

**BERTRAND TOWNSHIP BOARD**  
**3835 Buffalo Road, Buchanan, Mi**  
**Special Board Meeting**  
**September 29, 2014**

THE PURPOSE OF THIS SPECIAL MEETING IS TO:

INTERVIEW APLICANT FOR CONSIDERATION FOR THE POSITION OF ADMINISTRATIVE ASSISTANT, AND TO

MAKE DECISIONS REGARDING FILLING THE VACANCY FOR ADMINSTRATIVE ASSISTANT POSITION

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND INVOCATION

At 6:00 p.m. Supervisor Hicks called the meeting to order, the invocation was offered and the Pledge of Allegiance recited.

Members Present: Hicks, Kuhn, and Pastryk  
Those Absent: Lano and Zelmer  
Others Present: 7 guests

**Motion by Hicks seconded by Pastryk to appoint Treasurer Kuhn to record the minutes. Motion carried.**

2. NEW BUSINESS

Last applicant for Administrative Assistant position was interviewed. Applicants were thanked for their time and effort in submitting resumes and attending interviews.

**Motion by Pastryk seconded by Kuhn to hire Nancy Lynch as Administrative Assistant with a start date of October 1, 2014 at an hourly rate of \$11.25 for regular office hours of Monday thru Thursday, 9:00am to 4:00pm.**

**Roll Call Vote: Hicks – yes, Kuhn – yes, Pastryk – yes. Motion carried.**

3. NO PUBLIC COMMENTS

4. ADJOURNMENT

**Motion by Hicks seconded by Kuhn to adjourn at 6:23pm. Motion carried.**

Respectfully Submitted,

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David Kuhn, BTB Treasurer