

**Personnel/Insurance Meeting
10-02-2014**

Where: Twp. Office - Green Acres Road.

When: 4:00 PM.

Who Present: Bill Bingham, Bruce Petersen and John Ollila

Discussion Points:

- Went over the employee Handbook – beginning with “Standards of Conduct” on page 11 and working through “Employee Benefits on page 17. Removed some redundant parts and changed some text to make it more understandable.
- Bruce will get the MTA about the need to include the “1998 Workplace Act” in the manual.
- The next Comm. meeting is scheduled for October 21, 2014 at the Twp. Office @ 4:00PM.

John moved for adjournment.

Adjourned at 5:00 PM

Respectfully submitted:

Bruce Petersen
Township Supervisor