

# **RICHLAND TOWNSHIP BOARD OF TRUSTEES**

**FEBRUARY 11, 2020**

**MEMBERS PRESENT:** Brian Frederick, Supervisor      David Earley, Treasurer  
Susan Neuenfeldt, Trustee      Renee R. Herhold, Clerk  
David Knoll, Trustee

**CALL TO ORDER:** The regular meeting of the Richland Township Board of Trustees was called to order by Supervisor Frederick at 7:00 P.M. with the Pledge to the Flag.

**APPROVAL OF AGENDA:** Motion by David Earley, second Susan Neuenfeldt, to approve the Agenda as presented. Unanimous vote. Motion carried.

**MINUTES FROM PREVIOUS MEETING:** Motion by Renee Herhold, second by Susan Neuenfeldt, to approve and file Minutes from the regular meeting held January 14, 2020 along with the closed session meeting held January 14, 2020 as written. Unanimous vote. Motion carried.

**BILLS:** Motion by David Earley, second by David Knoll, to pay the bills as listed, total of \$320,610.97. Roll call vote Neuenfeldt, yes; Earley, yes; Herhold, yes; Frederick, yes; Knoll, yes. (5) yeas, (0) nays. Motion carried.

**REPORTS:** Motion by Renee Herhold, second by Susan Neuenfeldt, to approve the reports as listed. Unanimous vote. Motion carried.

**PUBLIC COMMENT:** None.

## **OLD BUSINESS:**

**CLEANING SERVICE:** Motion by David Earley, second by David Knoll, to contract with Royal Cleaning Services, as bid, to provide janitorial services for the Township Administration Office and Public Safety Building. Unanimous vote. Motion carried.

## **NEW BUSINESS:**

**2020-2021 BUDGET WORKSHOP/PUBLIC HEARING:** Motion by Renee Herhold, second by Susan Neuenfeldt, to set the 2020-2021 Budget Workshop for Wednesday, March 11<sup>th</sup>, 2020, at 6:00 P.M. following with the Public Hearing and adoption of the proposed 2020-2021 Budget at 7 P.M. with the regular Wednesday, March 11th Board of Trustee meeting. Unanimous vote. Motion carried.

**ASSESSOR CONTRACT:** Motion by Susan Neuenfeldt, second by Renee Herhold, to approve the two-year contract with Frank Roenicke for Assessor, April 1, 2020 through March 31, 2022 as presented, authorizing Supervisor Frederick and Clerk Herhold to sign on behalf of Richland Township. Unanimous vote. Motion carried.

**ZONING ADMINISTRATOR CONTRACT:** Motion by Renee Herhold, second by David Earley, to approve the two-year contract with Kim Reiss for Zoning Administrator/Ordinance Enforcement Officer, April 1, 2020 through March 31, 2022 as presented, authorizing Supervisor Frederick and Clerk Herhold to sign on behalf of Richland Township. Unanimous vote. Motion carried.

**BUILDING INSPECTOR CONTRACT:** Motion by Susan Neuenfeldt, second by David Knoll, to approve the two-year contract with George Kipfmiller for Building Inspector, April 1, 2020 through March 31, 2022 as presented, authorizing Supervisor Frederick and Clerk Herhold to sign on behalf of Richland Township. Unanimous vote. Motion carried.

**PLUMBING/MECHANICAL INSPECTOR CONTRACT:** Motion by Susan Neuenfeldt, second by Renee Herhold, to approve the two-year contract with Jay Wale for Plumbing/Mechanical Inspector, April 1, 2020 through March 31, 2022 as presented, authorizing Supervisor Frederick and Clerk Herhold to sign on behalf of Richland Township. Unanimous vote. Motion carried.

**2020-2021 WAGE RECOMMENDATIONS:** Motion by Susan Neuenfeldt, second by David Knoll, as recommended by the Wage Committee, to increase wages for the Office Manager (\$.50/hour), DPW Supervisor (\$.50/hour), DPW Assistant (\$.42/hour), Part Time Maintenance/Cemetery (\$.15/hour), Senior Center Director (\$.25/hour), Election Inspectors (\$1.00/hour), and Trustees (\$2.00/per meeting), all effective April 1<sup>st</sup>, 2020. Unanimous vote. Motion carried.

**LIBRARY CDARS ACCOUNT:** Motion by Susan Neuenfeldt, second by David Knoll, to reinvest for a one-year investment period, the Library CDARS account at Isabella Bank, principal plus interest, total of \$59,309.99, authorizing Treasurer Earley and Clerk Herhold to sign on behalf of Richland Township. Unanimous vote. Motion carried.

**MASTER PLAN:** Motion by David Earley, second by David Knoll, as recommended by the Planning Commission, to contract with Spicer Group to provide professional planning services to update the Master Plan, contract price as bid to be budgeted and disbursed over two fiscal years (2020/2021 and 2021/2022). Unanimous vote. Motion carried.

**ZONING VIOLATION:** Manager Reno informed the Board about a violation of the Zoning Ordinance Section 403(5) at 215 Cedar Street, property number 22-12-2-28-0352-000. No Board action taken in order to confer with legal counsel.

**SAW GRANT PRESENTATION:** John Olson with Spicer Group also John Kaczor with Municipal Analytics presented information regarding the SAW (storm water/asset management/wastewater) Grant discussing the level of service, capital improvement plan and the gap analysis in the sewer fund revenue/expenditure structure. Questions were received and answered by the Board and public. No Board action taken.

Supervisor left the meeting at approximately 7:40 p.m. The Board concluded the meeting as a whole from the Agenda as approved.

**COMMUNICATIONS:** Received and filed.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** Motion by David Earley, second by Susan Neuenfeldt, to adjourn. Unanimous vote. Meeting adjourned – 8:02 P.M.

Respectfully submitted by:

  
Renee R. Herhold Richland Township Clerk