

RECORD OF PROCEEDINGS
Waterville Township Special Trustees' Meeting

Held at: 7:00 P.M. at the Waterville Township Hall on December 6, 2017.

OFFICIALS:

Chair – Keith Moosman – Present
Vice Chair - Kyle J. Hertzfeld – Present
Trustee - Karen M. Schneider – Present
Law Director Dawn E. Sanderson – Present

GUEST(S):

Jennifer Bingham

PLEDGE OF ALLEGIANCE:

Keith Moosman called the meeting to order at 7:00 p.m. All those present were asked to join Keith Moosman in reciting the Pledge of Allegiance.

AGENDA:

The Agenda was approved by Kyle Hertzfeld and seconded by Karen Schneider. Motion Carried.

GUEST INTERVIEWED FOR FISCAL OFFICER POSITION: – Jennifer Bingham

Candidate felt it would be helpful to coordinate the Fiscal Officer and Zoning Secretary position.

Health and Educational Financial Background:

Has a fundamental understanding of accounting. Currently oversees a budget of over fifteen million (\$15,000,000), manages monthly budgets and projections experience.
Grant writing and grant management experience.

Payroll experience

Balancing Expenses:

Previously worked in the insurance industry.

COMMENTS:

Keith Moosman – Thinks there is place for a backup for the Fiscal Officer position, also a need for a contingency plan for vacations or unforeseen events.

Thanked Jennifer for her time and work as Zoning Secretary. Stated, her reports and review of the Special Use Permits were exceptional.

Karen Schneider – Concurred with Keith's comments.

ADJOURNMENT:

Kyle Hertzfeld made a motion to adjourn. Seconded by Keith Moosman. Motion carried.
Adjourned at 7:47 p.m.

Notes taken by Dawn E. Sanderson.

Transcribed by Stacie Knapp, not in attendance at this meeting.