

**MINUTES
of the
SOUTH LYONS TOWNSHIP SANITARY DISTRICT
Special Board Meeting
THURSDAY OCTOBER 28, 2010**

CALL TO ORDER:

The Board of Trustees of the South Lyons Township Sanitary District met in a specially scheduled meeting at **1:00 p.m. on THURSDAY OCTOBER 28TH, 2010** at the District offices. Trustee Finn called the meeting to order, Trustee Anderson called the roll:

Present: Trustees Finn and Anderson
Also present: Attorney Ed King, Chris Breakey, Linda Bugielski, Mary Salinske, and Victoria McGrath
Absent: Trustee Peck

OLD BUSINESS

Personal Manual

All changes that had been previously submitted to Victoria McGrath have been made to personal manual.

The two major changes clarified the regular work day and overtime.
The office hours are Mon-Fri 8am-4pm with an hour paid lunch and would be considered a 40 hour work week. Trustee Finn wanted to clarify that any hours worked after 4pm would be considered overtime for the office's 2 Non-exempt employees.

Vacation time is not accumulative and will be used during the calendar year Jan-Dec.

Account Coordinator/ Clerk Job Description

A MOTION BY TRUSTEE FINN AND SECONDED BY TRUSTEE ANDERSON TO ACCEPT THE ACCOUNT COORDINATOR/CLERK JOB DESCRIPTION

AYES: TRUSTEES FINN & ANDERSON

NAYS: NONE

ABSENT: TRUSTEE PECK

A MOTION BY TRUSTEE ANDERSON AND SECONDED BY TRUSTEE FINN TO APPROVE A SALARY INCREASE OF \$40,000 FOR THE ACCOUNT COORDINATOR/CLERK RETROACTIVE TO JUNE 1, 2010

AYES: TRUSTEES FINN & ANDERSON

NAYS: NONE

ABSENT: TRUSTEE PECK

ADJOURNMENT

ON A MOTION BY TRUSTEE FINN AND SECONDED BY TRUSTEE ANDERSON THERE BEING NO FURTHER BUSINESS TO DISCUSS, TO ADJOURN THE SPECIAL MEETING OF THE BOARD OF TRUSTEES WAS ACCEPTED BY A ROLL CALL VOTE:

AYES: TRUSTEES FINN & ANDERSON

NAYS: NONE

ABSENT: TRUSTEE PECK

Meeting adjourned at 2:20 p.m. _____

LOUIS ANDERSON, Trustee/Clerk