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Meeting Minutes for Thursday, August 17, 2017 6:30 PM

1. Call to Order, Pledge, Present for Meeting: Scott Barton, Kirk Bucholz, Dave Lambert, Rebecca Franks, Kyle Deno & Attorney Mark Radcliffe
2. Confirm Notice was properly posted and adopt agenda - yes
3. Read and approve last month's minutes – Edit the Motion to amend the 7-10-17 minutes by Scott & 2nd Dave & all approved. Scott wanted to change last meetings of 5 B) Sale of Truck to read only say Scott sold the truck as the motion. No 2nd so motion failed. Then Scott motioned to change 6 B) Role & responsibilities of board members wanted to take out Kirk talked about Scott Construction double billing. Kirk said it happened so ok in the minutes. Dave stated do we need to be specific on all minutes or not but isn't the double billing true. No 2nd so motion failed. Motion to be discussion & approved with amendments by Dave & 2nd by Scott. Vote for motion so 2 for & 1 opposed Kirk. Motion carried. So, the sentence now reads: Rebecca went to CLA and they helped her fix the 941 from 2014. Lastly, motion to accept the meeting minutes for 7-10-17 with the 1 edit by Dave & 2nd Kirk & all approved. Motion carried.
4. Zoning Requests - none
5. Old Business:
 - A) Sold Old Truck – Rebecca needs paperwork for records for the township for the sale of the truck to Jeff Modica for \$400.
 - B) ATV road signs & maps – Dave L is worked on signing all roads for atvs the cost is about \$1561.00 for all roads but dead ends. Mr. Gillbanks asked if he had to order a hidden driveway sign for N2602 E Pine Hill Rd or the township. Scott told him the township had to order that.
 - C) Review Insurance Policy quotes – Scott said Tom from Encompass will come next month & the month after that Farmers Insurance will come to give us presentations.
 - D) Emergency Declaration of Roads: Fire Tower, Murphy Rd & Otto Rd for 7-20-17 & more signs – FEMA is assisting us with the following roads: Fire Tower Road, Otto Road, & Murphy Road. We have exhausted our signs so we need to order more signs.
 - E) Lambert Road, Oak Ridge Road, & Hawk Island Culvert & any other roads for bids – Scott has an application for a logging grant and will be applying for Oak Ridge before August 31st. Kirk stated we need to budget to do ditch work on East Pine Hill Road sometime soon. Motion to move this to end of meeting to know how much money we have in the budget to do roads by Dave & 2nd by Scott, all approved. Motion carried.
6. New Business:
 - A) Attorney Radcliffe – Legal talked about town elected official's responsibilities.
 - B) Census 2020 paperwork - Liaison needed so Dave motioned for Rebecca to be that person & Kirk 2nd & all approved, so motion carried. Kirk will be her helper.
7. Treasurer's Report – Kyle did the Treasurer's Report
8. Clerk's Report
 - A) IRS Letter – 60 days to process so waiting for results
 - B) WTA Training Sept. 28 in Warrens & WTA Conference in October 8-10 in Steven Points-Tuesday Elections training – Rebecca & Kyle to go Dave makes the motion & Scott 2nd & all approved & so motion carried.
 - C) WCMA Conference next week
 - D) Any mail that came in after posting – QuickBooks payroll needs renewing but Dave asked to check if payroll will transfer when need to order new 2018 program.
9. Chairman's Report
 - A) Mowing Operations - Leroy going to start mowing again.
 - B) CLA Quarterly checks – Scott checked on what CLA has done for the books & clerk. They did payroll liabilities and fixed problems that were done before Rebecca took office. Employees need to get the bills & timesheets to clerk faster. Dave asked for the employees to come to the next meeting & he is to do job descriptions for them.

C) Removal of Debris from roads

D) Dump prices for Electronics – The county complained about garbage being in the recyclables.

Next month Scott is to bring price on the county electronics so we can set our fees.

10. Correspondence & Meetings Reports – WTA District Meeting Aug. 3rd – Kirk, Dave, & Rebecca – Dave reported on the meeting that we have drug problem in Jackson County.
11. Moved the Roads from E) above to here & all that was discussed that we have used up most of the road funds but still need to fix Lambert Road for the Grant money from Forestry department.
12. Approval and Payment of Bills
13. Next Board Meeting: Sept. 14th & any new agenda items
14. Adjournment at 9:23pm Motion by Dave & 2nd Kirk & all approved, motion carried.

Respectfully Submitted,

Rebecca Franks, Manchester Town Clerk

Posted 9-11-17 & revised 9-26-2017 per board