

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES

Special Meeting Minutes

06/10/2013

I. Call to order

Ken Kister called to order the June 10, 2013 special meeting at **10am** at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance

The following persons were present: ALAN KOHTA, DALE SACKETT, KEN KISTER, REBECCA DIVOKY (ASSIST COUNTY PROSECUTOR) TROY VANEK AND DAWN DIETZ.

OPEN DISCUSSION

The purpose of this meeting was to update our employee manual and policies with Rebecca Divoky the assistant prosecutor. There was discussion regarding our township employee manual, policies and procedures for the road dept and fire dept. Rebecca will update and forward the employee manual.

II. No ADJOURNMENT continued meeting at the cemetery for removal of trees,

Leveling out stones and gravesites.

Meeting ended at 12:45

X

Ken Kister