

Unapproved

REGULAR February 12, 2019 MEETING OF THE GREEN CHARTER TOWNSHIP BOARD WAS CALLED TO ORDER AT 7:13 P.M. due to time of closing on budget hearing THE SUPERVISOR LED THE BOARD IN THE PLEDGE OF ALLEGIANCE TO THE FLAG.

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 - telephone communication
KELLY CUSHWAY	TRUSTEE

MINUTES

The clerk presented the minutes of the 1-8-2019 regular board meeting.

There was a discussion

The following was a correction in these minutes

MOTION was made by J. Clark and supported by D. MacFarlane to allow 7 board members or *deputies* to attend the Annual MTA Conference.

MOTION was made by J. Peek and supported by D. MacFarlane to accept the minutes of the 1-8-2019 regular board meeting as corrected. **MOTION CARRIED. 7 yes**

TREASURERS REPORT

The treasurer presented the treasurer’s report:

2-7-2019 General fund balance \$465,672.60

2-7-2019 Sewer fund balance \$515,497.91

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

SEWER REPORT

Troy McDonald presented Green Charter Township sewer report as follows:

12-31-2018 - 1-31-2019 31 days

Reading 214421430

Total Flow 1,089,790 Average daily flow 35,153

KW -632 KW Y.T.D. 632

PUBLIC COMMENTS

None

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OLD BUSINESS

BUDGET ADOPTION AND SUPPORTING RESOLUTIONS

There was a discussion.

The clerk brought to the attention of the board the proposed increase in the supervisor's wages was not in line and suitable for the position and hours of service to the township.

There was a discussion to increase the Supervisor sewer wages an additional \$500.00 in the sewer fund and in the general fund \$1,000.00.

There also was a discussion on the rate of increase for the sewer operation & maintenance non-administration of \$1,258.48.

BUDGET ADOPTION

The following resolutions were offered and approved in the General Fund and the Sewer Fund.

APPROVED 2-12-2019

BUDGET ADOPTION & SUPPORTING RESOLUTIONS 2019-2020

General Fund

GREEN CHARTER TWP. PROPOSED PAYROLL ATTACHMENT 2019-2020

1. MOTION was made by D. MacFarlane and supported by G.Todd to approve the proposed line item #101-101-702 salary for the **4 trustees** \$ 9,652.13

MOTION CARRIED. yes 6 no 1

Yes – Stephan, Clark, Chapman, MacFarlane, Todd, Peek

No – K. Cushway

2. MOTION was made J. Clark and supported by J. Peek to approve the proposed line item # 101-171-702 salary for the **supervisor** \$ 18,901.48,

MOTION CARRIED. Yes 5, No 2

Yes - Clark, Chapman, MacFarlane, Todd, Peek

No – Stephan, Chapman

3. MOTION was made by G. Todd and supported by J. Peek to approve the proposed line item # 101-215-702 salary for the **clerk** \$31,155.29

MOTION CARRIED. Yes 6 No 1

Yes - Stephan, Peek, Clark, Chapman, MacFarlane, Todd

No - Cushway

4. MOTION was made by J. Clark and supported by G. Todd to approve the proposed line item # 101-253-702 salary for the **treasurer** \$ 18,351.94 and salary for item # 101-253-705 treasurer summer tax collection \$ 8,367.40

MOTION CARRIED. Yes 6, No - 1

Yes – Stephan, Peek, Clark Chapman, MacFarlane, Todd

No - Cushway

5. MOTION was made by J. Clark and supported by J. Peek to approve the proposed line item salary for the **deputy treasurer** up to \$ 2,000.00 item # 101-253-706 @ \$13.00 per hour

MOTION CARRIED. Yes 7, No 0

Yes – Stephan, Clark, Chapman, Peek, MacFarlane, Todd, Cushway

No - 0

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6. MOTION was made by G. Todd and supported by D. MacFarlane to approve the proposed line item salary for **per diem** rate of \$40.00.

