
BOARD OF TRUSTEES WORK-STUDY SPECIAL MEETING

**Tuesday, April 02, 2024 at 2:00 PM
Hamburg Township Hall Board Room**

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

1. Accounting & Benefits Coordinator hiring

CURRENT BUSINESS

2. Fire SAFER Grant Application
3. WWTP Licensing Compensation

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting and Human Resources

DATE: March 27, 2024

AGENDA ITEM TOPIC: Accounting & Benefits Coordinator hiring

Number of Supporting Documents: **0**

Requested Action

- Motion to approve the conditional offer of employment for the full-time Accounting & Benefits Coordinator position, at a rate of \$XX per hour (grade X step X), with the capability for the Director to negotiate up to a rate of \$XX per hour (grade X step X). Contingent upon all appropriate pre-employment policies and procedures being met regarding the employment of the applicant.

Background

The previous candidate declined the offer of employment. An interview is to be conducted on Monday, March 31st by the Director, Supervisor and Clerk with a qualified candidate.



Hamburg Township Public Safety Department

PO BOX 157 • HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 • FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 2.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: March 28, 2024

RE: Agenda Item Topic: **SAFER Grant Application**

General Ledger #:

Number of Supporting Documents: **None**

NEW/OLD BUSINESS: **XXX** New Business

_____ Old Business – Previous Agenda #:

It is the intent of Hamburg Township Fire to submit an application for the Department of Homeland Security/FEMA *Staffing for Adequate Fire and Emergency Response* (SAFER) grant. This grant provides 100% funding for a 3-year period for the hiring of additional firefighters. There is no match requirement for the Township during the 3-year grant period. However, because of the possible long-term financial costs to the Township I am requesting that this matter be discussed in the work-study forum prior to the department submitting for the grant.



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

03/01/24

To: Pat Hohl
From: Tony Randazzo

Re: WWTP Licensing Compensation

As we discussed, I'd like to propose changing the way we reward DPW personnel when they attain wastewater licensure. In the past, we have given workers an approximate 10% raise for passing the C & D wastewater exams. However, this was before our implementation of yearly step increases when there was no other way to advance to higher steps outside of new job duties. Ryan and I have also found that it is commonplace for other organizations to reward the attainment of WWTP licensure through yearly stipends. Another added advantage of the stipend is that it forces the employee to stay current on their license as they have to renew it every three years. If they fail to keep their license current, they will lose the stipend.

After carefully considering the factors listed above, I recommend we that we start rewarding the attainment of WWTP licensure with a yearly stipend instead of step increases, and propose the following amounts:

L1/L2 license: \$1,000
Class D license: \$2,000
Class C license: \$3,000

The stipend amounts given will be cumulative if an individual achieves multiple licenses. All DPW Technicians are classified as Grade 5 on the pay scale. If an employee attains a B license, they will move to Grade 8 and lose the stipend. If an individual passes the A exam, they will be promoted to Grade 9 without a stipend as well.