

Minutes of the Qualification Meeting of Avon Township

March 23, 2011
Avon Township Hall

Call to Order: Chairman Gondringer called the meeting of the Avon Township Supervisors to order at 7:30 P.M.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Richard Bresnahan, LeRoy Gondringer, Kelly Martini, John Merdan and Stephen Saupe.

Approval of Agenda: Added to the agenda were: (a) rental policy discussion; (b) Gambling permit St. Anna Church; (c) welding outlet in the maintenance shed; and (d) landscape plan. Merdan moved to approve the agenda as amended. Bresnahan second. All in favor. Motion carried.

Business:

1. **Swearing in newly elected officials** – Kelly Martini and LeRoy Gondringer were sworn in as Treasurer for a two-year term and Supervisor for a three-year term, respectively.
2. **Elect Chair & Vice-Chair** – Bresnahan nominated LeRoy Gondringer to serve as Chair. Merdan second. All in favor. Motion carried. Gondringer moved to approve Resolution 03-23-11-1: Resolution Creating a Vice-Chair Position on the Town Board. Merdan second. All in favor. Motion carried. Merdan moved to appoint Bresnahan to Vice-Chair. Gondringer second. All in favor. Motion carried.
3. **Appoint Committee Chairs/Members** – the following nominations were made:
 - Fire Board – Merdan
 - Joint Planning Board – Bresnahan
 - Roads – Merdan
 - Snow – Gondringer
 - Planning Board Rep. – Gondringer
 - Grounds/Maintenance – Merdan
 - Purchasing – Merdan
 - CAPX2020 – Bresnahan
 - Signs – Martini will be in charge of signs and will complete a sign inventory. Mr. Dean Martini will take responsibility for repair and replacement of signs, including calling for wire locating.

Bresnahan moved to approve the slate of nominees for the committees as presented. Merdan second. All in favor. Motion carried.

4. **Planning Board Appointments** – Bresnahan moved to appoint Mr. Lowell Rushmeyer and Mr. Stephen Saupe to another term on the Planning Board. Merdan second. All in favor. Motion carried. There was a discussion to develop a policy for appointing members to the Planning Board. Gondringer moved to post all openings on the Planning Board each year. Merdan second. All in favor. Motion carried. Merdan moved to publish anticipated openings in early February, with applications due at the March Supervisors meeting, followed by a potential interview at the Qualification Meeting with formal appointment by the Supervisors at the April meeting. Bresnahan second. All in favor. Motion carried. Thus, terms begin with the April Planning Board meeting. There will be no term limit for members serving on the Planning Board. The need to establish performance standards, develop an application/reapplication form, and prepare a job description (i.e., attend about 15 meetings per year, site

inspections) was identified. The Planning Board Chair is elected at the April meeting.

5. **Fee / Salary Schedule** – Bresnahan moved to approve the Fee & Salary Schedule as discussed and amended. Merdan second. All in favor. Motion carried. The Deputy Clerk will be paid hourly or will receive the meeting stipend when attending meetings in an official capacity.
6. **Gopher Bounty Resolution** – Merdan moved to adopt Resolution 03-23-11-2: Resolution Establishing a Gopher Bounty in Avon Township. Bresnahan second. All in favor. Motion carried.
7. **Compensation Resolution** – Bresnahan moved to approve Resolution 03-23-11-3: Resolution Establishing a Policy for Compensation and Reimbursement of Town Officers. Merdan second. All in favor. Motion carried.
8. **911 Signs** – The policy for maintenance of 911 signs was discussed. A resolution was crafted to be approved at the April 6th, 2011 Supervisor meeting.
9. **Welding Outlet** – Merdan received quotes for the installation of a welding outlet in the Maintenance Shed which is needed for work on the snow plows. Bresnahan moved to approve the installation of an outlet near the box by the utility room for a cost of about \$215. Gondringer second. All in favor. Motion carried.
10. **Site Landscaping Plan** – Merdan reported on progress on developing a landscape plan. The site will be planted largely with native grasses and forbs. A neighbor will farm a portion of the west side of the property.
11. **Building Rental Policy** – will be discussed further at the regular meeting on April 6, 2011. Our current policy will be examined and compared to that of other Towns (Collegeville, Wakefield). At the Annual Meeting, residents supported use of the Hall provided that we (a) don't take business from local venues (*i.e.*, private parties) and (b) don't lose money. We will need someone to clean after meetings and open/close the building. A fee of \$25 per hour was suggested.
12. **Volunteer Statement** – Martini reported that she learned at the Short Course that volunteers for the Town should complete a "Volunteer Service Statement and Agreement" form. A form will be approved at the April 2011 meeting.
13. **Audit** – Martini reported that all claims should be adequately documented. Mileage claims must be accompanied by odometer readings.
14. **Fire Fund** – another invoice for the Fire Relief retirement fund was received. This needs to be clarified because the Town Attorney advised that this is not a Town responsibility.
15. **Awards & Recognition** – Residents should approve at the annual meeting a budget for memorials, plaques, etc. This will be put on the agenda for the 2012 Annual Meeting.
16. **Gambling Permit** – Bresnahan moved to approve a gambling permit for St. Anna Catholic Church. Gondringer second. All in favor. Motion carried.
17. **Avon City Well Head Protection Plan** – the City is initiating a well head protection plan to determine where there water comes from and to protect the waters that feed the well.

Adjournment: Bresnahan moved to adjourn the meeting at 10:40 PM. Merdan second. All in favor.
Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Supervisor Approval:

Richard Bresnahan

LeRoy Gondringer

John Merdan

date