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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, September 03, 2024 at 2:30 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

The meeting was called to order at 2:30 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Pat Hohl
Mike Dolan
Chuck Menzies
Cindy Michniewicz
Jason Negri
Patricia Hughes

ABSENT

Bill Hahn

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

Motion by Menzies, Seconded by Negri, to approve the consent agenda, as presented.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

1. Parks & Recreation - Senior Center Report - August 2024
2. Township Coordinator Report - August 2024
3. Parks & Recreation - Blackout Dates - Updated August 2024
4. Parks & Recreation - Meeting Minutes - June 2024

5. Bills List 09.03.2024
6. 8-20-24 4:00 Township Board Work Study Meeting Minutes
7. 8-20-24 7:00 Board of Trustees Regular Meeting Minutes

APPROVAL OF THE AGENDA

Motion by Michniewicz, Seconded by Hughes, to approve the agenda as presented.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

UNFINISHED BUSINESS

8. Employee Handbook Changes
Motion by Dolan, Seconded by Negri, to approve the Employee Handbook changes as presented in the packet.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes
9. Supplemental Benefits Provider Proposal
Motion by Negri, Seconded by Michniewicz, to approve the implementation of Advantage Group as our sole supplemental benefit provider effective October 1, 2024, per the memo in the packet.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes
10. Accounting department bonuses
Motion by Michniewicz, Seconded by Menzies, to approve the bonuses in the amount of \$4,000.00 for Marcy Miller and \$10,250.00 for Michelle Delancey.
Voting Yea: Hohl, Menzies, Michniewicz
Voting Nay: Dolan, Negri, Hughes

Motion does not pass.

Motion by Hughes, Seconded by Negri, to approve the bonuses in the amount of \$4,000.00 for Marcy Miller and hours worked be paid at flat hourly rate for Michelle Delancey.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

CURRENT BUSINESS

11. Livingston County PACE
Motion by Dolan, Seconded by Menzies, to table agenda item until the next board meeting.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

12. Police Lieutenant Eligibility List
Motion by Dolan, Seconded by Menzies, to approve the establishment of a Police Lieutenant promotional eligibility list, and also to approve Hamburg Township Public Safety SOP# 400-14: Police Lieutenant Job Description.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes
13. Fire Lieutenant Eligibility List
Motion by Negri, Seconded by Michniewicz, to approve the establishment of a Fire Lieutenant promotional eligibility list, to approve amended Hamburg Township Public Safety SOP# 400-09: Fire Lieutenant Job Description, to approve amended Hamburg Township Public Safety SOP# 200-15: Part-Time Promotional Process, and to amend the Hamburg Township Salary Step Progression Plan to include the position of Fire Lieutenant in Grade 6 of the salary structure.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes
14. Conditional Offer of Employment (Police)
Motion by Hohl, Seconded by Dolan, to extend a conditional offer of employment to Kelly Kozowicz for the position of full-time police officer pending successful completion of all pre-employment requirements (medical examination, psychological examination and drug screening).
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes
15. Conditional Offers of Employment (Fire)
Motion by Menzies, Seconded by Negri, to extend conditional offers of employment to Rebecca Zettel and Caitlin Van Steenis for the position of part-time Firefighter/EMT pending successful completion of all pre-employment requirements (background, medical examination, psychological examination and drug screening).
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes
16. Administrative Policies & Procedures - Addition of Ordinance Procedure - First Reading
Motion by Dolan, Seconded by Negri, to recognize the first reading of the ordinance procedure draft ordinance at today's board meeting and to report any public feedback to the board at the next regular meeting.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes
17. Parks & Rec - Park Use App - PCS Blanket Use Contract - Waiver of Fees
Motion by Dolan, Seconded by Hughes, to approve the park use request from Pinckney Community Schools/Pinckney Community Education dated August 27, 2024, contingent on the applicant submitting all paperwork to the satisfaction of the Clerk's office including Certificate of Insurance listing Hamburg Township as Additional Insured, that use be scheduled with the Park Coordinator and subject to Blackout Dates, that all uses other than games and practices be submitted and approved through a separate application process, and that fees be waived for regular blanket use.
Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Hughes
Voting Nay: Negri

18. Parks & Rec - Park Use App - PCS - MSXC Jamboree - September 19, 2024 Blackout Motion by Dolan, Seconded by Michniewicz, to approve the park use request from Pinckney Community Schools dated August 27, 2024, for the MSXC Jamboree contingent on the applicant submitting all paperwork to the satisfaction of the Clerk's office including Certificate of Insurance listing Hamburg Township as Additional Insured, that use be scheduled with the Park Coordinator, that fees be waived due to the nature of the event, and that any extra costs associated with this the hosting of this event be passed on to the applicant.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

Hohl states the Huron River has continued to be above flood stage, hoping it will be below by Wednesday. The weed harvesting has been put on hold, until the water recedes some. Dolan would like to look into the involvement of the township with regards to the Huron River clean up.

Negri noted Trustee Hahn's absence, and Hahn's indication of not returning to any more meetings for the duration of his term. Negri suggests he resign his seat, if he is not going to be a member of the Board anymore, as it is inappropriate for him to receive his stipend if he is not going to return to the board table.

ADJOURNMENT

Motion by Menzies, Seconded by Dolan, to adjourn the meeting.

Voting Yea: Hohl, Dolan, Menzies, Michniewicz, Negri, Hughes

The meeting was adjourned at 3:39 pm.

Respectfully submitted,



Jennifer Daniels
Recording Secretary



Mike Dolan
Township Clerk