



# Buchanan Town Spirit

A NEWSLETTER FROM YOUR TOWN

FALL 2019

## ***Town Officials***

### **Town Board**

**Mark McAndrews**, Town Chairperson

**Karen Lawrence**, Supervisor #1

**Dennis Reinke**, Supervisor #2

**Chuck Kavanaugh**, Supervisor #3

**Tom Walsh**, Supervisor #4

### **Town Staff**

**Tony Brown**, Administrator

**Cynthia Sieracki**, Clerk/Treasurer

**Cathy Bolwerk**, Deputy Clerk/Treasurer

**Ray Mohr**, Fire & Rescue Chief

**Paul Hermes**, Building Inspector

New Playground Equipment coming to the Town Hall Park located directly behind the Town Hall at N178 County Road N.



**Can your house or business number be seen from the street? Emergency response teams cannot find you if your house or business number is not clearly displayed from both directions.**

If you are a Town of Buchanan resident and would like a set of numbers for your property, you may stop in and request a set or email [clerk@townofbuchanan.org](mailto:clerk@townofbuchanan.org). We will put it together and let you know when it is ready to be picked up. Remember, these numbers could be a lifesaver in case of an emergency so you want to make sure you have them visible.

# Winter Heating Safety Tips

Have your heating system cleaned and inspected by a certified and licensed heating technician prior to use. Here are some heating safety tips to keep you and your family safe.

## Furnaces:

- Replace your old furnace with a more efficient unit.
- Make sure your thermostat is working properly.
- Replace the filter as recommended for your furnace.
- Wash, brush or vacuum permanent filters as recommended for your furnace.
- Check the exhaust vent for debris.
- Give your furnace space.



## Fireplaces and Wood Stoves:

- Have your chimney cleaned and inspected yearly.
- Never use a flammable liquid to start a fire.
- Use only dry seasoned wood in your fireplace to avoid the build-up of creosote.
- Do not burn wrapping paper, newspapers, cardboard boxes, plastics, green wood/branches or trash.
- Ensure that your fireplace has a sturdy screen to prevent sparks from escaping.
- Never leave a fire in the fireplace unattended. Extinguish the fire completely before going to bed or leaving the house.
- Store the cooled ashes in a metal container outside.
- Only use wood stoves that are air-tight and have a controlled airflow.

## Portable Heaters:

- Carefully follow all the manufacturer's instructions for operation.
- Keep heaters a minimum of three feet away from combustibles.
- Never plug your heater into an extension cord.
- Turn off or unplug heaters when not in use or you leave the room or go to bed.
- Portable heaters can be easily knocked over. Be sure your space heater has an automatic shut-off feature in case of a tip-over.
- Never use portable heaters as your only source of heat.
- Never place your heater on a rug or carpet, (unless it is the type specifically designed to be on carpet).
- Never use a heater if the cord is frayed or damaged.

Carbon monoxide (CO) is a colorless, odorless, tasteless, highly toxic gas that is undetectable to the human senses. Carbon monoxide poisoning can occur anywhere; at home, in your car, in a public place, or at work. CO detectors sound an alarm when unacceptable levels of CO are in the air. Without testing instruments, CO is virtually impossible to detect. Be sure to have a CO detector in your home. If the detector sounds a steady alarm or you are not sure, go outside immediately. Follow your home escape plan! Meet your family members at your safe meeting place and call 9-1-1. Never re-enter the home until you are told it is safe to do so.

**Trick or Treat Hours:**  
**Thursday,**  
**October 31st, 2019 from**  
**4:00 p.m. until 7:00 p.m.**



We are looking for advertisers to help support the town newsletter. The revenue from the ads pays for the publication in its entirety. If you would like to advertise or know of a business or person that would be interested, please call Peter Van Doren at (262) 207-2572 or email him at [pvandoren@4lpi.com](mailto:pvandoren@4lpi.com) for more information. Thank you for your support.

