

**Belknap Township Board Meeting Held at Belknap Township Hall,
Presque Isle County, Michigan - Minutes from the January 7, 2019 Meeting**

The special meeting of the Belknap Township Board was called to order by Allan Berg on Monday, January 7, 2019, at 5:55p.m.

Present: Supervisor: Allan Berg, Clerk: Danielle Skerski, Treasurer: Terri Koss, Trustees: Robert Hopp and Toby Kuznicki,

Absent:

Guests: Sally Knopf, and Candy Peltz

Public Comment: (5 minute time limit): none.

This meeting was called to order to hold interviews for the Treasurer position. Each interviewee was asked a series of questions prepared by the board, the interviews answers are as followed.

First interviewee: Sally Knopf

1. Please give us a brief review of your professional experience and achievements. **Receptionist for many years at a dentist office, has been on the PIE&G board since 1990, and is the secretary of her church board.**
2. What do you know about the treasurer position and why are you interested? **Knows that they collect property taxes and is interested because it would be added income.**
3. How would you describe your people skills in relation to providing good customer service? **Good, she worked in a dentist office for 13 years.**
4. Will you be willing and able to attend training sessions when available? Would you be able to travel/stay overnight for training? **Yes, yes.**
5. Explain your understanding of millage rates, taxable and assessed values. **Understands some due to farm taxes.**
6. Local government is subject to filing various reports to higher government by specified dates. Describe a situation where you had to perform such a task and did you meet the deadline. **Congregational meeting minutes in bulletin by following Sunday.**
7. What hours are you available or not available? **Only time not available is when in meetings for other boards.**
8. Part of this job may require you to meet with taxpayers for accepting tax payments. What hours would you be available and would you meet them at your home or the Township Hall? **Either place.**
9. Are you comfortable working without daily supervision? Give us an example of a position you had without daily supervision. **While working at the dentist office, worked mainly on own.**
10. Give us an overview of your experience in:
 - a. Budgeting
 - b. Accounting/Bookkeeping
 - c. Computers- **at the dentist office she set up all accounts on new software, Desktop at home, and Quickbooks.**
11. What is your preferred method of communication? Phone, email, text??? **Email or house phone.**
12. Do you have a cell phone? Can you receive email on your phone? **Yes, No**
13. Returning calls are important. How long do you feel it is appropriate before responding to a phone call or message? **Same day**
14. If you are the successful candidate, what are your expectations for the position? **Wants to be able to help the township and their Farm**
15. Is there anything that would prevent you from being bonded? **no**
16. Please explain to us, in two minutes or less, what makes you the correct candidate for the job? **Experience with Zonta club and at the dentist office.**
17. Do you have any questions for the board about this position? **no**

Second Interviewee: Candy Peltz

1. Please give us a brief review of your professional experience and achievements. **Cashier at Kmart, promoted to head cashier and Cashier Manager, book keeping at gas station for 25 years, Secretary and treasurer on Chamber of Commerce, and Sportsman Club, ran Deer Hunt Bar from 88 to 03, currently working for Fernelius.**
2. What do you know about the treasurer position and why are you interested? **Worked with money her whole life. She is bonded and a notary, and she is interest because she wants to be involved in the community.**
3. How would you describe your people skills in relation to providing good customer service? **She is a talker, she is not shy and very social and outgoing.**
4. Will you be willing and able to attend training sessions when available? Would you be able to travel/stay overnight for training? **Yes, yes.**

5. Explain your understanding of millage rates, taxable and assessed values. **Does not know anything**
6. Local government is subject to filing various reports to higher government by specified dates. Describe a situation where you had to perform such a task and did you meet the deadline. **Reports that had to be filed at the gas station, worked at HR Block, and had to file report every day at Fernelius**
7. What hours are you available or not available? **Works 7-6 Mon-Friday so not available during that time.**
8. Part of this job may require you to meet with taxpayers for accepting tax payments. What hours would you be available and would you meet them at your home or the Township Hall? **Yes, willing to meet at home and put up separate mailbox for tax payments to be dropped off.**
9. Are you comfortable working without daily supervision? Give us an example of a position you had without daily supervision. **Yes, all of her jobs have required her to work unsupervised.**
10. Give us an overview of your experience in:
 - a. Budgeting
 - b. Accounting/Bookkeeping- **25 years' experience in accounts payable and receivable**
 - c. Computers- **has experience in Quickbooks, Excel, Word,**
11. What is your preferred method of communication? Phone, email, text?? **Text, email or Facebook Message**
12. Do you have a cell phone? Can you receive email on your phone? Yes, yes.
13. Returning calls are important. How long do you feel it is appropriate before responding to a phone call or message? **Same day, as long as before 9pm**
14. If you are the successful candidate, what are your expectations for the position? **To work with people and to be involved in the community**
15. Is there anything that would prevent you from being bonded? **no**
16. Please explain to us, in two minutes or less, what makes you the correct candidate for the job? **Very personable, available and accessible.**
17. Do you have any questions for the board about this position? **With work schedule she will not be able to make it back in time for the 530pm meetings, will we be able to change the time so she doesn't have to take time off work?**

