

**WEST BRANCH TOWNSHIP
AGENDA**

File

DECEMBER 16, 2025 7:00 P.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA**
- 5. PUBLIC COMMENT (3 minute per person maximum)**
- 6. ACTION ITEMS**
 - A. APPROVAL OF MINUTES**
 - B. JOB BILLS**
 - C. JOB BUDGET**
 - D. FINANCIAL**
 - E. BUDGET**
 - F. PAYMENT OF BILLS**
- 7. REPORTS**
 - A. JOINT OPERATIONS/MEETING REVIEW**
 - B. ASSESSOR REPORT**
 - C. ZONING ADMINISTRATOR**
 - D. MARQ-TRAN BOARD: NEXT MEETING DECEMBER 18, 2025 6PM**
 - E. PLANNING COMMISSION: NEXT MEETING JANUARY 26, 2026 @7PM**
 - F. CEMETERY BOARD**
 - G. PETER WHITE PUBLIC LIBRARY LIAISON**
 - H. BOARD OF REVIEW**
 - I. RECREATION TEAM**
 - J. SOA**
- 8. CORRESPONDENCE**
- 9. OLD BUSINESS**
 - A. ADMIN/MAINTANENCE WORKER HANDBOOK**
 - B. CEMETERY ORDINANCE ADOPTION**
- 10. NEW BUSINESS**
 - A. TRANSFER STATION PAA FOR EMPLOYEES**
 - B. CUPPAD**
 - C. 2026 MEETING DATES**
 - D. DECEMBER PAYROLL**
- 11. EXTENDED AGENDA ITEMS –**
- 12. EXTENDED PUBLIC COMMENT (3 minute per person maximum)**
- 13. BOARD COMMENT –**
- 14. ADJOURNMENT**

NEXT TOWNSHIP MEETING: TBD

WEST BRANCH TOWNSHIP
REGULAR MEETING
DECEMBER 16, 7:00PM

Meeting opened with Pledge of Allegiance. Roll call was taken by Supervisor Kris Shaw. Members present included Supervisor Kris Shaw, Clerk Deena Barnhart, Trustee Matthew Barnhart, and Trustee Laurie Beauchamp. Treasurer Catherine Shaw was excused. Also present were Cemetery Manager Pam Bahrman, and several residents.

AGENDA: A motion to approve the Agenda was made by Deena Barnhart and supported by Laurie Beauchamp. M/C

PUBLIC COMMENT: Public comment opened at 7:01 and ended at 7:01pm.

MINUTES: A motion to approve the Regular Meeting Minute from November 18, 2025 was made by Matthew Barnhart and supported by Laurie Beauchamp. M/C

JOB BILLS PAYABLE: A motion to approve the payment of bills for the JOB totaling 11,273.21 was made by Kris Shaw and supported by Deena Barnhart. M/C

JOB BUDGET REPORT: A motion to approve the JOB Budget was made by Kris Shaw and supported by Matthew Barnhart. M/C

FINANCIAL REPORT: No Financial Report this month.

BUDGET REPORT: A motion to approve the Budget was made by Kris Shaw and supported by Deena Barnhart. M/C

BILLS PAYABLE: A motion to pay the West Branch Township Bills totaling \$24,959.47 with the addition of \$86,928.44 for the Engman Lake Road repair for a total of 111,887391 was made by Kris Shaw and supported by Laurie Beauchamp. M/C

JOINT OPERATIONS: The minutes from JOB Committee meeting are on file.

ASSESSOR REPORT: Nothing at this time.

ZONING ADMINISTRATOR: Zoning report is on file.

MARQ-TRAN ADVISORY BOARD: Trustee Matthew Barnhart report that the advisory board had discontinued their contract with Siren Media.

PLANNING COMMISSION: Next meeting January 26, 2026.

CEMETERY BOARD: Cemetery Manager Pam Bahrman gave a written report that is on file.

PETER WHITE LIBRARY: Natasha Lantz gave a report on happenings at the Peter White Public Library. She shared the library made \$49,000 from used book sales. Natasha also reminded those present about the repair café at the library and other programs, many of which are now virtual.

BOARD OF REVIEW: Brenda Aldrich reported that the Board of Review met on December 8th there was one petition for review. She shared that the organizational meeting will be March 3rd at 5:30 and that they are in need of training before March as well.

RECREATION TEAM: Kris Shaw reported that the grants the Rec Team applied for were denied, nothing was received from either grant that was applied for. They will be working on a letter to the Lion's Club to receive \$5,000.

SOA: Kris Sahw stated he had spoken with the Township's resident representative, Bob Struck, about the SOA. There is a meeting scheduled for January 2026.

CORRESPONDENCE: All correspondences are on file.

OLD BUSINESS:

- A. ADMIN/MAINTANENCE WORKER HANDBOOK: Hope to have job description to be published by March.
- B. CEMETERY ORDINANCE ADOPTION: Will meet January 5 to re-visit this matter.
- C. SUPERVISOR LAPTOP: Have prices, need to order.

NEW BUSINESS:

- A. TRANSFER STATION CARDS FOR EMPLOYEES: **A motion to approve employees receiving a transfer station pass at no cost was made by Kris Shaw and supported by Deena Barnhart. M/C**
- B. CUPPAD: Kris Shaw will get in touch with CUPPAD.
- C. 2026 MEETING DATES: Meeting dates will continue as they have, 3rd Tuesday following the 2nd Wednesday of each month with the exception of March, which will be the last Tuesday of the month. All meetings at 7pm.

EXTENDED AGENDA ITEMS: None.

EXTENDED PUBLIC COMMENT: Extended Public Comment opened at 8:03pm and closed at 8:12pm.

BOARD COMMENT: None.

Meeting adjourned at 8:15 pm


Respectfully Submitted by Deena Barnhart, Clerk