

## **MARSHALL TOWNSHIP REGULAR BOARD MEETING**

**October 16, 2023, 7 P.M.**

### **Proposed Agenda**

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

MOTION TO APPROVE AGENDA

REPORTS: 1) Permits 2) Fire Chief 3) Treasurer 4) Solar Project

#### COMMUNICATIONS:

- 1) Appointment of Carl Fowler as Deputy Treasurer by Treasurer VanArman (receive and place on file)
- 2) Email from County Community Development acknowledging receipt of Marshall Township opt-out from County Transportation Authority (receive and place on file)

PUBLIC COMMENT ON LISTED AGENDA ITEMS

MOTION TO APPROVE: (A member may request a separate vote on any item.)

#### OLD BUSINESS

- 1) Minutes of September 18, 2023, Regular Meeting

#### NEW BUSINESS

- 1) Approve bill list with a total of \$ 67,102.59 (attached)
- 2) Accept 2022-23 Audit Report (attached separate document)
- 3) Approve resolution opposing state preemption of zoning matters (to be submitted)
- 4) Approve request for 2024 Road Project (attached)
- 5) Authorize Clerk to enter into lease agreement with Applied Innovation for replacement of current copier replacing current copier equipment (attached)
- 6) Authorize Clerk to enter into MOU to permit parking of U.S. Government vehicle on township property (attached)
- 7) Rescind 9-21-15 Paid Time Off Policy (attached)
- 8) Any other matters that may be properly brought before the Board.

DISCUSSION OF AGENDA ITEMS BY BOARD MEMBERS AND ROLL CALL VOTE

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

ADJOURNMENT Next regular meeting scheduled for November 13, 2023, 7 p.m.

All documents are available on the website: [www.marshalltownship.org](http://www.marshalltownship.org) with this proposed agenda and for inspection at the township offices.

MARSHALL TOWNSHIP  
13551 Myron Avery Drive  
Marshall, MI 49068  
(269)781-7976 Fax (269)781-4403  
Hours: Monday ~ Wednesday 8AM to 3:30 PM

**COPY**

September 20, 2023

TO WHOM IT MAY CONCERN:

In accordance with the provisions of MCL 41.77 I hereby appoint Carl Fowler as Deputy Treasurer of Marshall Township, Calhoun County, Michigan effective October 1, 2023.

David VanArman,

Marshall Township Treasurer

C: David Bosserd, Marshall Township Supervisor

Jeffrey S. Albaugh, Marshall Township Clerk

Robert Lyng, Marshall Township Trustee

Dan Walsh, Marshall Township Trustee

A handwritten signature in black ink, appearing to read "Carl Fowler". The signature is fluid and cursive, with a large initial "C" and "F".

## Jeff Albaugh

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**From:** Douglas Ferrall <DFerrall@calhouncountymi.gov>  
**Sent:** Tuesday, October 10, 2023 8:23 AM  
**To:** Douglas Ferrall  
**Subject:** Transit opt-out received

Dear Municipal Official,

We have received your opt-out notification regarding the Calhoun County Transit Authority. We appreciate your consideration. In the near future, you will hear about the county moving forward with the transit authority. Just know, that this is only for the communities remaining in the authority, which at this time, are the cities of Battle Creek, Marshall, Albion, and Springfield.

Thank you,  
Doug Ferrall  
Assistant Director of Community Development  
Calhoun County Government  
(269)781-0769

## Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
P23B0041	CHARBONNEAU BRIAN AND S	16745 18 MILE RD	\$175.00	\$0
Work Description: Roof				
P23B0046	FOWLER WENDY	15620 13 MILE RD	\$175.00	\$0
Work Description: barn roof				
P23B0047	HUGE HAYDEN	12538 15 1/2 MILE RD	\$545.00	\$0
Work Description: NEW HOME				
P23B0048	HUGE HAYDEN	12542 15 1/2 Mile Rd	\$530.00	\$0
Work Description: NEW HOME				

