

## **RESOLUTION ASSIGNING DUTIES TO TOWNSHIP SUPERINTENDENT**

WHEREAS, the MCL 42.10 authorizes the Township Board of a Charter Township to appoint a Township Superintendent to assume those duties which are listed in the statute; and

WHEREAS the Comstock Charter Township Board has appointed Scott Hess as the Township Superintendent; and

WHEREAS the Township Board finds it necessary and appropriate to the smooth functioning of the Township for the following statutory duties to be transferred to the Superintendent at this time:

1. To see that all laws and township ordinances are enforced;
2. To manage and supervise all public improvements, works, and undertakings of the township;
3. To have charge of the construction, repair, maintenance, lighting and cleaning of streets, sidewalks, bridges, pavements, sewers and of all the public buildings or other property belonging to the township;
4. To manage and supervise the operation of all township utilities;
5. To be responsible for the preservation of property, tools, and appliances of the township;
6. To see that all terms and conditions imposed in favor of the township or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed.
7. To attend all meetings of the township board, with the right to take part in discussions, but without the right to vote;
8. To be a member, ex officio, of all committees of the township board;
9. To prepare and administer the annual budget under policies formulated by the township board and keep the said board fully advised at all times as to the financial condition and needs of the township;
10. To recommend to the township board for adoption such measures as he may deem necessary or expedient;
11. To be responsible to the township board for the efficient administration of all departments of the township government;
12. To act as the purchasing agent for the township or, under his responsibility, delegate such duties to some other office or employee;
13. To conduct all sales of personal property, which the township board may authorize to be sold;
14. To assume all the duties and responsibilities as personnel director of all township employees or delegate such duties to some other officer or employee;
15. To perform such other duties as may be prescribed by this act or required of him by ordinance or by direction of the township board, or which are not assigned to some other official in conformity with the provisions of this act.

NOW THEREFORE BE IT HEREBY RESOLVED THAT the above statutory duties are transferred to the Township Superintendent as of this date; and

IT IS FURTHER RESOLVED that the Superintendent shall receive no additional

compensation for the performance of these duties at this time; and

IT IS FURTHER RESOLVED that all resolutions or parts of resolutions in conflict herewith are hereby repealed.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted at a Regular Meeting of the Charter Township of Comstock Board held at the Comstock Township Office on Monday, November 21, 2016 and said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted upon said Resolution as set forth in the minutes of said meeting which were kept and have been or will be made available as required by said Open Meetings Act.

Michelle R. Mohny, Clerk  
Charter Township of Comstock