

Assyria Township Board Minutes January 2, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, January 2, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, B. Miller, J. Miller and A. Terry
Members absent: G. Waterbury

COUNTY COMMISSIONERS REPORT: Absent

PUBLIC COMMENT: None

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion by Mike Timmons, Support by A. Terry to pay the bills.
Roll call taken. All members vote YES.

CLERK:

Motion made by A. Terry, supported by B. Miller to pay Scott Higgins \$500.00 for digging a corrected interment grave.

TREASURER:

-Financial Statements presented

TRUSTEE: Jim Miller

- Discussion in regard to the dissolution of the Union Cemetery.
- The building project is on schedule, other than slight delay due to the extreme temperatures.

Motion made by M. Timmons, supported by J. Miller to sign Trumble Group's request for a change order for an additional \$10,495.00 to include residing and 1" foam sheathing under the siding of the existing hall.

M. Timmons, J. Miller and A. Terry vote YES
B. Miller vote NO

ASSESSOR: Nothing to report

SUPERVISOR:

- Road Commission meeting @ 1:00 p.m. Thursday January 11, 2018.
- Beth Miller is appointed as Meeting Moderator while Mike Timmons is on medical restriction.
- Jim Miller will serve as Assyria's voting representative to the Fire Board and the Union Cemetery Association.
- Three applicants have applied for the Treasurer's position, a special meeting will be called within the next two weeks to interview each of them. The time and location of the meeting will be posted prior to the meeting. Once a decision has been made, the individual selected will be sworn in as deputy clerk and then sworn in as the Treasurer on Friday March 30, 2018.

- Discussion in regard to finding a part time Michigan Certified Assessing Officer to replace the current Assessor upon his retirement. An ad will be placed in many publications surrounding the Assyria Township area. The ad will read:

PART-TIME ASSESSOR WANTED

Our present part-time Assessing Officer expects to retire in about one year. Assyria Township is a General Law township of 1,150 parcels consisting mostly of agricultural and residential properties (population of about 2,000) in southeast Barry County. We are looking to hire a part-time Michigan Certified Assessing Officer to replace him upon his retirement. Persons interested may send a letter of interest and resume to:

The Assyria Township Board
P.O. Box 211
Bellevue, MI 49021

Closes April 30, 2018.

A Board of Review notice is to be placed in the Reminder the 3rd and 4th week on February. It should read as follows:

ASSYRIA TOWNSHIP 2018 BOARD OF REVIEW NOTICE

The Assyria Township Board of Review for 2018 will be held at the Assyria Township Hall, located at 8094 Tasker Road, Bellevue, MI, on the following dates:

March 06 (Tues) @ 6:00pm to receive the tax roll (MCL211.29(1))
March 12 (Mon) 9 am – 12 pm – 5 pm
March 14 (Wed) 6 pm - 9 pm
March 15 (Thur) 6 pm - 9 pm
March 16 (Fri) 6 pm - To close-out paperwork if necessary.

Residents are required to petition in person.

The tentative ratios and the estimated multipliers for each class of real property and personal property of 2018 are as follows:

	Ratio	Multiplier
Agricultural	46.81 %	1.068
Commercial	44.37 %	1.126
Industrial	47.38 %	1.055
Residential	48.03 %	1.041
Timber Cutover	50.00 %	1.000
Developmental	50.00 %	1.000
Personal Property	50.00 %	1.000

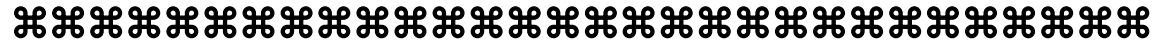
A notice of the public hearing on the proposed township budget for the fiscal year 2019 and the township's regular meeting schedule needs to be placed in the Reminder in mid-February, in 11 point bold face type.

Public:

-A Gentleman (100 % disabled veteran) inquired of the Supervisor how to go about requesting a property tax exception.

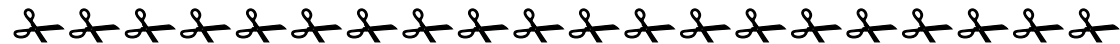
OLD BUSINESS: None

Meeting adjourned at 8:35 p.m., Respectfully submitted, Annette Terry, Assyria Township Clerk



The ASSYRIA TOWNSHIP BOARD
will hold a special meeting at 6 pm on Thursday 11 Jan at the township hall to interview three applicants for the upcoming vacant Township Treasurer position.

The Board may make its selection after the interviews.



