

Melrose Township Board of Trustees draft Minutes
March 17, 2020 7:00pm draft 3/19/20

Call to order: V. Goodwin called to order 7:01pm

Present: V. Goodwin, S. Burr, L. Stephens, D. Nowland, R. Hissong Berry

Approval of the Agenda:

Motion to amend the agenda by deleting Guests and approve as amended.

Motion: S. Burr 2nd L. Stephens 5 /0 approved

Approval of the Minutes from previous meeting:

Motion to approve the minutes of the February 11, 2020 Regular meeting as presented.

Motion: D. Nowland 2nd S. Burr 5/0 approved

Guest: None present

Old Business:

- Sewer Update- A. Nordman from PEI shared the included report. Things are running smoothly. Presented the need to increase fees being charged to the Township for operator services and billing for the Sewer system. To be factored into the Budget Planning.
- Water Update- A response has been sent to the Hass request to remove "Water Update" from the agenda. It will remain on the agenda because the Township is very interested proceeding with the purchase. Progress is contingent on the Water System allowing access for an outside appraisal.
- Park Ordinance Revision review -draft, copy not completed yet
- Office Help
Letter from M. Golovich was noted. T. LaGasse was present. A job description has not been developed. Discussion
Motion to table until the April 14, 2020 meeting when the board has determined what the job requirements will be.
Motion: L. Stephens 2nd S. Burr 5/0 approved
Roll call: D. Nowland-Y, L. Stephens-Y, S. Burr-Y, V. Goodwin-Y, R. Hissong Berry-Y
L. Stephens volunteered to collect ideas from the board and write a summary.
- Third Street- Dead tree removal is arranged with Mark Johansson. A price estimate of \$4,500 to \$5,000.
Motion to approve the removal of dead trees on Third St. and Bullock St. for an estimated price of \$4,500 to \$5,000.
Motion: V. Goodwin 2nd D. Nowland 5/0 approved
- Circle Park Easement Proposal- The attorney opinion on the easement has not come back yet. Language addressing responsibility for seasonal repairs, when the docks are installed and removed, to fix damage from these actions has not been incorporated. The proposal will be tabled to complete the language revision and attorney opinion is back.

- Insurance Renewal A renewal proposal with Peterson-McGregor was shared with the board.
Motion to renew the Insurance Policy as presented for the 2020-2021 year.
Motion: S. Burr 2nd R. Hissong Berry 5/0 approved
- FOIA
Motion to adopt the updated FOIA policy dated March 3rd as prepared by B. Graham attorney. Resolution 2020-03-17-01
Motion L. Stephens 2nd D. Nowland 5/0 approved

New Business

- Fireworks application for July 4th Event
Discussion- We have no regulatory authority on this. Consensus is a good event for the community.

Financial Report

- General Fund report- see included reports
Motion to accept financials as presented and pay all bills.
Motion: L. Stephens 2nd D. Nowland 5/0 approved

Sewer Fund report

- T. Mackie presented the included report. Also, he has talked with Blake at USDA about the need for Audit or Financial Statements for the sewer fund. He will contact the Auditing Firm for a bid to do this report.
Motion to accept the report as presented and pay all bills.
Motion: D. Nowland 2nd S. Burr 5/0 approved

Zoning Administrator's Report: see included report

Assessor's Report:

Board of Review has been concluded and submitted to the county.

Employee Grounds Report no report

Committee Reports

- Planning Commission- no meeting in February
- Zoning Board of Appeals – no meeting
- Road Committee- E. Lee reported Frost Laws are on. Not much will happen until these are lifted.
- Park Committee - no meeting
- Fire Department- L. Stephens presented the included report. Turned over to Chief Howard for new truck presentation. A summary report was shared about the goal for a new truck for the department. The department requests approval to seek bids.
Motion to approve the Fire Department recommendation to seek bids for a new Rescue/First Responder truck with bid opening on April 10, 2020.
Motion: L. Stephens 2nd D. Nowland 5/0 approved
- DDA no meeting

Correspondence-

Goodwin shared the many COVID19 messages and directions that are coming in.

The state MTA conference is canceled.

A park millage grant program survey has come in. Send to Park and Recreation Director Broc Johnson.

Public Comment: called for

Tim LaGasse shared the Hospital and Health Care Provider Industry are working hard to stay on this issue. Working to be safe and keep the public safe.

Lyon Stephens explained the code that is heard on scanners when certain calls come into 911. Federal and State rules require this labeling.

Adjournment: 8:30pm