

APPROVED MINUTES
Bertrand Township (Est. 1836)
3835 Buffalo Road, Buchanan, MI 49107
Special Township Board Meeting
September 22, 2014

Purpose of the special meeting posted prior to the meeting was:
Review job descriptions of the administrative assistant position and zoning administrator position and to review applications for the administrative assistant position.

The meeting was called to order at 5 p.m.

Members present: Hicks, Kuhn, Lano, Pastryk, Zelmer Absent: none

Supervisor Hicks announced that since all board members are present, he was adding to the agenda item D. Interviews. Lano pointed out that the minutes from the last board meeting would also need to be considered. Item E. Minutes was added to the agenda.

Review job description of Administrative Assistant

Motion was made by Lano seconded by Zelmer to approve the administrative assistant job description as just amended. **Motion carried unanimously**

Review job description of Zoning Administrator

Motion was made by Lano seconded by Zelmer to approve the Bertrand Township zoning administrator job description as amended on September 22, 2014.

Motion carried unanimously

Interviews

Supervisor Hicks had contacted the individuals who submitted letters of interest for the administrative assistant position and asked them to attend this meeting in order to be interviewed. Nancy Lentch, Paula Sebasty and Karena Wozniak were present; one other candidate was not able to be present due to the short notice. Hicks began the interview of Nancy Lentch at 6:35 p.m. this was followed with an interview of Paula Sebasty at 6:40. Karena Wozniak was interviewed at 6:48.

Motion was made by Lano seconded by Zelmer to conduct the interview of Karen Lukkarila at the regular board meeting on October 9th.

Motion carried unanimously

Minutes

Motion was made by Lano seconded by Zelmer to approve the minutes from the September 11, 2014 Bertrand Township regular board meeting as amended. Pastryk recused himself since he was not present at the meeting. Voice vote: Yes: Kuhn, Lano, Zelmer No: Hicks

Motion carried 3 to 1

The meeting was adjourned at 7:14 p.m.

Respectfully Submitted

Jane Lano dated
Bertrand Township Clerk

witness