**THE UNION CEMETERY ASSOCIATION MEETING AT
BALTIMORE TOWNSHIP HALL @ 7 P.M. ON THURSDAY
18 JANUARY WILL NOW BE HELD AT THE JOHNSTOWN
TOWNSHIP HALL**



Assyria Township Board Minutes
December 4, 2017

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on December 4, 2017. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, J. Miller, E. Waterbury, B. Miller and A. Terry

COUNTY COMMISSIONER:

- The commission has several appointments available on a number of boards.
- The commission will be holding budget hearings

PUBLIC COMMENT: None

Previous minutes were reviewed and approved as written.

The bills were reviewed.

Motion made by M. Timmons, supported by J. Miller to upgrade to 200 Amp underground electric service.

All members vote YES.

Motion made by J. Miller, supported by Gene Waterbury to pay \$687.50 to Consumers Power for the upgrade.

All Members vote YES

Motion made by Jim Miller, supported by G. Waterbury to pay the bills.

All members vote YES.

CLERK:

-The November 7, 2017 election went okay. There were a number of people that did not sign their application for a ballot and a couple that did not sign their ballot.

-The tabulator went off count after absentee ballots were processed.

-Assyria and a few other townships were required to come in for a recount. It is unknown, but suspected a ballot with a coffee stain may have caused the miscount.

-Assyria and a few other townships were audited. Just a couple of issues were discussed. It is a requirement for the Supervisor, Treasurer and the Clerk to be at both the preliminary and public testing. The township's meeting to appoint election workers should be a separate meeting, similar to our annual meeting and we should consider having more Democrat workers.

-Request for reimbursement for the election has been made to the county.

TREASURER:

-Taxes went out.

-Will be resigning effective March 31, 2018.

TRUSTEE: None

Assessor:

-There will be a number of Assessment changes in 2018. The assessor's computer issued by the township may not be adequate to handle the assessing program after the changes.

- The assessment company (see 3 Oct 2016 minutes {CLR Appraisals}) that has been assisting in Assyria Township's assessments has been dissolved and no longer exists

- The Assessor expects to retire before too long. He suggests it would be appropriate to hire him an apprentice with the idea that the apprentice would take over upon retirement.

SUPERVISOR:

- The Supervisor requested an ad be placed in the Reminder and Banner advertising for a new treasurer:

Township residents interested in being appointed to the position should provide a resume and letter to the Assyria Township Supervisor, 7415 Wolf Road, Bellevue, MI 49021. Synopsis of

Duties: Collects real and personal property taxes, keeps an account of township receipts, (revenues) and expenditures, collects and disburses township checks, deposits township checks, deposits township revenues, must appoint a deputy, must be bonded, serves as a member of the township elections commission. Requirements for the position: Strong computer skills, bookkeeping and accounting background, along with the ability to interact well with the community.

-The supervisor will be unable to attend the January 18, 2018, Union Cemetery meeting. Jim Miller was asked to attend on his behalf.

The building committee:

- Discussion of possible changes to the remodeling project.

It was decided not to include a glass window in the basement door.

Motion made by G. Waterbury, supported by J. Miller to include residing and 1" foam sheathing under the siding of the existing hall providing removal and haul away of the existing siding is included in the bid.

Timmons, Waterbury, Terry and J. Miller vote YES.

B. Miller voted NO.

Motion made by M. Timmons, supported by G. Waterbury to add underground conduit under concrete maintenance strip and sidewalk from meter socket to 2' past sidewalk for Consumers Energy to use for wire.

All vote yes.

Public Comment: None

OLD BUSINESS: None

Meeting adjourned at 9:35 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

Assyria Township Board Minutes February 5, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, February 5, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: B. Miller, J. Miller, G. Waterbury and A. Terry
Members absent: M. Timmons

COUNTY COMMISSIONERS REPORT:

- The commission voted to repeal the TOST program. They will be holding county meetings to work on developing a new program.
- At this time the Commissioner is unsure if she will be running for re-election.

PUBLIC COMMENT: None

Previous minutes reviewed, correction in the hours of operation for the Board of Review on March 12, 2018 should read: 9 am – 12 pm and 2 pm – 5 pm.

The bills were reviewed. Motion by J. Miller, Support by G. Waterbury to pay the bills.
Roll call taken. All members vote YES.

CLERK:

- The township has received two replies in regard to the advertisement seeking a new part-time Assessor.

TREASURER:

- Financial Statements presented
- Per the Supervisor's request the Treasurer agreed to stay in office until April 30, 2018.
- Terry Stephens is to be sworn in as Deputy Treasurer this evening and will become the Treasurer on May 1, 2018.

Motion made by J. Miller, Support by G. Waterbury to accept B. Miller's resignation effective April 30, 2018.

