

Minutes  
Robinson Township Board of Trustees  
October 22, 2018 Special Board Meeting  
12010 120<sup>th</sup> Ave, Grand Haven MI 49417

Present: Kuck, Hayward, Saddler, Berens, Vugteveen

The meeting was called to order at 5:30 p.m.

Berens made a motion supported by Vugteveen to approve the agenda. Motion carried.

A letter of resignation from Marena Raymond, which had been received on and was effective October 18, 2018, was read. Berens made a motion supported by Hayward to accept the letter of resignation. Motion carried.

Hayward made a motion supported by Berens to change the hours that the Township Hall is open to 9-12 and 1-5 Monday, Tuesday and Thursday. Wednesday 1-5, closed on Friday. The new hours would start on November 12, 2018. The office would be open 25 hours a week. Motion carried.

Discussion was held on the process for filling the open administrative assistant position. Berens made a motion supported by Hayward that the procedure shall be: The job description will be updated first. It will be posted for "up to 25 hours a week". It will be posted for a week internally before opening to outside candidates with the personnel manager designated to determine if there is a qualified internal candidate. The term "Internal candidate" is to be defined as anyone who receives a paycheck from Robinson Township. If the position is opened to external candidates, it will be posted on the website. The personnel manager will screen the candidates and bring at least two, if available, to the Board for a final decision.

The consensus was to use the same general procedure for filling the maintenance position.

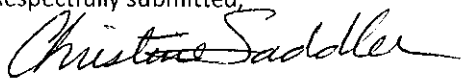
Treasurer Hayward discussed some address correction money found in the vault. It will be receipted into postage.

Discussion was held on a complaint received about Ron Villerius bringing dirt onto VanLopik. He was told in the past that he would need a DEQ permit and one from the Township. This will be investigated to see if it violates our Earth Change ordinance. This might also violate the conditions of our FEMA grant.

Clerk Saddler discussed the program for the Fire Department that had been proposed by the officers where a once a year contribution would be made into a MERS account. The amount of the contribution would be a percentage of a designated amount. The percentage would be based on overall wages for the year. The higher a member's participation is, the higher the wages would be and the higher their percentage. After discussion, the consensus of the board is they would like to see a proposal for both the fire department and board to consider, that would be a modification to the pay scale, where a payment is given once a year calculated on a years of service based scale.

Vugteveen made a motion supported by Kuck to adjourn at 6:31 pm

Respectfully submitted,



Christine Saddler  
Robinson Township Clerk