

**Town Board Meeting Minutes
May 13, 2013**

Chairman Frank Frassetto called the regular monthly Town Board meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

Members Present: Supervisors Mike Pollack, Robert Keller, and Chairman Frank Frassetto. **Others Present:** Treasurer John McDermott, Town Clerk Kim Hopkins, Zoning Administrator Tom Verstegen, Constable Leo LeFeber, and eight townspeople.

Motion by Supervisor Keller to approve the Town Board Minutes of April 8, 2013; seconded by Supervisor Pollack. CARRIED.

TREASURER'S REPORT: Treasurer McDermott gave the Treasurer's report as of April 30, 2013. The Cash Balances were given and the ending book balance is \$773,783.15. The Cash Flow report shows the source. Treasurer McDermott informed the board that he will be looking into 1 year CD's with an interest rate above 1%. Discussion followed as to length and purpose of the CD's. **Motion to approve the Treasurer's Report by Supervisor Keller; seconded by Supervisor Pollack. CARRIED**

Motion to redo the signatory cards at West Point Bank to include Kim Hopkins as Clerk, John McDermott, Treasurer and Frank Frassetto, Chairman by Treasurer McDermott; seconded by Chairman Frassetto. CARRIED

CLERK'S REPORT:

The liquor license application notice will be posted and published. OCC Equity Mgmt. (Oshkosh Country Club) has a new agent. Background checks are being done and the board will act on the license renewals at the June 10th meeting.

Open Book May 23, 10-12 and Board of review June 6, 1-3 reminders. Suggestion by Chairman Frassetto that Supervisor Keller or Pollack chair the Board of review, as he will be out of town.

Ordinance 2013-01 – Alternate Members to Board of Review – A Motion was made by Chairman Frassetto, seconded by Supervisor Pollack, to appoint Tom Verstegen and Eric Youngbauer to act as alternate for the Board of Review, if needed. CARRIED

Clerk correspondence: None

PUBLIC PARTICIPATION: None

COUNTY SUPERVISOR'S REPORT: None

CHAIRMAN'S REPORT:

Update on Winnebago County Hwy Commissioner meeting –Preliminary meeting with Ernie Winters regarding County Hwy I between Ripple and Z, and redo the intersection of I and Fisk. The addition of the blinking stop signs has created a safer intersection so no round-about is needed, but the county will be addressing the drainage issues, and putting in larger culverts and redirecting them as well as shore up the banks. There is also consideration being given to adding a bike lane or bike accommodation. Preliminary plans will be in the office.

SUPERVISOR I REPORT:

- Supervisor Pollack spoke about the changes in Winnebago County Ordinances chapter 23. Chairman Frassetto requested an executive summary before acting on the request.
- Supervisor Pollack reported on the discussion and recommendation of Planning and Zoning not to sell fire lanes at this time, and Chairman Frassetto asked that we first identify, have a visual photo and look at each fire lane on its own merit.
- Illumination on Hwy 45 and Ripple, Planning and Zoning recommended that we do not pay for illumination of Hwy 45 and Ripple at this time. The board agreed with the recommendation.
- Junk car ordinance- Currently the Town has an ordinance that cars be licensed. Planning and Zoning will be considering adding that the vehicle must be on an engineered surface at the next meeting.

SUPERVISOR II REPORT:

Motion made by Supervisor Robert Keller to adjust the Office Manager's hourly wage to match the previous office manager's hourly wage of \$14.50 per hour retroactive to the date of hire; seconded by Supervisor Pollack. CARRIED. Supervisor Keller made a motion to appoint Kim Hopkins as the new Town Clerk to begin on Friday May 17, 2013 for the term of one year; Seconded by Supervisor Pollack. CARRIED. Chairman Frassetto thanked Ellen Chmielewski for her service. Supervisor Keller requested scheduling a Joint Board/Office/Clerk/Treasurer-Duties/Responsibilities/ Authority workshop, date TBD. It was suggested that we have an annual review of employees in March, and an agenda item at the annual meeting and May Board meeting as to wage or any other adjustments necessary for all town employees. **Supervisor Keller made a motion to hire Richard Neitzl to do building and grounds maintenance on an as needed basis at \$20/hour using his own power equipment; seconded by Supervisor Pollack. CARRIED.** TBW Fire works status: Frank asked that all calls be forwarded to him regarding this issue, The Town does not condone or promote the use of fireworks. Supervisor Keller read the policy from the Spring 2012 newsletter.

