

Minutes of the Avon Township Board of Qualification & Organizational Meeting

March 18, 2026 7:00 PM

Call to Order: Chair Chad Klocker called to order the Qualification/Organizational meeting of the Avon Township Supervisors at 7:00 P.M. in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon. The meeting was also available virtually at <https://us02web.zoom.us/j/8325486945> (Passcode: AvonTown).

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present: Craig Blonigen, Marion Gondringer (Acting Clerk), Chad Klocker, and Kelly Martini (Treasurer). Absent: Bryan Rassier & Stephen Saupe (*leave of absence*). There was quorum.

Approval of Agenda: Blonigen moved to approve the agenda. Klocker second. Both in favor. Motion carried.

Business:

1. **Board of Canvass Minutes** – The Board of Canvass meeting minutes were reviewed. Blonigen moved to approve the minutes of the March 10, 2026 meeting of the Board of Canvass certifying the results for the 2026 Annual Township Election. The Board discussed the origin of a mystery ballot from 2022 that appeared in the ballot box. It was likely inadvertently mailed to someone on the permanent absentee ballot list.
2. **New Officers:** Chad Klocker was sworn-in as Supervisor for a three-year term (2026– 2028). He recited and signed the Oath of Office, and was issued a Certificate of Election, which was also signed. Campaign financial statements have been obtained from all candidates (Klocker, Saupe) in the election.
3. **Chair & Vice-Chair** – Blonigen nominated Klocker to serve as Chair of the Board of the Avon Township Supervisors. Klocker second. Both in favor. Motion carried. Klocker nominated Blonigen to serve as Vice-Chair. Blonigen second. Both in favor. Motion carried.
4. **Transfer of Town Records/Keys** – No transfer of records, computers or keys were required as a result of the election because both elected officials are incumbents. Klocker noted that the code to the lockbox for the Maintenance Shed has been changed. If anyone needs the code, contact him. The master key still works. The key code for the lockbox to the Town Hall has not been changed.
5. **Appoint Committee Chairs/Members** – The Supervisors discussed the role/responsibility of the committees. Klocker moved to appoint Blonigen to be the Fire Board representative. Blonigen second. Both in favor. Motion carried. Rassier was suggested to be the TriCounty Humane Society rep. Klocker moved to approve all of the existing assignments with the two noted changes. Blonigen second. Both in favor. Motion carried. A summary of the assignments follows.
 - **County Liaison** – Chad Klocker
 - **Emergency Contact** – Chad Klocker
 - **Fifth Monday** – Craig Blonigen
 - **Fire Board** – Craig Blonigen
 - **Grounds & Buildings** – Chad Klocker
 - **Humane Society** – Bryan Rassier
 - **Joint Powers Board** – Craig Blonigen
 - **Legal** – Chad Klocker
 - **Maintenance Worker Supervisor** – Chad Klocker
 - **Planning Commission (PC) Liaison** – Craig Blonigen

