

# Approved Minutes

EVERETT TOWNSHIP  
BOARD MEETING  
December 16, 2025

1. **Call to Order:** Supervisor Maike called the regular Board meeting to order at 1:11 pm
2. **Roll call:** Board Members Present: Supervisor Maike, Clerk Chaffee, Trustee Chaffee, Treasurer Fleming & Trustee Long.
3. **Pledge of Allegiance**
4. **Approve Agenda** – Trustee Long moved to approve the agenda as presented, second by Trustee Chaffee. All ayes, agenda approved.
5. **Approve 11/18/25 Minutes** – Motion to approve the minutes as presented made by Trustee Long with support by Trustee Chaffee. Ayes all, so moved.
6. **Public Comment** – none
7. **Bills & Financials:**
  - A. **Treasurer’s Report** – Reconciled Bank Balances as of 11/30/25; General Checking \$1,263,527.62, Tax Account \$19,567.44.
  - B. **Bank Reconciliation** - General Checking 11/30/25/25 – Bank \$1,263,445.82 less outstanding sweep deposit \$80.80 = **\$1,263,446.82** & Book Balance \$1,264,357.82 less outstanding receipts \$911.00 = **\$1,263,446.82**. Motion to accept both Bank Reconciliations made by P. Chaffee with support R. Long. Ayes all, so moved.
  - C. **Township Bills**- Amount: \$20,533.17 (cks 13259 – 13282 & E900 – E905). A motion by C. Chaffee supported by R. Long to approve the payments. Ayes all. So moved.
  - D. Budget Review – December is 75% of FY 25/26.
8. **Unfinished Business: none**
9. **New Business:**
  - A. **Hazardous Materials Cost Recovery Ordinance** – Samples distributed. Will be referred to the Planning Commission.
  - B. **Clean-up Recovery Ordinance** - Samples distributed. Will be referred to the Planning Commission.
10. **Officer’s Reports**
  - a. **Zoning Official/Planning Co/ZBA** – Reports given. Planning Commission will skip Jan meeting.
  - b. **County Commissioner** – absent.
  - c. **Transfer Station** – Attendant Craigmyle reported that he is working on cleaning up the garage.
  - d. **Supervisor** – BOR – 4 received, 3 corrections, 1 poverty exemption needs more documentation.
  - e. **Clerk** – Reported
  - f. **Treasurer** – had left the meeting at 2:10..
  - g. **Trustees** – Reported.
11. **Public Comment** – (limited to 3 minutes per person on any topic) - none
12. **Adjournment** –. The meeting was adjourned at 2:25 pm.  
Respectfully submitted by Clerk Pam Chaffee