

## WHITEFORD TOWNSHIP BOARD OF TRUSTEES

### VIRTUAL MEETING

December 15, 2020

**Due to the COVID-19 emergency, Whiteford Township Board of Trustees held a virtual meeting.**

**Call to Order:** Supervisor Walter Ruhl called the meeting to order and led the Pledge of Allegiance at 7:30 p.m. in the Whiteford Township Offices. Present were Donald Sahloff, Tim Hill, Bernice Heidelberg, Angela Christensen, Walter Ruhl, and Dave Saalfeld to record on Zoom. There were 16 guests via Zoom.

**Approve Agenda:** Motion to approve the agenda of December 15, 2020 made by Donald Sahloff, second by Tim Hill. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Oath of Office:** Township Attorney, Alex Drescher administered the Oaths of Office to all township board members.

**Approve Minutes:** Motion to approve the minutes of November 17, 2020 made by Donald Sahloff, second by Angela Christensen. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Check Registers:** Motion to approve the November 17, 2020 General Government check register with disbursements totaling \$78,318.73 made by Donald Sahloff, second by Tim Hill. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0. Motion to approve the December 15, 2020 Utilities Operations check register with disbursements totaling \$28,623.28 made by Bernice Heidelberg, second by Angela Christensen. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Budget Amendments:** Motion to amend the budget by increasing the following accounts: Grant – Private Entity 101-000-581.000, \$5,000 and Elections Salaries & Wages 101-262-702.000, \$5,000 made by Tim Hill, second by Angela Christensen. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0. Motion to increase the following Elections accounts from fund balance: Salaries & Wages 101-262-702.000, \$2,200, Medicare 101-262-711.000, \$65, Social Security 101-262-517.000, \$170, Postage 101-262-740.000, \$2,000, Rent 101-262-940.000, \$400, Miscellaneous 101-262-955.004, \$400 made by Bernice Heidelberg, second by Angela Christensen. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Treasurer's Financial Report:** Motion to approve the December 15, 2020 Treasurer's Financial Report as presented made by Donald Sahloff, second by Bernice Heidelberg. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Resolution To Establish Whiteford Township Building Inspector Salary:** Supervisor Walter Ruhl informed the board on a request by Building Inspector Jack Lange for an adjustment in his salary, to \$1,300 per month plus \$60 per inspection. Motion to approve Resolution To Establish Whiteford Township Building Inspector Salary as presented made by Donald Sahloff, second by Bernice Heidelberg. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Administrative Fire Chief:** Walter Ruhl informed the board on the need for an Administrative Fire Chief that would oversee both fire houses within the township. After lengthy discussion, motion to approve creating the position of Administrative Fire Chief made by Donald Sahloff, second by Tim Hill. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0. Motion to approve hiring Shane

Hillard as Administrative Fire Chief made by Tim Hill, second by Angela Christensen. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0. Motion to approve the salary of the Administrative Fire Chief as a half-time employee at \$9,000 per year made by Bernice Heidelberg, second by Tim Hill. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Planning Commission, Zoning Board of Appeals, Board of Review:** Motion to approve appointments for the following positions made by Tim Hill, second by Angela Christensen. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

- Planning Commission, Max Miles, 3-year term ending December 31, 2023
- Zoning Board of Appeals, Ernie Sasse, term ending December 31, 2022, Lawson Stone, term ending December 31, 2022, Brad Beck, term ending December 31, 2023, and Nate Pierce as alternate, term ending December 31, 2023
- Board of Review, Bob Schnipke, Brad Beck, Darrell Rush and Randy Hill as alternate, 2-year terms ending December 31, 2022

**Ordinance Officer:** Walter Ruhl brought discussion back from the table of the November 17, 2020 meeting on the need for a township Ordinance Officer. Motion to approve hiring Tom Redmond as Whiteford Township Ordinance Officer to begin immediately with a salary of \$12/hour, \$25 per month for telephone, plus pay for mileage made by Bernice Heidelberg, second by Donald Sahloff. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Fire Report:** Whiteford Center Fire Department requested new equipment due to the COVID-19 emergency. Motion to approve purchasing 5 Draeger SCBA masks at \$7,189.75, 25 3M Half-Face Reusable Respirators at \$500.75, and 3M P100 Respirator Filters at \$613.77 to be paid from Fire Millage monies made by Donald Sahloff, second by Bernice Heidelberg. Roll call vote: Donald Sahloff, yes, Tim Hill, no, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 4-1. Walter Ruhl informed the board Whiteford Center Fire Department received a \$63,000 grant for equipment to fill SCBA bottles and now needs 80 amps of 240 electricity in their building. Motion to table until further information is available made by Bernice Heidelberg, second by Tim Hill. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0. Ottawa Lake Fire Department reported 26 calls for the month of November, 2020. Whiteford Center Fire Department reported 47 calls for the month of November, 2020.

**Road Report:** Walter Ruhl presented the board with the 2021 Monroe County Road Commission contracts for Whiteford Township. Motion to approve the 2021 Monroe County Road Commission contracts as presented in the amount of \$101,556 plus the mowing contract for three mowings in the amount of \$25,800 made by Bernice Heidelberg, second by Angela Christensen. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Park Report:** Walter Ruhl reported on progress at Stoneco and Ottawa Lake Parks.

**Public Comment:** None

**Closed Session:** At 8:19 p.m. Walter Ruhl announced the Whiteford Township Board of Trustees would be going into closed session to discuss buying and selling of real estate by the township, and to discuss possible litigation against a business.

**Opened Meeting:** At 8:50 p.m. Walter Ruhl opened the Whiteford Township Board of Trustees meeting.

**Purchase of Property:** Motion to approve purchase of property previously discussed during closed session made by Tim Hill, second by Donald Sahloff. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Sale of Property:** Motion to approve moving forward with sale of property previously discussed during closed session made by Donald Sahloff, second by Bernice Heidelberg. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Litigation Against A Business:** Motion to approve continuing pursuing litigation against a business over a zoning violation made by Bernice Heidelberg, second by Angela Christensen. Roll call vote: Donald Sahloff, yes, Tim Hill, yes, Walter Ruhl, yes, Angela Christensen, yes, Bernice Heidelberg, yes. Motion passed 5-0.

**Public Comment:** Resident inquired which property was being considered for purchase.

**Adjourn:** Meeting adjourned at 8:53 p.m. after completion of the agenda.

Angela Christensen  
Whiteford Township Clerk