



MASON TOWNSHIP BOARD OF TRUSTEES

MASON TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES December 9, 2025

The Mason Township Board of Trustees met in regular session on Tuesday, December 9, 2025, in the Mason Township Hall.

Supervisor Charlie Arnold called the meeting to order at 7:00 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 Debra Cloud

Board of Trustees Absent: Trustee David Allen

PUBLIC COMMENT

Julio F- Concerns with how the township handles blight

ADDITIONS/DELETIONS TO THE AGENDA

None.

AGENDA

M-2025-12-09-01 Trustee Cloud moved, seconded by Treasurer Chew, to approve the consent agenda, which included tonight's agenda, November 11, 2025 regular meeting of the Mason Township Board of Trustee minutes, Clerk's Payables for Approval, Treasurer's General Fund report, Budget Adjustments for Approval and Budget vs Actual Report.

Supervisor Arnold instructed the Clerk to call roll:

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

No (0): None.

Motion carried by roll call vote.

REPORTS

Supervisor Arnold- Resolved cabinet issues in the library.

Clerk LeVan- Mason Township was selected along with a few other Cass County townships to be audited from the November 2025 election.

Treasurer Chew- Attended the County Treasurer's monthly meeting along with the Deputy Treasurer.

Trustees Allen and Cloud- None.

Cass County Commissioners Marchett and Lee- Attached.



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Office Manager- None.

Building Department- Permits issued: 9 building, 6 electrical, 3 mechanical, and 2 plumbing.

Zoning Department- None.

Ordinance Enforcement Officer- None

Planning Commission- Next meeting Tuesday, January 20, 2025 at 6:30 PM.

SEPSA- Attached.

Sextons: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

UPCOMING DATES

WINTER TAX COLLECTION HOURS: SATURDAYS: 9:00 AM TO 1:00 PM

DECEMBER 20TH

JANUARY 3RD, 17TH, AND 31ST

FEBRUARY 14TH AND 28TH

DEADLINE IS MARCH 2ND 9:00 AM TO 7:00 PM

BOARD OF REVIEW MEETING: THURSDAY, DECEMBER 11, 2025 AT 4:00 PM

MASON TOWNSHIP BOARD OF TRUSTEE MEETING: TUESDAY, JANUARY 13, 2026, AT 7:00 PM

PLANNING COMMISSION MEETING: TUESDAY, JANUARY 20, 2026 6:30 PM

MASON TOWNSHIP BUDGET WORKSHOP MEETING: SATURDAY, JANUARY 24, 2026 AT 9:00 AM

ADJOURNMENT

Trustee Cloud moved, seconded Treasurer Chew, to adjourn the meeting. Motion carried by voice vote.

Supervisor Arnold adjourned the meeting at 7:30 PM.

Respectfully Submitted by:

Clerk Kristin LeVan on 12/16/2025



MASON TOWNSHIP BOARD OF TRUSTEES

Approved by the Mason Township Board on: 01/13/2025

Kristin LeVan, Mason Township Clerk

Charlie Arnold, Mason Township Supervisor