**TORCH LAKE TOWNSHIP**

**SPECIAL BOARD MEETING APPROVED MINUTES WITH CORRECTIONS AT THE JANUARY 18, 2022 REGULAR MEETING. PASSED 5-0.**

**Wednesday January 12, 2022**

**Community Services Building**

**Present:** A. Martel, J. Merchant, B. Cook, K. Windiate, S. Schultz

**Absent:** None

**Others:** None

**Recording Secretary:** Veronica Beitner

**Audience:** 3

Meeting called to order by B. Cook at 4:34 pm with review of Primary Purpose TO DISCUSS 2022/2023 PAY SCHEDULE.

**1. Public Comment –** J. Spencer, 709 N. West Torch Lake Dr., asks for quality and quantity of work that each employee be considered rather than an across-the-board set increase. Further, she would like Board to consider the number of employees that have been added to the office staff for work to be completed.

**2. Changes to Agenda** – (M/S) B. Cook/K. Windiate motion to pass the agenda as presented

**3. Review/Approve draft of Fiscal Year 2022-2023 TLT Pay Schedule –** B. Cook noted that this is strictly a proposal that must be discussed and reviewed 30 days prior to the Annual Meeting in March. B. Cook used the benchmark used by Antrim County for a 4% increase. Other best practices recommendations were reviewed.

S. Schultz requests amount for the Assessor should be reflected as $2,500, ON THE PAYROLL SCHEDULE. Inquiry made regarding the Day Park budget due to recent meeting.

K. Windiate notes the Election budget changed appropriately as related to the responsibilities of the Chairperson and workers.

A. Martel requests clarification of salaries and the process. Response that today we will approve salaries to be brought for Resolution at the next monthly meeting.

J. Merchant feels the Trustees salary should be increased to reflect a fairer wage gap amongst elected positions. He’s reviewed other salaries and though Torch Lake Township does pay more than other Townships, the gap amongst the different positions is not quite as large as here. As a new trustee, he feels the hours he has worked would put him at a proportionately low hourly wage. A. Martel does not feel he is overpaid but also admits it would be interesting to review other townships. S. Schultz mentioned that other Townships pay Trustees A SALARY OR A per diem and asks if this would be something he feels would be appropriate. Discussion ensued.

B. Cook will be reviewing the Deputy Clerk/Treasurer and Commissioner/Committee members pay schedule. Due to increase in meetings, he feels it would be fair to increase the Chairperson’s rate as they are responsible for organizing and leading each meeting. Duties for the Deputy Clerk have greatly increased to support and increase. Provided added information to various item lines. Remove Meeting Room attendant budget line. Seasonal Day Park workers will be going up to a flat rate of $16.00/hr. Park Attendant lead Coordinator may or may not occur. All Blue line items will receive the 4% increase. Review of fire fighters’ salary which include night premiums were increased. A. Martel requests clarification for the EMS salaries. B. Cook reports that he did meet today with M. Bertram and notes there is a small deficit at this point but nothing that wasn’t anticipated. Review of past year and current anticipation discussed. A. Martel asks for clarification from J. Spencer regarding her statements. She spoke to reassignment of duties and inquiries for people regarding FOIA’s which may or may not be paid. S. Schultz suggested that the payroll for Payroll Clerk should be an added category. B. Cook will add this to Other Township Workers categories.

Cross Trained pay rates – No objections

Fire Department positions and rates reviewed. No objections

Probationary Personnel – For the time of training, these positions are paid minimum wage. B. Cook suggests that after a year of training; which is paid by the Township, we offer a completion Bonus. Discussion ensued. S. Schultz explained limitations of Probation duties and clarified that Probationary fire fighters do receive the same rate of pay as regular fire fighters when out on a call. Concern is that we may run into a situation that we will not be attracting enough individuals to staff due to low pay schedule. Fee schedule will reflect a rate of $12/hour. A. Martel suggests a completion rate that is graduated as they progress through their training and certification. B. Cook will utilize A. Martel’s suggestion and bring back to the Board. J. Merchant expressed need to properly compensate for position that has a high level of responsibility.

