



Pittsfield Charter Township

Mandy Grewal, Supervisor

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Pittsfield Charter Township Compensation Commission September 25, 2023 – 2:00 pm

1. Meeting Called to Order (Linda King, past Chair)
 2. Pledge of Allegiance (Linda King, past Chair)
 3. Public Comment (Linda King, past Chair)
 4. Establish Quorum (Linda King, past Chair)
 5. Elect Chair (Mariah Fink)
 6. Elect Vice Chair and Secretary (Chair)
 7. Approve Minutes of October 19, 2021 (Chair)
 8. Review of Data:
 - a. Compensation Commission Process and Timeline (Mariah Fink)
 - b. Review 2021 Resolution(s) of Determination – Res. #21-01, #21-02 and #21-03 (Chair)
 - c. Review Comparable Community Data (PDenig)
 9. Establish Timeline for 2023 Determination and Tentative Meeting Schedule (Chair)
 10. Other Business (Chair)
 11. Public Comment (Chair)
 12. Close Meeting (Chair)
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REGULAR MEETING

October 19, 2021

1:30 p.m.

PITTSFIELD TOWNSHIP COMPENSATION COMMISSION MINUTES

Members Present: Vineet Katial, Linda King, Tom McDole, Ishwar Naik, Ed Shaffran
Members Absent: None
Others Present: Jill Mitchell (Recording Clerk)

1. Meeting Called to Order/Establish Quorum

Commissioner King called the meeting to order at 1:30 p.m.

2. Pledge of Allegiance

Commissioner King led the Pledge of Allegiance.

3. Public Comment

None

4. Approve Minutes of the Compensation Commission held on October 14, 2021

Moved by Commissioner Shaffran, supported by Commissioner Naik, to approve the minutes of the Compensation Commission meeting held on October 14, 2021 as amended.

MOTION CARRIED

Commissioner McDole entered the meeting at 1:37 p.m.

5. Approval of Resolutions #21-01, #21-02, and #21-03

Moved by Commissioner Shaffran, supported by Commissioner Naik, to adopt Resolution #21-01, a Resolution to Determine Salaries for Supervisor, Clerk and Treasurer.

Roll Call:

AYES: King, Katial, McDole, Naik, Shaffran

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Moved by Commissioner Shaffran, supported by Commissioner McDole, to adopt Resolution #21-02, a Resolution to Determine Salaries for Township Trustees.

Roll Call:

AYES: King, Katial, McDole, Naik, Shaffran
NAYS: None
ABSENT: None
ABSTAIN: None

MOTION CARRIED

Moved by Commissioner Shaffran, supported by Commissioner McDole, to adopt Resolution #21-03, a Resolution to Determine Salaries for Township Parks Commissioners.

Commissioner McDole commented that the resolution states Parks Commissioners continue to receive \$175 compensation. It is incorrect because \$175 is a raise, not a continuation. He suggested a friendly amendment for the resolution to read, "the Compensation Commission recommends that the Board of Trustees raise the compensation for the Pittsfield Township Parks Commissioners to \$175 for each Pittsfield Township Parks Commission Meeting attended".

Moved by Commissioner McDole, supported by Commissioner Shaffran, to amend language for Resolution #21-03, a Resolution to Determine Salaries for Township Parks Commissioners, as stated above.

Roll Call:

AYES: King, Katial, McDole, Naik, Shaffran
NAYS: None
ABSENT: None
ABSTAIN: None

MOTION CARRIED

6. Public Comment

None

7. Close Meeting

Moved by Commissioner Shaffran, supported by Commissioner Naik, to adjourn the meeting at 1:58 p.m.

MOTION CARRIED

PITTSFIELD CHARTER TOWNSHIP
Compensation Commission
Held October 19, 2021

Jill Mitchell, Recording Clerk

Date

Ish Naik, Secretary

Date

MEMORANDUM

To: Pittsfield Charter Township Compensation Commission
From: James A. Fink, Township Attorney
Re: 2015 Compensation Commission Process and Timeline

The Pittsfield Charter Township Compensation Commission is authorized by statute MCL 42.6a (Attachment #1) and created by township ordinance Chapter 20, Article II – Ordinance 304 (Attachment #2). Pursuant to statute, the Compensation Commission has the authority to determine the salary of each township elected official. Other compensation, such as per diem payments for meetings, are outside the statutory authority of the Compensation Commission.

