

Approved Minutes
EVERETT TOWNSHIP
BUDGET AND BOARD MEETING
February 17, 2026

1. **Call to Order:** Supervisor Maike called the Budget meeting to order at 12:30 pm.
2. **Roll call:** Board Members Present: Supervisor Maike, Clerk Chaffee, Trustee Chaffee, & Treasurer Fleming. Trustee Long arrived late. Also in attendance: Brenda Tellkamp, Jim Maike, and Terri Blake (Jim had to leave early).
3. **Pledge of Allegiance**
4. **Budget Workshop:** The Board went through the preliminary budget line by line.
5. **Close Budget Workshop & Open Board Meeting:** At 2 p.m., Motion by Supervisor Maike supported by Clerk Chaffee to close the Budget Meeting and open the Board Meeting. Ayes all. So moved.
6. **Approve Agenda –** C. Chaffee moved to approve the agenda as presented, second by B. Fleming. All ayes, agenda approved.
7. **Approve 1/20/26 Minutes –** Motion to approve the minutes as presented made by C. Chaffee with support by R. Long. Ayes all, so moved.
8. **Public Comment –** Gravel Roads are muddy.
9. **Bills & Financials:**
 - A. **Treasurer's Report –** Reconciled Bank Balances as of 1/31/26; General Checking \$1,315,622.85,415.32, Tax Account \$593,370.06.
 - B. **Bank Reconciliation -** General Checking 1/31/26– Bank \$1,315,622.85. Book Balance \$1,314,499.65 plus outstanding checks \$690.54 & sweep deposit of \$432.66 = \$1,315,622.85. Motion to accept both Bank Reconciliations made by C. Chaffee with support R. Long. Ayes all, so moved.
 - C. **Township Bills-** Amount: \$17,760.49 (cks 13303 – 13324 & E914 – E919). A motion by C. Chaffee supported by R. Long to approve the payments. Ayes all. So moved.
 - D. **Budget Review –** February is 92% of FY 25/26.
 - a. **Budget Resolution 2026-01** Motion by C. Chaffee with support from R. Long to approve Budget Resolution 2026-01 as presented. Roll Call Vote: Ayes all. Resolution2026-01 was declared adopted.
10. **Unfinished Business:**
 - A. **Brine Bid:** Motion by C. Chaffee with support by P. Chaffee to accept the bid from D&B Brine for the 2026/27 fiscal year as presented. Ayes all, so moved. The clerk will contact D&B.
 - B. **Transfer Station Measurements:** C. Chaffee will get the measurements needed to get an estimate for the new fence.
11. **New Business:**
 - A. **Zoning Administrator will be working from home –** While recovering from surgery. The Board approved sending 2 reams of copy paper with him.
 - B. **Quick Books for the Treasurer –** Treasurer Fleming has worked hard to move her files to Quick Books but will need to purchase a license to continue using the program. P. Chaffee with support from C. Chaffee moved to approve the purchase of the Quick Books license up to an amount of \$800. Ayes all, so moved.
 - C. **Adobe PDF Editor –** Clerk Chaffee asked the Board to approve the purchase of Adobe PDF Editor to be installed on an office laptop. C. Chaffee with support from R. Long moved to allow the purchase up to \$800 yearly. Ayes all, so moved.

- D. Propane** – The discussion was held that there are much less expensive companies than our current provider.
- E. Resolution 2026-02 BOR Poverty Exemptions** – Motion by C. Chaffee supported by R. Long to adopt Resolution 2026-02 allowing percentage exemptions based on percentage of the Federal Poverty Guidelines. Roll Call Vote: ayes all. Resolution 2026-02 was adopted.
- F. Fire Department Budget** – C. Chaffee with support from R. Long moved to approve the Fire Board Budget as presented. Roll Call Vote: Ayes all. So moved.

12. Officer's Reports

- a. Zoning Official/Planning Co/ZBA** – Reports given.
- b. County Commissioner** – absent.
- c. Transfer Station** – Working on upgrades including a new fence & gates.
- d. Supervisor** – Attended COLA meeting. NCTOA will meet here on April 1.
- e. Clerk** – Please have all expenses submitted by 3/31.
- f. Treasurer** – nothing.
- g. Trustees** – nothing.

13. Public Comment – none

14. Adjournment –. The meeting was adjourned at 2:55 pm.

Respectfully submitted by P. Chaffee