

**Lawrence Township Board
2018-2019 Budget Hearing and 2017-2018 Annual Meeting
March 23, 2019**

Present: Kim Thompson, Clerk; Theresa Stroud, Treasurer; Donna Spenner, Supervisor; Mike Carpp, Trustee
Absent: Russ Reynnells, Trustee;

Also Present: Sal Campagna, Chief Michael Anchor, Scott Earls, Jeff & Sheryl Moses

2019-20 Budget Hearing called to order at 1:00 p.m.

Motion by Spenner, 2nd by Stroud to appoint Clerk Thompson as meeting facilitator. All aye. Motion carried.

Thompson reviewed and held open discussion on proposed 2019-20 Budget for Lawrence Township.

	2018-19 Beginning Fund Balance	2019-20 Projected Revenue	2019-20 Projected Expenses	2019-20 Projected Ending Fund Balance
General Fund	\$693,602	\$328,446	\$(820,475)	\$201,573
LTES Fund	\$830,760	\$308,484	\$(333,550)	\$805,694
Road Fund	\$90,918	\$107,988	\$(196,362)	\$2,544
Sr Services Fund of VBC	\$0	\$26,979	\$(26,979)	\$0
Sr Services Fund of Lwr Twp	\$0	\$26,979	\$(26,979)	\$0
Building Fund	\$3,398	\$17,000	\$(18,800)	\$1,598

Motion by Carpp, supported by Stroud to close the Public Hearing for the 2019-20 Budget at 1:30 p.m. All aye. Motion carried.

Present: Kim Thompson, Clerk; Theresa Stroud, Treasurer; Donna Spenner, Supervisor; Mike Carpp, Trustee
Absent: Russ Reynnells, Trustee;

Also Present: Sal Campagna, Chief Michael Anchor, Scott Earls, Jeff & Sheryl Moses

2018-19 Annual meeting called to order at 1:31 pm.

Motion by Carpp, 2nd by Stroud to amend the Building Fund as follows: Revenue to \$19,000, Expenses to \$20,000 and to amend the General Fund Township Building 2 (Bank Bldg) department to \$2,350. Roll call vote. All aye. Motion Carried.

Motion by Mike Anchor, supported by Charles Moses to approve minutes of 2017-2018 Annual Meeting of March 24, 2018 and 2018-19 Budget Hearing as presented. All aye. Motion carried.

Motion by Thompson, supported by Spenner to adopt a Direct Deposit Policy allowing payroll debit cards if an employee does not have a bank account and to convert all employees to direct deposit for payroll. Roll call vote. All aye. Motion carried.

The following annual reports for 2018-19 were presented:

- State of Township – presented by Supervisor Donna Spenner
- Treasurer – presented by Treasurer Theresa Stroud
- Clerk – presented by Clerk Kim Thompson
- LTES – presented by Chief Michael Anchor
- Planning Commission – presented by Sal Campagna
- Zoning Board of Appeals – presented by Clerk Thompson

Treasurer Stroud reported Arbor FCU now offers NCUA insurance up to \$1M per FUND. Stroud reported that all accounts are expected to be consolidated to Arbor FCU by April 1. Stroud reported that the new deputy treasurer,

Sheryl Moses, is working out well. Thompson and Stroud reported that there have been multiple compliments received from the community regarding the improved customer service of the Treasurer's office.

Sal Campagna reported that the Township Planning Commission (PC) is working on a township ordinance for medical marijuana. Further, that members of the Township PC will attend the Village of Lawrence PC public workshop regarding their marijuana ordinance on March 25, 2019. The Township PC will meet on March 26, 2019 to discuss and work on the Township ordinance.

Clerk Thompson reported that the ZBA heard three (3) applications in 2018-19.

Motion by Spenner, supported by Stroud to appoint or reappoint the following committee members: Roll call vote. All aye. Motion Carried.

- Planning Commission – Tom Cross, Mike Salvano, Sal Campagna
- ZBA – Robert Thomas, Ernie Probyn, Kim Thompson
- Board of Review – Vicki Hettig
- Sr Services of Lwr Twp – Fern Conklin, Sal Campagna, Kim Thompson

Motion by Spenner, 2nd by Carpp to increase the following wages to: And to approve the 2019-20 township salaries as follows effective April 1, 2019. Roll call vote. All aye. Motion carried.

- Deputy Clerk and Treasurer \$15/hr
- Sexton – Part Time \$14
- Construction Board of Appeals \$11
- Election Inspectors \$11

Position	Salary/Wage
Supervisor	\$14,000/yr
Clerk	\$16,000/yr (plus \$1,500 for each election if over 2 per fiscal year)
Treasurer	\$16,000/yr
Trustee	\$2,000/yr
Deputy Clerk	\$15/hr plus \$200 retainer fee
Deputy Treasurer	\$15/hr plus \$200 retainer fee
Sexton	\$18.03/hr plus \$600 annual IRA contribution
Sexton (part-time)	\$14/hr (not to exceed \$7,000 per year)
Sexton (assistant)	\$9.75/hr
LTES Chief	\$46,350/annual plus \$600 annual IRA contribution plus cash in lieu of health insurance not to exceed \$12,000
Office Secretary	\$15/hr plus \$600 annual IRA contribution plus cash in lieu of health insurance not to exceed \$12,000
Planning Commission	\$20/meeting
Zoning Board of Appeals	\$20/application
Board of Review & Alternates	\$300/yr
Dangerous Structure Hearing Officer	\$20/meeting
Construction Board of Appeals	\$11/hr
Assessor	\$30,000 plus \$42/parcel reviewed
Election Chair	\$13/hr
Election Inspectors	\$11/hr
Lawrence Township Emergency Services	see Salary Matrix 9

