

## Dexter Township Resolution # 21-600a

**A resolution to set the salaries, hourly wages, mileage reimbursement and other compensation for Township employees who are paid by salary, at an hourly rate and/or per-diem rate.**

Whereas, the Dexter Township Board annually sets the compensation rate for employees,

Be it therefore resolved, the Dexter Township Board of Trustees, by a vote of the majority at a duly noticed meeting held this 15<sup>th</sup> day of April 2021, sets the hourly wages of Township Employees and appointed Deputies as follows, effective April 12, 2021, except where noted otherwise: (NOTE: Personnel who are on the Township payroll as of April 12, 2021, whose pay is at a step rate that is not consistent with their actual length of service, will stay at said step).

Office Manager – <1 year .....	\$17.00 per hour,
Office Manager – 1 year, but <2 years.....	\$18.44per hour,
Office Manager – 2 years, but <3 years .....	\$19.83 per hour,
Office Manager – 3 years, but <4 years .....	\$21.32 per hour,
Office Manager – 4 years or more .....	\$23.72 per hour,
Administrative Assistant - <1 year .....	\$16.48 per hour,
Administrative Assistant – 1 year, but <2 years .....	\$17.77 per hour,
Administrative Assistant – 2 years, but <3 years.....	\$19.06 per hour,
Administrative Assistant – 3 years or more .....	\$20.95 per hour,
Ordinance Officer – <1 year .....	\$19.57 per hour,
Ordinance Officer – 1 year, but <2 years.....	\$20.60 per hour,
Ordinance Officer – 2 years, but <3 years .....	\$22.28 per hour,
Ordinance Officer – 3 years or more .....	\$23.34 per hour,
Deputies – <1 year .....	\$19.63 per hour,
Deputies – 1 year, but <2 years.....	\$20.50 per hour,
Deputies – 2 years, but <3 years .....	\$21.38 per hour,
Deputies – 3 year, but <4 years.....	\$22.30 per hour,
Deputies - 4 years or more .....	\$24.81 per hour,
Clerical (scheduled) & Recording Secretary (<1 yr.) ...	\$14.89 per hour,
Clerical (scheduled) & Recording Secretary (1 yr. but <2 yrs.) .....	\$15.66 per hour,
Clerical (scheduled) & Recording Secretary (2 yrs. but <3 yrs.) .....	\$16.48 per hour,
Clerical (scheduled) & Recording Secretary (3 yrs.or more) .....	\$17.94 per hour,
Occasional Clerical (range – discretion of Township Exec Committee.)	\$12.00 to \$16.00 per hour,
Election Workers.....	\$12.00 per hour,
Election Inspectors .....	\$15.00 per hour,
Election Clerical (range – discretion of Township Clerk) .....	\$12.00 to \$16.00 per hour.

Be it further resolved that the annual salary for the Director of Zoning and Planning shall be set at \$76,442, effective April 1, 2021;

Be it further resolved that the starting rate for new employees may be at a rate greater than the above listed starting rate upon approval by the Township Executive Committee, and;

Be it further resolved that any reimbursement payment in lieu of health benefits for full-time salaried employees shall be set by the Board at a rate not to exceed 11% of the employee's salary, payable monthly upon presentation of documentation of health insurance and actual insurance costs. Payment will be \$700.00 per month, noting that elected officials are not eligible for this payment, and;

Recognizing that Election Workers are assigned to a polling place from 6:00 AM to approximately 10:00 PM, or later, on election days, be it further resolved that the Township will provide light breakfast, beverages and dinner for Election Workers and Election Inspectors (Precinct Chairs) not to exceed \$16.00 per day each, as part of their compensation package, and;

Recognizing that Board of Review Members are required to meet twice for a continuous 8-hour period to hear taxpayer appeals, be it further resolved that, for those two meetings only, the Township will provide a light meal and beverages for Board of Review Members at a cost not to exceed \$14.00 per day each, in addition to their per diem, and;

Be it further resolved that per diem for members of the Board of Review, excluding the Township Supervisor, Assessor and Assessing Assistant, shall be \$50.00 for attending required training, in addition to mileage reimbursement, and;

Be it further resolved that per diem for members of the various boards and commissions shall remain at the current flat rate per meeting (PC/ZBA Chair \$100.00; PC/ZBA Member \$75.00; BOR [all] \$100.00; Board Approved committees, such as the Broadband Research Committee, etc., \$75.00, and civilian appointments as official Township representatives to the below listed bodies may, at the discretion of the Township Board, be set at a rate not to exceed \$75.00);

Be it further resolved that per diem for elected Trustees shall be \$75.00 per listed meeting when their attendance is required (alternate sitting in for regular member), noting that this does not apply to meetings where said officials are otherwise compensated.

Be it further resolved that per diem for the Township Supervisor, Clerk and Treasurer shall be \$75.00 per listed meeting where their attendance is required at meetings that take place completely outside regular Township office hours, noting that per diem does not apply to meetings where said officials are otherwise compensated.

Meetings approved for per diem, in addition to those listed above, are as follows, noting that this list may be amended from time to time by simple majority vote of the elected or duly appointed members of the Township Board:

- *Chelsea Area Construction Agency (CACA)*
- *Dexter Area Fire Department (DAFD) Administrative Board*
- *Dexter Township Broadband Research Committee*
- *Washtenaw Area Transportation Study Policy Committee (WATS)*
- *Washtenaw Urban County Executive Committee*
- *Western Washtenaw Area Value Express (WAVE)*
- *Western Washtenaw Broadband Coalition*
- *Western Washtenaw Recycle Authority (WWRA) Board*
- *Open Space and Land Preservation Committee (OSLP)*

Be it further resolved that the rate for reimbursement for mileage shall continue to be set at the standard reimbursement rate established periodically by the Federal Government. NOTE:

Mileage is not reimbursed for meetings where members are compensated by another entity, or meetings at the Dexter Township Hall or Fire Sub-Station.

Resolution offered by Board Member: Trustee Sikkenga

Resolution seconded by Board Member: Trustee Nolte

Roll call vote: Ratkovich, Stamboulellis, Metz, Drolett, Nolte, Sanders, Sikkenga

Yeas: 6

Nays: 1

Abstain: None

Absent: None

Tally Y = 6; N = 1; Abstain = 0; Absent = 0

The Supervisor declared the resolution, as amended, adopted.

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### **CERTIFICATE**

The undersigned, being the duly elected and acting Clerk of the Township of Dexter hereby certifies that the foregoing resolution was adopted at a regular meeting of the Dexter Township Board at which a quorum was present on the 15<sup>th</sup> day of April, 2021, and that the members voted thereon as hereinbefore set forth.

  
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Michelle Stamboulellis, Clerk