

NORTHFIELD TOWNSHIP

Government Overview

- General Law Township
- Encompasses 36 Square Miles
- Overview
 - Township Board – 7 Members
 - Township Manager
 - Full-Time Police Department
 - Paid-On-Call Fire Department
 - Wastewater Treatment Plant
 - Building and Zoning
 - Community Center
 - Various Boards and Commission

NORTHFIELD TOWNSHIP

Board Members

- Supervisor - Marlene Chockley
- Clerk – Kathy Manley
- Treasurer – Lenore Zelenock
- Trustee – Tawn Beliger
- Trustee – Janet Chick
- Trustee – Wayne Docket
- Trustee – Jacki Otto

NORTHFIELD TOWNSHIP

Supervisor's – Official Statutory Duties

- Moderates board and annual meetings
- Chief Assessing Officer (if certified)
- Secretary to the Board of Review
- Township's legal agent
- Must maintain records of the Supervisor's Office
- Responsible for tax allocation board budget (if applicable)
- Develops Township budget
- Appoints some commission members
- May call special township board meetings
- May appoint a deputy

NORTHFIELD TOWNSHIP

Clerk's- Official Statutory Duties

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township board meeting minutes
- Keeps the township book of oaths
- Responsible for most board special meeting notices

NORTHFIELD TOWNSHIP

Clerk's- Official Statutory Duties

- Publishes board meeting minutes
- Keeps voter registration file and conducts elections
- Keeps township ordinance book
- Prepares financial statements
- Delivers tax certificates to Supervisor and County Clerk by Sept. 30
- Must appoint a deputy
- Must post a surety bond

NORTHFIELD TOWNSHIP

Treasurer's – Official Statutory Duties

- Collects real and personal property taxes
- Keeps an account of township receipts and expenditures
- Issues township checks
- Deposits township revenues in approved depositories
- Invests township funds in approved investment vehicles
- Collects delinquent personal property tax
- Collects mobile home specific tax
- Must appoint deputy
- Must post a surety Bond

NORTHFIELD TOWNSHIP

Trustee's – Official Statutory Duties

- Township legislators with same authority as other board offices at board meetings, required to vote on all issues (where there is no conflict of interest)
- Responsible for township's fiduciary health (stewardship)

NORTHFIELD TOWNSHIP

Public Safety Director

- Responsible for overall management, planning, coordination, and direction of the Police and Fire Departments.
- Plans, develops, and directs a complete program of police and fire services to protect the community and to enforce laws and ordinances.
- Under general supervision of the Township Board

NORTHFIELD TOWNSHIP

Full-Time Police Department

- Director of Public Safety
- Administrative Assistants (2)
- Interim Lieutenant
- Sargent
- Detective Sargent
- Interim Sargent
- Full Time Officers (6)
- Part-Time Officers (4)
- Reserve Sargent (1)
- Reserve Officers (4)

NORTHFIELD TOWNSHIP Paid-On-Call Fire Department

- Director of Public Safety
- Administrative Assistant
- Deputy Chief
- Assistant Chief
- Lieutenants (4)
- Fire Fighters (17)

NORTHFIELD TOWNSHIP

Township Manager

- Works directly with the Township Board and various departments.
- Shall perform all duties lawfully directed by the Township Board, except for those duties that are delegated by law to another Township official.
- Oversees the day to day administration of Northfield Township not under statutory authority of an elected official.
- Most important duty is to facilitate the flow and understanding of ideas and information between and among elected officials, employees, and citizens.
- This is an appointed position.

NORTHFIELD TOWNSHIP

Deputy Clerk

- Performs the statutory duties of the Clerk.
- Performs a wide range of clerical and administrative work related to all aspects of elections.
- Performs oversight in maintaining official Township records and ensures proper retention schedules.
- Handles payroll and sewer billing.
- Under the supervision of the Clerk

NORTHFIELD TOWNSHIP

Deputy Treasurer

- Performs the statutory duties of the Treasurer.
- Performs a wider range of bookkeeping and administrative functions to ensure the efficient operations of the Treasurer's office.
- Processes a wide variety of accounts receivables and general cashiering including property tax payments, sewer bills, and monies received from other Township operations, and prepares deposits.
- Under the supervision of the Treasurer

NORTHFIELD TOWNSHIP

Assessor/Assessing Department

- Responsible for accurately identifying and determining the value of all taxable real and personal property located within Northfield Township for the purpose of taxation.
- Collects and maintains accurate ownership records, legal descriptions, land and building information, parcel and related maps, sales and other transfers of property.
- Two part-time contract positions at this time.

