

RAY TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
TUESDAY, MARCH 30, 2021 AT 10:00 A.M.
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Location: Ray Township Hall
64255 Wolcott, Ray, MI 48096

Present: Joe Jarzyna, Supervisor
Lori Lascoe, Clerk
Betsy Bart, Treasurer
Betty Grader, Trustee
Doug Stier, Trustee

Absent: None

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES & ROLL CALL.
Supervisor Jarzyna called the meeting to order at 10:00 a.m. The Pledge of Allegiance was recited. Clerk Lascoe called roll; Jarzyna, Lascoe, Bart, Grader and Stier were present.

2. APPROVAL OF AGENDA –
The agenda was added corrected to add “resignation” for 6. a. and 6. d. and adjournment should be number 8.
MOTION by Lascoe supported by Jarzyna to approve agenda as corrected.
MOTION carried.

3. PUBLIC COMMENTS: - For Agenda Items
Supervisor Jarzyna asked anyone that would like to speak to come to the podium and state their name and address.

There were no public comments at this time.

4. BUDGET MODIFICATIONS
Treasurer Bart reviewed the six budget modifications dated Monday, March 29, 2021 as presented.

MOTION by Grader supported by Lascoe to approve budget modifications as requested by the Treasurer.
MOTION carried.

5. UNFINISHED BUSINESS

a. Employee Manual Appendix 1, 10 & 12

Discussion was held on the proposed FY 2021-22 Compensation Schedule, Appendix 1 of the Employee Manual with a two percent increase for the office staff, maintenance/janitor and the Fire Department. The Building, Planning & Zoning Clerk has resigned so the hourly rate has been adjusted to \$18.00 for a new employee. Further the Assistant Fire Chief has resigned and the position was adjusted to \$4500.00 at this time.

MOTION by Lascoe supported by Stier to Approve the Compensation Schedule Appendix 1 with the Building, Planning & Zoning Clerk position adjusted to \$18.00 hour, the Assistant Fire Chief adjusted to \$4,500.00 and the medical compensation removed.
MOTION carried.

MOTION by Lascoe supported by Stier to Approve Appendix 10 and rescinded Appendix 12 of the Employee Manual.
MOTION carried.

6. NEW BUSINESS

a. Acceptance of Building, Planning and Zoning Clerk resignation

Jarzyna stated the employee has resigned from the position and the last day of employment was March 25, 2021 in the resignation letter. Further the employee has offered to assist in the office until the position is filled and for training.

**MOTION by Stier supported by Lascoe to accept the letter of resignation from the Building, Planning & Zoning Clerk with regret.
MOTION carried.**

b. Request to advertise for Building, Planning and Zoning Clerk

Discussion was held on advertising for the position in The Record Newspaper. The last job posting was advertised in the Macomb Daily and monsterjobs.com and had candidates from out of the country applying for the position. The job posting has been added to the Township website.

**MOTION by Stier supported by Jarzyna to advertise the Building, Planning and Zoning Clerk in The Record Newspaper.
MOTION carried.**

Jarzyna stated the Building, Planning and Zoning Clerk has offered to assist the department and train the new employee as needed.

**MOTION by Lascoe supported to pay Lisa Hall, Building, Planning & Zoning Clerk her current hourly rate of \$19.90/hour as needed to assist the Building, Planning and Zoning and training as needed.
MOTION carried.**

c. Staff Assistant filling in for Building Clerk

Supervisor Jarzyna stated the Staff Assistant was offered the Building, Planning and Zoning Clerk position and has declined the offer. Further stated the Staff Assistant is able to schedule inspections and issue permits.

**MOTION by Lascoe supported by Stier to pay the Staff Assistant \$17.11 for filling in for the Building Clerk as needed during normal business hours and to track the hours on her time sheet.
MOTION carried.**

d. Acceptance of Assistant Fire Chief

Supervisor Jarzyna stated the Assistant Fire Chief submitted his resignation effective March 22, 2021. Further he has accepted a full time position with another community and has offered to help in the transition as needed.

**MOTION by Stier supported by Bart to accept the letter of resignation of the Assistant Fire Chief with regret.
MOTION carried.**

e. Assistant Fire Chief position

Discussion was held on the Fire Chief position requirements in the Normal Operating Procedures book and the job posting for the position that was posted in 2019.

**MOTION by Grader supported by Stier to Table the Assistant Fire Chief position.
MOTION carried.**

f. Brine Program for 2021

Jarzyna stated he received from Macomb County Department of Roads the Brine Program for 2021, which includes two applications with no charge to the Township.

**MOTION by Lascoe supported by Stier to approve the Macomb County Department of Roads the Brine Program for 2021 Brine Program.
MOTION carried.**

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7. PUBLIC COMMENTS - None

8. ADJOURNMENT

**MOTION by Stier supported by Grader to adjourn the meeting at 10:36 a.m.
MOTION carried.**

Joe Jarzyna, Supervisor

Lori R. Lascoe, Clerk
Recording Secretary

Date