

**Minutes of a Special Meeting of the  
Port Sheldon Township Board  
December 2, 2022 – 11:45 A.M.**

1. Call to order
2. Roll Call

Present: Teresa De Graaf, Rachel Frantom, Bill Monhollon and Mike Sabatino.

Absent: Gerald Smith

3. Supervisor Coverage in Building/Zoning Administrator's Absence.

**Motion** by De Graaf to authorize Supervisor Sabatino, a state-licensed plan reviewer/building inspector, to perform plan review and inspection duties during the Building/Zoning Administrator's absence. Supported by Monhollon and carried.

4. Adjournment.

**Motion** by De Graaf to adjourn. Supported by Monhollon and carried.  
The meeting adjourned at 11:50 a.m.

Teresa De Graaf, Clerk