

St. James Township Special Meeting  
Wednesday March30, 2022 – 12:00 pm  
St. James Government Center

AGENDA:

Contracts for maintenance work for St. James Township

Discussion for LIAA Proposal for Master Plan

12:06 Meeting called to order

**Maintenance Work:** Instead of one person doing all three portions of the job, Joe suggests three people will be contracted to do each portion of the job. Liability Insurance is an issue – only one contractor has their own liability insurance. The other two would need to be hired on as employees.

Marina – Extension of contractual agreement for performing work with bubblers, etc. Give Joe latitude to negotiate contract for \$10,000.

Sewer System – Township Employee 3 to 7 hours/ week.  
35/hr. Township needs to supply tools for Township employee.

General Maintenance – Township Employee – Township needs to provide tools. \$30-35/ Hours.  
Needs to be posted.

One year contract on short term and reevaluate at the end of the year to a one person maintenance position. Darrell will be charging \$50/hour 2 hour minimum for training. Joe, Cynthia and Paul will be meeting with Darrell and new persons to fully document each item on list as to when performed and hours required.

Motion: Diversify Maintenance Position to three positions giving the Supervisor the latitude to work with obtaining personnel. Up to \$10,000 for Marina work, \$35 an hour for support of Sewer System Work, \$30-35/hr for General Maintenance. Paul, 2<sup>nd</sup> Julie Vote: All Aye Approved

Need to have log submitted every two weeks to Julie with time sheets.

Check to see if there needs to be a formal resolution for this process. We need to start employee training and job as soon as possible. Each position should be cross-trained as feasible to help support position if people are unavailable for work.

**LIAA Support**

Motion: St. James Township will support the LIAA proposal for Master Plan review/rework up to \$11,000 this year. Joe, Second Paul. Vote: All Aye Approved. Supervisors from each township will have to sign a contract when submitted.

**Darrell Timesheet** – Support of Sewer System while Darrell was gone. \$ submitted by Darrell for payment to Township – needs to have conversation with Diane as to how things were left. Should have had a procedure and understanding of how the Sewer System would be taken care of when Darrell was not available. Needs to be an agenda item next regular meeting. Need to develop a procedure for support of position when personnel avail

Paul motion to adjourn, Julie second. Adjourned 12:55