Location: Ray Township Hall

 64255 Wolcott, Ray, MI 48096

Present: Joe Jarzyna, Supervisor

 Lori Lascoe, Clerk

 Doug Stier, Treasurer

Charlie Bohm, Trustee

Absent: Betty Grader, Trustee

Also Present: Debra Archutowski, Accountant

 Betsy Bart, Staff Assistant/Deputy Clerk

 Kelly Timm, Assessor

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES & ROLL CALL.

Supervisor Jarzyna called the special meeting to order at 12:00 p.m. The Pledge of Allegiance was recited. Clerk Lascoe called roll; Jarzyna, Lascoe, Stier, Bohm, Stier were present. Grader was absent.

2. APPROVAL OF AGENDA –

**MOTION by Bohm supported by Stier to approve agenda as presented.**

**MOTION carried.**

3. PUBLIC COMMENTS: - For Agenda Items

4. OLD BUSINESS

1. Fiscal Year 2020-21 Revised Fire Fund Budget

**MOTION by Stier supported by Lascoe to approve FY 2020/21 revised Fire Fund Budget Modifications.**

**MOTION carried.**

1. Employee Manuel Appendix Revised 1 and 10.

**MOTION by Lascoe supported by Bohm to approve the revised Appendix 1 – Compensation Schedule of the employee manual as presented.**

**MOTION carried.**

Bohm distributed to each Board member language to be added to the appendix 10.

**MOTION by Lascoe supported by Bohm to approve Appendix 10 to the employee manual with the addition in an effort to provide longevity of employment in the accounting position and make us more competitive in the market place for employees we find it necessary to separate this position from any present or future part time positions by enacting appendix 10 to our employee manual.**

**MOTION carried.**

5. NEW BUSINESS

 a. Governor’s Executive Order Stay Home, Stay Safe, regarding Township business.

 Jarzyna stated due to the Governors Stay Home, Stay Safe order the Ray Township office is closed for the public except for essential employees. The employee manual states that during emergency closings (snow) the maintenance employee shall receive the pay rate of 1.5% normal pay. He stated because this is an executive order emergency should all essential employees that report to the Township receive 1.5%?

Stier questioned should all employees receive regular pay during the closure, this is a fair an equitable with the four essential employees we have. He stated they should come in to receive the mail, check voicemail and e-mail.

 Lascoe stated the Governors order indicates elections are essential and she will be in checking in daily, in the morning and afternoon. All essential employees know their jobs and what needs to be completed. Further stated only essential employees are to enter building.

 Kelly Timm – Township Assessor requested Supervisor Jarzyna request any employees who becomes ill or has been exposed to anyone testing positive of the coronavirus to contact him immediately. Then he can advise all other employees. Further stated to not enter the building if you have any symptoms of the virus.

 **MOTION by Bohm supported Lascoe to allow Supervisor, Clerk and Treasurer to set up a rotating work schedule for all essential employees in effort to abide with Governors Stay Home, Stay Safe Executive Order 2021, with essential employees receiving their regular wages.**

 **MOTION carried.**

6. PUBLIC COMMENTS

7. ADJOURNMENT

**MOTION by Stier supported by Bohm to adjourn the meeting at 12:22 p.m.**

**MOTION carried.**

Joe Jarzyna, Supervisor Lori R. Lascoe, Clerk Date

Lisa Hall, Recording Secretary