

**Whitewater Township Board
Minutes of Special Meeting held January 26, 2010**

Call to Order

Supervisor Lake called the meeting to order at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690.

Roll Call

Township Board members present: Benak, Boyd, Hockin, Hubbell and Lake.

Township Board members absent: None.

Also attending: Planning/Zoning Administrator Meyers and 3 others.

Agenda as Written in Special Meeting Notice

1. Sub-Committee Clarification
2. Budget Work Session-General Fund

Approval of Agenda

The agenda was approved as posted in the special meeting notice.

Declaration of Conflict of Interest

None.

Public Comment

None.

Sub-Committee Clarification

A memo from Meyers suggesting clarification was reviewed and discussed. The clerk offered definitions for Sub-Committee and Advisory Committee and suggested the definitions be added as a foot note to the Salary/Wage Schedule.

The definitions were discussed and amended.

Also reviewed was Supervisor Lake's form for Committee and Work Group Procedural Outline. The title of the form was amended to read Advisory Committee and Sub-Committee Procedural Outline.

Moved by Hubbell, seconded by Boyd to add the Sub-Committee and Advisory Committee definitions as a foot note to the Salary/Wage Schedule, and to add the Advisory Committee & Sub-Committee Procedural Outline form to Appendix E of the Administrative Policies and Procedures. **Motion approved 5-0.**

Budget Work Session

Meeting dates for the 2010/2011 fiscal year were discussed. It was the consensus to move the regular meeting to the 2nd Tuesday of the month. Also discussed were scheduling work sessions on the 4th Tuesday of the month. The trustees feel this would be a hardship for them having to

attend an additional meeting each month. The clerk was instructed to prepare a Resolution for the 2010/2011 regular meetings and present it at the next regular meeting.

The preliminary estimate for general fund cost centers and the requests from departments were reviewed and discussed. Additional information is needed to complete the revenue section of the budget. Meyers requests direct deposit of her paycheck; name tags for officials & employees; 12 vacation days per year.

The clerk was instructed to research direct deposit and the cost of name tags.

The supervisor will prepare an amended Offer of Employment for the planning/zoning administrator to be effective April 1, 2010.

Future Budget Work Session Dates

The fire chief will be out of town on February 9th, so the work session scheduled for fire and ambulance on that date will be postponed to February 23rd.

Lynn Bright, Burnham and Flower representative will also be on the February 23rd agenda to present information to all employees on a 457 Plan.

A budget work session on March 2nd will pull all of the budgets together.

Adjournment

The meeting was adjourned at 8:47 p.m.

Respectfully submitted,
Carol Hockin, Clerk