

Belvidere Township Special Meeting

January 12, 2023

Treasurer Herzog called the special meeting of the board to order at 2:01.

Pledge of Allegiance was given.

Members Present: Herzog-Treasurer, Reynolds-Trustee, Minkel-Trustee

Motion by Reynolds to appoint Herzog as the chair for the meeting. Second by Minkel Motion carried.

Prayer was given by township resident.

Motion by Minkel to accept John Anderson's signed resignation letter effective January 11, 2023 at 1 p.m. Second by Reynolds. Motion carried.

Herzog explained the board now has three members and will work hard to fill the vacancies of the clerk and supervisor position.

Public comment was given.

Motion by Minkel to sign a Letter of Engagement with Foster, Swift, Collins & Smith PC to support township business and answer questions. Second by Reynolds. Motion carried.

Motion by Minkel to advertise the clerk vacancy in the Daily News from January 14-21, 2023 with details of how to submit application via mail or email and a deadline for resume and cover letter of January 21, 2023. Interviews for the position will be set up after applications are received. Second by Herzog. Motion carried.

Motion by Minkel not to put Andy Reynolds, Trustee, on the bank accounts because a trustee can not be on them and to instead add Stephanie Herzog, Deputy Treasurer, to the accounts. Second by Reynolds. Motion carried.

Motion by Herzog to remove John Anderson from the office secretary position effective immediately. Second by Reynolds. Motion carried.

Motion by Minkel to advertise the office secretary vacancy to answer phones and direct walk ins Monday through Wednesday from 9 a.m. to 1 p.m. in the Daily News from January 14-21, 2023 with details of how to submit application via mail or email and a deadline for resume and cover letter of January 21, 2023. Interviews for the position will be set up after applications are received. Also to have Pauline Stueller fill the office secretary vacancy the week of January 15, 2023 since she has previously done that job. If Pauline is interested in the position long term, she will submit her information like other candidates. Second by Herzog. Motion carried.

Motion by Herzog to schedule a special meeting of the board on Wednesday, January 18, 2023 at 5:30 p.m. to discuss supervisor position, clerk position and all other pertinent township business. Second by Reynolds. Motion carried.

Public comment was given.

Motion by Herzog to adjourn the meeting at 2:55 p.m. Second by Reynolds. Motion carried.

Next special meeting is January ~~15~~18, 2023 at 5:30 p.m.

Next regular board meeting is February 8, 2023 at 9:00 a.m.

Respectfully submitted

Tarin Minkel, Trustee