

BALDWIN TOWNSHIP SPECIAL WORKSHOP

April 27, 2010

Present – Supervisors Larry Handshoe, Jeff Holm, Jim Oliver, Tom Rush and Jay Swanson

Call to Order – The April 27, 2010 Baldwin Township special workshop was called to order by Chairman Jeff Holm at 7:08 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance.

Discuss 2010 Township Goals

Jeff Holm:

Goal 1: To continue working towards a comprehensive plan.

Goal 2: To implement business retention and planning process.

Goal 3: To inventory all town assets.

Jay Swanson:

Goal 1: To sign reflectivity federal mandate processes.

Goal 2: To establish positions in township. (Based after looking at Tom Rush's efficiency document.)

Goal 3: To have an aggressive management road plan.

Tom Rush:

Goal 1: Employee handbook.

Goal 2: Internal controls.

Goal 3: Inventory of the shop.

Goal 4: Efficiency of daily duties of the shop; formulate job application descriptions.

Goal 5: Aggressively develop the park.

Jim Oliver:

Goal 1: Park.

Goal 2: Healthy Communities Partnership.

Goal 3: Work with neighboring communities.

Goal 4: Look at legacy grant and any renovations or expansions of town property.

Larry Handshoe:

Goal 1: Keeping departments involved in newsletter.

Goal 2: Zoning, along with comprehensive plan.

Review Employee Handbook

There was discussion that the employee handbook lacked sections on disciplinary policies, business information and records retention, and a signature line for receipt of the handbook. The board would like to have the handbook done by the regular June meeting.

Adjourn – Handshoe/Swanson unanimous to adjourn at 7:48 p.m.



Submitted By: (s/) Cathy Stevens
Clerk/Treasurer
Baldwin Township



Approved By: (s/) Jeffrey Holm
Chairman, Board of Supervisors
Baldwin Township

Attendees: Ross Perry, Elaine Philippi