

Maine Township Special Board Meeting August 6, 2009

Board Members Present: Trustees Gialamas, Kazmierczak, Moylan Krey and Morask

Other Elected Officials Present: Supervisor Teschky and Collector Rohde

Others in attendance: Dayna Berman, Rosalind Luburich

Supervisor Teschky called the meeting to order at 7:10 p.m., Roz Luburich led the Pledge of Allegiance and called the roll.

Agenda Item: Public Participation

There was no public participation at this time.

Agenda Item: Personnel/Bookkeeper position

Supervisor Teschky opened the meeting by explaining that the purpose of this Special Board meeting is to select a person for our open Bookkeeping position. Supervisor Teschky asked Administrator Berman to review the candidates in order of experience and to answer any questions regarding the applicants.

Administrator Berman mentioned that Assessor Ruckert submitted his recommendations and copies of it were distributed. She noted that her package of candidates lists the order of experience of each of the candidates followed by their resumes and a short summary of the questions and answers during the interviews. Administrator Berman said that out of the twelve resumes she listed, the top five that she felt would be suited well for this position. Denise Jajko is her number one choice. Administrator Berman explained that Ms. Jajko has twelve years experience with the Peach Tree Accounting System, is very familiar with and uses PayChex, the on line paying and banking software we use. She also has managed twenty-six bank accounts, completes tax returns, financial reports and has experience with flex-spending as well as Human Resource knowledge.

Administrator Berman reviewed and answered various questions that the Board presented about the other interviewed candidates. She thanked the Board for reviewing all the resumes in advance and e-mailing and calling her with their questions and concerns so that collectively a decision could be reached regarding this position.

Supervisor Teschky noted that Administrator Berman developed a series of twelve questions used during the interviewing process. She thanked her for all her hard work in preparation of this matter.

Trustee Kazmierczak Motion to approve Denise Jajko as Bookkeeper, starting on August 10, 2009, at \$50,000 per year with full benefits.

Trustee Morsak Second.

Motion carried on a roll call vote as follows:

Trustee Gialamas Yes

Trustee Moylan Krey Yes

Trustee Kazmierczak Yes

Trustee Morask Yes

Supervisor Teschky Yes

Motion carried.

Supervisor Teschky Motion to move to Closed Session to discuss personnel.

Trustee Moylan Krey Second.

All in favor.

Motion carried on a voice vote.

Agenda Item: Closed Session/Personnel

The Board re-convened in Open Session at 7:45 p. m.

The following discussion reflected the action taken during Closed Session.

Supervisor Teschky stated the discussion was to assign Vicki Rizzo as the back-up person for the Bookkeeping position.

After a short discussion by the Trustees regarding her additional duties and training on Peach Tree accounting system, the motion was made.

Trustee Morask Motion to approve Vicki Rizzo as the bookkeeper back-up person with an increase of \$1,500 per year.

Trustee Kazmierczak Second.

Motion carried on a roll call vote as follows:

Trustee Gialamas Yes

Trustee Moylan Krey No

Trustee Kazmierczak Yes

Trustee Morask Yes

Supervisor Teschky Yes

Motion carried.

Agenda Item: Adjournment

Trustee Gialamas Motion to adjourn.

Trustee Moylan Krey Second.

All in favor.

Motion carried on a voice vote.

The meeting was adjourned at 8:00 p.m.

Maine Township Clerk