



MASON TOWNSHIP BOARD OF TRUSTEES

MASON TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES AUGUST 26, 2025

The Mason Township Board of Trustees met in special session on Tuesday, August 26, 2025, in the Mason Township Hall.

Supervisor Charlie Arnold called the meeting to order at 6:39 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, Trustee Debra Cloud

Board of Trustees Absent: None.

PUBLIC COMMENT

None.

ADDITIONS/DELETIONS TO THE AGENDA

None.

AGENDA

M-2025-08-26-01 Trustee Allen moved, seconded by Trustee Cloud, to approve tonight's agenda. Motion carried by voice vote.

REPORTS/DISCUSSIONS

- Lawncare-yearly bids, expectations (does it include pesticide applicator license)
- Landscaping-yearly bids, expectations (is it included in lawncare?)
- Snow Removal- yearly bids, expectations
- Handyman-outdoor/indoor needs, expectations
- Exterminator
- Other- cleaning out basement, maintenance agreement for furnace and A/C

UNFINISHED BUSINESS

None.

NEW BUSINESS

M-2025-08-26-02 Trustee Cloud moved, seconded by Treasurer Chew, to approve Clerk and Deputy Clerk to attend the Clerk's Professional Development Retreat September 29-30, 2025 in Frankenmuth. Motion carried by voice vote.

M-2025-08-26-03 Trustee Allen moved, seconded by Trustee Cloud, to approve yearly open bids, with contracts for lawncare, landscaping and snow removal services. Motion carried by voice vote.



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M-2025-08-26-04 Trustee Allen moved, seconded by Treasurer Chew, to approve hiring a handyman for quarterly inspections of indoor/outdoor needs and on an as-needed basis . Motion carried by voice vote.

M-2025-08-26-05 Motion to approve hiring an exterminator will be discussed further at the next township meeting pending additional information.

UPCOMING DATES

- New township hours- Tuesdays 10:00 AM - 4:00 PM
- Mason Township Board Meeting- Tuesday, September 9, 2025 at 7:00 PM
- Tax Collection Saturday Hours: September 6th & 13th 9:00 AM - 1:00 PM
- Summer Tax Collection Deadline: Monday, September 15th 9:00 AM - 7:00 PM

ADJOURNMENT

Trustee Allen moved, seconded Trustee Cloud to adjourn the meeting.

Supervisor Arnold adjourned the meeting at 8:26 PM.

Respectfully Submitted by:
Clerk Kristin LeVan on 09/02/2025

Approved by the Mason Township Board on: 09/09/2025

Kristin LeVan, Mason Township Clerk

Charlie Arnold, Mason Township Supervisor