MOTION CARRIED. Yes 6, No 1

Yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd

No - Cushway

7. MOTION was made by D. MacFarlane and supported by J. Peek to approve the proposed line item salary for the item # 101-171-706 **deputy supervisor** up to \$ 1,000.00 @ \$ 13.00 per hour

MOTION CARRIED. Yes 7, No 0

Yes – Stephan , Clark, Peek, Chapman, MacFarlane, Todd, Cushway

No - 0

8. MOTION was made by Denise MacFarlane and supported by G. Todd to approve the proposed

line item # 101-215-706 salary up to \$18,252.00 for the **deputy clerk** up to 27 hrs. per week @ \$13.00 per hour

MOTION CARRIED. Yes 6, No 1

Yes –Stephan, Peek, Clark, Chapman, MacFarlane, Todd

No - Cushway

9. MOTION was made by G. Todd and supported by Denise MacFarlane to approve the proposed line item #101-247-702 salary for **board of review** per diem rate of \$40.00, and/or @ \$13.00 per hour

MOTION CARRIED. Yes 6, No 1

Yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd

No- Cushway

10. MOTION was made by J. Peek supported by G. Todd to approve the proposed line item salary for **cemetery item** # 101-276-818 charges vault grave opening \$425.00, vault grave opening weekend\$550.00, Cremation burial \$110.00 cremation burial weekend \$160.00, infant burial \$100.00,

infant weekend, \$150.00, winter additional charge \$175.00, snow plowing \$100.00,

Additional repairs in winter \$100.00, additional hourly \$13.00 per hr.

Foundation installation item # 101-276-704 .30 per sq. inch. Discussion: Township sets the rates.

MOTION CARRIED. Yes 6, No 1

Yes - Stephan, Peek, Clark, Chapman, MacFarlane, Todd

No - Cushway

11. MOTION was made by G. Todd and supported by J. PEEK to approve the proposed line item salary for the twp. **grounds labor** \$ 13.00 per hour, \$ 20.00 per hour heavy maintenance.

MOTION CARRIED. Yes 7, No 0

Yes –Stephan, Clark, Peek, Chapman, MacFarlane, Todd, Cushway

No - 0

12. MOTION was made by J. Peek and supported by D. MacFarlane to approve the proposed line item salary for item # 101-265-702 the **grounds supervisor** \$ 349.11 annual

MOTION CARRIED. Yes 6, No 1

Yes –Stephan, Peek, Clark, Chapman, MacFarlane, Todd

No - Cushway

13. MOTION was made by D. MacFarlane and supported by G. Todd to approve the proposed line item

101-191-702 **election salary** \$ 13.00 per hour, and 14.00 per hour **chair**.

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MOTION CARRIED. Yes 7, No 0

Yes –Stephan, Clark, Peek, Chapman, MacFarlane, Todd, Cushway No - 0

14. MOTION was made by G. Todd and supported by J. Peek to approve the proposed line item salary for the assessor contract \$14.00 per parcel (current # of parcels 2208) \$ 30,912.00
Final count based on parcel count on March 31st, 2019

MOTION CARRIED. Yes 7, No 0

Yes – Stephan, Clark, Peek, Chapman, MacFarlane, Todd, Cushway No - 0

15. MOTION was made by G. Todd and supported by J. Peek to approve the

April 1, 2019-March 31, 2020 General Fund budget. \$516,943.24

Which includes a change in Advance from the fund balance

MOTION CARRIED. Yes 5, No 2

Yes –Todd, Peek, Clark, Chapman, MacFarlane No – Stephan, Cushway

Sewer Fund

GREEN CHARTER TWP. PROPOSED PAYROLL ATTACHMENT 2019-2020

1. MOTION was made by J. Clark and supported by D. MacFarlane to approve the proposed line item salary for the supervisor item # 590-171-702 in the sewer fund \$ 5,726.52

MOTION CARRIED. Yes 5, No 2

Yes –Clark, Peek, Chapman, MacFarlane, Todd No – Stephan, Cushway

2. MOTION was made by J. Peek and supported by G. Todd to approve the proposed line item salary for the clerk item #590-215-702 in the sewer fund \$4,590.2

MOTION CARRIED. Yes 6, No 1

Yes - Stephan, Peek, Clark, Chapman, MacFarlane, Todd No - Cushway

3. MOTION was made by G. Todd and supported by J. Peek to approve the proposed Treasurer line item #590-265-702 salary for the in the sewer fund \$ 8,481.14

