



Minutes - Regular Meeting: Dec. 2<sup>nd</sup>, 2020

### **Call to Order**

- 6:15 PM – Roll Call taken with Jess McClaghry, Dave Lawrence, Rachel Mackson, Gail Garrity, and Laura List in attendance.
- There were 13 visitors via Conference Call.

### **Pledge of Allegiance**

- Led by Laura List

### **Agenda**

- Motion made by Dave Lawrence, with second by Jess McClaghry, to accept the Agenda with addition of
  - Old Business of items
    - Recycling Invoice - by Dave Lawrence
    - 2020 Road Invoice - by Dave Lawrence
  - New Business
    - Approve work by Accounting Firm to amend 941 tax forms for this fiscal year – by Rachel Mackson
      - ✓ Motion carried – approved by all Board Members

### **Regular Meeting Minutes**

- Motion made by Gail Garrity, with second by Jess McClaghry, to approve the Nov. Regular Meeting minutes with the following changes
  - Strike 2 sentences about not having a swearing in ceremony
  - (County Clerk presided over a ceremony at the Town Hall at 1PM on Nov. 20 to swear in Jess McClaghry, Laura List, Rachel Mackson, and Gail Garrity)
  - Update incorrect meeting times for Nov. and Dec
    - ✓ Motion carried - approved by all Board Members

### **Special Regular Meeting Minutes**

- Motion made by Dave Lawrence, with second by Jess McClaghry, to approve the Special Meeting Minutes from Nov. 24, 2020
  - ✓ Motion carried - approved by all Board Members

### **Treasurer's Report**

- Motion made by Jess McClaghry, with second by Laura List, to approve the Treasurer's Report.
  - ✓ Motion carried - approved by all Board Members

### **County Commissioner Report**

- Dave Hoefling was present by Conference Call but had lost his voice so Jess McClaghry read the County Commissioner Report - Report Attached.
- All Board Members thanked David for everything he has done for the County and for our community and were all honored to have served with him.

### **Public Comment**

- John Temelko
  - Asked if an Audit had been performed
    - Jess McClaghry said audit is not required when a new Clerk takes office
    - Rachel Mackson stated that she has been working with the Auditor/Accounting Firm for many hours updating the books. The bank

- accounts are being reconciled with the Bank Statements and with the Treasurer's Statement of Accounts.
- John also expressed the fear that with the changes to Board membership, they would not be able to work together in the future
  - Rachel Mackson reassured him that the Board has been working well together, especially the Treasurer and Clerk.
  - Dave Lawrence concurred.
- John asked to have someone from Greenwood Forest Subdivision replace a Greenwood Twp. representative on the Lily Lake Assessment Board.

### Old Business

- Blight update
  - Jess has obtained Civil infraction forms and has worked with the Sheriff to make sure he is following proper procedure. Next step is for the property owner to appear in court or pay a fine. Rachel Mackson suggested community help with cleanup, but in the past, help has been declined.
- Street lights
  - After multiple attempts to work with Consumer's Energy, Jess McClaughry has received confirmation that the lights will be fixed by Friday, Dec. 4<sup>th</sup>. He is hopeful that this time they will actually fix the lights.
- Recycling Invoice
  - Motion made by Laura List, with second by Jess McClaughry, to approve payment of the recycling invoice of \$945 for services May 25<sup>th</sup> to Oct. 31<sup>st</sup> 2020
    - ✓ Motion carried – approved by all Board Members
- 2020 Road Commission
  - Per Dave Lawrence, Clarence Rd project came in about \$20,000 under budget
  - Motion made by Gail Garrity, approved by Dave Lawrence, to pay \$50,017.14 for Clarence Rd project.
    - ✓ Motion carried – approved by all Board Members

