



MASON TOWNSHIP BOARD OF TRUSTEES

MASON TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES April 08, 2025

The Mason Township Board of Trustees met in regular session on Tuesday, April 08, 2025, in the Mason Township Hall.

Supervisor Charlie Arnold called the meeting to order at 7:01 PM. He also led the Pledge of Allegiance to the Flag of the United States of America.

Clerk Kristin LeVan called roll:

Board of Trustees Present: : Supervisor Charlie Arnold, Clerk Kristin LeVan, Treasurer Arlene Chew, Trustee David Allen

Board of Trustees Absent: Trustee Janet Dull

PUBLIC COMMENT

Vern B.- Update on his property.

ADDITIONS/DELETIONS TO THE AGENDA

ADD: **M-2025-04-08-12** Motion to approve Zoning Administrator to team up with Zoning Solutions for a special Zoning and Blight situation at the same residence.

AGENDA

M-2025-04-08-01 Trustee Allen moved, seconded by Treasurer Chew, to approve tonight's agenda. Motion carried by voice vote.

M-2025-04-08-02 Treasurer Chew moved, seconded by Trustee Allen, to approve March 08, 2025 Board of Trustees Minutes. Motion carried by voice vote.

M-2025-04-08-03 Trustee Allen moved, seconded by Treasurer Chew, to approve Clerk's Payables for Approval. Supervisor Arnold instructed the Clerk to call roll:

Yes (4): Clerk LeVan, Supervisor Arnold, Treasurer Chew, Trustee Allen

No (0): None.

Motion carried by roll call vote.

M-2025-04-08-04 Trustee Allen moved, seconded by Clerk LeVan, to approve Treasurer's General Fund Report. Supervisor Arnold instructed the Clerk to call roll:

Yes (4): Clerk LeVan, Supervisor Arnold, Treasurer Chew, Trustee Allen

No (0): None.

Motion carried by roll call vote.



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M-2025-04-08-05 Clerk LeVan moved, seconded by Trustee Allen, to approve the 2024-2025 Budget Adjustments. Supervisor Arnold instructed the Clerk to call roll:

Yes (4): Clerk LeVan, Supervisor Arnold, Treasurer Chew, Trustee Allen

No (0): None.

Motion carried by roll call vote.

REPORTS

Clerk LeVan- Special Election for White Pigeon schools will be on May 6, 2025 from 7:00 AM - 8:00 PM. Mason Township residents who live in the White Pigeon school district will be voting at Porter Township for this election.

Supervisor Arnold- All lights at Five-Points are working. There were concerns for a few roads due to the storms. Cass County Road Commissioner has been out to address these issues. Trees from the storm will get picked up ASAP.

Cass County Commissioner Marchetti- Cass County Administrator applications will be collected until April 11, 2025. Hazardous Waste and Tire Collection is April 23, 2025, 3:00 PM - 6:00 PM at the Cass County Road Commission.

Building Department- Permits issued: 2 building, 6 electrical, 3 mechanical, and 0 plumbing.

Zoning Department- See M-2025-04-08-12

Ordinance Enforcement Officer- Blight letters went out in March by the township.

Planning Commission- The meeting for April 15, 2025 will be postponed until May 7, 2025, which will be a special meeting.

Sextons: There was a lot of clean up to do after the storm. They have cleaned up Christmas/winter decorations, old flags...getting the cemeteries ready for Memorial Day. Working on foundations. Made the board aware that the headstones are the family's responsibility, but the foundations of the stones are the responsibility of the township.

UNFINISHED BUSINESS

None.

NEW BUSINESS

M-2025-04-08-06 Trustee Allen moved, seconded by Treasurer Chew, to accept Janet Dull's resignation as Trustee and member of the Zoning Board of Appeal. Motion carried by voice vote.

M-2025-04-08-07 Trustee Allen moved, seconded by Clerk LeVan, to approve the Metro Act for Surf Internet. Motion carried by roll call vote.



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M-2025-03-11-08 Trustee Allen moved, seconded by Treasurer Chew, to approve the Domestic and Sexual Abuse Services with amended contract for \$1,500.00. Supervisor instructed Clerk to call roll.

Yes (5): Clerk LeVan, Supervisor Arnold, Treasurer Chew, Trustee Allen

No (0): None.

Motion carried by roll call vote.

M-2025-04-08-10 Trustee Allen moved, seconded by Clerk LeVan, to approve the Appraisals Plus Group, LLC contract. Supervisor instructed Clerk to call roll.

Yes (4): Treasurer Chew, Clerk LeVan, Supervisor Arnold, Trustee Allen

No (0): None.

Motion carried by roll call vote.

M-2025-04-08-11 Clerk LeVan moved, seconded by Treasurer Chew, to approve up to \$22,896.00 for the fence installation at Kessington East and Kessington West Cemeteries. Supervisor instructed Clerk to call roll.

Yes (4): Clerk LeVan, Trustee Allen, Supervisor Arnold, Treasurer Chew

No (0): None.

Motion carried by roll call vote.

M-2025-04-08-12 Trustee Allen moved, seconded by Treasurer Chew, to approve the Zoning Administrator to team up with Zoning Solutions for a special Zoning and Blight situation at the same residence. Supervisor instructed Clerk to call roll.

Yes (4): Treasurer Chew, Clerk LeVan, Supervisor Arnold, Trustee Allen

No (0): None.

Motion carried by roll call vote.

MISCELLANEOUS AGENDA ITEM: Discussion paying township credit card bill online, or getting a new credit card for the township from another company.

MISCELLANEOUS AGENDA ITEM: Discussion concerning pier permits.

MISCELLANEOUS AGENDA ITEM: Review Spending Policy and possible increase in allowed amount, and understanding wording and expectations.

UPCOMING DATES

- Mason Township Board Meeting- Tuesday, May, 13, 2025 at 7:00 PM
- Planning Commission- Wednesday, May 7, 2025 at 6:30 PM



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- Special Election for White Pigeon Schools- Tuesday, May 6, 2025. Precincts open at 7:00 AM and close at 8:00 PM. For this election, Mason Township residents who live in White Pigeon school district will vote at Porter Township.

ADJOURNMENT

Trustee Allen moved, seconded Treasurer Dull, to adjourn the meeting. Motion carried by voice vote.

Supervisor Arnold adjourned the meeting at 8:27PM.

Respectfully Submitted by:
Clerk Kristin LeVan on 04/10/2025

Approved by the Mason Township Board on: 05/13/2025

Kristin LeVan, Mason Township Clerk

Charlie Arnold, Mason Township Supervisor