- **Roads & Snow** – Chad Klocker
 - **Weeds & Roadside Restoration** – Chad Klocker
 - **Zoning Administrator** – Stephen Saupe
6. **Potential Conflicts** – The Supervisors considered potential conflicts of interest. The main conflict that was identified is that the Supervisors might occasionally be required to help with roadwork. To avoid this potential conflict, the Supervisors considered three resolutions to provide assistance on road projects and other emergency work. The Supervisors signed Resolutions 03-18-26-1, 03-18-26-2, and 03-18-26-3 (Authoring contracts with Klocker, Blonigen, and Rassier, respectively).
 7. **Treasurer/Clerk** – both reported that all necessary documents have been filed and updated as necessary.
 8. **Authorize Work** – Blonigen moved to authorize Treasurer (and Deputy), Clerk (and Deputy), and Roads Supervisor to purchase routine and necessary office and other supplies required to carry out their assigned duties and responsibilities. Klocker second. Both in favor. Motion carried.
 9. **Housekeeping/Maintenance Report** – Blonigen reported that he is planning on replacing the thermostats to be digitally coded. Klocker reported that bulbs outside are now LED and suggested that a front light could be changed to motion sensitive lights. Salt sand- trucks are $\frac{3}{4}$ full and when that is used up, we are out of sand. Huls can provide more salt sand as needed. We will hold off on getting more at this time to enable salt shed to be cleaned out, pressured washed, and sealed. No plowing issues with the most recent snowfall except that garbage cans were still in the way on the 325th cul-de-sac. Items are being placed in the road in the trailer park. A letter needs to go to owner to either clean it up, or be assessed for the cleanup expenses for the Township to clean it up. There was a suggestion to vacate the road. Windows in the hall to be addressed in the spring.
 10. **Official Newspaper** – Klocker moved to approve the decision by residents at the Annual Meeting to use the *Star-Post* as the official Township newspaper. Blonigen second. Both in favor. Motion carried.
 11. **Official Posting Places** – Blonigen moved to approve the decision by residents at the Annual Meeting to use *The Store* & Town Hall as the official posting places. Klocker second. Both in favor. Motion carried.
 12. **Levy Certification** – Blonigen moved to approve the decision by residents at the Annual Meeting to set the following levy amounts: Total levy –\$724,900; General Revenue – \$69,950; Road & Bridge – \$440,950; Fire – \$209,000; and Capital Reserve –\$5,000. Klocker second. All in favor. Motion carried.
 13. **Designate Town Bank** – Blonigen moved to continue our accounts with the American Heritage Bank. Klocker second. Both in favor. Motion carried.
 14. **Salary, Fee, & Mileage Schedule** – The Supervisors reviewed the Fee Schedule and Salary/Wage Scale. Klocker moved to add all Township officials to the Hourly Wage/Zoning Administrator section. Blonigen second. Both in favor. Motion carried. in the hourly wage for zoning administrator to all township officials. It was noted that the Fee Schedule should be edited to include ‘damage’ deposit for Access permits.
 15. **Township Policies / AWAIR** – The Supervisors reviewed currently policies. No action was needed.
 16. **AWAIR** – the Supervisors approved and signed the 2026 AWAIR program.

- 17. **Financial Reporting Forms** – The Treasurer and Clerk confirmed that required forms have been submitted, with the exception of levy information that the Clerk will submit once the appropriate forms are received from the County Auditor.
- 18. **Training Courses** – Klocker moved to authorize Blonigen and himself to attend the upcoming MAT Short Course. Blonigen second. Both in favor. Motion carried.
- 19. **Planning Commission (PC) Report/Update** – nothing new to report. The Supervisors must appoint two members to the PC to replace Saupe and Yurczyk whose terms have expired. Both have agreed to continue on the committee if requested. As per town policy, Saupe was reviewed at the March meeting. Yurczyk was also reviewed. However, her review was tabled because Blonigen (supports) and Rassier (does not support) disagreed about Yurczyk’s performance. The Supervisors will complete the review of Yurczyk at the April meeting and will make appointments to the PC for 2026-2029.
- 20. **Roads** – We should learn in April the status of our LRIP grant submission. It would be better to have more date on road use so the town can move forward with planning for road maintenance. There was a discussion about various roads that need work (*i.e.*, St. Anna Drive, Queens). The Supervisors would like to finish Queens Road. It was suggested that perhaps just a mill and overlay of Queens would be a good solution for the near future. Klocker said that St. Anna Drive is in especially poor condition and that it is likely the City will request that the Township be involved with roadwork on Char Avenue. The City will likely need to run water/sewer under the road. The Lions are planning an event near 1st Street. It will be near Jeff Meyers property. Klocker will follow up.
- 21. **Fifth Monday** – Blonigen will attend the upcoming meeting.

Adjournment: Klocker moved to adjourn the meeting at 8:02 PM. Blonigen second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, *Clerk*
Marion Gondringer, *Deputy Clerk*

date: March 22, 2024

Supervisor Approval:

date: _____

Craig Blonigen

Chad Klocker, *Chair*

Bryan Rassier