

**12-12-2017**

**REGULAR MEETING OF THE GREEN CHARTER TOWNSHIP BOARD WAS CALLED TO ORDER AT 7:00. THE SUPERVISOR LED THE BOARD IN THE PLEDGE OF ALLEGIANCE TO THE FLAG.**

**THE PLEDGE OF ALLEGIANCE TO THE FLAG WAS SAID.**

**THE FOLLOWING BOARD MEMBERS WERE PRESENT, ROLL CALL.**

JAMES CHAPMAN	SUPERVISOR
JANET CLARK	CLERK
DENISE MACFARLANE	TREASURER
NANCY STEPHAN	TRUSTEE
GARY TODD	TRUSTEE
JAMES T. PEEK	TRUSTEE
KELLY CUSHWAY	TRUSTEE

### **MINUTES**

The clerk presented the minutes of the 11-12-2017 regular board meeting.

**MOTION** was made by J. Peek and supported by G. Todd to accept the minutes of the 11-12-2017 regular board meeting.

**MOTION CARRIED. 7 yes**

### **TREASURERS REPORT**

The treasurer presented the treasurers report:

12-07-2017 General fund balance \$529,340.40

12-07-2017 Sewer fund balance \$525,855.35

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

Treasurer explained the three CD accounts were renewed/bumped up on interest rates.

### **ASSESSING**

Board of Review report has been received with nine petitions.

There was discussion.

The supervisor reported current Board of Review member Marilyn Vargo is resigning as a Board of Review member. Alternate member James Colburn will take her place as full member on the Board of Review. Vicki Dadles has volunteered to set on the Board of Review as alternate and will be appointed in January.

### **SEWER REPORT**

Green Charter Township sewer report as follows: by Dennis Vandawater

11/02/2017 - 11/28/2017 26 days

Reading 200494270

Total Flow 767730

Average daily flow 29528

Dennis reported the #1 contact block had to be replaced, parts were purchased from Medler Electric.

### **RESIGNATION OF DENNIS VANDAWATER**

Dennis Vandawater announced to the board that this was his last month working for the township as the operation and maintenance person.

His relief person Troy MacDonald will be taking the O& M position.

For the past 4 years he has been working for the City of Big Rapids Sewer Wastewater treatment Plant and checking the five lift stations for the City of Big Rapids. Denny will be the relief person and he and Troy will be attending the January meeting.

### **IT EVALUATION QUOTE**

**MOTION** was made by J. Peek and supported by D. MacFarlane to move the IT Evaluation quotes up on the agenda. **MOTION CARRIED. 7 YES**

### **IT EVALUATION QUOTE**

Steve Wright and Larry Cox of Internet Service Inc. were present to discuss with the board the proposed review of IT infrastructure of the township.

Steve presented a “binder table of content” outline of what he is proposing for the network evaluation of hardware and software complete listing. The copy of estimate was received. Steve Wright and Trevor Erbes will be completing the work of identifying and labeling all components. No problem accessing facility. Explaining the network evaluation would take 3-4 days and the report completed in 7-10 days.

There was a discussion.

Trustee N. Stephan asked if the WiFi was currently working at the township hall and the Stone Hatchery.

L. Cox reported the township hall and the Stone Hatchery WiFi's are working, The late supervisor Bob Baldwin had asked for it at the Stone Hatchery is not running in the winter and there was no charge for the Stone Hatchery WiFi.

Supervisor J. Chapman reported the cameras are on at the Stone Hatchery and he reviews the videos daily.

The township internet service is provided through ISI at no charge, currently 60 megs, with WiFi cameras.

### **TOWNSHIP INTERNET TOWER**

There was a discussion.

ISI reported in the spring there will be a good grounds cleanup around the 22 Mile Tower.

The question was asked why the township didn't take bids for the network evaluation. There was a discussion. The supervisor explained the security issue/hacking that our assessor had on their support help for their personal printer. Explaining with the public records, there is no question of trust and security with ISI.

Again, the late supervisor Bob Baldwin was doing much of the IT work needed by the township with the assistance of ISI. This proposed evaluation will identify where and what's on computers, wires and if are connected correctly without any conflicts.

Steve Wright of ISI communicated his qualifications, certified engineer, twenty years' experience, worked ISO systems, developed software, and computer science

### **FUTURE UTILITIES UPGRADES**

There was a discussion on what are the future upgrades for the township facilities in next years' fiscal budget.

- Phone system updating for township hall upgrade
- Ethernet wiring upgrade and township internet server

**MOTION** was made by J. Peek and supported by D. MacFarlane to contract with ISI to perform the network evaluation, including backup log, tech notes, network specifications, machine specifications, user/products, and forms for the township.

