

**CHARTER TOWNSHIP OF VAN BUREN  
WORK STUDY SESSION MINUTES  
JANUARY 7, 2013**

Supervisor Combs called the meeting to order at 4:01 p.m. in the Board Room. Present: Supervisor Combs, Clerk Wright, Treasurer Budd, Trustee Hart, Trustee Jahr, Trustee McClanahan and Trustee Miller. Absent: None. Others in attendance: DPW Director MacDonald, Planning and Economic Development Services Director Carroll, Recreation and Parks Director Wright, IT Director Rankin, Public Safety Director McClanahan, Cable Director McCracken, Fire Chief Besson, Senior Director Jordan, Cable Director McCracken, DDA Director Ireland, Executive Assistant/Assessing Coordinator Stevenson, Attorney McCauley, Secretary Cline and an audience of four (4).

**APPROVAL OF AGENDA:** To remove New Business # 4 from the agenda at the Board meeting.

**APPROVAL OF CONSENT AGENDA:**

1. Work Study Session Minutes December 10, 2012.
2. Closed Session Minutes December 10, 2012.
3. Special Board Meeting Minutes December 11, 2012.
4. Consider adoption of Resolution 2013-01, the Board of Review Poverty Exemption Guidelines.
5. Consider adoption of Resolution 2013-02, Wade Trim Engineering Services 2013 Rate Schedule (at the 2009 Rate).
6. Consider adoption of Resolution 2013-03, MDOT Performance Resolution for Governmental Agencies and designate the Director of Public Works, Township Supervisor or Township Clerk to apply for permits on behalf of the Township.
7. Consider the reappointments of Vera Ireland, Mary Korgal and Helen Wylie to the September Days Senior Center Endowment Committee with terms to expire January 15, 2014.

**PUBLIC HEARING:**

1. To hear public comment on the use of fiscal year 2013-14 Community Development Block Grant (CDBG) funds.

**CORRESPONDENCE:**

**UNFINISHED BUSINESS:**

1. Consider second reading for adoption of reading of Ordinance 12-11-2012, to amend the Township Zoning Ordinance, 06-02-92, as amended, to revise regulations pertaining to Wireless Communication.

**NEW BUSINESS:**

1. Consider use of fiscal year 2013 (July 1, 2013 – June 30, 2014) Community Development Block Grant funds.
2. Consider the appointment of Richard Gavalier for the vacant position on the Local Finance Development Authority (LDFA) with the term to expire on August 12, 2014.
3. Consider approval of:
  - a. Job description for Museum Director
  - b. Approve the Personal Services Agreement for the Museum Director
  - c. Authorize the Supervisor and Clerk to execute the Agreement.
4. Consider approval of the employment agreement between the Charter Township of Van Buren and Jennifer Zaenglein as Deputy Director of Parks and Recreation and to authorize the Supervisor and Clerk to execute the agreement.

5. Consider:

- a. Job description for Executive Assistant and Human Resource Manager
- b. Personal Services Agreement for Executive Assistant and Human Resource Manager, amend the budget accordingly and authorize the Supervisor and Clerk to execute the Agreement.

The Board discussed this item at length including following: Clerk Wright stated he was the person who brought forth the need for the Human Resource position; the process used for this position; the removal of Human Resource Manager from Job description title and Personal Services Agreement.

**VOUCHER LIST:** At the Board Meeting.

**REPORTS:** None.

**ANNOUNCEMENTS:** At the Board Meeting.

**NON-AGENDA ITEMS:** Comments from a resident regarding the following items: attendance policy for LDFA; Planning Director; Planning Commission Special Use Permit adding an end date; Board of Trustees Meeting Conduct Policy regarding public comments.

**CLOSED SESSION:** None.

There being no further discussion, the Work Study Session was adjourned at 6:00 p.m.

Respectfully submitted,

Leon Wright  
Township Clerk

Date: \_\_\_\_\_.

Linda H. Combs  
Township Supervisor

Approved: \_\_\_\_\_.