPECIAL ASSESSMENT DISTRICT

SAD process is complete. Bonds were sold January 23, 2024. Engineer Sharpe stated he met with contractor to eliminate a couple of the bores. MDOT requested a letter be distributed to all residents in Brabb-Dewey to inform them of drilling across Dunlap Road and the potential for disruption. Project is scheduled to start sometime in May.

CAMP OAKLAND PUMP STATION

Per Engineer Sharpe, Trojan Development has begun the project and installed sanitary sewer lines but have been pulled offsite for another project for a couple of weeks. The project is still expected to be completed in June 2024. Working through process with DTE and Consumers Energy. A backup generator is backordered and taking longer than anticipated.

FUTURE OMIDDD, COSDS, AND CRWRRF BONDS

No new information was available for this meeting. Letter of intent for $14M project for odor corrosion control. Clinton/Oakland responsible for 14%. Oxford Township portion about 4% (appx. $180k) according to Engineer Sharpe. CRWRFF applied for $65M loan down from $75M.

PRESSURE REDUCING VALVE AT WILLOW LAKE SUBDIVISION UPDATE

The plan design drawings continue to be worked on. Engineer Sharpe stated improvements needed in Willow Lake. Plan is to get design done by May and permits over summer and complete work in Fall. Cost estimates are between $100k and $500k.

OXFORD TOWNSHIP WATER SYSTEM FINAL DISTRIBUTION SYSTEM MATERIAL INVENTORY (DMSI)

Zach Earp stated there is no new information since the last meeting. There is a requirement by the State of Michigan to have a water system material inventory of the water system of an estimated number of lead water pipes and non-lead water pipes. The rules have been changed to align with EPA rules. The final distribution report is due in October 2024. Connie Sims from the WRC is working on the report to be submitted. Nearly every water connection in Oxford Township is made of copper pipe or HDPE pipe. Zach Earp stated that Oxford Township kept good records and is confident that the Township already meets requirements. Nothing is required from the Committee currently.

DISCUSSION OF O.C.S. WATER TAPS ON DRAHNER ROAD

Engineer Sharpe stated OCS wants to connect to Township water system with the renovation of Dominican Sisters property. Engineer Sharpe stated OCS has paid all of their tap fees. There were some concerns with backflow prevention. WRC stated everything was approved on 4/1/2024. The contractor for OCS stated they would proceed

OXFORD WOODS WATER VESSEL REFURBISHMENT UPDATE

Drew Sandahl (WRC) sent an update via e-mail. Scheduled to receive draft plans on April 12, 2024. On schedule for a summer bid and fall construction. Vessels need refurbishment to filter iron and arsenic. Projected budget $200k per vessel for 2 years.

OTHER SEWER SYSTEM ISSUES

None

OTHER WATER SYSTEM ISSUES

Zach Earp stated that the Granger well house generator project has started. The existing generator has been removed and we are waiting on the replacement. Work is anticipated to be substantially complete by the end of the month. Ferrari asked to have Granger well house generator added to the May agenda.

COMMITTEE / ENGINEER COMMENTS

Chairman Nold will work on setting up workshops for committee member to better understand the water system.

SCHEDULING THE NEXT WATER AND SEWER COMMITTEE MEETING DATE AND TIME

The next Committee meeting is scheduled for 9:30 a.m. Tuesday May 7, 2024.

ADJOURNMENT

Vice Chairman Ferrari moved, and Secretary Colvin seconded to adjourn the meeting at 10:18 a.m.

Ayes: 3 Nays: 0 Absent: 0
Motion Carried.

_____
Jon Nold, Chairman

_____
Catherine L. Colvin, Secretary

DEVELOPMENT AGREEMENT
Sanctuary Hills

This Development Agreement (the "Agreement") is made and entered into this ____ day of _____, 2024, by and between and Clearview Homes, LLC, a Delaware limited liability company, (the "Developer") with its principal offices located at 445 S. Livernois, Suite 324 Rochester Hills, MI 48307, and the Charter Township Of Oxford (the "Township"), a Michigan municipal corporation, whose address is 300 Dunlap Rd., Oxford, MI 48371.

RECITATIONS:

WHEREAS, Developer owns the land in Oxford Township, Oakland County, Michigan, described on the attached **Exhibit A** (the "Property"); and

WHEREAS, Developer has proposed and submitted Plans and other materials to the Township Planning Commission to obtain final Site Plan approval (**Exhibit B: Site Plan**) to construct a single family condominium development (the "Development"), which is located within the R-3 Single Family Residential District. The Township Planning Commission has found the Site Plan meets the applicable decision criteria of §12.10 Site Plan Decision Criteria and granted final site plan approval, contingent upon Developer's compliance with Township Ordinances, conditions placed on the approval by the Planning Commission on December 14, 2023 (**Exhibit C: Planning Commission Meeting Minutes**), and the approved final Site Plan.

WHEREAS, certain improvements within and for the Development have not yet been completed. Accordingly, the Developer has offered to provide, and the Township is willing to accept, in consideration for its granting building permits and other approvals, certain assurances to the Township that such improvements will be properly completed and maintained in compliance with the Township's Zoning Ordinance, Developer's approved Site Plan, and all conditions placed on approval by the Planning Commission. Such assurances include execution of this Agreement containing the provisions set forth below, providing for the completion and maintenance of the improvements for the Development.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

ARTICLE I
TERMS

Based upon the terms and conditions set forth herein and in consideration of the mutual promises and assurance provided herein, the Parties do hereby agree as follows:

1. *Purpose*. For the purpose of ensuring that certain improvement(s) for the Development will be completed and maintained pursuant to this Agreement in consideration for the Township's issuance of building permits and any other approvals, and that such completion and maintenance occur in accordance with the Township's Zoning Ordinance, Developer's approved Site Plan, and all conditions placed on approval by the Planning Commission.

2. *Term*. The term of this Agreement shall be from its Effective Date through the completion of all terms and conditions set forth herein unless terminated by mutual consent of the Parties hereto, in writing, or otherwise terminated pursuant to the terms of this Agreement.

3. *The Property Subject to this Agreement*. The Property subject to this Agreement includes the Property described in Exhibit "A," and all buildings and structures located thereon.

4. *Approval*. Developer agrees to obtain approval of this Agreement by, and where necessary obtain a Subordination Agreement from, any lienholder, finance lender, or any other individual or entity with an interest in the Property. Copies of such Agreement(s) shall be provided to the Township Planning and Zoning Department upon request.

5. *Improvement and Use of the Property*. Developer shall improve and/or develop the Property in accordance with the Township's Ordinances, including, but not limited to, the Zoning Ordinance (Ordinance 067A.032) and the Engineering Design Standards Ordinance (Chapter 42, Article IV of the Oxford Charter Township Code); in compliance with the drawings and specifications as set forth on the attached Site Plan, including all applicable infrastructures, streets, roads, sidewalks, landscaping, and other public utilities necessary for the operation of the Development on the Property and shall not request further variances of the Township's Zoning Ordinance.By entering into this Agreement, to the extent not already reviewed and approved, the Township has not waived any review or approval of the drawings or specifications related to the proposed improvements, except as specifically set forth in this Agreement.

6. *Ownership*. Developer has represented to the Township, understanding that the Township is relying upon these representations as conditions for entering into this Agreement, that as of the date of execution of this Agreement, all of the land subject to this Development Agreement is owned solely and exclusively by Developer as set forth above.

7. *Agreement*. Developer shall comply with all Township Ordinances, obtain all appropriate approvals, and shall not request any future waivers or variances on the Property; the Township has agreed to approve the Final Site Plan (attached as ***Exhibit B***) with the following

conditions which include, but are not limited to, the following which Developer shall comply with within sixty (60) days of entering into this agreement, unless an alternative date is specifically set forth for an individual item below; however, the Supervisor may approve thirty (30) day extensions in writing. Developer shall submit a revised site plan that includes all of the conditions listed in Exhibit C.

8. *Law*. Developer acknowledges and understands that by entering into this Agreement, the Township is not waiving any requirement of the Township's Ordinances, regulations, planning requirements, or other applicable State or local standards, other than those expressly set forth herein. Developer understands and agrees that the proposed drawings attached hereto do not constitute a waiver by the Township of any Township Ordinance, regulation, planning procedure, site plan review and approval, or any other federal, State, or local road commission, or other applicable law or standard. The Township has not waived any right or standard for its review of the future development of the home Building. Developer shall comply with all State laws and Township Ordinances in effect at the time of entering into this Agreement, and except to the extent already granted in any approved site plan and the drawings or specifications attached, there shall be no exceptions and/or variances therefrom, except as those which are expressly agreed to by the Parties, in writing, on approval of the respective boards and/or commissions that would have responsibility for any exceptions and/or variances from the requirements.

9. *Development Permits, Inspections, and Approvals*. Developer shall obtain from the Township and/or other governmental bodies all permits, inspections, and approvals that are necessary for the development of the Property. Any waiver of any permit, inspection, and/or approval requirements must be in writing and signed by the respective governmental unit issuing the permit, inspection, and/or approval.

10. *Amendments to this Agreement*. This Agreement may only be amended by the mutual consent of the Parties hereto or their successors in interest, in writing, signed by the Parties' authorized representatives.

11. *Performance Guarantee*. Developer shall post a performance guarantee in the amount of $2,983,181.00. If the development is completed in phases, then the performance guarantee amount due in each phase shall reflect the proportion of units being developed in that phase. This Performance Guarantee may be held in an interest-bearing account. If this Performance Guarantee is held in an interest-bearing account then the Township shall be entitled to retain any interest generated during the pendency of this Agreement as its sole and separate property, free and clear of any claim by Developer.

12. *Default*. In the event Developer has failed to comply with this Agreement and provided the Township has given Developer thirty (30) days' written notice of default, and Developer has not come into compliance with the terms of this Agreement within thirty (30) days of receipt of such written notice, the Township shall have the authority, but shall not have the legal obligation, to take one or more of the following actions:

a. The Township may draw the funds from the Developer's posted performance guarantee and enter upon the Development through its officials, employees, agents, and/or

contractors and complete and/or maintain the improvements, or to restore the Property or areas disturbed by the Development. In such event, all costs and expenses incurred, together with a Township Administrative Fee in an amount equivalent to twenty-five (25%) percent of all such costs and amounts incurred, shall be paid from the proceeds of the funds drawn on the Performance Guarantee. Any amounts of unused proceeds of the Performance Guarantee shall be returned to Developer, or otherwise be credited, as the case may be. Developer, and all of Developer's officers, employees, consultants, and agents, shall be obligated to act and work in cooperation with the Township to bring about completion and/or maintenance of the improvements as contemplated in this Agreement, or restoration, and shall provide the Township with all drawings, contracts, documentation, public correspondence, agreements, and other materials relating to any such improvements, restoration, and/or maintenance. Notwithstanding other provisions to the contrary, in the event the Township receives a notice of termination from Developer with regard to the Performance Guarantee, and the improvements itemized herein that have not been completed or fulfilled as required by this Agreement, the Township shall be entitled to immediately draw the funds from the Performance Guarantee, without notice to Developer, and proceed as specified in this paragraph.

b. If any repair is necessary to be made at once to protect life and property, then and in that case, the Township may take immediate steps to repair or barricade such defects without notice to the Developer. In such accounting, the Township shall not be held to obtain the lowest figures for the doing of the work, or any part thereof, but all sums actually paid therefore shall be charged to the Developer.

c. The Township may issue a stop work order as to any or all aspects of the Development, deny the issuance of any requested building permit or certificate of occupancy, and suspend further inspections of any or all aspects of the Development.

13. *Additional Liability.* Developer shall also be liable for any costs and expenses incurred by the Township in excess of Performance Guarantee posted by the Developer, as well as any costs and expenses, including reasonable attorney fees, incurred by the Township in any action and/or litigation to enforce or collect such funds and/or to otherwise secure completion and/or maintenance of the improvements itemized in Paragraph 5 above, or restoration, in accordance with the terms of this Agreement. The liability of Developer in such regard, if unpaid after thirty (30) days of a billing sent to Developer at its last known address, may be secured by the Township recording a lien on the Property, effective as of the date the Township is authorized to proceed with the completion and/or maintenance of improvements, or restoration, as provided in this Agreement, and all such unpaid amounts may be placed on the delinquent tax roll of the Township as to the Property, and shall accrue interest and penalties, and shall be collected as, and shall be deemed delinquent real property taxes according to the laws made and provided for the collection of delinquent real property taxes.

14. *Indemnification.* The Developer shall indemnify, defend, and save harmless the Township, and its agents, consultants, employees, and officers from all suits and actions for damages of every name and description brought or claimed against them for, or on account of, any injury or damage to person or property received or sustained by any party or parties, by or from any of the acts or omissions or through the negligence of said Developer, and its servants, agents,

or employees, in the prosecution of the work, and from any and all claims arising under the Workman's Compensation Act of the State of Michigan.

15. *Building Permits and Certificates of Occupancy.* The Township shall also have the right to withhold issuance of Building Permits and Certificates of Occupancy for any unit or units in the Development in the event of a failure to properly complete or maintain any improvement within or for the Development, regardless of whether the Developer is the named applicant for such permit or Certificate of Occupancy.

16. *No Third-Party Beneficiary.* The Agreement is not intended to, and does not confer, any rights or benefits on any third-party. Upon the sale or transfer of Developer rights of the Property, Developer shall notify the Township of any sale or transfer and the Township reserves the right to terminate any and all approvals or other benefits contained herein, including termination of the Permit issued under Township Ordinance No. 067A.

17. *Notices.* Unless specifically provided otherwise by this Agreement, any notice, demand, request, consent, approval, or communication, in which a signatory party is required to, or may give to, the other signatory party hereunder, shall be in writing and shall be delivered or addressed to the other Party at their address set forth below or to such other address as such Party may, from time to time, direct by written notice given in the manner herein prescribed. Such notice or communication shall be deemed to have been given or made when communicated by personal delivery, by independent courier service, by facsimile, or by electronic communication, or if by mail, on the fifth (5th) business day after the deposit thereof in the U.S. Mail, postage prepaid, registered, or certified, addressed as hereinafter provided. The Parties shall make reasonable inquiries to determine whether the name or titles of the persons listed in this Agreement should be substituted with the name of the listed person's successor.

All notices, demands, requests, consents, approvals, or communications to Developer shall be addressed to:

Lisa Shackleton, Clearview Homes, LLC
445 S. Livernois, Suite 324
Rochester Hills, MI 48307
lisa@myclearviewhome.com

All notices, demands, requests, consents, approvals, or communications to the Township shall be addressed to:

Supervisor
Charter Township of Oxford
300 Dunlap Rd.
Oxford, MI 48371

18. *Entire Agreement.* There are no promises, agreements, conditions, or understandings, oral or written, expressed or implied, among these Parties relative to the matters addressed herein, other than those set forth in this Agreement or the Exhibits hereto.

19. *Delay in Enforcement*. A delay in enforcement of any provision of this Agreement shall not be construed as a waiver or estoppel of the Township's right to eventually enforce, or take action to enforce, the terms of this Agreement.

20. *Construction*. The Parties agree that each Party and its respective counsel have reviewed this Agreement and agree that the general rule of contract construction that ambiguities are to be resolved against the drafting Party shall not apply in the interpretation of this Agreement or any amendments or Exhibits thereto.

21. *Assignment*. Except as specifically provided herein, neither Party to this Agreement may *assign* its respective rights and responsibilities hereunder to any other individual or entity without the express written consent of the other Parties, provided, however, with respect to any sale of the Property there shall be no consent required with respect to the Purchaser of all or any portion thereof, but the assurances and obligations contained herein shall continue as to the new Purchaser and said assurances and obligations contained herein shall run with the land, until satisfactorily completed.

22. *Governing Law*. This Agreement shall be governed by the laws of the State of Michigan.

23. *Counterparts*. This Agreement may be executed in several counterparts, each of which shall be deemed an original as such counterparts shall constitute one and the same instrument.

24. *Termination*. This Agreement shall terminate only by operation of the provisions of this Agreement.

25. *No Deemed Waiver*. Failure of a Party to exercise any right under this Agreement shall not be deemed a waiver of such right and shall not affect the right of such Party to exercise at a future time, said right or any other right it may have thereunder.

26. *Severability*. If any term or provision hereof shall be judicially determined to be void or of no effect, such determination shall not affect the validity of the remaining terms and provisions. The Parties agree that if any provision of this Agreement is judicially determined to be invalid because it is inconsistent with the provisions of State or federal law, this Agreement shall be amended to the extent necessary to make it consistent with State or federal law and the balance of the Agreement shall remain in full force and effect.

27. *Authority*. Each Party confirms that it has undertaken all actions necessary for approval of this Agreement and that the person signing this Agreement has the absolute authority to bind Developer and the Township.

28. *Governmental Immunity*. Nothing in this Agreement shall be construed as a waiver by the Township of governmental immunity or any other applicable legal or equitable defense to any claims brought against the Township by any person or entity whatsoever, arising from the terms of this Development Agreement or Developers' use or occupancy of the Property.

29. *Improvements.* Developers' general contractor will be responsible for installing improvements per construction schedule. Upon completion of work, a two-year maintenance guarantee will be furnished to the Township by the general contractor. The term of the guarantee shall begin on the date of final acceptance of work by the Township. After the guarantee has expired, it will be the responsibility of the Sanctuary Hills Homeowners association to maintain improvements.

30. *Construction Routes.* Construction route will be Drahner Road into development. Drahner Road is an Oakland County Road and will be maintained by the Oakland County Road Commission.

31. *Hours of Construction.* Construction may be performed only between the hours of 7:00 a.m. and 7:00 p.m. Monday through Saturday. No construction shall be performed on Sundays.

32. *Refuse Removal.* The Developer shall be responsible for the removal of any excess debris left on site related to their scope of work.

33. *Turnover.* The Developer will conduct a turnover meeting with the homeowners of the Association at the appropriate time. All records pertaining to the management, maintenance and finances will be given to the appropriate Board Members.