**MOTION CARRIED. 6 YES** Stephan, Peek, Clark, Chapman, MacFarlane, 1 NO  
Cushway

### **PUBLIC COMMENTS**

None

### **OLD BUSINESS**

#### **ROAD**

##### **ROUND LAKE ROAD**

An updated road project estimate for Round Lake Rd from 190<sup>th</sup> – Fir Drive dated 11/20/2017 has been received from the Mecosta Co. Road Commission, noted it was subject to change.

The supervisor explained a difference of \$5,980.00 increase from the 1/20/2017 estimate, because of an increase in the tonnage of 150 increased tons.

There was a discussion. J. Peek reported at the last road commission meeting he attended, they commented all is off until next spring and they will get new price estimates.

##### **SPRUCE BRIDGE**

Trustee N. Stephan asked the status on Spruce Bridge?

There was a discussion.

- Reported the architect engineer should have the plans completed the first of 2018 and ready for spring work.
- Questioned why other counties, as Lake and Osceola have been able to fix a bridge in short period of time?

##### **220<sup>th</sup> AVENUE BRIDGE**

There was a discussion.

- 5ton weight limit signs
- Issue with bridge decking drilled twice
- No contact with township on weight limit at this point.
- Supervisor will notify the fire department

##### **STONE HATCHERY PARK SIGN**

Switzer Sand and Gravel will be moving the rock for the sign in the spring.

##### **RE-ZONING RIVERHAVEN SUBDIVISION**

The papers have been filed for the re-zoning and a date for the hearing has been scheduled for January 4, 2018 at the County Services Building. The post card notice of the hearing is ready to be sent to the property owners in Riverhaven.

# **SOCIAL SECURITY NUMBER PRIVACY POLICY**

CHARTER TOWNSHIP OF GREEN  
MECOSTA COUNTY, MICHIGAN  
December 12, 2017

## **1. Purpose.**

The Charter Township of Green (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.

- 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.

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.

This **RESOLUTION** was offered by **Board member James Peek, supported by Board member Gary Todd** at a meeting on December 12, 2017. The members of the Township Board voted as follows **roll call vote:** 7 yes, N. Stephan, J. Peek, Clark, Chapman, MacFarlane,  
**The TOWNSHIP SUPERVISOR** declared the RESOLUTION duly adopted.

\_\_\_\_\_  
Janet Clark, Township Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Green Charter Township Board held on December 12, 2017 ; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

\_\_\_\_\_  
Janet Clark, Clerk  
Charter Township of Green

Mecosta County, Michigan

## **NEW BUSINESS**

### **MICHIGAN TOWNSHIPS' ANNUAL EDUCATIONAL CONFERENCE**

The MTA annual conference is scheduled for April 23- 26, 2018 with many educational sessions to attend.

**MOTION** was made by N. Stephan and supported by G. Todd to approve the board's attendance to the Michigan Township Annual Educational Conference in April of 2018

**MOTION CARRIED. 7 YES** Cushway, Todd, MacFarlane, Chapman, Clark, Peek, Stephan

## **POLICIES AND PROCEEDURES**

### **SOCIAL SECURITY NUMBER PRIVACY POLICY**

**MOTION** made by J. Peek and supported by G. Todd to approve the following Social Security number Privacy Policy.

**MOTION CARRIED. 7 YES** Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

Supervisor J. Chapman reported he is working on a "Policy and Procedure" book for the township and explained the FOIA is already in place. Four board members attended the MTA conferences for developing the policy and procedure manual. It will be available for future reference.

**MAINTENANCE TOWNSHIP HALL - ELECTRICAL**

The supervisor presented to the board a proposal from Remus Electric, Inc. for changing out the lights in the township hall.

41 lights change to LED and rewire existing ballasts

Changing from 4 bulbs to 2 LED bulbs

Energy savings

Initial project cost with labor \$2,254.40

2017 Consumers Energy rebate -\$1,020.00

Final project cost \$ 1,234.40

Annual energy savings \$958.00

**MOTION** was made by K. Cushway and supported by J. Peek to approve the proposal from Remus Electric for the changing of the lights in the township hall to LED, at the

initial project cost with labor \$2,254.40

2017 Consumers Energy rebate -\$1,020.00

Final project cost \$ 1,234.40

**MOTION CARRIED. 7 YES,** Stephan Peek, Clark, Chapman, MacFarlane, Todd, Cushway

Remus Electric will file the rebate papers.

**FACILITY MAINTENANCE**

Further discussion on lighting;

- Stone Hatchery Park lights left on. The Supervisor is monitoring on the video cameras.
- Evidence of attempt to pry SHP electrical box
- 2 Digital thermostats: 1 east hallway/offices and 1 banquet room @ estimate \$32.80 include guard with inner shelf to prevent tampering
- 9 Motion sensors 2 – kitchen, 2 restrooms, 1 sewer room, 3 offices, 1 copy room @ estimate \$22.94 each/per sensor, may come in a 2 pack
- 1 Baby changing station @ estimate \$138.00

**MOTION** was made by J. Peek and supported by K. Cushway to purchase the 2 Digital thermostats with guard, 9 Motion sensors, 1 Baby changing station for the estimated price of \$375.00 plus shipping.

