

OLIVE TOWNSHIP
SYNOPSIS OF MINUTES
April 21, 2004 – 4:30 p.m.

The Olive Township Board of Trustees met in Special Session Wednesday, April 21, 2004 for the purpose of interviewing applicants for Administrative Assistant and any other matters pertaining to this position.

- 1) All Board Members were present.
- 2) Supervisor, Meekhof called the meeting to order at 4:30 p.m.
- 3) Following interviews it was approved to hire Cheryl Bute for the position of Administrative Assistant.
- 4) Approved Resolution 2004-04-05 adopting the "Employee Handbook".
- 5) Approved to adjourn at 6:25 p.m.

**A copy of the full minutes is available at the township office.

Respectfully Submitted by

Beverly Jaarsma, Clerk of Olive Township