

**Rochester Township**  
**Board Meeting Minutes**  
**September 12, 2019**

**Meeting was called to order at 7:00 pm by Chairman Jeff Orth.**

**Members present** - Jeff Orth, Douglas Butler, Brian Mueller, Matthew Kitzmann, Jamie Neisen and Sara Rudquist.

**Guests** - Mark Cochran, Deputy Tracey Pagel, Roger Ihrke-TCPA, and 3 citizens

**Minutes** – Douglas Butler moved to accept the August 8, 2019, minutes as presented. Jamie Neisen seconded. All voted in favor and the motion carried.

**Deputy's Report** - Deputy Tracey Pagel reviewed the call report of 40 calls.

**Lilly Farm Third** – Roger Ihrke, TCPA, presented on the final plat for Lilly Farm Third. Jamie Neisen moved and Douglas Butler seconded to approve the final plat as recommended by the Rochester Township Planning Commission. All voted in favor and the motion passed.

**Planning Commission Vacancy** – At the recommendation of Roger Ihrke, Board is suggesting the Planning and Zoning Commission begin developing a Planning Commission Policy and Procedures and spell out term limits for commissioners to be presented to the Town Board for approval. Douglas Butler moved and Brian Mueller seconded to approve Brad Lewis and Arthur Handelman as members of the Planning and Zoning Commission with Arthur being an Alternate Commissioner with financial compensation as a full commissioner. All voted in favor and the motion carried.

**School District Land Purchase** – Roger Ihrke updated on the possible Rochester Public Schools land purchase within Rochester Township. Nothing is certain at this time as there are concerns regarding population growth patterns and sewer line capacity among other items.

**Herring Property** – Matthew Kitzmann described his review of the property and will continue to follow up with this property owner.

**Von Wald Discussion** – Board consensus is that Douglas Butler continue to serve as a Rochester Town Board representative on the local Von Wald Homes board.

**Township Rental Application** – Brian Mueller and Matthew Kitzmann are available to open and close the town hall for a requested HOA rental on November 11, 2019.

**JPB MATIT Insurance Policy Review** – Board reviewed the JPB MATIT policy as presented. Sara Rudquist will follow up with MATIT and request proposal on various options regarding deductibles and coverages.

**Clerk/Treasurer Vacancy** – Matthew Kitzmann and Jamie Neisen reported on the Clerk/Treasurer vacancy and the next steps for hiring. They will schedule interviews and report to Board.

**Treasurer's Report** – Douglas Butler moved and Brian Mueller seconded to approve the Treasurer's Report as presented with a balance of \$895,023.54. All voted in favor and the motion passed.

**Rochester Township Claims** – Douglas Butler moved and Brian Mueller seconded to approve and pay claims #4354-4390 in the amount of \$317,166.29, including refunds to Lilly Farms, LLC, Bart's Alliance, and GMB for bonds in place, and payroll for \$5,652.93. Jeff Orth abstained. The remainder voted in favor and the motion carried.

**JPB Claims** – Brian Mueller moved and Matthew Kitzmann seconded to accept and pay the Joint Powers Board claims #4649-4673 and the Rochester Township share in the amount of \$19,518.42, and a payroll share of \$10,411.79, including the additional claim of \$497.10 to City Auto Glass for windshield replacement. All voted in favor and the motion passed.

**Road Maintenance Supervisor Report** – Mark Cochran reported on an approved application to run gas pipeline from the Girl Scout Camp down 8<sup>th</sup> Street with no bonding needed. Governor has signed the state disaster fund bill. The JPB Equipment Committee meeting will be held at Cascade Township Hall on Friday, October 18, 8:30am. The JPB Personnel Committee meeting will be held at Rochester Township Hall on Friday, October 11, 8:30am.

**TCPA Report** – Jamie Neisen reported on the recent TCPA meetings. Matthew Kitzmann moved and Brian Mueller seconded to give TCPA the go-ahead to make and present a conceptual plan for a build out from the front of the existing Rochester Hall in order provide additional office space for TCPA. All voted in favor and the motion carried.

**Board of Adjustment Report** - Did not meet.

**Annual Township Picnic Report** – Douglas Butler reported there were 105 people in attendance with an approximate cost of \$520.

**Upcoming Meetings** – It was noted that there may be a quorum of the Rochester Board at the OCTOA meeting held on Thursday, September 26, 7:30pm at the Dover Town Hall.

**Meeting Adjourned** – Jamie Neisen moved and Brian Mueller seconded to adjourn. All voted in favor. Meeting adjourned at 10:10pm.

Respectfully Submitted,

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Sara Rudquist, Deputy Clerk/Treasurer

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Jeff Orth, Chairman