

**CHIPPEWA TOWNSHIP  
BOARD MEETING  
June 4, 2025  
CHIPPEWA TOWNSHIP COMMUNITY BUILDING  
6:30 P.M.**

The Chippewa Township REGULAR Board meeting was called to order by the Chippewa Township Supervisor, Shirley Hazen at 6:30 P.M.

The Pledge of Allegiance was recited.

**ROLL CALL:** Present: Shirley Hazen, Kristin Lytle, Julie Austin, Annette Walters and Debbie Zielinski.

Absent: None

***Let the record show a quorum of the Chippewa Township Board was present.***

**MOTION J.Austin/D.Zielinski** to approve the minutes of the May 14, 2025, Regular Township Board Meeting, and place on file. All those in favor signify by saying AYE all those opposed say NAY. **MOTION CARRIED**

**TREASURER REPORT:** Total Fund Balance as of 6/3/2025 is \$436,389.83.

**MOTION D.Zielinski/K.Lytle** to approve the Treasurer Report and place it on file.

**MOTION CARRIED**

**PUBLIC COMMENT:**

Chippewa Township Resident, M. Gibson stated that he is against any MET funds being awarded to Green Township.

**LIBRARY REPORT:**

Library Representative, Linda Myers reported that the Librarian was able to obtain free shelving that matches the current shelving units. 'Color my World' is the theme of the Summer Reading Program. There is a library book sale during the Lilac Festival. The Library is currently looking for a new auditor. A budget hearing will be June 20, 2025 at 12:30 p.m. **MOTION K.Lytle/D.Zielinski** to approve the Library report and place it on file. **MOTION CARRIED**

**ASSESSING REPORT:**

Assessor, Andrea Roberts reports she will start working on parcel reviews and sales studies once the office move is completed. There are no MTT cases at this time. Processed 8 deeds, processed 6 PTAs, processed 2 PREs, 0 Denials, 0 Rescinds, 2 address changes, 1 QA, and 1 Property Split. Andrea will complete her Continuing Education classes this Summer by taking a Poverty Class, Professional Communication, the STC Updates class and a meeting regarding the new Audit process. I will be sending Al Opdyke a land division application to complete for the

portion of land he is acquiring from the church. Additionally, it was brought to my attention that the Equalization office is charging for land divisions and charging the Township. I recommend requiring a \$20 fee for all land divisions and combinations. This will enable us to pay for the fee. The 2026 database is going well. Andrea would like to request that her July office hours be the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday to accommodate the July Board of Review. **MOTION K.Lytle/D.Zielinski** to approve Andrea's request to change office hours for July and place the Assessors Report on file. **MOTION CARRIED**

**RESOLUTION J.Austin/K.Lytle** to charge a \$20.00 fee for all land division and land combination applications to help offset the cost of changing the GIF maps.

**ROLL CALL VOTE: 5 ayes, 0 absent, 0 nays. RESOLUTION CARRIED**

#### **COUNTY COMMISSIONER REPORT:**

County Commissioner, Greg Adams was not in attendance.

#### **TOWNSHIP OFFICES UPDATES:**

The internet and phone lines have been installed. M.Austin adjusted the interior door so that they now close (Thank you, Mike). We are hoping to move into the new offices on July 1<sup>st</sup>. **RESOLUTION K.Lytle/A.Walters** to accept the \$2563.94 quote from Logan Griffis Construction, LLC to install a steel entry door and correct the door frame.

