

# Approved Minutes

EVERETT TOWNSHIP

BOARD MEETING

June 17, 2025

1. **Call to Order:** Supervisor Judy Maike called the regular Board meeting to order at 1:04 pm
2. **Roll call:** Board Members Present: Supervisor Maike, Clerk Chaffee, Trustee Chaffee, & Trustee Long. Also present was Transfer Station Attendant Jeffrey Craigmyle. Absent: Treasurer Fleming
3. **Pledge of Allegiance**
4. **Approve Agenda** – Trustee Chaffee moved to approve the agenda, second by Trustee Long. All ayes, agenda approved.
5. **Approve 5/20/25 Minutes** – Motion to approve the minutes as presented made by C. Chaffee with support by Trustee Long. Ayes all, so moved.
6. **Public Comment** – none
7. **Bills & Financials:**
  - A. **Treasurer's Report** – The Treasurer was absent.
  - B. **Bank Reconciliation General Checking 5/31/25** – Statement balance \$1,253,235.79 less outstanding checks equals book balance of \$1,181,936.05 plus outstanding receipts of \$2,261.62. Motion to accept the Bank Reconciliation made by C. Chaffee with support by R. Long. Ayes all, so moved.
  - C. **Township Bills-** Amount: \$34,005.28 (cks 13123 – 13147 & E859 – E865). A motion by Trustee Chaffee supported by Trustee Long was made to approve all of the payments. Ayes all. So moved.
  - D. **Budget Review:** June is 25% of FY 25/26. Budget Resolution 2025-10 was presented by Clerk Chaffee. Richard Long moved to approve the resolution as presented. Second by Judy Maike. Roll Call Vote: Ayes by J. Maike, P. Chaffee, R. Long, C. Chaffee. Absent: B. Fleming. Resolution 2025-10 was declared adopted.
8. **Unfinished Business:**
  - A. **FY 25/26 Budget** – Budget Resolution 2025-11 was presented by Clerk Chaffee. Trustee Long moved to approve with a second by Trustee Chaffee. Roll Call Vote: Ayes by J. Maike, P. Chaffee, R. Long, C. Chaffee. Absent: B. Fleming. Budget Resolution 2025-11 was declared adopted.
  - B. **Re-Trac** – registration in the works. \$750 fee has been paid.
  - C. **Road Estimates** – None will be pursued this year as we will save for a larger project.
9. **New Business:**
  - A. **Tire Collection** – Discussion about the possibility of offering a tire collection.
  - B. **Transfer Station Upgrades** – Discussion. The Clerk will seek bids for new fencing, gates, hot spot and surveillance camera(s).
  - C. **New Restroom for the Hall** – Supervisor Maike will talk to Jim.
  - D. **Bloom Invoice approval to pay 7/1** – C. Chaffee moved to allow payment to be made on or after 7/1 to avoid late penalty. Second by R. Long. Ayes all, so moved.

## **10. Officer's Reports**

- a. Zoning Official/Planning Co/ZBA** – Zoning Administrator Chaffee reports he has issued 22 zoning permits so far this year. He has continued to successfully pursue compliance with getting properties cleaned up. Clerk Chaffee reported that the Planning Commission held a site plan review at their last meeting which was very interesting.
- b. County Commissioner** – absent and missed.
- c. Transfer Station** – Attendant Craigmyle reported.
- d. Supervisor** – Supervisor Maike reported she had attended the Merrill Township Board meeting. The Library Board will meet on Thursday.
- e. Clerk** – The Clerk's desk remains busy. Our biannual audit is in the works and taking much time. We were able to recover \$329.41 from the Treasury Unclaimed Property and will look to see if any more funds are available.
- f. Treasurer** – absent and missed.
- g. Trustees** – Trustee Long reported that the Fire Board will meet tomorrow.

## **11. Public Comment – (limited to 3 minutes per person on any topic) – none.**

## **12. Adjournment** – The meeting was adjourned at 2:10 pm. as motioned by Clerk Chaffee with support by Supervisor Maike and agreed to by all present.

Respectfully submitted by Clerk Pam Chaffee