NORTHFIELD TOWNSHIP

Wastewater Treatment Plant Superintendent

- Manages, plans, and directs the operation of the Township's wastewater treatment plant and collection system to ensure the wastewater facility is in compliance with treatment standards set by the Michigan Department of Environmental Quality (MDEQ).
- Manages maintenance and repair operations.
- Supervises wastewater employees.

NORTHFIELD TOWNSHIP

Wastewater Treatment Plant Personal

- Maintenance Supervisor/Operator I
 - Responsible for the everyday maintenance and repairs of equipment
- Operator II
 - Responsible for the everyday maintenance and care of buildings and grounds at the treatment plant.
 - Assist with the everyday maintenance and repairs of the plant.

NORTHFIELD TOWNSHIP

Wastewater Treatment Plant Personal

- Collection System Supervisor
 - Responsible for all aspects of the collection system that transmits sewage to the plant
- Laboratory Specialist
 - Performs chemical analysis required by the Michigan Department of Environmental Quality in accordance with our National Pollution Elimination Discharge Permit.

NORTHFIELD TOWNSHIP

Building & Zoning

- Responsible for the enforcement of the Township's building codes and zoning ordinances.
- Work with developers, contractors, and the public to ensure that all structures are properly built.
- Works in conjunction with the Zoning Board of Appeals on variances from developmental standards, uses and special exceptions; and
- Works with the Planning Commission to hear requests on subdivision, rezoning, and changes to the zoning code.

NORTHFIELD TOWNSHIP

Community Center Director

- Maintains the senior programming activities that currently exist while providing leadership, direction, and a plan of action to the Township Board and Township Manager for expanding programming to additional people.
- Engages with the general community events such as the 4th of July Parade and looks to establish additional community activities.

NORTHFIELD TOWNSHIP

Township Controller

- Responsible for keeping Township financial records.
- Oversees the annual audit.
- Works directly with department heads in preparation of annual Township budgets.
- Performs account reconciliations
- Performs cost analysis as needed.
- Produces results with little or no supervision.

NORTHFIELD TOWNSHIP

Code Enforcement Officer

- Sworn enforcement position upholding property maintenance standards in accordance with the local ordinances.
- Work includes inspecting, citing, and abating nuisances and zoning violations.
- Direction is received from the Zoning Administrator and Township Manager.
- Expected to initiate action to identify abatement needs.

NORTHFIELD TOWNSHIP

Assistant to the Township Manager

- Provides administrative support to the Township Manager.
- Responsible for administering accounts payables and legal notices.
- Provides counter support including assisting with tax and sewer collections.
- Performs general office support functions including scheduling, correspondence, responding to resident inquires, preparing meeting packets, etc.

NORTHFIELD TOWNSHIP

Front Desk Clerk/Building Assistant

- Responsibilities include receipting monies payable to the Township (taxes, sewer bills, building permits, etc.)
- Receives building permits and schedules inspections.
- First point of contact with the general public; receiving and greeting visitors and/or callers.
- Determining individual needs and provides assistance by giving directions, information, written materials to the appropriate department or official.

NORTHFIELD TOWNSHIP

Planning Commission

- Advises Township officials in matters of planning and development of the community, prepares plans, and makes recommendations for land-use and the environment.
- Updates the Northfield Township Master Plan.
- Provides new language or amends the zoning ordinances.
- Reviews rezoning request, site plans, and conditional land use.

NORTHFIELD TOWNSHIP

Planning Commission - Members

- Larry Roman, Chair (12/2018)
- Janet Chick, Vice Chair/Board Representative (11/2020)
- John Zarzecki, Secretary (12/2020)
- Brad Cousino, Member (12/2020)
- Sam Iaquinto, Member/Parks & Rec Rep. (12/2018)
- Eamonn Dwyer, Member/ZBA Rep. (12/2019)
- Cecilia Infante, Member (12/2019)
- Paul Lippens, Planning Consultant – McKenna & Associates
- Lisa Lemble, Recording Secretary

NORTHFIELD TOWNSHIP

Zoning Board of Appeals (ZBA)

- Has ability to grant variances or exemptions to the Zoning Ordinance in instances where there is evidence of hardship.
- Different types of appeals:
 - Interpretation of the ordinance text or map.
 - Appeal of administrative decisions.
 - Variance of Development Standards
 - Other specific duties associated with ordinance non-conformities.

