

Approved as amended March 16, 2020
(revisions shown in bold)

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES
SPECIAL BOARD MEETING & BUDGET WORKSHOP
Kochville Township Hall
5851 Mackinaw Road Saginaw, MI 48604
MINUTES OF
March 12, 2020**

Pledge of Allegiance/Roll Call

The Board Meeting was called to order at 7:06 pm by Supervisor Loiacano at Kochville Township Hall. The Pledge of Allegiance was recited.

Roll Call:

PRESENT: Supervisor Loiacano, Clerk Machata, Treasurer Knowlton, Trustee Ferrell

Note: Trustee Thon was not present at the start of the meeting but arrived at 8:36 pm.

ALSO, PRESENT: Steve London, Township Manager; Chris VanLoo, Fire Chief; Mike Comstock, DPW Manager; Jamie Uptmor, Deputy Clerk; Kerri Malesky, Kochville Veterans Hall Director; Bruce Palmer, Zoning Administrator; Tyson McKinley, DDA Director; Hayden Boensch, Kochville DPW; Gilbert Perez, Kochville DPW; Evan Vaillancourt, Kochville DPW. There were 1 other interested parties/guests.

Agenda Approval

Motion by Supervisor Loiacano and seconded by Treasurer Knowlton to approve agenda as written. Motion carried.

*Agenda for
Kochville Township Board of Trustees
Special Meeting
March 12, 2020 7:00 p.m.
Kochville Township Hall, 5851 Mackinaw Road*

- 1) *Open Meeting/Pledge*
- 2) *Trustee Member – Roll Call*
- 3) *Agenda Approval*
- 4) *Public Comment: Open / Close*
- 5) *New Business*
 - a) *Discussion – Review of Proposed 2020-2021 Fiscal Year Budget*
- 6) *Manager Comments*
- 7) *Board Comments*
- 8) *Adjourn Meeting*

Public Comment

Kerri Malesky

- Stated it should be looked at how the recent Corona Virus happenings is going to affect the township.

New Business

Review of Proposed 2020-2021 Fiscal Year Budget

Discussion took place on the packet of proposed pay scales for Kochville Township employees that Manager London put together which he emailed to the board after the February board meeting. Manager London said he reviewed the Compensation Study from Mr. Nottley along with compensation studies performed by two other local townships (Bridgeport & Tittabawassee) last year to come up with a top wage for each position. Manager London is proposing a five year pay scale for positions. From the top wage, Manager London said he decreased that number by \$0.75 for each year for five years to get to a starting wage. Three positions are proposed at a 3-year scale due to the level of expertise that would be needed to fill the positions if they were ever to become vacant. These positions are Building Inspector/Zoning Administrator, Department of Public Works Manager and Department of Public Works Assistant Manager. The increases will take place on the anniversary date of hire for the employees. The board can also do a cost of living increase each year in addition to the yearly increase.

Trustee Ferrell asked what was wrong with the study from Mr. Nottley who does this every day? Manager London stated the numbers were Mr. Nottley's suggestions and could not figure out how Mr. Nutley arrived to the numbers in the nine-step suggestion.

It was discussed to go thru each position to discuss proposed wage rate scales. It was asked to do it in the public or in closed session. Manager London said if just the positions working are being discussed it needs to be public. If an employee's work ethic or performance (review) is going to be discussed the employee needs to be present and in order to go into closed session, they have to request it.

Manager London also proposed a possible 36-hour work week where the township office would close at noon on Fridays and employees would only work 36 hours but be paid the same proposed yearly pay. Lengthy discussion took place and the consensus was to keep the township employees on a 40-hour work week and the township office the same hours it is currently operating.

It was asked to what determines "part-time" and "full-time"? Legal counsel will be consulted.

The Office Administrator position was discussed and the consensus for top wage will be \$16.65. The recently hired Office Administrator is currently at \$13.15 per hour.

The Building Inspector/Zoning Administrator position was discussed and the consensus for top wage will be ~~\$24.52~~ \$25.82 per hour. Manager London is suggesting to move Bruce Palmer to the top wage starting April 1, 2020 with the new fiscal year budget. Manager London stated that Plan Reviews will now be performed all in house. The consensus was to do this.

The Department of Public Works Manager position was discussed the consensus for top wage will be \$28.57 per hour. Manager London is suggesting to move Mike Comstock to the top wage starting April 1, 2020 with the new fiscal year budget. The consensus was to do this.

New Business (cont.)

The Department of Public Works Assistant Manager position was discussed and the consensus for top wage will be \$22.75 per hour. Manager London is suggesting to move Trish Foerster to the wage amount of \$22.00 per hour, the second year of the proposed three-year step because she has only had the position title for about one year. Discussion took place and the consensus was to move Trish Foerster to the wage amount of \$22.75.

The Department of Public Works Laborer position was discussed and the consensus for top wage will be \$19.75 per hour. Manger London suggested to move Hayden Boensch to \$19.00 per hour based on his 3 plus years of experience with Kochville Township. Manager London also suggested to move Gilbert Perez to \$16.75 due to completing his ninety-day trial period. The consensus was to move Hayden Boensch to \$19.75 per hour and Gilbert Perez to \$16.75 per hour starting April 1, 2020.