MOTION CARRIED. Yes 6, No 1

Yes- Stephan, Peek, Clark, Chapman, MacFarlane, Todd, No - Cushway

4. MOTION was made by D. MacFarlane and supported by G. Todd to approve the proposed line item salary in the item # 590-000-705 administration sewer fund per diem rate of \$ 40.00 and/or @ \$13.00 per hour

MOTION CARRIED. Yes 6, No 1

Yes –_ Stephan, Peek, Clark, Chapman, MacFarlane, Todd, No - Cushway

5. MOTION was made by J. PEEK and supported by G. TODD to approve the proposed line item salary Item # 590-000-703 sewer operation & maintenance non administration in the sewer \$ 4,406.19_ annual

MOTION CARRIED. yes 6, No 1

Yes – Stephan, Clark, Peek, Chapman, MacFarlane, Todd, No - Cushway

6. MOTION was made by G. Todd and supported by J. Peek to approve the proposed

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per diem #590-000-704 rate of \$ 40.00, and/or @ \$ 15.00 per hour

MOTION CARRIED. Yes 7,

No - 0

Yes – Stephan, Clark, Peek, Chapman, MacFarlane, Todd, Cushway

7. **MOTION** was made by J. Peek and supported by D. MacFarlane to approve the

April 1, 2019 - March 31, 2020 Sewer Fund budget

\$132,049.66

MOTION CARRIED. Yes 6, No - 1

Yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd,

No - Cushway

OLD BUSINESS CONTINUED

SEWER MONITORING BIDS

The supervisor reported three sewer flow monitoring bids have been received and after further study recommended to the board an alternative way to check the flow and possible infiltration to the sewer system.

The supervisor presented a UTube video for the board to view and understand the pressurized smoke process.

There was continued discussion:

1. BR City has used this method at times.
2. Smoke is likely to show the location of the problem.
3. May be less costly.
4. Supervisor will continue working on this smoke process.
5. Notification of sewer customers by township or contractor?
6. Ask contractor best time for this testing. Wait until spring?

NEW BUSINESS

Board of Review Written Petitions Resolution

WHEREAS: Green Charter Township strives to serve its residents in as many ways as possible

WHEREAS: Some residents find a conflict between their personal schedules and that of the Board of Review

WHEREAS: Green Charter Township seeks to balance the requirements of the law with the needs of its residents

THEREFORE: Green Charter Township resolves to accept written value petitions to March Board of Review

THEREFORE: Petitions would need to be received before statutory first day of Board of Review on the 2nd Monday of March.

The foregoing resolutions offered by board member J. Clark

Supported by board member G. Todd

MOTION CARRIED. 7 YES N. Stephan, J. Peek, J. Clark, J. Chapman, D. MacFarlane, G. Todd, K. Cushway

Upon a roll call vote, the following voted: Aye 7 No 0. The supervisor declared the resolution adopted.

_____, Clerk

Janet Clark, Green Charter Township

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Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test

WHEREAS, the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the township board is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that Green Charter Township, Mecosta County, adopts the following guidelines for the supervisor and board of review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File a claim with the supervisor or board of review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) Produce a valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 5) Meet the federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget

BE IT ALSO RESOLVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

The foregoing resolution offered by Board Member N. Stephan and supported by Board Member D. MacFarlane.

Upon roll call vote, the following voted "7 Aye:" "0 Nay:"

Aye – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

The Supervisor declared the resolution adopted.

Clerk

I, Janet Clark, the duly elected and acting Clerk of Green Charter Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on February 12, 2019 at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

Clerk

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MTA CAPITAL CONFERENCE 2-27-2019

MOTION was made by D. MacFarlane and supported by K. Cushway to approve attendance to the MTA Capital Conference in Lansing for the supervisor, clerk, and deputy clerk.

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

REED CITY DISTRICT LIBRARY - SPECIAL EXHIBIT TOUR "Rural America Examined in New Smithsonian Exhibit, Reed City (Central) Osceola County Venue: Reed City District Area Library -- February 1 – March 15, 2020

CEMETERY LOT BUY BACK BY TOWNSHIP AT COST OF ORIGINAL PURCHASE BASTIAN BOUMAN

MOTION was made by G. Todd and supported by D. MacFarlane to buy back Lots 186-C & 186-D in WEST CEMETERY (2) Cemetery lots purchased by BASTIAN BOUMAN in 1989, at the original purchase price of \$40.00 per grave site, total price of \$80.00.

