

BRUCE TOWNSHIP

BOARD OF TRUSTEES

WORK SESSION MEETING APPROVED MINUTES

July 31, 2025

- I. Meeting was called to order at 7:00 PM
- II. Pledge of Allegiance
- III. Roll Call:
 - Present: V. Gage C. Marsh C. Thompson J. Kronemeyer
 - Absent: M. Pins
- IV. Approval of the Agenda
 - Motion by Gage, supported by Thompson to approve the agenda.
- V. Public Comments - limit 3 minutes
 - None
- VI. Discussion
 - a. Review of Minutes from June 12, 2025
 - Kronemeyer had a draft of the minutes from June 12 regular board meeting. Will present to the board for approval at August meeting.
 - b. Equipment Rental 2024
 - The equipment rental from C. Dawson for 2024 was reviewed and will be prepared for payment at the August Board Meeting.
 - c. Auditing Pay from December 2023
 - The payroll for C. Dawson going back to December 2023 was discussed and a status report provided by Kronemeyer.
 - d. Position Descriptions Review
 - i. Maintenance & Grounds
 - Draft position description was reviewed.
 - Board discussed the need for a part-time as needed position description for Grounds with the facility and equipment duties removed.
 - ii. Custodian
 - Draft position description was reviewed. Formally it was just a checklist of how to clean the hall versus a position description.
 - iii. Zoning Administrator
 - Zoning Administrator position description was reviewed and will be posted on the township website.

iv. Office Manager

- Discussion about the need for an office manager either as a new position or as an additional duty.

e. Cemetery- Burial Sexton Payment Process

- The board reviewed who should be paying whom for burials. The funeral home should be paying the Township for digging the grave and sexton services. The placement of the vault should be paid directly to the vault company.

f. Budget Review

i. Ambulance Authority

- The board discussed the upfront costs for the Ambulance Authority and the need for a budget amendment.

g. FOIA Coordinator

- The board discussed options for FOIA Coordinator

VII. New Business

- None

VIII. Public Comments – limit 3 minutes

- None

IX. Adjournment

- Meeting was adjourned at 8:00 PM