The Fire Inspector position was discussed and the consensus for top wage will be \$21.15 per hour. Manager London suggested to move Brandon Rossi to the wage amount of \$21.15 per hour. The consensus was to move Brandon Rossi to \$21.15 per hour starting April 1, 2020.

Manager London stated the starting pay for Fire Chief is \$18,500.00 and will be increasing to \$19,000.00 after successful completion of the ninety-day trial paid which is April 1, 2020.

The Accounting Clerk position was discussed. Manager London is suggesting the top wage for the position will be \$22.50 per hour. Ann Coon is in her first year of employment and currently paid \$19.50 per hour.

The Director of Veterans Hall position was discussed. Currently the position is paid a salary of \$21,000.00 per year. The position is paid an hourly rate of \$15.50 per hour when providing office coverage at township hall. Manager London is suggesting to changing the position to a straight hourly pay rate in the amount of \$17.42 per hour based on an average of 35 hours per week. Discussion took place about the position and what all is entailed. Manager London stated that he and Kerri Malesky will be working on a plan to have Summer, the new Office Administrator, learn the position in order to assist Kerri. The consensus was to change the pay for the position as proposed by Manager London effective April 1, 2020.

The Code Enforcement position was discussed. Manager London proposed increasing the current hourly rate for \$13.91 per hour to \$15.50 per hour. The consensus was to change the pay for the position as proposed by Manager London effective April 1, 2020.

The DPW part-time position was discussed. Manager London stated that the current employee has been employed with the township for 4 years now and is paid \$12.50 per hour. New hire in this position is paid \$12.00 per hour. Manager London proposed adjusting the wage to \$13.50 per hour and after discussion the consensus was to increase the pay to \$14.00 per hour effective April 1, 2020.

New Business (cont.)

The Township Manager position was discussed. Manager London stated he is consistently working closer to 25 hours per week and it is more than a 20 hours per week position. Manager London stated that he does not feel it is a full-time position. The Township Manager's current 3-year contract is a yearly salary based on a twenty-hour work week. Starting Salary was \$35,000 with a 10% increase for years 2019-2020 and 2020-2021. Currently the salary is \$38,500.00 and is set to increase to \$42,350.00. Manager London is proposing the position be changed to a 30-hour per week position and continue to compensate with wage only at \$45.00 per hour which he feels \$45.00 per hour is a fair rate. Discussion took place. Trustee Ferrell questioned Manager London about the proposed increase to the Township Manager position. Manager London stated he feels the person in the position of a Manager, who is responsible for hiring, firing, etc. should not be compensated less than the highest paid employee they are managing. Trustee Ferrell suggested 1-year contract adjustment increasing to 25 hours per week at \$40.72 per hour totaling \$52,936.00. Clerk Machata stated he is in favor of \$40.72 per hour at 25 hours a week. Trustee Thon stated he was in favor of 30 hours a week at \$45.00 per hour. Supervisor Loiacano suggested \$60,000 at 30 hours per week. Manager London stated he will stay with the existing contract. Further discussion took place between Manager London and Trustee Ferrell and Manager London suggested **maybe** that Trustee Ferrell was being personal and **maybe** it should be closed session. Trustee Ferrell said no **I am not and** that she was just thinking that the position should be 25 hours per week at the current hourly rate is all.

The proposed 2020-2021 fiscal year budget was reviewed by each department and discussed amongst the board members. The fire fund has a healthy fiscal balance and is in the black. The Building Fund has a healthy fiscal balance and is in the black. DPW Manager Mike Comstock presented the proposed budgets for Veterans Hall, Sewer Fund, Water Fund, Buildings & Grounds and Parks & Recreation. The water and sewer funds are doing good and are in the black and the long-range projections look very good. The remaining departments were reviewed and discussed amongst the board and meeting attendees. The proposed budget looks good.

The Public Hearing for the 2020-2021 Fiscal Year Budget was discussed and needs to be determined when it will be so the notice can be published in the paper. The consensus is to have the public hearing at 6:30 p.m. on Wednesday, March 25, 2020 at Kochville Veterans Hall. Clerk Machata stated he would get the notice to the paper to be published.

Manager Comments - none

Board Comments

Trustee Ferrell – none

Trustee Thon - none

Treasurer Knowlton - none

Clerk Machata

- Stated it needed to be looked at about paying board and committee members for attending trainings.

Board Comments (cont.)

Supervisor Loiacano

- Stated that the township's liability insurance will be increasing due to the new bike path extension crossing the Railroad tracks near Hospital Road.
- Stated the county drain commission wants to clean out the entire drainage ditch before the bike path extension goes in.
- Davis Road came in a lot cheaper than the county road commission was anticipating.

Adjournment

Motion by Supervisor Loiacano and seconded by Clerk Machata to adjourn the meeting at 11:09 pm.
Motion carried.


Kevin Machata, Clerk

3-22-2020
Date