

CLERK'S OFFICE

Debbie Janczak

(Bernice Janczak – Deputy Clerk)

906-667-0019 – Phone

906-667-0436 – Fax

906-663-0385 - Home

e-mail: btclerk@bessemertwp.com

Office Hours:

2nd & 4th Mondays

Wednesdays: 4:30 p.m.-7:30 p.m.

(Available upon request for any issues/questions)

BACKGROUND: Debbie was appointed to the office in May of 2004 when the current clerk was unable to fulfill the remainder of her term. She was officially elected in November 2004 as the Township Clerk. She is also the Freedom of Information Act liaison.

Debbie holds a BS from Marquette University and comes from a background in records management, administration, and accounting. Her family moved to the Upper Peninsula in 2000 to open a pub & restaurant, which is located in the township, but has since been sold. She is also employed at Gogebic Community College. Prior to becoming the township clerk, Debbie served on a local school board and maintained the accounting records for the family business. Prior to moving to the UP, she served as the Registrar for Saint Francis Seminary for thirteen years.

She and her husband Paul have three children, ages 19, 12 and 10. They reside in the southern part of Bessemer Township.

DUTIES: The statutory duties of the Clerk include, but are not limited to the following:

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks (prepares list of all payables)
- Records and maintains township meeting minutes
- Keeps the township book of oaths
- Responsible for special meeting notices
- Publishes board meeting minutes
- Keeps voter registration file and conducts elections
- Keeps township ordinance book
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk by September 30
- Must appoint a deputy

revised 3/14/12

- Must post a surety bond

Personnel Administrator

- Maintains all personnel files
- Prepares and administers payroll checks
- Calculates and prepares annual W-2 statements
- Prepares and files monthly & annual federal and state payroll reports

Water Department

- Administrative Duties

PAST TOWNSHIP CLERKS

Hope Tarnaski – 1995-2004

Russell Trevarthen – 1984-95

Mary Festelin – 1978-84

Catherine Fesnick – 1970-78

Veronica Minkin – 1970

Clarence Minkin – 1967-70

Maurice Syrala – 1964-67

Donald Ahnen – 1963-64

Lauri Wieneri – 1959-63

Frank Rosa – 1955-59

John Gevosic - 1954

Laurence Gaudette – 1951-54

NOTE: Names & dates obtained from oath book and various documentation. Spellings are as accurate as possible.