**Total Permits For Type: 4**  
**Total Fees For Type: \$1,425.00**  
**Total Const. Value For Type: \$0**

## Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
P23E0048	TOYZAN GORDON G & MARY	16169 18 MILE RD	\$175.00	\$0
Work Description: install generator				
P23E0049	CALLENDER FAMILY TRUST	11965 E MICHIGAN AVE	\$125.00	\$0
Work Description: 200 AMP SERVICE WITH NEW POLE				

**Total Permits For Type: 2**  
**Total Fees For Type: \$300.00**  
**Total Const. Value For Type: \$0**

## Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
P23M0047	JOSEPH JERAMIAH & BETSY	100 ALTO RELIEVO WAY	\$110.00	\$0
Work Description: Water Heater				
P23M0048	TOYZAN GORDON G & MARY	16169 18 MILE RD	\$115.00	\$0
Work Description: install generator				

P23M0049 LYNCH NEIL & CATHY 12404 A N DR \$300.00 \$0

Work Description: CHANGE OVER FROM FUEL OIL TO GAS

P23M0050 RUPPEL MARK JR & LISA 15028 WALTERS DR \$100.00 \$0

Work Description: RESIDENTIAL BOILER

P23M0051 BECK DONALD & JENNIFER 16509 18 MILE RD \$221.00 \$0

Work Description: GAS EQUIP./AIR CONDITION/HUMIDIFIER

P23M0052 AUGUSTINE ROBERT 15635 13 MILE RD \$100.00 \$0

Work Description: GAS/OIL EQUIP.

Total Permits For Type: 6

Total Fees For Type: \$946.00

Total Const. Value For Type: \$0

### Sign

Permit #	Contractor	Job Address	Fee Total	Const. Value
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P23S0002 RL INVESTMENTS II, LLC 13947 MICHIGAN AVE \$405.00 \$0

Work Description: NEW SIGN

Total Permits For Type: 1

Total Fees For Type: \$405.00

Total Const. Value For Type: \$0

## Report Summary

Population: All Records  
Permit.DateIssued Between  
9/1/2023 12:00:00 AM AND  
9/30/2023 11:59:59 PM

Grand Total Fees: \$3,076.00

Grand Total Permits: 13

Grand Total Const. Value: \$0

Ø PLUMBING FOR SEPTEMBER 2023

**MARSHALL TOWNSHIP TREASURER'S REPORT**  
**As of September 30, 2023**

**Deposit Balances**

Southern Michigan Bank & Trust....	\$ 2,203,959.72
Marshall Community Credit Union...	69.25 (9/30/23)
KCCU.....	1,324.31 (9/30/23)
Riley Wealth Management	
<b>Total.....</b>	<b>\$ 2,205,353.28</b>

**Certificates of Deposit**

Marshall Community Credit Union...	31,941.77 (11/05/23 – 1.05%)
Kellogg Community Credit Union....	51,461.85 (05/20/24 – 3.06%)
Kellogg Community Credit Union....	51,313.63 (01/20/24 – 4.889%)
Huntington Bank.....	82,085.98 (11/22/23 - 0.10%)
Huntington Bank.....	57,110.30 (11/20/24 – 0.10%)
City National Bank.....	439,894.40 (12/21/23 – 5.350%)
<b>Total.....</b>	<b>\$ 713,807.93</b>
<b>GRAND TOTAL.....</b>	<b>\$ 2,919,612.21*</b>

<b>August 31, 2023 Ending Total.....</b>	<b>\$3,018,549.40</b>
<b>July 31, 2023 Ending Total.....</b>	<b>3,045,818.75</b>
<b>June 30, 2023 Ending Total.....</b>	<b>2,973,374.45</b>
<b>May 31, 2023 Ending Total.....</b>	<b>2,562,554.71</b>
<b>April 30, 2023 Ending Total.....</b>	<b>2,585,804.04</b>
<b>March 31, 2023 Ending Total.....</b>	<b>2,606,580.06</b>
<b>February 28, 2023 Ending Total.....</b>	<b>2,489,832.20</b>
<b>January 31, 2023 Ending Total.....</b>	<b>2,428,195.67</b>
<b>December 31, 2022 Ending Total....</b>	<b>2,393,368.63</b>
<b>November 30, 2022 Ending Total....</b>	<b>2,377,178.23</b>
<b>October 31, 2022 Ending Total.....</b>	<b>2,415,493.94</b>
<b>September 30, 2022 Ending Total...</b>	<b>2,342,324.77</b>
<b>August 31, 2022 Ending Total.....</b>	<b>2,351,990.65</b>

