

MINUTES

TOWN OF SENECA Monthly Board Meeting

February 2, 2022, 7:00 P.M.

Seneca Town Hall, 3540 County Hwy. Q, WI Rapids, WI 54495

Meeting certification & notification: This agenda has been posted in three physical locations and the Town of Seneca website to notify the public of the date, place & time.

- Chairman Dean Oilschlager to call the meeting to order at 7:00 pm.
- Approve minutes of regular Town Board meeting held on January 5, 2022. **Motion to approve the January 5, 2022 minutes, by A. Matecki and second by T. Wolf. Motion carried. No discussion.**
- Treasurer's Report. Beginning balance as of January 1, 2022 is \$799,660.89. Receipts were \$515,877.80 and withdrawals at \$517,178.05. Ending balance of 798,360.64. A transfer between our regular checking acct. and equip fund per board decision, every January transfer \$15k from general fund to equipment fund to build reserve for purchase of a new truck as needed. **Motion to approve the treasurer's report by T. Wolf and second by A. Matecki. Motion carried. No discussion.**
- Approve payment of bills. **Motion to approve payment of bills by A. Matecki and second by T. Wolf. Motion carried. No discussion.**
- Public input.
 - o Sandra Green, Town Clerk would like to give praise to the United Emergency Medical Ambulance Service that services the T. of Seneca. They are a very caring group of people, very prompt in the call for help, and you can feel like you are in great hands with them.
 - o Welcoming our new Treasurer, Bernadette Carolfi, replacing Joan Radtke who has resigned and her last day is 2/28/22.
 - o Redesign of the zoning committee discussion. We need to make some changes due to no one volunteering. Minimum of 5, maximum of 7 people on the board and we can have any number of alternates that we want. This is not a referendum or anything that needs to be voted on. We are looking for input on our current zoning members on how to proceed in the near future. The board would need to discuss how we want to have our membership (supervisors) as a position on the zoning committee going forward. Chair Oilschlager has some ideas in order to always have five people present on the committee. This will be tabled until a later date.
 - o The Chair spoke with Dan Hansen regarding building permits. He sent a general template so that we can use that for the T. of Seneca. Dan Hansen will not issue a building permit until he has permission from Dave Alnes to move forward. This shall also be added to our Fee Schedule which is on page 49 of the Ordinances for the Town of Seneca. To add a zoning permit prior to a building permit to be issued for a cost of \$50. This change is approved as stated in the minutes. No further discussion. This is an amendment to the current ordinance to add zoning permit to be issued before a building permit (for new construction) for a cost of \$50. Place in the ordinance after #12. The Town Clerk will update Ordinance on the website. Anything under \$1k is \$25, anything over \$1k is \$50 permit fee. **Motion to add \$50**

zoning permit fee to our fee schedule prior to new construction building permit as an amendment by T. Wolf and second by Al Matecki. Motion carried. No further discussion.

- Presentation by a representative regarding QuickBooks accounting software. Presenters were not present. Sandra Green provided information in the packet on an estimate that was given to us from representatives from QuickBooks. The board will review this information and this will be tabled for now until Sandra, Town Clerk, can speak with the Treasurer in more detail as well as other Townships of the differences in the Desktop or Cloud software versions. Tabled until the March meeting.
- Correspondence
 - o Letter from Waste Management that indicates who they mailed out the “Sociological Statements of a Landfill” to the affected landowners who live in the Town of Seneca. The reason for this is they are looking to expand their landfill in the future. We have part of that landfill in Seneca which has been closed and capped for many years for which we do receive revenue for.
 - o Wood County Highway Dept. will now implement a \$20 handling fee for loads of salt and sand.
 - o Overview of Engineering for Solar Property from Kimley Horn.
 - o Email from NC Regional Planning Commission to Chair Oilschlager. They discussed payment and additional people besides board members to be present at the meetings. Time involved would be reviewing it and recommending approval. We paid for two meetings with them and last for about two hours each. The first one won’t be until March and will be held in the evening hours. Ken and Jan volunteered to attend these meetings. This is a revamp of the Town of Seneca Comprehensive Plan.
 1. Joan Radtke’s resignation as Town Treasurer effective 2/28/2022. Thank you for all your years of service Joan!
 2. Moving forward, zoning permits are required before any building permits are issued. There is a fee of \$50 for this and will be added to our fee schedule.
- Update regarding the Town Treasurer position and interview process. We have hired a new Town Treasurer. Her name is Bernadette Carolfi, she lives in the Town of Seneca. Her official start date is 3/1/2022.
- Approve the 2022 assessment and mail to Paul’s & Associates. Approved and signed. **Motion by T. Wolf and second by A. Matecki. Motion carried. No discussion.**
- Registration for the District meetings. We should all register for the District Meetings. Best for most is February 19th. Meet at the Town Hall at 7:15. Sandra will register all for the meeting.
- Registration for the 2022 WTA Convention. Too early to do this, however Chair Oilschlager did make hotel reservations.
- Authorize getting bids to decontaminate the vault at the Town Hall. We have a major mold problem in the vault at the town hall. ServPro was here to take a look at what needs to be done. They will be putting together an estimate. We are looking at this to be paid for by ARPA funds. On page 14 it states the funds can be used for this purpose. We should get an initial test before any remediation is done. The test is approximately \$600. He is going to break it down to just do the vault as well as do the entire building. He’s actually going to provide 3 or more estimates to show what needs to be done. We also need to purchase a dehumidifier for inside the vault. **Motion to request funds of approximately \$600 out of the ARPA funds, for testing the level of mold prior to remediation by A. Matecki and second by T. Wolf. Motion carried. Comments – after the mold is fixed in the vault, possibly install an Ozone generator for the rest of the building. No further discussion.**

- Road Work Update. There is a culvert on Woodridge with a hole in the middle of the road. There is a cone placed on the hole. They will ask Wood County to replace that culvert which does need to be done. **Motion to spend the money to have Wood County replace the culvert by T. Wolf and second by A. Matecki. Motion carried.** Replace stop sign on Bronson Road per a constituent. On George Road past Pelot Lane, the post is there, the sign is gone and needs to be replaced.
- Second employee to cover for Jim, Dave and other duties as needed. We do have someone that may be interested in this position.
- Perform 2021 Audit for the Township.
- Adjourn. Meeting adjourned at 9:25 pm.