

# Approved Minutes

EVERETT TOWNSHIP

BOARD MEETING

October 16, 2018

1. **Call to Order:** Supervisor Judy Maike called the meeting to order at 1:16 pm
2. **Roll call:** All Board Members present with the exceptions of Brandy Fleming & Richard Long who arrived during the meeting. Also in attendance – Jeffrey Craigmyle, Transfer Station;
3. **Pledge of Allegiance**
4. **Agenda Approval:** Motion by Trustee Chaffee with support by Supervisor Maike to approve the agenda as presented. Ayes all. Motion passed.
5. **Approval of Board Minutes of August 15, and Special and Regular meetings on September 18, 2018** – Motion by Trustee Chaffee with support by Clerk Chaffee to approve all of the minutes as presented. Ayes all. Motion Passed.
6. **Public Comment** (limit to 3 minutes each regarding agenda items): none present
7. **Bills & Financials:**
  - A. **Treasurer's Financial Report:** \$298,786.56 total in the general checking account and \$22,768.52 in the tax account for a total in Bank Accounts of \$321,555.08 as of 9/28/18. The Treasurer balances perfectly with the bank statement balance.
  - B. **Clerk Presents Township Bills:** Amount \$26,537.58 total payments. Check numbers presented E297 – E305 & cks# 10984 – 11015. Trustee Chaffee made the motion to pay the Township's bills as presented, supported by Trustee Long. Ayes all, motion passed. The very high Amerigas propane bill was discussed and it was decided that the Clerk will send a certified letter requesting that they discontinue filling the propane tanks both at the hall and the transfer station. Trustee Chaffee and Commissioner Maike will keep an eye on the levels so that we may switch vendors when they get low. Trustee Chaffee will contact Excel about switching to their company. As the expenditures for the township attorney are rising, Trustee Chaffee will find out if the attorney must be at the upcoming ZBA meeting.
  - C. **Budget Review:** Reports distributed and reviewed. 59% of the fiscal year has passed. Some specific line items are a bit over but the departments are all well within their budgets. The clerk will attempt to correct those line items prior to the next meeting.
8. **Unfinished Business:**
  - A. **Maintenance List** – The door is closing fine now! Thanks Jim
  - B. **Hall Rental Agreement update** – The Clerk provided each board member with an updated copy of the Rental Agreement which includes the approved changes.
  - C. **Strip/Seal Floors** – Replacement estimate from River Valley Carpet is \$4,300. The Clerk will seek another estimate. We discussed having the existing floors stripped and resealed. Tabled.
  - D. **Web Site Update**- Jim Maike continues to make progress.
  - E. **ZBA Training for Wm Koch:** Trustee Chaffee made the motion to approve up to \$100 for MTA online training to be provided to Wm Koch. Support by Clerk Chaffee. Ayes all. Motion passed. Supervisor Maike will ask Jim Maike to see what is currently available.

**9. New Business:**

**A. Parks and Rec Department** – Tabled.

**B. Upgrade M37 Property (unsafe)** – The Supervisor will investigate what will be required to seek a Par Plan grant to help with the cost of securing the property. Curt Chaffee and Jim Maike will get a materials list together.

**C. Room Capacity Sign** – The Clerk has devised a sign with the information from Duane Cruzan.

**D. Newsletter to Equalization to be included with tax bills** – Supervisor Maike asked that submissions be to her by October 31.

**10. Officer's Reports**

**a. Zoning Official/Planning Co/ZBA** – Work on the Master Plan will start soon.

**b. County Commissioner** – absent.

**c. Transfer Station** – Attendant Craigmyle reported that we are still getting 20 to 30 customers on Wednesdays. We will continue to keep the Transfer Station open on Wednesdays thru November or until the weather gets bad

**d. Supervisor** – Supervisor Maike made a motion to approve MTA training on November 28<sup>th</sup> for the Clerk and the Treasurer. Support by Trustee Long. Ayes all, motion passed.

**e. Clerk** – Commented on the newest FOIA and the upcoming election.

**f. Treasurer** – none

**g. Trustees** – Trustee Long said that the new firetruck will be delivered on 10/17. He also said that the fire board will be asking for 14 or 15 thousand dollars for the purchase of special air tanks for trucks.

**11. Public Comment:** none

**12. Adjournment:** at 2:43 pm.

The next meeting will be November 20 at 1 pm.

Respectfully submitted by Clerk Pam Chaffee