

Approved July 16, 2018

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
Kochville Veterans Hall  
3265 Kochville Road Saginaw, MI 48604  
MINUTES OF  
July 5, 2018**

**Pledge of Allegiance/Roll Call**

The Board Meeting was called to order at 7:05 pm by Supervisor Loiacano at Kochville Veterans Hall. The Pledge of Allegiance was recited.

**Roll Call:**

PRESENT: Supervisor Loiacano, Clerk Machata, Treasurer Brewster, & Trustee Thon

ABSENT: Trustee Ferrell

ALSO PRESENT: Steve London, Township Manager; Alan Malesky, Fire Chief; Mike Comstock, DPW Manager; and Kerri Malesky, Kochville Veterans Hall Director. There were no other interested parties or guests.

**Agenda Approval**

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve agenda as written.

Motion carried

*Agenda for  
Kochville Township Board of Trustees  
Special Meeting  
July 5, 2018, 7:00 p.m.  
Kochville Veterans Hall, 3265 Kochville Road*

- 1) *Open Meeting/Pledge*
- 2) *Trustee Member – Roll Call*
- 3) *Agenda Approval*
- 4) *Open/Close Public Comment*
- 5) *New Business*
  - a) *Discussion / Review – Proposed revisions to Kochville Township Employee Manual*
- 6) *Manager Comments*
- 7) *Board Comments*
- 8) *Adjourn Meeting*

**Public Comments - None**

**New Business**

Proposed revisions to Kochville Township Employee Manual

Steve London presented his proposed revisions to the Kochville Township Employee Manual.

Discussion took place and revisions were made to the following sections:

- 3.1 - Pre-Placement Physicals
- 3.4 - Driving Record
- 5 – Employment Classifications
- 6.3 – On call/standby

**New Business (cont.)**

- 6.6 – Time Records
- 6.7 – Pay period and payment
- 6.21 – Political activity
- 7.2 – Health insurance
- 7.6 – Tuition reimbursement
- 7.7 – continuation of healthcare coverage (Cobra)
- 8.1 – Paid time off (PTO)
- 8.3 – Holidays
- 8.6 – Funeral leave / bereavement leave
- 9.2 – Your responsibilities
- 9.3 – Progressive discipline
- 9.10 – Telephone policy
- 9.20 – Visitors
- 9.22 – Bulletin boards
- 9.23 – Travel

Steve London said he would make revisions and have the final draft to the Board hopefully for the July 16<sup>th</sup> board meeting.

**Manager Comments**

Steve thanked the Board for taking the time to review the employee manual

**Board Comments**

Trustee Thon

- Good job to Steve London for his work on the employee manual

Clerk Machata – nothing

Treasurer Brewster


- Stated Jayne Thon is his Deputy Treasurer. The April 16, 2018 minutes had Jayne listed as the Deputy Clerk in error.

Supervisor Loiacano

- Jim Klein is updating all the documents for the Davis Road Waterline Project with the USDA.

**Adjournment**

Motion by Clerk Machata and seconded by Supervisor Loiacano to adjourn the meeting at 9:31 pm.  
Motion carried.

 7-18-18  
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Kevin Machata, Clerk Date