

From David Read

RE: Recall Hearing for Scio Township Supervisor Will Hathaway.

Petition Language:

Supervisor Hathaway called for a special meeting of the Township Board of Trustees to occur at 4:00 p.m. on Tuesday, August 17, 2021 at which he requested and was granted a doubling of his salary

Comments on Supervisor Hathaway's three claims that the petition language is in error:

- 1) Fact: Under State law, there are only two ways a Special meeting can be called for: either through Board action or by Supervisor fiat. The Supervisor's claim (#1) that he did not call for a Special meeting is false as documented in the Meeting Notice for the 8/17/21 Special Meeting, previously submitted to the Commission on November 3, 2021, wherein it states that the Supervisor did in fact call for this meeting.
- 2) Fact: The meeting packet for the 8-17-21 Board meeting, previously submitted to the Commission on November 3, 2021, includes a resolution setting the Supervisor salary to be \$72,000. Salary is currently \$36,000 so a new salary of \$72,000 is, in fact, a doubling of the salary. His claim (#2) that he did not request a pay increase is false because the individual Agenda Item F-1, submitted to the Commission today, demonstrates that the Supervisor prepared and submitted this item. In fact, all associated materials for this meeting were prepared and submitted by the Supervisor.
- 3) Fact: There are three methods to adjust the Township's elected officials' salary: 1) at the Annual Meeting, which the Township does not use or, 2) via proposal by the Compensation Commission, which the Township enacted on June 22, 2021 or, 3) through resolution, which the Township has done in the past. The State requires a resolution to change an officer's salary in order to ensure the right for residents to provide input and if necessary, hold a referendum challenging the resolution. In the world of public service, appropriation is not authorization. By Township policy and practices, and by

State law, in order to get authorization to spend money, the Board must authorize the expenditure. To do this, a department head or project manager, or in this case the Supervisor, must submit a request to the Board. Normally, such request would include a detailed description of project plans, timelines, costs, or in this case, time sheets, a work calendar, work product, or anything that would document the Supervisor's claimed 50 – 60 hours of work per week. No such paper work was submitted. His claim (#3) that he was granted a pay increase by the appropriation of the budget is false because the funds for said increase had not been authorized i.e.: "granted", until the 8/17/21 Board meeting. It is important to note that at the May 25, 2021 Board meeting, the Board established a Public Hearing to be held at the June 22, 2021 Board meeting to create a Compensation Committee which in fact occurred; the Commission was established at that meeting. This clearly demonstrates the Board's intention to use the Compensation Commission to set the salaries of the Township's elected officials.

Respectfully submitted,

David S Read

**TOWNSHIP OF SCIO**  
**WASHTENAW COUNTY, MICHIGAN**  
**RESOLUTION ESTABLISHING SALARY OF THE**  
**SUPERVISOR**

Resolution #21-XX

At a Meeting of the Scio Township Board of Trustees, Washtenaw County, Michigan, held on the 17th day of August 2021, at 4:00 p.m.

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

WHEREAS, MCL 41.95 provides that the salary for officers composing the township board shall be determined by the township board; and

WHEREAS, the Board previously established the Supervisor's salary to be \$36,000 per year; and

WHEREAS, the current salary was set with the expectation that the office of Supervisor was a part-time job supported by full time staff, including a Township Manager; and

WHEREAS, the Board of Trustee recognizes that the duties of Supervisor require more than part-time attention; and

WHEREAS, the Board recognizes that Supervisors (and all township officials and staff) should be fairly compensated for their work; and

WHEREAS, the Board is considering several organizational changes which may affect the amount of time required of the Supervisor; and

WHEREAS, the salary of an elected township official may not be decreased during the official's term of office;

NOW, THEREFORE, BE IT RESOLVED THAT, the Scio Township Board of Trustees establishes the salary of the Supervisor to be \$72,000 per year, payable in accordance with the Township's current payroll practices, retroactive to April 1, 2021 and through the end of the current term of office, and

BE IT FURTHER RESOLVED THAT in the event the Scio Township Compensation Commission determines a higher Supervisor salary to be effective with the next fiscal year that is not rejected by the Board of Trustees, then the Supervisor salary shall be adjusted to reflect that determination.

