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## LITTLE TRAVERSE TOWNSHIP

### SPECIAL TOWNSHIP BOARD MEETING MINUTES December 5, 2023

**Meeting Called to Order In-Person at 4:00pm EDT by Supervisor Dohm.**

**Pledge of Allegiance was recited.**

**Roll Call of Board Members Present In-Person:** Bill Dohm, Supervisor; Connie Shepherd-O'Neill, Treasurer; Joe Chattaway, Trustee; Ken Garver, Trustee.

**Board Members Absent:** None.

**Guests:** Sarah Krupa, LTT Administrative Assistant.

**Agenda:** Approved by consensus, as presented.

**Public Comment:** None.

**Act on the Open Clerk's Position:** One application was received for the clerk's position which was open due to the resignation of Clerk Duntley on November 20, 2023. O'Neill Motions to Appoint Abby Urman as the Clerk for Little Traverse Township for the remaining term ending November 2024. Chattaway Supports. Roll Call called by Supervisor Dohm; 4 Yay, 0 Nay. Motion carried.

**Swearing In:** Immediately following the roll call above, Notary Sarah Krupa swore Abby J. Urman as the clerk of Little Traverse Twp. effective immediately.

**Other Business:** Approve a new resolution to allow a change to the authorized bank signatures to be A. Urman, Clerk; C. Shepherd-O'Neill, Treasurer; S. Krupa, Deputy Treasurer. Motion by Garver to Approve the Resolution for the signature changes. Supported by Chattaway. Roll called by Supervisor Dohm; 3 Yay, 0 Nay, 1 Abstain.

**Appoint FOIA Coordinator:** Motion by Chattaway to appoint Urman as the FOIA Coordinator was made, Garver Supported. Motion Carried by unanimous vote.

**Adjourn Meeting:** With no further business; Supervisor Dohm adjourns meeting at 4:15pm EDT.

Abby J Urman  
Little Traverse Township Clerk