

**MINUTES**  
**TOWN OF MARSHALL**  
**MONTHLY BOARD MEETING**  
**December 9, 2025**

The monthly meeting of the Town Board of Town of Marshall was held on Tuesday, December 9, 2025, in the Town Hall. Chairman Durst called the meeting to order at 7:00 pm.

Present: Chairman Durst, Supervisor Sebranek, Supervisor Rynes, Clerk Berner, Patrolman Paasch, and 1 citizen. Treasurer Spencer was absent. Supervisor Rynes moved to approve the posting and agenda. Supervisor Sebranek seconded. Motion passed.

**Minutes:** Supervisor Sebranek moved to approve the meeting minutes from the Budget Public Hearing, Special Town Elector Meeting, and the Monthly Board Meeting held on November 11, 2025. Supervisor Rynes seconded. Motion passed.

**Clerk's Report:** Clerk Berner presented the Clerk's Report.

Ted Greenheck, from Driftless Area Surveying, on behalf of John and Julie Marquardt, requested rezoning a portion of Donald Marquardt's property at 17098 Merry Hill Road. The specific area is the 33.62 acres of ag forest north of the centerline of Merry Hill Road. They are requesting this be rezoned to ag residential.

*Supervisor Rynes moved to approve the rezoning of 33.62 acres of ag forest to ag residential. Supervisor Sebranek seconded the motion. The motion passed at 7:07 pm.*

*The Rezoning Request form was approved and signed by the Board.*

The Republican and Democratic Parties did not provide the township with lists of election workers to choose from. The following people have been contacted and are willing to serve as election officials: Brenda Cupp, Julie Durst, Barbara Duerksen, Sheri Scott, Dillon Louis, Janis Marshall, Anna Berner-Frye, McKenna Layer, Marj Hubbs, and Linda Wanless.

*Supervisor Rynes moved to approve the list of names to serve as election officials. Supervisor Sebranek seconded. Motion passed at 7:11 pm.*

The mowing contract from Jeff Oler Caretaking and the 2025 mowing expenses were reviewed. The Clerk was instructed to put the mowing contract out for bid.

Supervisor Rynes reported the plumbing for the kitchen sink should be installed next week.

Chairman Durst will attend the ambulance service meeting on 12/16/25.

Our insurance company does cover some instances of fraudulent activity. The bonds cover fraudulent activity, and the town also has an additional endorsement on our business policy:

- Adds Employee Dishonesty up to \$10,000
- Adds Money and Securities up to \$10,000
- Adds Forgery and Alteration up to \$10,000

The Clerk reviewed the Positive Pay service offered at our bank. This will cost \$25/month.

*Supervisor Rynes moved to approve utilizing the Positive Pay service offered at our bank. Supervisor Sebranek seconded. Motion passed at 7:33 pm.*

The rules and procedures for Spring Hill Cemetery were reviewed.

With mail delivery to the town hall, the home addresses for the chairman and supervisors will be removed from the town website.

**FORMS, REPORTS, & EMAIL INQUIRIES**

The 2025 Municipal Levy Limit Worksheet was completed and submitted to the Department of Revenue on 11/20/25.

On 11/20/25, the following forms were submitted to the Richland County Real Property Lister to generate our tax bills: the Richland County Mill Rate Worksheet, Form PA-687 Property Tax Bill – Referenda/Resolution Data, the 2025 Municipal Levy Limit Worksheet, and the Special Assessments and Charges form.

The 2025 Statement of Taxes, Form PA-632A, was completed and submitted to the DOR on 12/4/25. The Tax Roll Certificate for Taxes Levied was also completed. A copy of both forms was given to Treasurer Spencer and the County Treasurer.

November WT-6 State Income Tax Withholding was paid online on 12/8/25.

November 941 Federal Tax Withholding was paid timely, online on 12/8/25.

#### UPCOMING DATES

The next town board meeting is Tuesday, January 13, 2026, at 7:00 pm.

Future town board meeting date: Feb 10, Mar 10, Apr 14, Apr 21, May 12, Jun 9.

Upcoming Elections: 2/17/26 Spring Primary (if required), 4/7/26 Spring Election, 8/11/26 Partisan Primary, 11/3/26 General Election

#### OLD BUSINESS

All payments from our November Town Board meeting were mailed out on 11/12/25.

The Case backhoe loader was sold on 11/25/25. The insurance company was notified on 12/2/25.

The Brooks purchase agreement was revised and resigned on 12/2/25.

The loan paperwork for the new backhoe loader was completed on 12/2/25.

The new backhoe loader was delivered on 12/5/25. The insurance company was notified. Payment was made in full to Brooks Tractor.

Supervisor Sebranek moved to approve the Clerk's Report. Supervisor Rynes seconded. Motion passed.

**Treasurer's Report:** Clerk Berner presented the Treasurer's Report.

Revenue and balances were reviewed.

Supervisor Rynes moved to approve the Treasurer's Report. Supervisor Sebranek seconded. Motion passed.

**Road Supervisor's Report:** Patrolman Paasch presented the Road Supervisor's Report.

Busy with plowing snow or sanding. Brush mowing will continue once it stops snowing. The Mack truck has a bad air leak in the upper tank, parts and pricing were discussed.

Supervisor Sebranek moved to approve the Road Supervisor's Report. Supervisor Rynes seconded. Motion passed.

**Richland County Fire/EMT/Ambulance/911:** The fire meeting was discussed.

**Correspondence:** Correspondence was reviewed.

**Payment of Bills:** Monthly bills were reviewed. Chairman Durst moved to pay all bills in full. Supervisor Sebranek seconded. Motion passed.

Supervisor Rynes moved to adjourn the meeting. Supervisor Sebranek seconded. The meeting adjourned at 8:23 PM.

Katherine Berner, Clerk