

Western Townships Utilities Authority
REGULAR MEETING
Monday, November 23, 2020
WTUA MIDDLE ROUGE CONFERENCE ROOM
40905 Joy Road, Canton, MI 48187

The regular meeting of the Western Townships Utilities Authority Board of Commissioners was held on Monday, November 23, 2020 in the WTUA Middle Rouge Conference Room, 40905 Joy Road, Canton, Michigan 48187. The meeting was called to order at 3:07 p.m. by the Chairperson, Kurt Heise.

Present:

Kurt Heise
Mark Abbo
Anne-Marie Graham-Hudak (via telephone)

Absent:

Also present were:

Aaron Sprague
Jack Polhill

WTUA
JACOBS/OMI

The first order of business was the acceptance of the agenda: Following discussion and upon hearing no objections; it was

R-20-11-71 Resolved to accept the agenda as amended, adding Item #IX (b) Election of Officers.

Ayes Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

The next order of business was the minutes of the regular meeting of October 26, 2020. Following discussion and upon motion by Heise, supported by Graham-Hudak; it was

R-20-11-72 Resolved to accept the minutes of the regular meeting of October 26, 2020.

Ayes: Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

The next order of business was Approval of WTUA Bills. Following discussion and upon motion by Heise, supported by Graham-Hudak; it was

R-20-11-73 Resolved to approve the schedule of disbursements for November 2020 of \$1,419,979.80 and pre-approved payroll for December 2020 of \$21,909.20.

Ayes: Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

The next order of business was the Operations and Maintenance Report for the month of October 2020. Following discussion and upon motion by Heise supported by Graham-Hudak, it was

R-20-11-74 Resolved to receive and file the Operations and Maintenance Report for the month of October 2020.

Ayes: Heise, Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of business was the Directors Report for the month of November 2020: Following discussion and upon motion by Heise supported by Graham-Hudak; it was

R-20-11-75 Resolved to receive and file the Directors Report for the month of November 2020.

Ayes: Heise Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of Business was Proposed WTUA Schedule of Meetings for Calendar year 2021: Article VIII of the by-laws of the Western Townships Utilities Authority states "***Regular meetings of the Commission shall be held at such time and place as shall be prescribed by resolution of the Commission***". Following discussion and upon motion by Heise, supported by abbo; it was

R-20-11-76 Resolved to approve the WTUA Schedule of Meetings for the Calendar Year 2021 as presented; and

Further, to direct WTUA to post the Schedule of Meetings for the 2021 calendar year within the three member communities and on the WTUA Web site.

Ayes: Heise. Graham-Hudak, Abbo

Nays: None

Absent: None

The next order of Business was Employee Compensation: This year, the budget included a 3% raise for staff. The increase results in a total cost to the Authority of \$3,932 for both the Accountant and the Administrative Assistant. Comparison of the proposed 3% increase results in wages that compare reasonably with similar positions at the Townships. Following discussion and upon motion by Heise supported by Abbo; it was

R-20-11-77 Resolved to concur with the recommendation of the Director of Operations to approve a salary matrix increase of three (3%) percent effective for the pay period beginning December 14, 2020, which has a pay date of January 1, 2021

Ayes: Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

The next order of Business was MERS Defined Contribution Addendum: Effective January 1, 2021 MERS is implementing some changes to their defined contribution plan. Each participating municipality is required to submit an updated Adoption Agreement Addendum to MERS to indicate the municipality's plan design selections related to the changes. The purpose of this Addendum is to clarify and confirm the manner in which WTUA's Plan has been operated with respect to plan eligibility, probation periods, definition of compensation, leaves of absences and forfeiture. Following discussion and upon motion by Heise, supported by abbo; it was

R-20-11-78 Resolved to approve the MERS Defined Contribution Plan Adoption Agreement Addendum; and

Further, that the Director of Operations sign the necessary paperwork to make the changes.

Ayes: Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

The next order of Business was Election of Officers: According to Article VII of the Articles of Incorporation, the Authority must select Officers of the Commission annually. Article VI of the WTUA By-Laws defines the roles for these Officers of the Commission. Following discussion and upon motion by Abbo supported by Heise; it was

R-20-11-79 Resolved that the following officers be elected until the next Organizational Meeting to be held on February 22, 2021:
Kurt Heise-Chairperson; Anne-Marie Graham-Hudak-Vice Chairperson/Secretary; Mark Abbo - Treasurer; Aaron Sprague-Assistant Secretary.

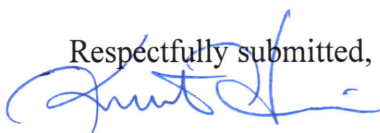
Ayes: Heise, Graham-Hudak, Abbo
Nays: None
Absent: None

The next order of business was public comments: There were none.

The next order of business was Commissioners' Comments: There were none.

There being no further business to come before the Board, the regular meeting was adjourned at 3:19p.m.

Respectfully submitted,



Kurt L. Heise,
Chairman