

**CHARTER TOWNSHIP OF HAMPTON
REGULAR MEETING MINUTES
December 11, 2023**

The regular meeting of the Charter Township of Hampton Board of Trustees was called to order at 7:00 p.m. by the Supervisor.

PRESENT: Benchley, Wright, Wisniewski, Kenniston, Leyba, Samyn, Close
ALSO PRESENT: Hewitt and 7 others in the audience.

APPROVAL OF AGENDA: Motion by Kenniston, supported by Wisniewski to approve the agenda as presented.

APPROVAL OF MINUTES: None

COMMUNICATIONS: Motion by Kenniston, seconded by Wisniewski to receive the following communications: Versiti Blood Center of Michigan, Public Safety Department November 2023 Report. Motion carried.

AUDITORS REPORT:

Motion by Wisniewski, seconded by Wright for the following warrants be approved for payment:

#53043-#53090	General Fund	\$ 35,696.73
#4693-#4694	Sewer Fund	\$ 5,321.38
#2224-#2227	Water Fund	\$ 6,611.03
		<u>\$ 47,629.14</u>

AYES: Wisniewski, Benchley, Kenniston, Wright, Leyba, Samyn, Close

NAYS: None

Motion carried.

OPEN TO THE PUBLIC: No one addressed the Board.

OLD BUSINESS: Motion by Kenniston, seconded by Benchley to support the Weinlander Fitzhugh 3-Year Audit Pricing. Motion carried.

NEW BUSINESS: MedStar Emergency Medical Service Agreement.

A meeting was had with Kevin Wilkinson from MedStar regarding the continued service in Hampton Township. The agreement outlines the great working relationship with MedStar and the zero cost to the Township.

Motion by Wisniewski, supported by Samyn to accept the MedStar Emergency Medical Service Agreement as presented.

AYES: Wisniewski, Samyn, Benchley, Wright, Kenniston, Leyba, Close

NAYS: None

Motion carried.

Motion by Kenniston, seconded by Wisniewski to approve the DPW Superintendent Contract.

AYES: Kenniston, Wisniewski, Wright, Benchley, Leyba, Samyn, Close

NAYS: None

Motion carried.

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Motion by Kenniston, seconded by Wisniewski to accept the 2024 Fee Schedule for the Township Hall, Community Center.

AYES: Kenniston, Wisniewski, Wright, Benchley, Leyba, Samyn, Close
NAYS: None
Motion carried.

Motion by Wisniewski, Seconded by Leyba to accept the 2024 Fee Schedule for Utilities (water or sewer connection fee).

AYES: Wisniewski, Leyba, Kenniston, Benchley, Wright, Samyn, Close
NAYS: None
Motion carried.

Motion by Kenniston, seconded by Wisniewski to approve the Director of Public Safety Employment Agreement.

AYES: Kenniston, Wisniewski, Wright, Benchley, Leyba, Samyn, Close
NAYS: None
Motion carried.

Motion by Kenniston, seconded by Benchley to approve the Fire Chief Employment Agreement.

Dialogue was had about the request of increased Vacation time in leu of a 2% pay increase.

AYES: Kenniston, Benchley, Wisniewski, Wright, Leyba, Samyn, Close
NAYS: None
Motion carried.

Motion by Samyn, seconded by Wright to approve the Building Official Employment Agreement with an increase of 3%.

AYES: Samyn, Wright, Benchley, Leyba Close
NAYS: Kenniston, Wisniewski
Motion carried.

Motion by Close, seconded by Wright to approve the Resolution to Adopt Bay County Area Recreation Plan.

AYES: Close, Wright, Kenniston, Wisniewski, Benchley, Leyba, Samyn
NAYS: None
Motion carried.

Motion by Kenniston, seconded by Benchley to accept the Bid from Andrew Hugo and son LLC. for the replacement of storage door in the northeast corner of the building.

AYES: Kenniston, Benchley, Wright, Wisniewski, Leyba, Samyn, Close
NAYS: None
Motion carried.

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Motion by Kenniston, seconded by Wisniewski to approve the Finn Rd. Campground Manager Employment Agreement.

AYES: Kenniston, Wisniewski, Wright, Benchley, Leyba, Samyn, Close
NAYS: None
Motion carried.

Salary Resolution

In the Regular Meeting for November 27, 2023, Barry Kenniston provided a memo and proposed a reduction of the current trustee compensation to fit the current Hampton Township meeting schedule.

Motion by Kenniston, supported by Wisniewski, to adopt the following resolution: Resolution to Establish Township Officers Salary (Trustees).

