

REGULAR MEETING OF THE GREEN CHARTER TOWNSHIP BOARD WAS CALLED TO ORDER AT 7:30 P.M. DECEMBER 13, 2005.

THE SUPERVISOR LEAD THE BOARD IN THE PLEDGE OF ALLEGIANCE TO THE FLAG.

THE FOLLOWING BOARD MEMBERS WERE PRESENT, ROLL CALL.

JOHN WELLNITZ,	SUPERVISOR
JANET CLARK,	CLERK
CAROLYN CHIPMAN,	TREASURER
A. DONALD GRANT,	TRUSTEE
GARY TODD	TRUSTEE
JAMES PEEK,	TRUSTEE
BARBARA WALDRON	TRUSTEE

MINUTES

The clerk presented the minutes of the regular, November 9, 2005 board meeting

MOTION was made by J. Peek and supported by G. Todd to accept the minutes of November 09, 2005 meeting. Motion carried 7 yes.

TREASURERS REPORT

The treasurer presented the treasurers report:

12-08-05 General Fund, balance \$615534.70

12-08-05 Green Charter Township Sewer Fund \$398,919.37

MOTION was made by J. Peek and supported G. Todd to accept the Treasurer's report as presented in both funds. **MOTION CARRIED 7 yes**

The Treasurer C. Chipman reported one CD comes due 1/08/06 and one 1/11/06 in the sewer fund

Also reporting some money market rates are better than CDs

SEWER REPORT

Dennis Vandawater presented the sewer report.

The sewer report of Green Township as follows:

11-01-05 to 11-30-05

Reading-----77828060

Total flow-----1033520

Average daily flow-----35639

Denny reported:

1. 205th lift station - working fine
2. Inspection at Sunrise Haven manholes 13 & 16 completed and approved.
3. Contacted Brad's Cleaning to do a video inspection for the two sewer connections that are already hooked up to the system. This was done to eliminate having to dig up the line for inspection. Steve Fenstermacher will be paying for this inspection.

MECOSTA COUNTY EQUALIZATION DEPARTMENT

Information has been received from the Mecosta County Equalization Dept. that the Mecosta County Commissioners have approved the Equalization Office providing information on line. The information will be updated daily and BS&A will be administering the fees.

LOST CHECK

The treasurer reported in the General Fund check # 7305 to Mecosta County Equalization for Summer Tax Postage has (\$793.28) has not been cashed.

MOTION was made by J. Peek and supported by G. Todd to stop payment on check #7305 and reissue.

MOTION carried. 7 yes. Peek, Waldron, Clark, Wellnitz, Chipman, Grant, Todd

CEMETERY FENCE LINE – PARKHILL CEMETERY

Ralph Moldenhouer, property owner of said property along Parkhill cemetery was not in attendance.

There was a discussion. No action taken

RECREATION MASTER PLAN – GREEN TOWNSHIP

Marlies Manning of Manning Design was present to review discuss with the board the “Goals & Objectives”, (rev. 12-8-05)

Points discussed were:

1. Natural resource inventory
2. Connection to Whitepine Trail high point value on grant applications
3. MDOT’s review
4. Park Improvements Cost Estimate Summary
5. DNR Trust Fund funding
6. Charlie Brown Park use agreement
7. Grant applications can be submitted each year
8. All proposed plans are handicap accessible
9. How shall we prioritize the projects?
10. Manchester Park discussion – co-operative agreement to look into reopening. Letter of intent
11. Maintenance
12. Action Plan 2006 – 2010
13. Necessity to complete Master Plan, hearings, approve, distribute
14. Private grants, foundations, local fund raisers
15. Grant writer
16. Conservation easement?
17. Muskegon River Watershed

CHARTER TOWNSHIP OF GREEN
COUNTY OF MECOSTA, MICHIGAN
RESOLUTION TO SET SEWER RATES AND CHARGES
SEWER CAPITOL & EXPANSION/ REPLACEMENT
FOR THE GREEN CHARTER TOWNSHIP SEWER SYSTEM

Minutes of a regular meeting of the Township Board of the Charter Township of Green, Mecosta County, Michigan, held in the Township hall in said Township on **12-13-2005**

