

YANKEE SPRINGS TOWNSHIP
SPECIAL MEETING
JUNE 18TH, 2013

FINAL Minutes
Approved July 11, 2013
As corrected

Minutes:

Meeting called to order by Supervisor Englerth at 7:04 pm

Roll Call: Englerth, Lippert, And Cook; Present. Absent: Jerkatis Campbell called.

Pledge of Allegiance by those present.

Others Present: Sandy M. in Offices; and Alice Jansma; Deputy Treasurer

Clerk reviewed the agenda as presented.

First item was the Salary Resolution of appointees and hourly employees.

Campbell arrived.

Jan suggested the job description under Supervisor Deputy has to be changed to:

Supervisor's Administrative Assistant.

Mark, Jan, and Mary agreed that the Administrative Assistant is Alice Jansma (as she has been since November 2012) as Mark's assistant. Hours were discussed. **2 – 4 hr. days = Alice @ 18 hours per week.**

Conclusion is to make this position a salary pay at \$12,600 per year to pay monthly at \$1,050. As a suggestion only, Jan requested hours of this position to be documented.

Mark added that he may need additional hours of help in this classification for another worker.

Mary and Jan suggested having this position made from within the current staff. They (**Cathy S.**, Sandy M., Marge and Nancy) are very capable to handle any additional work needed from the Supervisor's office.

Mark suggested the worker to be Deb Mousseau (recording secretary for the Township).

Other Employee hours under Supervisor Administrative Assistant was added to the classification at \$12.50 per hour. (Hours to be documented)

Election Inspector Chairperson (s) was increased to \$10.50 per hour.

Election Inspectors increased to \$9.50

Office Receptionist increased to \$12.50

Discussion regarding Maintenance: Name change to be made as follows Custodian Maintenance Cleaning:
Rate the same at \$14.00 per hour

Bruce suggested "pay levels"= Level 2 @ \$12.00 per hour Level "3" \$10.00 per hour

Level "4" \$8.00 per hour. Mark to determine the level of work for the pay amount.

All elected office positions stayed the same no increase.

Various discussions regarding parks; toilets; and walkways within the Township.

Public Hearing on adoption of the Fiscal Year Budget 2013-2014 is June 26th, 2013 @ 6:30 pm

Motion to adjourn at 9:35 pm by Lippert, supported by Cook. All yes.

Respectively Submitted by: Jan Lippert _____