

**Proposed MINUTES OF THE SPECIAL BOARD MEETING
OF
THE CHARTER TOWNSHIP OF CHESTERFIELD**

April 10, 2014

The meeting was called to order by Supervisor Lovelock at 6:32 pm in the Charter Township of Chesterfield Municipal Offices at 47275 Sugarbush, Chesterfield, MI 48047.

Present: Supervisor Lovelock, Clerk Berry, Treasurer Hartman
Trustees: Anderson
Also Present: Deputy Clerk Wurmlinger

Supervisor Lovelock asked Clerk Berry to explain the purpose of these series of Special Board Meetings.

Clerk Berry stated that she felt it was time to review all policies and update them and put them into a uniform manual. They could be then distributed to all personnel.

It was also discussed that an up-to-date Employee Handbook should be developed because of the number of new employees being hired.

It was agreed that the treasurer's operational policies are adopted by board resolutions.

It was determined that items for these Special Board Meeting agendas should be forwarded to the Deputy Clerk the Wednesday one week before the scheduled meeting date.

Motion by Lovelock, supported by Anderson to adjourn at 7:39 pm. **ADJOURNMENT**

Ayes: All

Nays: None

MOTION CARRIED

Cindy Berry, Clerk

Michael Lovelock, Supervisor