

## BALDWIN TOWNSHIP SPECIAL MEETING

November 26, 2018

**Present** - Supervisors Jay Swanson, Bryan Lawrence, Tom Rush and Larry Handshoe.

**Call to Order** – The November 26, 2018 special meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:00 p.m.

**Pledge of Allegiance** – All present recited the Pledge of Allegiance.

**Discuss Maintenance Department Equipment/Building Needs** – Zac Good stated that he would like to plan out when we are going to replace our trucks. An equipment replacement program would be essential. Trucks #3 and #1 would be first.

The Town Board and maintenance personnel walked through the shop and discussed 1990 truck #3: The wing and sander don't work together. Only one PTO option can be used at one time. The lights are starving batteries. Discussion on work: Swantec has done on the truck. Approximately \$50,000 has been spent on the truck already. The injector lines for the truck are no longer being made. The truck needs a radiator. The plow is new. Approximately \$10,000 for a trade-in. The Town Board needs to have a discussion on going with a new, used or leased truck.

The 1995 truck #1: Approximately \$20,000 in repairs in the last 5 years. The value of the truck is \$10,000-\$12,000. Discussion about taking the plow off of truck #3 and installing it on truck #1 and taking the current plow that is on truck #1 and sell it with truck #3.

Building needs: Swanson stated that the township needs a fireproof something for all the records and suggested either a 10x20 addition or a 20x20 addition that is fireproof. Discussion on the setback required for County Road 45. Discussion on scanning all the records. Discussion on Legacy Grant. Discussion on potential costs on upgrades for the current town hall. Discussion on using the first 2 bays in the shop and adding on to the east side of the maintenance building. Swanson stated that there is \$1 million dollars worth of equipment in a \$150,000 building at the fire station. Lawrence stated that he is not at the point of spending another \$1.5 million. Discussion on additional maintenance equipment needed. Discussion on equipment that could be housed at Young Park. Swanson will bring drawings back to the December 17<sup>th</sup> regular meeting for the Town Board to review.

Discussion on replacing the plows on the one ton trucks. Discussion on keeping just one ton truck and selling the other. Discussion on needing 4 big trucks (not one tons) to plow the township.

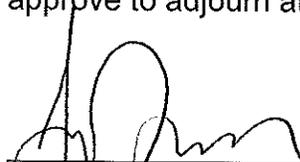
**Discuss Maintenance Department Positions** – Rush stated he is doing the metric for what is needed in the maintenance department. He has justified 24-30 hours per week

in the November through March timeframe. There have never been 2 full time employees in the maintenance department. Discussion on increasing the hourly wage as there are no benefits with the position. Discussion on the impact on the budget with another full time employee at a rate of \$20/hour. Discussion on what types of jobs the maintenance department should be doing. Good asked if it could be started as a part time position with it working into a seasonal full time position and revisit it next season. Fadden stated he would be okay with the position being a 30-35 hour range until we get dug out of the hole we are in. Good stated that no summer maintenance has been done on the equipment. Lawrence questioned how it is different in the maintenance department than in the office. Discussion regarding maintenance overtime. Lawrence stated that we have extra help now to ensure that there is an available part time person to assist. Rush's metric would like to be seen by the other Town Board Supervisors. Lawrence stated Fadden is already here as needed. Fadden stated he would like to be here permanently and labeling him part time would be okay. Lawrence stated that he would like to see the decision made by the next meeting and definitely by February or March. Fadden stated he would like to give his boss adequate notice. Fadden knows summer hours would increase and he fine with not going with the benefit thing right now. Discussion regarding Fadden hired as a seasonal employee right now and PERA factors that need to be considered. Swanson stated that a continuous part time position in our maintenance department with no benefits would be up to Fadden if he wanted to accept. The item will be added to the December 17, 2018 regular meeting agenda as "discuss/approve/disapprove a continuous part time maintenance position". Rush asked Good to put something together for a weekly plan. Discussion if the 24 hours included snowplowing hours.

**Adjourn** – Lawrence /Handshoe unanimous to approve to adjourn at 9:11 p.m.



Submitted By: (s/) Cathy Stevens  
Clerk/Treasurer  
Baldwin Township



Approved By: (s/) Jay Swanson  
Chairman, Board of Supervisors  
Baldwin Township

12-3-2018

Date

Attendees: Zac Good, Phil Fadden