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OTSEGO LAKE TOWNSHIP BOARD

APPROVED SPECIAL MEETING MINUTES

Updating job description for hiring new fire chief

Authorizing a board member to negotiate employment.

Board member to negotiate with selected candidate.

October 9, 2023

The Otsego Lake Township Special Meeting was called to order with the Pledge of Allegiance at 1:00 p.m. by Supervisor Matelski.

Rollcall: Board members present: D Pallarito; D Matelski; M Brown; J Brown; J Bergel

Members absent:

Also present: Parliamentarian Randy Stults & Interim Chief Jeff Schermerhorn

Guest: 9 (5 OF WHICH WERE FIRE DEPARTMENT MEMBERS)

Conflicts of interest: None

Opened conversation to review Fire Chief's job description. Reviewed several other fire departments job descriptions. Mary Brown talked to Jon Deming today and most all departments in Otsego County select from their membership, moving up the Assistant/Deputy Chief. Denise would like to post the position for 5 days for outside interest with the updated job description; Mary expressed concerns about waiting too long to fill the position, there are requirements to meet in a specified timeline for this position. The support of the fire department membership was in favor of Jeff, why wait?

Jerry stated there is a motion from our last meeting that was postponed, not on this agenda.

Mary Brown made a motion to amend the agenda to recognize the motion from October 6th that was postponed to October 9th meeting, adding to this agenda; second by Jerry Brown. All ayes. **MOTION CARRIED.**

The agenda item added was as follows: Jerry Brown made a motion (on October 6th) to appoint Jeff Schermerhorn to the Fire Chief's position; second by Mary Brown. All ayes. **MOTION CARRIED**.

Mary Brown asked Jeff if he officially accepts the position of Fire Chief? Yes, he accepts.

Mary Brown also noted that Jeff was appointed as Interim Chief as of October 1st, his pay should be retro to that date.

Randy Stults recommended that the board looks at the overall hiring process for all positions in the township. Also, look at the job descriptions for those positions.

Jerry Brown made a motion to appoint Mary Brown, FD Liaison as the person authorized to negotiate employment agreement with Fire Chief; second by Jeff Bergel. All ayes. **MOTION CARRIED**.

Jerry Brown made a motion to appoint Mary Brown, FD Liaison as the person to negotiate with the selected candidate; second by Jeff Bergel. All ayes. **MOTION CARRIED**.

APPROVED
BY: Board DATE: 10-19-

Adjourned at 1:54 p.m.

Respectfully Submitted,

Mary Brown

Mary Brown, Clerk

Special Meeting minutes approved by the Township Board on October 19, 2023