

December 1, 2022

Township of Ontelaunee  
35 Ontelaunee Dr.  
Reading, PA 19605

**The regular meeting of the Ontelaunee Township Board of Supervisors was called to order at 7:00 pm by the Chairman Gary Hadden in the Ontelaunee Township building, with Board Supervisor Josh Steingraber and Rudy Schmehl present.**

Additional Meeting Attendees: Elizabeth MaGovern, Solicitor  
Bill McMullen, Engineer  
Kim Y. Berger, Secretary

Visitors- Donna Martz, Chief Jim Keiser, Kelly Burdick and Daryl Faust

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve the minutes from the meeting of November 3, 2022. Vote 3:0

Zoom meeting – November 11, 2022 – 3:30 p.m.

Executive Session was held – 11/28 at 3 p.m. for personnel

Executive Session was held – 11/28 at 5 p.m. for personnel

Executive Session was held – 12/1 at 6:15 p.m. for personnel

**POLICE DEPARTMENT** –Chief Keiser reviewed the October report. Chief Keiser mentioned that the officer's guns will be traded in on new guns.

**FIRE DEPARTMENT** – No report.

### **BUSINESS FROM FLOOR**

Donna Martz, Pillar Lane questioned the board as to whose responsibility it is for plowing and maintaining Pillar Lane from Wiley's to the top of the hill. It was explained that the road is a private road and the property owners along the road were responsible for the maintenance. The township has no legal authority to get involved if someone doesn't do their part and maintain the road.

Ms. Martz asked if there was a contract for animals. It was stated that Safety Net Sanctuary would take found animals. However, this organization will not take care of a feral cat situation. Ms. Martz stated that people drop off animals along the road. She was instructed to contact the police with license plate numbers if she sees this.

Ms. Martz stated that there is really no outlet for the residents of Pillar Lane. Ontelaunee Drive is dug up, Wiley's Road is closed to 61 and Bowers Road is a mess. Mr. Hadden stated that Bowers Road is a township dirt road and the Public Works Foreman will take a look at making the road easier to travel.

Ms. Martz questioned if there would be road improvements on Ontelaunee drive with all the tractor trailers on it. What would happen if a tractor trailer overturned, there would be no way to get out or get emergency vehicles into Pillar Lane.

Mr. Hadden stated that the construction zone will continue for a year or two. Ontelaunee Drive will be reconstructed and made wider and an extra lane will be added.

Mr. Steingraber stated that for the record the tax rate has been the same since 2015.

**TAX COLLECTION:** A motion was made by Rudy Schmehl and seconded by Josh Steingraber to approve the Tax Collector report for November 2022. Vote 3:0

Real Estate Taxes -	\$156,922.03
Real Estate Interims -	\$ 1,404.77
Street Light Tax -	\$ 0.00

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to reimburse Mr. Xenophone Yang, 1065 Heffner Road, \$66.15 for 2022 taxes paid in the discount period when there was a reduction in value due to catastrophic loss. Vote 3:0

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to reimburse Forino Company \$159.10 for 2022 taxes paid in the discount period for parcels: 68449102559614 (\$5.79), 8449102669395 (\$146.03) and 68540016840803 (\$7.28). Vote 3:0

### **PUBLIC WORKS REPORT – NOVEMBER 2022**

November 1 Replaced ceiling tiles in meeting room. Relamped admin. Office, public works office. Stacked 24 wood pallets for removal. Installed snowblower on Kubota compact tractor. Installed V-box on Trk#5. Water meter rechecks (1hr.) Meeting with Gary Hadden on WILLOWCREEK Rd. (1hr.) Meeting with Pat Donovan, Jeff Calpino regarding Snyder Rd. project. Work session and interview with full-time candidate. (3.25 hrs.)

November 2 Spackled meeting room ceiling, ballast part number for lights. Water service shut-off notices delivered. (1hr.) Installed V-box on Trk#6, working on lights, markers, and hydraulic driven chain conveyor.

November 3 removed bush @ Northern Berks Police sign. Received quote for Police entrance stone façade. Cut overhanging tree branch Kerns Rd. Cut brush blocking “School Zone” sign flasher. Cleaned gutters and blew leaves from Pump Station #1 and #3 (2 hrs.) In person meeting with Chris Wilson – LB Water. Loaded pallets for resident to dispose. Installed bulletin boards in holding cell for police. Attended Twp. Meeting.

