

**BIRCH RUN TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 11, 2007**

Supervisor Earl Schlegel called the September Regular Meeting of the Birch Run Township Board to order at 7:00 P.M. Also present for the board were Amy Cook, Clerk; Debbie Trevino, Treasurer; Ed Magnus, Mike Marr, Joanne Strahm, and Jeff Putnam, Trustees. Approximately three (3) people were in the audience.

August 14, 2007 Workshop Meeting Minutes were discussed.
PASSED Motion by Trevino seconded by Cook to approve the August 14, 2007 Workshop Meeting Minutes.
Yeas: Trevino, Putnam, Cook, Strahm, Magnus, Marr, and Schlegel
Nays: None

August 14, 2007 Regular Meeting Minutes were discussed.
PASSED Motion by Marr seconded by Magnus to approve the August 14, 2007 Regular Meeting Minutes.
Yeas: Trevino, Putnam, Cook, Strahm, Magnus, Marr, and Schlegel
Nays: None

PASSED Motion by Marr seconded by Magnus to approve September invoices of \$71,098.59.
Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel
Nays: None

PUBLIC COMMENT: 7:01pm

PASSED Motion by Magnus seconded by Marr to approve the expenditure of \$5,312.00 for bleachers, benches, and labor for improvements at the park.
Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel
Nays: None

PASSED Motion by Trevino seconded by Putnam to accept Jones Excavating bid of \$20,936 for a new parking lot at the park and \$2,200 for fixing the road at the cemetery.
Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel
Nays: None

PASSED Motion by Marr seconded by Putnam to purchase new voice pagers for the Fire Department, not to exceed \$6,000.00.
Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel
Nays: None

PASSED Motion by Marr seconded by Putnam to accept Glaeser Dawes Corporation's bid of \$233,000.00 for the upgrades on the sewer pumps station. In addition, there will be a 10% administrative fee added to the cost and any overexpenditure will be paid by Meijer's. The contract is not to be signed until funding is secured for this project.
Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel
Nays: None

PASSED Motion by Putnam seconded by Magnus to approve Resolution 2007-13 (A Resolution Opposing Michigan House Bill 4780, The Township Consolidation Act, and its Companion Bills).

Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel

Nays: None

PASSED Motion by Cook seconded by Marr to accept the compensation committee's recommendations as presented (Attachment A).

Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel

Nays: None

PASSED Motion by Marr seconded by Magnus to remove the job classification of Water/Sewer Superintendent and assign all those duties to the Township Supervisor.

Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel

Nays: None

PASSED Motion by Cook seconded by Trevino to increase Brad Thomas's wages to \$13.00 an hour.

Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel

Nays: None

PASSED Motion by Marr seconded by Putnam to accept the Birch Run Township Personnel Policy Manual as revised for September 11, 2007.

Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel

Nays: None

PASSED Motion by Magnus seconded by Marr to appoint Rob Lapeen to the Birch Township DDA Board to fill out the term vacated by Krista Kern.

Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel

Nays: None

PASSED Motion by Magnus seconded by Marr loan the Birch Run Township DDA an amount not to exceed \$7,000.00 for relocating the 12 inch water main under Silver Creek due to the widening of the road and replacement of the bridge with box culverts that sit deeper into the ground. The money will be taken out of the General Fund.

Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel

Nays: None

The following items were tabled by the Supervisor until the October meeting until more information is available:

- **Genesee County Sewer Use Agreement/Ordinance Adoption**
- **Fireworks Permit/Fireworks Ordinance**

PASSED Motion by Magnus seconded by Putnam to approve Zoning Ordinance 2007-01 as presented, effective 30 days from publication.

