

# WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION 2019 RECOMMENDATIONS

The 2019 COMPENSATION COMMISSION consists of  
James Conroy, Chairperson (term expires 2019)  
Robert Hayes, Member (term expires 2020)  
Kurt Shoecraft, Member (term expires 2021)  
Donna Zischke, Member (term expires 2022)  
Aaron Porter, Member (resigned 2/12/19)

Williamstown Township enacted a Local Officials Compensation Commission Ordinance in 2006, with the first Commission convening in January and February, 2007. The Commission has convened every odd-numbered year since; in 2009, 2011, 2013, 2015 and 2017. This year marks the seventh set of recommendations. This Commission marks the first for Donna Zischke and Aaron Porter, the second for Robert Hayes and Kurt Shoecraft, and the fourth for James Conroy. Due to a job change, Aaron Porter resigned on 2/12/19 after attending one meeting. The chair determined that the commission would complete its task with only four members.

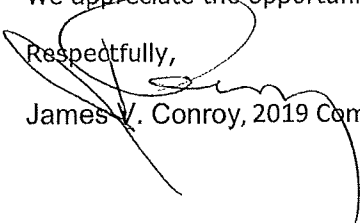
The Compensation Commission accessed the Michigan Township Association research database, looking for relevant data on peer townships. The Commission also reviewed the data developed in 2017 by surveying peer townships directly. Townships were selected based on similarity in 1) number of parcels, 2) population and 3) assessed valuation. These two substantial databases of information were augmented by the research of Commission members developing peer group salary adjustment data.

Each Commissioner evaluated all of the data, and with thorough deliberation over several weeks, the Compensation Commission is making the attached recommendations for the Supervisor, Clerk and Treasurer in recognition of the excellence shown in the leadership of Williamstown Township.

In looking at Trustee compensation, Commissioners noted that based on data, Williamstown Township Trustee salary ranks near the top of the peer group selected. The Compensation Commission determined no salary change would be recommended for the Trustees. However, the Commissioners realized that an inadvertent change was made in 2013 regarding Trustee compensation for meetings. The language prior to 2013 called for an additional \$65 for each meeting beyond two meetings in each month. In 2013, it was changed to \$65 for the third meeting only. There was no authorization for additional compensation beyond the third meeting. Therefore, it is the recommendation of the Compensation Commission to restore the original intent and authorize the additional stipend for all official meetings beyond two in a given month.

We appreciate the opportunity to serve the Township in this capacity and thank you.

Respectfully,

  
James V. Conroy, 2019 Compensation Commission Chairperson

**WILLIAMSTOWN TOWNSHIP COMPENSATION**  
**COMMISSION RECOMMENDATIONS**

The 2019 COMPENSATION COMMISSION consists of

Jim Conroy, Chairperson	(term expires 2019)
Kurt Shoecraft, Member	(term expires 2021)
Donna Zischke, Member	(term expires 2022)
Aaron Porter, Member	(resigned 2/12/2019)

During the first weeks of January the Commissioners were contacted by telephone and e-mail to determine the meeting schedule. The Commissioners agreed to meet weekly on Tuesday.

The first meeting of the Compensation Commission was held Tuesday, January 15, 2019 at 12:30 p.m. A total of five commission meetings were held.

The Compensation Commission requested from the Michigan Township Association research data on similar townships as previous commissions had requested. (The data was received in electronic files as well as viewed online.) The commission also reviewed survey results of a database developed directly in 2017, and new data generated to review township peer based salary adjustments. (E-mail was utilized to share data for meeting discussion and to send copies of meeting minutes.) These databases, CPI information, and a review of the Township's operations, financial health, community and advancements provided the data required to formulate salary recommendations.

Commissioners reviewed and discussed salary recommendations at the February 12, 2019 meeting resulting unanimous agreement on the attached salary recommendations for elected officials.

The Compensation Commission completed its business within the required forty-five days established by the Williamstown Township Ordinance.

