

PUTNAM TOWNSHIP
REGULAR MEETING MINUTES
PUTNAM TOWNSHIP HALL, 3280 W. M-36, PINCKNEY, MI
JUNE 20, 2018

CALL TO ORDER

Meeting opened at 7:00 PM with Pledge of Allegiance led by Supervisor Brennan.

ROLL CALL

Present: Brennan, Guyon, Bennett, Carney, Chambers, Press and Klein
Absent: None
Others Present: Fire Chief Greg Amburgey; Pamela Kekes, Recording Secretary

CALL TO THE PUBLIC

Opened at 7:01 PM.
No response
Closed at 7:01 PM.

APPROVAL OF AGENDA

A motion was made by Press and supported by Bennett to approve the agenda as amended. MOTION CARRIED.

APPROVAL OF CONSENT AGENDA

A motion was made by Chambers and supported by Guyon to approve the consent agenda as presented. MOTION CARRIED.

DEPARTMENT UPDATES

1. Supervisor: There is a possible PUD on McGregor which encompasses Putnam and Hamburg Township; possible sale of the Boys and Girls Club of Toledo camp which includes both Putnam and Dexter with intentions of having both Townships will work together as these projects move forward.
2. Clerk: Carrie Humble has resigned as Deputy Clerk and read a letter from her to the Board; introduced Valerie Niemiec as the new Deputy Clerk. Working on Election preparation as ballots have been delivered, election inspectors are getting certified as required and the new equipment has received software update to receive 20" ballots..
3. Treasurer: Updated on Natural Disaster training: tax bills to be mailed end of June.
4. Fire Chief: Had incident in which a hand held sensor, FLHR, would have helped; donation of a Dalmatian statue.
5. Planning Commission: Trustee Klein reported progress on Master Plan review.

CORRESPONDENCE

Livingston County Update; Village Council meeting minutes- 5/14/18

PUBLIC HEARING

1. 2018-2019 Putnam Township Budget: **Supervisor Brennan opened Public Hearing at 7:19PM.**

No response from the public.

Supervisor Brennan closed the Public Hearing at 7:19PM.

UNFINISHED BUSINESS

1. Township Square sidewalk replacement. **A motion was made by Klein and supported by Bennett to approve expenditure up to \$15,000 which is half the cost, Village to pay other half to repair three sides of Township Square sidewalks to be taken out of Capital Improvement fund. Roll Call Vote: Yeas: Bennett, Press, Guyon, Brennan, Carney, Klein and Chambers. Nays: None. MOTION CARRIED.**

NEW BUSINESS

1. General Fund Budget: **A motion was made by Carney and supported by Press to approve the 2018/2019 General Fund Budget with revenue of \$963,230 and total expenses of \$957,754 plus \$5,476 transferring out to Township Capital Improvement Fund for total revenue of \$963,230 and total expenses of \$963,230. Roll Call Vote: Yeas: Klein, Guyon, Chambers, Brennan, Carney, Press and Bennett. Nays: None. MOTION CARRIED.**

2. General Fund Millage Levy: **A motion was made by Klein and supported by Press to set the 2018/2019 General Fund Levy at .8705. Roll Call Vote: Yeas: Guyon, Carney, Chambers, Bennett, Brennan, Klein and Press. Nays: None. MOTION CARRIED.**

3. Fire Operating Budget: **A motion was made by Carney and supported by Klein to approve the 2018/2019 Fire Operating Fund Budget with revenue of \$560,000 and total expenses of \$489,000. Roll Call Vote: Yeas: Bennett, Klein, Press, Brennan, Guyon, Chambers and Carney. Nays: None. MOTION CARRIED.**

4. Fire Operating Fund Millage Levy: **A motion was made by Press and supported by Guyon to set the 2018/2019 Fire Operating Fund Levy at 1.6699. Roll Call Vote: Yeas: Carne, Guyon, Brennan, Chambers, Press, Bennett and Klein. Nays: None. MOTION CARRIED.**

5. Fire Capital Outlay Budget: **A motion was made by Carney and supported by Guyon to approve the 2018/2019 Fire Capital Outlay Budget with revenue of \$150,808 and total expenses of \$128,245. Roll Call Vote: Yeas: Press, Brennan, Klein, Chambers, Carney, Bennett and Guyon. Nays: None. MOTION CARRIED.**