\*As of 3/31/23, \$1,027,694 is restricted fund balance from the fire department millage and county park millage sharing. Assigned fund balances are: \$300,838 for fire equipment and facilities; \$23,000, for township development; \$115,130 for general facility improvements and \$400,000, for subsequent year budget use (budget stabilization). Unassigned fund balance is \$460,893 including unspent ARPA funding. Total fund balance is \$2,336,226 as of 3/31/23.

David VanArman, Treasurer  
 10-13-23

Marshall Township Regular Board Meeting – Marshall Township

September 18, 2023

The meeting was called to order at 7:00 p.m. by Supervisor David Bosserd. The Pledge of Allegiance was recited.

Present: Albaugh, Bosserd, Lyng and Walsh. Absent: None. Vacant: Treasurer.

Motion by Lyng, supported by Walsh, approve the proposed meeting agenda. VOICE VOTE: CARRIED.

REPORTS: Code Compliance, Treasurer and Solar Project reports were received and placed on file. Fire Chief provided verbal update.

COMMUNICATIONS: None.

AUDIENCE COMMENTS ON LISTED AGENDA ITEMS: Five people offered comments.

OLD AND NEW BUSINESS:

Motion by Walsh, supported by Lyng approve: Minutes of the August 21, 2023, regular board meeting; the bill list, total of \$ 3,534.30; General Fund Budget Amendment #1. ROLL CALL VOTE: YES: Walsh, Lyng, Bosserd, Albaugh. NO: None. VACANT: Treasurer. CARRIED.

SPECIAL ORDER OF BUSINESS:

Clerk Albaugh reported that two letters of interest were received. Jody Lubis and David Vanarman, both confirmed as registered electors of the township, expressed interest. Ms. Lubis subsequently withdrew.

Motion by Walsh, supported by Lyng that David A. VanArman be appointed Marshall Township Treasurer to fill the vacancy created by the resignation of Nicole Roberts. ROLL CALL VOTE: YES-Lyng, Bosserd, Albaugh and Walsh. NO: None. VACANT: Treasurer. MOTION CARRIED.

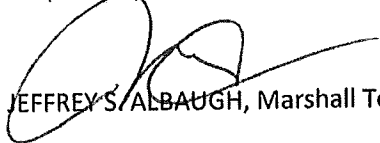
Discussion on opting out of the Transportation Authority of Calhoun County (TACC). Board members expressed concerns regarding the short time for consideration, general lack of information and unfair property tax financing. Motion by Lyng, supported by Walsh, adopt the resolution withdrawing Marshall Township from the TACC as provided in MCLA 124.458(5). ROLL CALL VOTE: YES-Bosserd, Albaugh, Walsh and Lyng. NO-None. VACANT: Treasurer. MOTION CARRIED.

AUDIENCE COMMENTS: Five people offered comments.

BOARD MEMBER COMMENTS: None

The Supervisor declared the meeting adjourned at approximately 8:05 p.m.