**TOWNSHIP OF SCIO,  
WASHTENAW COUNTY, MICHIGAN**

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Will Hathaway, Supervisor

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Jessica Flintoft, Clerk

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

**MOTION CARRIED/FAILED.**

**CERTIFICATION:**

I, Jessica Flintoft, Clerk of the Township of Scio, County of Washtenaw, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution approved by the Board of Trustees on the \_\_\_\_ day of \_\_\_\_\_, 2021 The following members of the Scio Township Board of Trustees voted as follows in connection with this resolution.

**AYES:**

**NAYS:**

**ABSENT:**

In witness hereof, I have hereunto affixed my official seal this \_\_\_\_ day of \_\_\_\_\_, 2021.

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Jessica Flintoft, Clerk,  
Township of Scio

**AGENDA # F.1**  
**Scio Township Board of Trustees**  
**Supervisor and Township Administrator Authority, Supervisor Compensation**

**FOR MEETING DATE OF:** August 17, 2021

**PREPARED ON:** 8/13/21

**PREPARED BY:** Will Hathaway

**SUBMITTED BY:** Supervisor

**ITEM TYPE:** Possible Action

**SUGGESTED ACTION:** Approval of resolution establishing supervisor and township administrator job descriptions and authority, and approval of resolution setting supervisor compensation in relation to job description.

**BACKGROUND:** Scio Township has had a vacancy at the top of its administration for almost two years. The current Board of Trustees has been debating how best to fill that vacancy since we took office in November 2020.

The Board of Trustees considered this question for many months. We held multiple public meetings on administrative structure. Officers have done research and shared memoranda and given presentations. We conducted a survey to gather input from Township employees and appointees. In March 2021, the BOT formed a committee to study the Township's administrative structure. Two different proposals emerged from the committee. In May 2021, the BOT voted to approve the "Township Administrator Model." Some aspects of this model were either deferred for further refinement by the Township's Human Resources Consultant or tabled for future BOT consideration.

Since that time, some elements of the Township Administrator Model have been refined and are moving forward. For example, the Township Administrator position has been authorized and a search is underway. Likewise the Township has authorized the position of Human Resources Generalist and the position of Deputy Treasurer. The Township also conducted a selection process and contracted for information technology support services.

Both of the administrative models considered last May included a full-time Supervisor and the funds to increase the compensation for the Supervisor were included in the budget that commenced on April 1, 2021, however, the BOT has not yet taken the necessary action to put the budgeted salary into effect.

The reality is that the position of Supervisor is not part-time. The current Supervisor is consistently working 50-60 hours per week or more on Township business. While the addition of a Township Administrator will provide some relief, the Supervisor will still be working full-time.

The two, attached job descriptions give an indication of the breadth of responsibilities encompassed by the Supervisor and Township Administrator. The resolution adopting these two job descriptions also provides the necessary authority from the BOT for the Supervisor and Township Administrator to

successfully carry out their responsibilities.

**FISCAL IMPACT:** Proposed supervisor compensation is included in current fiscal year budget

**MODEL MOTION:** Model Motion 1: Moved by \_\_\_\_\_ support by \_\_\_\_\_ that the Scio Township Board of Trustees approves the resolution adopting job descriptions for supervisor and township administrator.

Model Motion 2: Moved by \_\_\_\_\_ support by \_\_\_\_\_ that the Scio Township Board of Trustees adopts the resolution establishing salary of the supervisor.

**ATTACHMENTS:**

[Supervisor Job Description 081221.docx](#)

[Township Administrator Job Description 081221.docx](#)

[Res to adopt JOB DESCRIPTIONS 081221.doc](#)

[Resolution to Set Supervisor Salary 081321.doc](#)

**QUESTION:** Shall this Resolution be ADOPTED?