34. *Turnover Notice.* Developer is to notify the Township at least thirty (30) days before the turnover of responsibility for the Development to the Developments Homeowner's Association.

35. *Inspections.* All inspections required by Oxford Township's Zoning Ordinance and Code of Ordinances and with any required County or State inspections shall be conducted during the development process and prior to turnover to the future Homeowners Association governing the Development.

36. *Special Assessment District.* Section 4.3(f) of the Sanctuary Hills Master Deed allows for the creation of a special assessment district and 9.10 of the Sanctuary Hills Master Deed allows for Township access to maintain improvements.

[SIGNATURE PAGE TO FOLLOW]

SIGNED:

CHARTER TOWNSHIP OF OXFORD

_____

By: Jack Curtis
Its: Supervisor

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024, by Jack Curtis, Supervisor for the Charter Township of Oxford, a Michigan municipal corporation, to me known to be the person described herein and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

_____
_____, Notary Public
_____ County, Michigan
My Commission Expires: _____
Acting in _____ County, Michigan

SIGNED:

"DEVELOPER"

CLEARVIEW HOMES, LLC
a Delaware limited liability company

_____

By: Eric Konieczny
Its: Authorized Representative

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this 3rd day of May, 2024, by Eric Konieczny, the Authorized Representative of Clearview Homes, LLC, to me known to be the person described herein and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

Amy Elizabeth Gudenau
Amy Elizabeth Gudenau, Notary Public
Oakland County, Michigan
My Commission Expires: 10/24/2026
Acting in Oakland County, Michigan

Amy Elizabeth Gudenau
NOTARY PUBLIC - STATE OF MICHIGAN
County of Oakland
My Commission Expires 10/24/2026
Acting in the County of Oakland

Exhibit A

THE LAND IS DESCRIBED AS FOLLOWS:

LOCATED IN THE TOWNSHIP OF OXFORD, COUNTY OF OAKLAND, STATE OF MICHIGAN

THE NORTHWEST 1/4 OF SECTION 36, TOWN 5 NORTH, RANGE 10 EAST, EXCEPT THAT PART LYING NORTH OF THE CENTERLINE OF DRAHNER ROAD MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE NORTH 1/4 CORNER OF SECTION 35, TOWN 5 NORTH, RANGE 10 EAST; THENCE NORTH 85 DEGREES 45 MINUTES 31 SECONDS EAST 2789.36 FEET TO THE POINT OF BEGINNING; THENCE NORTH 84 DEGREES 25 MINUTES 08 SECONDS EAST 2354.64 FEET; THENCE SOUTH 69 DEGREES 19 MINUTES 24 SECONDS WEST 103.33 FEET; THENCE ALONG A CURVE TO THE LEFT 278.30 FEET, RADIUS 1675.00 FEET, CHORD BEARING SOUTH 64 DEGREES 33 MINUTES 48 SECONDS WEST 277.98 FEET; THENCE SOUTH 59 DEGREES 48 MINUTES 12 SECONDS WEST 440.38 FEET; THENCE ALONG A CURVE TO THE LEFT 48.53 FEET, RADIUS 230.00 FEET, CHORD BEARING SOUTH 53 DEGREES 45 MINUTES 33 SECOND WEST 48.44 FEET; THENCE SOUTH 47 DEGREES 42 MINUTES 54 SECONDS WEST 148.74 FEET ALONG A CURVE TO THE RIGHT 251.56 FEET, RADIUS 230.00 FEET, CHORD BEARING SOUTH 79 DEGREES 02 MINUTES 53 SECONDS WEST 239.21 FEET; THENCE NORTH 69 DEGREES 37 MINUTES 09 SECONDS WEST 548.64 FEET; THENCE A LONG A CURVE TO THE LEFT 73.34 FEET, RADIUS 295.00 FEET; CHORD BEARING NORTH 76 DEGREES 44 MINUTES 30 SECONDS WEST 73.16 FEET; THENCE NORTH 83 DEGREES 51 MINUTES 51 SECONDS WEST 145.55 FEET; THENCE ALONG A CURVE TO THE LEFT 104.30 FEET, RADIUS 335.00 FEET, CHORD BEARING SOUTH 87 DEGREES 12 MINUTES 58 SECONDS WEST 103.88 FEET; THENCE SOUTH 78 DEGREES 17 MINUTES 48 SECONDS WEST 247.77 FEET; THENCE ALONG A CURVE TO THE RIGHT 147.46 FEET, RADIUS 427.24 FEET, CHORD BEARING SOUTH 88 DEGREES 11 MINUTES 04 SECONDS WEST 146.73 FEET; THENCE NORTH 02 DEGREES 51 MINUTES 38 SECONDS WEST 159.28 FEET TO THE POINT OF BEGINNING.

Exhibit B

Insert final approved site plan pages here

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Oxford Township Project Activity Report – May 2024

Oxford Township Municipal Projects

1. North Area Sanitary Sewer Special Assessment District:
   - Project bids were received on 8/31/23 in the amount of $2,962,997.
   - Sewer construction anticipated to begin last week of May 2024.

2. Camp Oakland Pump Station:
   - Contract awarded to Trojan Development at bid price of $768,283.00
   - Construction work to upgrade the existing pump station has begun.
   - DTE & Consumers Energy work in process.
   - Completion scheduled for June 2024.

3. Lakeville Road Safety Path Project:
   - Contract awarded to Jacklyn Contracting at bid price of $147,535.00
   - Safety path has been paved and is available for pedestrian use.
   - Restoration to be completed in Spring 2024.

4. Brabb-Dewey Engineering Design Grant:
   - Survey and design work related to a proposed sanitary sewer project in the Brabb-Dewey subdivision is complete.
   - Awaiting final grant funds before finalizing bid specifications.

5. Seymour Lake Safety Path Project:
   - Survey and engineering design of Seymour Lake Road safety path (Sanders to Seymour Lake Park) is in process. Design completion expected by June 1.

6. Willow Lake PRV Project:
   - Design work related to an existing Pressure Reducing Valve (PRV) at the southeast corner of Willow Lake Drive & State Street is in process.
   - Design completion expected May 2024.
   - Permitting and bidding to occur during the summer of 2024.
   - Construction anticipated in the late fall of 2024.

7. Seymour Lake Water Main Project:
   - Design work for a new 16" water main from Dunlap to Sanders approved by Twp Board at February meeting.
   - Design completion expected by August 1.
   - Permits to be submitted and obtained in fall of 2024.
   - Bidding and construction dates to be determined based on funding (likely in 2025).

8. 2024 Safety Path Maintenance Project:
   - Repair existing safety paths on Pontiac Street, North Oxford Road, and Lakeville Road
   - Construction anticipated to begin 2nd week of May 2024.

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Oxford Township Private Development Projects

1. 653 S. Lapeer Road:
   - Development of new marijuana dispensary.
   - Construction of underground utilities and base asphalt complete.
   - Building interior being completed with anticipated Grand Opening in June 2024.

2. 280 N. Lapeer Road (Frequency Wellness):
   - Development of new marijuana dispensary.
   - Construction of final asphalt surface to be completed 1st week of May.
   - Building interior being completed with anticipated Grand Opening in May 2024.

3. McLaren Urgent Care:
   - Redevelopment of the existing McLaren site with new 2-story, 50k square foot building.
   - Phase 1 site utilities have been completed.
   - Remaining infrastructure to be completed following demolition of existing building.
   - Building interior being completed with anticipated Grand Opening in Fall 2024.

4. 411 N. Oxford Road:
   - Upgrades to existing building and site at 411 N. Oxford Rd.
   - Construction of underground utilities and parking lot complete.
   - Building interior being completed with anticipated Grand Opening in June 2024

5. Sanctuary Hills:
   - Residential project consisting of 85 single family homes on south side of E. Drahner.
   - Applicant is currently in the final engineering design process.
   - Clearing of trees on the property has been completed.
   - Infrastructure construction anticipated to begin in summer 2024.

6. The Villages and Peninsula of Tullamore:
   - Residential project consisting of 61 single family homes and 105 condominium units located at the northeast corner of E. Drahner and Oxford Lakes Drive.
   - Project received preliminary site plan approval on 4/25.
   - Engineering design and permit process forthcoming.
   - Infrastructure construction scheduled to begin in fall 2024.

Date: May 8, 2024

To: Board of Trustees

From: Personnel Committee
(Catherine Colvin, Susan McCullough, Margie Payne, Curtis Wright)

Re: Oxford Township Employee Handbook Approval

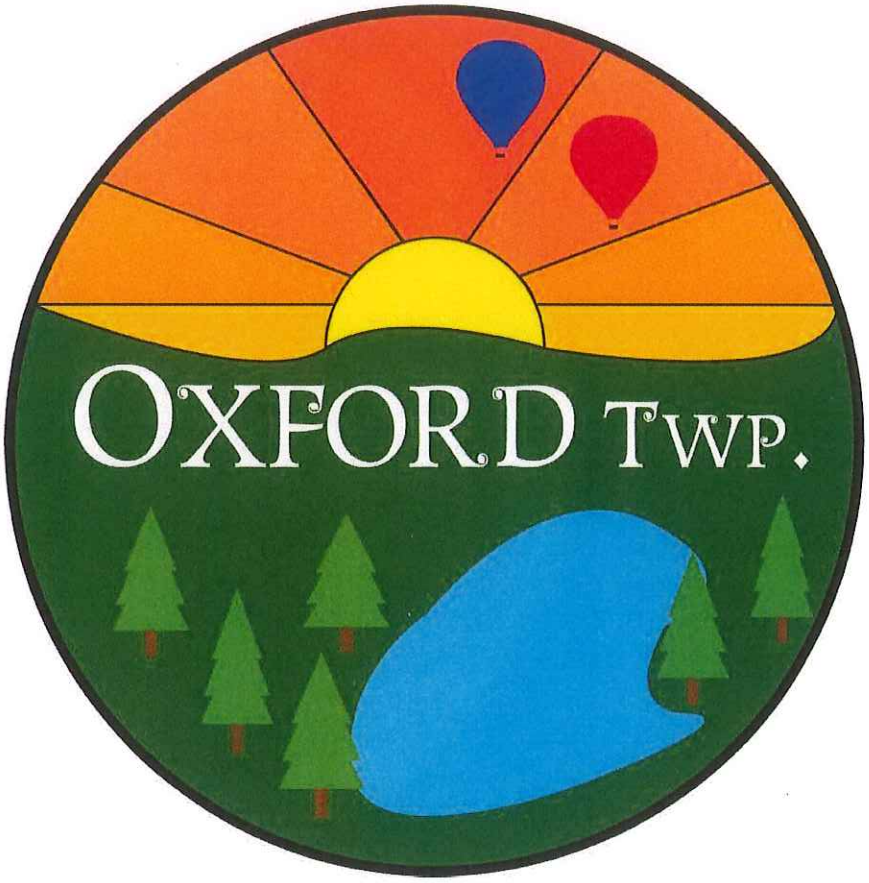
Dear Board Members:

Attached for your consideration of approval is a final draft copy of the Oxford Township Employee Handbook.

The following is a PROPOSED motion provided by Attorney Nancy Olind from The Kelly Firm:

"I move to approve and adopt additions and revisions to the Oxford Township Employee Handbook and authorize the Supervisor to publish and disseminate the same to all employees."

Oxford Township Employee Handbook



Adopted: Wednesday July 13, 2011
By the Charter Township of Oxford Board of Trustees

Last Amendment Adopted: May 8, 2024

Welcome to Oxford Township

This handbook contains essential information about Oxford Township policies, procedures, and the resources available to you. The purpose of the Charter Township of Oxford is to carry out mandated governmental functions of our Township and to provide other area services as determined by the Oxford Township Board of Trustees.

We are proud of our community and strive to provide assistance to our residents in a dependable and consistent manner. Oxford Township expects all of our employees to respond to resident and office needs in a courteous, friendly, and productive manner at all times. This commitment will provide our residents with the best service possible while also making our offices a great place to work. While we could not possibly cover every question or employment concern, this handbook provides a solid foundation to understanding the terms and expectation of employment.

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Applicability of Handbook

This Handbook is applicable to all Township employees including employees with signed employment agreements. To the extent the terms of an employment agreement are different than those outlined in this Handbook, the terms of the written, signed agreement will control. Except as noted below, or as specified in a particular policy of this Handbook, the provisions of this Handbook do not apply to fire department personnel, elected Township officials, members of the Township Planning Commission, members of the Zoning Board of Appeals, nor members of any similar appointed commission, board, or entity. The Unlawful Harassment policy and Limitations Period applies to all Township employees, including deputies of elected officials.

The Township Board shall be responsible for all employment conditions within the Township including, but not limited to, the hiring and discharge of full-time employees, job transfers, working conditions, and other similar responsibilities.

Amendment of Policies, Benefits, and Compensation

Oxford Township reserves the right and discretion to amend, delete, add, or change benefits, compensation, and policies at the sole discretion of the Township Board. Changes are effective as of the date adopted. Additional Township policies and procedures approved by the Township Board will be used to supplement this handbook.

Selection and Recruitment

Job Posting

All full-time, part-time, and temporary employee positions may be advertised on the Township's bulletin board, website, social media, and/or in community newspapers.

Pre-Employment Qualifications

Following an offer of employment candidates must successfully complete pre-employment screening such as eligibility for employment, physical examinations, drug screens, or background checks. Pre-employment documentation that includes medical information will be collected and maintained in separate medical files and will be treated as confidential medical records as required by law.

At-Will Employment

Oxford Township is an at-will employer. At-will means that the employment relationship is for an indefinite period of time and can be terminated by either the employer or employee at any time, with or without cause or notice. This handbook provides an overview of the terms and conditions of employment and is not to be considered as creating a contractual relationship between the employee and the Township.

No Township employee or official, except the Oxford Township Board of Trustees, in a writing

signed by the Supervisor of the Board, has the authority to enter into any employment agreement on behalf of the Township for any specified period of time, pursuant to any particular conditions, or to make any agreement contrary to the terms expressed in this Handbook. Therefore, unless otherwise defined in writing as set forth herein, such relationship shall be defined as "employment at will," where either party is free at any time to dissolve the relationship.

Equal Employment Opportunity in Hiring

The Charter Township of Oxford is an equal opportunity employer. We are committed to providing equal employment opportunities and ensuring a fair and accessible hiring process for all applicants and employees. Employment practices are based on job qualifications without regard to race, color, national origin, religion, ethnicity, age, sex, marital status, familial status, pregnancy, childbirth or related medical conditions, height, weight, genetic information, sexual orientation, gender identity, physical or mental disability, citizenship status, veteran status, uniform service member status, or any other classifications protected by applicable law.

Applicants or employees requiring accommodation due to a disability should promptly notify the Township Supervisor. The Township will utilize an interactive process to review accommodation needs and requests and will make reasonable accommodations that do not pose an undue hardship.

Employees who believe this policy has been violated should speak with their Department Head. Employees who believe their Department Head cannot or has not adequately addressed the problem may request to speak with the Township Supervisor. If the employee still believes the problem has not been adequately addressed, the employee may request to speak with the Township Board.

Disabilities and Reasonable Accommodations

The Township is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation, where appropriate, for an otherwise qualified individual to perform the essential functions of the job. Disabled employees who feel an accommodation is needed to perform their job should notify the Township Supervisor in writing of the need for reasonable accommodation.

Religious Accommodation

The Township is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. Any employee may request accommodation when their religious beliefs cause a deviation from the Township dress code or the individual's schedule, basic job duties, or other aspects of employment. The Township will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. All requests for religious accommodation should be submitted to the Township Supervisor.

Employment of Relatives

Oxford Township does not discriminate in favor of, or in opposition to, the employment or contracting of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside

the work environment, the Township will hire relatives of persons currently employed only when the relative is not working directly for, or supervising, a relative. Limited exceptions may be made where a close relative is employed as a Temporary Election Worker or as a Deputy.

In the event employees marry each other, or are otherwise living in the same household, resulting in a direct or indirect supervisory relationship between these individuals, one employee must be transferred to another department as soon as practicable. In the event there is no alternative position available, one of the employees must voluntarily terminate employment with the Township.

Employees are required to inform the Township of any such relationship. Decisions regarding transfer or termination will be made by the Township Board. This policy applies to all current employees and candidates for future employment.

For the purposes of this policy, a relative is defined as a spouse or significant other, parent/stepparent, child/stepchild, grandparent/child, sibling, and current in-laws (father, mother, son, daughter, sister, brother).

Employment Categories

To help clarify eligibility for certain benefits, employees are separated into employment categories.

Regular Full-Time

An individual hired to work forty (40) hours or more per week, without a specific start and end date, is considered a Regular Full-Time employee.

Full-time employees are eligible to receive fringe benefits, subject to applicable eligibility requirements.

Regular Part-Time

Individuals hired to work less than forty (40) hours a week for at least three (3) months are considered Regular Part-Time employees. Part-time employees are not eligible for healthcare or other fringe benefits, except, as required by law or as specifically described in the benefits section of this Handbook.

Part-time employees averaging more than thirty (30) hours per week may be eligible for health care benefits, subject to the terms of the benefit plan and applicable law.

Temporary

Individuals hired for a specific project or purpose with an expected start and end date are considered a Temporary employee. These positions may perform services as vacation relief staff, election poll workers, special project workers, etc.

Temporary employees are not eligible for health care or other fringe benefits, except as required by law.

Deputies of Elected Officers

Individuals appointed to the positions of Deputy Clerk, Deputy Treasurer, and Deputy Supervisor will serve at the pleasure of the respective officer. Deputies are entitled to employee fringe benefits provided to regular full-time employees, except as otherwise outlined in this Handbook or authorized by the Township Board. Deputies may be exempt or non-exempt employees, as determined by the Township.

FLSA Employment Status

Oxford Township is compliant with the Fair Labor Standards Act (FLSA) and seeks to ensure fair treatment of all employees in matters related to wages, hours, and overtime. The provisions of the FLSA established a test to determine whether or not a position is exempted from overtime.