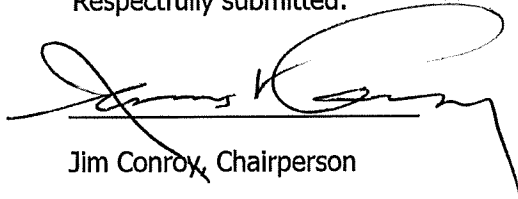
**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

**Elected Officials:** The Commission's recommendations reflect salary compensation for the Supervisor, Clerk and Treasurer. Two separate increases are recommended: Resolution One is for fiscal year 2019-2020. Resolution two is for the fiscal year 2021-2022.

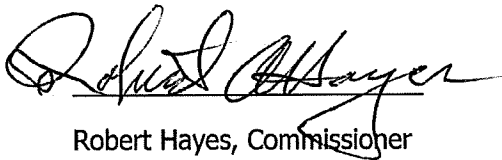
**Trustee Meeting Stipend:** The Commission recommendation confirms the intent of the language of its 2013 recommendation regarding an additional \$65 of compensation for Trustees attending each meeting beyond two meetings in each month. It is affirmed the 2013 recommendation be restored through authorization of the additional stipend for all official meetings beyond two a month.

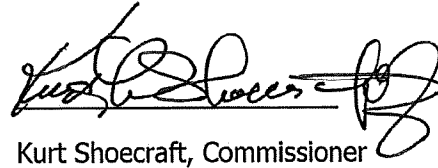
We, the Compensation Commission, believe we have arrived at a fair, competitive and just recommendation for Williamstown Township Elected Officials.

Respectfully submitted:

  
Jim Conroy, Chairperson

  
Donna Zischke, Commissioner

  
Robert Hayes, Commissioner

  
Kurt Shoecraft, Commissioner

**P. SNOW**  
**NOTARY PUBLIC - STATE OF MICHIGAN**  
**COUNTY OF INGHAM**  
My Commission Expires August 10, 2023  
Acting In the County of Ingham

Notarized by: P. Snow this 20 day of February, 2019  
Ingham County, Michigan

**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

Salary Compensation For The Elected Officers

Fiscal Year 2019 – 2020

**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

Salary Compensation For The Elected Office of  
SUPERVISOR

Motion by Donna Zischke

Be it resolved that as of April 1, 2019 the salary for the township office of SUPERVISOR shall be an annual rate of \$29,100.00 for the Fiscal Year 2019-2020

Supported by Kurt Shoecraft

Roll Call vote:

Jim Conroy

Robert Hayes

Donna Zischke

Kurt Shoecraft

The image shows four handwritten signatures in black ink. The first signature is for Jim Conroy, the second for Robert Hayes, the third for Donna Zischke, and the fourth for Kurt Shoecraft. Each signature is written over a horizontal line that serves as a baseline for the signature.

Dated February \_\_, 2019

**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

Salary Compensation For The Elected Office of  
CLERK

Motion by \_\_\_\_\_ Donna Zischke \_\_\_\_\_

Be it resolved that as of April 1, 2019 the salary for the township office of CLERK shall be an annual rate of \$ 29,100.00 for the Fiscal Year 2019-2020

Support by \_\_\_\_\_ Kurt Shoecraft \_\_\_\_\_

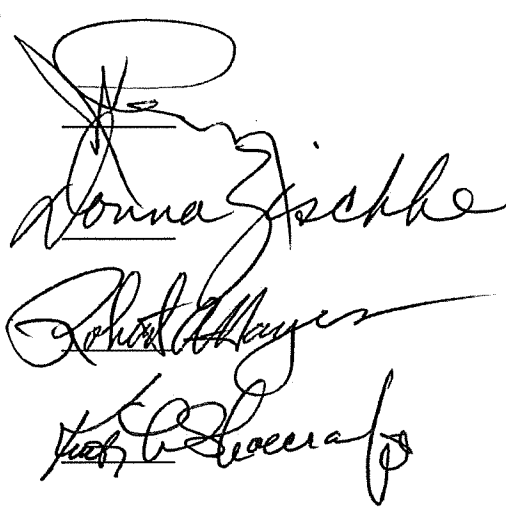
Roll Call vote:

Jim Conroy

Donna Zischke

Robert Hayes

Kurt Shoecraft



The image shows four handwritten signatures in cursive script, each corresponding to a name listed to its left. The signatures are: Jim Conroy (top), Donna Zischke (second), Robert Hayes (third), and Kurt Shoecraft (bottom). Each signature is written over a horizontal line that serves as a baseline for the signature.

Dated February \_\_\_\_, 2019

**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

Salary Compensation For The Elected Office of  
TREASURER

Motion by \_\_\_\_\_ Donna Zischke \_\_\_\_\_

Be it resolved that as of April 1, 2019 the salary for the township office of Treasurer shall be an annual rate of \$ 29,100.00 for the Fiscal Year 2019-2020

Support by \_\_\_\_\_ Kurt Shoecraft \_\_\_\_\_

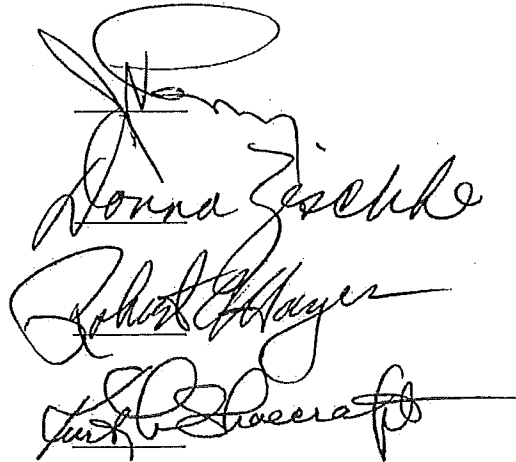
Roll Call vote:

Jim Conroy

Donna Zischke

Robert Hayes

Kurt Shoecraft



The image shows four handwritten signatures stacked vertically. The first signature is for Jim Conroy, the second for Donna Zischke, the third for Robert Hayes, and the fourth for Kurt Shoecraft. Each signature is written in black ink and is positioned to the right of its corresponding name.

Dated February \_\_\_\_, 2019

**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

Meeting Stipend Compensation For The Elected Office of

TRUSTEES

Motion by Donna Zischke\_

Be it resolved that as of April 1, 2019 TRUSTEES SHALL BE COMPENSATED BY \$65.00 for all meetings beyond two attended in one month for the Fiscal Year 2019-2020.

Support by \_\_Kurt Shoecraft\_\_\_\_\_

Roll Call vote:

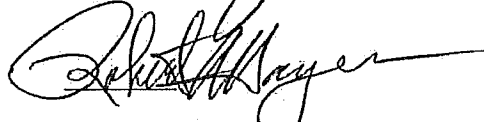
Jim Conroy



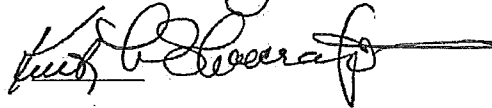
Donna Zischke



Robert Hayes



Kurt Shoecraft



Dated February \_\_\_\_, 2019



**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

Salary Compensation For The Elected Officers

Fiscal Year 2020 – 2021


**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

Salary Compensation For The Elected Office of

SUPERVISOR

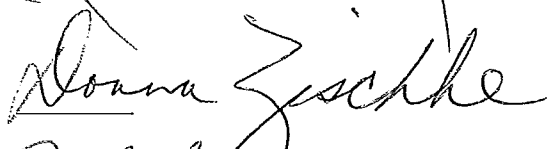
Motion by Donna Zischke

Be it resolved that as of April 1, 2020 the salary for the township office of SUPERVISOR shall be an annual rate of \$29,700.00 for the Fiscal Year 2020 –2021