### New Business

- Resolution to Waive Penalty for late filed property Transfer
    - Motion by Jess McClaughry, with second by Dave Lawrence, to approve attached resolution
      - ✓ Motion carried – approved by all Board Members
    - Motion by Jess McClaughry, second by Dave Lawrence, to approve Back Up Assessor recommended by current Assessor Tina Braman per AMAR requirement
      - ✓ Motion carried – approved by all Board members
  - Appoint Website Administrator
    - Motion by Jess McClaughry, with second by Dave Lawrence, to appoint Gail Garrity as new Website Administrator
      - ✓ Motion carried – approved by all Board members
  - Board of Review
    - Per Jess McClaughry, there will be a December Meeting on Tues. the 15<sup>th</sup> from 1PM-3PM
    - Current BOR terms expire at the end of the year, so Jess will ask current members a chance to be on the BOR again next year.
    - Board discussed that BOR may not be able to meet in person with a suggestion to ask MTA for advice. It was also suggested to do the BOR by appointment as they do at the County Building.
  - Schedule Workshop to review fiscal budget
    - Dave Lawrence is under Covid quarantine. After the 14 days are up, Jess will take a poll of dates and times to see when we can meet. Dave also brought up that Clerk will need to get updated on the Budget.
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- Printer for Clerk's office
    - Motion made by Jess McClaughry, with second by Dave Lawrence, to approve up to \$200 for printer.
      - ✓ Motion carried – all Board members approved
  - Need passwords from prior Clerk
    - Issue has been resolved
  - Guardian Alarms
    - As the remaining Board member on the Guardian list, Dave Lawrence, by default, became Master Administrator. In the future, he will request that a new Administrator is appointed.
    - He is currently working on getting new passwords to Guardian and will update Board members when new changes take place.
  - Township Hall Cleaning
    - Dave Lawrence was concerned about the cleaning of the Clerk's office.
    - Due to the fact that the township had not rekeyed any locks on the files or the office door, others might have access to sensitive information. To resolve this issue, Dave Mackson installed a keypad entry lock on the Clerk's office.
    - For the time being, Rachel Mackson will clean her own office.
  - Floor Stripping
    - Dave Lawrence reported that Doug Bailow requested that floors be stripped which will take a week for the Hall to be closed down.
    - The Board discussed that due to Covid, the hall is currently not being used much.
    - Rachel Mackson also said that with her being new to the Clerk job, it would be quite difficult for her not to be able to access her office for an entire week.
    - Board decided without a formal motion to postpone floor stripping.
  - Township Hall Rental
    - Per Dave Lawrence, there are 2 potential rentals of the hall on Dec. 19<sup>th</sup> and Jan. 2<sup>nd</sup>. Currently the hall is closed to Covid so Dave will email Board if the Governor allows the hall to reopen.
  - 2021 Road Contract
    - Dave Lawrence reports that he received approval of 2 contracts which almost never happens.
      - \$82,935.65 for completion of project for Harding north of 61.
      - \$72,050.05 for completion of project for Coolidge north of 61 up to the Township line.
    - Dave is not sure if we will get both projects.
    - Motion made by Rachel Mackson, with second by Dave Lawrence, to approve both projects.
      - ✓ Motion carried – approved by all Board Members
  - Approve Amended 941
    - Motion made to have our Accounting firm do Amend and File tax form 941 for the current fiscal year.
  - Cemetery Sexton
    - Barb Ferret will continue to be Cemetery Sexton
    - Motion made by Dave Lawrence, with second by Jess McClaughry, to continue \$40 monthly internet stipend for Cemetery Sexton
      - ✓ Motion carried – approved by all Board members
  - Zoom
    - Board discussed using Zoom option in place of Conference Call. Per Jess McClaughry, the County Clerk will lend us equipment. There were concerns about cost and time limits that Jess will continue to look into.
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### Payment of Bills

- Motion made by Dave Lawrence, with second by Laura List, to approve payment of bills.
  - ✓ Motion carried – approved by all Board members
- Jess McClaughry read off all checks issued since last the Nov. 10<sup>th</sup> meeting

