



CHARTER TOWNSHIP OF MADISON

Gary Griewahn
Supervisor
Janet Moden
Clerk
Harold Gregg
Treasurer

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ADRIAN, MI 49221
517-263-9313 Fax: 517-263-4569

TRUSTEES

Howard Bales
Matt Carpenter
Ralph Benschoter
Larry Liedel

Madison Township Special Board Meeting
Held in Person and Electronically due to Covid-19 restrictions from Gov. Whitmer.
Minutes of June 29, 2021

9:00 a.m. Special Board Meeting called to order, with a silent prayer, and pledge to the flag said by all.

ROLL CALL:

Present in person: Griewahn, Gregg, Moden, Liedel, Benschoter, Carpenter and Bales. All present.

AMENDMENTS TO THE AGENDA: None

PETITIONS & COMMUNICATIONS: None

INTRODUCTION OF SPECIAL GUESTS: Lori Hall, HR for First Insurance to work on Employee Handbook for the Township.

LIMITED PUBLIC COMMENT ON AGENDA ITEMS: None

SPECIAL PRESENTATIONS: None

APPROVAL OF CONSENT AGENDA: N/A

OLD BUSINESS/UNFINISHED BUSINESS:

With Lori Hall on Zoom, the Board started the process of going over every word in the handbook for updating purposes. Each section and paragraph was discussed and agreement on any changes was decided by the whole board. In some cases, Lori noted that the language needed to be updated to reflect changes in Federal and/or State legal language to bring the handbook into compliance. In other cases, Lori was going to get legal counsel on various questions the board had on administration timelines for an ADA cases. There was a lot of wordsmithing done to make sure that the terms and titles were cohesive throughout the entire handbook. It was important the employees have consistency in verbiage as much as possible. Out of 39 pages in the handbook, the board was able to get through 11 pages, in this first special working board



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meeting to finish the update. Another Special Board Meeting will have to be scheduled to continue the update process.

NEW BUSINESS:

Treasurer Gregg submitted proposed budget amendments:

101-2655-930.000 – Maintenance and Repair \$1000.00 – The air conditioner at the Police Dept. needs repairs done.

249-172-726.000 – Administrative Supplies \$1400.00 – To cover the cost of storage tubes to store the drawings and plans of buildings in the township, as required by law.

101-276-730.000 – Cemetery Supplies – To cover cost of additional refuse totes at each cemetery and the cost of flags for veteran graves.

101-448-921.000 – Street Lights - To cover the cost of 6 months of lights in Rivers Edge and \$1500.00 for pole next to transformer that will eventually be reimbursed by the tax assessment on streetlights at Rivers Edge.

Motion by Gregg, seconded by Griewahn, to accept the budget amendments as stated. Passed 7-0.

Revised Planning/Zoning Permit Applications: The board was given copies of newly developed forms that have been designed to streamline the processes in the administration of planning and zoning obligations. These forms will also be instrumental in the processes that will be set up in the BS&A system in July. No action was taken, informational use only.

ELECTED OFFICIALS' COMMENTS:

Carpenter: Asked that we schedule the next Special working Board Meeting to continue the process, July 6, 2021 at 9:00 was agreed upon with Lori Hall. The board members all agreed.

AUDIENCE COMMENTS: None

ANNOUNCEMENTS: None

ADJOURNMENT/RECESS: Motion by Bales, seconded by Benschoter, to adjourn the meeting. Motion carried 7-Yes, 0-No. Meeting adjourned at 12:08 p.m.

Submitted by:

Janet Moden
Township Clerk