Roll call taken. All members vote YES

TRUSTEE: Jim Miller

- Discussion in regard to generator options.

Motion made by J. Miller, Support by A. Terry to table the purchase of a generator at this time.
Roll call taken. All members vote YES

Motion made by J. Miller, Support by G. Waterbury to the addition of concrete and insulation in the front of the building for an additional amount of \$6,796.00.

Roll call taken. All members vote YES

-Discussion to have the contractor provide the grab bars, mirrors and residential style toilet paper holders for the restrooms.

-Discussion in regard to cabinets for the kitchen. Holding off at this time to see what we may be able to find in a display kitchen or other options.

-Agreed not to have the contractor install phone or internet.

TRUSTEE: G. Waterbury

-Waterbury attended the Union Cemetery meeting on behalf of Timmons and J. Miller. There has been a dissolution of the Union Cemetery.

-Discussion in regard to new soffit over the existing structure.

Motions made by G. Waterbury, Support by A. Terry to include new soffit over the existing structure for the amount of \$924.00.

Roll call vote.

Waterbury and Terry vote YES

B. Miller and J. Miller vote NO

Motion Failed

ASSESSOR:

-Discussion in regard to a letter received from Barry County Equalization.

-Any Deed is a legal document that no one has any authority to change.

-M-Dot purchased some areas as clear vision areas, he would be able to change those.

-Beth will discuss this with M. Timmons and recommend turning it back to the county.

SUPERVISOR: (B. Miller as Meeting Moderator.)

-Discussion in regard to a letter received by Walker, Fluke & Sheldon, PLC

Motion made by B. Miller, Support by J. Miller to have Walker, Fluke & Sheldon, PLC perform the township's audit for the year ending March 31, 2018. Not to exceed payment of more than \$4,270.00, which includes \$295.00 for the preparation of the State of Michigan Form F-65.

Roll call vote. All vote YES

-The board will hold a budget work shop directly following this meeting.

-Continue advertising for the Assessor position.

PART-TIME ASSESSOR WANTED

Our present part-time Assessing Officer expects to retire in about one year. Assyria Township is a General Law township of 1,150 parcels consisting mostly of agricultural and residential properties (population of about 2,000) in southeast Barry County. We are looking to hire a part-time Michigan Certified Assessing Officer to replace him upon his retirement. Persons interested may send a letter of interest and resume to:

The Assyria Township Board

P.O. Box 211

Bellevue, MI 49021

Our website is: www.assyriatwp.org

Closes April 30, 2018.

A Board of Review notice is to be placed in the Reminder the 3rd and 4th week on February. The notice should read as follows:

ASSYRIA TOWNSHIP 2018 BOARD OF REVIEW NOTICE

The Assyria Township Board of Review for 2018 will be held at the Assyria Township Hall, located at 8094 Tasker Road, Bellevue, MI, on the following dates:

March 06 (Tues) @ 6:00pm to receive the tax roll (MCL211.29(1))
March 12 (Mon) 9 am - 12 pm and 2 pm - 5 pm
March 14 (Wed) 6 pm - 9 pm
March 15 (Thur) 6 pm - 9 pm
March 16 (Fri) 6 pm - To close-out paperwork if necessary.

Residents are required to petition in person.

The tentative ratios and the estimated multipliers for each class of real property and personal property of 2018 are as follows:

	Ratio	Multiplier
Agricultural	46.81 %	1.068
Commercial	44.37 %	1.126
Industrial	47.38 %	1.055
Residential	48.03 %	1.041
Timber Cutover	50.00 %	1.000
Developmental	50.00 %	1.000
Personal Property	50.00 %	1.000

-A notice of the public hearing on the proposed township budget for the fiscal year 2019 and the township's regular meeting schedule needs to be placed in the Reminder in mid-February, in 11 point bold face type. The announcement should read as follows:

The Assyria Township Board will hold a public hearing on the proposed township budget for fiscal year 2019 and a copy of the budget will be available for public inspection at the Township Hall on Tasker Road at 7:30 pm on Friday, March 30. The annual meeting will follow and in turn be followed by the last meeting of the fiscal year. April's business will be conducted that night and there will be no regularly scheduled April meeting.

TOWNSHIP REGULAR MEETING SCHEDULE CALENDAR YEAR 2018

Jan 2nd Tue
Feb 5th Mon
Mar 5th Mon
March 6th Tue @ 6 to receive the tax roll (MCL211.29(1))
March 12th Mon 9:00 am - 12:00 pm and 2:00 pm - 5:00 pm to receive petitions
March 14th Wed 6:00 pm - 9:00 pm to receive petitions
March 15th Thur 6:00 pm - 9:00 pm to receive petitions
March 16th Fri 6:00 pm to close out paperwork if necessary

March 30th Fri Annual meeting @ 7:30 pm, followed by budget meeting, followed by final FY2017 meeting.