# Snow Removal & Winter Maintenance Policy

The intent of this policy is to assist the Town and contractors in establishing priorities and guidance to ensure winter maintenance duties are performed in a responsible and timely manner.

It should be understood that this policy is not inclusive of all winter weather conditions. It is to be used to provide guidance resulting in timely, cost effective winter maintenance. This does not mean that dry, bare pavement should be expected. Due to circumstances such as: amount of snowfall, time of day, time of year, length of storm, predicted forecasts, and possible equipment breakdowns, the timing and level of service will be evaluated and steps will be taken to provide these services.

## **Policy Implementation**

It shall be the responsibility of the Town Administrator to implement this policy with the contractor. Any adjustments to the policy for a particular snow event, contractor questions and other related issues shall be the responsibility of the Administrator. Town office staff shall be familiar with this policy and assist the Administrator as necessary and address resident issues and calls. In the absence of the Administrator, the Town Chairperson shall be responsible for implementation of this policy.

## **Timing of Services**

Predicted and current snow accumulation, wind conditions, temperature and type of precipitation all dictate the timing of services needed. The following are general guidelines which shall be used to guide the timing of services:

- ◆ Completion of services shall be a priority for the time periods 6:00 a.m. to 8:00 a.m. and 3:00 p.m. to 6:00 p.m.
- ◆ As feasible, completion of services shall be completed once for each event.
- ◆ Contractor shall contact the Town prior to the delivery of services to confirm timing.
- ◆ Contractor shall contact the Town with any service delays, equipment failure, etc.



# Dog License Application

License Number: \_\_\_\_\_



**Town of Buchanan**  
**N178 County Rd N**  
**Appleton, WI 54915**

**Phone: 920-734-8599**  
**Fax: 920-734-9733**  
**www.townofbuchanan.org**

**(2020 Licenses will be available mid-December of 2019)**

**Application Requirements: Licenses expire on December 31<sup>st</sup> of each year.**

By Mail:		In Person:	
Complete Application Form (below)		Complete Application Form (below)	
Copy of Rabies Certificate (retain a copy for yourself)		Copy of Rabies Certificate (retain a copy for yourself)	
Fee (plus late fee if after March 31st)		Fee (plus late fee if after March 31st)	
Self Addressed Stamped Envelope			

OWNER NAME: \_\_\_\_\_

NAME OF DOG: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COLOR: \_\_\_\_\_

\_\_\_\_\_

BREED: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

~~FEE SCHEDULE~~

CHIP # \_\_\_\_\_

Neutered Male	\$7.00	Total Amount Paid \$ _____
Spayed Female	\$7.00	
Male-Not Neutered	\$12.00	
Female-Not Spayed	\$12.00	
Late Charge*	\$5.00	
*A license obtained after March 31 <sup>st</sup> will be charged a \$5.00 late fee per dog		Regardless of when your dog is next due for their rabies shot you need to obtain the license with their current rabies certificate prior to March 31 <sup>st</sup> . If you obtained a dog license last year but no longer have the dog, please contact the Town of Buchanan so we can remove your information from our database. Thank you!

\*\*\*\*\*

### Notice to Dog Owners:

Dogs running at large and untagged dogs are subject to impoundment; penalties.

Wisconsin State Statute 174.05 requires the owner of any dog more than five (5) months of age **must have their dog licensed and tagged.**

Dogs running at large and untagged dogs are subject to impoundment and the owners may pay penalties. A dog is considered to be running at large if it is off the premises of its owner and not under the control of the owner or some other person. A dog is considered to be untagged if a valid license tag is not attached to a collar which is kept on the dog whenever the dog is outdoors, unless the dog is securely confined in a fenced area. An officer shall attempt to capture and restrain any dog running at large or any untagged dog. If the owner of a dog negligently or otherwise permits the dog to run at large or be untagged, the owner shall forfeit not less than \$25 or more than \$100 for the first offense, and not less than \$50 or more than \$200 for subsequent offenses.