November 4 Proceeded with all quotes approved by Supervisory Board. E.M. Kutz run for QCP plow shoes. Continued clearing twp. bldg. perimeter landscape areas of dead plantings, leaves weeds, etc. Pruning bushes and trees. Dumped debris @ Berks Soil and Stone.

November 7 Holmes trailer to Highland for inspection and returned same day. Picked up wood chipper @ Maiden creek Twp. Installing “Snow Emergency” signs in Willow Glen. Drove to Miller Municipal for additional sign hardware. Arranged rental of 55 ft. towable lift @ Stoney Creek. Installed occupancy limit signs and mementos in conference room.

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November 8 Election Day- Holiday: Dietrich Stonemasonry capped police entrance façade.

November 9 Installed more “Snow Emergency” signs in Willow Glen- Nantucket and Edinboro. Orientation with new hire. Overview of twp. roads. Safety gear @ Stoney creek Rentals. Dismounted discarded tires on wheels for disposal. New battery in Kubota snowblower unit. Loaded “sold” V-box salt spreader for Reading Parking Authority. New safety chains on 5X8 trailer. Trk#6 to LeVan for V-box hydraulic repair.

November 10 Scrap tractor trailer tires to County collection site. Met with Bob Argust (Arro) @ Willowcreek Rd. J.D. Eckman jobsite and CHI warehouse project. Replaced (7) water meters (3hrs.) Willow Glen and Harvest subdivisions. Removed bushes from garage area, hauled debris, raked and planted grass seed. LED bulbs @ Colonial Electric for cubicle area.

November 11 Installed new mushroom shoes on two QCP plows. Relamped cubicle area with LED replacement tubes and rewired fixtures. Assembled and initiated PW foreman Dell desktop computer and Epson printer. Rearranged PW team room furniture to accept new format. Removed gathered recycling from admin. Office areas and moved unused cubicles and files.

November 14 Replaced hydraulic spinner motor on Trk#7 salt spreader. Installed Wi-Fi extender in public works team room. Changed Gernants Church Rd. sign. (Improperly labeled as a Lane). @ Loose Lane. Repaired seat on John Deere zero turn mower with our own fabricated bracket. Set up chairs in meeting room. Met with Ryan Neithamer of John Deere. Contacted LB Water (Chris Wilson) for quotation of waterline and cable locator and fire hydrant diffuser. Dropped 5 X 8 trailer at Highland for rewiring. Safety briefing- Chainsaws and PPE.

November 15 Payroll. Trimmed trees On Ida Red Dr. with rented towable lift. Left wood for landowner as per verbal agreement. Replaced hose bibb in main garage bldg. Cleaned and serviced chainsaws for next use. Received submersible pump.

November 16 Cleared salt shed rain gutters. Removed broken snowcatchers blocking downspout. Installed storm drain delineators on Ida Red Dr. Marking for sign post driving on snow emergency route in Harvest and McIntosh subdivisions. Tr#5 to Manderbach Ford for two dealer recall services. (diesel particulate filter).

November 17 Cut overhanging trees on Kerns Rd. with rented towable lift. Cut oversized tree stumps stockpiled at the garage for free disposal. Rewired salt bin light switches. Trk#2 for state inspection. Trimmed arborvitae blocking stop sign @ Loose Ln. and Kindt Corner Rd.

November 18 Charged Trk#3 batteries. Dumped brush collected at recent job sites @ Berks Soil and Stone. Turned over stockpiled road salt. Tested salt trucks and made “dry run” of snow removal routes. Updated development snow removal plan. Safety briefing of vehicles and maintenance. Updated cell phone contact numbers and Ontelaunee Twp. radio frequency. Fueled all vehicles.

November 21 Removed Trk#3 salt spreader “dogbones” and rusted tailgate pins. Trk#6 returned from LeVan. Towable lift rental returned to Stoney Creek after last of tree trimming on Kerns Rd. Pushed John Deere zero turn mower onto trailer for shop diagnosis. Emptied three salt trucks back into stockpile. Removed wheeled generator carburetor for “cooking” to clean varnish.