Non-Exempt Employees

In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees are paid overtime (or compensatory time) at the rate of one and one half (1 ½) times their regular pay rate for all hours worked beyond forty (40) hours in a work week. Non-exempt employees must "punch in" and "punch out" upon departure and arrival for their lunch hour.

Exempt Employees

Employees exempted from the FLSA receive a regular weekly salary for all work performed within the pay period cycle. Exempt employees are not entitled to overtime. Most managers, directors, executive officers, elective officials, political appointees, administrative professionals, and deputies are considered exempt.

The Township shall maintain accurate records of employee work hours, wages, and overtime. Department Heads are responsible for ensuring FLSA compliance.

Operational and Working Hours

The Township Board will establish the normal operating hours for the Township Office. The work week, for purposes of calculating overtime, will be Sunday to Saturday. Changes to your daily work schedule can be made by your immediate supervisor, based on the operational needs of the Township.

At an employee's request, schedule adjustments may be approved by the Department Head and the Township Supervisor (i.e., FMLA, reasonable accommodation, special projects, etc.).

Confidentiality and Public Disclosure

Employees are expected to maintain confidentiality of private information. At the same time, employees must be aware that as a public employer, Township records and other materials are generally subject to disclosure under Michigan's Freedom of Information Act (FOIA).

Social Security Number Privacy Act

The Township seeks to ensure, to the largest extent possible, that your Social Security number is maintained confidentially, and all components of this privacy policy are followed including the storage of this number in a physically secure manner. No employee or agent of the Township shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the Michigan Social Security Number Privacy Act, or other applicable State and Federal law and this policy. Social Security numbers will not be released to anyone outside the Township, except as required or permitted by law. Access to files containing Social Security numbers shall be limited to those employees or agents who have been authorized for such access.

More than four (4) sequential digits of a Social Security number will not be included on any document mailed outside the Township, except as required or permitted by law, nor will it be publicly displayed in any manner. Social Security numbers are not to be used as passwords or identifiers for any Township computer system. The Social Security number will not be used in the ordinary course of business except as the Township may determine that it is necessary to verify an individual's identity or to administer employee benefits, such as health insurance. Any paper documents that include Social Security numbers that are discarded are to be shredded. Any Social Security number housed electronically will be disposed of by running a "data scrubbing" program before disposing of electronic storage media. Any violation of this policy will result in discipline up to and including termination of employment.

Compensation and Pay Practices

Payroll Period

All employees are paid via direct deposit. Election workers and other temporary employees may be paid outside of the standard payroll schedule and could be issued payment as early as the day following the election worked.

Timekeeping

Oxford Township keeps track of work hours for all hourly employees. Non-exempt employees must keep a time sheet showing the starting time, lunch period and other unpaid breaks, and quitting time for each workday. Employees must submit a record of hours worked to their supervisor for approval and submitted to the Clerk's office. Non-exempt employees should fill in their time sheet every day. At the end of every pay period, the payroll department will print and submit time sheet reports for hourly employees to each respective Department Head for approval.

Payroll Corrections

The Township strives to ensure employees are accurately compensated for all hours worked. If you believe that an improper deduction or payment has been made, immediately report this information to the Township Clerk's Department in writing and immediately after the suspected error has been made. Reports of improper payments or deductions will be promptly investigated.

If it is determined that an improper deduction has occurred, a payroll correction will be made to ensure appropriate compensation is provided.

Lunch and Relief

Employees have an unpaid lunch hour which may be taken in the Township lunch and break room. There is a microwave and refrigerator to use and store your items. Please be courteous of other's belongings and leave the lunchroom in neat order, cleaning after each use. Non-exempt employees should record lunch start and return times.

Lunch periods may also be flexible depending upon individual Township departmental need(s). It may be either at the request of the department or the employee/elected official and approved by the Department Head. Based on department need, this is at the total individual discretions of each Department Head on whether to utilize the provision.

Salary and Wage Rates

Employee salary and wage information shall be determined by the Board of Trustees.

Overtime/Compensatory Time

From time to time, you may be asked to work longer than your regularly scheduled shift. Advance notice will be provided, whenever possible, if extended work hours are required.

You shall not begin work before your normal starting time, work through your unpaid lunch hour period, or continue working after your normal quitting time without first getting your immediate supervisor's approval. Employees who work unapproved overtime may be subject to discipline up to and including termination.

Overtime

Non-exempt employees will receive overtime paid at one and one half (1½) times their regular hourly wage for all hours worked in excess of forty (40) hours per week. Only actual hours worked are counted in determining if you are entitled to overtime pay. Compensation for paid time off (PTO, extended leave, etc.) or holiday hours paid will not be included in calculating overtime. In other words, only actual hours worked will be used to determine eligibility for overtime pay.

Exempt employees will not receive overtime pay when working more than forty (40) hours in a work week, unless explicitly authorized by the Department Head and the Township Supervisor.

Compensatory Time

From time to time, the Township may offer, or an employee may request, compensatory time off ("comp time") in lieu of overtime. Instead of overtime pay, employees may earn one and one-half (1 ½) hours of paid time off for actual hours worked in excess of forty (40) hours per week. Holiday pay will not be included for determination of hours worked for determining compensatory time.

Typically, only Regular Full-Time hourly (non-exempt) employees are eligible for compensatory

time. You and your Department Head must agree to utilize comp time and you must complete written authorization for comp time in lieu of overtime. With limited exception, employees may accrue a maximum of thirty (30) hours of comp time.

Comp time must be used within ninety (90) days. At the discretion of the Township, comp time not used within 90 days may be extended or will be paid at the overtime rate. Upon separation from Township employment for any reason, unused compensatory time will be paid at the overtime rate.

Compensatory Time Off for Employees with Election Duties

During election periods, it is often necessary for employees assisting the Township Clerk with election duties to work excessive overtime hours. The amount of compensatory time off allowed for assisting with required election duties should be based on agreement between the Township Clerk and the eligible employee. If applicable, the Township Clerk should confirm agreement from the employee's Department Head before any overtime election work is performed.

Based on the workload that may be required during election preparation, deputies and non-exempt employees may accumulate more than thirty (30) hours of compensatory time. Holiday pay will not be included for determination of hours worked for determining compensatory time. When compensatory time accumulates due to election preparation, employees may carry the comp time for longer than ninety (90) days, at the discretion of the Township Clerk. Alternatively, the Clerk may determine to carry over a portion of the comp time and pay the remaining portion at the overtime rate.

While the Township does not generally allow exempt employees to earn compensatory time, for hours approved by the Clerk as election work, exempt employees may earn comp time. At the discretion of the Clerk, an exempt employee shall earn comp time hours worked in excess of forty (40) to support election duties. Upon the express approval of the Clerk, exempt employees may cash out comp time at the overtime rate, based on their regular weekly salary. Such payouts are not included for calculating retirement contributions.

Flex Time

Flex time is determined on an hour-for-hour basis and should generally be taken within the pay period following the schedule adjustment Exempt employees are not subject to overtime and are paid a salary that generally accounts for a forty (40) hour work week. From time to time, employees may come in early or stay late and may be approved to amend their schedules so that the work week is generally kept around forty (40) hours per week.

In some instances, a non-exempt employee (i.e., hourly) may be approved to utilize flex time to accommodate an employee's scheduling needs or requests. The Township will not apply flex time to avoid payment of overtime to a non-exempt employee.

Compensation Adjustments

In an effort to provide competitive total compensation packages to attract and retain talent, a compensation committee appointed by the Board of Trustees will periodically review employee wages and fringe benefits. Annual wage increases are not promised or guaranteed to current employees. Evaluation of wages to determine any increase, whether across the board or merit based, will be based on but not limited to various following factors:

- Fund availability

- Individual performance
- Attendance records
- Recommendations of the employee's supervisor
- Internal equity
- Comparable wage data

Paid Time Off Benefits

The Charter Township of Oxford recognizes and promotes a healthy work-life balance that enhances employee wellness and satisfaction and supports recruitment and retention of high-performing employees. With the understanding that life events can occur at planned and unplanned times, the Township provides eligible employees with paid time away from work.

Paid Time Off (PTO)

PTO provides a single pool of paid time off to use for all paid absences (i.e., vacation; child, pet, and elder care; medical and dental appointments; personal business or emergencies; etc.). We believe this approach empowers our employees to direct and manage their paid time off in the manner that best suits their individual circumstances, whether it is to tend to an unexpected illness or injury or to enjoy a planned vacation. Your PTO bank is intended to help ensure that you can receive pay when you are unable to report to work.

PTO Awards
Full-time employees will be awarded a specified number of PTO hours, generally based on years of service. Thereafter, PTO banks shall be updated each calendar year in January. Annual PTO awards will be calculated to include the number of years an employee is expected to have upon their anniversary date. PTO is not available to temporary or part-time employees.

Years of Service	Annual PTO Accrual
Less than one year	Up to 80 hours (est. 10 days), pro-rated
1-4 years	128 hours (est. 16 days)
5-9 years	180 hours (est. 22.5days)
10-14 years	220 hours (est. 27.5 days)
15-19 years	260 hours (est. 32.5 days)
20+ years	300 hours (est. 37.5 days)

PTO is paid at straight time and shall not be considered in any overtime calculation. Annual PTO awards will be pro-rated, based on actual paid service during the prior year. Employees shall receive the PTO award above, pro-rated as applicable, or as otherwise determined by the Township Supervisor. To receive PTO hours for the month, an employee must be in a paid status for the majority of the month, or at least eighty (80) regular hours. Please do your best to manage PTO for your personal needs throughout the year.

Example 1: *Employee A is hired on August,8. Her PTO bank will begin with 26.6 hours (e.g., 80 hours divided by 12 months=6.66 hours per month of PTO. Employee A will be employed for the 4 remaining months of her starting year, September through December. 6.666 hours per month multiplied by 4 months equals 26.6 PTO hours). In keeping with this example, next year in January,*

Employee A will be awarded 120 hours of PTO. If she has not used any PTO, Employee A may rollover her hours to begin the next year with 126.6 hours. Alternatively, she may cash out the 26.6 unused hours as a lump sum payment and will receive 120 hours.

Example 2: *Employee B has worked for the Township for 21 years. During the current year, Employee B used 12 weeks of FMLA and an additional 12 weeks of unpaid leave. In total, Employee B missed 24 weeks of work. On January of the coming year, Employee B will be awarded 225 PTO hours (e.g., 300 hours divided by 12 months=25 hours per month of PTO. 25 hours per month multiplied by 9 months equals 225 PTO hours). Employee B was on an unpaid leave for 3 months and an FMLA leave for 3 months. The unpaid leave that was NOT protected by FMLA is excluded from Employee B's annual PTO Award. In other words, Employee B is credited with 9 months of service for his actual work in the prior calendar year.*

PTO Use

Non-exempt employees are required to use PTO for all absences or missed hours of work. PTO must be exhausted before an employee may request an unpaid absence or leave. No advanced or additional paid time off will be granted. When PTO is exhausted, unpaid leave may be granted, depending on the circumstance. In accordance with the Family Medical Leave Act (FMLA), the Township shall designate all absences as FMLA, where there is an FMLA qualifying reason.

Whenever possible, PTO requests should be submitted in advance. Requests for time off extending more than five (5) consecutive days should be provided at least two (2) weeks in advance. PTO requests exceeding three (3) consecutive weeks, planned or submitted during the notice period before a voluntary separation, or before any other leave of absence must be approved by the Department Head with notice to the Supervisor. For planning purposes, you should not consider that a PTO request is approved until you have received a formal response.

PTO may be used in one (1) hour increments and may be utilized whenever a PTO balance is available. Ideally, new hires should restrict PTO usage to emergent needs until completion of six (6) months of continuous service with the Township. The new employee's Department Head shall have discretion to approve time off requests.

All employees, Exempt and Non-Exempt, shall be required to use PTO for full day absences and may be subject to corrective action for taking time off without available PTO.

All employee requests for PTO will generally be considered on a first come first serve basis. Requests will not be unreasonably denied and are subject to supervisory approval, based on department staffing needs. When more than one request is received at the same time, approvals will be first determined on operational need and then by years of service.

Unscheduled use of PTO should be submitted as soon as possible and may be counted as an unexcused absence. Employees should provide notice of emergency and other last-minute call-offs at least one (1) hour before the start of the scheduled workday, or as soon as reasonably possible. Late calls may be counted as unexcused absence or tardy occurrence and subject to corrective action.

All unscheduled absences (paid and unpaid) will be monitored by Department Heads. In the event unscheduled absences impact operations or when an absence occurs over three consecutive calendar days, a supervisor may require that the employee provide a statement from a health care provider concerning the justification for the unscheduled absence(s) and will be maintained in your medical

record file.

PTO Donations
Employees may offer or respond to a request to donate paid time to another employee. Employees receiving donated time must have exhausted all available time off banks before requesting or receiving donated time. Employees receiving and donating time shall be responsible for standard tax withholding and deductions applied to earnings.

Unused Annual PTO
The Township provides PTO to promote employee work-life balance and expects employees to utilize the time during the year it is awarded. Up to forty (40) hours of unused PTO will be paid out at the end of the calendar year and any unused time in excess of forty (40) hours will be forfeited. However, employees may request to rollover unused PTO into the next calendar year, to cash out unused PTO, or a combination of rollover and payout. A lump sum payment, rollover, or combination shall be limited to a maximum of forty (40) PTO hours total. The request must be submitted to the Clerk's office no later than December 1st.

Lump sum payments will be calculated using the employee's regular straight time rate in effect at the time of the payment, subject to customary deductions and taxes. Lump sum payments are not part of your regular salary or wage and will not be included in determining retirement contributions.

At no time should an employee have more than forty (40) hours over their annual designated PTO award. PTO hours exceeding the maximum allowable bank shall be forfeited.

Unused PTO Upon Separation from Employment
Upon voluntary separation from Township employment, employees will receive payment for awarded but unused PTO bank balances. PTO will be paid in a lump sum at the employee's straight time rate at the time of separation, subject to standard deductions and taxes.

To be eligible for the cash payment, employees must provide at least two (2) weeks' notice of their intent to separate. Unless approved by the Township Supervisor, an employee may not request or use PTO after submitting such notice. The Township reserves the right to immediately accept a voluntary resignation and excuse the employee from additional service. In such event, the Township may assign any remaining PTO hours to unworked hours during the notice period.

Employees with less than one (1) year of service and those that are involuntarily discharged shall not be entitled to payment of unused PTO upon separation.

Extended Leave Bank

The Township provides an extended leave benefit bank to provide additional paid time off for personal medical events that prevents an eligible employee from performing their work duties for extended periods of time. Eligible employees include all full-time employees and deputies that have completed thirty (30) days of employment. Time off using Extended Leave shall be concurrent with FMLA leave.

Eligible employees shall earn eight (8) hours of extended illness credit for every month worked. An employee must actually work the majority of the scheduled work hours during the month to receive credit. An employee can accrue a maximum of eighty (80) hours in their extended illness bank. Credit

shall not be accumulated during unpaid leaves of absence.

The Extended Leave Bank can be used when an individual submits medical certification stating the employee will be unable to perform their job responsibilities for more than five (5) days. Time off for five (5) days or less must be covered by an employee's PTO bank.

The Township may require an employee to submit a return-to-work certification where the medical provider states the employee is fit to return to work, with or without reasonable accommodation. The Township reserves the right to request a second opinion, at its own expense, with respect to determining when an eligible employee may be able to return to work and perform the essential job functions.

An eligible employee may request to have the extended leave benefit commence retroactively from the first day of absence and continue until the individual returns to work or until the employee's individual accumulated benefits are exhausted, whichever comes first.

Accumulated extended leave can be carried over from year to year up to a maximum of eighty (80) hours. The Extended Leave Bank has no cash value. Upon separation from employment for any reason, no payment will be provided for unused extended leave bank balances.

Holidays

Oxford Township observes the paid holidays listed below and closes most facilities during normal business hours. When a Township-recognized holiday falls on a Saturday, it generally will be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. The Township has full discretion, however, to close on another day.

Full-time employees and deputies are eligible for holiday pay and must work on their scheduled day that immediately precedes and follows the holiday to receive holiday pay. When PTO is approved prior to, or following, a holiday you will still receive holiday pay. Part-time and temporary employees will receive an unpaid day off on the holiday.

All holidays shall be paid at your regular straight time salary or wage. Holiday pay will not be counted as hours worked for overtime compensation purposes. Employees required to work on a holiday may be paid overtime for actual hours worked.

The following twelve (12) holidays are observed by Oxford Township:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
The Friday before Easter	Day after Thanksgiving
Memorial Day	Christmas Eve
July 4th	Christmas Day
Labor Day	New Year's Eve

A 13th Holiday Observation date may be provided, at the discretion of the Board of Trustees. The observation date, if any, will be determined by the Board.

Health and Other Insurance Benefits

Oxford Township may offer access to a health plan approved and sponsored by the Township to all eligible employees. The Township Board reserves the right to review and revise this plan from time to time as they deem necessary and is therefore subject to change.

The information in this section is only meant to serve as a quick-reference summary. In all circumstances (including, but not limited to, available benefits, eligibility criteria, enrollment date, and termination of coverage), the official written plan document adopted by the Township will control the terms and conditions of insurance provided by the Township.

The official written plan documents for insurance will always govern in the event of a conflict with any of the information provided in this section. Employees are responsible for reviewing the plan terms to ensure a full understanding of your benefits, including plan restrictions, limitations, and exclusions.

Medical and Hospitalization Insurance

The Charter Township of Oxford may provide a health plan, as approved by the Township Board of Trustees, to eligible employees. Employees electing to enroll in a Township-sponsored insurance plan may be required to contribute to monthly premiums, as determined by the Township, subject to its annual election under Public Act 152. Such contributions will be made through payroll deduction, unless otherwise arranged.

Opt-Out Pay In Lieu of Medical Coverage

In the event an employee has secured comparable healthcare coverage from another source, the employee may elect to receive a lump sum payment in lieu of Township contributions towards medical health care premiums. The lump sum payment will be based on forty (40%) percent of the medical insurance premium for a single subscriber. It is pro-rated and issued on a monthly basis, subject to standard IRS withholding and taxes. To be eligible for the lump sum, you must submit proof of alternative coverage.

