



### Call to Order

- 6:15 PM – Roll Call taken with Jess McClaughry, Dave Lawrence, Rachel Mackson, Gail Garrity, and Laura List in attendance. All were located in Greenwood Twp., Clare County, MI during the meeting.
- There were 14 visitors via Conference Call.

### Pledge of Allegiance

- Led by Rachel Mackson

### Agenda

- Motion made by Jess McClaughry, seconded by Gail Garrity, to accept the Agenda with addition of:
  - Public Comment Policy and Schedule Workshop and Budget Meeting
    - ✓ Motion carried - approved by all Board Members.

### Regular Meeting Minutes

- Motion made by Gail Garrity, seconded by Dave Lawrence, to approve the Feb. regular meeting minutes.
  - ✓ Motion carried - approved by all Board Members.

### Treasurer Report

- Motion made by Rachel Mackson, seconded by Jess McClaughry, to approve the Statement of Accounts.
  - ✓ Motion carried - approved by all Board Members.

### Clerk Report

- With so many files now stored digitally, I have now implemented secure backups for QuickBooks and for all documents on the computer.
- I am also using a secure password program recommended by Bryan Fliegel that allows me to use extra secure passwords on email and all online accounts.

### County Commissioner Report

- Bronwyn Asplund reported on the Feb. Commissioner's meeting and their budget workshop.
- They continue working on the budget shortfall and have more workshops scheduled. The original shortfall was \$900,000, but they have it down to about \$600,000. The Sheriff has been able to get 10 more inmates which will help bring down the amount.
- Constituents have complained about the metal wheels on the horse carriages – the wheels cause damage and marring to the roads. After discussion, Jess McClaughry will investigate ordinances in place in surrounding communities and will contact the Amish Bishop about wheel options. In the past, Dave Lawrence has talked about the issue with the road commission.
- Gypsy Moths – Contractor raised the price \$10,000 without providing sufficient detail, so Bronwyn voted against the increase. The motion did receive enough other votes, so the motion passed.

### Library Report

- The Library has been allowed to increase hours of operation to 9-4 M-F and 9-1 on Sat. Nancy House took a tour of the Surrey House on Tuesday and is excited about the huge space. Lots of work has already been completed. There was a leak in the new roofing material which has been fixed.
- There is a weekly virtual story telling every Wed. at 4:30.
- The Library also received a Michigan Humanities Great MI Reads – a free book about the Flint water crisis is available and there is a Zoom Meet with the Author who will provide tips and resources about lead reduction in our homes.

### Public Comment

- No one came forward to comment.

**Unfinished Business:**

- Community Communication
  - Gail researched several communication programs – Mail Chimp appears to be the most user friendly and is free. She thinks she will be able to install this for free, otherwise Alex charges \$75 per hour.
  - Motion made by Gail Garrity, seconded by Jess McClaughry to install Mail Chimp as long as no cost is involved.
    - ✓ Motion carried.
      - “Ayes” – Jess McClaughry, Rachel Mackson, and Gail Garrity
      - “Nays” – Dave Lawrence and Laura List.
- Budget
  - After discussion, motion made by Jess McClaughry, seconded by Dave Lawrence to update the Budget to reflect new departmental categories and included: decrease in State Shared Revenues from \$98,500 to \$92,150, increase in Fees and Permits from \$9900 to \$10,849.26, increase in elections from \$6500 to \$6507.14, increase Cemetery Cost from \$9200 to \$9231.43, and increase Sheriff Contract to \$5000.
    - ✓ Motion carried - approved by all Board Members.
- Fire Contract
  - Jess went over the contract and compared it to last years. The increase is 3.52% and is tied to property values in the Township.
  - Motion made by Dave Lawrence, seconded by Jess McClaughry to approve the fire contract.
    - ✓ Motion carried - approved by all Board Members.
- Annual Audit/Closing Books End of Year
  - More information on our budget is needed so tabling this for now.