Respectfully submitted,



JEFFREY S. ALBAUGH, Marshall Township Clerk

Check Date	Bank	Check	Vendor Name	Description	Amount
<b>Bank SMB SOUTHERN MICHIGAN BANK</b>					
09/20/2023	SMB	31467	ADVISOR	PUBLIC NOTICES	510.00
09/20/2023	SMB	31468	BOSHEAR FORD	VEHICLE REPAIR	48.02
09/20/2023	SMB	31469	MARSHALL CITY ELECTRIC	AUGUST STREET LIGHTS	135.00
09/20/2023	SMB	31470	CLEAN SWEEP MAINTENANCE	GENERAL CLEANING OF OFFICES AND HALL	570.00
09/20/2023	SMB	31471	COMCAST BUSINESS	INTERNET & VOICE SEPTEMBER SERVICES	488.88
09/20/2023	SMB	31472	DARLINGS ACE HARDWARE	AUGUST SUPPLIES	107.36
09/20/2023	SMB	31473	ELAN FINANCIAL SERVICES	ZOOM, ATT INTERNET & ADOBE ANNUAL	578.83
09/20/2023	SMB	31474	ERIC DALE	ANNUAL HVAC MAINTENANCE	700.00
09/20/2023	SMB	31475	FIRST CLASS LAWN CARE	LAWN SERVICES - AUGUST	1,505.00
09/20/2023	SMB	31476	JEFF ALBAUGH	REMBURSE FOR PRINTER INKJET	48.64
09/20/2023	SMB	31477	MICK IDEN	SOLAR INSPECTIONS - AUGUST	32,350.00
09/20/2023	SMB	31478	AUTO PARTS	VEHICLE PARTS	411.97
09/20/2023	SMB	31479	PLANTE & MORAN	22-23 AUDIT PROGRESS BILLING	10,000.00
09/20/2023	SMB	31480	REPUBLIC SERVICES	SEPTEMBER TRASH SERVICE	94.45
09/20/2023	SMB	31481	ROSE PEST SOLUTIONS	BAT REMEDIATION	1,495.00
				REMOVE BAT FROM OFFICES	195.00
				ANNUAL PEST CONTROL SERVICE	741.00
					<u>2,431.00</u>
09/20/2023	SMB	31482	TOTAL ENERGY SYSTEMS, LLC	STATION 2 GENERATOR MAINTENANCE	4,266.28
09/20/2023	SMB	31483	VENTURE TECHNOLOGIES LLC	UPDATED SOFTWARE ON PCS	125.00
				UPGRADE .NET FRAMEWORK	187.50
					<u>312.50</u>
10/04/2023	SMB	31484	ADVISOR	SEPTEMBER PUBLIC NOTICES	440.18
10/04/2023	SMB	31485	ALLEGRA BATTLE CREEK	FOWLER BUSINESS CARDS	45.29
				BUSINESS CARDS - DAVID VANARMAN	35.92
					<u>81.21</u>
10/04/2023	SMB	31486	BAUCKHAM, THALL, SEEBER, KAUFMAN	SEPTEMBER PROFESSIONAL SERVICES	3,335.43
10/04/2023	SMB	31487	BATTLE CREEK SHOPPER NEWS	OFFICE HOURS NOTICE	43.20
10/04/2023	SMB	31488	CALHOUN COUNTY CLERK-ELECTIONS	AUGUST SPECIAL ELECTION SUPPLIES	692.84
10/04/2023	SMB	31489	DAVID CHAPMAN AGENCY	FOWLER NOTARY BOND	50.00
10/04/2023	SMB	31490	ERIC DALE	REPLACE HEAT EXCHANGER - TOWN HALL	2,185.00
10/04/2023	SMB	31491	OFFICE 360	DEPOSIT STAMPS AND BINDER CLIPS	23.04
10/04/2023	SMB	31492	REPUBLIC SERVICES	REFUSE SERVICES	100.27
10/04/2023	SMB	31493	RONALD HOWLAND	REPROGRAM PHONE SYSTEM	42.50
10/04/2023	SMB	31494	STRYKER	DEFIB DEVICE CASE	354.56
10/04/2023	SMB	31495	TOTAL ENERGY SYSTEMS, LLC	SERVICE GENERATOR	900.00
				STATION 2 GENERATOR SERVICE	350.00
					<u>1,250.00</u>
10/04/2023	SMB	31496	US BANK	COPIER SERVICE SEPTEMBER	206.46
10/04/2023	SMB	31497	VENTURE TECHNOLOGIES LLC	TREASURER PC	1,912.50
					<u>2,118.96</u>
<b>SMB TOTALS:</b>					
Total of 31 Checks:					65,275.12
Less 0 Void Checks:					0.00
<b>Total of 31 Disbursements:</b>					<u>65,275.12</u>



