

SILVER CREEK TOWNSHIP BOARD
SPECIAL MEETING MINUTES
October 17th, 2024 at 10:00 AM | Township Hall

- I. Meeting was called to order at 10:05 a.m.
- II. Pledge of Allegiance was recited
- III. Roll Call Attendance – All present- Supervisor Braman, Clerk Honn, Treasurer Behnke, Trustee Glynn, Trustee Feirick
- IV. Approval of the Agenda passed with unanimous voice vote
- V. Public comment was open at 10:07 a.m. – no comments presented
- VI. Discussions:

1. Payroll Policies & Procedures

Clerk Honn discussed the importance of getting everyone on the same payroll and discussed how in the past official's payroll timing was incorrect, and different for salaried officials versus hourly employees and the payroll errors date back several years. While Clerk Honn had offered an alternate pay schedule to correct the issue before the end of the fiscal year, Treasurer Behnke had felt it was a reduction in salary and reached out to the attorney. Clerk Honn explained that the resolution was advised from the attorney and drafted by legal. Explained how the prorating in the past was not calculated correctly and an old law was misinterpreted from back in the 70s. Trustee Glynn asked some questions clarifying the resolution and pay. Clerk Honn explained that the resolution was more for accounting purposes and explained that she would not be receiving a check double her salary, instead what the payment does is adds a paycheck to the end of the Clerk and Treasurer's time, so that when they choose to leave the township, the township will have a last check to hold in order to ensure the positions help the next person incoming. It helps protect the township's transfer of positions. Clerk Honn explained what kind of payments the other three leaving at the end of November would expect on the December paycheck. This would make it so that no official is paid in advance for the work they have not completed (Example: getting paid in mid-December for the whole month of December). The payroll policy clarifies when everyone gets paid and will make it clear for those incoming after the election, and Clerk Honn mentioned that she wanted this policy in place so that when Saunders comes back it is clear as to why we no longer pay the way they did in the past.

VII. Motions:

1. Resolution 24-20 Payroll Schedule Timing was moved by Clerk Honn, supported by Trustee Glynn and CARRIED by Roll Call vote as follows: Yes- Treasurer Behnke, Trustee Glynn, Trustee Feirick, Supervisor Braman, Clerk Honn; No- none
2. Payroll Policy was moved by Clerk Honn, supported by Trustee Feirick and CARRIED by Roll Call vote as follows: Yes- Supervisor Braman, Clerk Honn, Treasurer Behnke, Trustee Glynn, Trustee Feirick; No- none

VIII. Public Comment was open at 10:25a.m. and closed with no comments heard

IX. Adjournment was moved by Clerk Honn and supported by Trustee Feirick. Motion to adjourn at 10:25a.m. passed with unanimous voice vote.



Silver Creek Clerk