TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES OF SPECIAL BOARD MEETING WITH CORRECTIONS 5-0

SEPTEMBER 10, 2020

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Cook and Windiate

Absent: Petersen

Others: Karen Kiernbaum (6:32)

Audience: 0

THE PURPOSE OF THIS SPECIAL MEETING IS TO DISCUSS AGENDA ITEMS ONLY. OTHER ISSUES THAT WOULD NORMALLY COME BEFORE A REGULAR MEETING OF THE BOARD WILL ONLY BE ADDRESSED IF THE FULL BOARD IS PRESENT AND THERE IS A NEED FOR URGENCY.

1. The meeting convened at 6:00 PM. There was no Public Comment.
2. Work Study Session: To Review Recommendations for the Employee Handbook. Mr. Cook met with MS Kiernbaum approximately three weeks ago to discuss the handbook. His recommendations have been highlighted in red. MS Kienbaum points out that a handbook is not a contract but rather a guideline for employees to follow. The Board reviewed the booklet, making suggestions as they went along. Along with the Township Handbook, the Township Ambulance Authority (TAA) Employee Handbook will be attached as an appendix, and may also be adopted with our policy now, or at a future date if changes are needed.
3. Public Comments: None
4. Board Comments: None. With no further business the meeting was adjourned at 8:27 PM.

These Minutes are respectfully submitted and are subject to approval at the next regularly scheduled meeting.

Kathy S. Windiate

Township Clerk