

**PITTSFIELD CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RES #22-29**

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

September 14, 2022

At a Regular Meeting of the Township Board for Pittsfield Charter Township, Washtenaw County, Michigan, held at the Pittsfield Township Administration Building, located at 6201 W. Michigan Avenue, in said Township on Wednesday the 14th day of September, 2022 at 6:30pm.

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 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 14, 2022:

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

¹ Vacant Position

² New Position

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED _____.

Michelle L. Anzaldi, Clerk
Pittsfield Charter Township

DATED: _____, 2022

CERTIFICATE

I, Michelle 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 14, 2022, 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.

Michelle L. Anzaldi, Clerk
Pittsfield Charter Township

DATED: _____, 2022