

****DRAFT****
COVERT TOWNSHIP BOARD OF TRUSTEES
SPECIAL BOARD MEETING MINUTES
WEDNESDAY, MAY 23, 2018 AT 6:00 P.M.
COVERT TOWNSHIP HALL

Purpose: To present and review the proposed 2018-2019 Fiscal Year Budgets, Pay Schedules, Contracts, 2018 Millage Rates and McKenna Maps Proposal.

SPECIAL MEETING

The special meeting of the Covert Township Board was brought to order by Supervisor Palgen at 6:00 PM.

The Pledge of Allegiance to the Flag was led by Supervisor Palgen.

Members Present: K. Harrington, D. Cook, D. Palgen, L. Taylor, M. Rendell

Members Absent: None

PUBLIC COMMENT

None

BUDGET

- 2018-2019 General Fund Budget was presented by M. Rendell. Discussion included how the New Covert Generating refund and legal fees are calculated, funding of future capital projects, education budget, and whether we can charge maintenance services to specific funds.
- 2018-2019 Police Budget was presented by M. Rendell. Discussion included examining the Police Chief's projected expenses and a possible impound lot. The closing of Entergy and clarification on how the taxable value is calculated was also discussed.
- 2018-2019 Fire/Ambulance Budget was presented by M. Rendell. Discussion ensued on future budgeting schedule and expected operating costs.

- 2018-2019 Water Budget was presented by M. Rendell. Two budgets were discussed, one based on current taxable value and another based on payments received historically from New Covert Generating.
- 2018-2019 Wastewater Budget was presented by M. Rendell. A rate study is currently being performed and projected maintenance and repairs were discussed. Alternative funding, such as grants, were also discussed.
- 2018-2019 Senior Services Budget was presented by M. Rendell. Senior Advisory Committee has yet to meet to give a recommendation.
- 2018-2019 Road Budget was presented by M. Rendell. The township is scheduling many culvert and road repairs this year due to flooding conditions. A plan to forecast repairs was discussed.

WAGES/CONTRACTS

- 2018-2019 Township Salary and Pay Rates schedule for township staff was presented by D. Palgen. The Consumer Price Index (CPI) from April was shared as a benchmark and discussion on raises ensued. Written evaluations were suggested.
- 2018-2019 Salary and Pay Rates for Boards and Commissions Meetings was discussed. Documents that support why the Housing Commission members are not paid was shared.
- 2018-2019 Fire and Ambulance paid on call and part-time pay rates were discussed.
- 2018-2019 Police Auxiliary and Sargent pay schedule was discussed.
- Police Chief contract was presented. Payout of unused paid time off, length of contract and holiday schedule was discussed. Details on role of the Township Board in relation to contract was also discussed.
- Fire Chief contract was presented. Payout of unused paid time off, outside employment, length of contract and holiday schedule was discussed.

- Public Works Manager employment contract was presented. Payout of unused paid time off, longevity bonus and length of contract was discussed.
- Ordinance Administrator contract was presented.
- Ordinance Inspector Employment contract was presented. Discussion included whether we should have two contracts for one person, and the role of the Police Department in ordinance enforcement.
- Building Official Employment contract was presented.
- Building Inspector contract was presented. Discussion included whether we should have two contracts for one person.
- Discussion on employee evaluations ensued.

MISCELLANEOUS

- Resolution to comply with the provisions of Public Act 152 of 2011 by exercising the Townships right to exempt itself from the requirements of the act effective July 1st, 2018 thru June 30, 2019, was presented.
- Best Way Contract renewal was presented. Additional bids will be presented.
- Township Board regular meeting dates for 2018-2019 was presented.
- 2018-2019 Township Boards and Committee Meeting Schedule was presented. Minor changes were suggested.
- 2018-2018 Holiday Schedule closing the Township Hall as listed was presented. Minor changes were suggested.
- 2018-2019 Cemetery Rate Schedules was presented with no changes.
- 2018-2019 Transfer Station Charges was presented with no changes.

- 2018-2019 Building Permit Fee Schedule was presented with no changes.
- 2018-2019 Planning & Zoning Fees was presented with no changes. Discussion on how fees are determined ensued.

NEW BUSINESS

Motion by l. Taylor, seconded by m. Rendell, **to approve** the proposal from McKenna for Updates to Master Plan Maps in the amount of \$1,800.00, as presented.

Roll Call Vote: Yes: 5, No: 0 CARRIED

Public Hearing on 2018-2019 Budget will be Tuesday, June 19th at 6:00 pm at Covert Township Hall.

Next Regular Township Board Meeting is Tuesday, June 12, 2018 at 7:00 pm at Covert Township Hall.

Daywi Cook
Covert Township Clerk