6. Fire Capital Outlay Millage Levy: **A motion was made by Press and supported by Carney to set the 2018/2019 Fire Capital Outlay Levy at .4583. Roll Call Vote: Yeas: Press, Guyon, Klein, Brennan, Bennett, Chambers and Carney. Nays: None. MOTION CARRIED.**

7. Fire Station Debt Fund: **A motion was made by Chambers and supported by Klein to approve the 2018/2019 Fire Station Debt Fund Budget with revenue of \$115,000 and expenditures of \$115,000. Roll Call Vote: Yeas: Bennett, Press, Guyon, Brennan, Carney, Klein and Chambers. Nays: None. MOTION CARRIED.**

8. Capital Improvement Fund: **A motion was made by Carney and supported by Guyon to approve the 2018/2019 Township Capital Improvement Fund Budget with revenue of \$50 and expenditures of \$25,000. Roll Call Vote: Yeas: Klein, Guyon, Chambers, Brennan, Carney, Press and Bennett. Nays: None. MOTION CARRIED.**

9. **Patterson Lake Sewer Debt: A motion was made by Klein and supported by Guyon to approve the 2018/2019 Patterson Lake Sewer Debt Fund Budget with revenue of \$93,333 and expenditures of \$0. Roll Call Vote: Yeas: Guyon, Carney, Chambers, Bennett, Brennan, Klein and Press. Nays: None. MOTION CARRIED.**
10. **Sarah Drive Special Assessment District Fund: A motion by Carney and supported by Bennett to approve the 2018/2019 Sarah Drive Special Assessment District Fund Budget with revenue of \$34,534 and expenditures of \$19,540. Roll Call Vote: Yeas: Bennet, Klein, Press, Brennan, Guyon, Chambers and Carney. Nays: None. MOTION CARRIED.**
11. **Supervisor Pay Level: A motion was made and supported by Bennett to adopt Resolution 18-09 to increase Supervisor pay level by 3.5%, from \$33,200 to \$34,362 effective 7/13/18. Roll Call Vote: Yeas: Carney, Guyon, Brennan, Chambers, Press, Bennett and Klein. Nays: None. RESOLUTION ADOPTED.**
12. **Clerk Pay Levels: A motion by Klein and supported by Press to adopt Resolution 18-10 to increase Clerk pay level by 3.5%, from \$33,200 to \$34,362 effective 7/13/18. Roll Call Vote: Yeas: Press, Brennan, Klein, Chambers, Carney, Bennett and Guyon. Nays: None. RESOLUTION ADOPTED.**
13. **Treasurer Pay Level: A motion was made by Brennan and supported by Chambers to adopt Resolution 18-11 to increase Treasurer pay level by 3.5%, from \$33,200 to \$34,362 effective 7/13/18. Roll Call Vote: Yeas: Press, Guyon, Klein, Brennan, Bennett, Chambers and Carney. Nays: None. RESOLUTION ADOPTED.**
14. **Trustee Pay Level: A motion was made by Guyon and supported by Carney to adopt Resolution 18-12 to increase Trustees pay level by 3.5%, from \$3,290 to \$3,450 effective 7/13/18. Roll Call Vote: Yeas: Guyon, Chambers, Brennan, Carney, Press and Bennett. Nays: Klein. RESOLUTION ADOPTED.**
15. **Deputy Pay Levels: A motion was made by Guyon and supported by Klein to increase Deputy pay levels by 2% as follows: Deputy Treasurer from \$22.45/hr. to \$22.90/hr. effective 7/13/18 and continue the pay level for Deputy Clerk at \$18.00/hr., as established at a Special Meeting held on June 11, 2018. Roll Call Vote: Yeas: Guyon, Carney, Chambers, Bennett, Brennan, Klein and Press. Nays: None. MOTION CARRIED.**
16. **Staff Pay Levels: A motion was made by Brennan and supported by Bennett to increase staff pay levels by 2% as follows: Receptionist from \$13.94/hr. to \$14.22/hr. and a 4% increase for Zoning Administrator from \$16.48/hr. to \$17.14/hr., effective 7/13/2018. Roll Call Vote: Yeas: Bennett, Klein, Press, Brennan, Guyon, Chambers and Carney. Nays: None. MOTION CARRIED.**
17. **Senior Director Pay Level: A motion was made by Guyon and supported by Press to increase the Senior Director pay level by 2% from \$15.45/hr. to \$15.76/hr., effective 7/13/2018. Roll Call Vote: Yeas: Carney, Guyon, Brennan, Chambers, Press, Bennett and Klein. Nays: None. MOTION CARRIED.**
18. **Fire Dept. Hourly Compensation: A motion was made by Guyon and supported by Carney to increase Fire Department hourly pay levels by 2% as follows: Probationary Level One from \$9.22/hr. to \$9.40/hr.; Probationary Level Two from \$10.57/hr. to \$10.78/hr.; Probationary Level Three from \$13.09/hr. to \$13.35; Regular Firefighter from \$16.84/hr. to \$17.18/hr.; Department Engineer from \$15.58/hr. to \$15.89/hr.; Sergeants from \$17.15/hr. to \$17.49/hr.; Lieutenants from \$18.16/hr. to \$18.52/hr.; Captain from \$18.70/hr. to \$19.07/hr.; Assistant Chief from \$19.54/hr. to \$19.93/hr.; Deputy Chief from \$19.54/hr. to \$19.93/hr.; Fire Marshall from \$20.24/hr. to \$20.64/hr.; effective 7/13/2018. Roll Call Vote: Yeas: Press, Brennan, Klein, Chambers, Carney, Bennett and Guyon. Nays: None. MOTION CARRIED.**