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ZBA Members

- Stephen Safranek, Chair (12/2018)
- Jacki Otto, Vice Chair/Twp. Board Rep. (11/2020)
- Greg Kolecki, Secretary (12/2018)
- Ken Dignan, Member (12/2020)
- Brad Cousino, Planning Commission Rep. (12/2020)
- James Balsillie, alternate (12/2020)
- Lisa Lemble, Recording Secretary

NORTHFIELD TOWNSHIP

Downtown Development Authority (DDA)

- Mission of the DDA is to undertake public improvements and activities that have the greatest impact in strengthening the business district and attracting new private investments (adopted 8 May 2002).

NORTHFIELD TOWNSHIP

DDA Members

- Barbara Watkins, Chair (6/30/2020)
- Jeni Olney (6/30/2019)
- Doug Wilbur (6/30/2019)
- Anne Iaquintio (6/30/2020)
- Dave Horton (6/30/2020)
- Denise Kabisch (6/30/2021)
- Jack Secrist (6/30/2021)
- Dana Forrester (6/30/2022)
- Marlene Chockley, Supervisor

NORTHFIELD TOWNSHIP

Board of Review (BOR)

- Reviews the assessment roll received from assessor for complete, accurate, uniform, and valid data.
- Conducts public hearings in March on property appeals. Has authority to hear appeals for classification, tax exempt or non-exempts status, equity, hardship and valuation.
- Two other meetings (in July and December) are held for clerical errors, mutual mistakes of fact, and situations involving hardship exemptions, principal residence exemptions, and qualified agricultural property exemptions.

NORTHFIELD TOWNSHIP BOR MEMBERS

- Terry Webb
- Scott Chisholm
- Christopher Salata
- Dan Smith, Alternate
- TBD, Alternate

NORTHFIELD TOWNSHIP Parks and Recreation Board

- Purpose is to establish a vision for future parks and recreation opportunities.
- Develops projects that can be implemented and provides a tangible benefit to the community.
- Charts a path and defines a direction recognizing the Parks and Recreations Board's fiscal restraints and the actual needs of the residents.

NORTHFIELD TOWNSHIP

Parks and Recreation Board Members

- Sam Iaquinto, Chair/Planning Commission Rep. (7/1/19)
- Chuck Steuer, Vice Chair (7/1/20)
- Tawn Beliger, Twp. Board Rep. (11/2020)
- Doug Wilbur, DDA Rep. (mirrors DDA Term)
- Lee Cole, School Board Rep.
- David Gibbons, Member (7/1/19)
- Jennifer Delisle, Member (7/1/21)
- Tim Saville, Member (7/1/19)
- Cici Koenig, Member (7/1/21)

NORTHFIELD TOWNSHIP

Land Preservation Committee (LPC)

- Purpose is to look at ways to preserve high value agriculture and natural lands in the Township.

NORTHFIELD TOWNSHIP LPC Members

- Jacob Donner
- Julia Henshaw
- Pat Kelly
- Andy Lakatos
- David Perry
- Mary Robinson
- Sue Shink
- Lenore Zelenock, Twp. Board Representative

NORTHFIELD TOWNSHP

Downtown Advisory Committee

- Purpose is to help identify opportunities for the Downtown Whitmore Lake and to come up with new and innovative plans to revitalize the hamlet area.
- Collaborates with the DDA, Board of Trustees, and the Township planners to come up with implementation plans for not only the 23 acres on Whitmore Lake, but the entire downtown area.

NORTHFIELD TOWNSHIP

Downtown Advisory Committee Members

- Barb Griffith, Chair
 - Suzanne Bellore
 - Tom DeKeyser
 - Paul Lippens
 - Tammy Menzel
 - Cyndi Secrist
 - Doug Wilbur
- Jeni Olney, Secretary
 - Marlene Chockley
 - Denize Kabich
 - Linda Lupi
 - Tim Saville
 - Jack Secrist