

Sumpter Township  
Special Board Virtual Meeting Agenda  
December 15, 2020  
6:00 PM

PUBLIC NOTICE:

To mitigate the spread of COVID-19, protect the public health, and provide essential protections to Sumpter Township residents; this Board of Trustees' meeting will be conducted virtually in compliance with State of Michigan Governor's Executive Order(s) and MDHHS directive(s) regarding remote public meetings. To participate in this meeting electronically, please see posted instructions on Township Doors and/or the Township Website; [www.sumptertwp.org](http://www.sumptertwp.org). Thank you.

1. Pledge
2. Roll Call: Bowman, Hurst, Clark, LaPorte, Oddy, Rush, Morgan
3. Approve Agenda
4. Public comment only on agenda items
5. Warrants:
  - A. Approve Prior Warrants Paid 12/3/2020: \$239,031.54
  - B. Approve Warrants on hand for payment 12/16/2020: \$92,670.57
6. New Business:
  - A. Consider approval of the 2021 Board Meeting Schedule.
  - B. Consider approval for the non-statutory appointed position of Deputy Supervisor to be part time less than 20 hours/week with Pay = \$8,406.00 yearly. No benefits of any kind.
  - C. Consider approval for the statutory appointed position of Deputy Clerk to be full time allocating 40 hour/week with overtime as approved by the Township Clerk with Pay = \$25.08 hourly with annual increases as approved by the Board and Benefits = to AFSME employees except No medical reimbursement.
  - D. Consider approval for the statutory appointed position of Deputy Treasurer to be full time allocating 40 hour/week with overtime as approved by the Treasure with Pay = \$25.08 hourly with annual increases as approved by the Board and Benefits = to AFSME employees except no medical reimbursement.

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- E. Consider approval for opening the Treasurer's office for the residents to pay their taxes at the township hall on Thursday December 31<sup>st</sup>, extending regular office hours until 7:30 pm.
- F. Consider approval for the closure and cancellation of all Township credit cards with the exception of the Supervisor, Clerk, Treasurer, Police and Fire Chief in compliance with the Township Credit Card Policy.
- G. Consider approval of all outstanding warrants to a date of December 31, 2020 close of business.
- H. Consider approval of changing the supervision of the water department clerk from the Finance Director to the Treasurer.
- I. Consider approval of freezing all capital and all non-essential expenditures as of 12/15/2020.
- J. Consider approval to reaffirm that all purchasing, reallocation and/or removal of any township furnishings, equipment, and/or assets, must have Township Board approval prior to the specific purchase, reallocation or removal.
- K. Consider approval of changing the locks on the 3 township doors for necessary security purposes.
- L. Consider approval to reaffirm that the Clerk's Office will have sole responsibility to secure and issue all Township Hall keys and security codes at the direction and approval of the Township Board.
- M. Consider approval of updating the first sentence in section 6 of the Finance Directors contract to read "The employee's duties shall be determined by the Township Board from time to time and as directed by the Township Clerk on a daily basis". "The Township Supervisor and/or Township Treasurer shall have supervision of the employee for those matters undertaken by the employee which are statutorily required by law for each office".

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- N. Consider approval of updating the first sentence in section 6 of the Human Resource Directors Contract to read “The employee’s duties shall be determined by the Township Board from time to time and as directed by the Township Clerk on a daily basis”. “The Township Supervisor and/or Township Treasurer shall have supervision of the employee for those matters undertaken by the employee which are statutorily required by law for each office.”
- O. Consider approval to adjust Deputy Clerk Anthony Burdick hourly pay from \$25.08 to \$27.08 to recognize and correct scheduled increases that were missed since his appointment of May, 2018.
- P. Consider approval of Virtual Meetings policies and procedures.

7. Announcements

8. Open Floor

9. Adjournment

Esther Hurst, Clerk

Posted: December 14, 2020 at 6:45 pm

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act), MCLA 41.72a (2) (3) and the Americans with Disabilities Act (ADA). The Sumpter Township board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 5 days’ notice to the Sumpter Township board. Individuals with disabilities requiring auxiliary aids or services should contact the Sumpter Township board by writing or calling the following: Esther Hurst 23480 Sumpter Road, Belleville, MI 48111