19. Fire Dept. Monthly Officers' Salary: **A motion was made by Guyon and supported by Klein to increase Fire Officers' salary levels by 2% as follows: Sergeants from \$77.25 to \$78.80/per month; Lieutenants from \$235.18 to \$239.88/per month; Captain from \$360.50 to \$367.71/per month; Assistant Chief from \$384.53 to \$392.22/per month, Deputy Chief from \$556.20 to \$567.32/per month; Fire Marshall from \$124.63 to \$127.12/per month; effective 7/13/2018. Roll Call Vote: Yeas: Press, Guyon, Klein, Brennan, Bennett, Chambers and Carney. Nays: None. MOTION CARRIED.**

20. Fire Chief's Salary: **A motion was made by Klein and supported by Press to affirm the Fire Chief's salary at \$65,000 per year as per the Fire Chief Employment Contract. Roll Call Vote: Yeas: Bennett, Press, Guyon, Brennan, Carney, Klein and Chambers. Nays: None. MOTION CARRIED.**

21. Resolution 18-13 Approval of Rezoning: 4714-01-400-021 (6611 Farley Rd). **A motion was made by Klein and supported by Press to adopt Resolution 18-13 – Rezoning parcel 4714-01-400-021 (6611 Farley Rd.) from RR (Single-family rural residential) to RS-2 (Single-family residential). Roll Call Vote: Yeas: Klein, Guyon, Chambers, Brennan, Carney, Press and Bennett. Nays: None. RESOLUTION ADOPTED.**

22. Exception to 1-4 width to depth ratio: 4714-01-400-021 (6611 Farley Rd.). **A motion was made by Klein and supported by Carney to approve an exception to section 340.16 A. of the Township Ordinance by permitting the creation of a parcel with a depth that exceeds the 4-1 depth to width ratio, based on the recommendation of the Planning Commission, made on June 13, 2018. The parcel to be divided from 4714-01-400-021 (6611 Farley Rd.) will have an average depth 4.33 times the average width. Roll Call Vote: Yeas: Guyon, Carney, Chambers, Brennan, Carney, Press and Bennett. Nays: None. MOTION CARRIED.**

23. Phone for Emergency Response Team. **A motion was made by Guyon and supported by Klein to table this until next regular meeting. MOTION CARRIED**

SECOND CALL TO THE PUBLIC

Opened at 8:07PM

One member of the ZBA asked as to status of a Recording Secretary for the ZBA.

Closed at 8:10PM.

ADJOURNMENT

There being no further business, **a motion was made by Bennett and supported by Carney to adjourn the meeting at 8:10PM.**

Pamela Kekes
Recording Secretary

Reviewed by:
Sally D. Guyon, CMC, CMMC
Putnam Township Clerk