

## Melrose Township Board of Trustees Minutes

October 10, 2017 7:00pm

Call to order 7:02 pm V. Goodwin called to order.

Present: V. Goodwin, S. Burr, L. Stephens, P. Cotanche,  
R. Hissong Berry

### Approval of the Agenda

Motion to approve the agenda as presented.

Motion: P. Cotanche, 2<sup>nd</sup> L. Stephens Approved 5/0

### Approval of minutes from previous meeting:

#### Minutes of September 12, 2017 regular meeting

Motion to approve the minutes of September 12, 2017 as presented.

Motion: L. Stephens 2<sup>nd</sup> S. Burr Approved 5/0

### Guest

- **G. Lasater**

The county is pretty quiet now. Questions were asked about the bike trail and Whiting Park boat launch. They are working on these projects.

### Old Business

- **Sewer Update – EDU reviews**

A. Nordman presented the enclosed summary report of the system operation.

Discussion about the EDU actuals of customers on the system. The Hotel and Barrel Back are using above the estimated EDU's the billing was based upon. This information will be shared with the management of these businesses. A notice of need to increase the EDU base for the businesses based upon their real use rates.

A meeting will be held with key users to work on developing a policy for the review of EDU Status. How the review will be conducted, data to base fees upon and notice process.

- **Water Update –**

Performance Engineering Inc. has evaluated the meter on the Township hall. It meets the recommended requirements for this kind of facility. PEI will send a letter to WLWS confirming the details of the inflow measuring and the out flow numbers from the sewer meter readings as the reply to the Letter from WLWS.

- **Masters House property** S. Burr continues to stay on top of this listing. It is now back to the Bank again.
- **Recreation Plan update draft projects** Copies of the draft have been shared with members of the Board for review.

### New Business

- **Replacement of Refrigerator in Hall Kitchen**

The refrigerator freezer door has broken off, so a replacement unit needs to be purchased. The coffee pot is not functioning properly. Discussion about how to replace both items. The Fire Department will help pay for these.

Motion to authorize the replacement of the refrigerator and coffee pot in the Township Hall Kitchen with the expense up to \$2,500. The Township to pay for the refrigerator and the Fire Department to pay for the coffee pot.

Motion: S. Burr, 2<sup>nd</sup> R. H. Berry Approved 5/0

- **Transfer Station – building and fencing**

The transfer station needs a 6X8 ft. building to shield workers in bad weather.

Motion to approve the purchase of a shed for the Transfer Station to be 6"X8" with a door and 3 windows.

Motion: R. H. Berry 2<sup>nd</sup> P. Cotanche Approved 5/0

- **Planning Commission Appointments**

A letter from Bob Marquardt was read informing the board that he is resigning from the Planning Commission and the Board of Review.

Motion to appoint Bunny Marquardt to finish the term of B. Marquardt on the Planning Commission.

Motion: V. Goodwin 2<sup>nd</sup> P. Cotanche Approved 5/0

- **Board of Review Appointments**

Motion to appoint Bunny Marquardt to finish the term of Bob Marquardt on the Board of Review.

Motion: V. Goodwin 2nd P. Cotanche approved 5/0

Alternates are needed for the Board of Review and ZBA.

**Financial Report**

- **General fund reports**

Motion to accept the financials as presented and pay all bills.

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

- **Sewer fund reports**

Motion to accept the financials for the sewer system as presented and pay all bills.

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

**Zoning Administrators Report** See included report

**Assessors Report** No report

**Employee Grounds Report** No report

**Committee Reports**

- **Planning Commission** P. Cotanche presented summary of Planning Commission report

- **Zoning Board of Appeals**

E. Lee reported they have met and more meetings are set. On 10/04 they reviewed an addition to an existing nonconforming structure. Language needs to be clarified on the forms, so the requirement for site plans and the property to be marked with property lines and desired structure at least 2 weeks before the ZBA meeting.

They had a full board present.

- **Road Committee**

E. Lee reported Larson Rd. is complete. The 2 roads in Spring Brook are almost done. Townhouse Rd. and Hillview in Spring Brook are being evaluated for future work.

- **Park Committee**

Two new benches have been ordered. Will be installed in the spring.

- **Fire Department**

L. Stephens share the included report.

Fire truck - Motion to approve the sale of #5512 and #5501 to Chandler Township for \$50,000.00 as a package. Chandler will pay payments of \$10,000.00 per year for 5 years for these trucks. Truck #5502 will be stripped and sent to auction for disposal.

Motion: V. Goodwin 2<sup>nd</sup> S. Burr Approved 5/0

- **DDA** no meeting

**Correspondence** None

**Public Comment**

Community group from Springbrook Hills has met with CCRC and so has owner of the water system about issues with Hillview. Progress is being made. When a solution is developed all involved will be asked to approve.

It has been noticed that some of the green Street Light Posts in the village need to be tightened down.

**Adjournment**

9:07pm