**ROLL CALL VOTE: 5 ayes, 0 absent, 0 nays. RESOLUTION CARRIED**

#### **LIBRARY CONTRACT:**

Attorney, Mark Nettleton agreed that Chippewa Township should carry the structural insurance on the building. **RESOLUTION J.Austin/D.Zielinski** to approve resolution 01-06-2025, approving the Lease agreement with the Barryton Library. **ROLL CALL**

**VOTE: 5 ayes, 0 absent, 0 nays. RESOLUTION CARRIED**

#### **ESTA POLICY:**

J.Austin reported that she has not heard back from the Attorney regarding the ESTA policy. J.Austin is taking a MTA class for ESTA

#### **ACH POLICY:**

All Board members received a copy of the ACH (Automated Clearing House) policy prior to the meeting for review. **RESOLUTION K.Lytle/A.Walters** to approve resolution 02-06-2025. **ROLL CALL VOTE: 5 ayes, 0 absent, 0 nays. RESOLUTION CARRIED**

#### **ARPA FUND 2025 REPORT:**

J.Austin completed the Annual ARPA report. The State hasn't released the account closing report yet.

#### **CHIPPEWA TWP. CEMETERY:**

The Chippewa Township Cemetery is full. In the future, we will need to have some more land cleared and surveyed, before selling anymore cemetery lots.

**RESOLUTION K.Lytle/S.Hazen** to increase the foundation fee to 45 cents per square inch with a minimum of \$100.00. **ROLL CALL VOTE: 5 ayes, 0 absent, 0 nays.**

**RESOLUTION CARRIED**

**BALL DIAMOND FENCE:**

The fencing around the baseball field is in disrepair. J.Austin would recommend removing the fencing, but keeping the posts for future use. **MOTION**

**J.Austin/A.Walters** to table until next meeting. **MOTION CARRIED**

**PLAY GROUND MULCH:**

**RESOLUTION A.Walters/D.Zielinski** to appropriate \$6998.00 to purchase 10 playground mats and Jelly Bean Mulch. (\$2000.00 of the \$6998.00 will be reimbursed through the Par Plan Grant). **ROLL CALL VOTE: 5 ayes, 0 absent, 0 nays**

**RESOLUTION CARRIED**

**C.L. SEWER DISTRICT:**

Chippewa Lake Community Church – Keith Butterfield, CLCC trustee, appeared before the board asking for support to allow the CLCC join the Sewer District at their new location on East Chippewa Drive. Their new location is not in the Sewer District. Mr. Butterfield had previously turned in the Sewer Application to the prior Supervisor and was not informed that the location on E. Chippewa Dr. is not within the Sewer District, therefore, the CLCC would need prior approval from the Chippewa Township Board. Mr. Butterfield was also given the wrong information regarding the cost of a sewer installation. **RESOLUTION K.Lytle/A.Walters** to not allow Service outside of the current Sewer District. **ROLL CALL VOTE: 5 ayes, 0 absent, 0 nays.**

**RESOLUTION CARRIED**

**C.L. WEED CONTROL:**

May 29, 2025, Treatment – Algae treatment was completed.

**APPROVAL OF THE BILLS:**

Bills were electronically or personally provided to all Board members prior to the meeting; for review, along with an approval signature voucher. **RESOLUTION K.Lytle/J.Austin** to pay General Fund bills, check numbers 14627 – 14654 plus EFT's in the amount of \$30,295.61, The Sewer District checks 11864 – 11878 plus EFT's in the amount of \$14,940.23, And the CLWD check numbers 818 - 822 plus EFT's in the amount of \$67,195.81. **ROLL CALL VOTE: 5 ayes, 0 absent, 0 nays**

**RESOLUTION CARRIED**

**CORRESPONDENCE:**

K.Lytle read the April Sheriff's report and a public service announcement.

**MOTION J.Austin/D.Zielinski** to place correspondence on file. **MOTION CARRIED.**

**PUBLIC COMMENT:**

None

**MOTION K.Lytle/D.Zielinski** to adjourn the June 4, 2025, regular meeting of the Chippewa Township Board @ 7:30 p.m. **MOTION CARRIED.**

Next Township Board regular scheduled meeting is set for Wednesday, July 9, 2025, at 6:30 p.m.

These minutes were prepared

By Kristin Lytle, Chippewa Township Clerk