

**SPRING ARBOR TOWNSHIP BOARD MEETING**  
**FEBRUARY 28, 2010**  
*18*

At the special board meeting of the Spring Arbor Township Board on Thursday, February 18, 2010, at 4:00 p.m. with the following members present: Supervisor Marston Fortress, Clerk Randi Holthouse, Treasurer Colleen Gibbs, and Trustees Joel Freehling, Troy Ganton, and Brent Williams. Absent: Trustee Patricia Short. The pledge of allegiance was led by the Supervisor.

The purpose of the special board meeting was to approve the document summarizing the responsibilities of the Clerk's position and the wording for the ad for a new Clerk.

Motion was made by Gibbs and seconded by Williams to approve the job description with the addition of noting that the Clerk is a member of the Budget Committee and contributes with the development of the budget; carried.

Motion was made by Ganton and supported by Williams to approve the wording of the ad for the Clerk's position; carried. It was suggested to use alternative methods to advertise for the position such as radio, Michigan Works and the sign in front of the maintenance building.

**Adjournment.** Motion was made by <sup>Gibbs</sup> Short and supported by Williams to adjourn at 4:21 p.m.

Signed: \_\_\_\_\_  
Randi Holthouse, Township Clerk