

**WEST BRANCH TOWNSHIP
AGENDA**

File

NOVEMBER 18 , 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 NOVEMBER 20, 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. SNOWPLOWING
 - B. BOARDS AND COMMISSIONS APPOINTMENTS
10. NEW BUSINESS
 - A. CEMETERY ORDINANCE ADOPTION
 - B. FIRE EXTINGUISHER/KITCHEN
 - C. VOTING EQUIPMENT
 - D. SUPERVISOR LAPTOP
 - E. ADMIN/MAINTAINANCE WORKER HANDBOOK
11. EXTENDED AGENDA ITEMS – WEBSITE, TRANSFER STATION PASSES/FEEES, PLAT BOOKS, PAYROLL DATES, RISK ASSESSMENT
12. EXTENDED PUBLIC COMMENT (3 minute per person maximum)
13. BOARD COMMENT –
14. ADJOURNMENT

NEXT TOWNSHIP MEETING: DECEMBER 16 @ 7PM

WEST BRANCH TOWNSHIP
REGULAR MEETING

NOVEMEBR 18th, 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, and Treasurer Catherine Shaw. Trustee Matthew Barnhart, and Trustee Laurie Beauchamp were both excused. Also present were Assessor Cameron Fuess, Zoning Administrator Mike Beltz, Cemetery Manager Pam Bahrman, and residents.

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

PUBLIC COMMENT: Public comment opened at 7:01 and ended at 7:02pm.

MINUTES: A motion to approve the Regular Meeting Minute from October 14, 2025 was made by Kris Shaw and supported by Deena Barnhart. M/C

JOB BILLS PAYABLE: A motion to approve the payment of bills for the JOB totaling 27,871.69 was made by Kris Shaw and supported by Catherine Shaw. M/C

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

FINANCIAL REPORT: A motion to approve the Financial Report as presented was made by Deena Barnhart and supported by Catherine Shaw. M/C

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 \$28,833.36 was made by Catherine Shaw and supported by Deena Barnhart. M/C

JOINT OPERATIONS: The minutes from JOB Committee meeting are on file.
A motion to approve West Branch Township taking ownership of the Fire Department retired brush truck to use as a maintenance vehicle for the price of \$1.00, to be paid to the Joint Operations was made by Kris Shaw and supported by Catherine Shaw. M/C

ASSESSOR REPORT: Nothing at this time.

ZONING ADMINISTRATOR: Zoning Administrator Mike Beltz reported on his activities for the month. A written report is on file.

MARQ-TRAN ADVISORY BOARD: No report this month.

PLANNING COMMISSION: Next meeting January 26, 2026.

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

A roll call vote to adopt the revised cemetery as follows:

Treasurer Catherine Shaw: Aye

Supervisor Kris Shaw: Aye

Clerk: Deena Barnhart: Aye

Trustee: Laurie Beauchamp: Excused

Trustee Matthew Barnhart: Excused Motion Carried.

PETER WHITE LIBRARY: A written report is on file.

BOARD OF REVIEW: Meeting scheduled for December 8, 2025 at 5:30pm.

RECREATION TEAM: Kris Shaw reported that the Rec Team report card improved for the grant that was applied for. They hope to meet before the end of the year.

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. SNOW PLOWING: Two bids were received for contracting plowing services for the winter of 2025-2026. A motion to hire ADB Plowing was made by Kris Shaw and supported by Deena Barnhart. M/C
- B. BOARDS AND COMMISSIONS: There are currently no open positions any of the boards or commissions. Everyone will need to be sworn in before the end of the year and must meet with the Clerk to do so.

NEW BUSINESS:

- A. KITCHEN FIRE EXTINGUISHER: It was decided to budget for a newer fire extinguisher in 2026 for the kitchen.
- B. VOTING EQUIPMENT: Deena Barnhart recommended that money be budgeted in 2026 for the purchase of new voting equipment.
- C. SUPERVISOR LAPTOP: Collect prices on a laptop for the Supervisor.
- D. ADMIN/MAINTANENCE WORKER HANDBOOK: This matter will be tabled until December.

EXTENDED AGENDA ITEMS:

WEBSITE: Cemetery Manager would like access to website.

TRANSFER STATION FEE: **A motion to raise the transfer station card fee from \$55.00 to \$60.00 per 6 months for 2026 was made by Kris Shaw and Catherine Shaw. M/C**


PLAT BOOKS: **A motion to purchase two new plat books from the County for Township Use was made by Deena Barnhart and supported by Catherine Shaw. M/C**

ROAD UPDATE: Engman Lake Road has been completed. No bill has been received as of yet. The County will be doing work in the spring/summer on ditches and berm removal.

EXTENDED PUBLIC COMMENT: Extended Public Comment opened at 8:42pm and closed at 8:43pm.

BOARD COMMENT: Deena Barnhart thanked Kris Shaw for his work at the cemetery. Catherine Shaw stated tax bills would be going out soon. Kris Shaw stated he enjoyed the work that was done at the cemetery.

Meeting adjourned at 8:44 pm


Respectfully Submitted by Deena Barnhart, Clerk