

**Clyde Township Special Board Meeting
3350 Vincent Road
Clyde Township Hall
August 4, 2021**

Meeting called to order by Supervisor Manoleas at 10:00 a.m.

PLEDGE

ROLL CALL: Manoleas, Turner, Neruda, Compton, DeShon, Voight, and Dortman

Public Comment 10:00 a.m. None at this time.

OFFICE PROCEDURES

Question was asked about the Township Clerk's statutory duties. Clerk Turner read the list of her statutory duties from her MTA Clerk's Manual. Also the topic of the Clerk's responsibility to handle Cemetery issues. More discussion.

Then the discussion turned to the Deputy Clerk and Office Coordinator's duties. Clerk Turner had distributed a list of the Coordinator's duties to the Township Board. The duties of Secretary II and the part time office worker was explained, as well.

The Township Board brought a few issues to the attention of the Clerk. Discussion and how things went wrong on these issues.

- Motion by Trustee DeShon and support from Trustee Neruda to appoint the Township Supervisor the immediate supervisor over the office staff.

Roll Call Vote: Neruda/yes, DeShon/yes, Compton/yes, Manoleas/yes, Dortman/yes, Turner/no and Voight/yes. Motion carried.

Supervisor Manoleas stated that he will use consistency with this position. He also wanted to thank Debbie Manoleas for the hours and hours of her hard work on the flowers in front of the Hall. She will also be working with the Treasurer on Chapter 4 of the Township Policy Manual.

- ❖ Motion by Supervisor Manoleas support from Trustee Neruda to adjourn meeting. Yeas: 7 Nays: 0 Motion carried.

Meeting adjourned at 12:00 p.m.

Respectfully submitted
by Kathleen Turner, Clerk

Approved by Ernie Manoleas
Supervisor