

# **Maple Ridge Township Regular Meeting Minutes**

July 28, 2015

## **I. Call to order**

**Supervisor, Judy Trudell** called to order the regular meeting of the **Maple Ridge Township Board** at **7:00pm** on **Tuesday, July 28, 2015** at the **Maple Ridge Community Building**. Board Members present were Trustees Bill Toyra & Janet Pattan, Supervisor Judy Trudell, Clerk Sue Sicotte, and Treasurer Barb Nummilien.

## **II. Pledge of Allegiance Recited**

**III. Approval of July 28, 2015 Agenda:** Motion by Janet, supported by Bill to approve the Agenda with the addition of two more committees under New Business-Smoking Policy & Recreation Plan. All Ayes. Motion Carried.

## **IV. Consent Agenda:**

*Regular Meeting Minutes June 30, 2015,*

*Payment of Bills in the amount of \$10,875.66 General Fund & \$9,145.94 Rock Water System for a total of \$20,021.60.*

*Treasurer's Report-Rock Water System Revenues for June were \$2,843.02, expenses of \$2,995.45 leaving a Net Operating Balance of \$11,587.01 of this amount \$8,003.17 is in Restricted Funds.*

*Clerk's Report-Township General Fund Revenues for June were \$5,740.93. Expenses were \$9,270.14; of this amount \$40.00 was for the Liquor Law Enforcement account. The General Fund Operating balance is \$98,413.92; \$75,000.00 is in a CD at First Bank in Gladstone, leaving a Net Operating balance of \$23,413.92; of this amount \$3,092.67 is in the Liquor Law Enforcement account.*

*Trustee Reports: Liquor Law reports were submitted*

*Supervisor's Report:* Judy gave an update on the Road work scheduled to be done on Cedar Lane, Smith Paving will begin paving at the Park and Tennis court next week, the signs for the park are here and ready for installation, 102 Meters are now installed-there are 5 that will be returned at no extra charge, Correction crew is scheduled July 30<sup>th</sup> and Aug 20<sup>th</sup>, CDBG Grant was sent out-now waiting for an onsite inspection, a FOIA request has been received and responded to according to proper procedure, Water Tank Inspection report is in the office for review, Audits are done & copies given to each Board member, BOR was held in July & information was given to each Board member in regards to what topics can be addressed at each BOR for July, Dec, & March, Judy and Ted will review the list of approved repairs per the June 2015 meeting and start getting quotes to get the work done, Judy has set up a filing system in the office to file the reports and any correspondence that we receive from the City of Gladstone.

Motion by Janet, supported by Judy to approve the items in the consent agenda with the addition of \$5.76 added to the total bills for the General Fund. All Ayes. Motion Carried.

## **V. Public Comment:**

*Ted Bartczak* questioned when the road work on Cedar Lane would begin.

## **VI. Unfinished Business**

### **A. Water**

1. Amend Budget: Motion by Judy, supported by Janet to take 280.00 from the Contingency Fund and put it into Equipment Repairs & Maintenance. All Ayes. Motion Carried.

2. Past Due Accounts: Motion by Bill, supported by Janet to adjust the amounts due to reflect-All Monthly charges due plus a 10% late charge assessed on the total of those Monthly charges due-going back to the zero or lowest balance showing per the Customer Activity reports prior to the June 15, 2015 billing cycle. Upon review of the outstanding balances due, the Board felt that the Computer was calculating finance charges improperly and the customer's accounts should be adjusted accordingly. A letter and invoice will be sent to each customer with an outstanding balance by Aug. 15, 2015-they will be given the opportunity to pay the balance by Oct 15, 2015. All remaining unpaid balances will be then put as an assessment to their Winter Tax bills. No additional Interest will be charged to the figures calculated as of June 15, 2015. Janet, Sue, Bill, Judy-All Ayes. Barb-Nay. Motion Carried.

3. Credits: Motion by Janet, supported by Judy to issue a check in the amount of \$496.25 to City of Gladstone for the current credits due on Customer Accounts. Janet, Sue, Bill, Judy-All Ayes. Barb-Nay. Motion Carried.

4. Shut Off Procedures: Board Consensus that Judy and Sue can handle the delinquent accounts needing shut off notices per the Water Ordinance. Letters of notification will be sent to the customer with the amount due & a date the water will be turned off if the unpaid balance is not received.

**VII. New Business**

A. *Establish Committees to work on Ordinances & Policies-with recommendations to be presented to the Full Board at the next scheduled monthly board meeting:*

1. Water Ordinances W1-W3: Judy Bill, & Ted
2. Cemetery Ordinance: Janet & Sue
3. FOIA Policies: Judy & Sue
4. Recreation Plan: Janet & Kathy Wojda
5. Smoking Policy: Bill & Janet

**VIII. Items removed from Consent Agenda None**

**IX. Public Comment**

*Ted Bartczak questioned if there was a completion date for the paving to be done at the park*

**X. Adjournment**

Supervisor, Judy Trudell adjourned the meeting at **7:50 p.m.**

Unapproved Minutes submitted by: Susan Sicotte & Judy Trudell