MOTION CARRIED. 7 YES Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway - NO- 0

2019-2020 BOARD MEETING DATES SCHEDULE

MOTION was made D. MacFarlane and supported J. Clark to approve the following list of regular monthly meeting dates.

Monthly meeting dates schedule of regular monthly board meetings Second Tuesday of each month 7:00 P.M. for 2019-2020 budget year.

April 9, 2019, May 14, 2019, June 11, 2019, July 9, 2019, August 13, 2019, September 10, 2019
October 8, 2019, November 12, 2019, December 10, 2019, January 14, 2020, February 11, 2020
March 17, 2020, (March 10th, 2020 is Presidential Primary Election)

MOTION CARRIED. YES 7, NO - 0

PUBLIC COMMENTS

WALK BRIDGE

It was asked the results of the lead paint testing on the walk bridge.

The supervisor reported it came back unusual and he will send in another sample to another testing company.

SHORTAGE OF ROAD SALT

There was a discussion on if there is a shortage, heard two major plants have shut down.

MECOSTA CO. BUILDING AND ZONING - NOTICE OF VIOLATION

A citizen expressed a concern about a notice of violation from Mecosta Co. Building & Zoning.

There was a discussion and it was explained that the violations do not come through the township, but are from the public to Mecosta Co. Building & Zoning.

A resident expressed his concern on the pension percentage paid by the township.

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ROADS

A resident informed the board he attended the Mecosta Co. Road Commission meeting expressing his concern for road work neededn 190th north of Hoover Rd.
There was a discussion.

BUDGET AMENDMENTS

MOTION WAS MADE by J. Peek and supported by D. MacFarlane approve the following amendment in the General fund and Sewer Fund as presented by the Clerk.

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

2/12/2019 BUDGET YEAR 2018-2019 AMENDMENTS							
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED AMOUNT	NEW BUDGET	AMENDED BALANCE	
GENERAL FUND							
#1	101-101-960	EDUCATION & TRAINING	\$ 5,085.43	\$ 4,000.00	\$ 1,225.00	\$ 5,225.00	\$ 139.57
	from					\$ -	
	101-191-818	ELECTION CONTRACT SERV	\$ 1,117.50	\$ 2,615.00	\$ (1,225.00)	\$ 1,390.00	\$ 272.50
#2	101-191-726	ELECTION OFFICE SUPPLIES	\$ 1,353.07	\$ 1,330.00	\$ 25.00	\$ 1,355.00	\$ 1.93
	from					\$ -	\$ -
	101-191-969	ELECTION MEALS	\$ 90.06	\$ 150.00	\$ (25.00)	\$ 125.00	\$ 34.94
#3	101-253-706	DEPUTY TREAS.	\$ 1,215.95	\$ 1,000.00	\$ 565.00	\$ 1,565.00	\$ 349.05
	from					\$ -	\$ -
	101-253-728	TREAS. POSTAGE	\$ 244.20	\$ 1,048.01	\$ (565.00)	\$ 483.01	\$ 238.81
#4	101-265-800	TOWNHALL CONTRACT SERV.	\$ 11,049.18	\$ 9,500.00	\$ 2,500.00	\$ 12,000.00	\$ 950.82
	from					\$ -	\$ -
	101-265-930	TOWNHALL REPAIRS & MAINT.	\$ 1,488.50	\$ 5,000.00	\$ (2,500.00)	\$ 2,500.00	\$ 1,011.50

AUTHORIZE PAYMENT OF BILLS

MOTION was made by G. Todd supported by J. Peek to approve payment of the following bills:

GENERAL FUND 01/09/2019- 02/12/2019 CK #13761 - #13801 \$20,446.22

SEWER FUND 01/16/2019 – 02/12/2019 CK #3749 - # 3762 \$18,914.10

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

Janet Clark, Township Clerk 02/12/2019 – 8:45 P.M. meeting adjourned

February 12, 2019