The Compensation Commission in 2013 adopted a “Process Guidance for Future Pittsfield Township Compensation Commissions” which is attached to this memorandum (Attachment #3).

Both the statute and the ordinance provide that the Commission shall meet for not more than 15 sessions in each odd numbered year and shall make a determination within 45 calendar days of the first meeting. As the first meeting of 2015 is September 17, the Commission must make its determination no later than November 2, 2015.¹ The Commission must have a quorum (a majority of members) present to act, and all actions and a determination must be by a majority of the members on the Commission. Both the statute and the ordinance require the Commission to elect a chairperson from its members.

As the ordinance requires that the board take a vote for trustee salary determination from a vote for supervisor, treasurer and clerk, it is recommended that any determination for trustee salaries be by separate resolution.

Once the Compensation Commission makes its determination regarding salaries of each elected official, the determination will be the salary unless the township board, by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. Unless rejected, the determination becomes effective 30 days following its filing with the township clerk.

The Director of Human Resources will be available at each of the meetings to provide materials as requested by the Commission. The clerk’s office will provide an employee to produce draft minutes of meetings and to transmit any communications from the Commission to the Board of Trustees, including determinations.

The Commission is subject to the Open Meetings Act and Commission records are subject to the Freedom of Information Act.

¹ November 1 is 45 days from September 17. As November 1 is a Sunday, the Commission has through Monday, November 2 to make its determination.

PITTSFIELD CHARTER TOWNSHIP, MICHIGAN

CODE OF ORDINANCES

ARTICLE II. - COMPENSATION COMMISSION

Sec. 20-31. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commission means the local officials compensation commission for the township.

(Ord. No. 120, § 2, eff. 8-2-1979; Ord. No. 304, eff. 6-1-2013)

Sec. 20-32. - Created.

There is created a local officials compensation commission for the township pursuant to MCL 42.6a consisting of five members who are registered electors of the township appointed by the township supervisor subject to confirmation by a majority of the members elected and serving on the township board. Members shall be appointed for staggered terms of five years. Members shall be appointed before October 1 of the year of appointment, and their terms of office shall commence on August 1. Vacancies shall be filled for the remainder of an unexpired term. An officer or employee of the township, any government agency or unit, or a member of the immediate family of that officer or employee shall not be appointed to the commission. In the event a compensation commissioner becomes ineligible for appointment, that commissioner's seat shall be vacated immediately.

(Ord. No. 120, § 2, eff. 8-2-1979; Ord. No. 304, eff. 6-1-2013)

Sec. 20-33. - Determination of salaries; effective date; expense allowance or reimbursement.

(a)

The commission shall determine the salary of each township elected official, which determination shall be the salary unless the township board by resolution adopted by two-thirds of the members elected to and serving on the board rejects the determination. A determination of the commission shall be effective 30 days following its filing with the township clerk unless rejected by the township board. If a determination is rejected, the existing salary shall prevail. An expense allowance or reimbursement paid to an elected official in addition to salary shall be for expenses incurred in the course of township business and accounted for to the township.

(b)

In the event the township board takes action regarding a determination of the commission, the board shall consider the determination for trustee salaries in a separate vote from the determination for the supervisor, clerk and treasurer.

(Ord. No. 120, § 3, eff. 8-2-1979; Ord. No. 304, eff. 6-1-2013)

Sec. 20-34. - Time for meetings, determinations; chair.

(a)

The commission shall meet for not more than 15 session days in each odd numbered year and shall make a determination within 45 calendar days of the first meeting. A majority of the members of the commission constitutes a quorum for conducting the business of the commission. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission. The commission shall elect a chair from among the commission's members. As used in this section "session days" means a calendar day on which the commission meets and a quorum is present. The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

(b)

The commission also shall elect a vice-chair and a secretary from among its members.

