



**GREENWOOD TOWNSHIP REGULAR MEETING**  
**MINUTES**  
**9/10/2018**  
**7:00 PM**



Call to Order  
Pledge of Allegiance

**Members Present:** Tom Deater, Sandra Gustman, Ron Stroven, Stacey Budde, Cora Conley

- 1) Approve Agenda: Motion by Ron Stroven. **Approved In Favor 5-0**
- 2) Approve Minutes of 8/13/18 Regular Meeting as Amended. Motion by Ron Stroven. **Approved In Favor 5-0**
- 3) Treasurer's report was presented by Sandra Gustman. Motion by Tom Deater. **Approved In Favor 5-0**
  - a) Fund Balance = 285,097.00
  - b) Restricted Balance = \$38,296.13
  - c) Balance Available for Township operations = \$246,800.87
- 4) Public Comment: (Please limit comments to three minutes) None
- 5) Committee Reports:
  - a. Fire Board - Ron Stroven reported the meeting will be held Wednesday 9/12.
  - b. Library Board - Marie Rose presented the minutes from meeting held 8/21/18.
  - c. Cemetery Board - Tom Deater reported there was no meeting.
  - d. Planning Commission meeting – Ron Stroven reported the next meeting will be held October 2.
  - e. White River Zoning Review Board – Jamie Holcomb reported on the meeting held 8/27:
    - a. Part 1 of the meeting provided a historical overview, an explanation of the Review Board decision process, and a presentation by the DNR Fishery Department.
    - b. Part 2 of the meeting was a review, discussion and ultimately an approval of a variance application submitted by Newfield Township resident Donald Ackerberg.
  - f. Ambulance Committee Report – Sandy Gustman reported on the meeting she attended on 9/5/18. Sandra offered a Motion that Greenwood Township suspend attendance at future ambulance committee meetings and take a wait and see approach until further action is deemed necessary by our Township Board. **Approved In Favor 5-0:**
    - a. Sandy and Teresa Anderson were the only attendees.
    - b. They reviewed current status and adjourned.

- 6) Correspondence
- a) Ricks Excavating – Snowplow contract: Tom Deater offered a Motion to renew their contract based on the quote he received for the 2018-19 season. The fee per plowing is \$25. **Approved In Favor 5-0**
  - b) Tim Ketelhut – AED distributor with “Team Life, Inc.” emailed Tom Deater asking to meet with him. Tom will respond.
  - c) Personal Property annual delinquency notice specific to the “Oman” property was received from the County by Sandy Gustman. This delinquent tax and related assets are not collectible due to bankruptcy and will eventually be struck from the delinquency list.
  - d) DTE – notice of public pre-hearing was received by Sandy Gustman and is scheduled for 9/13 at 9:00 a.m.
  - e) MTA regional training brochure was received by various Board members.
  - f) Fire Millage Proposal – A sample ballot for the upcoming November election – was received by Cora Conley from Rebecca Griffin and copies were provided to the Board. The sample ballot contained the Fire Millage Proposal for Greenwood Township. Rebecca asked for Greenwood Township Board’s review and approval, or advisement of edits of the language required. Sandy G, Tom D., Ron S. and Cora reviewed and agreed the language was correct. Cora will provide approval to Rebecca.
- 7) Old Business:
- a) Gravel from Ken Adams –
    - i) Tom Deater offered a motion that we pay Ken Adams \$21,042.00 for the purchase of gravel to be used for road repairs of which 50% would be reimbursed by the Oceana Road Commission (ORC) under the cost sharing program. **Approved In Favor 5-0.**
    - ii) Sandy Gustman offered a motion that the purchase be paid from the Township’s Metro Stabilization Act (MSA) account fund as under the ACT, use of funds for road maintenance is allowed. **Approved In Favor 5-0.**
    - iii) The Township will invoice the Oceana County Road Commission (OCRC) \$10,521.00 for reimbursement under the cost sharing program.
    - iv) The reimbursement from OCRC will be credited back to the MSA account fund.
  - b) Acker Lake, Taylor Bridge and Township Hall tree removal – Tom Deater requested bids from 4 vendors; however, only Alpine returned his call. Tom shared the quote of \$3250.00 provided by Alpine for trimming and tree removal at Acker Lake. Formal quotes for the Township Hall and Taylor Bridge have not been received yet. The Board discussed the work necessary at the Hall and Taylor Bridge. A motion was offered by Cora Conley to contract with Alpine to perform the necessary work at Acker Lake, Taylor Bridge and the Township Hall under an expenditure authorization not to exceed \$5000.00 and includes Alpine to leave all firewood for the Township’s use. **Approved In Favor 5-0.**
  - c) Dump Fencing – Tom Deater will obtain a quote.
  - d) Cemetery Fencing – Tom Deater advised the work has not started yet.
  - e) Acker Lake Fencing – Tom Deater advised the work has not started yet.
  - f) Website quotes – Cora Conley provided the Board with quotes for website development from 3 vendors along with a vendor quote comparison schedule. The Board agreed to review prior to the next regular meeting.
  - g) Roads – Tom Deater will send a formal invitation to Mark Timmer to attend a future regular board meeting. Cora will draft the invite for Tom to sign.
  - h) Audit – Cora Conley and Sandra Gustman provided the Board with copies of the interim audit report. The Board agreed to review prior to the next regular meeting.
  - i) FOIA Coordinator - Cora Conley was appointed as the FOIA Coordinator. **Approved In Favor 5-0**

