

CHARTER TOWNSHIP OF CLAYTON

REGULAR BOARD MEETING

Nov 13th, 2025

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The regular board of Trustees meeting of the Charter Township of Clayton was called to order by Supervisor Henry at 6:00 p.m. November 13th, 2025 at the Clayton Township Hall.

BOARD MEMBERS

Supervisor	Ted Henry	Trustees:	Tom Spillane
Clerk	Dennis Milem		Ken Engel
Treasurer	Shelley Thompson		Kathy Norris
			Doug Sherman

Attorney: Ken Tucker

Deputy Supervisor: Rick Caruso

Pledge to the Flag

ROLL CALL: Members present: Engel, Thompson, Spillane, Sherman, Henry, Norris, And Milem.

AGENDA: MOTION by Milem and seconded by Engel to accept agenda as presented. ROLL CALL: YES: Milem, Sherman, Thompson, Henry, Engel, Norris, and Spillane. MOTION CARRIED.

MINUTES: MOTION by Thompson and seconded by Engel to accept minutes for October 2025 meeting and for the special board meeting with the correction to the special board meeting minutes at the beginning from January 23, 2025 to October 20, 2025. ROLL CALL YES: Sherman, Henry, Engel, Norris, Thompson, Spillane, and Milem. MOTION CARRIED

BILL LIST: MOTION by Thompson and Seconded by Milem to approve the Bills List as presented. ROLL CALL: YES: Norris, Sherman, Henry, Milem, Spillane, Thompson, and Engel. MOTION CARRIED.

TREASURER'S REPORT: MOTION by Thompson and seconded by Milem to accept the treasurer's report as presented. ROLL CALL: YES: Henry, Sherman, Norris, Thompson, Engel, Spillane, and Milem. MOTION CARRIED.

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2025 BUDGET REVIEW AND ADJUSTMENTS: No adjustments

PUBLIC COMMENT:

BOARD COMMENT:

CORRESPONDENCE:

OLD BUSINESS:

NEW BUSINESS:

SELECTION OF NEW POLICE CHIEF: Motion by Engel and seconded by Spillane to post ASAP to get new hire in and trained. Discussed re-writing the post from previous years and how the hiring process will go. ROLL CALL: YES: Milem, Sherman, Thompson, Henry, Engel, Norris, and Spillane. MOTION CARRIED. RESOLUTION NO. 25-1113-01

GARBAGE FUND SHORTFALL: Norris motioned and seconded by Sherman to transfer \$48,000.00 from the general fund to garbage fund to cover shortfall caused by failure to charge residents \$12,000.00 admin fee for four years and to waive the \$12,000 annual administration fee for the FY25 going forward. ROLL CALL: YES: Sherman, Henry, Engel, Norris, Thompson, Spillane, and Milem. MOTION CARRIED. RESOLUTION NO. 25-1113-02

HIRING OF NEW FULL TIME EMPLOYEE TO REPLACE REBEKAH DERBY: Norris motioned and seconded by Spillane to post letter to find replacement. Milem discussed wanting to post with the Genesee County Clerks Association support staff to get resumes to get interviews between now and end of year. Board authorizes MTA and Indeed also. ROLL CALL: YES: Norris, Sherman, Henry, Milem, Spillane, Thompson, and Engel. MOTION CARRIED. RESOLUTION NO. 25-1113-03

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CUSTOM LAWN CARE BID: Milem motioned and seconded by Engel to approve Custom Personalized lawn care bid of \$345.84 for 2026. ROLL CALL: YES: Henry, Sherman, Norris, Thompson, Engel, Spillane, and Milem. MOTION CARRIED. RESOLUTION NO. 25-1113-04

ACH POLICY (AS PER THE TREASURER): MOTION BY Thompson and seconded by Milem to accept ACH as presented with correction on page 2 #8 to state “as well as W2 and 1099”. It was also discussed to move to next month so Ryan could attend meeting. ROLL CALL: YES: Thompson and Milem. NO: Sherman, Engel, Spillane, Henry, and Norris. MOTION FAILED.

PUBLIC COMMENT:

BOARD COMMENT:

REPORTS:

ATTORNEY: Ken Tucker

ZONING ADMINSTRATOR: Ted Henry

ROADS AND BRIDGES: Ted Henry

WATER AND WASTE: Ted Henry

FIRE BOARD: Tom Spillane, Ken Engel

PLANNING COMMISSION: Kathy Norris

METROPOLITAN ALLIANCE: Shelley Thompson

911: Tom Spillane, Ken Engel

POLICE REPORT: Chief Brown

Meeting adjourned by Ted Henry, Supervisor at 6:26p

Minutes by

Minutes Accepted by

Dennis Milem

Ted Henry, Supervisor