

SUPERVISOR MEETING DOCUMENTATION

This form is intended to be used to record action taken by the Township Supervisors outside of the traditional township meeting. Once completed it can be filed and available for any future review of the action taken. Detailed information is the most beneficial in providing clarity for any future reference.

Date _____ Time _____

Location of Meeting _____

Situation/Reason for Meeting

Motion of Action Taken

Motion Made by _____

Seconded by _____

Results of Vote PASS OR FAIL

Other information/comments if needed
