

**NORTHFIELD TOWNSHIP  
Township Board  
Minutes of Special Meeting  
June 16, 2020**

**CALL TO ORDER**

The meeting was called to order at 7:09 P.M. by Supervisor Chockley via tele-conference.

**INVOCATION/PLEDGE**

Supervisor Chockley provided a brief invocation and led those present in the Pledge of Allegiance.

**ROLL CALL**

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Township Manager Assistant Jennifer Carlisle  
Township Manager Steven Aynes  
Controller Yvette Starbuck  
Recording Secretary Lisa Lemble  
Members of the community

**FIRST CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER RESPONSE**

None.

**AGENDA ITEMS**

**1.**

**Wages and Compensation  
for Part-Time Employees**

The Board discussed the request from Controller Starbuck for her salary to be increased.

- ▶ **Motion:** Zelenock moved, Otto seconded, to increase Ms. Starbuck's pay as Controller to \$56.22/hour.

Zelenock explained she based her motion on the pay range offered when Ms. Starbuck was hired (\$45 - \$50/hour), and increased the high end of the range to reflect staff increases given in the three years since.

The Board discussed whether to consider adjusting the salaries and/or benefits of other part-time employees.

Chockley reviewed her memo in support of reviewing wages and benefits of all part-time employees. Board members shared a variety of opinions and ideas, including that this is not an appropriate time for that discussion, more information would be needed, considering some benefits for part-time staff, concern that full-time staff would want reduced schedules if full benefits were offered for part-time staff, the need for a salary study, and the current fiscal constraints due to the COVID-19 pandemic.

Ms. Starbuck referred to the spreadsheet she had sent to Board members showing her requested compensation. She explained that she is not asking for benefits, rather she is asking to renegotiate her compensation to allow her to contribute to her own retirement plan. She said she feels Zelenock's proposal is fair.

Aynes referred to his memo about the different approaches to compensation from the Michigan Townships Association, and noted the difficulties in comparing one Township to another. He said he would like to see Ms. Starbuck remain with the Township.

- ▶ **Amended motion:** Zelenock moved, Otto seconded, to increase Ms. Starbuck's pay as Controller to \$56.22/hour as of July 1, 2020.

Zelenock said this would equal \$58,471/annually based on 20 hours per week, or an increase of approximately \$8,821.70 annually.

**Amended motion carried 6—1 on a roll call vote, Dockett opposed.**

Chockley said she would prefer to have a consistent policy for all part-time staff to be fair to everyone. She said based on discussions with the Township's labor attorney and the MERS representative she had prepared a proposal to increase Ms. Starbuck's compensation by a total of \$9,829 which would be equal to a 10% pension match, a healthcare buyout, and holiday pay. She said this is a consistent calculation that could be used for all part-time employees.

Otto and Manley said they are not opposed to having that conversation, but would need to have specific figures and to consider the ramifications of extending that compensation to all part-time employees. Beliger said she is not in favor of considering benefits in addition to the current PTO offered for part-time staff. Zelenock suggested considering input from full-time employees.

Several Board members thanked Ms. Starbuck for her work for the Township.

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**SECOND CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER COMMENTS**

Board members thanked Ms. Starbuck for all of her work over the years and for giving the Board the opportunity to make her an offer to retain her services. Ms. Starbuck

thanked the Board for their support of her and other staff, and said she plans to remain with the Township.

**ADJOURNMENT**

► **Motion:** Chockley moved, Beliger seconded, that the meeting be adjourned.

**Motion carried 7—0 on a voice vote.**

The meeting adjourned at 8:13 P.M.

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Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Approved by the Township Board on June 23, 2020.

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Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at [http://www.twp-northfield.org/government/township\\_board\\_of\\_trustees/](http://www.twp-northfield.org/government/township_board_of_trustees/)