PRESENT: Members: **G. Todd, A.D. Grant, C. Chipman, J. Wellnitz, J. Clark, B. Waldron, J. Peek**

ABSENT: Members: None

The following resolution was offered by Member **James Peek** and supported by Member: **Gary Todd**

WHEREAS, the Green Charter Township Sewer Connection, Use and Rate Ordinance, as amended (the “Sewer Ordinance”) provides that Township Board shall establish by resolution from time to time various rates and charges for use of the Green Township Sewer System.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. Effective **1-1-2006** and thereafter:
 (a) The Charges for Sewage Disposal Services provided by Section 810 shall consist of a User Charge of **\$ 57.57 per unit per quarter**. An **Industrial Pretreatment Program Charge of \$1.38 per Unit per quarter**, and a **Debt Service Charge of \$4.43 per; Unit per quarter** And a sewer Capitol Expansion/Replacement charge of **\$ 6.62 per Unit per quarter. \$70.00 total per quarter per unit.**
2. All resolutions and parts of resolutions in conflict herewith shall be and The same are hereby rescinded.

AYES: Members: Grant, Chipman, Todd, Wellnitz, Clark, Waldron, Peek

NAYS Members: None

ABSENT: Members: None

RESOLUTION DECLARED ADOPTED.

Janet Clark, Clerk, Charter Township of Green

STATE OF MICHIGAN)
) ss>
COUNTY OF MECOSTA

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Green, Mecosta County, Michigan (the “Township”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting on March 8, 2005, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 13th day of December 2005, A.D.

Janet Clark, Clerk
Charter Township of Green

SPEC- HOME CONNECTION TO SEWER

The question was asked when to commence billing for sewer usercharge on spec-homes connected to the sewer system, approved inspection but not yet sold. The understanding of the board is that they need to be considered the same as any other home when connected and inspected, as mobile homes in parks.

TABLE TOP VOTING SECRECY SHIELD VOTING BOOTHS

MOTION was made by J. Peek and supported by D. Grant to order 8 table top voting secrecy shields when ordered jointly with the other townships of the county. **MOTION CARRIED.** 7 yes. Grant, Todd, Chipman, Wellnitz, Clark, Waldron, Peek.

CHARTER COMMUNICATIONS

Clerk, J. Clark reported that the franchise fee has been corrected and payments have been caught up to date and they may even have a small credit. A complete detail report will be coming from Charter.

Clark also presented to the board a report on the comparison for internet connection between dial-up with Tucker and high speed with Charter. There was a discussion.

MOTION was made by D. Grant and supported by G. Todd to change internet service to Charter Communications with a 36 month contract @ \$45.00 per month and to continue the email accounts with Tucker to the end of March if necessary. **MOTION CARRIED.** 7 yes. Peek, Waldron, Clark, Wellnitz, Chipman, Grant, Todd

PUBLIC COMMENTS

GRANTS

Resident Nancy Stephans was present and addressed the board with the concern and encouraged township to investigate starting on grant writing while working on the Master Plan, because it takes time to prepare the grants

SUNRISE HAVEN – FINAL INSPECTION

The final inspection of the sewer connection for Sunrise Haven has been completed.

MOTION was made by G. Todd and supported by J. Peek to sign the permit from the DEQ and return it to the State. **MOTION CARRIED.** 7 YES.

MECOSTA COUNTY AREA CHAMBER OF COMMERCE

MOTION was made by J. Clark and supported by C. Chipman to approve the Associate membership dues for the Mecosta County Area Chamber of Commerce of \$95.00. **MOTION CARRIED.** 7 yes Todd, Grant, Chipman, Wellnitz, Clark, Waldron, Peek

COMPLYING WITH THE MICHIGAN SOCIAL SECURITY NUMBER PRIVACY ACT

G. Todd moved supported by J. Peek the following resolution. To comply with the Michigan Social Security Number Privacy Act.

**SOCIAL SECURITY NUMBER
PRIVACY POLICY
TOWNSHIP OF GREEN CHARTER TOWNSHIP
MECOSTA COUNTY, MICHIGAN
12-13-2005, 2005**

1. Purpose.

The Township of Green Charter (the "Township") is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 *et seq.*, (the "Act") to create a privacy policy concerning the Social Security numbers that it possesses or obtains.