- j) FOIA Coordinator wage was established as the same rate allowed under the FOIA for purposes of charging back FOIA requestors for cost of labor necessary to search for and provide the requested information, currently \$15.00 per hour. **Approved In Favor 5-0 (Reference FOIA 15.234 Amended, Sec. 4(1)(a) and Sec. 4(1)(b))**
- 8) New Business:
- a) Pump repair - Tom Deater reported the Township Hall pump was damaged during the recent storms and that Kuhns will perform the repair work. Until the work has been completed there is no water at the Township Hall.
  - b) FOIA request - United Impact Group, LLC – Cora Conley reported that we received a FOIA request for copies of all ballots and other related election material from the 2016 election. She has researched and responded as required under the Act. Cora requested the board approve compensation for 5 hours at \$15.00 per hour for the time already spent researching and responding to the request as the acting FOIA Coordinator. **Approved In Favor 5-0**
  - c) MTA – On The Road – 2018 Regional Meeting – October. This meeting will be held on various dates in October and at various locations. Motion by Cora Conley to approve attendance of Cora Conley, Sandra Gustman and Sandy Sidock at an October meeting, to include if it is necessary, an overnight stay if the traveling distance and individual schedule warrants an overnight stay. **Approved In Favor 5-0**
  - d) Oceana Road Commission – Tom Deater received request from ORC for our 2019 road repair “Wish List”. The Board discussed and agreed on the priorities which included Garfield, 192/194<sup>th</sup>, Roosevelt and others. Tom will submit the list and provide a copy to Cora for Township files.
- 9) Board discussion
- a) Dump Day – Tom Deater reported that 5 dumpsters were filled on 9/8. He advised the Board may need to consider restrictions for 2019 dump days based on concern about potential abuse of the free dump day benefit. Ron Stroven agreed. Suggested restrictions may include limits on number of truckloads per resident, and proof of township residency (I.D.).
  - b) Policy & Procedure Manual – Sandra Gustman provided a copy of the minutes from 7/10/2000 indicating **“acceptance of the Policy Book as presented with corrections to follow”**. These minutes provide support that the Policy Book on file dated July 2000 is the most current version. This policy book will be the basis for the update we will begin at the upcoming workshop.
  - c) Policy & Procedure Workshop – the workshop scheduled for 10/4 @ 9:00 a.m. has been postponed while Sandra Gustman and Cora Conley research the topic of Trustee compensation at special meetings (workshops). The workshop will be rescheduled and discussed at the October 8 regular meeting.
  - d) Safe contents – Sandra Gustman provided a list of the office safe’s contents.
  - e) Marijuana dispensary – Stacey Budde asked the Board if anyone has received official communication or notification of the rumored dispensary being established in the former Hesperia Variety Store location. Stacey expressed concern about the location considering the proximity to the school. Tom Deater replied that Greenwood Township has not been notified and that it is a Village jurisdiction.

10) Payment of Bills: Motion by Ron Stroven to pay the bills as presented. **Approved In Favor 5-0**

Meeting Ended at 9:45 PM.

Cora Conley – Greenwood Township Clerk