### Dog License Receipt

Town Issued License Number:		Amount Paid: \$	
Notes:		Cash	Check Number:
		Date:	

# Elections for Spring 2020

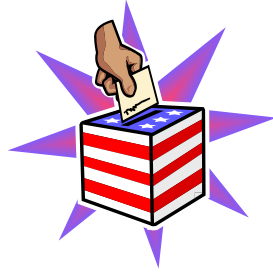
## Spring Primary

**Election** *(if needed)*

Tuesday, February 18, 2020

## Spring Election

Tuesday, April 7, 2020



If you are interested in running for a local office, please contact the Clerk at 920-734-8599 or stop in the Town Hall office during normal business hours.

The first day to circulate nomination papers is December 1, 2019. The final day for filing nomination papers, declarations of candidacy, and campaign registration statements will be 5:00 p.m., January 7, 2020.

### Town Offices

Supervisor #2

Supervisor #4

### Incumbent

Dennis Reinke

Tom Walsh

## A Note from the Town Clerk

\*\*Special interest groups send out voter registrations, and absentee applications, your clerk will not! Most often they look as though they originate with my office, and have incomplete or incorrect forms, causing us both frustration and unnecessary work. There are four elections next year and you can rest assured your mailbox will be full of them, please ignore each and every one.

If you have not registered to vote, or would like an absentee ballot, please go to **[www.myvote.wi.gov](http://www.myvote.wi.gov)** or call the Town Hall at 920-734-8599. Thanks!

*"Like" Town of Buchanan, Wisconsin and Town of Buchanan Fire and Rescue on Facebook to stay up-to-date with things happening in Town.*

# Information for 2019 Tax Payments

2019 Tax Bills will be mailed by Outagamie County in mid-December.

**IN FULL OR 1ST INSTALLMENT:** Payable to the Town of Buchanan by January 31, 2020  
Address: N178 County Road N, Appleton, WI 54915.

*We encourage you to mail your payment, by check or money order and please include your phone number on the check! The Town of Buchanan discourages cash payments. Payments can be dropped in our dropbox on the southwest corner of the Town Hall.*

For details on how to pay property taxes by credit or debit card, go to Outagamie County's website: [www.outagamie.org](http://www.outagamie.org) (Department-Treasurer).

**SECOND INSTALLMENT:** Payable to Outagamie County Treasurer by July 31, 2020  
Address: 320 S. Walnut St., Appleton, WI 54911.

***The Town of Buchanan cannot accept second installment payments!***

## RECEIPTS

Receipts will be dated based on the date the monies are physically received at the Treasurer's office.

***If you require a receipt, enclose a self-addressed, stamped envelope along with your tax bill stub and payment.***

All paid tax information is available on Outagamie County's website as soon as payments are posted, and you can print payment information for your records.

## TAX OVERPAYMENT REFUNDS

No refund is given, unless payment is over the full tax bill amount. There are **NO CASH REFUNDS** for amounts over \$30.00. Refund checks will be issued within three weeks after payment is applied.

## IN-PERSON HOURS OF COLLECTION:

(Town of Buchanan, N178 County Road N)

**DEC 9 thru DEC 12 7:00 a.m. to 4:00 p.m.; DEC 13 7:00 a.m. to noon;  
DEC 16 thru DEC 19 7:00 a.m. to 4:00 p.m.; DEC 20 7:00 a.m. to noon;  
TUESDAY DEC 17 4:00 p.m. to 6:00 p.m.;**

**DEC 30 7:00 a.m. to 4:00 p.m.; DEC 31 Office closing at noon**

\*\*\*\*\*

**JAN 20 thru JAN 23 7:00 a.m. to 4:00 p.m.; JAN 24 7:00 a.m. to noon**

\*\*\*\*\*

## **NEW HOME OWNER-LOTTERY CREDIT APPLICATIONS AVAILABLE:**

If your home was your primary residence as of January 1, 2019, forms are available on the Town's website [www.townofbuchanan.org](http://www.townofbuchanan.org) and the Department of Revenue's website at [www.revenue.wi.gov](http://www.revenue.wi.gov). If you have received the credit in past years and have not moved, you do not need to reapply.

