

**BOARD OF TRUSTEES**

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5200 Civic Center Drive  
 Waterford, Michigan 48329-3773  
 Telephone: (248) 674-6201 Fax: (248) 674-5451  
[abartolotta@waterfordmi.gov](mailto:abartolotta@waterfordmi.gov) [sschloss@waterfordmi.gov](mailto:sschloss@waterfordmi.gov)

**Anthony M. Bartolotta**  
 Township Supervisor

**Shelly Schloss**  
 Deputy Supervisor

## MEMO

TO: Honorable Board of Trustees  
 FROM: Anthony M. Bartolotta, Township Supervisor *A.B.*  
 DATE: January 15<sup>th</sup> 2026  
 RE: Accounting Transition Plan

My office has been working with the Budget Team as well as with our Clerk on an intermediate Accounting Transition. Due to the importance of the work conducted by staff in this area, coupled with the goal of keeping all state-required reporting, audit and projects moving forward we are bringing forward some recommendations in the spirit of making a smooth transition into the future.

The first recommendation is to create a position in the Fiscal and Human Resources Department. The title of the position would be Assistant Budget Director and Financial Projects Manager. The recommendation is for Barb Miller to be moved into this position. Barb would continue to assist on the Budget as normal and would also be available and help train a new employee in the Accounting Manager Role that she currently occupies. The goal of this plan is to have Barb continue to work in the short run on the required annual audit, as well as train and bring along the new employee to serve as the lead on the audit in the future. Barb has an immense amount of knowledge in this realm that we would like to harness and impart on her future replacement in this area. Her position currently resides in both the Clerk's and F&HR Department.

### Recommended Motion:

Therefore, I recommend the Board approve the new position in F&HR of Assistant Budget Director and Financial Projects Manager at a Grade 8 Step 7 level. Additionally, approve the posting of the Accounting Manager Position at a Grade 8 Step 5 level. The required budget amendment below will be needed to make these adjustments possible.

I would like to thank the Clerk, Human Resources Department and Budget Team for their efforts on this plan. Should you have any further questions please do not hesitate to contact my office.

### Recommended Budget Amendments:

Line Item:	Salary: (12160-70300)	FICA: (12160-71000)	Health Ins.:	DC Benefits: (12160-71780)	Total:
(Clerk)	\$47,602	\$3,642		\$4,760	\$56,004
Line Item:	Salary: (12260-70300)	FICA: (12260-71000)	Health Ins.:	DC Benefits: (12260-71780)	Total:
(F&HR)	\$53,611	\$4,101	\$15,000	\$5,361	\$78,073

*With us there are no  
 boundaries*