

DeWITT CHARTER TOWNSHIP
1401 W. Herbison Road, DeWitt, MI 48820
April 24, 2017 Board Minutes

The Regular Meeting of the DeWitt Charter Township Board was called to order by Clerk Mosier at 7:00 pm with the Pledge of Allegiance.

Motion by Mosier, second by Ross, to appoint Trustee Musselman to preside over the meeting in the absence of the Supervisor. Motion voted and carried.

MEMBERS PRESENT: Clerk Diane Mosier, Treasurer Phyllis Daggy, and Trustees: Dave Fedewa, Steve Musselman, Brian Ross, and David Seeger

MEMBERS ABSENT: Supervisor Rick Galardi

ALSO PRESENT Manager Rodney Taylor; Interim Fire Chief Dave DeKorte, DeWitt District Library Jennifer Balcom, DeWitt District Library Chair Brian Byars, County Commissioner Ken Mitchell, and several citizens.

AGENDA **Seeger moved, Daggy seconded, to approve the Agenda, adding DeWitt District Library and removing Officer Awards under Presentations, and adding CCTOA Agenda under Correspondence. Motion voted and carried.**

CONSENT AGENDA **Mosier moved, Daggy seconded, to approve the Consent Agenda, which included the following: approval of the Township Board Minutes of April 10, 2017 and approval of General Fund Vouchers 67349 – 67391; receive and file the Planning Commission draft minutes of April 3, 2017 and the 2017 First Quarter Investment Report. Motion voted and carried.**

PUBLIC COMMENT None.

PRESENTATIONS DeWitt District Library Director Jennifer Balcom and President Bryan Byars provided information on the Library's recent physical upgrade and the opening of the new space behind the Library in the shopping center. New technology was also discussed.

COUNTY
COMMISSIONERS'
REPORT Clinton County Commissioner Ken Mitchell provided information on the most recent Clinton County Waste Collection program.

CORRESPONDENCE Correspondence included: a Thank You from the Daggy family; notice from the Clinton County Drain Commissioner of repairs to #987 Oakland Hills Estates;

Agenda of the Clinton County Township Officers Association meeting of April 27, 2017.

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UNFINISHED
BUSINESS

None.

NEW BUSINESS
Inspector

Manager Taylor's memo, dated April 21, 2017, explained that while Interim Fire Chief Dekorte is still performing the role of Fire Marshal, a newly created part time position will be conducting fire safety inspections, fire prevention programs, and update and maintain records.

Mosier moved, Seeger seconded, to approve the addition of an up to .5 Full Time Equivalent position to the Township's Authorized Staffing Table, Grade 4, and authorize the Township Manager and Interim Fire Chief to fill this position. Motion voted and carried.

Job Descriptions
Fire Department

The Board reviewed Manager Taylor's memo, dated April 21, 2017, which explained that the Fire Department Job Descriptions were not adopted in 2014 when the Salary & Compensation Study was completed with updated job descriptions for Township positions. He noted that his recommendation is to remove the Fire Department job descriptions from the Standard Operating Guidelines and adopt the new job descriptions as presented.

Trustee Fedewa pointed out that the Assistant Fire Chief Description was not provided to the Board.

Mosier moved, Daggy seconded, to adopt the following job descriptions for the Fire Department, Captain, Fire Marshal, Lieutenant, Emergency Medical Personnel, Support Staff I, Firefighter, Firefighter Trainee, and authorize the Manager and Interim Fire Chief to approve the Fire Inspector and Assistant Fire Chief job descriptions. Motion voted and carried.

44North

Manager Taylor explained that the provided documents need to be adopted/executed because of the change in insurance agents made at the beginning of the year.

Ross moved, Daggy seconded, to authorize the Township Clerk to execute the attached agreements with 44North for the implementation of employee benefits.

Ross moved, Seeger seconded, to approve Resolutions 2017-04-07 and 2017-04-08 to adopt the Section 125 Cafeteria Plan and Health Reimbursement Arrangement with Advanced Benefit Solutions, Inc. d/b/a 44North.

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AYES: Fedewa, Ross, Daggy, Mosier, Seeger, Musselman

NAYS: None

Motion carried.

Shared Use Pathway
Reimbursement

Manager Taylor reviewed Planner Wittenberg's memo, dated April 20, 2017, regarding a proposed shared use pathway reimbursement recommendation for Sam Dalman, 3415 W. Clark Road.

Mosier moved, Daggy seconded, to authorize reimbursement for the difference in cost of construction of an 8 foot shared use pathway and a 5 foot sidewalk to Sam Dalman for property located at 3415 W. Clark Road (parcel 050-019-100-010-60) in an amount not to exceed \$2,971.50 subject to the following conditions: 1)Installation and inspection of the shared use pathway 2)The applicant shall provide a copy of the final invoice to the Township for the construction of the shared use pathway 3)If the final invoice is less than the amount provided on the proposal dated 11/29/16 in the amount of \$7,894.00 the Township shall only reimburse the difference between the final invoice amount for the construction of the 8 foot shared use pathway and the proposal amount of \$4,922.50 for the 5 foot sidewalk 4)Reimbursement shall be provided upon receipt of the final invoice for construction and inspection of the shared use pathway. Motion voted and carried.

PUBLIC/STAFF
COMMENTS

Adam Cramton, 11483 Hidden Spring Trail, was introduced by Manager Taylor as working with Girl Scout Troup 30226 on a signage project placing directional arrows in Padgett Park. The Board thanked him for his participation and leadership in the project.

Interim Fire Chief DeKorte provided information on Fire Department training and number of responses to date.

Manager Taylor reported the following: Chief Russell is out indefinitely with a personal medical issue; the Wayfinding Project with the City of DeWitt is still in the works, but slightly delayed; Conquest Gym is proposing a promotional project within a Township park; he is still working on an RFP for Planning Services; the next Rebuilding Together spring cleanup project is May 20th.

BOARD COMMENTS Trustee Ross provided information on Port Lansing/Next Michigan Development Corporation business.

Trustee Seeger pointed out that the Clinton County Township Officers Association Agenda was provided to the Board this evening.

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ADJOURNMENT **Seeger moved, Ross seconded, to adjourn at 8:05 p.m. Motion voted and carried.**

Respectfully submitted,

Diane Mosier, Clerk

Rick Galardi, Supervisor