

Rives Township *Special* Board Meeting  
August 14, 2023  
Lansing Avenue Fire Barn

The meeting began at 6:00 p.m.

Present: Supervisor Jerald Adams, Clerk Vercilla Hart, Treasurer Joseph Yang, and Trustees Christine Beecher and Bryce Hammond.

Purpose: Interview for an Office Assistant position that would be a presence at the township office part-time to collect property taxes, sewer payments, and handle permits.

Public Comment #1 began at 6:02 p.m. and ended at 6:05 p.m.

- Nancy Thorpe asked what the job involves.
- Stacy Stoner suggested a PSOR background check and criminal background check for the applicant chosen before hiring, and that the results be given to the Clerk to file in personnel files the Clerk keeps for all employees.
- Linda McMillin asked who would train this person, and asked how information would be relayed to the board when no board member is in the office.

Treasurer Yang said the job announcement was posted on the township website, and he had given the board members a general job description and resumes.

Applicant Michelle Hogan was called to be interviewed by the board.

Yang reported work hours would be Monday, Tuesday and Wednesday, from 10 a.m. to 2 p.m.; and Thursday from 10 a.m. to 5 p.m.

Adams: Live in the township?	Answer: Zion Rd
Beecher: How long in the township?	Answer: Since November 2021, previously in Macomb County.
Hart: Office experience?	Answer: Microsoft Office & Outlook; Excel; previous job was door-to-door for Comcast.
Yang: Experience with databases?	Answer: Created databases for friends.
Data entry/retrieval?	Answer: Oakland University as a temp.
Hart: Issue being bonded?	Answer: "Not that I know of."
Hammond: BS&A experience?	Answer: "No, but I pick things up fairly quickly."

Yang stated BS&A has webinars and in-person training at Bath, MI. Hart has talked with BS&A, and hasn't scheduled training because the cost is \$1,000/day, and a group of 5-10 people can be trained on a given day. Hart will ask surrounding townships if there is interest, and then maybe the total cost can be divided up.

Adams stated the job involves secretarial duties, proofreading, maintaining a schedule of events, disseminating information to the township, answering phones, may manage inventory of office equipment, receives sewer payments, taxes, pavilion rentals and Building Dept. fees, answers Building Dept. inquiries. The public is dissatisfied there is no one in the office to do this.

Hart: Know about Amps for electric, basics of building or roofing a house?

Answer: Doesn't know about any of this.

Ashley Fletcher (Township Assessor) is currently handling permits.

Adams said the position works with inspectors and the tax assessor.

Hart: Strengths?

Answer: Willing to help where needed.

Adams: The position involves preparing and mailing tax documents.

Hart: Won't be using the position for any Clerk duties. Will have a deputy that works with her.

Hart: Most of the office traffic is for permits, stamping taxes paid, sewer payments.

Yang: What do you do to stay organized?

Answer: Separates receipts from invoices for her husband (truck driver); organizes medical records and registry certificates for her dogs.

Beecher: Encountered diversity? Answer: Handled the people that hated Comcast.

Yang: Stressful situations?

Answer: Keeps to-do lists; decides what goes where and what is important.

The interview ended at 6:25 p.m.

Yang reported receiving 8 resumes, and called these applicants 2 days ago. The result was 1 applicant to interview today.

Beecher: The hours are difficult, and the position has been posted for some time.

Yang: No one would have BS&A experience unless they worked in a gov't office.

Hammond: Who does this person report to?

Adams: Has never worked in the township office, and he wouldn't be much help.

Hart:

Will be working her other job for the next 3 days, and will be doing reconciliations upon returning to the office. Has helped residents with duties listed for this position, and needs to get the Clerk's position caught up. Ashley needs to fix major problems with the Building Dept.

Yang: Receptionist-style tasks can be immediate. Michelle will need a key.

Hart: Would like a lock on the basement door because many of the Clerk's records are kept in the basement. The key to the lock would be shared with everyone that needs a key.  
The tax collection bond is held by Jackson County, not Decker Agency, so the Treasurer needs to contact the county about bonding Michelle.

Yang: The office assistant may not be stamping invoices paid, but can acknowledge that a property owner's taxes have been paid. Will trust any office assistant as long as nothing done to violate that trust.

Hart: Will this job be probationary?

Yang: No contract, and can be reviewed at 30, 60 and 90 days.

Will add the language "do other duties as assigned."

The Office Assistant can report to Yang to answer any questions.

Applicant will not have drug and alcohol testing done unless there is probable cause. Must have "successful" background check results.

Applicant reported she has lived in Michigan all her life.

Hart: After the successful background check, will issue a key and Office Assistant needs to contact Comtronics to set up her specific access code.

**Motion by Adams, supported by Hammond, to approve Michelle Hogan as Office Assistant pending a satisfactory background check, at the starting wage of \$16.50/hr and to report directly to Joseph Yang Treasurer. Roll call. Hammond - yes, Beecher - yes, Hart - abstain, Yang - yes, Adams - yes. 4 Ayes, 1 Abstain. Motion carried.**

Public Comment #2: Began at 7:03 p.m. and ended at 7:11 p.m.

- Margaret Stevenson - Sees a problem with nobody in the office but Office Assistant.
- Alex Silvestri - Questioned if Office Assistant would continue in that position after next board election. Yang told him she will be an "at will" employee.
- Nancy Thorpe - Office Assistant will be in the office at lot by herself, so how will she be trained?
- Rita McGonegal - Fee to use the pavilion? Adams said \$25 to be paid to the Treasurer.
- Stacy Stoner - Concerned no one will be at the office to train the Office Assistant. Said this is a "recipe for disaster." With 4 years of experience as Clerk, now works during the day, so will be unable to assist. Has been assisting Clerk Hart after hours.

The meeting adjourned at 7:11 p.m.



Vercilla Hart, Rives Township Clerk