**New Business:**

- Hall Furnace and Room Door
  - Dave Lawrence feels very strongly that the furnace room door needs to be left open in winter.
- Rubbish Adjustment
  - Thomas Schmidt on Clarence Rd has two contiguous properties and was being charged 3 separate rubbish assessments.
  - Motion made by Rachel Mackson, seconded by Laura List to permanently remove 2 of the assessments and refund the applicable charges and admin fees of \$232.30.
    - ✓ Motion carried - approved by all Board Members.
- Dog Ordinance
  - Dave Lawrence wanted to bring the County Dog Ordinance to everyone’s attention since there had been a complaint at the last meeting.
  - The issue of dog feces is not covered. Options were discussed, and we will post a reminder to everyone to be courteous and clean up after dogs.
- 2021 Tax Bills
  - Tax bills are issued at the county level and Dave Lawrence is not given any chance to review them before they go out. There were some bills that did not show all the special assessments, but the issue has been fixed for 2021.
  - Dave is working to fix all issues with the special assessments, so this doesn’t happen again.
- Approve alternate BOR candidate.
  - Motion made by Jess McClaughry, seconded by Rachel Mackson to approve Janette Hegwood as a member, and Cheryl Sandstrom as alternate for a 2-year term on the Board of Review.
- Approve Poverty Exemption guidelines
  - Poverty exemptions must be approved yearly.
  - Motion made by Jess McClaughry, seconded by Dave Lawrence to approve our current Poverty Exemption guideline, except for Line Item 9, which mentions a road special assessment.
    - ✓ Motion carried - approved by all Board Members.
      - Note: The Township has Road taxes but does not currently have any Road special assessments.
- Virtual Training Class
  - Returning BOR members Sherry Snyr and Barb Pitcavage took the advanced online BOR class, and Cheryl Sandstrom took the intro class.
- Approve Township Meeting Dates for 21/22
  - Motion made by Gail Garrity, seconded by Jess McClaughry to approve meeting dates on the second Wed. of the month at 7PM for the 2021/22 year.
    - ✓ Motion carried - approved by all Board Members.


- Discussion of Salaries for 2021/22
  - Jess reported research on salaries. Many communities pay the Clerk and Treasurer the same rate. Current Treasurer is at typical level for this area, but Clerk salary is way under. Jess asked the Board to increase the clerk salary by 10% and noted that he had asked for the same in previous years. Rachel said she appreciated the sentiment but felt uncomfortable getting a raise as a new Clerk. The FOIA coordinator will now be paid \$15 per hour from FOIA fees.
  - Current salaries: Treasurer - Regular salary is \$9,841.08 plus \$4,195.60 of which \$3,085 is reimbursed by the State of Michigan., Clerk - \$9,843, Supervisor - \$7,831, Trustees - \$3,147.
  - Motion made by Jess McClaughry, seconded by Gail Garrity to pay the FOIA Coordinator \$15 per hour.
    - ✓ Motion carried,
      - "Ayes" – Jess McClaughry, Dave Lawrence, Laura List, and Gail Garrity.
      - Abstained – Rachel Mackson abstained as new FOIA Coordinator.
  - Motion made by Jess McClaughry, seconded by Dave Lawrence to continue Trustee pay at current level.
    - ✓ Motion carried - approved by all Board Members.
  - Motion made by Jess McClaughry, seconded by Gail Garrity to continue Treasurer pay at current level.
    - ✓ Motion carried - approved by all Board Members.
  - Motion made by Jess McClaughry, seconded by Rachel Mackson to continue Supervisor pay at current level.
    - ✓ Motion carried - approved by all Board Members.
  - Motion made by Rachel Mackson, seconded by Laura List to continue Clerk pay at current level.
    - ✓ Motion carried,
      - "Ayes" – Dave Lawrence, Laura List, and Rachel Mackson.
      - "Nays" – Jess McClaughry, Gail Garrity
- Add-on sign for web address
  - Discussion about adding web address to sign out front. Since there are at least four Greenwood Townships in MI, it can be difficult to find our site. We will be having a workshop in the town hall in the next few weeks. The board felt it would be better to discuss this when we can look at the sign to consider options.
- Guardian Alarm
  - Rachel presented a draft of a letter for Dave Lawrence to sign and return to her asking Guardian Alarm to update information on our account. Since Dave is the only one left with master admin privileges, he is the only one that can sign the letter.
  - Prior to this, Dave had spent a great deal of time working with Guardian Alarms and got passwords for all Board members, but Guardian alarm has yet to make the other changes detailed in the letter.
  - Motion made by Rachel Mackson, seconded by Jess McClaughry to approve having a lock smith come to the hall make a key for the Guardian Alarm box.
    - ✓ Motion carried - approved by all Board Members.
- Computer for Clerk
  - Plastic casing is damaged.
  - Motion made by Jess McClaughry, seconded by Gail Garrity to approve up to \$750 for a new computer for the clerk.
    - ✓ Motion carried - approved by all Board Members.
- Updated Agenda Policy
  - Motion made by Jess McClaughry, seconded by Dave Lawrence to update the Agenda policy to change the meeting day to the second Wed. of the month, to strike the line which mentions the need to notify the Clerk by the Thursday before the meeting, and to strike the requirement for Board approval.
    - ✓ Motion carried - approved by all Board Members.
- Budget Workshop
  - Budget workshop scheduled for March 18<sup>th</sup>, 1PM and Budget Hearing on Tuesday, March 30<sup>th</sup> at 2PM.

