

Park Township Board of Trustees  
Special Board Meeting  
For Supervisor Candidate Interviews  
January 11, 2011

Minutes

1. Treasurer Steggerda called the meeting to order at 6:30 pm. Present were Steggerda, Dreyer, Ellis and Toscano.
2. Selection of Chairperson: Toscano moved, supported by Ellis, to select Steggerda as Chairperson for the meeting. That motion passed 4-0.
3. Procedural Issues:
  - a. The members reviewed a list of questions to ask each candidate. The list was approved by consensus.
  - b. The members reviewed the description of the duties of the Supervisor.
  - c. The members discussed the procedure for the interview process; it was agreed that Steggerda would ask all the questions with some follow-up questions to be asked, if time permitted.
  - d. The members discussed the issue of office hours for the Supervisor. There was consensus that the Supervisor should have some regular, scheduled hours.
  - e. The members discussed the timing of the appointment, with all agreeing that the preference would be to finalize the selection after the interview of the remaining candidate on January 13. The Manager was directed to post notice for a special meeting to be conducted after the regular board meeting on Thursday, January 13, 2011. This meeting will be for the purpose of selecting the Supervisor, providing the process has not been concluded during either the interview meeting (after the conclusion of the final candidate interview, time permitting) or the regular board meeting.
  - f. The members explained to those in the audience that the selection of the Supervisor will require at least three votes, which constitute a majority of the quorum of the entire board.
4. The Board conducted an interview with candidate Skip Keeter, current Township Clerk. At the conclusion of that interview the Board thanked Mr. Keeter.
5. The Board conducted an interview with candidate George Jacob. At the conclusion of that interview the Board thanked Mr. Jacob.
6. Public Comment: Three audience members addressed the Board regarding internal vs. external candidates, the need to select the “most qualified” candidate and several comments on the interviews and the candidates’ responses.
7. Adjournment: Toscano moved, supported by Dreyer, to adjourn. That motion was approved and the meeting adjourned at 7:55 pm.

Jerry Felix  
Recording Secretary