**MOTION CARRIED. 7 YES,** Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

**STREET LIGHTS**

Possibility of changing street lights to LED was discussed. No action taken  
Mason and Cedar Street lights are out. The clerk will report to Consumers.



## **BUDGET WORKSESSION SCHEDULED**

January 3, 2018 9:30 a.m.

### **PUBLIC COMMENTS**

Christopher Long - township resident on Indian Village Rd.

Discussed the following:

- Offered IT evaluation for free
- Township 22 Mile tower maintenance and tower at the hall facility– ISI
- Skyweb and Casaire issues and licensing with FCC
- Proposing non-profit internet service provider

### **PUBLIC COMMENTS CONTINUED**

#### **FIRE PROTECTION**

Resident Roger Carroll (24 years on Big Rapids Fire Department) was present and expressed concerns regarding the fire protection contract with the City of Big Rapids.

Explained he is not biased, he is now retired.

There was a discussion;

1. Maintaining fire protection with Big Rapids City
2. Difference of full time and part time fire departments
3. Response time
4. Response time with equipment on scene ready for use
5. ISO insurance classification BR City class 4, BR Twp. class 6
6. City class is for hydrant areas only (per supervisor)
7. If change the insurance cost to home owner would go up, do not want financial increases placed on the residents
8. In past years there were discussions of change due to increased costs
9. Departments may be sending proposals for service from Big Rapids City, Big Rapids Charter Township, Reed City, Hersey Township
10. Distance for response time matters
11. Schedule public hearing with all proposal information
12. Potential and benefits of a secondary fire station at the airport
13. Cost increases
14. ISO ratings may differ with insurance companies
15. Submissions must be received by January 5, 2018 and no decision will be made at the January 9<sup>th</sup>, 2018 regular meeting
16. There will be public meetings scheduled concerning the township fire protection.
17. April 1, 2018 current contract is up for renewal, which can be extended.
18. The township can levy 1.25 mills and with the Headly roll back is currently 1.239
19. Collection \$97,000. Contract with the City \$101,000.
20. Which all goes to fire protection plus also from the fund balance reserve

- 21. Should the township go to the people for a fire protection millage?
- 22. Quality of protection
- 23. Need to consider all township residents in discussion and opinions

The supervisor explained RFP was a two tiered bid giving the township the option of splitting the township into two contracts to reduce response time.

**PUBLIC COMMENTS**

Resident R. Mead was present discussing the following;  
 Concern of fire response time in NE corner of township  
 Concern with using a small company with multiple projects  
 Can find policies on line, cheapest is not always best.  
 Continued discussion;  
 IT needs of Townships differ in many ways.  
 It was suggested of forming a committee identify documents, evaluate, review, update, amend, renew and compile.  
 Small budget and revenue dollars are not increasing.  
 Township projects - progressing and will be addressing at township meetings.

Joan Pekrul township deputy clerk addressed the board, explaining she appreciates the township supervisor, clerk & treasurer in the continued and additional work and time they do in the township offices. J. Peek agreed the township offices are busy all the time.

**BUDGET AMENDMENT**

**MOTION** was made by J. Peek and supported by G. Todd to approve the following budget amendment in the General fund.

**MOTION CARRIED. 7 yes** Cushway, Todd, MacFarlane, Chapman, Clark, Peek, Stephan

12/12/2017 BUDGET YEAR 2017-2018 AMENDMENTS						
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED AMOUNT	NEW BUDGET	AMENDED BALANCE
<b><u>GENERAL FUND</u></b>						
101-101-870	MILEAGE	\$ 2,024.10	\$ 2,000.00	\$ 100.00	\$ 2,100.00	\$ 75.90
from					\$ -	\$ -
101-101-726	OFFICE SUPPLIES	\$ 455.86	\$ 1,000.00	\$ (100.00)	\$ 900.00	\$ 444.14

**AUTHORIZE PAYMENT OF BILLS**

**MOTION** was made by G. Todd supported by J. Peek to approve payment of the following bills: **MOTION CARRIED. 7 YES** Stephan, Peek, Chapman, Clark, MacFarlane, Todd, Cushway

**GENERAL FUND** 11/21/2017–12/12/2017 #13178- # 13202 \$18,501.51

**SEWER FUND** 12/12/2017- 12/12/2017 CK #3599 - # 3609 \$4,143.83

Budget worksession on the 2018-2019 budget scheduled for  
January 3, 2018 @ 9:30 a.m.

Janet Clark, Township Clerk 12/12/2017 – 9:30 P.M. meeting adjourned