Salary Matrix 9 (Minimum Requirement) Effective 4/1/2019	None (No Medical)	Probation	MFR Medical First Responder (Requires 100 hrs training)	EMT-B EMT Basic (Requires 300 hrs training)	EMT-S EMT Specialist (Requires EMT- B; Requires 150 hrs training; Total 450 hrs)	EMT-P EMT Paramedic (Requires min. 3 yrs of EMT-B; Requires 580 hrs training; Total 880 hrs)
None (No Fire)		\$9.45	\$10.88	\$11.94	\$13.00	\$15.12
Fire/EMS Chief – FO III & EMT-B	\$47,750/yr					
Fire Assistant Chief – FO III	\$2,000/yr					
EMS Assistant Chief – EMT-B	\$2,000/yr					
EMS Medical Assistant	\$ 600/yr					
Fire Captain – FO II	\$1,000/yr					
Fire Lieutenant – FO I	\$ 750/yr					
Fire Secretary/Treasurer – FF II	\$ 600/yr					
Safety Officer – FF II	\$ 600/yr					
Training Officer – FF II	\$ 1,000/yr					
Medical Assistant	600/yr.					
Probation	\$9.45	\$10.30	\$11.40	\$12.46	\$13.52	\$15.65
FFI - Fire Fighter I (Requires 300 hrs training)	\$10.88	\$11.40	\$11.94	\$13.00	\$14.06	\$16.18
FFII - Fire Fighter II (Requires 125 hrs training if already FFI; Requires 360 hrs training if combined w/FFI)	\$11.94	\$12.46	\$13.00	\$13.52	\$14.58	\$16.71
FOI - Fire Officer I (Requires FFII for 3 yrs; Requires 112 hrs training; Total 472 hrs training)	\$13.00	\$13.52	\$14.06	\$14.58	\$15.12	\$17.24
FOII - Fire Officer II (Requires FO I; Requires 96 hrs training; Total 568 hrs training)	\$14.06	\$14.58	\$15.12	\$15.39	\$15.65	\$17.77
FOIII - Fire Office III (Requires FO II; Requires 64 hrs training; Total 632 hrs training)	\$15.12	\$15.39	\$15.65	\$15.91	\$16.18	\$18.30

Motion by Sheryl Moses, seconded by Mike Anchor to retain the Courier Leader as the Township's official publisher for 2019-20 and to have the Board meeting minutes published on the township's website www.lawrence-township.org. All aye. Motion carried.

Motion by Donna Spenner, seconded by Sal Campagna to retain Attorney Brien Heckman as the Township's attorney for 2019-20 at a rate of \$85/hour with mileage reimbursement at the current IRS rate and .10/copy. All aye. Motion carried.

Motion by Thompson, seconded by Stroud to retain Siegfried & Crandall, P.C. as the Township's auditing Firm for 2019-20. All aye. Motion carried.

Motion by Mike Anchor, seconded by Jeff Moses to retain the David Chapman Agency and the Township's insurance agent for general insurance coverage and workman's comp for 2019-20. All aye. Motion carried.

Motion by Mike Carpp, seconded by Charles Moses for the following 2019-20 Township Meeting dates for the following boards:

- Lawrence Township Board 2nd Thursday of every month (7:00 p.m.)
- Zoning Board of Appeals 2nd Monday of every month, as needed (7:30 p.m.)
- Board of Review July/December/March as per statute
- Planning Commission 4th Tuesday of 1st month of each quarter (7:00 p.m.)
(Jan/Apr/July/October)
- Parks & Recreation 4th Sunday of every month (7:00 p.m.)

Motion made by Stroud, 2nd by Thompson for FY 2019-20 to retain Chemical Shoreline, Arbor Financial Credit Union, or Mercantile Bank for checking, savings or investment funds. All aye. Motion carried.

Spenner reported that the Lawrence Tigers LLC lease expires June 30, 2019. The summer recreation program has new directors as of July 1, 2019 with Phil and Lyndsey Yankauskas as the new directors. They propose that Lawrence Township cover the liability insurance as of July 1, 2019 until such time as they can work out a plan with Lawrence Public Schools. The plan would be for the school to assume liability at that time. Motion by Spenner, 2nd by Anchor to waive all building-related fees for the construction of ball fields and supporting buildings built for the benefit of the community. All aye. Motion carried.

Motion by Stroud, 2nd by Spenner to approve the 2018-19 Budget as amended. All aye. Motion carried.

Motion by Carpp, 2nd by Jeff Moses to adjourn annual meeting. All aye. Motion carried. Meeting adjourned at 3:02 p.m.

Respectfully Submitted,

Attest,

Kim Thompson, Clerk

Donna Spenner, Supervisor