

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — EST. 1858

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## **Regular Monthly Town Board Meeting Minutes October 13, 2020**

### **1. Call to Order:**

The Pledge of Allegiance was recited and a regular-monthly meeting of the New Haven Town Board was called to order at about 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde. Planning and Zoning Administrator Ann Fahy-Gust was absent with notice.

### **2. Set Meeting Agenda and Order:**

Hervey moved to approve the agenda as written, seconded by Beyer. The motion carried 3-0.

### **3. Public Comment Time (including written comments):**

No one from the public came forward with comments.

### **4. Consent Agenda:**

Hervey moved to approve the September 8 Regular Town Board meeting minutes as written and distributed, seconded by Beyer. The motion carried 3-0.

### ***Old Business***

### **5. Review options for planning and zoning administration**

Roger Ihrke, TCPA administrator, spoke about the TCPA (Township Cooperative Planning Association) option to pick up planning and zoning administration for New Haven Township. New Haven joined TCPA as an associate member in 1997. As an associate member, TCPA will handle New Haven Township planning and zoning administration on a temporary or permanent basis. Currently they are working on an addition to the Rochester Town Hall so that TCPA can accommodate additional staff. TCPA has a contract with Construction Management Services (CMS) to do building inspections, who is also the current building inspector for New Haven Township. TCPA operates under a joint-powers agreement, with each member township having a vote on the TCPA Board. They do interface with attorneys for townships, but TCPA does not hire attorneys. They provide a liability policy to the townships.

John Johnson, Chair of the TCPA Board and Supervisor for Haverhill Township, said he has been Chair of the TCPA Board for 32 years. Haverhill Township was one of the original members of TCPA. He said TCPA does detailed reports for zoning issues and has been very responsive. The TCPA is readily available. Currently, TCPA handles 12 townships, with 12 unique zoning ordinances.

Chris Priebe, from G-Cubed, has worked with TCPA since 1999. They do septic system inspections for TCPA and currently also for New Haven Township. The other option is going to the County for septic inspections, which can be more difficult.

Chair Andrist recalled that Ann Fahy-Gust submitted her resignation letter on August 13, and agreed to continue as Planning and Zoning Administrator for 2 months. She has been very generous with her time and helpful with a transition. Andrist said going with TCPA would be a very good interim solution for the time being. Hervey agreed.

Beyer asked about the fee schedule, which was included in the meeting handout packet. The fees will be higher than the current Township permit fees, but lower than the Olmsted County fee schedule. Since they also use CMS and G-Cubed for inspections, those fees will not change.

Hervey made a motion to go with TCPA for planning and zoning administration on an interim basis, seconded by Beyer. The motion carried 3-0.

### ***New Business***

**6. November 3 General Election:** Thomforde presented a updated list of election judge assignments for the November 3 election. There will be 6 (six) election judges on each of the two shifts. Hervey offered to serve all day if Fahy-Gust would prefer not to do a morning shift. Thomforde will check with her to see what she wants to do. Thomforde purchased some face shields that the election judges can use if they prefer those instead of or in addition to face masks.

### **7. Fall road inspection plan:**

Due to COVID-19 precautions, Mike Wood put together a list of projects to be worked on (copy attached). The Board reviewed the list. Hervey moved to authorize work on all items A-I, seconded by Andrist. The motion carried 3-0.

### **8. Review road mileage certification:**

The updated road mileage for 2020 was reviewed, with a total mileage of 33.61 miles of Township roads. Hervey moved to approve the 2020 New Haven Township road mileage certification to the County, seconded by Andrist. The motion carried 3-0. The mileage certification was signed by Chair Andrist.

### **9. Deferred Social Security tax option:**

Those receiving payroll checks from the Township have the option to defer paying payroll taxes until next year. No one chose that option.

**10. Treasurer’s Report:**

Treasurer Figy presented a written treasurer’s report detailing all receipts and debits for the month of September 2020. The September month-ending balances were:

Checking Account	\$4,006.62
Money Market Deposit Account (MMDA)	\$76,446.10
Pine Island Bank CD 04-15-2022 2.58%	\$106,540.89
Pine Island Bank CD 11-27-2020 2.68%	\$207,104.74
<b>Total Balance</b>	<b>\$394,098.35</b>

Hervey moved to approve the Treasurer’s report, seconded by Beyer. The motion carried 3-0.

**12. Review and Pay Bills:**

For the next meeting, Treasurer Figy and Clerk Thomforde will put together a plan for the Board of Supervisors on what to do with the funds in the CD coming due 11-27-2020. Current CD interest rates are way down.

Clerk Thomforde presented a CTAS Schedule 1 showing the balances in each of the township funds (General Fund, Road and Bridge Fund, etc.), with the same total balance of \$394,098.35 as reported by the Treasurer. All the funds are currently in the black.