(c)

The chair shall preside at the meetings of the commission and shall determine the time and place of all meetings and shall call such meetings excepting as otherwise provided in this section, or by resolution of the commission. The vice-chair shall act as chair in the absence of the chair. The secretary shall keep the minutes of all meetings of the commission and shall attend to the giving of all notices respecting the commission, and shall act as chair in the absence of both the chair and vice-chair.

(Ord. No. 120, § 4, eff. 8-2-1979; Ord. No. 304, eff. 6-1-2013)

Sec. 20-35. - Open meetings act; compliance.

The business the commission may perform shall be conducted at a public meeting of the commission held in compliance with MCL 15.261 et seq. Public notice of the time, date and place of the meeting shall be given in the manner required by MCL 15.261 et seq.

(Ord. No. 120, § 5, eff. 8-2-1979; Ord. No. 304, eff. 6-1-2013)

CHARTER TOWNSHIP OF PITTSFIELD
WASHTENAW COUNTY, MICHIGAN
ORDINANCE No. 304
REVISIONS TO COMPENSATION COMMISSION ORDINANCE

ADOPTED

AN ORDINANCE TO AMEND THE TOWNSHIP CODE TO UPDATE ARTICLE II OF CHAPTER 20, COMPENSATION COMMISSION, OF THE PITTSFIELD CHARTER TOWNSHIP CODE

THE CHARTER TOWNSHIP OF PITTSFIELD, WASHTENAW COUNTY, HEREBY ORDAINS:

That Article II of Chapter 20, Sections 20-31 through 20-35, is amended to read as follows:

Sec. 20-31. – Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commission means the local officials compensation commission for the township.

Sec. 20-32. - Created.

There is created a local officials compensation commission for the township pursuant to MCL 42.6a consisting of five members who are registered electors of the township appointed by the township supervisor subject to confirmation by a majority of the members elected and serving on the township board. Members shall be appointed for staggered terms of five years. Members shall be appointed before October 1 of the year of appointment, and their terms of office shall commence on August 1. Vacancies shall be filled for the remainder of an unexpired term. An officer or employee of the township, any government agency or unit, or a member of the immediate family of that officer or employee shall not be appointed to the commission. In the event a compensation commissioner becomes ineligible for appointment, that commissioner's seat shall be vacated immediately.

Sec. 20-33. - Determination of salaries; effective date; expense allowance or reimbursement.

(a) The commission shall determine the salary of each township elected official, which determination shall be the salary unless the township board by resolution adopted by two-thirds of the members elected to and serving on the board rejects the determination. A determination of the commission shall be effective 30 days following its filing with the township clerk unless rejected by the township board. If a determination is rejected, the existing salary shall prevail. An expense allowance or reimbursement paid to an elected official in addition to salary shall be for expenses incurred in the course of township business and accounted for to the township.

(b) The board shall accept or reject the determination for trustee salaries in a separate vote from the determination for the supervisor, clerk and treasurer.

Sec. 20-34. - Time for meetings, determinations; chair.

(a) The commission shall meet for not more than 15 session days in each odd numbered year and shall make a determination within 45 calendar days of the first meeting. A majority of the members of the commission constitutes a quorum for conducting the business of the commission. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission. The commission shall elect a chair from among the commission's members. As used in this section "session days" means a calendar day on which the commission meets and a quorum is present. The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

(b) The commission also shall elect a vice-chair and a secretary from among its members.

(c) The chair shall preside at the meetings of the commission and shall determine the time and place of all meetings and shall call such meetings excepting as otherwise provided in this section, or by resolution of the commission. The vice chair shall act as chair in the absence of the chair. The secretary shall keep the minutes of all meetings of the commission and shall attend to the giving of all notices respecting the commission, and shall act as chair in the absence of both the chair and vice-chair.

Sec. 20-35. - Open meetings act; compliance.