Pursuant to the Act, the privacy policy must at least:

- a. Ensure to the extent practicable the confidentiality of the Social Security numbers.
- b. Prohibit unlawful disclosure of the Social Security numbers.
- c. Limit who has access to information or documents that contain the Social Security numbers.
- d. Describe how to properly dispose of documents that contain the Social Security numbers.
- e. Establish penalties for violation of the privacy policy.

This Privacy Policy sets forth the Township's policies and procedures regarding how Social Security numbers are obtained, stored, transferred, used, disclosed and disposed.

2. Policy.

It is the policy of the Township to protect the confidentiality of Social Security

numbers obtained in the ordinary course of township business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the Act and this Privacy Policy.

3. Procedure.

a. Obtaining Social Security Numbers. Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy. Legitimate reasons for collecting a Social Security number include, but are not limited to:

Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.

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Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.

Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any Township employee benefit plans.

Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.

b. Public Display. All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.

c. Account Numbers. All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.

d. Computer Transmission. All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.

e. Mailed Documents. Township documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

f. Freedom of Information Act. Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

g. Storage. All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

h. Access to Social Security Numbers. Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

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i. Disposal. Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

j. Unauthorized Use or Disclosure of Social Security Numbers. The Township shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers through the Township for unlawful purposes.

AYES:7 Members: Grant, Chipman, Todd, Wellnitz, Clark, Waldron, Peek
 NAYS 0 Members: None
 ABSENT:0 Members: None

RESOLUTION DECLARED ADOPTED.

 Janet Clark, Clerk 12-13-2005
 Charter Township of Green

STATE OF MICHIGAN)
) ss>

COUNTY OF MECOSTA

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Green, Mecosta County, Michigan (the "Township") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting on March 8, 2005, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 13th day of December 2005, A.D.

Janet Clark, Clerk
 Charter Township of Green

CREDIT CARD USE SAMPLE RESOLUTIONS

The clerk distributed sample resolutions for the township credit card use and asked the board to review and they will be on the agenda next month.

BUDGET WORK SESSION SCHEDULED FOR JANUARY 4TH, 2006 6:30 PM

BUDGET HEARING SCHEDULED FOR JANUARY 10TH, 2006. 7:00 PM

AUDIT FOR YEAR END 3-31-2006

MOTION was made by Chipman and supported by Grant to hire Brickley Delong for the audit of year April 1, 2005 – March 31, 2006 at the cost of \$4,300.00 and \$850.00 for GASB work compliance. MOTION CARRIED. 7 YES- Peek, Waldron, Clark, Wellnitz, Chipman, Grant, Todd

BUDGET AMENDMENTS

MOTION was made by J. Peek and supported by B. Waldron to approve the following budget amendment in the general fund. MOTION CARRIED. 7 YES. Todd, Grant, Chipman, Wellnitz, Clark, Waldron, Peek

ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED AMOUNT	NEW NEW	AMENDED BALANCE
<u>GENERAL FUND</u>						\$ -
<u>101-276-818</u>	CEMETERY CONTRACTUAL SERV.	\$ 3,690.00	\$ 3,000.00	\$ 1,200.00	\$ 4,200.00	\$ 510.00
<u>from</u>	from				\$ -	
<u>101-276-972</u>	CEMETRY LARGE ASSETS	\$ -	\$ 8,500.00	\$ (1,200.00)	\$ 7,300.00	\$ 7,300.00

AUTHORIZE PAYMENT OF BILLS

MOTION was made by G. Todd and supported by B. Waldron to approve payment of the following bills:

MOTION CARRIED.6 yes Grant, Todd, Chipman, Wellnitz, Clark, Peek, Waldron-absent

GREEN GENERAL FUND CK # 7418 THROUGH # 7454 \$ 19,126.66

GREEN SEWER FUND CK # 2048 THROUGH # 2056 \$ 2,251.54

SUNRISE HAVEN CK # 1018 \$ 466.69

ADJOURN –MOTION was made by G. Todd and supported by D. Grant to adjourn, MOTION CARRIED. 7 yes, at 10:00 p.m.

JANET CLARK, TOWNSHIP CLERK