CHECK REGISTER FOR MARSHALL TOWNSHIP

CHECK NUMBERS 902 - 913

User: JEFF  
DB: Marshall

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank SMB SOUTHERN MICHIGAN BANK					
09/25/2023	SMB	902	CONSUMERS ENERGY CO.	Utilities	53.05
09/27/2023	SMB	903	CONSUMERS ENERGY CO.	STREET LIGHTS	586.19
09/27/2023	SMB	904	CONSUMERS ENERGY CO.	STREET LIGHTS	36.57
09/27/2023	SMB	905	CONSUMERS ENERGY CO.	STREET LIGHTS	804.29
09/29/2023	SMB	906	CONSUMERS ENERGY CO.	SIRENS	40.97
09/29/2023	SMB	907	CONSUMERS ENERGY CO.	SIRENS	40.97
09/29/2023	SMB	910(E)	CONSUMERS ENERGY CO.	SIRENS	41.12
09/29/2023	SMB	911(E)	CONSUMERS ENERGY CO.	SIRENS	40.65
09/29/2023	SMB	912(E)	CONSUMERS ENERGY CO.	Utilities	142.84
09/29/2023	SMB	913(E)	CONSUMERS ENERGY CO.	SIRENS	40.82

SMB TOTALS:

Total of 10 Checks: 1,827.47  
 Less 0 Void Checks: 0.00  
 Total of 10 Disbursements: 1,827.47



# CALHOUN COUNTY

## ROAD DEPARTMENT

13300 15 Mile Road | Marshall, MI 49068

### AGREEMENT

Agreement Prepared For:

Marshall Township  
 13551 Myron Avery Dr.  
 Marshall, MI 49068

Date	10/02/2023	
Project Name/Location	H Dr N - Emmett Twp Line to Verona	
Type of Work	HMA1.5 + Chip Seal	
Length of Project	0.761 MILES	4,018 Feet
Work Order		

**SCOPE OF WORK**

Overlay the existing road with 1.5" of HMA followed by chip seal. Replace major failed culvert near the Emmett Twp Line.

**COST ESTIMATE**

*Project costs are FIXED based on the proposed scope of work and current costs. Once signed by both parties, this AGREEMENT becomes contractually binding. Final costs are subject to change if the project is delayed due to utility relocations, right of way issues, DNR Permits, weather, completion of prior project(s), wage adjustments, equipment rental, material cost changes, and other similar issues. Any changes will be documented by a Change Order signed by both parties.*

Work or Material Description	Project Cost
HMA1.5 + Chip Seal	\$ 411,140.02

Township Match (50%)	\$	205,570.01
CCRD Match (50%)	\$	205,570.01
<b>TOTAL Project Cost</b>	<b>\$</b>	<b>411,140.02</b>
Township Advance Amount*	\$	51,392.50

*\*Advance must be received before construction may commence.*

**MATCH AUTHORIZATION**

*Calhoun County is authorized to use money distributed from the Michigan Transportation Fund to participate in Local Road Construction by Public Act 51 of 1951 (MCL 247.662 (15)), which states, "Michigan Transportation Funds may be expended for construction purposes on Local Roads only to the extent matched money from other sources..." Calhoun County's Policy 509 lays out the guidelines for a County match provided that sufficient funds are available for local road improvement projects. The township hereby agrees to match as stated above. Calhoun County implements this program through the Calhoun County Road Department.*

**AGREEMENT**

**TOWNSHIP APPROVAL**

This agreement is approved by \_\_\_\_\_ Township on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Supervisor

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**COUNTY APPROVAL**

This agreement is approved by Calhoun County on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Managing Director, Calhoun County Road Department

## Office Copier

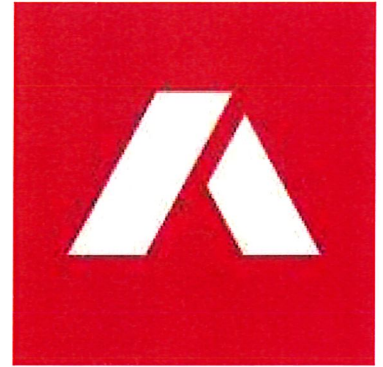
Background: The Township currently leases its office copier through Applied Innovation and averages about \$250 per month for the lease and related equipment operations. The lease is due to expire, and the company proposes replacing the current Ricoh copier with an updated more energy efficient model at a slightly lower cost of \$206 per month which includes delivery, set up, installation, training and maintenance and service calls and coordinating with our IT Administrator. The proposal has been reviewed by our Office Manager and we recommend leasing this upgraded model. There will be no additional budget impact.

