

**CHARTER TOWNSHIP OF FLUSHING
6524 N. SEYMOUR ROAD
FLUSHING, MICHIGAN 48433
SPECIAL BOARD OF TRUSTEES**

DATE: FEBRUARY 1, 2007 **TIME: 4:00 P.M.**
PHONE: 810-659-0800 **FAX 810-659-4212**
WEB PAGE: <http://www.flushingtowship.com>

ADMINISTRATION MEMBERS

SUPERVISOR: Andrew Trogot
CLERK: Julia A. Morford
TREASURER: Carl G. Liepmann

TRUSTEES

Ann L. Fotenakes
Scott Minaudo
Barry Pratt
Ida M. Reed

TOWNSHIP ATTORNEY:

Steven Moulton of
Cooley Moulton & Smith
Attorneys at Law

MEETING CALLED TO ORDER at 4:00 p.m. by **SUPERVISOR ANDY TROGOT** with roll call and the pledge to the American Flag.

ROLL CALL: Trogot, Morford, Liepmann, Fotenakes, Minaudo, Pratt, and Reed

MEMBERS ABSENT: None

OTHERS PRESENT: Pat Drozdowski

NEW BUSINESS:

1. Establishment of Three (3) Full Time Positions and Compensations for the Main Office

Due to the retirement of two (2) current employees and one employee being part time, *Job Descriptions* have been assembled for the following positions:

- 1) Receptionist/Secretary/QVF Coordinator;
- 2) Water Clerk/Secretary; and
- 3) Tax Clerk/Secretary.

LIEPMANN made a recommendation to the Personnel Committee for a new Wage Package, to be effective February 1, 2007, to be as follows:

POSITION	STARTING WAGE	6 MONTHS WAGES	CURRENT WAGES
Receptionist/Secretary/QVF Coordinator	\$11.00	\$11.50	
Water Clerk/Secretary	\$11.00	\$11.50	
Tax Clerk/Secretary			\$13.17
Bookkeeper	\$32,000	\$34,000	
Building Inspector			\$52,615.94
Assessor			\$40,973.92
Nature Park Manager			\$30,937.14

The only pay wage changes would be the starting salaries for the Receptionist and the Water Clerk. The Cost of Living for all full-time employees and elected officials is folded into the wages and payable the first pay period of December. The Bookkeeper would only get a Cost-of-Living check in December of each year but it would not be folded in with her pay. (Information per the Wage Packet of February 1, 2007).

METHODS OF INCOME:

LIEPMANN compared the cost of the new hires as compared to the savings from the retirees. **LIEPMANN** stated there would be a savings from the water fund since a certain percentage of the water fund could be transferred for each employee that had to

deal with the water such as employees taking water bills, etc. **LIEPMANN** stated that with the transfer of the water fund to the General Fund, there would be approximately \$10,225. The resulting decrease in cost to the General Fund would be \$10,408. There would be a \$30,408 savings used to decrease the expenditures in the budget even though there would be three(3) full time individuals.

LIEPMANN stated the Water Fund is Great! The Water Service Fees are some of the lowest in Genesee County.

Two(2) Issues At Hand:

1. Changing the Starting Salary of Employees
2. Change the former full-time position back to a full time position and hire the Water Clerk at no additional cost.
 - a. each new hire will be on a six (6) month probation

QUESTIONS/COMMENTS:

1. "Could the extra money be used, instead of going to the third (3rd) full time person, be applied to someplace that was needed."
2. "Would support the recommendation of the Main Office as to whether there needed to be three (3) full-time employees."
3. "There are actually already three (3) positions, but the Office has been trying to run the office with part-time employees; there needed to be three (3) full-time employees."
4. "There has been such an increase in the water that it takes more involvement in getting the work done."
5. "There should be some type of Procedures and Policies manual as to what needed to be done when there was a new hire; there needed to be some type of evaluation at the end of six (6) months. Benefits would start immediately."
6. "full time employment would consist of thirty-six (36) hours per week." (4 days at 8 hour per day = 32 hours; and 4 hours on Friday for a total of 36 hours. If an employee worked Wednesday Night, they would get Friday off).

REED MOVED, seconded by Pratt to reinstate the third (3rd) person so there would be three (3) full-time employees in the Main Office at the wages presented by the Treasurer, with a six (6) month probationary period for the two (2) new hire employees.

ROLL CALL VOTE:

AYES: Reed, Pratt, Minaudo, Morford, Liepmann, and Trotogot

NAYS: Fotenakes MOTION CARRIED.

2. Notification to the Board of Additional Hours Worked by the Former Bookkeeper

The former Bookkeeper, Marilyn Schmoak has requested to be paid \$712.72 for additional hours worked while training the newly hired Bookkeeper and Water Clerk.

QUESTIONS/CONERNS:

1. **REED** wanted to know how that many hours were accumulated when the hours were supposed to be used up in two (2) years.
2. **LIEPMANN** stated the hours could be accumulated up to two years.
3. **TROTOGOT** stated there was a cap on the hours.
4. **FOTENAKES** wanted to know if the Police Department had a cap on their hours.

LIEPMANN MOVED, seconded by Fotenakes to pay the former Bookkeeper, Marilyn Schmoak (Schmoak), for her hours worked.

DISCUSSION:

1. **FOTENAKES** stated that **SCHMOAK** was a salaried employee and not union.

- 2. **PRATT** wanted to know if there were certain situations where overtime had to be paid even to salaried employees.
- 3. **LIEPMANN** stated that **SCHMOAK** had requested the wages which had been for approximately one (1) month dealing with the training of the new bookkeeper and the water clerk; the Board was not telling **SCHMOAK** what they would pay her.
- 4. **FOTENAKES** stated in her Procedures and Policies Manual for her company, it stated that hourly employees would be paid at a rate of one and one-half (1 1/2) times.
- 5. **LIEPMANN** stated that in the Flushing Township Policy and Procedures Manual it stated "salaried personnel are exempt."

(Attorney Steve Moulton arrived during the Special Board of Trustees Meeting and it was determined to pay Schmoak at regular pay because she was salary).

LIEPMANN MOVED, seconded by Fotenakes to pay Marilyn Schmoak (Schmoak), for regular time because she was a salary employee.

ROLL CALL VOTE:

AYES: Liepmann, Minaudo, Reed, Fotenakes, Pratt, Morford, and Trotogot

NAYS: 0 MOTION CARRIED.

BOARD COMMENTS:

None

THE NEXT REGULAR BOARD OF TRUSTEES MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 8, 2007 AT 7:00 P.M.

ADJOURNMENT: There being no further business matters, **LIEPMANN** adjourned the meeting at 5:00 p.m.

JULIA A. MORFORD, Clerk

ANDREW TROTOGOT, Supervisor

APPROVED DATE: _____

02/01/07 Regular