

**Whitewater Township Board
Minutes of Special Meeting held March 13, 2019**

Call to Order

In the absence of the supervisor, Clerk Goss called the meeting to order at 6:01 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Motion by Lawson to nominate Hubbell to chair the meeting; second by Benak. There was no discussion. **On voice vote, Benak, Goss, Hubbell, and Lawson voted in favor, none opposed, Popp absent. Motion carried.**

Roll Call of Board Members

Board members present: Treasurer Benak, Goss, Trustee Hubbell, Trustee Lawson

Board members absent: Supervisor Popp

Others present: Fire Chief Brandon Flynn, Deputy Supervisor Ron Bachi

Set/Adjust Meeting Agenda

There were no adjustments.

Declaration of Conflict of Interest

None

Public Comment

None

Agenda Items as Listed in Special Meeting Notice

Compensation of Deputy Supervisor

Goss stated she is not comfortable with not paying Popp his salary. The motion regarding this issue on 02/26/2019 does not say that Popp is forfeiting his salary, and the township cannot afford to pay two supervisor salaries. Goss suggested that the deputy supervisor position should be listed on the Graded Wage Scale, the same place as deputy clerk or deputy treasurer. Also, wage line item 101-171-703 should be added for deputy supervisor wages, as well as appropriation of funds to the new wage line item. The new line item will need to have funds appropriated in the new fiscal year budget also.

Brief discussion followed.

Hubbell inquired whether a job description needed to be created for the deputy supervisor position.

Goss replied that there are no job descriptions for deputy clerk or deputy treasurer.

Motion by Lawson to add the deputy supervisor position to the Graded Wage Scale; second by Hubbell. There was no further discussion. **On voice vote, Benak, Goss, Hubbell, and Lawson voted in favor, none opposed, Popp absent. Motion carried.**

Goss stated she will add the 101-171-703 line item, but it will need to be funded.

Discussion followed.

Motion by Lawson to amend the budget to move \$3,000 from Contingency to deputy supervisor wages; second by Benak. There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, absent. Motion carried.**

Motion by Benak to rescind her motion of 02/26/2019 regarding wages for Ron Bachi; second by Goss. There was no further discussion. **On voice vote, Benak, Goss, Hubbell, and Lawson voted in favor, none opposed, Popp absent. Motion carried.**

Budget Work Session

Budget discussions began with the Recreation Fund. Goss said she consulted with the Parks & Recreation Committee on Monday night and provided an updated budget for this fund.

Proposed revenues and expenditures were discussed.

Goss reminded the board about the Memo of Understanding which was entered into last year with Milton Township, which was a commitment of \$1,000 per year for five years to assist Milton Township with their park. Last year, it was taken out of the General Fund contingency. Goss inquired where in the budget this expenditure should be placed.

Discussion followed.

There was consensus that the \$1,000 expenditure will come out of the General Fund 101-101-852 Promotional Expenses line item.

There was brief discussion regarding letting the public know about the Milton Township park.

Ambulance Fund proposed revenues and expenditures were discussed. Several adjustments were made.

Ambulance Replacement Fund was not addressed as it is no longer in use.

Discussion turned to the Public Improvement Fund and whether monies placed in the fund can be removed for other uses.

Benak stated from what she has read, the Public Improvement Fund is for improving public facilities and the township as a whole. You park money there, and then when you have a project, you bring the money out of there and move it to the fund that is being affected. This gives you an option to set aside money for public improvements, for planning, without designating where it goes right now. That way, it does not get spent on other things. She stated a perfect example would be if we wanted to build a township hall but did not want to increase taxes to do it, so we build a plan so many years out for what it is going to take to build a new township hall. She said

it is very similar to what the township does already with the fire improvement fund. She said it is a place to put money to improve township buildings; it can even be for township roads. If you needed to move money from there to a township road project, you could. But if you move the money into township roads, you cannot move it out for something else. She stated that is the reading she did but would like to hear what the auditors have to say.

Goss is hopeful the auditors will respond before the next budget work session or the budget public hearing.

Benak stated she will consult the MTA website also.

Moving on to the Fire Capital Improvement Fund, the Transfers from Other Funds and Capital Expenditure line items were extensively discussed.

Chief Flynn stated \$425,000 should be allowed for the cost of the pumper tanker. Flynn stated he has not been able to find out whether all of it will be needed in this fiscal year, and stated the commercial chassis apparatus the township is looking for takes about 12 months to build. He stated none of the manufacturers will commit to any kind of time frame, but it is looking like at least 12 months to get a new pumper tanker.

Discussion followed regarding the amount to budget in the Capital Expenditure line item. It was agreed that \$270,000 will be allocated, which includes \$225,000 for partial cost of the pumper tanker and \$45,000 for half of the cost of the proposed asphalt project at the Emergency Services Building.

The amount to transfer from the Fire Fund to the Fire Capital Improvement Fund was extensively discussed.

The board also discussed timing of budgeted transfers and agreed that they should take place close to the beginning of the fiscal year. Benak suggested that the reasoning for transfers should be documented in the final budget document.

Consensus was reached that all of the Rural Fire funds will be transferred to the Fire Capital Improvement Fund after April 1. The number \$223,251 (sic) will be shown in the Fire Capital Improvement Fund in the 699 Transfers from Other Funds line item. The \$90,000 budgeted to be transferred in the current fiscal year will not be transferred.

Goss stated she is recommending that a new shredder for the clerk's office be budgeted at a cost of \$2,300. The existing strip shredder does not meet the level 7 requirement for destruction of HIPAA documents or personnel records.

The General Fund Capital Expenditure line item allocation will be increased to \$22,500 to allow for purchase of a level 7 shredder.

Goss also recommended that the Graded Wage Scale be amended to reflect a starting wage of \$13 per hour for deputy clerks, treasurers and supervisors, with annual 3% increases for each year of service.

After brief discussion, the board was in agreement with the increase for deputies.

Goss next recommended that the Salary/Wage Schedule be amended to provide for an increase in election inspector wages from \$11 to \$12 per hour and in election chairperson wages from \$12 to \$14 per hour.

On a side note, Goss noted she found a building and grounds worker job description on the MTA website, which may be useful when developing a handyman job description.

After some discussion, the board elected to increase the wage for election inspectors to \$13.50 per hour and for election chairpersons to \$15.00 per hour.

Benak asked if board salaries should be raised.

After brief discussion, it was agreed that board member salaries should not be increased in this budget cycle.

Benak raised a question concerning the amount of funds to be transferred from the General Fund to the Road Repair/Replacement Fund.

Goss reported that, per the 2019 project list provided by Road Commissioner Marc McKellar, there are no projects scheduled for Whitewater Township.

Discussion followed, with Benak suggesting that the recommended \$100,000 transfer be split evenly between the Road Repair/Replacement Fund and the Public Improvement Fund, adding that the \$50,000 in the Public Improvement Fund can be spent on roads.

The board agreed with Benak's suggestion.

Goss stated she will get all the numbers entered and send out the updated budget document with notations.

The entire budget will be reviewed and final adjustments made at the March 18 budget work session.

Board Comments/Discussion

None

Public Comment

None

Hubbell noted that the next meeting is March 18 at 6:00 p.m.

Adjournment

Motion by Lawson to adjourn; second by Benak. Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk