

**Personnel/Insurance Meeting  
With DPW Staff  
09-16-2014**

**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 – pages one through page nine (Overtime Hours). Removed some redundant parts and changed some text to make it more understandable. John will shorten up the section titled “Employment of Related Individuals” on page 6.
- Bruce will type in the changes to the manual that the Comm. recommended at today’s meeting.
- The next Comm. meeting is scheduled for September 25, 2014 at the Twp. Office @ 4:00PM.

John moved for adjournment.

Adjourned at 5:00 PM

Respectfully submitted:

Bruce Petersen  
Township Supervisor