

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting
Friday, May 20, 2022, at 9:30 a.m.
Vevay Township Hall – 780 Eden Road, Mason**

MINUTES

Members Present: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse, and Trustee Patricia McNeilly

Members Absent: None

Staff Present: Deputy Clerk Mary Ruttan

Others Present: Danielle Mogyoros, applicant for the Office Assistant Position

The meeting was called to order by Supervisor Lazet at 9:30 p.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. All members were present.

Set/Amend Agenda.

MOTION McNeilly, seconded Lacasse, to adopt the agenda as presented.

Roll Call Vote

Ayes: Lazet, Lewis, Lacasse, McNeilly, & Kean

Nays: None

Interview of Office Assistant Candidate. Supervisor Lazet reviewed the draft job description highlighting several areas of importance. He explained the need to be proficient in the Microsoft 365 programs, the in-house BS&A software, and hours of employment. Each Board member asked specific questions.

The Board members reviewed the hourly wage for the position, the lack of applicants for the position, the current hiring market, and the use of a temporary agency. Treasurer Lewis explained the process of a temporary hiring agency. Treasurer Lewis will contact an agency and provide additional information to the Board. Clerk Kean will contact the Lansing State Journal, again, regarding placing an advertisement for the position.

The Board members reviewed the draft Office Assistant Job Description changing the hourly rate range to \$13.00-\$16.00 per hour and correcting a typographical error. It was the consensus of the Board to accept the current updated version of the Office Assistant Job Description.

Any Other Business. Supervisor Lazet provided an update on the ongoing construction issue in the Township.

Adjournment. The meeting adjourned at 10:47 a.m.

JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan