

## Bear Creek Township Special Meeting May 15, 2020

- I. Time: 11:30 a.m.
- II. Roll Call: Keiser, Golding, Hoffman, Nowland, Kendziorski
- III. Purpose of the Meeting: Secretary Position
  - a. Keiser noted that Sally Boughan, the current Bear Creek Township secretary, has submitted a letter, stating an effective retirement date of October 31, 2020. Boughan has done great work for the township, and we are thankful for that. Keiser has suggested that Lizzy Dufek, the deputy clerk, become full-time and take on some of Boughan's tasks. Kendziorski could also share some as well as Doucette. His suggestion would be to pay Dufek \$15/hr full-time, 40 hours a week, and to start her benefits on June 1<sup>st</sup>, 2020. Potentially in the future, we could raise her to \$15.25/hr.
  - b. Hoffman asked if we would need to hire a new deputy clerk or if she could still be a deputy clerk.
    - i. Keiser noted that she would still be the deputy clerk.
  - c. Nowland asked if she would like to have this position.
    - i. Keiser noted that she would.
  - d. Golding noted that we could attempt to split the work up between the current office staff first.
  - e. Kendziorski would like to make sure that Dufek would be able to remain as her deputy. Learning election law is very difficult and she and Dufek work well together.
  - f. Keiser noted that Boughan's position has grown so much with the township... she has so many tasks. Bringing in a new person may overwhelm them. It would be easier to split the tasks between the office staff and in the future, if needed, we could hire another half-time person. He also noted that Dufek will need to learn the sewer billing this summer.
  - g. **Motion** by Hoffman to hire Elizabeth Dufek for the secretarial position at Bear Creek Township at \$15/hr and to raise her deputy clerk wage to \$15/hr (Clarification: Dufek will work full-time, 40 hours a week at \$15/hr) with benefits. She will start her new full-time wage and hours on Monday, May 18, 2020 and her benefits will start June 1<sup>st</sup>, 2020. 2<sup>nd</sup> by Nowland. **Passed**
  - h. Hoffman asked if Keiser needs any additional help around the office.
    - i. Keiser reported that he has not gotten any direction from the state in regards to assessing. The two potentials that could arise would be to use last year's sales study with adjustments or to do a new sales study (which takes about 2 months). Doucette will continue to help Keiser when needed.
  - i. Nowland noted that the parks are opening today.
- IV. Adjournment: 11:50 p.m.

Respectfully Submitted,

*Emma Kendziorski*

Emma Kendziorski, BCT Clerk