

Personnel/Insurance Committee Meeting Minutes

From

05/09/2018

Where: Portage Township Office - 47240 Green Acres Road, Houghton, MI. 49931

When Convened: 3 :10 P.M.

Who Present: Bill Bingham, John Ollila (Trustees) and Bruce Petersen (Supervisor)

Discussion Points:

- Discussed Staff wages and when they got raises. Recently, the DPW staff health insurance increases were picked up by the Twp. in lieu of individual hourly wage increases. Recommendations from this Committee and will be proposed to the Board at the May 14, 2018 meeting are;
 - >> Seasonal Cemetery workers, who receive very few benefits, fifty cent per hour raises which brings them to \$12.00/hr. and the Sextan would receive \$16.00/hr.
 - >> Water Clerk a fifty cent per hour raise to \$12.50/hr.,
 - >> Both Deputies (Clerk & Treasurer) would go to \$12.50/hr.
 - >> DPW Staff would go to \$15.25/hr. with the lead person receiving \$16.00/hr.
 - >> Tom Heider – Maintenance at Tapiola, would go to \$12.50/hr.

- Both Sick and vacation leave rates were discussed next. These recommendations will also go to the Board of trustees for inclusion in to the Personnel Manual.
 - >> Water Clerk accrued leave amounts were discussed. Currently, for vacation leave she is getting 1.5 hours per pay period; she should get 2.5 hours per pay period. For sick leave she was accruing 1.5 hours per pay period and she should accrue sick time at a rate of 1.25 hours per pay all based on DPW full-time accrual rates and scaled back for a 48 hour pay period. So: there is about 15 hours of vacation time owed.
 - >> The DPW given all their longevities they should be accruing 2 hours of sick per and 4 hours of vacation time per pay period.The sick leave cap is still at 40 days for both the Water Clerk and DPW staff. Vacation time has no cap and will be paid to the employee at their last hourly rate once he or she retires.

- Discussed the most recent Health Insurance increases. In 2015 rates went up 12%, in 2016 rates went up 5.34% and in 2017 rates went up 3.75%. These rates were all absorbed by the Twp.

- Discussed the Noise Ordinance number 132 – There was a complaint about a body shop’s air tool noise and it’s proximity to a residential neighborhood. Both Bill B. and John O. are Co-Zoning Administrators.

Public Comment: None Present – No Comments

Adjournment: Bill moved for adjournment at 3:50 P.M.

Respectfully submitted:

Bruce Petersen
Township Supervisor