

# Approved Minutes

EVERETT TOWNSHIP

BOARD MEETING

October 21, 2025

1. **Call to Order:** Clerk Chaffee called the regular Board meeting to order at 1:03 pm
2. **Roll call:** Board Members Present: Clerk Chaffee, Trustee Chaffee, Treasurer Fleming & Trustee Long. Absent and missed: Supervisor Maike. Also present was Transfer Station Attendant Jeffrey Craigmyle, and resident Wayne Berndt.
3. **Pledge of Allegiance**
4. **Approve Agenda** – Trustee Chaffee moved to approve the agenda as presented, second by Trustee Long. All ayes, agenda approved.
5. **Approve 9/16/25 Minutes** – Motion to approve the minutes as presented made by C. Chaffee with support by Treasurer Fleming. Ayes all, so moved.
6. **Public Comment** – Resident Wayne Berndt spoke about problems on Summer created by the 40<sup>th</sup> Street road closure.
7. **Bills & Financials:**
  - A. **Treasurer's Report** – Reconciled Bank Balances as of 9/30/25; General Checking \$1,277,771.70, Tax Account \$636,564.27.
  - B. **Bank Reconciliation** - General Checking 9/30/25/25 – Bank balance & Book Balance \$1,277,771.70. Motion to accept both Bank Reconciliations made by C. Chaffee with support R. Long. Ayes all, so moved.
  - C. **Township Bills**- Amount: \$58,861.57 (cks 13213 – 13242 & E887 – E893). A motion by C. Chaffee supported by R. Long to approve the payments. Ayes all. So moved.
  - D. Budget Review – October is 59% of FY 25/26.
8. **Unfinished Business (all FYI's):**
  - A. **Transfer Station Fence & Security Cameras** – found a vendor, waiting on dimensions.
  - B. **Brush/Trees at Transfer Station** – table until leaves are off trees/brush.
  - C. **Computer Upgrades** – New computers are here.
  - D. **Earned Sick Time Act** – FYI information distributed.
9. **New Business:**
  - A. **Spring Clean-up Date May 2, 2026** – Motion by Treasurer Fleming supported by Trustee Long to set the Spring Clean-up date to May 2, 2026. Ayes all, so move.
  - B. **Newsletter** – Information to Supervisor Maike by the end of the month.
10. **Officer's Reports**
  - a. **Zoning Official/Planning Co/ZBA** – Reports given.
  - b. **County Commissioner** – Absent and missed.

- c. Transfer Station** – Attendant Craigmyle reported.
- d. Supervisor** – Absent and missed.
- e. Clerk** – Reported on the audit.
- f. Treasurer** – reported.
- g. Trustees** – Trustee Long reported on the Fire Board.

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

**12. Adjournment** –. The meeting was adjourned at 1:45 pm.

Respectfully submitted by Clerk Pam Chaffee