

October 9, 2008
MARILLA TOWNSHIP SPECIAL BOARD MEETING
SEPTEMBER 16, 2008

The meeting was called to order at 6:30 pm by Supervisor Holly Waldo. Present were Holly Waldo, supervisor, Margaret Rybicki, Clerk, Pat Ellis, Treasurer Pat Taylor, Trustee and Merlin Bahr, Trustee.

The purpose of this meeting was to revise our current Policy and Procedures manual.

The following articles were revised:

107 Clarify wording for posting of meetings: change to Secretaries of the respective boards and commission, shall be responsible for publishing and mailing all public notices required by State law, after notifying the Township Board Clerk of date,

114 Take out Manistee prison crew and Maintenance Manistee County Board.

120 Change Clerk to Secretary and add posting their respective meeting after notifying Township Board Clerk of date of meeting.

125 Clarify Public Comment: Public Comment shall be limited to 3 minutes. If more then one person wishes to speak on this subject only one person may speak for this group. The total time allowed on the agenda for public comment shall be 15 minutes. A sign up sheet for persons wishing to speak at a meeting must be signed giving the persons name, and the topic they wish to comment on.

226 Change the amount authorized to contract for emergency repairs from \$250.00 to \$1,000.00.

326 Freedom of Information Instead of cost per item insert see current years fee schedule

335 SAFETY OFFICER ADD: Boxes, files and other items shall no be stored on stairs or landings. Power equipment shall not be stored in the Township Hall. All flammable and hazardous material shall be stored at all times lickered in the hazardous waste cabinet. Change amount of \$100.00 to \$1000.00 to correct any unsafe condition.

345: The Marilla Township Clerk shall maintain a permanent personnel record of each Marilla Township employee. Add under lock and key at all times.

406 Take article out: Township has no computers at township hall

410 Bond Add Clerk 10,000.00 Treasurer \$15,000.00

415 Mileage: Insert see current year fee schedule

430 Inventory: fixed assets that are tangible have an expected useful life of at least one year and have a value of at least \$100.00 dollars. Change \$100.00 dollars to \$1000.00 dollars.

The Board was supplied with copies of the present Policy & Procedures of the Planning Commission and a copy of the revised Policy & Procedures. The Planning Commission requested that they be allowed to omit Section 9.0 Matters to be acted upon by Staff on Behalf of the Commission and Section 10.0 Planning Commission Staff

The Township Board approved the Planning Commissions request to omit these two sections as they covered duties of a Planning Director. Marilla Township Planning Commission does not have a Planning Director.

Approved _____

Margaret Rybicki,
Marilla Township Clerk
Margaret Rybicki