Yeas: Trevino, Cook, Magnus, Marr, Strahm, Putnam, and Schlegel

Nays: None

**PASSED Motion by Trevino seconded by Strahm to adjourn at 9:00 pm.
Yeas: Trevino, Cook, Magnus, Marr, Putnam, and Schlegel
Nays: None**

**Amy Cook
Birch Run Township Clerk
Approved: October 9, 2007 _____**

Attachment A: 9/11/07 Township Board Meeting Minutes

Sept 7, 2007

Birch Run Township Board
Re: Wage Committee Meeting

The wage committee met on August 22, 2007 at the Township office to discuss wage scales, job titles and job descriptions.

The committee reviewed both the Village of Birch Run pay scales and Michigan Municipal League information for similar size water/sewer operations.

In some cases Birch Run Township was very competitive, and in some cases we were at the very low end of the scale.

The committee also looked at the job descriptions listed in the Michigan Municipal League information and because of our limited size and number of employees it was felt that we needed to combine and add to all of the job descriptions. These expanded job descriptions will ensure all our employees are capable and required to perform many different jobs relating to water/sewer operations in Birch Run Township.

The committee discussed and agreed that the present title/classification of Water/Sewer department Supervisor was not working and we suggest that the Township Board eliminate this title/classification.

The job of Water/Sewer Superintendent has been assigned to the Township Supervisor, which we feel is the proper authority, with the Township Supervisor in charge of the overall running of the Water/Sewer Department.

The committee discussed job classifications, pay scales for each classification, and job descriptions for each job classification and recommends the following.

NOTE: ALL THESE CLASSIFICATIONS/POSITIONS ARE NOT CURRENTLY FILLED, AS THE NEED ARISES THEY MAY NEED TO BE OFFERED

1. PUBLIC WORKS MAINTANCE WORKER (Part time or Seasonal) Entry level of \$8.00 per hr.

JOB DESCRIPTION:

Part time or seasonal position assigned to perform a wide range of general labor and semi-skilled tasks in support of public works operations. Maintains and operates power equipment under direction of more experienced staff.

Attachment A: 9/11/07 Township Board Meeting Minutes
2. PUBLIC WORKS MAINTENANCE WORKER (entry level, FULL TIME)

JOB DESCRIPTION:

Entry level public works position assigned to perform a wide range of general labor and semi-skilled tasks in support of public works operations. Maintains and operates power equipment under the direction of more experienced staff. General office work, including but not limited to meter reading and billing are required. No state water certification is required.

ENTRY LEVEL \$8.00 per hour

Review after 6 months (acceptable review) \$ 8.50 per hour

Review after 1 year (acceptable review) \$9.00 per hour

3. WATER/SEWER SYSTEM OPERATOR (S4 State water certification required) FULL TIME

JOB DESCRIPTION:

Public works position assigned to perform a wide range of general labor and semi-skilled tasks in support of public works operations. Maintains and operates power equipment, performs MISS DIG, meter reading, general office work including but not limited to billing, collection of water/sewer payments and record keeping. Participates in construction, repair and maintenance of water/sewer systems.

ENTRY LEVEL (\$11.50 per hour) MAXIMUM RATE \$16.00 per hour.

4. WATER/SEWER SYSTEM OPERATOR (S3 state water certification required) FULL TIME

JOB DESCRIPTION:

Public works position assigned to perform a wide range of general labor and semi-skilled tasks in support of public works operations. Maintains and operates power equipment, performs MISS DIG, meter reading, general office work including, but not limited to, billing, collection of water/sewer payments, and record keeping. Also responsible for water testing, DEQ reports, training, and review of plans for future expansion of both water and sewer distribution and collection systems.

ENTRY LEVEL (\$14.00 per hour) (MAXIMUM RATE \$20.00 per hour)

The wage committee would like to recommend to the Township Board that they increase the pay for the one full time water/sewer employee with S4 state certification currently being paid less than the entry level wage of \$11.50 per hr to that entry level of \$11.50 per hr at the September Board meeting.

The wage committee then discussed the possibility of offering health insurance to all full time employees of the Township.

While this benefit will be somewhat expensive, it is recommended that the Board give serious consideration to this recommendation