The business the commission may perform shall be conducted at a public meeting of the commission held in compliance with MCL 15.261 et seq. Public notice of the time, date and place of the meeting shall be given in the manner required by MCL 15.261 et seq., MSA 4.1800(11) et seq.

Sec. 20-36. Adoption and Effective Date

This Ordinance shall be published in the manner as required by law. Except as otherwise provide by law, this Ordinance shall be effective on the day after final publication.
This Ordinance was duly adopted by the Charter Township of Pittsfield Board at its regular meeting held on the 24th day of April 2013, and was ordered given publication in the manner required by law.

_____	_____
Alan Israel	Mandy Grewal
Charter Township of Pittsfield Clerk	Charter Township of Pittsfield Supervisor
Dated: _____	Dated: _____

First Reading:

Adoption:

Ordinance Posted:

Ordinance Publication:

Effective Date:

The Township Clerk shall cause this Ordinance to be published in the manner required by law. This Ordinance shall be effective as of the date of final publication of the ordinance.

This Ordinance was duly adopted by the Pittsfield Charter Township Board at its regular meeting called and held on the 24th day of April 2013, and was ordered given publication in the manner required by law.

Mandy Grewal, Supervisor
Pittsfield Charter Township

Attachment #2

Alan Israel, Clerk
Pittsfield Charter Township

10-25-2013

Process Guidance For Future Pittsfield Township Compensation Commissions

1. Become familiar with latest Pittsfield Township Ordinance No. 304 "Compensation Commission Ordinance".
2. Consult immediately with Township legal counsel to assure understanding of commission responsibility. As of this writing:
 - a. Commission makes determination of salaries of elected officials.
 - b. Elected officials include supervisor, treasurer, clerk, members of Board of Trustees, members of Park Commission Board.
 - c. Only supervisor, treasurer, clerk and Board of Trustees receive salaries (as determined on 10-24-13 by the current compensation commission); others (park commissioners) receive a stipend for each meeting attended.
 - d. Compensation commission may determine that salaries are preferred method of compensation for present recipients of per-meeting stipends; commission may opt to maintain current practice of per-meeting stipends.
 - e. Compensation commission may recommend changes to per-meeting stipends
 - f. Determinations of salaries become effective within 30 days of the commissions' filing findings with the clerk, unless the Board of trustees rejects the determination.
 - g. Recommendations for change in per-meeting stipend are only recommendations to the Board; the Board retains full responsibility to set these stipends (for themselves and for Park Commission Board).
3. Commissioners are solicited by the Supervisor, and approved for appointment by the Board of Trustees; it is recommended that at least two of the commissioners have served on the most recent compensation commission.
4. Commissioners should have available to them for reference the minutes of the most recent commission meetings.
5. Assure that commission has appointed as resource a knowledgeable representative from the township Administrative Services department; this person's services will be required to gather comparative data that the commission will require. This person must be an official representative of the township to solicit data from other area government entities.
6. Assure that the commission has appointed as resource a recording secretary to issue minutes of proceedings. (This person is distinct from that of the commission secretary, required by ordinance)
7. The commission has (by ordinance) a limit of 45 days, from first meeting, to complete it's deliberations. [See item 12, below, for recommended meeting agenda items].

