

**Work Session re: Past Pay Requests  
Tuesday, April 18, 2019, 7:15 pm  
Harris Town Hall**

Present: Madam Chair Clayton, Vice Chair Haubrich, Supervisor Kelley, Supervisor Kortekaas, and Supervisor Schack

The work session was called to order at 7:15 pm by Madam Chair.

Because the board just completed the Clerk Job Description Work Session, the pledge to the flag was not conducted.

The purpose of the work session was to review and discuss past pay requests, and review the draft Resolution for the completion of pay requests.

The supervisors stressed the importance of being good stewards of township monies, therefore, more detailed pay requests is required when both supervisors and employees are performing duties.

The Board approved the Resolution regarding the completion of pay requests for supervisors and employees. The Pay Request Resolution will be placed on the April 24<sup>th</sup>, P and D Meeting Agenda.

A motion was made by Supervisor Kelley, and seconded by Supervisor Schack to adjourn the meeting at 7:30 pm. Motion passed.

Submitted by: \_\_\_\_\_  
Peggy Clayton, Madam Chair

Signed by:   
Peggy Clayton, Madam Chair