

CHARTER TOWNSHIP OF MONITOR
REGULAR TOWNSHIP BOARD MEETING
MARCH 10, 2014

The Supervisor called the meeting to order at 7:00 p.m.

Members present: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller
Members absent: None

The Pledge of Allegiance was recited by all present.

Public Input opened at 7:01 p.m. No public present wished to speak and public input was closed.

Motion by Kowalski supported by Kochany to adopt the agenda as presented.
Motion carried.

Motion by Malkin supported by Miller to approve the minutes of the February 24, 2014 regular meeting as presented.
Motion carried.

Motion by Miller supported by Kochany to pay the bills in the amount of \$56,821.99 from General Fund.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

Planning Commission Request ó Draft Ordinance Amendments

The Planning Commission at their February 4, 2014 meeting referred two proposed ordinance amendments for board review.

Discussion regarding the proposed Zoning Ordinance amendment revision to Section 2.21 Building Inspector and Official and the new section 2.XX Zoning Administrator.

The board had questions regarding the definition and use of terms in Section 2.21. The first section states the Building Inspector and Official is appointed by the township board. The question arose regarding the second to last sentence contained in this section which states, “*At the direction of the Township Board, the roles of the Building Inspector and Official may be fulfilled by other Officials(s).*” In this case, the Building Inspector/Official could also fulfill the role of Zoning Administrator by the merits of the first sentence however it is not true that the Zoning Administrator could fulfill the duties of the Building Inspector who must be state licensed to issue permits.

The board will also refer the job descriptions of the Building Inspector, Ordinance Administrator and the Zoning and Code Enforcement Assistant to the Planning Commission to verify the job duties are reflected in the ordinance i.e. Ordinance/Zoning Administrator.

There was discussion regarding the proposed amendments to Section 16.08 and 16.12. The board concurs for the ability for an owner of a nonconforming lot to rebuild or replace the same type of structure as stated in Section 16.08.

There is however, a question if the wording contained in Section 16.12(a) would also allow for the expansion of non-conformance. For example, a home is on a parcel that does not meet the road frontage requirements of the ordinance. The property owner has adequate acreage to put in an access easement and further divide the property for single family residential lots. The board does not see any stipulations contained in items 1-4 to keep this from happening and further Planning Commission review is needed.

If the items above are clarified or amended, the board does not feel it necessary for the Planning Commission to refer the amendments back to the township board before setting the public hearing(s).

Personnel Committee Recommendation

The Personnel Committee submitted an e-mail correspondence to the board dated March 6, 2014 recommending a wage increase of .50/hr for the Administrative Secretary from \$11.20/hr to \$11.70/hr retroactive to January 1, 2014. The correspondence referred to the additional job duties and reduction in office staff as the reasons for the wage adjustment.

As all employees received a 2% raise effective January 1, clarification was requested if the .50 raise should be based on the 2013 wage of \$10.98 and not the starting 2014 wage of \$11.20.

The Supervisor, speaking for the Personnel Committee confirmed the recommendation.

Motion by Malkin supported by Miller to adopt the Personnel Committee's recommendation increasing the wage for the Administrative Secretary from \$11.20/hr to \$11.70/hr retroactive to January 1, 2014.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

2014 Building & General Fund Budget Adjustments

Based on the potential vote of the previous agenda item, the Clerk provided a spreadsheet detailing the increases needed to the 2014 General Fund and 2014 Building Fund budgets to cover the wage, pension, and payroll tax expenses resulting from the Administrative Secretary wage increase.

Motion by Arnold supported by Malkin to approve the adjustments to the 2014 General Fund and 2014 Building Fund budgets for wage and payroll expenses of \$1,059.70 related to the change in wage for the Administrative Assistant as prepared by the Clerk dated 3-7-2014.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

2013 Budget Adjustment

Motion by Miller supported by Kochany to adjust the 2013 General Fund budget increasing account 101-265-930 by \$923 from fund equity as recommended in the March 10, 2014 Clerk's Office memo.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

REPORTS

Arnold stated the board should start working on a new five-year road improvement plan.

Brandt reported the Road Commission does not have a road status report detailing roads above a level 1 rating, for other roads the board will need to refer to the 2010 road status report.

Brandt also asked for board feedback concerning the possibility of placing a road millage on the 2014 ballot.

The meeting adjourned at 8:20 p.m.

Cindy L. Kowalski, Clerk

Gary A. Brandt, Supervisor