

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING  
JANUARY 10, 2013**

**MEMBERS PRESENT:** George Tyler (Village President), Andrew Brown, Lori Houghton and Elaine Sopchak (Dan Kerin arrived at 7:00).  
**ADMINISTRATION:** Susan McNamara-Hill, Co-Manager & Village Clerk/Treasurer  
Lauren Morrisseau, Co-Manager & Finance Director

**I. CALL TO ORDER**

George Tyler called the meeting to order at 6:30 p.m.

**II. WORK SESSION/DISCUSSION RE: VILLAGE MANAGER**

The Trustees and Co-managers discussed the job description and Village Charter regarding the Village Manager and other department heads.

A draft job description will be presented to the Trustees at a future meeting and suggested Charter amendments will be on the agenda for January 22, 2013.

**III. ADJOURN**

The meeting was adjourned at 8.45 p.m.

Minutes respectfully submitted by Susan McNamara-Hill, Village Clerk.

