

**Personnel/Insurance Meeting**  
**03-26-2014**

**Where:** Twp. Office - 47240 Green Acres Road.

**When:** 11:00AM.

**Who Present:** Bill Bingham, Bruce Petersen & John Ollila

**Discussion Points:**

>> Handed out copies of the DPW leader and DPW Worker Position Descriptions for the Committee's review. It was decided that all DPW staff should have their individual CDL licenses.

>> There was concern that the DPW staff was not rotating the plowing needed on the weekends as discussed with them at the 01/23/2014 DPW/Personnel Comm. Meeting. The committee wanted to know over the past month what weekend over-time hours have been charged. The Committee will again meet with the DPW staff in the near future to discuss this concern.

>> A copy of the 2005 vintage Personnel Manual was quickly reviewed. That will be updated in the near future. It was decided to make a copy for all Board Members for the March 10, 2014 Monthly Board Meeting so they can review and comment in writing concerning possible updates/changes to the Personnel Manual.

John Ollila moved for adjournment.

Adjourned at 11:45 AM

Respectfully submitted:

Bruce Petersen  
Township Supervisor