Employees opting out must wait until the next open enrollment period to change their election, unless there is a qualifying event, including but not limited to loss of alternative coverage. If you enroll due to a qualifying event, you must repay the lump sum, pro-rated.

The intent of the opt-out benefit is to ensure the option to access medical insurance enrollment as a component of their total compensation package. As such, an employee may be enrolled in the Township-sponsored medical insurance plan (as either a subscriber or dependent/participant), or the employee may receive the opt-out payment. No employee may receive dual benefits.

Monthly payments made in lieu of medical coverage are not included in your regular base salary or wage for the purposes of determining retirement contributions or overtime calculations.

Dental Insurance

Oxford Township may provide access to dental insurance to eligible full-time employees and their

eligible dependents. Coverage for service shall be outlined in the selected plan. Employees may be required to contribute to monthly premiums, as determined by the Township. Such information will be shared in advance and provided to employees at annual enrollment.

Vision Insurance

Oxford Township may provide access to vision insurance to eligible full-time employees and their eligible dependents. Coverage for service shall be outlined in the selected plan. Employees may be required to contribute to monthly premiums, as determined by the Township. Such information will be shared in advance and provided to employees at annual enrollment.

Life Insurance

The Charter Township of Oxford may provide a $50,000 term life insurance policy to full-time employees, with eligibility and benefits subject to the terms of such insurance policy.

Short-term Disability Insurance

The Charter Township of Oxford may provide short-term disability insurance benefits to Regular Full-Time Employees and Deputies, with eligibility and benefits subject to the terms of such insurance policy.

Workers Compensation

Oxford Township provides workers' disability compensation insurance in the event of a work-related injury or illness. Workers' disability compensation insurance may provide wage loss benefits to eligible employees.

Following an accident at work or upon learning about a medical situation arising out of your employment with the employer, you must immediately, or as reasonably practical, notify the Township Supervisor so that a report may be filed with Oxford Township's insurance. The Supervisor shall notify the Clerk so that the Township insurance provider can be informed.

Oxford Township will require a medical release prior to allowing the employee to return to work. Oxford Township may require that the employee submit to a necessary medical evaluation by a doctor selected by Oxford Township or Oxford Township's insurance carrier.

Retirement Savings Plan

The Charter Township of Oxford may contribute a percentage of the eligible full-time employee's regular annual salary or wage to an approved defined contribution plan.

Eligible Full-Time Employees may also make additional voluntary after-tax contributions to their account through payroll withholding in amounts ranging from one (1%) percent to ten (10%) percent of compensation, or as otherwise permitted under plan and IRS regulations.

Plan documents are available through the provider website. If anything in this handbook or related

documents is contrary to the terms of the Benefit Plans, the plan document(s) will control. All Township-sponsored benefits are subject to change, as determined by the Township Board.

Miscellaneous Fringe Benefits

Tuition Reimbursement

With prior approval, employees may receive reimbursement of tuition for approved courses that directly benefit their current Township position or promotional pathway. Courses must be provided as part of a degree or certificate program from an accredited or equally recognized educational provider. Tuition reimbursement may be recommended by the Department Head or Township Supervisor and must be approved by the Township Board prior to the beginning of the course. Employees are responsible for submitting the required information in a timely manner to allow review and approval prior to the start of the course.

Tuition reimbursement will be paid after submission of sufficient documentation demonstrating successful completion of the course(s). The Township reserves the right to validate the submitted documentation. A percentage of payment shall be made in accordance with the following grades:

A = 100%
B = 75%
C = 50%.

All courses must be accredited degree programs. Reimbursement is denied if the individual does not successfully complete the course requirements with a 2.0 grade point average or better.

Professional Development

It is the Township's intention to enhance the professional development of employees. The Township may periodically sponsor participation in approved learning and professional development activities. These activities (i.e., conferences, seminars, conventions, workshops, etc.) must be approved in advance by the Department Head with notification given to the Township Supervisor.

Individual Personal Business Expense Reimbursement

The Township will reimburse individuals for certain actual, reasonable, and proper expenditures incurred. An individual's use of personal funds to conduct Township business should be avoided as much as possible. Goods and services should generally be obtained by using prepayment, Township credit account, or direct billing to the Township. This shall include any expense incurred by Township employees, officials, appointees, consultants, and elected officials.

When personal funds are used for qualified Township business purposes, individuals are expected to exercise conservative discretion in spending funds. The nature and purpose of the expense shall conform to ethical and legal standards of conduct expected of all individuals expending funds related to Township business.

All reimbursement shall require a written request accompanied by a receipt adequately describing the reimbursable item or expense.

Expense Report Submissions

Reimbursement shall be submitted on a Township Expense Report, within thirty (30) days of incurring the expense. The Township may deny reimbursement requests that are not submitted in accordance with this policy. Reimbursement requests should include the following documentation:

1. Date expense was incurred.
2. Reason/Business purpose.
3. Type of expenditure (i.e., material, meal, mileage, fee, etc.).
4. Requested reimbursement amount.
5. Receipt for expenditure. Receipts must be itemized or otherwise adequately describe the expense(s).
6. Signature with submission date by individual incurring the expense.
7. Expense account number/code.

Reimbursable Expenditures

The Township will reimburse qualified expenses. Employees should ensure the expense is included prior to making purchases with personal funds.

Mileage

Mileage reimbursement shall be based on current IRS standards at the time of the occurrence. Mileage shall not be paid to employees or Board members for traveling to attend a regular or special meeting of the Board of Trustees, or other scheduled Township Board, Township commission, or Township committee meeting(s) located within the Township/Village.

Lodging

Reimbursement for overnight lodging must be approved by the Department Head for all travel activities associated with Township business or approved professional development activities. Lodging should be reasonably priced and must be reasonably accessible from the designated event location.

Meals

Meals may be reimbursed when a Township employee is conducting approved Township business, up to a reasonable amount not to exceed thirty ($30) dollars per person. Meals during approved overnight travel may be approved up to seventy ($70) dollars per day, including gratuities.

All meals must be supported by itemized receipts, with gratuities not to exceed twenty (20%) percent of the total bill for food and non-alcoholic beverages. The Township will not reimburse expenses for alcoholic beverages.

Miscellaneous Items

Other reimbursable expenses may include business phone calls, entry/subscription/membership fees, approved business equipment or materials, parking, and/or tolls. Purchasing items for personal use is strictly prohibited.

Sales Tax Exempt Status for Township Purchases

All Township purchases made should always be sales tax exempt, where applicable. It is up to the individual purchaser to ensure that the Township does not pay sales taxes on any purchases. The Township will not generally reimburse the portion of the expense that is tax. Not ensuring that this provision is met may be cause for the Township Supervisor to revoke an appointed official's/employee's purchasing authority.

Limitation on Reimbursable Items

The Township reserves the right to decline reimbursement for certain expenditures that are not pre-authorized, related to legitimate Township business expenses, or are otherwise determined as unreasonable, which includes but is not limited to the following examples:

- Any expense that is not normally considered to be business related.
- Any expenditure that could be construed to be personal (i.e., entertainment, golf, additional travel insurance, etc.) or an expense incurred on behalf of a family member. Purchase of clothing, toiletries, reading material or services for medical, dry cleaning, shoeshines, hair care, or other items are considered personal.
- Any expense for alcoholic beverages.
- Interest, fees, or charges on personal credit card accounts. Loss of personal funds or cash advances on personal business travel.
- Traffic or parking fines or tickets.

Use of Township Vehicles

The Township Supervisor is responsible for coordination, use, and maintenance of Township vehicles. Township vehicles are to be used only for job-related travel. Use of the seat belt is mandatory, along with following all laws relating to no texting or use of cell phones while driving. Smoking or any use of tobacco, nicotine, or other related substances is prohibited in Township vehicles.

Drivers are responsible for any moving or parking fines or legal costs incurred while operating the Township vehicles. Drivers must report all accidents immediately to the appropriate law enforcement agency and to the Township Supervisor, or designee. The Township reserves the right to screen employees for substance use in the event of an accident while operating a Township vehicle. Drivers are required to report all damage or operational problems prior to or upon returning the vehicle.

Township vehicles are to be operated only by employees that have obtained approval and maintain a valid driver's license and acceptable driving record to our insurer. Changes in the driving record, suspension of driver's license, or arrest or citation for driving or operating a vehicle under the influence of any controlled substance must be reported immediately to the Township Supervisor.

Performance and Conduct Expectations

Performance Evaluations

Performance evaluations are intended to measure the quality and quantity of work you perform, your

engagement and conduct, and your ability to work with others. Your evaluation should let you know areas of needed improvement in order for you to set goals for future improvement.

Upon hire, your first performance evaluation with your Department Head should take place approximately sixty (60) days after hire. Subsequent performance evaluations should take place annually during the third quarter of each calendar year (or just prior to budget month).

After reviewing your evaluation, your Department Head will ask you to sign the evaluation to acknowledge that it has been discussed with you by your Department Head and that you had an opportunity to review it. Deputies of elected officials may be evaluated by their elected official.

While a positive evaluation does not guarantee promotions or salary increases, the evaluations may be considered along with other factors that affect that decision.

Attendance and Tardiness

Reliable attendance is required to ensure efficient staffing and operations. Employees are expected to work scheduled shifts in their entirety. Unscheduled absences will be unexcused. Employees demonstrating excessive absences or patterns of absence will be subject to disciplinary action, up to and including termination.

Employees are expected to begin working at the start of the Township's business day (8:00 am), unless alternative arrangements are approved by the Department Head. Employees should notify their supervisor that they will be tardy as soon as possible. All occurrences will be considered unexcused. Repetitive occurrences of tardiness are subject to disciplinary action.

Standards of Conduct

Rules governing personal conduct are intended to promote the orderly and efficient operation of Oxford Township as well as to protect the rights of all of our employees. The following list does not modify your at-will employee relationship or provide any promise or expectation of continued employment.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by Oxford Township:

1. Election campaigning activity on Township property or using equipment or supplies.
2. Smoking, use of other nicotine/tobacco products, or use of similar smokeless devices anywhere in the building.
3. Conflicts of interest situations where an employee directly or indirectly benefits because of their position in the Township.
4. Violation of Township or departmental policies, including but not limited to safety rules and substance abuse.
5. Theft or deliberate and/or careless damage or destruction of any property of Oxford Township or property of any employee or patron.
6. Unauthorized use of the property, equipment, or facilities of Oxford Township.
7. Unauthorized use of Township communication devices.
8. Use of another employee's personal equipment or possessions without the employee's prior consent.
9. The use of personal phones should not interfere with Township operations or distract others.

10. Removal of any property or records from the premises of Oxford Township without permission from management personnel.
11. Insubordination, refusal or willful failure to carry out verbal or written instructions or directives of supervisory personnel.
12. Provoking or engaging in a physical fight or altercation at any time on the property of Oxford Township.
13. Engaging in conduct detrimental to the Township's reputation.
14. Falsifying or omitting pertinent information from records or revealing confidential information to unauthorized persons.
15. Manner of dress or appearance in an unprofessional or inappropriate manner while representing or tending to the business of Oxford Township.
16. Unlawful harassment or discrimination.
17. Engaging in unprofessional behavior that disrupts or interferes with Township operations.
18. Providing personal feelings, opinions, or comments on a given subject, employee, elected or appointed official when releasing information on behalf of the Township.
19. Failing to notify the Township, within five (5) working days, of any arrest for, or conviction of, serious misdemeanors or felonies involving crimes of moral turpitude.

Conduct and Behavior Expectations

The following is a non-exhaustive list of required conduct and behavior that is expected from all Oxford Township employees.

1. Demonstrate a considerate, friendly, and constructive attitude with everyone you meet and those to whom you speak.
2. Address concerns that impact your work to prevent escalation and promote an engaged workforce.
3. Present a clean and well-groomed appearance with appropriate dress.
4. Maintain confidentiality of appropriate Township business while assisting citizens with information.
5. Call in to report your absence to your Department Head or Deputy in a timely manner.
6. Provide honest information and responses that do not mislead or promote misinformation.
7. Cooperate with and participate in township investigations, as required.

Corrective or Disciplinary Action

Each Employee has an obligation to work productively and observe and follow the Township's policies, work rules, guidelines, and procedures. If your behavior interferes with the orderly and efficient operation of the Township, corrective or disciplinary action, up to and including termination, may be used to resolve the issues.

It is important to recognize that employment is, at all times, at will. As such, while the Township may wish to follow a series of disciplinary actions prior to termination of employment, the Township is not required to follow any progressive discipline pattern to address policy, conduct, or performance violations. Your Department Head will endeavor, whenever possible, to discuss performance or behavior concerns with you so that you have an opportunity to correct unacceptable behavior or performance deficits. Such attempts to improve performance should not be considered as a promise of continued employment or a commitment to issue discipline in accordance with a progressive schedule. In other words, an Employee may be discharged at any time without regard to following a prescribed set of steps, at the sole discretion of the Township.

Disciplinary action can take many forms, and may include verbal or written warnings, suspension without pay, or discharge. The Township will determine what appropriate disciplinary action is imposed, and we do not guarantee that one form of action will necessarily precede the other.

At its sole discretion, the Township may determine to end the employment relationship without providing an opportunity for corrective action. Any attempt to coach or provide corrective action is in no way a promise or guarantee of continued employment.

A copy of any written reprimands will be placed in your personnel file. Whether you agree or disagree, you must sign the document, acknowledging that you have received a copy. If you disagree with the information provided to you in the written document, you may submit up to five written pages of rebuttal which will be included as part of your permanent personnel record.

Access to Employee Personnel Records

Personnel files are maintained confidentially at the Township in electronic and/or paper format. You may examine or obtain a copy of your personnel file by submitting a written request to the Township Clerk. You may review your file up to two (2) times each year. File reviews are conducted on Township property in the presence of an official. Reviews will be scheduled during normal business hours or at another reasonable time as determined by the Township. Employees may request a copy of all or part of their personnel records and will be required to reimburse the Township for the costs of such copies.

Employment records and employee information are generally subject to disclosure under the Freedom of Information Act (FOIA). Otherwise, we will not generally disclose your file to persons outside the office. If we are asked to disclose a disciplinary report to a third party, you will be provided notice of that disclosure request, subject to the provisions of the Bullard Plawecki Employee Right to Know Act (ERKA).

It is important that personnel files accurately reflect each employee's personal information and are up to date at all times. Employees are expected to promptly notify the Township of any change in name, address, telephone number, home address, marital status, change in legal name, change in number of dependents, change in beneficiaries, scholastic achievements, emergency contact information, or other relevant personal information.

Drug-Free Workplace

It is the intent of Oxford Township to provide a drug-free, safe, and secure work environment for our employees. Employees are encouraged to utilize Township sponsored health care and other support services to obtain information about the dangers of substance use in the workplace and to explore relevant counseling, rehabilitation, or other employee assistance that may be available.

As a recipient of federal grant funds, the Township must comply with the provisions of the Drug Free Workplace Act. Employees in violation of this policy are subject to disciplinary action, up to and including termination. To ensure a safe and efficient workplace, no employee shall possess, distribute, use, or be impaired by alcohol or any other controlled substance (even if lawful under state law but illegal under federal law) while on Township property, conducting Township business, or during

working hours, including rest and meal periods.

Prohibited illegal drugs and controlled substances explicitly include substances that are illegal to sell or possess, although some may be lawful in the state to be used for recreational or medicinal purposes, as well as "legal prohibited drugs," which are any prescription or non-prescription drugs that may impair cognitive or working ability. Any employee who is taking a legally prohibited drug must notify his/her Department Head if its use is expected to adversely affect the employee's performance of the essential functions of the employee's job. Employees have a duty to know if the legal prescription or non-prescription drugs they are taking may impair working ability.

In accordance with federal guidance, an employee must notify the Township within five (5) calendar days if he or she is convicted of a criminal drug violation. Such employees are subject to disciplinary action and may also be required to participate in a rehabilitation or counseling program and may be subject to follow-up testing. The Township reserves the right to modify this policy at any time in an ongoing good faith effort to meet all the requirements of the Drug-free Workplace Act.

Screening for Substance Use

Employees may be tested for the presence of drugs or alcohol under certain circumstances. Although the state has legalized marijuana for recreational and medicinal purposes, the Township is not required to allow the recreational or medicinal use of marijuana in the workplace. Use is strictly prohibited on Township property and may result in discipline, up to and including immediate discharge.

Post-Offer, Pre-Employment Medical Examination and Drug Testing

As part of the Township's hiring process, applicants are required to undergo a post-offer, pre-employment drug screen/test that is conducted by a contractor designated by the Township. An offer of employment is pending upon satisfactory completion of this examination and/or screening, and the determination by the Township and its examining physician that the person is capable of performing the responsibilities of the position that has been offered.

As a condition of continued employment, Township employees may be subject to additional substance use screening.

Reasonable Suspicion Testing

Reasonable suspicion testing will occur when management has observable or otherwise reliable reason to suspect that an employee may be in violation of this policy. In order to conduct testing for reasonable suspicion, a second observer must validate there are observable behaviors (i.e., change in speech or conduct, odor of alcohol or substance, etc.) that warrant testing for reasonable suspicion. The suspicion should be documented in writing prior to the release of the test finding. A basis for a reasonable suspicion test may include, but would not be limited to:

- Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use.
- A pattern of abnormal conduct or erratic behavior.
- Information provided either by reliable and credible sources or independently corroborated regarding an employee's substance use; or

- Newly discovered evidence that the employee has tampered with a previous drug or alcohol test.
- Reasonable suspicion testing does not require certainty. However, mere "hunches" or "rumors" are not sufficient to justify testing.

Post Accident Testing

In the event an employee is involved in an accident while operating Township vehicles or motorized equipment, the employee may be required to submit to post accident screening for substance use when there is reasonable evidence that the employee may have caused or contributed to a serious accident. Employees must immediately report all accidents. The Department Head, along with the Supervisor, will evaluate the situation and arrange to transport the employee for testing, as needed. An employee suspected of substance use may not operate a Township vehicle until testing results are received by the Township.

