

Charter Township of Portage
Special Board of Trustees Meeting
April 25, 2024
47240 Green Acres Road
Houghton, MI 49931
(906) 482-4310

The Charter Township of Portage held a Special Board of Trustees Meeting on Thursday, April 25, 2024, at the Township office.

Additions to the agenda: Decide what to do with vacation time over max allowed, Water/sewer committee meeting April 18, 2024

Call to Order: The meeting was called to order by Bruce Petersen at 3:00 PM

In attendance were Supervisor Bruce Petersen, Clerk Amy Skewes and Trustees Peggy Anderson, Bill Bingham, Bill Fink and John Ollila as stated by roll call. Absent: Treasurer, Betsy Smith

Discussion Items:

1. DPW Wages A motion was made by Ollila to increase the hourly pay of DPW staff to the following pay scale effective the first full pay period in July 2024, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen and Skewes
Base DPW wage - \$22.00 per hour
CDL - \$2.00 per hour
Welding certificate -\$2.00 per hour
Water certificate - \$2.00 per hour
2. Vacation accrual –
A motion was made by Fink to change the vacation accrual to the following effective the first full pay period in July 2024, Seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen and Skewes
4 hours per pay period (80 hours) in year 1-3
6 hours per pay period (80 hours) in year 3-15
8 hours per pay period (80 hours) in years beyond 15
Sick accrual – A motion was made by Ollila to change the sick leave accrual to 4 hours per pay period (80 hours), seconded by Bingham. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen and Skewes

A motion was made by Bingham to set the amount of vacation hours allowed to be carried over to the next year to 160 hours effective the first full pay period of July 2024, seconded by Anderson.

Anyone over 160 hours as of January 1, 2025, will forfeit those excess hours. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen and Skewes

3. Discuss personnel manual. The personnel manual will be updated to reflect the changes in sick and vacation time.
4. Re-advertise DPW Positions – personnel committee will meet April 27, 2024
5. Review Medical Insurance – We will Schedule a meeting with the insurance rep to go over insurance options.
6. Max vacation time allowed. A current employee has more hours accumulated than are allowed according to the personnel manual and according to our new policy.

A motion was made by Bingham to pay Mike Becia for his excess hours at his current rate, seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen and Skewes

7. Water/Sewer committee meeting – April 18, 2024. Update from the committee:
Anderson reported that a home on Green Acres Road has not had any water readings since the house became occupied. In addition, she said that 5 residents have an account number but are not being charged the base fee. Skewes advised Anderson to reach out to the DPW staff and water clerk regarding this issue.

Bingham stated that no letters were sent to M-26 customers for timetable to connect to sewer, Residents along Green Acres Rd who are not connected to the sewer system, letters to all residents on Green Acres Rd. & M-26 regarding Ordinance 141 section VIII and a letter to residents with grinder pumps warning about items that cannot be flushed.

Ollila recommended the water/sewer committee meet with the DPW and the water clerk to address these issues.

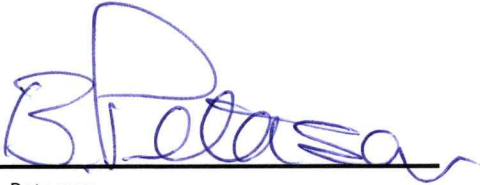
Skewes and Ollila asked why the 3 letters that we agreed upon at the last meeting did not go out.

Public Present:

Keith Wanhaaho

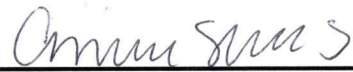
Adjourn: The meeting was adjourned at 4:25 P.M

X



Bruce Petersen
Supervisor

X



Amy Skewes
Clerk