

**TOWNSHIP OF SCIO
WASHTENAW COUNTY, MICHIGAN
RESOLUTION #2023-05**

**RESOLUTION TO RENAME THE JOB OF TOWNSHIP ADMINISTRATOR TO TOWNSHIP
MANAGER AND TO REVISE THE TOWNSHIP MANAGER JOB DESCRIPTION**

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held at the Scio Township Hall, 827 N Zeeb Road, in said Township, on January 10, 2023, at 7:00 pm.

Members Present: Hathaway, Flintoft, Palmer, Brazeau, Knol, Reiser

Members Absent: Kerry

The following preamble and resolution were offered by Trustee Brazeau and supported by Trustee Knol.

WHEREAS, on July 24, 2021, August 17, 2021, and February 22, 2022, the Scio Township Board approved job descriptions for the Township Administrator; and

WHEREAS, Scio Township hired Marc Thompson as a full-time interim administrator on December 27, 2022; and

WHEREAS, an *ad hoc* committee consisting of three trustees was created by the Scio Board of Trustees on December 13, 2022 to make recommendations to the Scio Board on Agenda item J.5 at the January 10, 2023 Board of Trustees meeting; and

WHEREAS, the *ad hoc* committee prepared a written report to be considered at the January 10, 2023 Board of Trustees meeting; and

WHEREAS, the *ad hoc* committee has recommended two modifications in the Administrator's job description and renaming the job of Township Administrator to Township Manager; and

WHEREAS, the recommended modifications of the *ad hoc* committee are to change "hold ultimate authority over BS&A Administration and Accessibility" to "oversee administration of all BS&A modules pursuant to Scio Township Board of Trustees policies and directives"; and the second modification is to change "hold ultimate authority over administration of all software including assignment of access" to "oversee administration of all other software applications, pursuant to Scio Township Board of Trustees policies and directives" (see attached Exhibit A); and

WHEREAS, Scio Township Ordinance Code Section 2-40 establishes the position of Township Manager and assigns various duties and responsibilities to the Manager; and

WHEREAS, the interests of the Township of Scio are best served when a professional manager is responsible for running the day-to-day operations of the township; and

WHEREAS, MCL 41.75a provides that a Township Board may employ a township Manager and other employees as are necessary, they shall serve at the pleasure of the township board and shall perform duties lawfully directed by the township board, except those duties that are delegated by law to another township official, unless consent has been granted.

NOW, THEREFORE, BE IT RESOLVED THAT, the job title of Scio Township Administrator is renamed to Township Manager, and shall serve as Township manager as defined in MCL 41.75a; and

BE IT FURTHER RESOLVED THAT two changes are made to the Township Manager job description of February 22, 2022: "hold ultimate authority over BS&A Administration and Accessibility" is changed to "oversee administration of all BS&A modules pursuant to Scio Township Board of Trustees policies and directives," and "hold ultimate authority over administration of all software including assignment of access" is changed to "oversee administration of all other software applications, pursuant to Scio Township Board of Trustees policies and directives."

ROLL CALL VOTE:

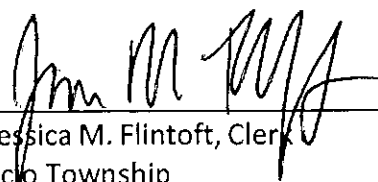
YES: Hathaway, Palmer, Brazeau, Knol, Reiser

NO: Flintoft

ABSENT: Kerry

ABSTAIN: None

RESOLUTION DECLARED ADOPTED

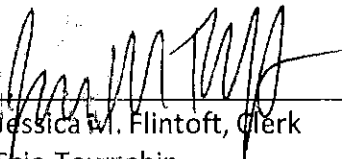


Jessica M. Flintoft, Clerk
Scio Township

DATED: January 10, 2023

CERTIFICATE

I, Jessica M. Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on January 10, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Jessica M. Flintoft, Clerk
Scio Township

DATED: January 13, 2023