All claims received by October 13 were presented for payment consideration to the Board of Supervisors. Claims totaling \$19,300.70, plus payroll, were submitted for approval. The claims included \$8,525 for road maintenance and \$3,257.22 for culverts and signs from Olmsted County.

The final payroll number paid in September, including PERA (Minnesota Public Employees Retirement Association), was \$1,492.32.

Andrist made a motion to pay all bills, seconded by Hervey. The motion carried 3-0.

**13. Road Maintenance Report:**

Mr. Wood reported the culvert by Gunderson’s is working properly. They finished mowing ditches. Mr. Wood reported getting winter salt and mixing it with road rock.

Bevcomm did some work on West Center Street without getting a ROW permit. The Board instructed the Clerk to send a letter to Bevcomm reminding them to get a ROW permit in advance of doing the work, so the plans can be worked out with the road contractor before installation of utilities.

**14. Planning & Zoning Report**

Fahy-Gust submitted a written report (copy attached).

Pine Island Estates would like to put up a sign larger than allowed. The sign will be 4’5” by 12’, off 95th Avenue/125th Street. Andrist will let Fahy-Gust know that the Board has no problem with the sign as proposed.

**15. Miscellaneous Mail Etc. – Clerk:**

None.

**16. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 7:30 PM.

Approved by the Board,

Date:

*[Signed copy on file]*

Mary Andrist – Chair  
For the New Haven Town Board

Attest,

Date:

*[Signed copy on file]*

Dale J. Thomforde  
New Haven Township Clerk

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of August, 2020 statement

4849.86

Income      Checking Account

9-4 Bldg Permit, Flat Fee Permit	385.97
9-9 Online Banking Transfer in From MMDA	9500.00
9-30 Interest	.23

Total Deposits

9886.20

Debits

4212 City of Oronoco (Street Sweeping)	363.20
4222 Adam's Pest Control	42.75
4223 Hemann Grover & CO LTD (Payroll)	115.00
4224 Stassy Const. (Road Rock)	1094.09
4225 Fogarty's Outdoor Service LLC (Lawn Care)	150.00
4226 MAT IT (Commercial Package)	2564.00
4227 Michael Wood LLC (Road Maintenance)	4107.50
4228 Dale J. Thom Forde (Fire Sign - Election Mileage)	80.14
20500 Wages	277.05
20501 Wages	368.08
20502 Wages	787.16
Bercomm	77.87
Go Daddy	8.79
PERA	60.03
Culligan Water Cond	41.95
People's Energy Co-op	188.05
POS Purchase Dept of Labor	403.38

Total Debits

10729.44

New Ending Balance of September, 2020 statement

4006.62

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of August, 2020 statement

85,925.98

Income

M M D A

9/30	Interest	20.12

Total Deposits

20.12

Debits

9/9	Online Banking Transfer out To checking Account	9500.00

Total Debits

9500.00

New Ending Balance of September, 2020 statement

76,446.10

## New Haven Road Inspection Fall 2020

- A. 85 St NW: Clean ditch Fuchs going downhill to Denny's.
- B. 88 Ave NW: Clean ditch from triple culvert's going south to field drive. New mail box posts. Clean ditch where I cut trees near Pressnall's.
- C. 65 Ave NW: Culvert needs to be cleaned out (Peter Reese driveway)
- D. 125 St NW: Clean ditch narrow road up for better drainage, fix turn around, and install ROW signs (west end).
- E. 85 Ave NW: straighten signs at the end of the road and put up new snow fence.
- F. New Haven Rd: Cut trees by old brick house.
- G. Mechanic St & Pearl Ave: Cut Trees.
- H. River Heights Ct: cut trees, sand pill in turnaround needs to be removed?
- I. Install road ends signs on 68th Ave

## Planning and Zoning Report for September 2020

My apologies for the late notice that I am not able to come to the meeting tonight

I completed the following items

Permits – 3 burning permits and various stages of 6 permits – some of these were rather difficult as the person had already commenced work and we needed coordination with CMS to get things set up

Worked with Bevcomm to get their temporary permit completed for the work on West Center as well as the clean-up needed there. They apologized for not getting a permit early in the process but thought the street was in Oronoco who did discuss the permit with them, but did not pass that on to us.

Called a few potential replacement folks to see if there was any interest. Have a few follow up conversations for them to ask questions. The concern is the job seems really big, but they don't realize the Board is there to back them up.

Completed the annual report to the state as well as the quarterly reporting

Significant questions on the work that Yanish Farms is doing- Note that the work is for 3 40 acre parcels to create 6 5 and 35 parcels from those 3 parcels. I have also seen a draft of the road agreement and that should be final shortly. GGG is now doing their engineering work as there was a falling out with WSN. Having good communication with GGG on the project