### Recommended action:

Authorize the Clerk to enter into a lease agreement through Applied Innovation for a Ricoh IM C2510 Copier for the Township Offices replacing existing equipment. The lease to be reviewed and approved by the Township Attorney.

PRESENTED  
TO:

# Marshall Township



REP  
CONTACT:

Joe Patrick  
Account Manager

[jpatrick@appliedinnovation.com](mailto:jpatrick@appliedinnovation.com)

**APPLIED**  
INNOVATION

# + FIRST CLASS SERVICE

## Streamlined Invoicing //

Receiving multiple invoices for products & services can be complicated & often times, an Accounts Payable nightmare. With Applied Innovation you'll receive **ONE** single invoice for all services & solutions, which takes the stress out of paying bills.

## Personalized Customer Service Experience //

When you call a customer service number, the last thing you want is to be greeted by a directory & wait to hear the available options to speak with someone & long wait times. You want service immediately. We're pleased to share that we have a **LOCAL** Customer Loyalty Center, located in our Grand Rapids headquarters. Rest assured your call will be answered by a **LIVE** specialist for all your service & supply requests, which minimizes any frustration & call transfers.

(800) 521-0983 | [callcenter@appliedinnovation.com](mailto:callcenter@appliedinnovation.com)

## GPS Tracking of Service Vehicles //

Curious where your service technician is & estimated time of arrival? Our Applied Innovation fleet is equipped with state-of-the-art GPS tracking devices & the Customer Loyalty Center can inform you of locations in real time to prioritize requests.

## Hassle-Free Meter Readings //

Manually reporting your copier or printer meters is a thing of the past! Each new installed & networked device will come with Applied Innovation meter reading software. This allows us to quickly & efficiently obtain your meters so you can save time & money associated with managing your device.

## Automatic Toner Replenishment //

When your copier or printer is out of toner, it can be a real burden to productivity. Auto supply replenishment is an option that is available to you upon request. For those that prefer to control the amount that is sent, you can still order your own toner through the Customer Loyalty Center or our Customer Portal online.

## Removal of Current Fleet //

Old gear taking up room at your organization? Applied Innovation will pick up & remove of any printer, fax, and/or copier not covered under a contract that requires removal from the facility.

## Total Solution Provider //

We offer end-to-end document solutions for your business - from output, workflow, storage, management, security & destruction. Trust one company for all your business needs.



OUR 24/7 ONLINE  
CUSTOMER PORTAL

[Pay Invoices](#) / [Request Service](#) / [Order Supplies](#) / [Submit Meters](#) / [Recycle Toner](#) / [How-to Videos](#)

[WWW.APPLIEDINNOVATION.COM/HELP](http://WWW.APPLIEDINNOVATION.COM/HELP)

# PROPOSED PROGRAM

MAKE	MODEL	QUANTITY	DESCRIPTION
Ricoh	Ricoh IM C2510	1	25 page per minute color and black & white device; fax; four paper drawers; print/copy/scan

## EQUIP

LEASE TERM:60

LEASE PAYMENT: \$206.00 (Includes 4,500 B&W Impressions; 250 Color Impressions)

INCLUDED BLACK & WHITE IMPRESSIONS: 4,500

INCLUDED COLOR IMPRESSIONS: 250

## SERVICE

Includes all maintenance, service calls, parts, labor & supplies [consumables], except paper & staples.

ADDITIONAL BLACK & WHITE IMPRESSIONS // \$0.01300

ADDITIONAL COLOR IMPRESSIONS // \$0.07600

**Included //** Delivery, setup, installation, coordination with Marshall Township Network Administrator, assistance with workstation tools installation & key operator training on all equipment features & operations.

TAXES NOT INCLUDED / PRICING SECURE FOR 30 DAYS / CONFIDENTIAL / DO NOT DISTRIBUTE





# NEXT STEPS & IMPLEMENTATION

**SIGN LEASE /**

**SOLIDIFY DELIVERY**

**COORDINATE LOGISTICS**

**SCHEDULE KEY-**

RE: Parking Memorandum of Understanding

Background: A township resident who is an employee of the U.S. Veterans' Administration has requested permission to park a U.S. government vehicle used in her job performance on township property to reduce transportation time as the government does not permit her parking the vehicle at her residence. The Township Attorney advises that this is not out of the ordinary and has suggested a memorandum between the township and the Veterans' Administration absolving the township of any liability and setting ground rules. We would be able to accommodate this at either station 2 or the township offices.

