

BRILEY TOWNSHIP BOARD
SPECIAL MEETING OF MAY 1, 2014

PRESENT: Michael Wurtsmith, Supervisor (via telephone); Anna Rogers, Clerk; John Zollars, Trustee; Bonnie Valentine-Flynn, Treasurer; Bruno Wojcik, Trustee

GUESTS: Stephanie Dice

The meeting was called to order at 12:35 p.m. by Supervisor Wurtsmith. The purpose of the meeting was employee hiring and Cemetery account closures/budget adjustments.

Employment Actions:

1. Cleaning: Position available at two hours per week at \$14.00 per hour as employee of the township with supplies furnished. Personnel Committee (Anna Rogers and Bonnie Valentine-Flynn) requested to interview and recommend to Board on the open positions. Due to Bonnie's unavailability, Stephanie Dice interviewed all identified applicants with Anna Rogers. There were three applicants and all interviewed. Recommendation: Elaine Fonseca. **Motion by** Anna Rogers, **second by** Bonnie Valentine-Flynn to offer cleaning position at two hours per week, \$14.00 per hour, contingent upon successful pre-employment screening. **Motion carried, 5-0.**
2. Receptionist: Position available at 16 hours per week at \$9.00 per hour. There were seven applicants, five interviewed. Recommendation: Chelsea King. **Motion by** Anna Rogers, **second by** Bruno Wojcik to offer receptionist position to Chelsea King at 16 hours per week, \$9.00 per hour, contingent upon successful pre-employment screening. **Ayes: 4, Nays: 1 (Bonnie Valentine-Flynn). Motion carried, 4-1.**
3. Park Attendant: Position available at 26 hours per week at \$7.40 per hour. There was one applicant that was interviewed. Former park attendant is awaiting a Return to Work release from physician. Anna reported that she had contacted Experience Works (employees over 55 years of age meeting income guidelines) and if the township can identify an individual that would qualify, they would be willing to authorize up to four years of training at their expense and none to Briley Township. Anna to investigate further and provide information to the board at the May 12 meeting.
4. Cemetery Bank Accounts: Clerk Rogers provided the information on what new General Ledger account numbers would need to be created within the General Fund to absorb the Cemetery revenues and expenditures within the budget. The budget would need to be amended as well to reflect those amounts totaling \$29,000.00 in revenues and \$31,115.00 in expenditures. Additional research must be conducted to verify those figures due to the General Fund supplementing Cemetery expenses and how this would affect those totals. Tables to May 12, 2014.

Meeting adjourned at 1:00 p.m.

Minutes compiled by,

Anna M. Rogers
Briley Township Clerk