November 22 Trimmed pine trees around township building from the ground up for mowing. Installed “stop sign ahead” sign and post on Ida Red Dr. Installing 2” sign posts where needed for snow emergency routes in the Harvest subdivision. Towed John Deere zero turn to A&W Mower Repair by trailer for carburetor evaluation along with an Echo chainsaw and generator carb. Estimates to follow. Dumped tree trimmings @ Berks Soil and Stone.

November 23 Loaded wood pallets for free disposal. Received and installed Weather Guard truck toolboxes on Truck #1. Cleaned up leaves from twp. building perimeter and dumped debris at Berks Soil and Stone. Truck tire chain installation demonstration with team members. Interview with part-time snow plow driver candidate.

November 24 & 25 Holidays

November 28 Retrieved damaged street sign @ Sheetz. Contacted Plasterer Equipment regarding final backhoe quote. Picked up zero turn mower from carburetor repair. Dropped off Trk#7 spinner motor for seal replacement estimate @ Mercer Hydraulics. Mowed and collected leaves with newly repaired zero turn and bagging system. In-person meeting with Gary Hadden regarding snow removal plan and snow plowing obstacles. Dumped yard waste @ Berks Soil And Stone.

November 29 Picked up manlift @ Stoney Creek Rentals. Rewiring and relamping twp. bldg. foyer with LED replacement tubes. Emptied trash @ Rec. A & B. Installed hydrant marker @ Willowcreek and Verdun. Picked up LEDs @ Colonial Electric. Returned manlift early due to operation problems. Accepted replacement equipment. Finished installation of new “snow emergency” signs in Willow Glen subdivision. Continued install of “snow emergency” signs in the Harvest subdivision. Attended township work session meeting.

November 30 Payroll. Check CB radio function. Quote for 2 new radios. Finished lighting project in township bldg. foyer. Returned high lift rental to Stoney Creek. Picked up chainsaw repair from A&W Mower Repair. Attended joint meeting of Maiden creek, Fleetwood, and Richmond municipalities @ Fleetwood Boro Hall.

Daryl Faust, PW Foreman

Mr. Schmehl stated that Mr. Faust’s report was very good.

Mr. Hadden asked that Mr. Faust keep track of the diesel for the Kubota and the Tractor separate.

## **Engineers Report November 2022**

### **Subdivisions and Land Development Projects**

#### **1. McIntosh Farms II**

ARRO is providing periodic on-site for RPR services for improvement installation.

#### **2. Reitnouer Land Development Plan**

A revised final plan was received and comments provided to the developer's consultant.

A list of required information and documents based on the conditional approval was prepared and forwarded to the developer.

ARRO is providing on-site for RPR services for NPDES permitted earthmoving/improvement installation. ARRO became aware of an unacceptable traffic pattern established by the contractor (vehicles detoured off-road) during stormwater crosspipe installation on Ontelaunee Drive which upon discovery was stopped. The contractor requested and was denied a request to close Wileys Road for two days for crosspipe installation.

**3. Crow Holdings Land Development (CHI)**

ARRO is providing on-site for RPR services for improvement installation.

The final repair to the failed portion of the relocated sanitary sewer forcemain was completed.

A request for reduction of the project Letter of Credit (LOC) was received and reviewed. A motion recommending a LOC reduction is listed on the meeting agenda.

**4. McGrew Dealership (Bobcat)**

ARRO is providing on-site RPR services for improvement installation.

**5. Epting Tract Subdivision**

The Board of Supervisors accepted an extension for plan review to February 2, 2023 at their November 3<sup>rd</sup> meeting.

A second public meeting regarding soil remediation is scheduled for December 5<sup>th</sup> at 7:00 p.m. at the Leesport Farmers Market facility.

Upon consensus of the Board of Supervisors at the November Supervisors meeting ARRO forward an e-mail to the developer requiring one EDU per apartment unit, regardless of their flow documents provided.

A revised Traffic Impact Assessment was received and will be reviewed. Comments will be provided to the developer and Township under separate cover.

A request to conduct water flow tests for the existing water facilities was received and authorized.

