

**PITTSFIELD CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
RES #21-49**

**RESOLUTION TO APPROVE A REORGANIZATION  
WITHIN THE CLERK'S OFFICE**

**September 22, 2021**

At a Regular Meeting of the Township Board of Pittsfield Charter Township, Washtenaw County, Michigan, located at the Township Administration Building, 6201 W. Michigan Avenue, in said Township, on the 22<sup>nd</sup> day of September, 2021 at 6:30 p.m.

Present:

Absent:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the Pittsfield Charter Township Clerk's Office has worked hard over the years to provide the gold standard of public service to the residents of Pittsfield Township, and has excelled in doing so during an unprecedented time of change and obstacles; and

**WHEREAS**, the Pittsfield Township Clerk's Office is constantly trying to improve services, and has an opportunity to reevaluate the organization of staff and job duties due to the attrition of two employees; and

**WHEREAS**, the Clerk's Office hopes to realign its focus to provide an even more thorough, efficient, and accurate schedule of services to both external and internal customers of the Township;

**NOW THEREFORE BE IT RESOLVED**, that the Pittsfield Township Board of Trustees hereby authorizes the creation and/or modification of the following positions effective September 22, 2021.

<u>Position Title</u>	<u>Group</u>	<u>Create</u>	<u>Modify</u>	<u>Eliminate</u>
Administrative Assistant <sup>1</sup>	TPOAM			1.0
Department Coordinator (PT) <sup>2</sup>	Non-Union	0.5		
Elections Custodian (PT) <sup>3</sup>	Non-Union	0.5		

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<sup>1</sup> Vacant Position

<sup>2</sup> New Position

<sup>3</sup> New Position

**ROLL CALL VOTE:**

**AYES:** -

**NAYS:** -

**ABSENT:** -

**ABSTAIN:** -

**RESOLUTION DECLARED** \_\_\_\_\_.

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Michelle L. Anzaldi, Clerk  
Pittsfield Charter Township

Dated: September \_\_\_\_, 2021

## **CERTIFICATE**

I, Michelle L. Anzaldi, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Pittsfield Charter Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on September 22, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Michelle L. Anzaldi, Clerk  
Pittsfield Charter Township

Dated: September \_\_, 2021



# Pittsfield Charter Township Michigan