### Payment of Bills

- Motion made by Jess McClaughry, seconded by Dave Lawrence, to approve payment of bills totaling \$7,002.87.
  - ✓ Motion carried – approved by all Board Members.

### Adjournment

- Motion made by Dave Lawrence, seconded by Laura List, to adjourn the meeting.
  - ✓ Motion carried – approved by all Board Members.
- Meeting adjourned at 8:02PM

 - Greenwood Township Clerk



## **Eligibility Guidelines for Hardship Exemption**

To be considered for property tax exemption in Greenwood Township (Clare County), a person(s) shall meet or fulfill ALL of the following requirements:

- 1) Be the owner of, and occupy as a Homestead, the property for which an exemption is being requested.
- 2) Upon request, be able to produce a deed, land contract or other evidence of ownership of the property for which an exemption is being requested.
- 3) File a claim in person with the Supervisor, Assessor or Board of Review. The claimant must produce federal and state income tax returns for **all** persons residing in the homestead, as well as any property tax credit returns filed in the immediately preceding year, or the current year.
- 4) Claimant must be able to show proof of income for **all** persons in the homestead (tax returns).
- 5) Claimant must apply for a Homestead Property Tax Credit, unless the claimant is not currently receiving property exemption, and show proof as stated in above (item #3).
- 6) Claimant must be able to produce a valid Drivers' License, or other form of identification.
- 7) Claimant must meet the Federal Poverty Income Standards, as defined and determined annually by the US Office of Management and Budget. (See: #10).
- 8) The application for exemption shall be filed after January 1, or any time prior to the closing of the Board of Review, for the year the application is being made.
- 9) The applicant must pay any Special Assessments attached to the property, such as, but not limited to, Rubbish or Lake Assessments, if applicable.
- 10) **Annual income may exceed up to 2.5% above what the Federal Guidelines define as poverty in the year applying for hardship Exemption.**
- 11) Total Asset limit shall not exceed \$60,000.
- 12) Total True Cash Value shall not exceed \$75,000,



**GREENWOOD TOWNSHIP  
AGENDA POLICY**

**March 3, 2021**

The agenda is the formal business of Township to be discussed at the regular board meeting which are held the second Wednesday of the month. Meetings are held at the Township Hall located at 3447 W. Temple, Harrison, Michigan 48625, at 7:00 P.M.

Any person requesting to be put on the agenda must contact the Clerk. Also, they must state their reason to be on the agenda.

Your adherence to this policy will allow for a smooth process in Township Board Meetings.

**CERTIFICATE**

This Policy shall be adopted at the Board Township Meeting of March 3, 2021, effective immediately.

Motion to approve this Policy made by: Jess McClaughry

Seconded by: Dave Lawrence

“Ayes”: Jess McClaughry, Rachel Mackson, Dave Lawrence, Laura List, Gail Garrity

Having a majority vote in favor, the Supervisor declared the Policy adopted March 3, 2021

*Rachel Mackson*

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Rachel Mackson, Township Clerk

R# 3-3-2021



**RESOLUTION TO SET 2021-2022 REGULAR MEETING DATES**

WHEREAS, MCL (Michigan Compiled Law) 41.72(a) requires the township regular meeting dates be set by resolution, and

WHEREAS, MTA Legal Counsel recommends a roll call vote be taken to set the regular meeting dates.

NOW THEREFORE, BE IT RESOLVED, the township regular meetings will be held at the township hall, 3447 W. Temple Dr., on the second Wednesday of each month at 7:00 p.m. unless that day falls on a holiday, then the meeting will be the next secular day (Thursday) at the same time.

NOW, THEREFORE, BE IT ALSO RESOLVED, that the regular meetings of the Greenwood Township Board will be as follows starting April 1, 2021:

- |                |               |
|----------------|---------------|
| April 14, 2021 | Oct. 13, 2021 |
| May 12, 2021   | Nov. 10, 2021 |
| June 9, 2021   | Dec. 8, 2021  |
| July 14, 2021  | Jan. 12, 2022 |
| Aug. 11, 2021  | Feb. 9, 2022  |
| Sep. 8, 2021   | March 9, 2022 |

**CERTIFICATE**

This Policy shall be adopted at the Board Township Meeting of March 3, 2021, effective immediately.

Motion to approve this Policy:

Made by: Gail Garrity

Seconded by: Jess McClaughry

"Ayes": Jess McClaughry, Rachel Mackson, Dave Lawrence, Gail Garrity, and Laura List

Having a majority vote in favor, the Supervisor declared the Policy adopted March 3, 2021.

Rachel Mackson, Township Clerk