

# NORTHFIELD TOWNSHIP

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## MEMO

**To:** Northfield Township Board  
**From:** Lenore Zelenock, Marlene Chockley and Jennifer Carlisle  
**Date:** 3/23/2017  
**Re:** Controller position

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Dear Township Board,

A decision about the Controller position has yet to be made. While the resumes we have received have been of high quality, due to forces outside of our control our search continues. We plan to re-post for the position, as our previous posts have expired.

In the meantime, we have gotten 2 recommendations for individuals that may be interested in an interim position until we can get this vacancy filled – one being a referral from our auditors. Rick Yaeger is still coming in on the weekends to keep us on track and will be aiding us in beginning the budgeting process, however we are unsure as to how much longer this option will be available to us.

We are requesting approval from the board the authorization to hire a temporary Controller, if it is deemed necessary before a permanent part-time Controller can be hired, to come in 1-2 days per week to help out with bank reconciliations and other general accounting issues that may occur.

Sincerely,

Lenore Zelenock – Twp. Treasurer

Marlene Chockley – Twp. Supervisor

Jennifer Carlisle – Administrative Assistant