

WEST BRANCH TOWNSHIP  
REGULAR MEETING  
APRIL 26<sup>th</sup>, 7:00PM

Meeting opened by Supervisor Jack Heidtman with the Pledge of Allegiance. Members present included Supervisor Jack Heidtman, Clerk Michelle Christal, Treasurer Catherine Shaw, Trustee Kris Shaw, and Trustee Tim Overmyer. Also present was Zoning Administrator Mike Beltz, Peg Jensen, and Planning Commission Chairperson Deena Barnhart.

**AGENDA: A motion to approve the Agenda with the addition of New Business: Dump Cards was made by Kris Shaw and supported by Michelle Christal. M/C**

**PUBLIC COMMENT:** Peg Jensen gave stat report from the library.

**MINUTES: A motion to approve the Truth N Taxation, Budget Hearing and Regular Meeting Minutes as presented was made by Kris Shaw and supported by Michelle Christal. M/C**

**JOB BILLS PAYABLE: A motion to pay JOB March bills was made by Catherine Shaw and supported by Jack Heidtman. M/C**

**JOB BUDGET REPORT: A motion to approve the JOB budget with the following amendments: move \$1,125.42 from Recreation to Transfer Station, move \$1016.21 from Administration to Transfer Station, and \$3291.60 from EMS Building and Grounds to Transfer Station was made by Catherine Shaw and supported by Jack Heidtman. M/C**

**FINANCIAL REPORT: A motion to approve the Financial Report as presented was made by Kris Shaw and supported by Michelle Christal. M/C**

**BUDGET REPORT: A motion to approve the move of \$2307.44 from Building Improvement to Tipping Fees and to move \$23.91 from Building and Grounds Building Improvement to Zoning Activities was made by Catherine Shaw and supported by Tim Overmyer. M/C**

**BILLS PAYABLE: A motion to pay the total bills totaling \$31,454.04 was made by Kris Shaw and supported by Catherine Shaw. M/C**

**ZONING ADMINISTRATOR:** Mike Beltz reported on his activities for the month. Mike stated he has been getting busier. Mike discussed the public hearing with the Planning Commission on a permit for mineral (sand) extraction. He further discussed complaints of excess junk and dilapidated buildings on County Road 545 N., and on Townhall Rd as well.

**ASSESSOR REPORT:** Dulcee Ranta tendered her resignation effective April 30, 2021. **A motion to accept Dulcee Ranta's resignation was made by Jack Heidtman and supported by Catherine Shaw. M/C**  
**A motion to authorize Supervisor Heidtman to hire a new Assessor was made by Kris Shaw and supported by Michelle Christal. M/C**

PLANNING COMMISSION: Kris Shaw spoke about the public hearing that was held on April 19<sup>th</sup>.

JOINT OPERATIONS: These minutes are on file.

RECREATION COMMITTEE: Discussion was held on the park area.

SOA: No meeting was held.

CORRESPONDENCE: Discussion was held about a letter left asking about groundskeeper position. The Board decided there needs to be an SOP (standard operating procedure) written up for this position.

OLD BUSINESS: None

NEW BUSINESS:

- A. ASSESSOR: A new Assessor will need to be hired; Jack Heidtman has been given authorization to hire.
- B. CLEANING PERSON: Allison Quinlan was hired to do the cleaning at the Township Hall.
- C. TRUSTEE EXTRA MEETING PAY: Any extra meetings need to be approved by the board for the Trustee to get paid.
- D. DUMP CARDS: No cards are to be issued for non residents.

EXTENDED PUBLIC COMMENT: Deena Barnhart asked about noise ordinance due to noisy neighbor revving a truck at 1am. There is no Township Ordinance, it was suggested she check with the County.

BOARD COMMENT: None.

Meeting adjourned at 8:33 pm

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Submitted by Michelle Christal, Clerk