

Belvidere Township Special Meeting

May 3, 2023

Supervisor Withey called the special meeting of the board to order at 9:06 a.m.

Pledge of Allegiance was given.

Prayer was given.

Members Present: Withey- Supervisor, Herzog-Treasurer, Fairris- Clerk, Reynolds-Trustee, Minkel-Trustee

Discussion took place regarding job descriptions for township positions. Board members drafted ideas to put into job descriptions. Positions discussed were Supervisor, Treasurer, Clerk, Trustee, Office Cleaning, Park Manager, Cemetery, Maintenance, and Township Secretary/Admin Assistant.

Motion by withey to put an advertisement for the clerk position on the township website and send a postcard to residents with information of the position. A closing date for resumes of May 24, 2023. Have applicants contact a township official and drop off a resume in the township office. Second by Fairris. Motion carried.

Public comment was given.

Meeting was adjourned at 11:00 a.m.

Next regular board meeting is May 10, 2023, at 6:00 p.m.

Respectfully submitted,

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Tarin Minkel, Trustee

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Armon Withey, Supervisor