

# Approved Minutes

EVERETT TOWNSHIP  
BOARD MEETING  
September 16, 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. Absent: Treasurer Fleming. Also present was Transfer Station Attendant Jeffrey Craigmyle, Dave Schafer, Tonia Micklatcher, Kelli Proctor, and Pam Woudstra.
3. **Pledge of Allegiance**
4. **Approve Agenda** – Supervisor Maike moved to approve the agenda with the date corrected, second by Clerk Chaffee. All ayes, agenda approved.
5. **Approve 8/19/25 Minutes** – Motion to approve the minutes as presented made by Supervisor Maike with support by Clerk Chaffee. Ayes all, so moved.
6. **Public Comment** – T. Micklatcher and K Proctor addressed the Board.
7. **Bills & Financials:**
  - A. **Treasurer's Report** – Reconciled Bank Balances as of 8/31/25 ; General Checking \$1,258,951.59, Tax Account \$181,515.03.
  - B. **Bank Reconciliation** - General Checking 8/31/25 – Bank balance & Book Balance \$1,258,951.59. Motion to accept both Bank Reconciliations made by C. Chaffee with support R. Long. Ayes all, so moved.
  - C. **Township Bills**- Amount: \$28,314.01 (cks 13192 – 13212 & E880 – E886). A motion by C. Chaffee supported by R. Long to approve the payments. Ayes all. So moved. Clerk Chaffee asked for approval to pay a chargeback bill prior in early October (as it was JUST received). Trustee Long with support by Trustee Chaffee moved to approve the clerk's request. Ayes all, so moved.
  - D. Budget Review – September is 50% of FY 25/26
8. **Unfinished Business:**
  - A. **Transfer Station Fence & Security Cameras** – update
  - B. **Brush/Trees around Transfer Station** – update
  - C. **Computer Upgrades** – Motion by Richard Long supported by Judy Maike to allow the Clerk to spend up to \$2k for the purchase of new computers for the Clerk and Treasurer. Roll Call: Ayes - JM, PC, RL, CC. Absent - BF. The Clerk will purchase two computers with Windows 11.
9. **New Business:**
  - A. **Recycling Support** – Richard Long with support by Curt Chaffee moved to support the local recycling by \$500 as a service to our residents. Roll Call Vote: : Ayes -JM, PC, RL, CC. Absent - BF.
  - B. **Clean-up Day 10/4** – Volunteers for the gate: Judy Maike A.M., Pam Chaffee P.M. Jim Maike and Backhoe will work again. (Later information that Jim/backhoe will not be available – Thankfully Curt Chaffee & Backhoe will work instead).

- C. **Road Brining** – We decided to have the roads brined ASAP as it's been extremely dry/dusty.
- D. **“Haunted” Cemetery** – An idea Judy found. We will share the idea with the Cemetery Board.
- E. **Assistant Zoning Enforcement Officer** - tabled

**10. Officer's Reports**

- a. **Zoning Official/Planning Co/ZBA** – Reports given.
- b. **County Commissioner** – Absent and missed.
- c. **Transfer Station** – Attendant Craigmyle reported. Wednesday business is picking up. October 4<sup>th</sup> will be the Fall Clean-up date.
- d. **Supervisor** – Supervisor Maike reported.
- e. **Clerk** – Reported.
- f. **Treasurer** – Absent and missed.
- g. **Trustees** – Trustee Long reported that the Fire Board funding will 10 million dollars short in 10 years as new trucks are needed. Discussion regarding options.

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

**12. Adjournment** –The meeting was adjourned at 2:27 pm.

Respectfully submitted by Clerk Pam Chaffee