Adjournment: A motion was made by Toby Kuznicki, supported by Danielle Skerski to adjourn the meeting at 7:07pm. The next regular meeting will be on Monday, January 28th, 2019 at 5:30pm.

Respectfully submitted,



Danielle Skerski

Belknap Township Clerk

**Belknap Township Board Meeting Held at Belknap Township Hall,
Presque Isle County, Michigan - Minutes from the January 31, 2019 Meeting**

The meeting of the Belknap Township Board was called to order by Allan Berg on Monday, January 31, 2019, at 5:30p.m.

Present: Supervisor: Allan Berg, Clerk: Danielle Skerski, Treasurer: Terri Koss, Trustees: Robert Hopp and Toby Kuznicki,.

Absent: Maintenance: Richard Kamyszek and Caretaker: Connie Hopp

Guests:

Pledge: was recited.

Public Comment: (5 minute time limit): none.

*******Consent Agenda:**

Approval of the Agenda for January 31, 2019.

Approval of the December 17, 2018 meeting minutes, and special meeting minutes from 1/7/18.

Receive and file Treasurer's Financial Report.

A motion was made by Terri Koss, supported by Danielle Skerski, to approve the Consent agenda. Motion carried.

Old Business:

Liquor Inspector Position: Now falling to the state

Treasurer Position: Terri is abstaining from conversation. Motion to appoint Candy Peltz as new treasurer, motion made by Danielle Skerski, seconded by Toby Kuznicki. Motion Passed.

Special board meeting allowance \$40/meeting: \$40 dollar allowance to be added for special meetings starting in June 2019.

Bill Payment schedule: nothing to add

New Business:

Caretaker's Report: nothing to report

Maintenance Report: been up here frequently this week. Water heater is working now. Water is trickling.

Clerk's Report: All financial reports done.

Treasurer's Report: Motion made by Toby Kuznicki, seconded by Terri Koss to run ad in Bridal Tab Advertisement for \$58.20. Motion passed

F-65: price increased to \$600-\$800. Motion made to continue having SOME CPA do F-65. Made by Terri Koss, seconded by Danielle Skerski. Motion Passes

Letter of resignation submitted by Terri Koss, Motion made by Toby Kuznicki to accept resignation, Seconded by Rob Hopp.

Trustee's Report: General Report: nothing to report

Ambulance Board: nothing to report

Supervisor's Report: Fire board: routine business, construction conversation restarted.

Board of review appointments: term ended in December. Motion to appoint Nancy and Mark made by Terri Koss, seconded by Toby Kuznicki. Motion passed.

Marijuana sales in Belknap Township: Motion made to adopt the prohibition of Marijuana Establishments Ordinance. Motion made by Danielle Skerski, seconded by Toby. Toby rescinded support. Motion not passed. To be tabled until February.

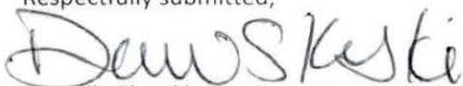
Presentation & Payment of Bills: A motion was made by Danielle Skerski, supported by Toby Kuznicki, to pay the bills as presented: General Fund vouchers; #5317 to #5333, Liquor Fund Voucher #130, and Credit Card Bill for a total of \$12645.25. Motion carried.

Correspondence: From Presque Isle Road Commission regarding percentages that they will pay for new road projects.

Public Comment: (5 minute time limit): none

Adjournment: A motion was made by Danielle Skerski, supported by Terri Koss to adjourn the meeting at 6:27pm. The next regular meeting will be on Monday, February 25th, 2019 at 5:30pm.

Respectfully submitted,



Danielle Skerski

Belknap Township Clerk