Workplace Safety

Work safely to prevent injury to yourself or others and to help prevent damage to Township equipment. The responsibility for maintaining a healthy and safe work environment is not just that of Oxford Township. To be totally effective, every employee has a responsibility to comply with all normal use safety rules and other safety rules or programs that may be established by the Township.

No employee should remove or modify equipment unless authorized by the Township. Proper use of seat belts in Oxford Township vehicles as prescribed by law is required. Employees are expected to report to their Department Head any condition that may be unsafe or unhealthy.

Property Searches

As a general rule and with limited exception, there is no expectation of privacy in the workplace. Oxford Township reserves the right to search an employee, employee's work area, and an employee's vehicle located on Township property if the Township has reasonable suspicion that the "no alcohol or drugs rule" may have been violated.

Workplace Violence Prevention

The Township is concerned about the safety, health, and welfare of our employees and has adopted this policy to minimize risk of violence in our Township.

Employees who notice that a co-worker is seriously or chronically upset, angry, moody or depressed should inform their Department Head or Township Supervisor immediately. Problems could manifest themselves through impaired concentration, confusion, decreased activity, poor hygiene, poor emotional reactions, fascination with firearms, withdrawal or unusual behavioral changes.

Employees who are threatened or disturbed by coworker or customer communication actions should report the incident to the Township Supervisor or Department Head immediately. All reports will be taken seriously followed by immediate investigation and steps to prevent recurrence.

The confidentiality of all those involved will be maintained to the extent possible. Incidents will be dealt with calmly and professionally, keeping in mind that the health and well-being of all employees is paramount.

Should a crisis occur, employees should immediately contact the first available full- time Supervisor, Clerk, Treasurer, or one of the elected Trustees. If appropriate, the building should be evacuated, and law enforcement or emergency personnel should be contacted.

Open Door Dispute Resolution

Oxford Township seeks to provide good working conditions and maintain harmonious working relationships among employees and between employees and management. We encourage all employees to use an "open door" problem solving approach to address specific concerns or complaints, as well as suggestions. This approach is intended to resolve matters at the lowest level possible before escalation to better promote and practice professional communication and interactions.

With that in mind, in the event of a conflict or dispute with a fellow employee, you are encouraged to first discuss concerns directly with the employee, whenever possible. Likewise, when a fellow employee approaches you with a concern, we ask that you keep an open mind and recognize the professional courtesy extended and give consideration to the concern from your colleague's perspective. However, you can alternatively bring concerns like this directly to your immediate supervisor or Department Head whenever you feel it is most appropriate.

If you are not satisfied with the outcome in your department, or when the conflict or dispute is with your Department Head, you should inform the Township Supervisor.

If you are not satisfied with the outcome facilitated by the supervisor, or when the dispute or conflict involves the supervisor, you should submit a request to present the matter to the Board of Trustees. A Board review will not result in action that supersedes an Elected Official's statutory authority or infringes on an Elected Officer's duties.

Requests to the Board of Trustees must be in writing and submitted to the Township Clerk and/or another member of the Personnel Committee. The request should reasonably describe the matter at issue and include a summary of prior steps taken to resolve the matter, if any. You will be informed when your item is on the agenda and may request a closed session, which will be permitted, as allowed by law.

Prohibited Harassment and Discrimination

Oxford Township strives to maintain a pleasant working environment free from intimidation, humiliation, insults, and other unprofessional conduct. The Township has a strict policy against all types of workplace harassment or discrimination, especially forms of harassment and discrimination that are prohibited by state and federal laws. Harassment and discrimination is illegal when it is based upon an individual's race, color, national origin, religion, creed, age, sex, marital status, familial status, height, weight, genetic information, sexual orientation, gender identity, physical or mental disability, pregnancy, childbirth or related medical condition, citizenship status, veteran status, uniform service member status, or any other classifications or characteristics protected by applicable

law. Illegal harassment is defined as unwelcomed verbal or physical conduct, or communication based on a protected characteristic when:

- Submission to the conduct or communication is made either an explicit or implicit term or condition of the working relationship.
- Submission to or rejection of the conduct or communication by an individual is used as a basis for a decision affecting that individual's working relationship with the Township; or
- The conduct or communication has the purpose or effect of unreasonably interfering with an individual's relationship with the Township or creating an intimidating, hostile or offensive work environment.

Examples of illegal sexual harassment include, but are not limited to: unwelcome, unwarranted or repeated verbal or physical sexual advances; requests for sexual favors and other verbal abuse of sexual nature including sexually explicit, provocative or suggestive statements, innuendo, or comment; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering; pinching or touching a private area of the body; displaying sexual suggestive objects, pictures, posters or cartoons.

Examples of prohibited harassment based on protected characteristics other than sex include, but are not limited to, insults, verbal, written, graphic or physical conduct or communication degrading or hostile to a person which are reasonably offensive or objectionable to the recipient or which reasonably causes the recipient discomfort or humiliation, or which reasonably interferes with the recipient's work performance.

Harassment and discrimination prohibited by this policy must be distinguished from conduct or communication that, even though inappropriate, unprofessional, unpleasant or disconcerting, is not characterized as illegal because it is based on the employee's protected group or characteristic.

Inappropriate conduct and behaviors that impact an individual's work performance and status should be reported and addressed. That stated, such behaviors and conduct that are not based on an individual's membership to a protected class or based on a protected characteristic should be reported and addressed as unprofessional conduct violations rather than as illegal harassment or discrimination.

Reporting a Violation of Illegal Harassment or Discrimination

If an employee believes that they have witnessed or been the subject of illegal harassment or discrimination, the employee may contact the person and describe the behavior that is unwelcomed and ask the individual to stop.

If an employee is unwilling to approach the offender directly for any reason, or when the alleged offender has not stopped the behavior upon request, the employee has an obligation to report the alleged violation, as soon as practicable, to the Department Head, the Township Supervisor, or any other Township Official. While there is no requirement that the incident is reported in writing, employees should use the Reporting Form provided by the Township, or other written report that details the nature of the harassment, dates, times, and other persons present when the harassment occurred.

An investigation of all complaints will begin promptly.

Investigation Protocol

After notification of a complaint, the Supervisor or Department Head will initiate an investigation to gather relevant facts about the complaint and provide written documentation. An investigation may include interviews of possible witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in or witnesses to the harassment.

The Township will conduct all investigations as confidentially and objectively as possible, to the extent consistent with thorough investigation steps.

Resolution of Complaint Allegations

After the investigation has been completed, a determination will be made as to whether or not the complaint can be substantiated. Even when an allegation is not substantiated as illegal harassment or discrimination, the Township will not tolerate inappropriate conduct and recommend appropriate resolution of the matter.

The determination will be reported to the employee who was allegedly subjected to harassment. If the investigation establishes that unlawful harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of the working relationship, will be taken to stop the harassment and prevent its recurrence.

Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the Township's discretion and could include but would not be limited to the following: counseling, warning, demotion, suspension, reprimand, reassignment, or transfer.

The Township encourages employees to utilize the internal process in place to address allegations of illegal harassment or discrimination. However, this policy in no way prohibits or discourages an employee from reporting their concern to the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

Good Faith Rule and False Claims

The Township takes all reports of harassment seriously and will investigate all alleged violations of this policy. Therefore, employees are expected to bring violations to the Township's attention in good faith. Good faith means that the employee has a sincerely held belief, even if erroneous, that the policy has been violated. Allegations made with an absence of good faith are subject to disciplinary action, up to and including discharge.

No Retaliation

The Township will not tolerate retaliation against any employee or other person who in good faith reports a violation or perceived violation of this policy, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Township Supervisor, or to a Township Board Trustee.

Use of Township Computers, Electronics, and Digital Information

General Computer Policies

Only those persons currently employed, (or given special permission), are permitted to use any computer resources owned, rented, or leased by the Charter Township of Oxford regardless of the user's location when accessing the internet. If the account being used is one provided by the Township, only official Township business is to be conducted via that access.

Use of the Township's computer resources, or internet connections are limited to relevant Township business. Personal use of Township computers or systems for illicit purposes such as gambling, obtaining, or distributing pornographic materials, and all other illegal activity is strictly forbidden. The Township actively monitors incoming and outgoing internet traffic for this type of usage on a random basis. All files retrieved by the Township Supervisor's appointed monitor may be submitted to the Supervisor for review.

Only information systems personnel, or authorized contracted agents, may install software or hardware on any of the Township computer systems. The Township Supervisor may, at their discretion, authorize staff to perform specific software and/or hardware installations. All other software or hardware installations are strictly prohibited.

Internet and eMail Use

Access to the internet and use of the Township's email is primarily for the exchange of information and research consistent with the business of the Township.

Employees are expected to use the internet generally for job-related activities and Township business communications. Employees shall not use the internet for inappropriate or unlawful purposes, including, but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications, and obtaining or viewing or downloading information that is unlawful obscene, indecent, vulgar, pornographic, or unrelated to Township business.

Employees may not operate a business through the Township's internet link, send or receive sexually oriented messages or images, subscribe to any non-work related list servers, send mail or other communications, files or programs containing offensive, discriminatory, or harassing statements or materials, including comments based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, height, weight, familial or marital status, pregnancy or related medical condition, arrest record, genetic information, or other characteristics protected by law. Internet and email access shall not cause interference to the network or to the work of others.

Employees should have no expectation of privacy related to internet or email usage. Internet records and records of downloaded files are not private and may be monitored by the Township. Inappropriate or unlawful use, depending on the seriousness of the infraction, can result in disciplinary action, as deemed necessary.

Like all Township records, email may constitute a public record, which is subject to disclosure under the Freedom of Information Act (FOIA), with limited exemptions. All e-mail originating from or received by the Township computer systems is Township property and there is no individual right to privacy on Township computer e-mail. Electronic mail may be monitored by your supervisor, Department Head or Township Supervisor, as deemed necessary.

Social Media

Oxford Township recognizes the importance of social media in today's communication landscape. This policy applies to all Township employees, including elected officials, volunteers, and contractors.

Only authorized employees may make social media posts on official Township accounts. Employees may not comment or post on social media as though they are representing the Township, unless officially designated to do so.

Employees shall maintain professionalism and integrity when using social media platforms and may not post or share confidential or sensitive information related to Township employees, operations, or residents.

We ask that when utilizing social media that you clearly differentiate between personal and professional social media accounts. You are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our open-door approach than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, make sure you are always truthful and accurate when posting information. Never post any information or rumors that you know to be false about the Township, fellow employees, customers, and people working on behalf of the Township.

Employees are prohibited from creating unauthorized accounts that appear to be sponsored by the Township. Do not create a link from your blog, website, or other social networking site to the Township's website without identifying yourself as a Township employee. It is best to include a statement such as "The postings on this site are my own and do not necessarily reflect the views of the Township."

You must refrain from using social media while on working time, unless authorized by the Township.

Employees are encouraged to report violations of this policy. The Township prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, the Township complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password. Nothing in this policy is designed to limit an employee's rights under the Public Employment Relations Act (PERA). If you have questions or need further guidance, please contact the Township Supervisor.

Leaves of Absence

The Township recognizes that employees may require a leave of absence for certain life events. The Township provides different leave options to meet employee needs. Except in emergency situations, all leaves must be approved before taking time off.

During your leave, you are responsible for keeping the Township informed of your status. You are required to report your status, current location, intent to return, and expected date of return to your supervisor every thirty (30) days, except where there is a longer duration on an FMLA certification.

Failure to return from an approved leave on the scheduled date will be considered a voluntary termination of employment, effective at the close of your shift on the third day you fail to report to work.

You may not be employed or engage in any outside employment while off on any approved leave.

Family Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. As a public employer, Oxford Township complies with the FMLA, which provides eligible employees with up to twelve (12) weeks of unpaid leave to care for their own serious medical condition, or that of an eligible family member.

To be eligible for a leave under the FMLA you must have been employed by the Township for at least twelve (12) months. In addition, you must have at least 1,250 service hours during the twelve (12) months preceding the request. An employee may take up to twelve (12) weeks of FMLA leave during a calendar year. FMLA may be requested and authorized for one of the following qualifying reasons:

- The birth, adoption or foster placement of a child with you.
- Your serious mental or physical health condition that makes you unable to work.
- To care for your spouse, child or parent with a serious mental or physical health condition.
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic health condition. Other conditions may meet the definition of continuing treatment.

FMLA Eligible Family Members
For purposes of FMLA, a family member is defined as a parent, child, spouse, or "next of kin" who is a covered service member. The family member must have a physical or mental condition that warrants the employee's participation during the period of medical treatment. "Next of kin" is defined

as the closest blood relative of the injured or recovering service member who is undergoing such medical treatment, recuperation, or therapy, as outlined in the FMLA.

Continuous and Intermittent Leave

Continuous Leave. You have the right to use FMLA leave in one block of time. When there is a need for leave exceeding twelve (12) weeks within a calendar year, employees may qualify for additional non-FMLA medical leave.

Intermittent Leave. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, the Township may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

In accordance with FMLA, when spouses both work for the Township they are required to share the total number of workweeks of FMLA leave available for the following reasons:

- The birth of a child (shared 12 weeks)
- Placement of a child with the employee for adoption or foster care (shared 12 weeks)
- Care for a parent with a serious health condition (shared 12 weeks)
- Care for a military family member with a serious injury or illness (shared 26 weeks)

Compensation on Leave
FMLA provides for unpaid leave. However, the Township may, and does, require you to use available paid time for FMLA leave. Paid time includes your PTO bank, as well as your extended leave bank for absences exceeding five (5) consecutive days. By substituting leave, you continue to receive pay during the leave, but your unpaid FMLA leave available is reduced. All leaves, such as leaves taken in connection with the Short-Term Disability Insurance, other disability leave plans, or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

Benefit Continuation on FMLA
During an approved Family Medical Leave, the Township will continue to make health insurance premium contributions as though you had continued to work, unless you voluntarily drop coverage during your leave. You are required to make any employee paid portion of the premium while on FMLA. Employees are expected to make arrangements with the Clerk's office to submit timely monthly payments for your portion, if any, of the health insurance premiums. To the full extent allowed under the FMLA, the Township reserves the right to recover health insurance premiums from employees who fail to return to work at the end of an FMLA-qualifying leave.

Benefits that operate on an accumulation basis (such as paid time off) on the basis of actual hours worked will not be pro-rated or reduced during an FMLA leave. However, after an FMLA expires, all unpaid time off will be used to pro-rate PTO awards.

Requests for Leave
As soon as you know that you will need time off for an FMLA Leave, continuous or intermittent, you

must submit to your Department Head a completed Leave Request form. When possible, thirty (30) days' notice is required. In the event of any emergency, your request should be submitted to your supervisor not later than forty-eight (48) hours following the commencement of the injury, illness, disability, or "qualifying exigency." If you cannot contact your Department Head personally, please have someone contact him or her on your behalf.

Notice of Eligibility for FMLA

The Township will inform employees requesting leave whether or not they are eligible under the FMLA. In addition, if the Township becomes aware that an employee may have an FMLA- qualifying event, it may notify employees of eligibility. A notice of eligibility will specify any additional information required and the amount of leave available during the calendar year. We will also provide information about your rights and responsibilities.

When a leave is taken for an FMLA-qualifying reason, an employee may not refuse to take leave other than FMLA. The Township must designate leave as FMLA-whenever the FMLA criteria is met.

Medical or Other Certification

You do not have to share a medical diagnosis but must provide enough information so that the Township can determine whether the leave qualifies for FMLA protection. You must also advise us when FMLA leave was previously taken or approved for the same reason when requesting additional leave.

A health care provider's certification is required in cases of serious health conditions, whether the employee's or that of the employee's spouse, child, or parent. Certification is also required where the leave is to care for a covered service member or in cases of a "qualified exigency," as permitted by law. Except for "qualified exigency" leave, the Township also reserves the right to require, at its own cost, a second, or even third medical opinion.

Return from Leave

At the end of an FMLA leave, most employees will be restored to their same position or to an equivalent position, with equivalent pay, benefits, and other employment terms and conditions. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave. However, you are subject to the business circumstances or conditions (such as layoffs) that would have applied to you had you been working. Under limited conditions, certain "key employees" may not be reinstated. Key employees will be provided appropriate notices of this status and reinstatement in accordance with the FMLA.

Upon returning to work after an FMLA leave of absence of a week or more because of your own serious health condition, you must submit a physician's certification stating that you are physically able to return to work. Failure to submit such documentation may delay or prevent your return to work.

Failure to Return from Leave

Failure to return to work on schedule will be considered a voluntary termination of employment, effective at the close of your shift on the third day you fail to report to work. To protect your status with the Township, please follow all procedures for reporting back to work after your family or medical leave of absence.

Outside Employment on Leave

You may not be employed by anyone other than the Township while off on FMLA, or other leave.

The Township is committed to complying with the FMLA. The FMLA prohibits covered employers from interfering with, restraining or denying the exercise of any right provided under the FMLA, or discharging or discriminating against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. The Township will investigate any FMLA complaints and take prompt action to resolve them.

If you have any questions or concerns about this FMLA policy or FMLA leave, please contact the Township Supervisor.

Medical Leave (non-FMLA)

An employee that is not eligible for FMLA may request Medical Leave (non-FMLA). The request for extension must be presented to the Township Supervisor. Medical Leave (non-FMLA) must be accompanied with a certificate from the physician stating the reason and expected duration of the leave. The forms and process used for FMLA will generally be used for all leave requests. An approved Medical Leave (non-FMLA) will not be permitted to extend beyond a total of ninety (90) days.

Continuation of Benefits (non-FMLA Medical Leave)
Employees who are on a Medical (non-FMLA) leave of absence, or any other unpaid non-FMLA leave, will receive an adjustment to their PTO for the anniversary year based on the length of the unpaid leave of absence.