Suggested Action:

Authorize the Township Clerk to enter into a Memorandum of Understanding (MOU) permitting the parking of a U.S. Government vehicle in an area of a township parking lot as designated by the Clerk (with input from the Fire Chief if at station 2). The MOU is to be in a form prescribed by the Township Attorney.



RE: Paid Time Off Policy

Background: At its 9-21-15 regular meeting the Township Board adopted a Paid Time Off policy covering the Township Hall Assistant and the Deputy Township Clerk positions. This policy is no longer needed as the Assistant position is now the Office Manager position and is monthly salaried with vacation time governed by the action of the Board hiring the incumbent Office Manager and the Deputy Clerk position is no longer subject to accruing paid leave. Accordingly, it is recommended that the policy be rescinded.

Suggested Action:

Motion to rescind the Paid Time Off Policy adopted 9-21-15 as it is no longer needed.

10/13/23

By: Jeff Albaugh, Clerk

Marshall Township  
Paid Time Off Policy

Employees covered:

This policy applies to the Township Hall Assistant and the Deputy Township Clerk.

Intention of Policy:

Paid time off is provided to designated Marshall Township employees in lieu of providing vacation, sick leave or other personal time off with pay. The intention is for the employee to have flexibility in taking time off with pay as an employment benefit.

Service Time and Computation of Credits:

Employees shall be entitled to paid time off (PTO) credited on completion of their township work service per the schedule below computed on a pro rata basis determined by their budgeted scheduled hours of work compared to a normal full time employee schedule of 2,080 hours per year (40 hours x 52 weeks.)

The full time PTO credit is based on the following:

- upon completion of the first 6 months of employment a full time employee is entitled to be credited with 64 hours of PTO
- After completion of 1 year of service a full time employee is entitled to be credited with 128 hours of PTO
- After completion of 2 years of service and each year thereafter a full time employee is entitled to be credited with 128 hours of PTO plus 8 additional hours for each year of service thereafter.

Availability, pay rate, scheduling, transfer:

PTO credits are available for use upon completion of the service time set forth in the foregoing schedule.

PTO is paid at the employee's applicable regular rate of pay, exclusive of all premiums.

With the exception of an unexpected illness, an employee subject to this policy must request paid time off as much in advance as possible. Requests are made to be made in writing and are subject to the approval of the Township Clerk.. In the absence of the Clerk, the request may be submitted to the Treasurer for review and approval.

No transfer of PTO credits may be made from one employee to another.

Accumulation:

An employee is permitted to carry over a maximum of 64 hours of paid time off not used for use in the following employment year. Any time not taken in excess of 64 hours is forfeited. Accordingly an employee may carry a balance of unused paid time off not to exceed their annual credit plus 64 hours.

Holiday during paid time off:

If an employee's approved paid time off includes time normally granted off with pay due to a recognized township holiday, the holiday will not charge off against the employee's PTO balance.

Termination of Employment:

There shall be no payment for unused PTO credits upon an employee's termination of employment for disciplinary reasons or for voluntary termination with at least two weeks written notice. For other terminations of employment, employees will be paid for their unused credited PTO balance such to a maximum pay-out limitation 150% of their most recent annual credit amount.

Effective Date:

This policy becomes effective immediately. Currently covered employees shall become covered by this policy on the commencement of their next employment year.

9-18-15

The foregoing resolution offered by Board Member C. Sink and supported by Board Member B. Jurg. Upon roll call vote, the following voted "Aye" Bossett, Albright, Sink, Jurg  
"Nay" Zero Sproule, Quintas  
The Supervisor declared the resolution adopted.

I, Cynthia Sink, the duly elected and acting Clerk of Marshall Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on 9-21, 2015, at which meeting a quorum was present, by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

Cynthia Sink  
Clerk