

## Dexter Township Resolution # 17-479

**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, and;  
Be it therefore resolved, the Dexter Township Board of Trustees, by a vote of the majority at a duly noticed meeting held this 21<sup>st</sup> day of March 2017, sets the hourly wages of Township Employees and appointed Deputies as follows, effective the first day of the first full pay period in FY 2017/2018 (Starting April 10<sup>th</sup>, 2017, except where noted otherwise): (NOTE: Personnel who are on the Township payroll as of April 1, 2017, and who are currently at top step, will remain at top step, regardless of years of service. Personnel on the payroll as of April 1, 2017, who will complete one year prior to December 31, 2017, will go to top step starting with the first full payroll that starts after their one year anniversary date.)

Office Manager – Less than 1 year .....	\$16.48 per hour,
Office Manager – 1 year, but less than 2 years .....	\$17.20 per hour,
Office Manager – 2 years, but less than 3 years.....	\$17.90 per hour,
Office Manager – 3 years or more.....	\$18.60 per hour,
Administrative Assistant / non-statutorily required deputies (< than 1 yr.).....	\$14.42 per hour,
Administrative Assistant / non-statutorily required deputies (1 yr. but <2 yr.) .....	\$14.94 per hour,
Administrative Assistant / non-statutorily required deputies (2 yrs. but 3 yr.) .....	\$15.46 per hour,
Administrative Assistant / non-statutorily required deputies (3 yrs. or more) .....	\$15.97 per hour,
Ordinance Officer – Less than 1 year .....	\$15.45 per hour,
Ordinance Officer – 1 year, but less than 2 years .....	\$16.15 per hour,
Ordinance Officer – 2 years, but less than 3 years.....	\$16.85 per hour,
Ordinance Officer – 3 years or more.....	\$17.55 per hour,
Statutorily Required Deputies – Less than 1 year .....	\$18.60 per hour,
Statutorily Required Deputies – 1 year, but less than 2 years .....	\$18.92 per hour,
Statutorily Required Deputies – 2 years, but less than 3 years .....	\$19.24 per hour,
Statutorily Required Deputies – 3 years or more .....	\$19.55 per hour,
Clerical (scheduled) – Less than 1 year.....	\$12.00 per hour,
Clerical (scheduled) – 1 year, but less than 2 years .....	\$12.50 per hour,
Clerical (scheduled) – 2 years, but less than 3 years.....	\$13.25 per hour,
Clerical (scheduled) – 3 years or more.....	\$14.00 per hour,
Occasional Clerical (range – discretion of Township Board) .....	\$10.80 to \$14.00 per hour,
Election Workers (remain at) .....	\$11.00 per hour,
Election Inspectors (remain at).....	\$14.00 per hour,
Election Clerical (range – discretion of Township Clerk) .....	\$10.80 to \$14.00 per hour.

Be it further resolved that the annual salary for the Director of Planning and Zoning shall be set at \$60,500, effective April 1, 2017, and;

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 Board, and;

Be it further resolved that the established payment in lieu of health benefits for full-time salaried employees (does not include elected officials) shall be continued at a rate equal to 15% of their salary, payable monthly (not included in MERS), further 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 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 Study, etc., and civilian appointments as official Township representatives to the below listed bodies, \$75.00);

Be it further resolved that per diem for elected Trustees shall be \$75.00 per meeting when their attendance is required, 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 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 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 Authority (DAFD) Administrative Board*
- *Western Washtenaw Area Value Express (WAVE)*
- *Western Washtenaw Broadband Coalition*
- *Western Washtenaw Recycle Authority (WWRA) Board*

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.

Resolution offered by Board Member Drolett

Resolution seconded by Board Member Mesko

Roll call vote:

Yeas: Rider, Ceo, Brushaber, Compton, Drolett, Gajewski, Mesko

Nays: 0

Abstain: 0

Absent: 0

Tally Y = 7; N = 0; 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 21<sup>st</sup> day of March, 2017, and that the members voted thereon as hereinbefore set forth.

  
Debra A. Ceo, Clerk

