

APPROVED MINUTES
BERTRAND TOWNSHIP BOARD
3835 Buffalo Road, Buchanan, MI
Special Board Meeting
February 17, 2014

Purpose of this special meeting: Is to conduct a budget workshop

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE AND INVOCATION

At 3:30 p.m. the meeting was called to order by Supervisor Hicks. All stood, the Invocation was given by Steve Hicks and the *Pledge of Allegiance* was recited.

2. ROLL CALL:

Members Present: Hicks, Lano, Kuhn, Pastryk, Zelmer

Others Present: one guests

3. NEW BUSINESS:

A. Budget Workshop

The most recent Profit and Loss Reports were used as a guide for the budget workshop discussion. Details from the discussion are provided as follows. It was mentioned by the Treasurer Kuhn at the onset of the discussion that the board should include in the discussion future projects such as how the grant money for the Community Hall is going to be spent; township hall renovations, particularly the front entrance and better office arrangements that are more secure with better lighting; roads and other possible projects. Salaries for the board members and wages to all other township employees were discussed.

The board members reviewed the budgets for the general fund, fire department and West River Terrace. Projected revenues were expected to remain unchanged with the exception of the tipping fees from the landfill. Current budget revenue in that line item (651) is \$60,000 and will be reduced to \$52,000. As far as expenses the board made several changes. The grant money for the Community Hall will be added to capital improvement (265.967) increased by \$13,500. Lano pointed out that on the profit and loss report all of the payroll expenses are being comingled and are being shown in line (101.710). The clerk will try to figure out why all payroll expenses are being charged to this line. We may need to hire a Quick Books consultant to address this issue.

The matter of salaries was brought up. As far as board member salaries, it was the consensus of the board not to increase board member salaries. Treasurer Kuhn urged the board to look at the employees of the township and make sure they are compensated fairly and that we pay competitively enough so that we will retain our workers. The assessor salary was discussed and it was decided that the supervisor will speak to the assessor to see if she is satisfied with her salary. The idea of providing a \$15 per month stipend to help with cell phone cost was mentioned. The compensation to the secretary was discussed. Treasurer Kuhn stated that he has added to her work load by implementing a more specific checks and balance procedure. Trustee Pastryk suggested that the 1.5% COLA should be given to the secretary. Clerk Lano recommended to the board that the secretary position which is an administrative assistant position be added to the pension plan. Treasurer Kuhn stated that in the event that we close the office, the secretary should be allowed flexibility to come in at another time to make up for the time missed. The board discussed other incentives that could be provided to help with retention of all the township's workers. The subject of how to pay the Deputy Clerk and Deputy Treasurer was brought up and the board discussed ways of providing some accountability with the two positions. In the process of this discussion, Treasurer Kuhn mentioned that Lee Ann Couture will be finished as his deputy treasurer at the end of the month. Having the deputy on retainer is a valuable assistance to the treasurer. Deputy pay is a salary and there is currently no precise way of reporting how much time is being worked by the deputies.

The board discussed fire department wages. It was mentioned that the fire chief has not brought up any changes to the wages. The fire department signed time sheet issue was brought up by the clerk. The pay records that the clerk has seen and examined from last year do not meet the requirements set forth in FLSA regulations. The date and time of the work being done is not being provided, plus Ordinance # 63 stipulates that each worker is to time their own time sheet. Lano explained that she is not the one coming up with these requirements and unless this matter is resolved, the board can hire a payroll firm to take care of the fire department payroll. Ways of trying to resolve this issue were discussed. Lano did point out that the township clerk is responsible for maintaining all township records which does include the fire department records. Treasurer Kuhn recommended that the supervisor needs to check to make sure that the records at the fire station are being maintained correctly.

Since the board members agreed not to have any pay increases, the agenda was amended to allow for the consideration of the board member salary resolutions.

Motion was made by Lano seconded by Hicks to amend the agenda and add B. Township officer salary resolutions
Motion carried unanimously

B. Township officer salary resolutions

Salary Resolutions 031314 A, B, C and D that were introduced at the board meeting on February 13th were considered and discussed. There will be no change in the salaries and when the board meets in March, the resolutions showing no change will be presented for adoption.

Motion was made by Lano seconded by Zelmer to present at the March board meeting the resolutions for each officer's salary showing no changes.
Motion carried unanimously

A. Budget Workshop (continued)

The board continued the review of the Profit and Loss reports. The amount to be allocated for the audit (223.208) will be increased to \$6,000 from \$5,520. Lano will contact the state to request a new audit proposal. Data processing (253.803) will be increased to \$5,500 from \$4,500. Insurance & Bonds (851.805) will be increased to \$7,500 from \$7,000. The board kept in mind that budget amendments can be made as needed in order to cover any expenditure for new projects in the coming budget year. The West River Terrance budget requires no change.

The fire department budget on the expense side has just one category. This allows for moving money from one line item to another without having to have a formal budget amendment. On the fire department budget, the possibility of a truck purchase in the next fiscal year was discussed. Treasurer Kuhn explained that in general discussions he has had with Chief Knisely and Trustee Pastryk it looks like it will be 2 to 3 years before we get a new truck. Trustee Pastryk provided a brief update from the truck committee meeting. The committee members decided that the truck that is needed is a pumper rescue truck. The committee is hoping to have specs to send out to solicit bids by the end of September or October. The base cost estimated for this truck is in the range of \$450,000 or less. Kuhn pointed out that cost overruns should be expected. It was mentioned that trucks can be recertified year to year to extend the life expectancy of any of the trucks. Expending any money for the purchase of a truck in the next fiscal year is unlikely.

Manpower levels are still a concern. Lano emphasized the importance of remaining focused on recruiting, retaining and having fire fighters who will also serve as MFR's and EMT's. The board discussed the dilemma we are faced with in finding people who will serve on an on call basis. This led to discussing possible options, including hiring part timers, to make sure that we are providing proper coverage for fire and EMS services for the township.

Finding ways to improve the telecommunications, internet and cell phone service to the township was brought up. Niles City owns the water tower and it was stated that Rick Huff from the city should be contacted in regards to the placement of antennas on the tower to help improve service in our township.

4. PUBLIC COMMENTS: *Please limit comments to 3 minutes*
No public comments were made.

5. ADJOURNMENT:
Hearing no other comments the supervisor adjourned the meeting at 6:12 pm.

Respectfully Submitted,

Jane Lano
Bertrand Township Clerk

dated

witness