Employees enrolled in Township-sponsored medical insurance coverage may continue that coverage during the unpaid leave provided the employee pays the full cost of required monthly premiums. The Township will not continue to make contributions for healthcare or other benefits while an employee is on unpaid Medical Leave (non-FMLA).

Return from Medical Leave (non-FMLA)
Employees who fail to return on the approved return date will be considered to have voluntarily resigned.

ADA Accommodation

Oxford Township is committed to ensuring that all employees are aware of their rights under the Americans with Disabilities Act (ADA). The Township fully supports and complies with the ADA, which prohibits discrimination against persons with disabilities. If you have taken a leave of absence due to a medical condition and need additional time off or modified duties due to a disability, we will treat the request as one for a reasonable accommodation under the ADA and will interactively work with you to determine if reasonable accommodations may facilitate your return to work.

Bereavement or Funeral Leave

Eligible employees will be excused from work and receive up to three (3) paid days of Bereavement Leave in the event of a death of an immediate family member. Immediate family member would include spouse, child, stepchild, mother, father, stepparent, sister, brother, stepsibling, half-sibling, grandchildren, domestic partner, grandparents, current mother-in-law, father-in-law, sister-in-law, brother-in-law.

Jury Leave

Regular full-time employees called for jury duty service shall be excused to appear in court and will be paid the difference between the employee's regular wage and the jury duty pay, excluding mileage and travel fees for all days the employee is required to appear for jury duty. Employees shall be paid at the regular rate, as if the employee had worked. As such, the payment issued for jury duty by the court must be endorsed and provided to the Township. The employee should provide the Township Clerk with verification of any pay received from the court.

An employee that is excused or released from jury duty before the end of the scheduled workday must return to work.

Military Duty Leave

Oxford Township provides military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees are eligible for military leave if they serve in the uniformed services, including active duty, training duty, or emergency active duty.

Military leave is without pay. However, employees may elect to use available PTO while on military leave, or they may take the leave as unpaid.

Employees who require leave should inform the Township Supervisor as soon as they receive their orders of the date that the employee must leave for service. Employees must provide prior oral or written notice before taking military leave, unless precluded by military necessity. The Township may request documentation for leaves exceeding thirty (30) days.

Military leave time will be counted toward benefit eligibility vesting and calculations.

Personal Leave of Absence

Oxford Township recognizes that there may be compelling personal reasons for an employee to request a leave of absence that is not related to a medical condition. An employee who has worked with the Township at least twelve (12) months may request a personal leave of absence for up to thirty (30) calendar days.

A personal leave request will be granted at the Township's sole discretion, depending on workload and business considerations. A request for leave must be in writing and submitted to and approved by the employee's Department Head and communicated to the Township Supervisor. The request should include the reason for request and the expected duration of the leave. The Township is in no way obligated to hold the position open during a personal leave.

If granted, a Personal Leave will be unpaid, and benefits will not continue to accumulate during the absence. Employees who have medical insurance coverage may continue that coverage during the leave, provided the employee pays the entire required premiums.

Victims of Crime Leave

The Township will grant reasonable and necessary leave from work, without pay, to employees who

are victims of a crime or employees who are representatives of victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the Township reasonable notice that leave under this policy is required.

All employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Separating from Township Employment

Employees may leave Township employment for any number of reasons and may be voluntary or involuntary.

Voluntary Separation

Voluntary separation from the Township can occur due to retirement or resignation. All voluntary separations should include at least a two (2) week written notice. An employee shall be entitled to payment of compensation due for all hours worked. The Township reserves the right to deduct monies owed to the Township at the time of termination from the final compensation check (i.e., overpayments, unreturned property, etc.).

Resigning employees or appointed officials providing at least two weeks written notice will be paid for any awarded but unused, PTO, as calculated on a prorated basis based on the date of termination. Employees that fail to provide notice shall forfeit all unused PTO.

Resignation notice should be submitted to your Department Head and/or to the Supervisor. The notice shall be in writing and will be retained in the personnel record. Your supervisor will arrange to collect all Township equipment prior to your last day of work. The Department Head, or designee, is responsible to ascertain that all Township property has been returned.

Employees electing to resign or retire are prohibited from using up PTO and remain "on the books" to extend employment benefits such as medical and hospitalization coverage. Unless explicitly authorized by the Township Supervisor, an employee may not use PTO during the notice period prior to resignation or retirement. Employees are generally expected to work through their last day of employment. Payment for the last days worked, final calculation for unused PTO, and any in lieu of medical benefits/cash plan and other benefits, will also be included as final compensation and may be paid by the pay date following your final pay period.

Involuntary Termination or Discharge

Involuntary separation may be due to a layoff or discharge. In the event of a layoff, separated employees shall be paid all unused PTO, based on the salary or wage in effect at the time of the layoff. Employees recalled from layoff will return to Township services without loss of credited service time for the purpose of determining benefit levels (i.e., PTO award rates, etc.).

If discharged for violation of conduct or other policies, the Township will not issue payment for unused PTO.

Unemployment Insurance Agency Benefits

Upon involuntary separation of employment, you may be entitled to state and federal unemployment insurance benefits. The Township will respond to all claims received by Michigan's Unemployment Insurance Agency (UIA). Final determination of unemployment benefits shall be determined by the UIA.

Receipt of Employee Handbook and Employment-At-Will Statement

(A copy to be kept in personnel file)

This is to acknowledge that I have received a copy of the Oxford Township Employee Handbook and I understand that it contains information about the employment policies and practices of the Township. I agree to read, understand and comply with the policies described in this Employee Handbook, specifically the "Limitation Period". I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing Township may require changes from time to time. I understand that the Township retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Township. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I agree that any lawsuit arising out of my employment with, or my application for employment with, Oxford Township must be filed within six (6) months after the date of the employment action that is the subject of the lawsuit, or if there is a limitations period provided by law that is less than six (6) months, the shorter time frame shall apply. However, this shortened statute of limitations does not apply to applicable federal employment discrimination lawsuits, including claims under the EPA, as well as any charges filed with any state or local Fair Employment Practice Agency (FEPA) whose charges could be dually filed with EEOC, as they are exempt from any limitation period that may be referenced anywhere else within this document.

I understand that except for the policy of at-will employment, the Township reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be approved by the Township Board. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS TOWNSHIP IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE TOWNSHIP OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO

TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE TOWNSHIP IS AUTHORIZED TO ENTER INTO AN AGREEMENT, EXPRESS OR IMPLIED, WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE TOWNSHIP SUPERVISOR.

I understand that this Employee Handbook refers to current benefit plans maintained by the Township and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or a member of management.

I acknowledge that the Township's responsibility is to present the Oxford Township Employee Handbook to each employee/appointed official. Failure to sign and/or acknowledge the Oxford Township Employee Handbook does not exempt an employee/appointed official from agreeing to abide by its contents and all current and future amendments.

_____

DATE

_____

EMPLOYEE SIGNATURE

Record of Amendment

Amended: June 11, 2014 (Vacations, P. 11)
Amended: December 12, 2018
Amended: January 9, 2019 (Substance Abuse, Jury Duty, Family and Medical Leave Sections)
Amended: February 13, 2019 (Employment of Relatives, and Overtime/Compensatory Time Sections)
Amended: February 12, 2020 (Paydays and Timekeeping, P. 10)
Amended: June 28, 2021 complete review and update by Attorney
Amended: October 13, 2021 (STD, Extended Time Off Allowance)
Amended: July 12, 2023 (Addition of Paid Time Off (PTO) Policy, Removal of Vacation and Personal Time Sections and Adjustment to Corresponding References, Amendment to Holidays Section for 13th Holiday.)
Amended: May 8, 2024 (Sections reorganized or renamed. Employment Basics revised to Employment Categories with subsections for full-time, part-time, temporary, deputies. FLSA Employment Status section added with subsections for FLSA non-exemption and Exempt. Operational and Working Hours added. Confidentiality and Public Disclosure section added to include previous Social Security Privacy Act sub-section. Compensation and Pay Practices Section added to include sub-sections for Payroll Period, Timekeeping, Payroll Corrections, Lunch and Relief, Salary and Wage Rates, Overtime, Compensatory Overtime, and Comp Time for Election Duties, Flex Time, Compensation Adjustments. A Paid Time Off Section was added to include sub-sections for PTO, PTO Awards, PTO Use, Donating PTO, Extended Leave Banks. Holiday section was modified. Health and Other Insurance Section added to include sub-sections on Medical and Hospitalization Insurance, Opt-Out, Dental, Vision, Life Insurance, STD, and Workers Compensation. A separate Retirement Savings Plan section was added. Miscellaneous Fringe Benefits section added to include Tuition Reimbursement and Professional Development. Individual Personal Business Expense Reimbursement was updated with sub-sections for Expense Report Submissions, Reimbursable Expenditures. Township Vehicle name change to Use of Township Vehicles. Performance and Conduct Expectations section added to include sub-sections for Performance Evaluations, Attendance and Tardiness, and Standards of Conduct. Corrective or Disciplinary Action was added followed by Access to Employee Personnel Records. Substance Abuse policy was renamed as Drug-Free Workplace to include sub-sections for Screening for Substance Use. Workplace Safety was reorganized to include subsections for Property Searches and Workplace Violence. Prohibited Harassment section updated tile to include Discrimination, to include subsections for Reporting a Violation of Illegal Harassment to Discrimination, Investigation Protocols, Resolution of Complaint Allegations, Good Faith Rule and False Claims, and No Retaliation provisions. The Computers section was renamed Use of Township Computers, Electronics, and Digital Information which includes provisions for General Computer Policies, Internet and eMail Use, and Social Media. If You Need a Leave of Absence was updated to the section title of Leaves of Absence and reorganized to include sub-sections for FMLA, Medical Leave (non-FMLA), ADA Accommodation, Bereavement of Funeral Leave, Jury Leave, Military Leave, Personal Leave of Absence, Victims of Crime Leave. If You Leave Our Employment was updated to Separation from Township Employment with subsections for Voluntary and Involuntary Separation.)

Date: May 8, 2024

To: Board of Trustees

From: Personnel Committee
(Catherine Colvin, Susan McCullough, Margie Payne, Curtis Wright)

Re: Resolution to Establish Committees

Dear Board Members:

Attached for your consideration of approval is a final draft copy of a Resolution to create Committees.

The following is a PROPOSED motion provided by Attorney Nancy Olind from The Kelly Firm:

"I move to approve the Resolution to Establish Policy and Standards For Establishing Board of Trustee Committees and authorize the Clerk to execute and file the same."

CHARTER TOWNSHIP OF OXFORD
COUNTY OF OAKLAND
STATE OF MICHIGAN

RESOLUTION
TO ESTABLISH POLICY AND STANDARDS
FOR ESTABLISHING BOARD OF TRUSTEE COMMITTEES

WHEREAS the Charter Township of Oxford recognizes the need for a committee to serve as advisory or other resources from time to time; and

WHEREAS the Charter Township of Oxford desires to use a standardized policy guiding approval for Board of Trustee established committees and related protocols ***(Exhibit A);*** and

WHEREAS, the Board may use a uniform approach to the application and review process when considering individuals for appointment to such bodies.

NOW THEREFORE BE IT RESOLVED THAT the Township Board adopts the Policy Creating Committees establishing recommended protocols and standards establishing such bodies; and

BE IT FURTHER RESOLVED THAT the Township Board adopts the procedures and application for appointment form for placement.

MOVED: SECONDED:

Ayes:
Nays:
Absent:

Adopted at a regular meeting of the Charter Township of Oxford Board of Trustees held on the 8th day of May 2024.

_____
Curtis W. Wright, Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I, Curtis W. Wright, duly elected Clerk of the Charter Township of Oxford do hereby certify that the foregoing is a true copy of a Resolution adopted by the Charter Township of Oxford at a regular meeting of the Board of Trustees held on the 8th day of May 2024

_____
Curtis W. Wright, Clerk

Exhibit A

Charter Township of Oxford
Board of Trustees Policy

Policy Title:	Creation of Committees for Charter Township of Oxford Board of Trustees		
Resolution Number:		**Original Effective Date:**	May 8, 2024
Review Date:	05/08/2029	**Revised Effective Date:**	

1. Purpose and Scope:

This policy outlines the procedures and guidelines for the creation and operation of committees by the Oxford Charter Township Board of Trustees ("Board"). The Board recognizes the importance of addressing the various needs and issues facing our community and believes that committees can provide valuable insights, expertise, and support in achieving our goals. Committees are intended to serve as a means to facilitate the efficient and effective operation of the Township government, encourage citizen engagement, and to promote transparency and accountability in decision-making processes.

As such, committees may be established to enhance the effectiveness of the Township Board in addressing specific issues or matters of concern to the community and shall be governed by this policy. The Board shall officially establish a committee through a formal Resolution or motion during a regular Board or Special meetings of the Board of Trustees. The Resolution or motion should specify the committee's purpose, composition, and expected duration.

2. Definition of a Committee:

A committee is a specialized group of individuals assembled by the Township Board to study, investigate, or make recommendations on specific topics or issues within the jurisdiction of the Township. Unless explicitly stated otherwise, committees shall be advisory bodies with no decision-making authority. Committees may be formed for various purposes, including but not limited to research, planning, policy development, and community engagement.

All committees shall exist to enhance the efficiency and effectiveness of local governance and better serve the needs of Township residents, employees, visitors, and customers. Each committee shall have a specific and clearly defined purpose, scope, as well as an operational timeframe established by the Township Board. Committees shall adhere to all applicable laws, regulations, and policies governing Township operations.

The Board shall specify the expected duration of each committee's existence in the Resolution or motion that creates it and may modify its expectation, as provided in this policy. The creation of a committee requires a majority vote of the Township Board.

3. Eligibility and Composition:

The Supervisor is responsible for ensuring a clear statement of the committee's purpose, objectives, expected outcomes, and the anticipated duration of its existence is made to create a committee. Committees may be created by a majority vote of the Township Board at a regular or special meeting. The size and composition of each committee shall be determined by the Township Board at the time of its creation, specifying the number of members and whether Board members, Township staff, residents, or other stakeholders may serve on the committee. Board members may volunteer to serve on committees or be appointed. All committee members should possess relevant knowledge, expertise, or interest in the subject matter being addressed by the committee.

All non-elected committee members shall have a completed application on file with the Township Clerk. The application may be completed and submitted to the Township within a reasonable time after an appointment is made, as necessary.

4. Appointment of Committee Members:

Any member of the Township Board of Trustees may propose the creation of a committee and its membership. Appointments are subject to majority approval of the Township Board.

Township Board members interested in serving on a committee shall express their interest during the Board meeting when the committee is established, and their appointment shall be confirmed by a majority vote of the Township Board. Board members serving on a committee shall be generally limited to no more than three (3) elected/appointed officials. In the event more than three Board members are appointed to a committee, it shall be subject to all provisions of the Open Meetings Act. As such, committees with four or more Board members shall post all committee meeting notices, provide an agenda, produce formal meeting minutes for publication, and all other requirements to ensure public access to any committee meeting, as required by law.

Township employees may serve as committee members.

Members of the public may be nominated and appointed to a committee by any Board member. Public members may be non-residents, provided their membership ensures representation of relevant knowledge or experience related to the committee's purpose. Residents may express interest in appointment(s) for current or future vacancies by completing an application, which shall be available to all residents through the Township website and shall also be available through the Township Clerk's office. The Board shall review applications and select residents, as applicable, to serve on the committee based on qualifications, experience, and the need for diverse perspectives. The Board shall strive to ensure committees include representation from diverse backgrounds and perspectives within the Township.

5. Chairperson and Leadership:

Each committee shall appoint a Chairperson from among its members. Co-chairs may be appointed, as necessary. Alternatively, the Township Supervisor may designate a chairperson for the committee at the time the committee is formed, or as otherwise determined by the Board.

The chairperson shall serve as the primary point of contact between the committee and the Township Board and shall be accountable for coordination of the committee's activities, leading its meetings, and representing the committee to the Township Board.

Each committee shall designate a member to serve as scribe. This responsibility may be rotated among members. The scribe shall be responsible for taking meeting notes and providing meeting minutes to the Chairperson and to the Clerk, within a reasonable time after the meeting, but prior to the next meeting.

6. Responsibilities of Committees:

Committees shall operate within the scope and purpose defined by the Township Board and shall adhere to the timeline established for their work. As such, committees shall meet as needed. All committee meetings shall be subject to the provisions of the Open Meetings Act, as applicable.

Committees will provide regular updates to the Township Board on the status of the committee's progress and findings. A formal report shall be provided to the Township Clerk for record-keeping at least once per month, or as otherwise directed by the Board.

Committees shall prepare and submit their final reports, recommendations, or other deliverables to the Township Board for review and consideration within the required time periods established upon creation of the committee. In the event the goal of the committee is not met within the allocated time period, the committee should provide notice or request an extension, prior to the due date.

Committees shall be advisory, in general, and are not authorized to take action or make decisions on behalf of the Township. Any final reports and recommendations of committees shall be submitted to the Township Board for consideration and action.

7. Committee Compensation:

Committee members may receive compensation for attendance or authorized actual expenses, at the discretion of the Board of Trustees. When determining compensation, the Board shall consider factors including, but not limited to, the size and composition of each committee, meeting frequency, and the nature, complexity, and exposure of the task or issue at hand. Typically, compensation will be limited to per meeting payments, determined by the Board at the time of the creation. Compensation rates should be included in the Resolution or motion authorizing the creation or amendment to the committee. When actual expenses are approved, committee members must follow the Township's reimbursement policy, as outlined in the Employee Handbook.

8. Continuation of Membership:

To remain an active member of a committee, the member should attend the majority of all meetings. It is expected that members will arrive on time and prepared to actively engage in the meeting.

Members that are no longer interested in serving on the committee are encouraged to complete their term. However, members deciding to resign from service should notify the Chairperson or Board of Trustees as soon as possible. The Board may decline to replace committee members, at their discretion.