A request for correspondence indicating the willingness and available capability of Ontelaunee Township to provide water service to the project was received from the developer's consultant.

**6. St. Luke's Land Development**

Preliminary/Final Plan conditional approval was granted by the Supervisors at their meeting held October 6, 2022. Condition is addressing comments contained in ARRO's review correspondence dated September 14, 2022.

Attorney Magovern has prepared a sewer capacity agreement for the project. A "will-serve" correspondence and the final Sewer Capacity Agreement was forwarded to the developer's consultant.

**7. Willow Creek Farms (Gaspari Tract)**

Attorney McGovern's office has requested ARRO's input regarding an agreement with the Gaspari Tract developer regarding connection location and methodology for the sanitary sewer for the project.

The following subdivision/land development plans remain active (*Items #8 through #9*); however, there is no activity since our last report.

**8. Five Star International**

*The final plan was conditionally approved at the February 7, 2019 Supervisors meeting. A final conditions review correspondence was provided to the developer and their consultant on July 17, 2019. ARRO has recently received inquiries regarding the status of the plans and agreements pertaining to the project.*

**9. Berman Freight Land Development Plan**

*A discussion was held with a representative of Berman Freightliner (Paul Zydyk) regarding the potential of paving the locations originally presented to be stone. We advised the representative to provide calculations regarding any changes to impervious coverage calculations and stormwater flows.*

**10. General Engineering**

- a. The 2022 Road Improvement Project received final project closeout approval from the PennDOT Municipal Services Representative.
- b. TASA Project (MS4 PRP Implementation)
  1. As reported last month, revised sets of permanent and temporary easement plans for both locations have been forwarded to the PennDOT Right-of Way negotiation unit for review and comments. PennDOT remains to be willing to conduct the necessary appraisals for the project.
  2. A project status conference call is scheduled for December 6<sup>th</sup> at 9:00 a.m.
- c. Attorney Magovern's office provided a draft agreement for the placement of pipe and an inlet at 273R Gernants Church Road for the installation of a driveway. The finalizing agreement was forwarded to the homeowner (via Kraft Code) for execution.

- d. Sign and sign post information for the snow emergency signage was provided to the Township.
- e. ARRO and Township personnel met with the contractor (J.D. Eckman) conducting repairs to the state bridge over Willow Creek Road. The contractor assured the representatives that stormwater conveyance facilities installed by the Township in recent years would be re-established.
- f. Stormwater management submissions were received and reviewed and inquiries regarding stormwater management requirements were fielded by ARRO personnel.

**11. Water System Engineering & Reporting**

- a. A well head protection zone map was reviewed for the development of a Well Head Protection Overlay District.
- b. ARRO is continuing revisions and additions to the water system portion of the Ontelaunee Township Rules and Regulations, both text and standard details. It is anticipated that the revisions will be presented in early 2023 for review and potential adoption by the Board of Supervisors.

**12. Sanitary Sewer System Engineering**

- a. PS #7 Force Main and PS Upgrade and Modernization Project  
  
Communications continue between the contractor, Blooming Glen Contractors, and ARRO personnel via submittal exchanges occurring for project materials/equipment.  
  
A motion regarding the request of the contractor, Blooming Glen Construction, for an extension to the project completion date for the project is listed on the agenda.
- b. The sewer disconnect for the Pohl parcel on Leesport Avenue was reviewed on-site by Chris Hemmig. The disconnect occurred on November 29, 2022.
- c. ARRO is continuing revisions and additions to the sanitary sewer system portion of the Ontelaunee Township Rules and Regulations, both text and standard details. It is anticipated that the revisions will be presented in early 2023 for review and potential adoption by the Board of Supervisors.

**13. Sanitary Sewer Operations**

- a. Services/activities were conducted as identified under the Routine Operations scope of services outline in the Professional Services Agreement between Ontelaunee Township and ARRO.
- b. WG Malden, in lieu of JS Instrumentation, was contacted to conduct sewer flow meter calibration for the sanitary sewer flow meter that is the responsibility of Ontelaunee Township (PS #6). WG Malden was also given access to PS #4 and PS #7 for flow meter calibration on behalf of Leesport Borough Authority.

