

**Crystal Lake Township**  
1651 Frankfort Hwy., PO Box 2129  
Frankfort, MI 49635-2129

**Clerical Staff Assistant Hiring**

**Resolution Number: 3-19-2024 # \_\_\_\_\_**

**Date: March 19, 2024**

**WHEREAS**, the Revised Statutes of 1846, Chapter 41, authorizes a township board to conduct business, approve, and pay claims against the township; and

**WHEREAS**, the Crystal Lake Township Board has adopted and enforces ordinances to protect the health, safety and welfare of township residents and to protect township assets; and

**WHEREAS**, With the Treasurer's resignation in March 2024, the Clerk's workload will increase significantly until a new Treasurer has been appointed and trained; and

**WHEREAS**, The Township is required to support a total of three state/federal elections and one local election for an unprecedented demand on the Clerk and her Deputy; and

**WHEREAS**, Township resident Cathy Wilkinson, a long-time election worker who is familiar with Township practices is available part-time to assist the Clerk with both election and Township government functions; and

**NOW, THEREFORE, BE IT RESOLVED** that the Crystal Lake Township Board agrees to hire Cathy Wilkinson as a part-time, Clerical Staff Assistant, at an hourly rate of \$20.00, reporting to the Clerk, effective March 19, 2024.

**Moved by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Roll Call Vote:**

Amy Ferris, Supervisor: \_\_\_\_\_

Richard Nielsen, Trustee: \_\_\_\_\_

William Northway, Trustee: \_\_\_\_\_

Judy VanMeter, Clerk: \_\_\_\_\_

Brooke Trentham-Popp: \_\_\_\_\_

The Supervisor declared this resolution carried and duly adopted.

\_\_\_\_\_  
Judy VanMeter, Crystal Lake Township Clerk