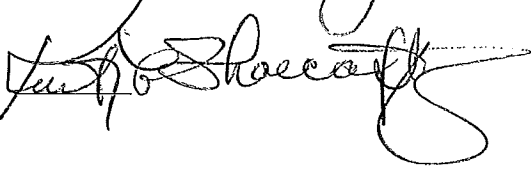
Supported by Kurt Shoecraft 

Roll Call vote:

Jim Conroy 

Donna Zischke 

Robert Hayes 

Kurt Shoecraft 

Dated February \_\_, 2019


**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

Salary Compensation For The Elected Office of

CLERK

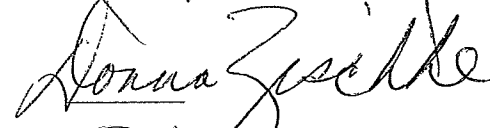
Motion by Donna Zischke

Be it resolved that as of April 1, 2020 the salary for the township office of CLERK shall be an annual rate of \$ 29,700.00 for the Fiscal Year 2020 -2021

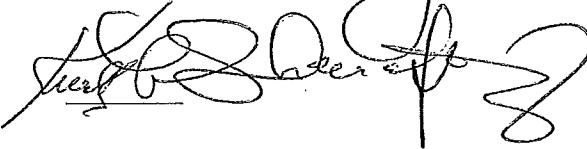
Support by Kurt Shoecraft 

Roll Call vote:

Jim Conroy 

Donna Zischke 

Robert Hayes 

Kurt Shoecraft 

Dated February     , 2019

**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

Salary Compensation for The Elected Office of  
TREASURER

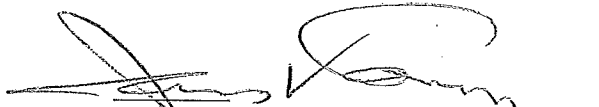
Motion by Donna Zischke

Be it resolved that as of April 1, 2020 the salary for the township office of Treasurer shall be an annual rate of \$ 29,700.00 for the Fiscal Year 2020 -2021

Support by Kurt Shoecraft

Roll Call vote:

Jim Conroy



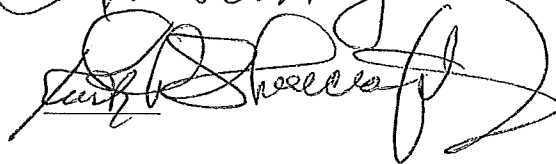
Donna Zischke



Robert Hayes



Kurt Shoecraft



Dated February \_\_\_\_, 2019

**WILLIAMSTOWN TOWNSHIP COMPENSATION COMMISSION RECOMMENDATIONS**

Meeting Stipend Compensation For The Elected Office of

TRUSTEES

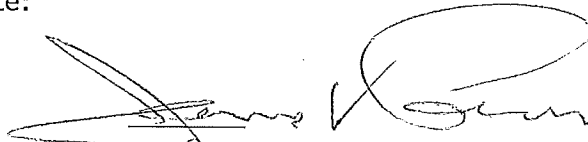
Motion by Donna Zischke\_

Be it resolved that as of April 1, 2020 TRUSTEES SHALL BE COMPENSATED BY \$65.00 for all meetings beyond two attended in one month for the Fiscal Year 2020-2021

Support by \_\_\_Kurt Shoecraft\_\_\_\_\_

Roll Call vote:

Jim Conroy



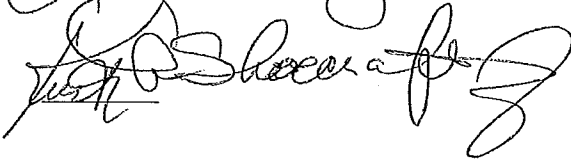
Donna Zischke



Robert Hayes



Kurt Shoecraft



Dated February \_\_\_\_, 2019