- c. A locksmith conducted lock services at the pump stations

Mr. Hadden asked Mr. McMullen if the Epting tract traffic study should be made available to Leesport. Mr. McMullen will email the information to Leesport Borough, their solicitor and engineer.

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve CHIPT escrow release request #1 of \$2,377,402.99 based on the improvements completed as of Monday, November 14, 2022. The bond would be reduced from \$8,792,888.02 to \$6,415,485.03. Vote 3:0

A motion was made by Gary Hadden and seconded by Rudy Schmehl to grant a time extension to Blooming Glen Contractors for the Pump Station Modernization and Pump Station 7 Force Main Project for substantial completion December 22, 2023 and final completion January 19<sup>th</sup>, 2024 due to equipment lead times. Vote 3:0

**WATER DEPT.:** November Report submitted

**MS4:** Nothing to report

**SOLICITOR :**

A motion was made by Josh Steingraber and seconded by Rudy Schmehl take action to have the solicitor draft an ordinance regarding no parking on one side of Verdun Drive from 18 Verdun to Nantucket Drive. Vote 3:0

A motion was made by Gary Hadden and seconded by Rudy Schmehl to amend the agenda to discuss the ag security area. Vote 3:0

Solicitor Magovern stated that the Adams Farm is attempting to become a part of the County's area, however they need 500 acres for this to happen.

After discussion a motion was made by Josh Steingraber and seconded by Rudy Schmehl to tact action to approve resolution 2022-19 to have an intermunicipal agreement with Centre Township and allow a joint ag security area so that the Adams Farm would be able to proceed with the County's program. Vote 3:0

**CODE ENFORCEMENT** – November report submitted

**EMA COORDINATOR** – nothing to report

**POLICE COMMISSION** – Chief Keiser mentioned that public works crew installed the mailbox for the parking tickets at the entrance of the building.

**PLANNING COMMISSION** – No meeting was held

**EXPENDITURES**



A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve expenditures for the month of November in the amount of \$779,295.29. Vote 3:0

General	\$253,230.12
Water	\$ 64,923.04
Sewer	\$453,031.90
Liquid Fuels	\$ 8,110.23

BILLS PAID - NOVEMBER

21st Century Media - Philly Cluster	90.87
A & W Mower Repair	289.00
Advanced Auto Parts	731.06
ARRO Consulting, Inc.	29,858.78
Bachman's Roofing	3,760.00
Berks Soil & Stone	435.00
Berkshire Systems Group, Inc.	39,020.00
Cardmember Service	852.85
Chemung Supply	883.31
Colonial Electric Supply Company	336.00
Comfort Pro, Inc	3,695.08
Delaware Valley Regional Finance	2,347.20
Deluxe	79.48
Dietrich Stonemasonry Inc.	2,175.00
E.M.KUTZ, INC.	919.25
Esquire Deposition Solutions LLC	534.05
Exeter Supply Co, Inc	2,773.13
Gary S. Hadden	14.80
Grainger	1,097.49
H. A. Thomson Co.	1,426.00
Hartman Valeriano Magovern & Lutz P.C.	7,305.00
Hemmigs Plumbing	8,127.84
Highland Auto & Truck Repair	635.48
J.P.Mascaro & Sons	883.15
JB Environmental Services LLC	97.50
Keystone Graphix	985.00
KIM BERGER	95.00
Kraft Code Services LLC	9,313.07
KUZANS HARDWARE	60.76
LB Water Service, Inc.	31,708.16
Leesport Borough Authority	94,125.78
Levan Machine & Truck Equipment	1,522.00
Liberty Environmental	1,547.50

