



GREENWOOD TOWNSHIP REGULAR MEETING
Held by Teleconference
MINUTES
07.13.2020
7:00 PM



- 1) Call to Order – By Deater at 7:00 PM
- 2) Roll Call:
 - a) Board Present: Deater, Stroven, Gustman, Budde, Conley.
 - b) Public Present: Melissa Stroven, Steve Stroven, Marilyn Stroven, Jamie Holcomb.
- 3) Approve Agenda: Motion by Stroven to approve the agenda as presented. **I/F 5-0**
- 4) Approve Minutes: Motion by Stroven to approve the minutes of the Regular Board meeting of 06.08.20 as presented. **I/F 5-0**
- 5) Treasurer’s report of 6/30/2020 was presented by Gustman and motion made by Deater that the report be accepted as presented. **I/F 5-0**
 - a) Fund Balance = 309,993.20
 - b) Restricted Balance = \$10,192.33
 - c) Balance Available for Township Operations = \$299,800.87
- 6) Bills & Payroll: Motion authorizing payment as presented was made by Stroven. **I/F 5-0**
- 7) Old Business: Deater reported Acker Lake work would start 7/14. Deater met with the contractor and reviewed the project. He also discussed the project with the neighboring property owner on the North side of the driveway, and agreed that when our fence is put up, an opening would be left (as it is now) allowing the resident to access the drive via their own gate – which would be preserved. Deater also reported the resident on the South side of the driveway is putting up a privacy fence.
- 8) New Business:
 - a) CD at Shelby State Bank – Gustman reported the CD matures at end of month, and she recommends renewing at the longest holding period that achieves the best rate of return. She stated she is checking with the bank, and waiting for their callback, on whether the CD renews automatically. Motion by Conley that Gustman renew/or place the CD at rate and period that achieves best return. **I/F 5-0**
 - b) Tax payments over/under amount due – Gustman reported that she puts in her personal money when a taxpayer is short small amounts. For overpayments, she issues checks from the Township tax account that most often are not cashed because the amounts are very small. These uncashed checks can result in administrative time and fees when we she must clear/stop payment on them. Gustman said she also covers bounced checks out of her own pocket and attempts collection from the taxpayer, which is not always successful. In order to be reimbursed and to properly handle these transactions, Gustman proposed the Board consider allowing our tax account to invoice our general fund for the expense. Motion by Conley that Gustman be reimbursed for NSF fees she pays on behalf of taxpayers by including the expense on her monthly pay/reimbursement request slip and that we complete the transaction between the bank accounts as she proposed. **I/F 5-0**

- c) Assessor of Record Contract – Deater advised the contract received from the County is to appoint the County Equalization Director as our Assessor of Record”. Gustman said she researched the requirement on the Dept of Treasury site. She learned that if we do not pass AMAR requirements, the State can appoint the Assessor of Record as our Township Assessor. Gustman questioned whether under this situation, we would need to continue to pay our own assessor as well? She is still waiting for a response. The action was tabled until August.
- d) Treasurer pay for tax bill preparation/printing/ mailing – Deater proposed we pay Gustman for the time she worked to prepare and issue the tax bills. This is work formerly contracted and completed by the County at a cost of over \$2000 (including supplies, and for both Summer and Winter bills). Gustman reminded the Board the Township will also need to cover the supplies now. Motion by Deater that we pay Gustman for the 44 hours of work she performed on behalf of the Township at the already defined administrative rate of \$15/per hour, acknowledging that even with supplies cost, the result is a savings to the Township. **I/F 4-0** (Gustman abstained).
- e) Excel Propane price cap program at cost of \$65 – Deater checked propane cost and price cap fees with other vendors for comparison purposes. He is going to negotiate a better rate from Excel and offered a motion that we do participate in a price cap program. **I/F 5-0**
- 9) Committee reports:
- Fire board minutes were presented by Stroven.
 - Library board minutes were presented by Holcomb.
 - Planning commission – did not have a meeting.
- 10) Correspondence / Communication Inquiries
- Notice of Oceana County Clean Sweep – Household Hazardous Waste Collection on 8/15 from 9 - 1 pm.
- 11) Board discussion/comment:
- Computer desktop and laptop status – Gustman had BS&A look at the desktop used by the Assessor. Discovered that power outages caused loss of data (pictures). But BS&A was able to restore everything else. She also took her laptop computer to Fremont Computer and discovered she lost data during power outage too. Fremont Computer (Luke Stroven) was able to restore her laptop. Gustman asked if surge protectors are in place at the hall. Deater agreed he will check. Jamie Holcomb asked if we had uninterrupted power supply support. He advised Deater to check with Fremont Computer about what is needed for this. Deater agreed.
 - Deater advised the auditor is handling our AMAR – 7/23.
- 12) Public Comment: (Please limit comments to three minutes) There was no additional public comment.
- 13) Motion by Stroven to adjourn at 7:43 pm. **I/F 5-0**