### Adjournment

- Motion made by Jess McClaughry, with second by Gail Garrity, to adjourn meeting
  - ✓ Motion carried – approved by all Board Members
- Meeting adjourned at 7:07PM

*Rachel Mackson*

Greenwood Township Clerk

## December County Commissioner's Report

I would first of all, like to thank you all for your support and understanding during these last two years. It has been an honor and a privilege to serve as your County Commissioner. I am happy to report that during my time on the board we have made a lot of progress on turning the General Fund around. By the end of this fiscal year, we should, with proper management, have the first standalone budget surplus that the county has had in over a decade. This surplus is projected to be around \$52,000. Our surplus for this next year is only possible due to a combination of the hard work of our faithful department heads to cut expenses where they could and the generous support of our community with the passage of the two millages. This turnaround is the first step in making our community have a brighter future. While we have started to make progress, we cannot allow ourselves to falter. There is still a lot of work to be done to get the fund balance to where the state wants it to rest. We will need several years of surplus to make it healthy again, but I believe we can, and will achieve this goal.

I do not have much to report for tonight as the November 18<sup>th</sup>, 2020 regular board meeting was cancelled due to a lack of quorum being available to physically attend the meeting due to issues with the ongoing pandemic.

However, along with Commissioner Strouse, Chairwoman Pitchford, and Commissioner Haskell, I held a special board meeting on Friday, November 14<sup>th</sup> to make sure that the work that could not wait until December was done.

During our special board meeting we approved a motion to accept the updated L4029 to include the Gypsy Moth Millage and allow the chair to sign.

We also approved a motion to allow the sheriff to dispose of a Kubota L5740D Tractor as a donation to the County of Clare as permitted by state law [MCL. 434.481] and allow for ads to be placed in the local papers with December 4<sup>th</sup>, 2020 being the deadline to claim said property.

In addition to this special board meeting, I also assisted Commissioner Strouse by attending the Finance committee meeting that followed the Special Board meeting as a quorum was needed to pay the monthly bills.

While this is my final Greenwood Township meeting as your representative on the county board, Clare County is still my home so I am sure that I will see you around in the future. Starting in January, you will have a new County Commissioner and I hope that you will all show her the same kindness and welcoming that you showed me during my tenure. Thank you all for a wonderful two years!

Respectfully Submitted,

*David A. Hoefling,*  
**Clare County Commissioner, 6<sup>th</sup> District**



## GREENWOOD TOWNSHIP RESOLUTION

### Waiver of Penalty and Interest for Late Filed Property Transfer Affidavit Resolution #2020/08

**WHEREAS**, The Michigan State Tax Commission has published in the most recent guidelines for the next AMAR (Assessing Minimal Audit Requirements) audit cycle that includes a review of the compliance of charging a fee for interest and penalty, under MCL 211.237b, for not timely filing of Form 2766, or the adoption of a resolution to the contrary; and

**WHEREAS**, MCL 211.27b requires a penalty to be assessed to the buyers of properties if a Property Transfer Affidavit is not filed within 45 days of any transfer of ownership; and

**WHEREAS**, MCL 211-27b(ac)(ad) defines the penalties by state statute; and

**WHEREAS**, the AMAR audit provides for a resolution to waive penalties, as deemed necessary.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that, pursuant to PA206 of 1893, Greenwood Township of Clare County, authorizes the supervisor or their designee to waive the collection of penalty and interest for untimely filed property Transfer Affidavit(s).

This Resolution shall be adopted at the Board Township Meeting of December 2, 2020 and effective immediately.

Motion to approve this Resolution made by: \_\_\_\_\_ seconded by: \_\_\_\_\_.

Upon roll call vote, the following results are:

“Ayes”:

\_\_\_\_\_

“Nays”:

\_\_\_\_\_

“Abstain”:

“Absent”:

Having a majority vote in favor, the Supervisor declared the  
Resolution adopted this 2<sup>nd</sup> day of December, 2020

\_\_\_\_\_  
Rachel Mackson, Township Clerk