Attachment #3

8. It is essential that the commission focus, early as possible, on key metrics necessary to inform salary determinations and/or per-meeting stipend recommendations. Listed below are the metrics found most useful during the work of the 2013 commission:
 - a. Current salaries and per-meeting stipends of township elected officials
 - b. Current per meeting stipends of other non-elected, regularly meeting, township commissions (eg., planning commission)
 - c. Recent history of changes to salaries and stipends.
 - d. Recent history of township staff salary adjustments.
 - e. Comparative salaries (supervisor, treasurer, clerk) for area townships
 - f. Comparative salaries or per-meeting stipends for area township and city Boards of Trustees
 - g. Recent history of Consumer Price Index (CPI) for 'midwest urban' region (www.bls.gov).
 - h. Recent history of Washtenaw County wage increases (<http://www.bls.gov/ro5/qcewmi.htm>)
 - i. Annual budgets of comparative area townships (as soft indicators of fiscal responsibility held by officials)
 - j. Expectations of official's expectation for salary or stipend modification, if any, with supportive rationale
9. Avoid the temptation of requesting data, however interesting, if there is no clear connection with salary or stipend levels.
10. Avoid examining Pittsfield township budget in an attempt to determine if funds are available to pay any determined (salary) or recommended (stipend) increases. The supervisor develops budgets, either with specific line items, or contingencies to cover salary adjustments. The supervisor will consult with the Board to assure affordability.
11. Be aware of 'open meetings act' requirement for interaction by commission (see legal counsel); one-on-one questions or conveying of information, as by email, between meetings is ok, with requirement that information be documented in minutes of next meeting for the public record. No inter-meeting 'deliberation' or 'decision-making' by email is permissible.
12. This is a rough recommended timeline (commission agenda items) to assure completion of commission findings within the requisite 45 day period:
 - Meeting #1: Introduce members, set future meeting dates, receive background from legal counsel on ordinance No. 304, receive package of most recent comparative data from representative from Administrative Services Department
 - Meeting #2: General discussion and Q/A from commission members regarding information provided in meeting 1; commission confirm data required for required findings; Administrative Services rep confirms capability to obtain data by next meeting
 - Meeting #3: Review comparative data provided by Administrative Services rep, or commission members; may need to request additional data for next meeting
 - Meeting #4: Begin converging on findings (salary determinations, per-meeting stipend); assure that each commissioner provides independent

Attachment #3

recommendations, with rationale (a template for each to record his/her thinking may be helpful; hold roll call votes as commission appears ready
Meeting #5: Complete findings (with roll call votes); chairperson prepares (with assistance of legal counsel) the document of findings addressed to the Board of Trustees; commission re-reviews this document for any changes, based upon it's most recent experience; congratulate the commission on it's work; assure conveying of appreciation for assistance from township personnel to the supervisor.

ses/10-25-2013

**PITTSFIELD CHARTER TOWNSHIP
COMPENSATION COMMISSION
WASHTENAW COUNTY, MICHIGAN
RES #21-01
RESOLUTION TO DETERMINE SALARIES FOR
SUPERVISOR, CLERK AND TREASURER**

October 14, 2021

At a Meeting of the Pittsfield Charter Township Compensation Commission, Washtenaw County, Michigan, held via Zoom, on the 14th day of October 2021, at 1:00 p.m.

Present: King, Katial, McDole, Naik, Shaffran
Absent: None

The following preamble and resolution were offered by Commissioner Shaffran and supported by Commissioner McDole.

WHEREAS, the Pittsfield Charter Township Compensation Commission has conducted an extensive review of salaries and compensation for township supervisors, clerks and treasurers in southeastern Michigan, and

WHEREAS, the Compensation Commission has determined that the salaries for the Pittsfield Charter Township Supervisor, Clerk and Treasurer should be increased by 5% for each of the two years addressed in this motion;

NOW THEREFORE BE IT RESOLVED, that the Pittsfield Charter Township Compensation Commission hereby determines the following salaries for the offices of Supervisor, Clerk, and Treasurer:

Effective 30 days after this Resolution is filed with the Township Clerk:

- Supervisor \$97,942.74
- Clerk \$93,045.40
- Treasurer \$93,045.40

Effective November 1, 2022

- Supervisor \$102,839.88
- Clerk \$97,697.67
- Treasurer \$97,697.67

This determination to take effect 30 days after this Resolution is filed with the Pittsfield Charter Township Clerk, unless rejected by the Township Board.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be filed with the Township Clerk, forthwith.

ROLL CALL VOTE:

AYES: Katial King, McDole, and Shaffron

NAYS: Naik

ABSENT: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.



