

ROSCOMMON TOWNSHIP BOARD
SPECIAL MEETING MINUTES
January 30, 2018

Special meeting was called to order by Supervisor Randall at 9:20 a.m.

Present: Randall, Hose, Christian, DuPuis and Milburn.

Absent: None

Others Present: None.

The Board began going through the proposed 2018-2019 budget on a line-by-line basis. There was discussion and information presented regarding pay comparables.

There was a discussion on a park and hall maintenance duties, hours and compensation.

There was discussion regarding group supplemental insurance. Motion by Hose, second by Christian, to allow Roscommon Township to pay \$25 toward the monthly premium of group supplemental insurance for qualified employees effective April 1, 2018. All ayes, Motion carried.

Board took break 10:08 a.m.

Board resumed 10:12 a.m.

Clerk requested to be assigned duties of website maintenance and to be compensated since previous company was no longer performing duties. Motion by DuPuis, second by Christian, to assign additional duties of website maintenance to Clerk for the rate of \$800 per year effective April 1, 2018. All ayes, Motion carried.

There was discussion regarding hall maintenance and the need for a new roof with an initial quote of around \$69,000. It was the consensus of the Board that if the Board decides on reroofing it will come out of the general fund balance for 2018-2019.

The Board discussed the need for a maintenance truck. More information will be garnered.

There was discussion regarding Clerk's request for compensation for Cemetery Administration. Motion by Randall, second by Milburn, to assign the additional duties of Cemetery Administration as set forth in presented Cemetery Duties form to Clerk at the rate of \$2,400 per year effective April 1, 2018. Randall-yes, Hose-no, DuPuis-yes, Christian-yes, Milburn-yes. Motion carried.

Meeting adjourned 12:00 p.m.

Public comment: None

Respectfully submitted by Carie A. Milburn.

Diane F. Randall, Supervisor

Carie A. Milburn, Clerk

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING OF THE
ROSCOMMON TOWNSHIP BOARD

ROSCOMMON TOWNSHIP CEMETERY DUTIES

1. Sell lots
 - a. Help decide which lots
 - b. Complete lot sale applications
 - c. Put information into Pontem
 - d. Print Certificate
 - e. Put information on cemetery map
2. Schedule burials
 - a. Meet with family or call with funeral home
 - b. Find lot (if already owned)
 - c. If lot is owned by deceased family member, go over Request form
 - d. Complete Work Order form
 - e. Email and text Kevin
 - f. Put information in Pontem
 - g. Put information on cemetery map
 - h. File burial certificates
3. Sell Foundations
 - a. Help with size of foundation
 - b. Calculate cost
 - c. Complete Work Order form
 - d. Email and text to Kevin
 - e. Follow up to be sure Kevin has installed
4. Miscellaneous
 - a. Put out flags prior to memorial day/collect flags after veterans day
 - b. Deal with complaints and requests
 - c. Complete lot transfers
 - d. Help monument companies and other individuals find graves
 - e. Calculate Kevin's pay
 - f. Bill County for veterans foundations
 - g. Order Veterans plaques