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Charter Township of Hampton Board of Trustees deems it desirable to adjust the salary of the township trustees to ensure that compensation for this position remains equitable and commensurate with the duties of said elected office, and in an continued effort for the internal comparability; now

THEREFORE; BE IT RESOLVED that as of November 27, 2023 the salary of the office of Hampton Township Trustees shall as follows:

Trustee: \$245.70 per diem salary for each regular township meeting attended and \$75.00 per special meeting attended.

AYES: Kenniston, Wisniewski, Wright
NAYS: Benchley, Leyba, Samyn, Close
Motion failed.

Motion by Benchley, supported by Wright, to adopt the Resolution to Establish Township Officers Salary (Trustee).

Trustee: \$300.00 per diem salary for each regular township meeting attended
Trustee: \$75.00 per diem salary for each special township meeting attended

AYES: Benchley, Wright, Leyba, Samyn, Close
NAYS: Kenniston, Wisniewski
Motion carried.

Motion by Kenniston, supported by Wisniewski to adopt the following resolution: Resolution To Establish Officers Salary (Township Officers).

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

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WHEREAS, the Charter Township of Hampton Board of Trustees deems it desirable to adjust the salary of the township officials (Supervisor, Clerk & Treasurer) to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and in an continued effort for the internal comparability; now

THEREFORE; BE IT RESOLVED, that as of November 27, 2023 the salary for the office of Hampton Township Supervisor, Clerk & Treasurer shall be as follows:

Township Officers: 2% increase \$61,750.00

AYES: Kenniston, Wisniewski, Benchley, Wright, Leyba, Samyn, Close

NAYS: None

Motion carried.

Active Shooter Training was held, and it was revealed that staff were in danger. Procedure and security recommendations were made to ensure the staff is prepared and safe.

Motion by Kenniston, supported by Wisniewski, to approve the Active Shooter Training Recommendations with the addition of an emergency phone if needed.

AYES: Kenniston, Wisniewski, Benchley, Wright, Leyba, Samyn, Close

NAYS: None

Motion carried.

Motion by Kenniston, supported by Wisniewski to approve the 2024 Budget as presented.

WHEREAS, a public hearing has been held by the Township Board of Trustees on said proposed budget preceded by not less than one week published notice as required by Section 26 of the Charter Township Act;

AND WHEREAS, all persons present at said public hearing were afforded an opportunity to be heard on said proposed budget;

AND WHEREAS, said propose budget includes a complete financial plan for the next calendar year (2023) of the Township as detailed in Section 25 of the Charter Township Act;

AND WHEREAS, such proposed budget, as modified, is in the opinion of the Township Board, in the best interest of the Township and reasonable and proper;

NOW, THEREFORE, BE IT RESOLVED, that said budget, modified for the next calendar year (2023) of the Township, is hereby adopted to govern the expenditures of the Township funds during said period, by activity, except to the extent of any unallocated supplemental or surplus funds which, by subsequent board resolution, may be subsequently allocated or reallocated in the best interest of the Township.

GENERAL FUND	REVENUE		
		Revenue from Taxes	
		Permits & Licenses	
		State Revenues	
		Interest & Rents	
		Other Revenues	
	TOTAL GENERAL FUND REVENUE:		3,579,450
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	EXPENSE:		
		101-Township Board	72,400
		171-Supervisor	44,880
		191-Elections	65,800
		201-GSA	55,000
		202-HSA	61,500
		209-Assessor	57,800
		210-Attorney	55,000
		211-Consultant	20,000
		215-Clerk	130,920
		247-Board of Review	5,650
		253-Treasurer	84,670
		265-Hall & Grounds	71,000
		266-Community Building	15,500
		294-Public Relations	4,500
		301-Police	1,217,700
		336-Fire	308,600
		400-Planning Commission	28,415
		410-Board of Appeals	3,625
		441-DPW	252,500
		442-Weed Cutting	39,825
		443-Bay Co. Drain Comm.	-0-
		444-O&M Drain Contract	-0-
		448-Street Lights	115,000
		526-Landfill	15,000
		751-Finn Road Park/Launch	375,750
		752-Parks - Others	455,500
		753-Rail Trail	3,000
		851-Insurance & Bonds	100,000
		874-Retirement Benefits	28,000
	TOTAL GENERAL FUND EXPENSE:		3,687,535

