

**Executive Session
St. Clair Township**

DATE: August 30, 2011
TIME: 7:05 p.m.
LOCATION: St. Clair Township
107 Service Street
Swansea, IL 62226

*partial release
12/17/13*

MEMBERS PRESENT: Tim Buchanan, Supervisor
Mary Carroll, Clerk
Dave Barnes, Trustee
Richard Schobert, Trustee
Bob Trentman, Trustee
Greg Bridgman, Trustee

At 8:14 p.m. at the Regular Meeting, Trustee Barnes made a motion to go into closed Executive Session for purposes of considering the appointment, employment, compensation, discipline, performance, or dismissal of a Township employee, and for the purpose of considering litigation, and the Board finds that an action involving the Township is probable or imminent. It was seconded by Trustee Bridgman. Roll call vote. All yes.

Supervisor Buchanan said that the dress code was needed because the employees have worn jeans, sweatshirts, shorts and low cut tops in the office. He also said that he does not feel comfortable telling an employee how to dress if there is not a board policy in place.

Supervisor Buchanan told the Board that our attorney filled out the necessary paperwork in response the 8/19/11 Charge Against Employer from the Illinois Labor Relations Board alleging that the Utility Clerk position be full-time instead of part-time.

Supervisor Buchanan reported there were 668 applications for the part-time utility clerk position. He said he conducted telephone interviews with 12 candidates and narrowed it down to five. The five were interviewed in-person by Supervisor Buchanan, Margy Pearson and Sue Gruberman. He provided a summary with each of the five's information and the results from their administrative skills test. The Board reviewed the information and agreed that Angela Ramirez would be the best candidate for the position. It was also agreed the starting pay would be \$18 per hour. The part-time benefits had already been decided on at the last meeting. Supervisor Buchanan said the employment would be contingent on a drug screening and criminal background check.

At 8:57 the Board returned to Regular Session.

Respectfully submitted:



Mary Carroll
Township Clerk