

PINE GROVE TOWNSHIP MONTHLY BOARD MEETING MINUTES

January 5, 2021 7:00 p.m.

1. **Meeting was called to order** at 7:00 P.M. by Smith
2. **Pledge of Allegiance.**
3. **Roll Call: Present:** Richardson, Meert, Smith, Sell, Hephner
4. **Agenda: Motion made by Sell, supported by Meert to approve the agenda. All yes, motion carried.**
5. **Consent Agenda: Motion made by Richardson, supported by Smith to approve the Consent Agenda. All yes, motion carried.**
6. **Monthly Bills: Motion made by Smith, supported by Sell to pay the monthly bills as presented with an additional \$800.88 for postage for Assessment Notices. All yes, motion carried.**
7. **Public Comment:** None
8. **Correspondence and Reports:**
 - A. **Library:** nothing at this time
 - B. **Sheriff:** none Smith stated that the Sheriff's report comes in about two weeks after this meeting so he will pass the info onto the board as it comes in.
 - C. **County Commission:** submitted Dick Godfrey resigned as County Commission Chairman but will continue to write a report and attend board meetings for Pine Grove Township.
 - D. **Road Commission:** submitted Pine Grove will not be doing anything with 32nd.
 - E. **Fire Chief:** 246 calls to date this year
 - F. **Fire Board:** Kehoe submitted a copy of the 22-23 budget
 - G. **Ambulance:** none
 - H. **Treasurer:** T&A: \$9,947.53 Checking: \$567,477.95 Savings: \$199,926.36 Tax: \$70.62
 - I. **Planning Commission:** Meeting 1-10-22 at 6 p.m. SLU for VanDam was approved in Dec.
 - J. **KABA:** submitted Smith stated that \$4,703 in fees from building permits were collected
 - K. **OEO:** submitted
9. **Committee Reports: ARPA FUNDS:** Smith stated that there is still no answer if Bloomingdale Communications can accept ARPA funds from Pine Grove Township. Smith provided one quote on cement toilets for the North Lake Public Access and is still waiting on other bids. Sell stated that she received a notice from ARPA that Pine Grove needs to designate up to three individuals to serve as Treasury's Account Administrator, which is Sell, a Point of Contact for Reporting and an Authorized Representative for Reporting. **Motion made by Smith, supported by Hephner to appoint Trena Sell the ARPA Account Administrator, Point of Contact for Reporting and Authorized Representative for Reporting. All yes, motion carried.**
10. **Old Business:**
 1. **Resolution to Adopt ZO 2.02 Definition: Short Term Rentals:** Smith stated that the Planning Commission recommended for adoption, adding ZO 2.02 Definition of Short-Term Rental. **Motion by Hephner, supported by Sell to approve Resolution 010522 to adopt the addition of Short-Term Rental definition in the Zoning Ordinance, 2.02 Definitions. Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell -yes, Hephner – yes. All yes, motion carried.**
 2. **Seminar on Lymantria Dispar (Gypsy Moth):** Smith stated that the seminar on Lymantria Dispar (Gypsy Moth) is scheduled for Thursday, January 20, 2022 at 7:00 p.m. at the Pine Grove Township Hall.
11. **New Business:**
 1. **Review Township Officials Wages:** Smith stated that this was the time of year to review the Township Officials wages. Meert stated that she prepared information of the wages for the last four years and the Inflation Rates and stated that the board has not taken a raise in wages since 2019. Smith stated that he would like to see his wages go up to \$15,000.00 (1,200) per year as he has been getting into many different areas. Hephner stated that it should be kept simple, raise everyone equally up \$1,200.00.

Motion by Hephner, supported by Richardson to increase the Supervisor's salary by \$1,200 for a total salary of \$15,000.00 per year,. Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell – yes, Hephner – yes. All yes, motion carried.

Motion by Smith, supported by Hephner to increase the Clerk and Treasurers salaries by \$1,200 for a total salary each of \$\$21,750.00. Roll Call: Richardson – yes, Meert -yes, Smith – yes, Sell – yes, Hephner -yes. All yes, motion carried.

Motion by Smith, support by Sell, to increase the Trustee's annual salary to \$4,200 annually. Roll Call: Richardson -yes, Meert -yes, Smith – yes, Sell -yes, Hephner – yes. All yes, motion carried.

2. **Review and Approval of the Fire Board Budget for 2022/2023:** Smith stated that he reviewed the Fire Board Budget and found nothing out of order. Meert stated that she thought it was a very well-done budget with all questions answered. *Motion by Richardson, supported by Meert, to accept the Fire Board Budget. Roll Call: Richardson – yes, Meert – yes, Smith – yes, Sell – yes, Hephner -yes. All yes, motion carried.*
3. **Establish Dates of Township Budget Workshop/Hearing:** Budget/Study will be Feb. 2, 2022 at 5:30 p.m. Budget/Hearing will be March 2, 2022 at 6:30 p.m.
4. **Reorganization of Zoning Board of Appeals:** Smith stated that that Pine Grove Twp. currently has one Board member who is also on the Planning Commission and also sits on the Zoning Board of Appeals, and another member of the Planning Commission who sits on the Zoning Board of Appeals and then one person who is not on either the township Board or Planning Commission. Smith stated that for the sake of transparency and not having any whiff of impropriety, Smith proposed removing the person off the Zoning Board of Appeals that is on the Board and Planning Commission and after conferring with the attorney, her only concern with having a Board member on the ZBOA was they could ultimately end up hearing a decision that the Township Board made and having to resolve it may be considered a conflict of interest. Smith stated the attorney's recommendation was to ask the person that is a Board member and a ZBOA member to step down from the ZBOA, we can't force him to, but ask him to step down from the ZBOA and then appoint someone to fill his position, not someone from the Planning Commission, just someone from the public. Hephner stated that the attorney had another suggestion; to advertise for an alternate member, therefore if there was any conflict, that Board member could step down and the alternate could step in for that meeting where there might be a conflict. Smith stated that there would still be the impropriety of having two people from the Planning Commission on the ZBOA. Hephner stated that she did not read in the email from the attorney where she saw any impropriety in having two Planning Commission on the ZBOA. Smith stated that he did. Hephner stated that the Board is not in the position to ask him to step down as the board does not have anyone to fill in and Smith stated that he did, he has someone that is willing to step right into it. Meert stated that it has not been advertised. Hephner stated that she would support advertising for an alternate. Smith stated that he is against having two members from the Planning Commission on the ZBOA. *After a lengthy discussion, Motion made by Hephner, supported by Meert to advertise for an alternate for the Zoning Board of Appeals. All yes, motion passed.*

12. **Public Discussion:** None

13. **Member Comment:** Richardson asked if there was any word on the road sign for Cherry and Lake St. Smith stated that it has been ordered. Hephner asked if the Zoom account was no longer active and Smith stated that was correct. Hephner asked that if we reactivate the Zoom account in the future, to put it in the name of Pine Grove.

Motion made by Smith, supported by Meert to adjourn. All yes, motion carried.

Adjournment: 8:06 p.m.

Respectfully submitted,

Michelle Meert, Pine Grove Twp. Clerk