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LIFT, Inc.	619.97
M.J. Reider Associates Inc	799.80
Maidencreek Township Authority	17,128.56
Martin Paving Inc.	8,110.23
Met Ed	5,038.88
MET ED	2,547.06
Miller Municipal Supply LLC	2,358.50
Muhlenberg Township Fire & Rescue	2,000.00
Nester's Sanitation Inc.	105.00
Northern Berks EMS	4,000.00
NORTHERN BERKS REGIONAL POLICE DEPT.	75,549.15
Occupational Health Centers	152.00
PennDOT	12.00
PIRMA	29,434.00
Pitney Bowes	857.00
Reading & Northern Real Estate Co.	2,837.61
Reading Area Water Authority	24,326.30
READING EAGLE COMPANY	144.40
Reading Office Maintenance	170.00
Rhoads Energy Corporation	85.41
Schultz Technology Solutions	747.10
Stoney Creek Rentals	1,585.11
SV COMMUNITY LIBRARY	7,000.00
TELCO, INC.	344.50
Tom Masano	53.00
TompkinsVIST Bank	320,721.25
UNION FIRE CO. #1 LEESPORT	22,000.00
VERIZON	42.16
W. B. Mason Co. Inc.	385.83
WB Mason	1,431.78
Wex Bank	584.10
WG Malden	400.00
TOTAL	779,295.29
General	253,230.12
Water	64,923.04
Sewer	453,031.90
Liquid Fuels	8,110.23

**OLD BUSINESS:** Nothing to report

**NEW BUSINESS:**

A motion was made by Gary Hadden and seconded by Rudy Schmehl ratify the authorization of roof repair with Bachman Roofing in the amount of \$2,000. This is in a different area than the first repair. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to adopt Resolution #2022-17 authorizing the participation in the Pennsylvania Townships Health Insurance cooperative Trust. Vote 3:0

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to authorize the Chairman to sign the Election of Participation Form to participate in the Pennsylvania Townships Health Insurance Cooperative Trust. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to authorize the Secretary/Treasurer to execute the Business Associate and Benefits Administration agreement with Power Kunkel who will be the client manager for the Medical, Dental and Vision plan. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to establish the quarterly contribution of \$500 to full-time employees 457 Deferred Comp plan. (Total of \$2000 per year). Vote 3:0

A motion was made by Gary Hadden and seconded by Rudy Schmehl to approve the 2023 Caselle Annual Maintenance and upgrade agreement with Dallas Data systems at a cost of \$15,104.00. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to adopt Resolution #2022-18 setting the tax millage at 4.05 mills for 2023. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to give final approval of the 2023 budget. Vote 3:0

The following meeting dates for 2023 have been advertised

Reorganization – Tuesday, January 3, 2023 at 6 p.m. following by regular meeting at 7 p.m.

All other regular Supervisors meetings 1<sup>st</sup> Thursday at 7 p.m.

Planning Commission – 3<sup>rd</sup> Thursday at 7 p.m.

Actual dates were advertised in the newspaper

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to hire Les Walker, Reading as a part-time snow plow driver at the rate of \$21.00/hr. Vote 3:0

A motion was made by Gary Hadden and seconded by Rudy Schmehl to approve the contract to move the emergency notification system from Swift Reach to Rave Mobile Safety due to Switch Reach being sold to Rave Mobile Safety at a cost of \$1,250.00 for migration and license term 1/1/2023 to 12/31/2023. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to purchase two additional radios from Triangle Communication for the public works trucks at a cost of \$1,502.00. Vote 3:0

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A motion was made by Gary Hadden and seconded by Rudy Schmehl to purchase a line locator from L/B Water at a cost of \$3,050.00. Vote 3:0

A motion was made by Josh Steingraber and seconded by Gary Hadden to purchase flushing chlorinator and tablets to use during flushing of hydrants from L/B Water at a cost of \$2,915.51. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to accept the resignation of Chris Hadden as a snow plow driver. Vote 2:0 – Gary Hadden abstained.

Received a request for a street light or two on Peach Street in the area of the Leibensperger Funeral Home.

The supervisors tabled the request so that the supervisors can take a look at the area and until we can discuss with Derek Leibensperger that the costs of adding the street light would have to be borne by him.

**UPCOMING MEETINGS/INFO:**

December 12 – 6 p.m. – NBRPD Commission meeting

December 15 – 7 p.m. – Planning Commission

December 23, 26, 30 – OFFICE CLOSED

January 3 – 6 p.m. Reorganization meeting

January 3 – 7 p.m. – Supervisors meeting

**ADJOURNMENT**

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to adjourn the monthly meeting at 8:13 p.m. Vote 3:0

Respectfully

Kim Y. Berger  
Secretary