If a committee member is not able to attend meetings or has failed to be prepared or complete an assigned task, another member may request removal, subject to the approval of the Board of Trustees. Otherwise, committee members may be removed at any time by a majority vote of the Board of Trustees.

9. Dissolution of Committees:

Committees shall be dissolved upon completion of their assigned tasks or otherwise at the discretion of the Township Board. Alternatively, the Board may dissolve a committee if it determines that the committee is not functioning effectively or is no longer necessary, as determined by a majority Board vote.

10. Amendment and Review:

This policy should be reviewed every four (4) years, or as otherwise determined by the Board. This policy may be amended at any time, as needed by the Township Board to ensure its continued effectiveness and relevance.

11. Compliance and Oversight:

11.1. Compliance with this policy shall be overseen by the Board of Trustees.

11.2. Any disputes or concerns related to committee structures shall be resolved through Board action.

12. Effective Date:

This policy shall become effective immediately upon approval by the Township Board.

Date: May 8, 2024

To: Board of Trustees

From: Personnel Committee
(Catherine Colvin, Susan McCullough, Margie Payne, Curtis Wright)

Re: Resolution to Assign/Compensate Non-Statutory Duties

Dear Board Members:

Attached for your consideration of approval is a final draft copy of the documents to assign and compensate Township Board members for performing non-statutory duties.

The following is a PROPOSED motion provided by Attorney Nancy Olind from The Kelly Firm:

"I move to approve the Resolution to Establish a Policy for Standards Regarding Assignment and Compensation for Board Member Performance of Non-Statutory Duties and authorize the Clerk to execute and file the same."

CHARTER TOWNSHIP OF OXFORD
COUNTY OF OAKLAND
STATE OF MICHIGAN

RESOLUTION
TO ESTABLISH A POLICY FOR STANDARDS REGARDING ASSIGNMENT AND COMPENSATION FOR BOARD MEMBER PERFORMANCE OF NON-STATUTORY DUTIES

WHEREAS the Charter Township of Oxford desires to use a standardized policy guiding approval for Board of Trustee member assignments and compensation for performance of non- statutory duties ***(Exhibit A);*** and

WHEREAS the Charter Township of Oxford recognizes the need for occasional performance of non-statutory duties; and

WHEREAS the Board may determine an Official possesses the requisite knowledge, skill, ability, or interest to perform such duties that may be of value to the Township and its residents from time to time; and

WHEREAS the Charter Township of Oxford understands performance of such additional duties must not create a conflict or incompatibility with the designated official's office or statutory duties; and

WHEREAS, pursuant to MCL 41.96, the Township may determine reasonable compensation for a Board member's performance of such non-statutory duties.

NOW THEREFORE BE IT RESOLVED THAT the Township Board adopts the Policy for Non-Statutory Duty Assignment and Compensation establishing recommended protocols and standards for Board member assignments and compensation of non-statutory duties.

MOVED: SECONDED:

Ayes:
Nays:
Absent:

Adopted at a regular meeting of the Charter Township of Oxford Board of Trustees held on the 8th day of May 2024.

_____
Curtis W. Wright, Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I, Curtis W. Wright, duly elected Clerk of the Charter Township of Oxford do hereby certify that the foregoing is a true copy of a Resolution adopted by the Charter Township of Oxford at a regular meeting of the Board of Trustees held on the 8th day of May 2024.

_____

Curtis W. Wright, Clerk

Exhibit A

Charter Township of Oxford
Board of Trustees Policy

Policy Title:	Non-Statutory Duties Compensation for Charter Township of Oxford Board of Trustees		
Resolution Number:		**Original Effective Date:**	05/08/2024
Review Date:	05/08/2029	**Revised Effective Date:**	

1. Purpose

This policy serves as a framework to guide the Charter Township of Oxford Board of Trustees in making fair and transparent decisions for determining compensation to its Board members for non-statutory duties. It emphasizes accountability and the responsible use of public funds while recognizing the valuable contributions of elected officials to the community.

Michigan law allows township boards to assign additional, non-statutory duties to township board members and to authorize payment for those services, as the township board deems reasonable (MCL 41.96). The purpose of this policy is to establish guidelines for providing authorization for the performance and compensation of non-statutory duties to members of the Oxford Township Board of Trustees. This policy aims to ensure transparency, fairness, and accountability in the compensation process.

2. Definitions

2.1. "Board Member" refers to an elected member of the Oxford Township Board of Trustees.

2.2 "Officer" refers to the Township Supervisor, Clerk, and/or Treasurer.

2.3 "Official" shall mean any member of the Board of Trustees.

2.4 "Non-Statutory Duties" or "additional services" encompass tasks and responsibilities that are not mandated by state law or local ordinances but contribute to the efficient and effective operation of the Township and the well-being of its residents. In most instances, a Board member is acting as a "quasi-employee" when tasked to perform non-statutory duties. In other words, the duties have some, but not all, features of a role performed by a non-elected employee.

2.5 "Statutory Duties" are such duties assigned to Township Board members by Michigan Statute. Specific duties are provided for the Offices of Supervisor, Clerk, Treasurer, and Trustee. Additional services must, by definition, be outside the statutory duties of an official's office.

3. Principles Guiding Assignment and Compensation for Non-Stautory Duties

3.1. The Board may vote to authorize a board member to perform, with or without compensation, non-statutory duties.

3.1.1 The Board shall not be required to compensate a Board member for non-statutory duties. Compensation for non-statutory duties shall be permitted only when a complete evaluation of the duties is performed by the Board to determine eligibility.

3.1.2 Non-statutory duties taken on by any board member, with or without compensation, must be explicitly authorized by a majority vote of the Board.

3.1.3 Non-statutory duties may only be assigned to a Board member *after* the Board has determined that no incompatibility of offices exists.

3.2 Compensation should be reasonable and commensurate with the time, effort, urgency, and responsibilities associated with the non-statutory duties. The Board shall consider the complexity of the assigned duties and the expected deliverables.

3.2.1 No payment for non-statutory duties may be requested or issued retroactively. A compensation structure for non-statutory duty pay must be established by the Board of Trustees prior to requesting payment or issuing payment.

3.2.2 Transparency: All compensation decisions shall be made publicly by Resolution or motion, which shall be available and easily accessible to residents.

3.2.3 Accountability: Compensation decisions shall be subject to review and amendment, subject to Board discretion. Board members shall be accountable for their participation in non-statutory duties.

4. Eligibility

4.1. A Township Board member cannot receive compensation or serve in any employment position, including emergency medical services personnel, firefighter or police officer of any sort, or as an additional non-statutory duty.

4.2 All elected Board members are eligible to receive compensation for non-statutory duties as long as they actively participate in the relevant activities and the Board has determined compensation is for only non-statutory duties.

5. Voting for Assignment of Non-statutory Duties or Compensation

A Board member may abstain from voting only if the other members present unanimously vote to allow him or her to abstain (MCL 42.7).

6. Designation of Non-Statutory Duties

6.1 After confirming the duties or tasks are non-statutory, the Board shall articulate in writing the specific duties to be performed.

6.2 The majority of the Board must vote to determine if non-statutory duties may be assigned. A township board member is not prohibited from voting to assign him or herself additional non-statutory duties.

7. Compensation Process

7.1. Compensation for non-statutory duties shall be approved by a majority vote of the Board of Trustees during a regular or special Board meeting.

7.2. Compensation decisions should consider factors such as the nature of the non-statutory duties, the time commitment required, and the impact on the Township and its residents.

7.3. Compensation may be provided as determined by the Board of Trustees.

7.3.1. Stipends: Fixed compensation for completion of specific non-statutory duties or responsibilities. Compensation may only be issued upon satisfactory completion of the assignment.

7.3.2. Reimbursements: Reimbursement for actual and necessary expenses incurred while performing non-statutory duties. Compensation may be issued, explicitly as prescribed by Township Expense Reimbursement policy, as outlined in the Employee Handbook.

7.3.3 Fixed hourly rate: A fixed hourly rate may be determined for performance of non-statutory duties. The rate must be determined before the performance of non-statutory duties. The Board may assign a maximum number of hours that may be issued. Compensation may only be issued upon satisfactory submission of completed hours of work on the assignment.

7.4 Compensation rates and limits, if any, shall be established by a separate resolution or motion and reviewed periodically to ensure alignment with the principles of fairness and transparency. A Template Resolution is provided in **Appendix A**.

7.5 The majority of the Board must vote to determine if non-statutory duties may be compensated.

7.6 A township board member is not prohibited from voting to assign him or herself compensation for additional duties.

8. Reporting

8.1. The Township shall maintain a record of compensation provided to Board members for non-statutory duties, including the details of the activities performed and the amounts paid.

8.2. A summary of compensation provided to Board members shall be made available to the public on the official website or through other means of public communication.

9. Compliance and Oversight

9.1. Compliance with this policy shall be overseen by the Board of Trustees.

9.2. Any disputes or concerns related to compensation for non-statutory duties shall be resolved through Board action.

10. Amendment and Review

This policy should be reviewed every four (4) years, or as otherwise determined by the Board. This policy may be amended at any time, as needed by the Township Board to ensure its continued effectiveness and relevance.

11. Effective Date

This policy shall become effective immediately upon approval by the Township Board.

Exhibit A

TEMPLATE FOR BOARD USE

Appendix A

CHARTER TOWNSHIP OF OXFORD
COUNTY OF OAKLAND
STATE OF MICHIGAN

RESOLUTION
TO APPROVE ASSIGNMENT AND COMPENSATION FOR BOARD MEMBER PERFORMANCE OF NON-STATUTORY DUTIES

WHEREAS the Charter Township of Oxford adopted a policy to establish guidelines regarding the assignment and compensation for the performance of non-statutory duties by its Board officials; and

WHEREAS the Charter Township of Oxford has determined the need for such and finds a Board official possesses the requisite experience, skill, or interest to perform such duties; and

WHEREAS the Charter Township of Oxford has determined the additional duties do not create a conflict or incompatibility with the official's designated Office of Trustee; and

WHEREAS, pursuant to MCL 41.96, the Charter Township of Oxford may determine reasonable compensation for a Board officer's performance of non-statutory duties.

NOW THEREFORE BE IT RESOLVED THAT the Charter Township of Oxford Board of Trustees assigns [insert name and office: i.e., Trustee XXX] the following non-statutory duties: [insert list of duties]; and

NOW THEREFORE BE IT RESOLVED THAT [insert Trustee XXX] shall be required to produce the following deliverables or outcomes:

1. [insert required outcome/deliverable]; and

NOW THEREFORE BE IT FURTHER RESOLVED THAT [insert Trustee XXX] shall be compensated as follows for performance of non-statutory duties:

2. Trustee shall be paid [an hourly rate/stipend] of [$xx.xx per hour, up to a maximum of xx hours/$xx.xx, paid as a flat rate stipend].

3. Trustee shall be reimbursed for actual pre-authorized expenses, as prescribed in the Township Reimbursement policy.

4. Payment shall be issued upon successful completion of the outcome or deliverables described above.

5. This resolution shall become effective [upon Board approval/ enter alternative effective date].

MOVED: SECONDED:

Ayes:
Nays:
Absent:

Adopted at a regular meeting of the Charter Township of Oxford Board of Trustees held on the____ day of _____.

_____
Curtis W. Wright, Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I, Curtis W. Wright, duly elected Clerk of the Charter Township of Oxford do hereby certify that the foregoing is a true copy of a Resolution adopted by the Charter Township of Oxford at a regular meeting of the Board of Trustees held on the ___ day of _____.

_____
Curtis W. Wright, Clerk

Date: May 8, 2024

To: Board of Trustees

From: Personnel Committee
(Catherine Colvin, Susan McCullough, Margie Payne, Curtis Wright)

Re: Committee and Commission Application Process

Dear Board Members:

Attached for your consideration of approval is a final draft copy of the Standard Operation Procedure for Committee and Commission Application Process.

The following is a PROPOSED motion provided by Attorney Nancy Olind from The Kelly Firm:

"I move to approve and adopt the Application form and standard operating guidelines to review express and review interest in serving on a Township committee or board and authorize the Clerk to publish and disseminate the same."

Oxford Township Board of Trustees
Standard Operation Procedure
Committee and Commission Application Process

Individuals seeking appointment to boards, commissions, and committees are subject to the appointment or approval authority of the Oxford Township Board of Trustees. An application to serve shall be completed by all appointees, prior to or upon appointment. Applications are available on the Township website or can be obtained from the Township Clerk's Office.

Purpose
The purpose of the application process is to provide information related to an individual's knowledge, experience, and interest in serving Oxford Township. This information may be utilized to determine the appropriateness of an appointment and to ensure there is a record of interest on file with the Township.

Notice
Thirty days before any committee or member expiration date(s), the Township Clerk will post a notice of the intended vacancy on the Township website. Board members will be advised as well. The notice shall include a description of the function, membership requirements, any per diem paid, term of appointment, method of work, and due date.

Application Completion
Interested individuals will be directed to complete an Application for Appointment, which can be downloaded from the website or obtained from the Clerk's Office. Those wishing to be re-appointed will also be required to complete an Application for Appointment.

Individuals that may be appointed outside of the application process, or otherwise appointed based on a Board member's recommendation, shall be required to complete and submit an application within a reasonable time following the appointment.

All applications shall be placed on file with the Township. An application is provided as Exhibit A.

Application Submission
Applications may be submitted at any time and may remain on file for two (2) years.

Applications for posted vacancies should be submitted to the Township Clerk no later than the designated posting date to be considered for an appointment. Applicants for posted vacancies

must include any required documentation noted on the posting and may also include non-mandatory items such as a resume, letter of intent, or work samples.

Committee applications should be sent to:

Office of the Township Clerk
300 Dunlap Road
Oxford, MI 48371

Application Procedure
All applications received by the Clerk's Office will be distributed to all board members for review and consideration.

Consideration for Appointment
In the event there are multiple applications for the same position, applicants may be notified the Board will consider their application. Applicants may be invited to present their interest and qualification to the Board in a public meeting. The Board of Trustees may determine not conduct interviews or hear verbal applications for any position(s), unless required by law.

Appointment
Upon selection for an open position, applicants will receive an Appointment Letter. Applicants shall sign the letter indicating acceptance of appointment. Acceptance shall be filed with the Clerk's Office for record-keeping purposes.

Record Keeping
The Township Clerk, or designee, will coordinate and oversee the process of maintaining all records on committee appointments.

Exhibit A

CHARTER TOWNSHIP OF OXFORD

COMMISSION AND COMMITTEE APPLICATION

DATE:_____

TELL US ABOUT YOURSELF:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

LENGTH OF TIME LIVING IN OXFORD TOWNSHIP: _____

ARE YOU A REGISTERED VOTER IN OXFORD TOWNSHIP: YES:_____ NO:_____

Note: Applicants may attach resume or other documents to support this application.

PLEASE TELL US ABOUT YOUR EDUCATIONAL AND PROFESSIONAL BACKGROUND

HIGH SCHOOL: _____

COLLEGE/UNIVERSITY: _____

TRADE OR BUSINESS SCHOOL: _____

MOST RECENT EMPLOYER _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____

EMAIL _____

PLEASE TELL US ABOUT YOUR PROFESSIONAL AND WORK EXPERIENCE

PLEASE TELL US ABOUT ANY VOLUNTEER OR COMMUNITY EFFORTS:

ARE YOU RELATED TO A CURRENT BOARD OR COMMITTEE MEMBER?

YES:_____ NO:_____

IF SO, PLEASE NAME EACH INDIVIDUAL AND WHERE THEY SERVE:

HAVE YOU EVER SERVED ON A BOARD OR COMMITTEE?

YES: _____ NO:_____

IF SO, PLEASE DESCRIBE AND INCLUDE NAME OF BOARD/COMMITTEE AND TERM.

TELL US HOW YOUR APPOINTMENT WILL BENEFIT OXFORD TOWNSHIP:

_____

APPLICANT SIGNATURE **DATE**

Note: Applications shall become a public record subject to disclosure under Michigan's Freedom of Information Act.

FOR OFFICE USE ONLY

Date: _____

_____VOTER STATUS CONFIRMED

_____CONFIRMED COMPLIANCE WITH ALL STATUTES

_____ TOWNSHIP TAXES CURRENT?

CONFIRMED:_____

Date: May 8, 2024

To: Board of Trustees

From: Curtis W. Wright, Clerk

Re: Oxford Township Procurement Policy

Dear Board Members:

Attached for your consideration of approval is an updated copy of the Oxford Township Procurement Policy.

A copy of the current Procurement Policy is enclosed for comparison purposes.

The following is a PROPOSED motion:

I move to approve the Oxford Township Procurement Policy as presented to be effective immediately.

CHARTER TOWNSHIP OF OXFORD
300 Dunlap Road • Oxford, Michigan 48371
Phone: (248) 628-9787 • Fax: (248) 628-8139
www.oxfordtownship.org

PROCUREMENT POLICY

1. **Purpose:** The goal of the Charter Township of Oxford in implementing this Procurement Policy is to purchase and provide goods and services for all Oxford Township public service departments.

2. **Policy Objectives:** It is the objective of Oxford Township to implement procedures to support an audit trail to insure internal control while making purchases in a timely manner and maintaining the procurement system of quality and integrity.

3. **Mission:** To provide equal opportunity to the vendor community to provide goods and services for the benefit of all Oxford Township departments, through an effective and efficient procurement process.

4. **Responsibility:** The Oxford Township Supervisor, Treasurer and Clerk are authorized by the Oxford Township Board of Trustees to administratively and responsibly procure goods and services up to $10,000.00. Any purchase of goods and/or services greater than the authorized amount shall be approved by the procurement requirements as established by the Charter Township of Oxford Board of Trustees on a case-by-case basis, unless determined otherwise by the Charter Township of Oxford Board of Trustees.

5. **Code of Conduct:** This Procurement Policy applies to all employees, appointed members of any board or commission and elected officials of the Charter Township of Oxford. Any official or employee of Oxford Township involved in the procurement process is expected to conduct themselves in a professional and ethical manner. As a representative of Oxford Township, good judgment and high standards of integrity must be demonstrated at all times.

