

# Meeting Minutes

## 1. Call to Order

Chairperson John Smith called the meeting to order at 6:30 PM.

Board Members Present:

- John Smith, Chairperson
- Jane Doe, Clerk
- Robert Johnson, Treasurer
- Emily Davis, Trustee
- Michael Brown, Trustee

Board Members Absent:

- None

## 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

## 3. Approval of Agenda

Motion by Johnson, seconded by Davis, to approve the agenda as presented.

Motion carried unanimously.

## 4. Approval of Previous Meeting Minutes

Motion by Brown, seconded by Doe, to approve the minutes from the February 19, 2025 meeting.

Motion carried unanimously.

## 5. Public Comment (Limited to 3 Minutes Per Person)

- Mark Wilson (Resident, 456 Oak St.) expressed concerns about potholes on Maple Road.
- Lisa Martinez (Business Owner, Township Café) inquired about signage regulations for downtown businesses.

## 6. Reports

- Supervisor's Report – Chairperson Smith provided an update on ongoing projects, including the grant application for park improvements.
- Clerk's Report – Clerk Doe noted that the annual audit will take place next month and provided updates on voter registration.
- Treasurer's Report – Treasurer Johnson reported a current township fund balance of \$1,234,567.89.
- Public Works Report – Road maintenance is scheduled to begin in early May, with bids for repaving projects being reviewed.
- Fire & Emergency Services Report – Fire Chief Anderson reported 12 emergency calls in the past month, with an average response time of 7 minutes.

## 7. New Business

### A. Consideration of Road Maintenance Bids

- The board reviewed three bids for upcoming summer road maintenance.
- Motion by Davis, seconded by Johnson, to award the contract to XYZ Paving Company for \$250,000.  
Motion carried 4-1 (Brown opposed).

### B. Proposal for New Township Website

- A presentation was given by ABC Web Solutions on redesigning the township website.
- The board decided to table the discussion for further review of cost and features.

### C. Approval of Annual Township Clean-Up Day

- Motion by Doe, seconded by Brown, to schedule Clean-Up Day for Saturday, May 10, 2025.  
Motion carried unanimously.

## 8. Old Business

### A. Park & Recreation Improvements

- Clerk Doe reported that the township's grant application is under review, with a decision expected in April.

### B. Fire Department Equipment Purchase

- Motion by Johnson, seconded by Davis, to approve \$15,000 for the purchase of new fire hoses and turnout gear.  
Motion carried unanimously.

## 9. Public Comment (Limited to 3 Minutes Per Person)

- Tom Richards (Resident, 789 Pine Rd.) asked about potential expansion of walking trails.
- Sarah Miller (Local Business Owner) thanked the board for their support of the downtown business association.

## 10. Board Member Comments

- Brown expressed concern about rising costs of road maintenance.
- Davis thanked residents for their participation in township events.

## 11. Adjournment

Motion by Doe, seconded by Johnson, to adjourn the meeting at 8:12 PM.  
Motion carried unanimously.

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Next Regular Meeting: Monday, April 15, 2025, at 6:30 PM at the Township Municipal Building.

Minutes respectfully submitted by:  
Jane Doe, Township Clerk