

# Minutes of the Qualification Meeting of Avon Township

March 19, 2014  
Avon Township Hall

**Call to Order:** Vice Chair Richard Bresnahan called the meeting of the Avon Township Supervisors to order at 7:30 P.M.

**Pledge:** The Pledge of Allegiance was recited.

**Roll Call:** the following individuals were present:

Board of Supervisors – *Richard Bresnahan, John Merdan, Supervisor-elect Roger Nelson*

Board Support – *Kelly Martini (Treasurer), Stephen Saupe, (Clerk), Marion Gondringer (Deputy Clerk)*

Planning Commission – *Ken Mergen (Chair), Stephen Saupe*

Staff Members – *Joe Koopmeiners, Dolores Pilarski, Adam Ripple (Township Attorney)*

Others – *Paul Buttweiler, Dean Martini, LeRoy Gondringer*

**Approval of Agenda:** Merdan moved to approve the agenda as presented. Bresnahan second. All in favor. Motion carried.

## **Business:**

1. **Larkey Card** – a “get well” card was signed for Mr. Lee Larkey, a resident who has frequently served the Township as moderator of the Annual Meeting.
2. **Board of Canvass Minutes** – Merdan moved to accept the minutes from the Board of Canvass meeting replacing Gondringer’s name with Nelson’s name in the Certification section. Bresnahan second. All in favor. Motion carried.
3. **Swearing in newly elected officials** – Roger Nelson and Stephen Saupe were sworn in as Supervisor for a three-year term and Clerk for a two-year term, respectively. They recited the oath of office and were issued a certificate of election.
4. **Elect Chair & Vice-Chair** – Merdan moved to appoint Richard Bresnahan to serve as Chair. Nelson second. All in favor. Motion carried. Bresnahan moved to appoint John Merdan as Vice-Chair. Nelson second. All in favor. Motion carried.
5. **Roles & Responsibilities** – Attorney Adam Ripple appeared to discuss general roles and responsibilities of Township officers. Mr. Ripple provided a pamphlet to Board members outlining duties and responsibilities. Mr. Ripple encouraged Board members to attend MAT short courses. He addressed the following issues: (a) roles (fiduciary, maintaining roads); (b) contracts; (c) open meeting law; and (d) liability (especially concerning employees). He recommended an independent audit at intervals. The website should only include items of a public purpose.
6. **Appoint Committee Chairs/Members** – *the following appointments were made:*
  - **Fire Board** – Bresnahan nominated Merdan. Nelson second. All in favor. Motion carried.
  - **Gophers** – Bresnahan nominated Nelson. Merdan second. All in favor. Motion carried.
  - **Grounds & Buildings** – Merdan nominated Bresnahan. Nelson second. All in favor. Motion carried.
  - **Humane Society** – Bresnahan nominated Nelson. Merdan second. All in favor. Motion carried.

- **Joint City / Township Planning Board** – Bresnahan nominated Ken Mergen. Nelson second. All in favor. Motion carried.
  - **Legal** – Nelson nominated Bresnahan. Merdan second. All in favor. Motion carried.
  - **Maintenance Worker Supervisor** – Bresnahan nominated Merdan. Nelson second. All in favor. Motion carried.
  - **Planning Commission** – to be appointed
  - **Roads & Snow** – Bresnahan nominated Merdan. Nelson second. All in favor. Motion carried.
  - **Weeds** – Merdan nominated Nelson. Bresnahan second. All in favor. Motion carried.
7. **Planning Commission Membership** – With the election of Supervisor Nelson, there is now an opening on the Planning Commission. Nelson moved to post the opening in the *Enterprise* and usual posting places. Merdan second. All in favor. Motion carried.
  8. **Salary & Fee Schedule** – Nelson moved to change the CUP fee to \$150. Merdan second. All in favor. Motion carried. Merdan moved to approve the Fees Schedule as discussed and amended. Nelson second. All in favor. Motion carried. Nelson moved to change the hourly salary to \$18.00 per hour. Motion died for lack of a second. Merdan moved to approve the Salary Schedule as discussed and amended. Nelson second. All in favor. Motion carried.
  9. **Board of Equalization Training** – Nelson was encouraged to attend one of the upcoming training sessions.
  10. **Snow & Ice Policy** – the Supervisors will examine the Snow & Ice Policy at the next meeting.
  11. **Newsletter** – Include information about the use of the building.
  12. **Resolution 03-19-14 – Establishing a Policy for the Compensation of Town Officers.** Merdan moved to approve Resolution 03-19-14, which updates Resolution 03-20-13-1. Nelson second. All in favor. Motion carried.
  13. **Activity Listing** – A listing of actions required throughout the year was examined and discussed.

**Adjournment:** Merdan moved to adjourn the meeting at about 9:17 PM. Nelson second. All in favor. Motion carried.

Respectfully submitted,  
Stephen G. Saupe, Clerk

Supervisor Approval:

\_\_\_\_\_  
Richard Bresnahan

\_\_\_\_\_  
John Merdan

\_\_\_\_\_  
Roger Nelson

Attest

\_\_\_\_\_  
date