TBW Roads:

Supervisor Keller will ask Winnebago County to conduct Town road pavement (PASER) rating Statute 86.302(2) Biannual requirement. He will be getting 3 bids to purchase a F550 Truck Liner to reduce friction for salt, sand and paving material, also to preserve the value of the truck. Review ownership of Tank Avenue – Public VS Private status- Annual Meeting motion to look at this, someone has graded the road, and it wasn't the town, the county or the state. There will be formal action at the June 10th board meeting. A letter should be sent notifying the 3 residents of the meetings. A town employee reported to supervisor Keller that CN Employees were hitting Fisk and Ripple Channeling devices with their vehicles. Chairman Frassetto asked that we formalize the reports, by either affidavit or log with truck numbers, dates and times.

Supervisor Keller reported on a complaint by a new resident and clarified that The Town of Black Wolf's Road Access policy does not allow concrete aprons. Residents may be responsible if they place or affect their road right of way such that it damages the Town's equipment. The Town will repair the damaged culvert Timberline/ Sunnyhill complaint status. Tree on East Ripple fire lane complaint has been removed by the complainant. Tree removal on Country Club in the road right of way, the board added several others needing attention, Supervisor Keller is getting a proposal to remove the trees within the road right of way, and Chairman Frassetto asked that we become more proactive with the removal of trees. 6914 US Hwy 45 /6968 North Schuh Rd dead trees on an abandoned property, Supervisor Keller termed them as a safety issue. Chairman Frassetto suggested the two neighbors try to work it out. Supervisor Keller will contact the homeowner.

Supervisor Robert Keller gave a report on the town road survey recently conducted. He and the Winnebago County Highway Maintenance Superintendent, William Demler, have identified the following projects totaling Approximately \$100,000 for completion in the Summer and Fall of 2013:

- \$15,250 – Sunnyhill Rd between Country Club and Stonewood – Pave 2” overlay. 150 tons of asphalt costs \$6,502.50 (included in cost estimate) Shoulder with Black dirt, seed and erosion material. Total Estimate, we may have some Trip funds available from the highway department.
- \$27,000 – Black Wolf Ave – County I to Country Club Paver patch and chip seal
- \$12,500 – Black Wolf Ave – Country Club to County R Paver patch and chip seal
- \$40,000 – Black Wolf Ave – County R to US Highway 45 Paver patch and chip seal
- Other projects based on budget.

Supervisor Keller made a motion to approve the 2013 Road Maintenance Plan subject to modifications due to budget constraints. Chairman Frassetto seconded. CARRIED.

SANITARY DISTRICT REPORT: Scott Mateyka was present and discussed the importance of locating the manhole covers when doing a locating the other utilities before resurfacing a road, or parking lot. He also shared that the backup generators in people's homes has now made it necessary to purchase more generators for the pumping stations in order to keep up when the power is out.

BUILDING INSPECTOR'S REPORT: Dave Frank wasn't present; no questions on his report.

CONSTABLE'S REPORT: New Town Constable Leo LeFebre was present and reported that he has had 3 calls, and all were taken care of without incident or citation.

APPROVAL OF BILLS: Motion to approve the bills by Supervisor Keller; seconded by Supervisor Pollack. **CARRIED.**

Chairman Frassetto moved to adjourn until June 1, 2013; seconded by Supervisor Keller. CARRIED.

Respectfully submitted,

Kim Hopkins, Town Clerk