

Approved Minutes

EVERETT TOWNSHIP

BOARD MEETING

August 20, 2019

1. **Call to Order:** Supervisor Judy Maike called the meeting to order at 6:07 pm
2. **Roll call:** Board Members Present: Supervisor Maike, Treasurer Fleming, Clerk Chaffee, Trustee Chaffee, and Trustee Long. Board Member Absent: none. Also in attendance – Jeffrey Craigmyle, Transfer Station
3. **Pledge of Allegiance**
4. **Agenda Approval:** Motion by Trustee Chaffee with support by Clerk Chaffee to approve the agenda with the addition of “Key for Zoning Administrator” as F as New Business. Ayes all. Motion passed.
5. **Approval of Board Minutes of both Special and Regular Meetings of July 16, 2019 -** Motion by Trustee Chaffee with support by Supervisor Maike to approve 7/16/19 Special Meeting minutes as presented. Ayes all. So passed. Motion by Trustee Long with support by Trustee Chaffee to approve the 7/16/19 Regular Meeting minutes as presented. Ayes all. So passed.
6. **Public Comment** (limit to 3 minutes each regarding agenda items): none
7. **Bills & Financials:**
 - A. **Treasurer’s Financial Report:** \$359,996.20 total in the general checking account and \$40,461.86 in the tax account for a total in Bank Accounts of \$400,458.06 as of 7/31/19. The Treasurer balances perfectly with the bank statement balance and the Clerk’s books.
 - B. **Clerk Presents Township Bills:** The Clerk presented bill payments totaling \$14,318.77 (ck #11267 – 11294 & E372 – E378). Trustee Chaffee made the motion to pay the Township’s bills as presented, supported by Treasurer Fleming. Ayes all, motion passed.
 - C. **Budget Review:** Reports distributed and reviewed. 42% of the 19/20 fiscal year has passed. Update on ZBA Training line item: ZBA member Rog Smith has now been paid and the account balance is correct as presented.
8. **Unfinished Business:**
 - A. **M37 Property Bids** – tabled for more bids.
 - B. **MTA Opinion re: Hall Rentals** – tabled to receive legal opinion from the attorney.
 - C. **Covered Patio** – Tabled.
9. **New Business:**
 - A. **Fees Update** – Tabled for more research.
 - B. **Resolution 19-15 Waive Per Diem Penalty (L-4260 Transfer of Property)** – Motion to approve by Supervisor Maike with support by Clerk Chaffee. Roll call vote: ayes all. Resolution declared passed.
 - C. **Roads/Second Brine** – Trustee Long with support by Trustee Chaffee moved to schedule the second brining with D&D. Ayes all. Supervisor Maike will call D&D to schedule.
 - D. **Credit Card Policy** – Treasurer Fleming has a copy of a current policy so no action.
 - E. **New Phone System** – The Clerk will research. Tabled
 - F. **Key for Zoning Administrator** – Treasurer Fleming stated that the Zoning Administrator needs to have access to secure payments received. Trustee Chaffee with support by Trustee Long moved to issue an “all access” key to the current Zoning Administrator so that he may use the drop box. Ayes all. Motion passed

10. Officer's Reports

- a. Zoning Official/Planning Co/ZBA** – Update by Trustee Chaffee regarding the Pool Cover vs. Fencing topic
- b. County Commissioner** – Absent and sadly missed.
- c. Transfer Station** – Attendant Craigmyle reported that business is good. The Board decided that the Transfer Station will remain open on Wednesdays as long as weather permits but the hours will change to 1 – 5 instead of 3 – 7 when the time changes to take advantage of daylight hours.
- d. Supervisor** – Supervisor Maike reported information from the Cemetery Seminar that she attended. She will ask Sexton Frisbe for a print-out of the sites of the cemetery.
- e. Clerk** – Updated Internal Contact Directory was distributed. The Clerk will look into getting the millage renewal proposals on the November ballot.
- f. Treasurer** – Deputy Treasurer Tia Turco may be moving to Florida. Treasurer Fleming has been using Valerie Fleming as back-up Deputy and may use Corinna Cathcart.
- g. Trustees** – none

11. Public Comment: none

12. Adjournment: at 7:30 pm.

Respectfully submitted by Clerk Pam Chaffee