

**BREITUNG TOWNSHIP BOARD - SPECIAL BOARD MEETING
CLERK'S OFFICE STAFFING CHANGE
AUGUST 23, 2021**

The meeting was called to order by Supervisor Olson at 6:00 p.m.

Roll Call: Present: Trustees Wales, Rochon, Supervisor Olson, Clerk Neuens, Treasurer Taylor, and Trustee Peterson. **Absent:** Trustee Taff-excused.

Also present: Superintendent Mulka.

Pledge was recited by all.

Public Comment: No comments.

Clerk's Office Staffing Change: According to law, the salary of the office stated in the salary resolution cannot be reduced during the term of the office unless the officeholder agrees in writing to diminish the duties and reduce the salary.

Clerk Neuens has offered a resolution for the Board's consideration to reduce her salary and duties, with her hiring a full-time Deputy to perform her administrative duties. Clerk Neuens will assume a supervisory role and attend one board meeting a month for half of her annual salary and continuance of family health insurance coverage.

Motion by Trustee Peterson, **second** by Trustee Wales to approve Resolution No. 08232021, a Resolution to Authorize a Salary & Duty Reduction for the Township Clerk Position, with an annual salary of \$26,582.84 and the continuance of family health insurance coverage. **Roll Call Vote: Ayes:** Trustees Wales, Rochon, Supervisor Olson, Clerk Neuens, Treasurer Taylor, and Trustee Peterson. **Motion carried.**

Note: Clerk Neuens will no longer receive MERS pension contributions, Life Insurance coverage, or wellness benefits.

Clerk Neuens has asked the Personnel Committee to assist her in advertising for the full-time Deputy Clerk position, with the Personnel Committee interviewing and picking the top 2 to 3 candidates. Once chosen, Clerk Neuens will do a second interview and pick her full-time Deputy.

Motion by Trustee Rochon, **second** by Treasurer Taylor to advertise in The Daily News for August 27th and August 28th for a Full-time Clerical position with resumes due by September 3, 2021. **Vote: Unanimous, motion carried.**

Seeing as our Regular Board meeting was moved to Wednesday, September 15th, we may be scheduling a special meeting for Monday, September 13th. The Clerk's office will keep the board informed.

Motion by Trustee Rochon, **second** by Trustee Wales to adjourn the special meeting.
Vote: Unanimous, motion carried.

The meeting was declared adjourned by Supervisor Olson at 6:49 p.m.

Respectfully Submitted by,

Reviewed and Approved by,

Samantha Neuens
Breitung Township Clerk

Denny Olson
Breitung Township Supervisor