

BALDWIN TOWNSHIP SPECIAL MEETING

March 14, 2011

Present – Supervisors Larry Handshoe, Jeff Holm, Tom Rush and Jay Swanson.

Call to Order – The March 14, 2011 special meeting of Baldwin Township was called to order by Chairman Jeff Holm at 7:08 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance.

Discuss HCP Expectations with Clerk/Deputy Clerk – Swanson opened the discussion with the opinion that all the various task force committees have one central person to coordinate the information from those committees. His thought was that the clerk/treasurer or the deputy clerk of the township would be the most logical. Since record retention is very important, the information from each committee would be localized. The committees should not be limited to talk to just the board members, and the clerk/deputy clerk would have a working knowledge of what is going on with the different committees.

The clerk then stated that a roster from each task force would be needed with names of the members, addresses and email addresses.

Discussion continued on the time needed per week/month for the extra coordination of the task force committees by the township clerk/deputy clerk. The township board does not want to propose any overtime on the part of the clerk, therefore it was asked if the deputy clerk would be willing to take more hours. The deputy clerk was also asked if she would attend the Steering Committee meeting the 4th Tuesday of the month in order to take their minutes. There was dialogue that reasonably 10% of the grant from the Initiative Foundation could be used to cover wages. Rush suggested it be put on the April agenda to increase the amount of hours for the deputy clerk.

Adjourn – Handshoe/Rush unanimous to adjourn at 8:08 p.m.



Submitted By: (s/) Cathy Stevens
Clerk/Treasurer
Baldwin Township



Approved By: (s/) Jay Swanson
Vice Chairman, Board of Supervisors
Baldwin Township

Attendees: Tim Kane, Elaine Philippi, Carol Swanson, Dale Hurni, Dean Kleinhans, Chuck Nagle, Bonnie Zurek