6. **Overview:**

   a. **Purchases of Goods and Services by Supervisor, Treasurer and Clerk**

      i. **$0.00 to $10,000.00**

      The Oxford Township Supervisor, Treasurer and Clerk have the authority to administratively procure goods and services costing up to $10,000.00. If the supervisor, treasurer or clerk administratively procures any goods and/or services, he/she shall be responsible for the approval and expense account coding of the invoice(s) for payment. Any purchases made using an approved Charter Township of Oxford credit card shall be subject to the Credit Card Policy.

      ii. **$10,000.01 to $100,000.00**

      Vendor selection for the purchase of goods and services valued greater than $10,000.00 to $100,000.00 shall require a minimum of three (3) written quotes submitted to the Oxford Township Board of Trustees for consideration of approval.

   b. **Purchases of Goods and Services greater than $100,000.00**

      Vendor selection for the purchase of goods and services valued in excess of $100,000.00 shall require a Request for Proposal (RFP), also referred to as a "bid," to be prepared. Written competitive bids shall be submitted to the Oxford Township Board of Trustees for consideration of approval. The Oxford Township Board of Trustees reserves the right to waive the competitive bidding process for vendor selection.

A summary of the overview is attached as **Exhibit A.**

7. Request for Proposal:

For services requiring a Request for Proposal that shall be awarded by the Charter Township of Oxford Board of Trustees, the vendor shall provide, at a minimum:

a. A detailed description of the good(s) or service(s) to be provided.

b. Proposed delivery date of the goods, or proposed commencement date for proposed services to be provided.

c. Proposed completion date for services to be provided.

d. The vendor's qualifications.

e. The vendor's municipal experience.

f. Specific experience with the service(s) to be provided.

g. If applicable, references, performance bonds and any warranties shall be provided as requested for services.

h. The names of employees that will be assigned to work with Oxford Township.

i. A list of certifications relevant to the service to be provided.

j. Any potential conflicts of interest.

k. The vendor's policy regarding payment for services rendered, and any other incidental expenses not included in the Request for Proposal.

l. Any additional acquisition costs, fees or other Oxford Township financial obligations.

m. Adequate bonding and insurance if required.

For goods and services requiring a Request for Proposal that shall be awarded by the Charter Township of Oxford Board of Trustees, the Charter Township of Oxford shall provide to the prospective bidders:

a. The deadline to submit their RFP.

b. The date, time and place that bids will be publicly opened.

c. Address to which bids are to be submitted.

All bids shall include a statement that the Charter Township of Oxford reserves the right to accept other than the lowest qualified bidder, and the Charter Township of Oxford Board of Trustees reserves the right to accept or reject any and all bids. Failure to follow these guidelines will result in disqualification from the bidding process.

8. Vendor Selection:

The Charter Township of Oxford shall consider the following factors in selecting a vendor:

a. Is the vendor qualified to provide the required goods and services?

b. Does the vendor provide the best mix of quality, service and price for the specified need?

c. Can the vendor provide the goods and/or services in a timely manner?

d. Is the vendor's price(s) fair and reasonable?

e. What is the vendor's performance history?

f. For services, will the vendor perform the work or subcontract with another vendor?

9. **Public Notice:** All RFPs from Oxford Township will be posted solely to the Michigan Inter-governmental Trade Network (MITN) for an assigned period of time. There will be no other forms of communication for bid openings.

10. **Bid Opening:** All bids shall be publicly opened with a vendor recommendation provided to the Oxford Township Board of Trustees. The record and each bid shall be available for public inspection in accordance with State law.

11. **Unsuccessful Bidding:** If no RFPs have been received by the deadline, the township reserves the right to request a written list of potential qualified bidders from one of the township consultants and solicit bids.

12. **Township Procurement Records:**

    a. **Bid File -** All determinations and other written records pertaining to the solicitation and awarded contract shall be maintained by the Oxford Township Clerk's office in a bid file.

    b. **Retention of Procurement Records -** All procurement records shall be retained and disposed of by the Oxford Township Clerk's Office.

13. **Other Information:**

    a. The Charter Township of Oxford shall award a contract without regard to any applicant's race, creed, color, religion, sex, national origin or disability.

    b. Oxford Township may conduct a pre-bid conference for interested vendors before the final application(s) is accepted.

    c. All purchases of goods and/or services must serve a valid public purpose and be authorized by law.

    d. In the event of an emergency where there is a threat to the health, safety and welfare of the Charter Township of Oxford, the supervisor shall be authorized to purchase any necessary goods and/or services to address the emergency in a timely manner.

    e. Depending on when an invoice is received, the Charter Township of Oxford shall pay the vendor according to the township's current payment cycle.

    f. All invoices received for payment shall be tax exempt before payment is processed.

    g. The Charter Township of Oxford Board of Trustees shall have the discretion to waive the bid process.

    h. In accordance with the Audit Manual for Local Units of Government in Michigan, the township is only allowed to incur expenditures for a valid public purpose. The township is the steward of public resources and they may not be used for a private purpose.

CHARTER TOWNSHIP OF OXFORD
300 Dunlap Road • Oxford, Michigan 48371
Phone: (248) 628-9787 • Fax: (248) 628-8139
www.oxfordtownship.org

Exhibit A

REVISED CHART

Item	Supervisor, Clerk & Treasurer $0.00 - $10,000.00	Supervisor, Clerk & Treasurer $10,000.01 - $100,000.00	Greater than $100,000.00
Quote Required?	No	Yes	N/A
RFP/Bid Process Required?	No	No	Yes
Minimum Number of Required Quotes?	N/A	3	N/A
Requires Township Board Approval?	No	Yes	Yes

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PROCUREMENT POLICY

1. **Purpose / Vision:** The goals of the Charter Township of Oxford in implementing this Procurement Policy are to purchase and provide goods and services at the best value for all Oxford Township public service departments *(including, but not limited to, the Oxford Fire Department, Oxford Parks and Recreation, Oxford Cable Television, Oxford Public Library, and Oxford Community Schools,)* in a timely manner to continually make the most cost-effective purchases for Oxford Township, and to establish procedures to support an audit trail to insure good internal controls.

2. **Mission:** To provide equal opportunity to the vendor community to provide goods and services at the best value for the benefit of all Oxford Township departments, through an effective and efficient procurement process.

3. **Responsibility:** The Oxford Township Supervisor, Clerk, and Treasurer are authorized by the Oxford Township Board of Trustees to administratively and responsibly procure goods and services up to $3,500.00 *(Approved by the Township Board).* Any purchase of goods and/or services greater than $3,500.00 shall be approved by the procurement requirements as established by the Charter Township of Oxford Board of Trustees on a case-by-case basis, unless determined otherwise by the Charter Township of Oxford Board of Trustees.

4. **Code of Conduct**: This Procurement Policy applies to all employees, appointed members of any Board or Commission and elected officials of the Charter Township of Oxford. Any Official, or employee of Oxford Township involved in the procurement process for any goods or services is expected to conduct themselves in a professional and ethical manner maintaining high standards of integrity and use of good judgment as a representative of Oxford Township. Any official, or employee who has a professional or personal relationship with any prospective vendor shall remove themselves from the procurement process unless an exception is approved by a majority of the elected and serving members of the Charter Township of Oxford Board of Trustees.

5. **Overview:**
   a. **Purchases of Goods and Services of $0.00 to $3,500.00**
   The Supervisor, Clerk, and Treasurer have the authority from the Charter Township of Oxford Board of Trustees to administratively procure goods and services costing up to $3,500.00. If the Supervisor, Clerk, or Treasurer administratively procure any goods and/or services they shall be responsible for the approval and expense account coding of the invoice(s) for payment. Any purchases made by the use of an approved Charter Township of Oxford Credit Card shall be subject to the Credit Card(s) User Guide and Resolution.

b. **Purchases of Goods and Services of $3,500.01 to $20,000.00**
Vendor selection for the purchase of goods and services valued greater than $3,500.01 to $20,000.00 shall, if requested, require a minimum of three (3) written quotes submitted to the Oxford Township Board of Trustees for consideration of approval.

c. **Purchases of Goods and Services greater than $20,000.00**
Vendor selection for the purchase of goods and services valued in excess of $20,000.00 shall require a Request for Proposal (RFP) be prepared and a minimum of three (3) written competitive bids shall be submitted to the Oxford Township Board of Trustees for consideration of approval. The Oxford Township Board of Trustees reserves the right to waive the competitive bidding process for vendor selection.

A summary of the overview is attached as **Exhibit A.**

6. **Vendor Selection:**
The Charter Township of Oxford shall consider the following factors in selecting a vendor:
a. Is the vendor qualified to provide the required goods and services?
b. Does the vendor provide the best mix of quality, service, and price for the specified need?
c. Can the vendor provide the goods and/or services in a timely manner?
d. Is the vendor's price(s) fair and reasonable?
e. What is the vendor's performance history?
f. For services, will the vendor perform the work or sub contract with another vendor?

7. **Bidding Requirements:**
For goods and services requiring a written competitive bid that shall be awarded by the Charter Township of Oxford Board of Trustees the vendor shall provide, at a minimum:
a. A detailed description of the good(s) or service(s) to be provided.
b. Proposed delivery date of the goods, or proposed commencement date for proposed services to be provided.
c. Proposed completion date for services to be provided.
d. The vendor's qualifications.
e. For services, references, performance bonds, and any warranties shall be provided as requested.
f. Any additional acquisition costs, fees, or other Oxford Township financial obligations.
g. Adequate bonding and insurance if required.

8. **Request for Proposal:**

For services requiring a Request for Proposal that shall be awarded by the Charter Township of Oxford Board of Trustees the vendor shall provide, at a minimum:

a. The vendor's municipal experience.
b. Specific experience with the service(s) to be provided.
c. The names of employees that will be assigned to work with Oxford Township.
d. A list of certifications relevant to the service to be provided.
e. Any potential conflicts of interest.
f. The vendor's policy regarding payment for services rendered, and any other incidental expenses not included in the Request for Proposal.

For goods and services requiring a Request for Proposal that shall be awarded by the Charter Township of Oxford Board of Trustees, the Charter Township of Oxford shall provide to the prospective bidders:

a. The deadline date and time to submit their Bid.
b. The date, time, and place that Bids will be publicly opened.
c. Address to which Bids are to be submitted.

All Requests for Proposal shall include a statement that the Charter Township of Oxford reserves the right to accept other than the lowest qualified bidder, and the Charter Township of Oxford Board reserves the right to accept or reject any and all Bids.

9. **Other Information:**

a. The Charter Township of Oxford shall award a contract without regard to any applicant's race, creed, color, religion, sex, national origin or disability.
b. Oxford Township may conduct a pre-bid conference for interested vendors before the final application(s) is accepted.
c. All purchases of goods and/or services must serve a valid public purpose and be authorized by law.
d. In the event of an emergency when there is a threat to the health, safety, and welfare to the Charter Township of Oxford the Supervisor shall be authorized to purchase any necessary goods and/or services address the emergency in a timely manner.
e. When possible cooperative procurement of goods and/or services, in conjunction any of the departments as listed in the Purpose/Vision paragraph above, shall be strongly encouraged.

f. Depending on when an invoice for payment for goods received or services performed is received the Charter Township of Oxford shall pay the vendor per the current payment cycle, currently the 15th day of the month or the last day of a month.
g. All invoices received for payment shall be tax exempt before payment is processed.
h. The Charter Township of Oxford Board of Trustees shall have the discretion to waive the bid process or the request for proposal process.

Exhibit A

Item	$0 - $3,500	$3,501 - $20,000	Greater than $20,000
Bid Process required?	N/A	Written	RFP
Written Bid required?	No	Yes	Yes
Minimum required Bids	N/A	3	3
Township Board Approval Required?	No	Yes	Yes

Date: May 8, 2024

To: Board of Trustees

From: Curtis W. Wright, Clerk

Re: Special Assessment District Application Fee Increase

Dear Board Members:

The current application fee for establishing a Special Assessment District in Oxford Township is $1,500.00.

The Special Assessment Districts that have been established consistently exceeded this $1,500.00 amount.

I am requesting the Township Board to increase the Special Assessment District Application Fee.

The following is a PROPOSED motion:

I move to increase the Special Assessment District Application Fee from $1,500.00 to $3,000.00 to pay all direct costs and indirect costs associated with establishing a Special Assessment District in the Charter Township of Oxford effective immediately for any new Special Assessment District Applications. This $3,000.00 Application Fee shall function as a Trust and Agency Account.

MEMO

Current Agenda Item
--Treasurer--

To: Oxford Township Board of Trustees

From: Joseph G. Ferrari, Treasurer

Date: April 22, 2024

Re: 2024 West Nile Virus Prevention Program

In the past, Oakland County has provided grant funding for local programs to assist in the prevention of the West Nile Virus. For 2024, we will receive $3,912.38, which is the same as last year.

Last year, we provided bactimos two-blister mosquito dunk packs free for our residents to place in residential catch basins, low water-retention areas and any other areas. The briquettes can be utilized as early as the month of May and will be effective in eliminating mosquito larvae. They have an effective placed life of 30 days. The proposed purchase of 42 cases *(last year we purchased 65 cases and distributed those cases and the other 20 cases we had on hand)* are to be given to our residents on a first-come, first-served basis. Each case consists of 12 two (2) mosquito dunk packets. If we have extra briquettes remaining after the first distribution, we will allow for a second distribution in late summer.

We would also like to purchase 2 cases *(last year we purchased one (1) case*) of the Natular XRT tablets that are to be placed in our township parks (Seymour Lake, Stony and Powell Lake) to help curtail the mosquito population. Parks and Recreation staff and others will put them in the low-lying areas, ditches and where there is standing water. These briquets have an effective life of 180 days and are good up to 1 (one) year from the date of purchase.

If the board is in favor of continuing with the West Nile Virus Prevention program, two motions have been prepared for your consideration.

Moved by: _____ Seconded by: _____

To purchase 42 cases of the Mosquito Dunks 12x2 packs @$47.24 per case for $1,984.08 (includes shipping) and 2 cases of the Natular XRT tablets for $1,966.27 (includes shipping). The total project expenditure is $3,950.35 with $3,912.38 coming from the Oakland County West Nile Prevention Grant (account number 101-000-072.006) and $37.97 coming from the Oxford Township General Fund (account number 101-531-880.001).

Moved by: _____ Seconded by: _____

To adopt the Resolution Authorizing the West Nile Virus Fund Expense Reimbursement Request as presented.

Joseph Ferrari

From: Zachary Cohen <zcohen@summitchemical.com>
Sent: Tuesday, April 9, 2024 11:54 AM
To: Joseph Ferrari
Subject: RE: 2024 Prices for West Nile Virus Briquettes

Mr. Ferrari,
The current cost is $47.238/case shipped.
Zach

-----Original Message-----
From: Joseph Ferrari <JFerrari@oxfordtownship.org>
Sent: Tuesday, April 9, 2024 11:34 AM
To: Zachary Cohen <zcohen@summitchemical.com>
Cc: Info <info@summitchemical.com>
Subject: 2024 Prices for West Nile Virus Briquettes

Hi-What would the price be for mosquito dunks for 2024 for the same ones that are attached? We need to get a quote ASAP. Thanks, Joe.

Joseph G. Ferrari, Treasurer
300 Dunlap Rd.
Oxford, MI 48371
248-628-9787, ext. 105 (work)
248-933-4183 (cell)
jferrari@oxfordtownship.org

Clarke Mosquito Control Products
675 Sidwell Ct.
St. Charles IL 60174
United States
Phone:(630) 894-2000
Fax:(630) 832 9344
www.clarke.com

QUOTATION

// COPY //

Quotation no	Order date	Date
0002032950	3/21/24	3/21/24
Salesperson	**Currency**	**Valid to**
1019 Chris Novak	USD US Dollar	3/29/24

Customer	
004840	
Invoice address	
Charter Township of Oxford 300 Dunlap Road Oxford, MI 48371-6900 248-628-9787	
Customer PO#	**Your order date**
	3/21/24
Your reference	**Written by**
Joe Ferrari	Angie Gaul

Consignee	
004840	
Delivery Address	
Charter Township of Oxford 300 Dunlap Road Oxford, MI 48371-6900 248-628-9787	
Delivery terms	**Delivery method**
Free on Board	United Parcel Post
	Payment terms
	Net 30 Days

Line	Item number	Product Description	Quantity	U/M	Requested Date	Sales price	Discount amount	Extended Price
1	11850	NATULAR XRT TABLET	2	cs	3/21/24	1,034.88	103.49	1,966.27
	US EPA Current Label							

Subtotal	USD	1,966.27
Order total	USD	1,966.27
Total	**USD**	**1,966.27**

Helping make communities around the world more livable, safe and comfortable

RESOLUTION AUTHORIZING
WEST NILE VIRUS FUND EXPENSE
REIMBURSEMENT REQUEST

WHEREAS, upon the recommendation of the Oakland County Executive, the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages and townships in addressing mosquito control activities; and

WHEREAS Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages and townships to apply for reimbursement of eligible expenses incurred in connection with personal mosquito protection measures/activity, mosquito habitat eradication, mosquito larviciding; and

WHEREAS the Township of Oxford, Oakland County, Michigan has incurred expenses in connection with mosquito control activities believed to be eligible for reimbursement under Oakland County's 2024 West Nile Virus Fund Program.

NOW THEREFORE BE IT RESOLVED that this board authorizes and directs its Treasurer, as agent for the Township of Oxford, in the manner and to the extent provided under Oakland County Board of Commissioners to request reimbursement of eligible mosquito control activity under Oakland County's West Nile Virus Fund Program.

DATED May 8, 2024

STATE OF MICHIGAN)
)SS
COUNTY OF OAKLAND)

I, Curtis W. Wright, CMC, duly elected Clerk of the Charter Township of Oxford, do hereby certify that the foregoing is a complete and true copy of a Resolution adopted by the Charter Township of Oxford at a meeting of the Board of Trustees held on the 8h day of May, 2024.

_____
Curtis W. Wright, Clerk