**PLEASE NOTE: 2020 DOG LICENSES**

**ARE DUE JANUARY 1st**

**Tags will be available the middle of December**

## SIGNS IN THE RIGHT-OF-WAY

The Town of Buchanan Municipal Code prohibits signs and markers in highways and Town right-of-way. Section 495-8 states, "No person, other than an officer or his designee authorized by this chapter to erect and maintain official traffic control devices, shall place within the limits of any street or highway maintained by the Town any sign, signal, marker, mark or monument unless permission is first obtained from the Town Administrator. Any sign, signal, marker, mark or monument placed or maintained in violation of this section shall be subject to removal". Please be aware of this requirement with regard to signs for special events or sales as they may be removed by the Town. The Town may also charge violators for removal of items in the right-of-way that are placed illegally.

### Fire Hydrants & Snow

**Don't let your neighborhood fire hydrant remain "undercover" this winter!**

We are asking that you help us by keeping the fire hydrant closest to your home or business clear of snow. Snow should be removed about three feet (3') away from the hydrant in all directions and a pathway cleared between the hydrant and the nearest roadway.

## 2019 Remaining Yard Waste Collection Weeks

During these weeks only, your yard waste goes out on your normal garbage day and is picked up during the week:

**October 7 - 11**

**November 4 - 8**

**December 2 - 6**

**DO NOT** put yard waste in recycle or garbage carts.

### Pickleball has taken off in the Town of Buchanan

Pickleball currently has over 30 members and 16 people have participated in introduction to Pickleball clinics. September 3 began a Fall Coed Recreational Pickleball League.

Email [bpickleb@gmail.com](mailto:bpickleb@gmail.com) if you are interested in:

- \* Attending an introductory clinic to learn what Pickleball is and how to play.
- \* Joining others to play Pickleball at one of the three parks in the Town of Buchanan.
- \* Having a weekly option to play in the Fall League on Tuesdays at 6:00 p.m. at Hickory Park through October, 2019.



PRSRT STD  
US POSTAGE  
**PAID**  
NEW BERLIN, WI  
PERMIT NO. 188

**N178 County Road N  
Appleton, WI 54915**

Phone: 920-734-8599

Fax: 920-734-9733

E-mail: [clerk@townofbuchanan.org](mailto:clerk@townofbuchanan.org)

Office Hours:

7:00 a.m. to 4:00 p.m. Monday-Thursday

7:00 a.m. to 12:00 p.m. Friday

Website: [www.townofbuchanan.org](http://www.townofbuchanan.org)

Questions & input regarding the *Buchanan Town Spirit* newsletter should be directed to:

**Town Administrator  
N178 County Road N  
Appleton, WI 54915**

You may also access the newsletter online at:  
[www.TownofBuchanan.org](http://www.TownofBuchanan.org)

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# TownCalendar

## October 2019

3 Utility Commission Mtg.  
7 Yard Waste Pick-Up Week  
14 Plan Commission Mtg.  
16 Large Item Pick-up \*\*  
22 Town Board Mtg.  
31 Trick-or-Treat 4-7 p.m.



## November 2019

4 Yard Waste Pick-up Week  
7 Utility Commission Mtg.  
7 Budget Hearing/Town Mtg.  
11 Plan Commission Mtg.  
19 Town Board Mtg.  
20 Large Item Pick-up\*\*  
28 & 29 Town Offices Closed



## December 2019

2 Yard Waste Pick-up Week  
5 Utility Commission Mtg.  
9 Plan Commission Mtg.  
17 Town Board Mtg.  
18 Large Item Pick-up\*\*  
24 & 25 Town Offices Closed  
31 Office closing at noon



\*\* You must first purchase a sticker for Large items