Ambulance Department rates – No objections

Election Chairperson and workers – No objections.

Deputy Clerk/Treasurer from $15/hour to $20/hour. This position has taken on more duties and should be fairly compensated.

Deputy Supervisor – 4% increase, no objections

Planning Commission – rates will increase with Chairperson receiving $200/mtg and members $100/mtg. No objections

Zoning Board of Appeals – rates will increase with Chairperson receiving $200/mtg and members $100/mtg. No objections

Board of Review – no objections

Ground keeper and Building manager will receive 4% increase

Ordinance Enforcement Officer will remain at the rate recently approved

Zoning Administrator – have not heard back from Beckett & Raider

Assistant Zoning Administrator – 4% increase

Clerical Assistant - $14.00 per hour, no objections

Recording Secretary – suggestion to move to an hourly rate. Discussion ensued with suggestions to pay position hourly at a rate of $50/hr. or stay with a flat rate of $175.00. Rate will be $50/hr.

Liquor Inspector - $22/hr. with no objections

Scanning Personnel – are currently at a rate of $12 to $16/hour – no objections

Seasonal Park Assistants - $16/hr. – no objections

Seasonal Park Coordinator - $20/hr. – no objections

Trustee – A. Martel is okay with proposed $5,600. J. Merchant proposes $10,000. K. Windiate recaps that the Trustees earn this rate for Board meetings and receives a per diem for all other committee meetings at no less than $100/mtg. S. Schultz feels that the higher rate is too much of an increase. K. Windiate suggests $6,000 as a slight increase to consider. A. Martel states a $100 per diem would be acceptable. Discussion continued with need to closing the gap between the upper wages and lower. Proposed to set at $6,000

Treasurer - $30,000

Clerk - $27,550 - 4% approved with no additional increase due to lack of performance

K. Windiate is surprised to hear that she is not performing and feels hurt. She feels she is at least entitled to a 4% increase. B. Cook feels that the performance is not there and understands that we are paying for the position and not the person. K. Windiate states that when she asks Sharon for guidance with the Accounting, it does not mean that the Township needs a Clerk Accountant and she has always gotten along with Sharon. Resolution will be for a 4% increase.

Supervisor - $30,000 – no objections.

Resolutions have been completed for the upcoming Board meeting. Open item is Probationary Personnel. Next steps process reviewed.

B. Cook will be adding to this month’s Board meeting agenda adding a committee to go out and do a salary/job duties survey.

**4. Public Comment -** None

**5. Board Comment –**

A. Martel – None

J. Merchant – None

B. Cook – None

K. Windiate – already addressed her concerns

S. Schultz – WATCHED recent ZOOM meetings regarding guidelines for spending of American Rescue Funds. The MTA offered a much clearer presentation that was appropriate to our State as well as provided a summary. A list of Auditors was provided that are considered experts regarding these funds. Our AuditorS ON THE LIST. The MTA ZOOM was recorded and available for review if anyone is interested. This year BS&A require that THE STATES NEW Chart of Accounts must be entered and implemented.

Regarding last night’s Planning Commission meeting, Sharon had some questions regarding an email that was sent from Deb Graber. S. Schultz noted that this email went to some of the member’s personal emails. There is a concern that this could open up the personal emails to falling under FOIA. Discussion regarding how these emails were obtained and the necessity to review with new Commissioners FOIA guidelines. B. Cook will speak with Township Attorney for any concerns. Members will be reminded that if they receive anything on their personal email, they should not open. Discussion continued with specific examples.

**6. Adjournment –** (M/S) B. Cook/J. Merchant motion to adjourn at 6:26 pm. Passes 5-0.

Minutes Respectfully Submitted by Veronica Beitner