

VILLAGE OF MATHERVILLE
SPECIAL MEETING
MATHERVILLE CITY HALL
MAY 2, 2011

President Larry “Pete” Adams called the May 2, 2011 Special Meeting of the Board of Trustees to order at 7:00pm.

Mayor Larry “Pete” Adams swore into office the newly elected officer. Entering the new position was Village Clerk Jeanette Guile.

Village Clerk Jeanette Guile took her position and proceeded to swear in the newly elected Trustees. Trustees: Buffy Krack, Anji Wilson and Alicia Miller.

Roll call: Trustees present were Buffy Krack, Anji Wilson, Jimmy Starcevich, Carsten Adams, Danny Robinson, Alicia Miller, Village Clerk Jeanette Guile, and Treasurer Ann Slavish.

New Business

- Mayor Adams read the duties of the Clerks position and Collector/Administrator duties.
- Mayor Adams informed the board the payroll and software Quick Books was shared with the Township and will no longer be used for the Village. The computer used before was the Village Clerk Karen Adams personal computer. The Township bought the software. The Village of Matherville does not have any software to use.
- Trustee Carsten Adams made a motion for the Clerk to take the Collector/Administrator duties. Trustee Buffy Krack second the motion. All were in favor and the motion carried.
- Mayor Adam handed over all files of the Collector/Administrator duties to the Clerk Jeanette Guile.
- Trustee Alicia Miller suggested the board receive the 2011 Municipal books. Mayor Adam will be looking into getting the new books.
- Collector/Administrator Jeanette Guile suggested to the board to get help with the payroll. Trustee Anji Wilson suggested Tiffs Tax.
- Trustee Anji Wilson made a motion for the Collector/Administrator Jeanette Guile to get help with the Payroll. Trustee Alicia Miller second the motion. All were in favor and motion carried.
- Mayor Adams appointed a Start Up Committee to get the Collector/Administrator Jeanette Guile started on the new position.
- Mayor Adam appointed Trustee Buffy Krack and Danny Robinson for the Start Up Committee to research on getting a computer and software to use.

- Trustee Alicia Miller suggested if the board should still be paying for the Mayor Larry “Pete” Adam cell phone.

There being no further business to come before the Board. Trustee Buffy Krack made the motion to adjourn and Trustee Alicia Miller seconded. All were in favor and the motion carried.

Respectfully submitted,

Jeanette Guile
Village Clerk