GARBAGE FUND	REVENUE:	Expendable Fund Balance	500
		Fees	670,000
	TOTAL GARBAGE FUND REVENUE:		670,500
	EXPENSE:	227-Contracted Services	640,000
	890-Contingency	-0-	
	TOTAL GARBAGE FUND EXPENSE:		640,000

BUILDING FUND	REVENUE:	Expendable Fund Balance	253,788
		Permit Fees	90,200
	TOTAL BUILDING FUND REVENUE:		343,988
	EXPENSE:	201-General Services	19,000
		371-Building Inspector	45,395
		372-Plumbing/Heating Inspec.	62,550
		373-Electrical Inspector	10,750
		890-Contingency	55,500
	TOTAL BUILDING FUND EXPENSE:		193,195

ROAD FUND	REVENUE:	Expendable Fund Balance	-0-
		Revenue from Taxes	201,000
	TOTAL ROAD FUND REVENUE:		201,000

ROAD FUND	EXPENSE:	446-Road Levy/Services	300,000
		890-Contingency	82,000
	TOTAL ROAD FUND EXPENSE:		382,000

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

REVENUE:	Expendable Fund Balance	-0-
	Transfer In from DDA	51,000
TOTAL DEBT SERVICE REVENUE:		51,000
EXPENSE:	800-Bond & Interest Payment	51,000
	956-Contingency	-0-
TOTAL DEBT SERVICE EXPENSE:		51,000

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Revenue:	Expendable Fund Balance	449,895
	Revenue from Taxes	193,000
	Interest	10,000
TOTAL DDA REVENUE:	652,895	
Expense:	201-Office Expense	100
	210-Legal Fees	500
	211-Consultant	500
	447-Engineer	500
	865-Insurance	10,000
	956-Contingency	-0-
	900-Transfer to Debt Service	57,550
TOTAL DDA EXPENSE:		69,150

SEWER FUND	Revenue:	Expendable Fund Balance	-0-
		Program Revenues	757,340
		Interest	50,000
	TOTAL SEWER FUND REVENUE:		807,340
	Expense:	492-ERR	-0-
	527-Sewage Disposal	-0-	
	536-Sewer Operating	146,275	
	866-Bonds	518,238	
	890-Contingency	-0-	
	TOTAL SEWER FUND EXPENSE:		664,513
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ERR FUND	REVENUE:	Expendable Fund Balance	-0-
		Transfer In from Sewer	-0-
	TOTAL ERR FUND REVENUE:		-0-
ERR FUND	EXPENSE:	536-Contracted Services	-0-
		890-Contingency	-0-
	TOTAL ERR FUND EXPENSE:		-0-
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WATER FUND	Revenue:	Expendable Fund Balance	184,450
		DWAM Grant	-0-
		Program Revenues	-0-
		Interest	30,000
	TOTAL WATER FUND REVENUE:		214,450
	Expense:	537-Water	156,100
		851-Insurance	-0-
		890-Contingency	-0-
	TOTAL WATER FUND EXPENSE:		156,100

AYES: Kenniston, Wisniewski, Wright, Benchley, Leyba, Samyn, Close
 NAYS: None
 Motion carried.

OPEN TO THE PUBLIC: Donald Klass (166 E. Borton Rd.) addressed the board regarding wages.

STANDING COMMITTEE REPORTS: None.

ATTORNEY REPORT: None.

ENGINEER REPORT: Not present.

OFFICER/TRUSTEE/DEPT. HEAD/COMMISSIONER REPORTS:

CLERK: No Report.

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TREASURER: No Report.

SUPERVISOR: Gave her report.

DPW ADMINISTRATOR BENCHLEY: Gave his report.

PUBLIC SAFETY DIRECTOR BENCHLEY: Gave his report.

Discussion was had regarding the pursuit of training through the Coast Guard in Bay City. If the Bay City Coast Guard is willing to train the public safety officers, Public Safety Director Benchley would like to utilize the 1033 program to find a boat for the department to utilize. It was pointed out that there's a current listing for a Boston Whaler by the Coast Guard that may be worth looking into.

COUNTY COMMISSIONER POIRIER: Reporting that Bay County is in its final stages of completing the 2024 Budget.

OPEN TO THE PUBLIC: Sandy Stackowiak (1180 N. Knight Rd.) and Karen Hoffman (1710 Alpine Ct.) addressed the Board.

ADJOURNMENT: Motion by Wisniewski, supported by Close, to adjourn the meeting at 7:50 p.m.
Motion carried.

Respectfully submitted:

Approved by:

Jordan Leyba, Clerk

Terri Close, Supervisor