Ishwar Naik , Secretary
Pittsfield Charter Township Compensation Commission



Linda King, Chair
Pittsfield Charter Township Compensation Commission

DATED: October 15, 2021

**PITTSFIELD CHARTER TOWNSHIP
COMPENSATION COMMISSION
WASHTENAW COUNTY, MICHIGAN
RES #21-02
RESOLUTION TO DETERMINE SALARIES FOR
TOWNSHIP TRUSTEES**

October 14, 2021

At a Meeting of the Pittsfield Charter Township Compensation Commission, Washtenaw County, Michigan, held via Zoom, on the 14th day of October 2021, at 1:00 p.m.

Present: Katial, King, McDole, Naik, Shaffran

Absent: None

The following preamble and resolution were offered by Commissioner Shaffran, and supported by Commissioner McDole.

WHEREAS, the Pittsfield Charter Township Compensation Commission has conducted an extensive review of salaries and compensation for township trustees in southeastern Michigan, and

WHEREAS, Pittsfield Charter Township Trustees receive a salary of \$5,516.68 annually and a stipend of \$100.00 for each Board of Trustee meeting attended;

NOW THEREFORE BE IT RESOLVED, that the Pittsfield Charter Township Compensation Commission hereby determines the annual salary for the office of Township Trustee to be \$5,516.68 per year to take effect 30 days after this determination is filed with the Township Clerk and \$5,516.68 per year to take effect November 1, 2022 unless rejected by the Township Board within 30 days of the date this Resolution is filed with the Township Clerk.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be filed with the Township Clerk, forthwith.

ROLL CALL VOTE:

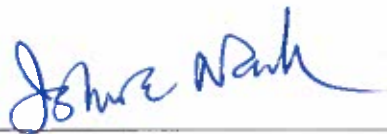
AYES: Katial, King, McDole, Naik and Shaffran

NAYS: None

ABSENT: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.



Ishwar Naik, Secretary

Pittsfield Charter Township Compensation Commission



Linda King, Chair
Pittsfield Charter Township Compensation Commission

DATED: October 14, 2021

**PITTSFIELD CHARTER TOWNSHIP
COMPENSATION COMMISSION
WASHTENAW COUNTY, MICHIGAN
RES #21-03
RESOLUTION TO DETERMINE SALARIES FOR
TOWNSHIP PARKS COMMISSIONER**

October 14, 2021

At a Meeting of the Pittsfield Charter Township Compensation Commission, Washtenaw County, Michigan, held at the Township Administration Building located at 6201 W. Michigan Avenue, in said Township, on the 14th day of October, 2021, at 1:00 p.m.

Present: Katial, King, McDole, Naik and Shaffran

Absent: None

The following preamble and resolution were offered by Commissioner Shaffran, and supported by Commissioner Katial.

WHEREAS, the Pittsfield Charter Township Compensation Commission has conducted a review of salaries and compensation for elected officials in Washtenaw County and southeastern Michigan, and

WHEREAS, Pittsfield Charter Township Parks Commissioners have, since November, 2013, received no salary, but a stipend of \$150.00 for each parks Commission meeting attended; and

WHEREAS, the Compensation Commission has determined that Pittsfield Township Parks Commissioners should receive no salary; and

WHEREAS, members of some, but not all, other Pittsfield Township boards and commissioners receive \$100.00 per meeting attended, with the exception of the Planning Commission which receives \$200.00 per meeting attended;

NOW THEREFORE BE IT RESOLVED, that the Pittsfield Charter Township Compensation Commission hereby determines the annual salary for the office of Township Parks Commissioner to be \$0.00 per year; and

BE IT FURTHER RESOLVED, that the Compensation Commission recommends that the Board of Trustees continue the compensation for Pittsfield Township Parks Commissioners of \$175.00 for each Pittsfield Township Parks Commission meeting attended; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be filed with the Township Clerk, forthwith.

ROLL CALL VOTE:

AYES: Katial, King, McDole, Naik, and Shaffran

NAYS: None

ABSENT: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.



Ishwar Naik, Secretary
Pittsfield Charter Township Compensation Commission



Linda King, Chair
Pittsfield Charter Township Compensation Commission

DATED: October 14, 2021

Compensation Commission 2023 Supervisor Salary Graph

