

**Minutes of a Special Meeting of the  
Port Sheldon Township Board  
August 25, 2022 – 4:30 P.M.**

1. Call to order
2. Roll Call

Present: Teresa De Graaf, Rachel Frantom, Mike Sabatino and Gerald Smith.

Absent: Bill Monhollon

Also present: Four Administrative Assistant candidates on a rolling schedule. No other persons were present.

3. The board interviewed four candidates for the position of Administrative Assistant. At the conclusion of the interviews, the board discussed each candidate at length. The board discussed the candidates' qualities and the importance of the selection in light of the continued growth in the township and the increased demands placed on staff. After much discussion, and because of the skilled experiences of two of the candidates, it was decided to offer the job as a shared position.
4. Administrative Assistant Job Offer.  
**Motion** by De Graaf to offer Diane Jansen and Tatjcha Lambers a shared Administrative Assistant position effective upon acceptance and authorize the Supervisor to negotiate contracts. Supported by Smith and carried.
5. Adjournment.  
**Motion** by Smith to adjourn. Supported by Frantom and carried.  
The meeting adjourned at 6:45 p.m.

Teresa De Graaf, Clerk