

**ONOTA TOWNSHIP BOARD  
MINUTES OF REGULAR MEETING  
July 6, 2026**

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**I. CALL TO ORDER:**

The meeting was called to order at \_7pm

Present: Supervisor: Christopher Hayden (Absent)    Trustee: Jennifer Hough  
                 Clerk:        Pamela Simmons                    Trustee: Brian Bressette  
                 Treasurer: Cheryl Lane

**II. AGENDA:**

A motion was made to accept the agenda as presented

Motion: Brian Bressette  
Support: Jennifer Hough  
Motion carried. All Ayes

**III. Public Hearing:**

The Public Hearing was called to order at 6:30pm

Present: Supervisor: Christopher Haydon (Absent)    Trustee: Jennifer Hough  
                 Treasurer: Cheryl Lane                            Trustee: Brian Bressette  
                 Clerk: Pamela Simmons

A motion was made to cancel the Public Hearing that was scheduled for July 6<sup>th</sup> 2026 due to a missed deadline.

Motion: Pamela Simmons  
Support: Jennifer Hough  
Motion Carried: All Ayes

**IV. MINUTES:**

A motion was made to accept the minutes as presented

Motion: Cheryl Lane  
Support: Brian Bressette  
Motion carried. All Ayes

**IV. REPORTS:**

**A. Financial Report**

The treasurer presented the bills for payment.

A motion was made to pay the monthly bills with the addition of a payment to Altran for the amount of \$834.91

- » \$ \$14,203.22 for the general fund, checks # 6838 to # 6880
- » \$ \$743.58 for the fire fund, checks # 2341 to # 2345
- » \$ \$6,879.20 for solid waste fund, check #1319

Motion: Brian Bressette  
Support: Jennifer Hough  
Motion carried. All Ayes

Roll Call: Cheryl Lane  
                 Brian Bressette  
                 Jennifer Hough  
                 Pamela Simmons

A motion was made to approve the monthly balance sheet and profit & loss statements for the general fund, fire fund, solid waste fund and tax fund as presented by the clerk.

Motion: Brian Bressette  
Support: Cheryl Lane

Gen: 774,644.56  
Fire: 537,488.92  
SW: 216,212.18

Motion carried. All Ayes

Roll Call: Chery Lane  
Brian Bressette  
Pamela Simmons  
Jennifer Hough

B. Assessors Report: Read by Clerk (copy on file)

C. Zoning Administrator Report: Read by Clerk (copy on file)

D. Fire Department Report: Read by Fire Chief (copy on file)

The Chief asked to bring on a new member to the department, that was tabled until the next board meeting due to the absence of the supervisor. A new policy and procedure manual was presented to the board by the Chief that was also tabled until the next board meeting so the board can review it.

A motion was made to purchase 12 rapid radios for the VFD at the cost of no more than \$2,324.76, after one year there will be a \$50 per radio charge (\$600)

Motion: Brian Bressette  
Support: Pamela Simmons  
Motion Carried: All Ayes

Roll Call: Cheryl Lane  
Brian Bressette  
Jennifer Hough  
Pamela Simmons

A motion was made to purchase 6 new pagers for no more than \$2,694.00 for the VFD.

Motion: Brian Bressette  
Support: Jennifer Hough  
Motion Carried: All Ayes

Roll Call: Cheryl Lane  
Brian Bressette  
Jennifer Hough  
Pamela Simmons

E. Planning Commission Report:

A Public Hearing was held on the updated STR, it passed 4-0 to accept the ordinance as written.

F. Supervisor Report: None

G. Other Reports: None

#### **V. CORRESPONDENCE: (copy on file )**

1. The correspondences that were received all pertained to the Public Hearing that was cancelled due to a missed deadline. They will be tabled until the new meeting is held.

#### **VI. PUBLIC COMMENT:**

Open: 7:16 pm

1. The question was asked when the new STR would go into effect.

Closed: 7:16

## **VII. UNFINISHED BUSINESS:**

1. A new computer was purchased with the approval of the supervisor.
2. A motion was made to pay the election inspectors \$ 20 per hour.

Motion: Brian Bressette  
Support: Jennifer Hough  
Motion Carried: All Ayes

Roll Call: Cheryl Lane  
Brian Bressette  
Jennifer Hough  
Pamela Simmons

3. A motion was made to pay an election assistant \$25 per hour.

Motion: Cheryl Lane  
Support: Brian Bressette  
Motion Carried: All Ayes

Roll Call: Cheryl Lane  
Brian Bressette  
Jennifer Hough  
Pamela Simmons

4. The election Inspector Appointment Meeting will be scheduled by 7/14/26
5. The decision was made to have a special meeting to appoint a deputy supervisor / public hearing

## **VIII. NEW BUSINESS:**

1. The new STR ordinance was presented to the board, per recommendations of the PCOM.  
A motion was made to accept the ordinance to go into effect at least 30 days after a person is found/hired to do the permitted inspections.

Motion: Brian Bressette  
Support: Jennifer Hough  
Motion Carried: All Ayes

## **IX. PUBLIC COMMENT:**

Open: 7:25 pm

1. How will we find the person to do the inspections? (pay to be determined)
2. Was anything established to limit how many STR will be allowed?
3. Will the existing STR be grandfathered in? Will they now need to be permitted?
4. Who will do the inspections? VFD Chief/other qualified persons
5. The STR ordinance should be accepted, now the PCOM will need to implement the requirements etc.
6. Will the board have the PCOM minutes at their public hearing? Taking into consideration for the re-zoning.
7. The lawyer addressed questions from members of the township that were present at the meeting.

Closed: 7:39 pm

## **X. BOARD CONCERNS:**

Jenny announced that there will be a Onota Township Hawaiian Luau Party at the Au Train Onota School !!!!

Date: August 8, 2026  
Time: 1pm – 5pm

## **XI. ADJOURNMENT:**

A motion was made to adjourn the meeting at 7:40 pm

Motion: Jennifer Hough  
Support: Brian Bressette  
Motion carried. All Ayes

Respectfully Submitted: Pamela Simmons  
Onota Township Clerk  
Proposed: July 8, 2026  
Approved: July 13, 2026

A motion was made to amend July 6<sup>th</sup> 2026 Board Meeting minutes to include the Public Hearing Minutes from July 6<sup>th</sup> 2026.

Motion: Brian Bressette  
Support: Jennifer Hough  
Motion Carried: All Ayes

Respectfully Submitted Pamela Simmons  
Onota Township Clerk  
Proposed: August 1, 2026  
Approved: August 3, 2026