

**COTTRELLVILLE TOWNSHIP**  
**COUNTY OF ST. CLAIR, STATE OF MICHIGAN**

**RESOLUTION # R-2017-04**  
**POLICIES & PROCEDURES OF THE TOWNSHIP OFFICES HOURS**

At a regular meeting of the Township Board of Trustees of the Township of Cottrellville, County of St. Clair, State of Michigan, held in the Cottrellville Township Hall, 7008 Marsh Road, Cottrellville, Michigan, 48039, on Wednesday, February 8<sup>th</sup>, 2017 at 7:30 p.m. with the following in attendance:

Present: Supervisor Mary Agnes Simons, Clerk Angie Viola, Treasurer Kathleen Shew, Trustee Susan Biscorner and Trustee Thomas Kaufman

Absent: None

The following preamble and resolution was offered by Clerk Angie Viola and supported by Treasurer Kathleen Shew:

WHEREAS, this Resolution is to reconfirm the Policies and Procedures of the Township Offices Hours to be the following:

Regular Hours of:	Monday,	9:00 a.m. until 5:00 p.m.
	Tuesday,	9:00 a.m. until 12:00 noon
	Wednesday,	9:00 a.m. until 12:00 noon
	Thursday,	9:00 a.m. until 12:00 noon
	Friday,	Closed

If a Holiday falls on a Monday, the Office shall be closed, however, the next business day being Tuesday, the hours will be 9:00 a.m. until 5:00 p.m. and the balance of the work week, Wednesday and Thursday will be 9:00 a.m. until 12:00 noon; with Friday closed.

THEREFORE, BE IT RESOLVED THAT, the Cottrellville Township Board of Trustees hereby adopts said Resolution # R-2017-04 a part of the Policies and Procedures of the Cottrellville Township Offices as stated above.

ROLL CALL VOTE    AYES: Supervisor Simons, Clerk Viola; Treasurer Shew,  
                                     Trustee Susan Biscorner and Trustee Thomas Kaufman

NAYS: None

ABSENT: None

Supervisor Simons declared Resolution # R-2017-04 adopted and shall supersede any previous resolutions concerning this matter.

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Angie Viola, Cottrellville Township Clerk

**CERTIFICATION**

The undersigned Clerk of the Township of Cottrellville, County of St. Clair, State of Michigan, hereby certifies that the foregoing constitutes a true and complete copy of the Resolution adopted by the Cottrellville Township Board of Trustees, at a regular meeting held on February 8<sup>th</sup>, 2017, at which meeting five (5) members of the Township Board were present and voted as indicated in the minutes, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, being, Act 267, Public Acts of Michigan, 1976, and that the Minutes of said meeting were kept and will be or have been made available as required by said Act.

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Angie Viola, Cottrellville Township Clerk