

**DAVISON TOWNSHIP
SPECIAL BOARD MEETING
OCTOBER 2, 2023**

MEMBERS PRESENT: Supervisor Jim Slezak, Clerk Michael T. Leffler, Treasurer Tim R. Green, Trustee Matthew Karr, Trustee Lori Tallman
Recording Secretary Jami Vert

MEMBERS ABSENT: Attorney David Lattie

OTHERS PRESENT: None

CALL TO ORDER

The special meeting of the Davison Township Board of Trustees was called to order at 9:00 a.m. at the Davison Township Municipal Center, 1280 N. Irish Road, Davison, MI 48423. The Pledge of Allegiance was recited.

ADOPT THE AGENDA

MOTION BY SLEZAK, SECOND BY LEFFLER to amend and adopt the October 2, 2023 agenda to remove item a. Motion carried unanimously.

UNFINISHED BUSINESS

None

PUBLIC COMMENT

Public comment opened up at 9:02 a.m.
Public comment period closed at 9:02 a.m.

NEW BUSINESS

DISCUSS AND POSSIBLY APPROVE LISA MINTO TO FILL IN FOR KAITLIN WHILE GONE ON MATERNITY LEAVE AT THE LOWEST LEVEL OF AN ASSESSOR PAY RATE (POSSIBLY CLOSED SESSION)

REMOVED

DISCUSS THE REQUIREMENTS, RESPONSIBILITIES, RE-CLASSIFICATION TO A SALARIED POSITION WITHIN THE UNION, AND PAY SCALE OF AN ACCOUNTANT FOR THE CLERK'S OFFICE

Board discussed possibly making the one spot in the clerks to a salaried position; need an actual accountant for that position; will help eliminate pre-audit; try to offset the cost of pre-audit with the Fire and Senior Center paying for some; we need to move into current year; and not back in 1970's; roughly \$40/hr.

REDISTRIBUTION OF ROLES IN THE TOWNSHIP'S DAILY OPERATIONS

Board discussed how the township needs to look ahead at hiring future employees to fill in spots when others are close to retire; don't wait until they are leaving to start the process; need to be proactive; we need to plan ahead; everybody on the board needs to look at this; and look further down the road; we keep growing; need to have people job shadow; need to have manuals in place in each department; that way it will be easy for someone to come in and help; we need to be responsible for the township; we will always face people leaving a job; bring Plante Moran in and they can explain what was going on in the clerk's department.

DISCUSS A 10-YEAR PLAN FOR FUTURE PERSONNEL REQUIREMENTS FOR DAVISON TOWNSHIP

Board discussed they need to plan for future of the townships needs with personnel

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requirements; how they want to start; future discussion.

ADJOURNMENT

MOTION BY GREEN, SECOND BY TALLMAN to adjourn at 9:43 a.m. Motion carried unanimously.

Jim Slezak, Supervisor

Michael T. Leffler, Clerk