No April meeting. (All April business to be conducted at the last meeting in March.)

May 7th Mon
Jun 4th Mon
Jul 2nd Mon

Board of Review July 17 (Tues.) 6 pm - 7 pm to correct clerical errors and mutual mistakes of facts. Review principle residence changes & receive requests for property tax exemptions.

Aug 6th Mon
Sep 4th Mon
Oct 1st Mon
Nov 5th Mon

November 6, 2018 election day.

Dec 3rd Mon

Board of Review December 11th Tue 6:00 pm – 7:00 pm to correct clerical errors and mutual mistakes of facts. Review Principle Residence changes and receive requests for property tax exemption.

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

WHEREAS, MCL 41.95 authorizes the Assyria Township Board to determine the salaries for the offices of supervisor, clerk, treasurer and trustees for fiscal year 2019 by adopting a resolution for each office at least 30 days prior to the township annual meeting of the electors; and WHEREAS, the current Federal cost of living increase is 2 percent the township board deems that an adjustment in the salary of the office of supervisor, clerk, treasurer and trustee is warranted.

NOW BE IT RESOLVED that as of 1 April 2018 the annual salary of the office of supervisor shall be \$6,763.00. BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on 30 March 2018, at which time the electors may increase these amounts pursuant to MCL 41.95(7). In the event that the electors fail increase said salary, said resolution shall stand.

This resolution offered by board member Beth Miller, Supported by board member Annette Terry. Upon a roll call vote, the following voted: 4 Aye 0 No. The supervisor/moderator declared the resolution adopted. Annette Terry, Clerk

NOW BE IT RESOLVED that as of 1 April 2018 the annual salary of the office of Treasurer shall be \$10,873.00. BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on 30 March 2018, at which time the electors may increase these amounts pursuant to MCL 41.95(7). In the event that the electors fail increase said salary, said resolution shall stand.

This resolution offered by board member Beth Miller, Supported by board member Jim Miller. Upon a roll call vote, the following voted: 4 Aye 0 No. The supervisor/moderator declared the resolution adopted. Annette Terry, Clerk

NOW BE IT RESOLVED that as of 1 April 2018 the annual salary of the office of Clerk shall be \$9,446.00. BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on 30 March 2018, at which time the electors may increase these amounts pursuant to MCL 41.65(7). In the event that the electors fail increase said salary, said resolution shall stand.

This resolution offered by board member Beth Miller, Supported by board member Gene Waterbury. Upon a roll call vote, the following voted: 4 Aye 0 No. The supervisor/moderator declared the resolution adopted. Annette Terry, Clerk

NOW BE IT RESOLVED that as of 1 April 2018 the annual salary of the office of Trustee shall be \$1,421.00. BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held of 30 March 2018, at which time the electors may increase these amounts pursuant to MCL 41.95(7). In the event that the electors fail increase said alary, said resolution shall stand.

This resolution offered by board member Beth Miller, Supported by board member Annette Terry. Upon a roll call vote, the following voted: 2 Aye 2 No. The supervisor/moderator declared the resolution failed. Annette Terry, Clerk

PUBLIC COMMENT: None

OLD BUSINESS: None

Meeting adjourned at 8:48 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

ASSYRIA TOWNSHIP ANNUAL MEETING
March 30, 2018
MEETING OPENED AT 7:30 P.M.

Per MCL 41 Sections 8 & 95, the Assyria Township Board has by resolution on February 5, 2018 set Board annual salaries effective April 1, 2018 as follows:

Clerk salary: \$9,446.00
Treasure salary: \$10,873.00
Supervisor salary: \$6,763.00

Resolution to increase the Trustees salaries failed.

The electors of this Township were given the opportunity to alter the amount of salary fixed by this resolution. No motion to alter salaries was presented.

Adjourned at 7:40 p.m.

ASSYRIA TOWNSHIP FY2019 BUDGET HEARING
Assyria Township Hall
8094 Tasker Road, Bellevue, MI 49021
March 30, 2018

Members present: M. Timmons, B. Miller, E. Waterbury and A. Terry

PUBLIC COMMENT: None

Previous minutes reviewed and approved as written.

FY2019 proposed budget presented.

Moved to the next regular meeting for vote.

Meeting adjourned at 7:50 P.M.

Assyria Township Board Minutes
March 30, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, March 30, 2018. The meeting was called to order at 7:50 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, B. Miller, E. Waterbury and A. Terry
J. Miller arrived at 8:10 p. m.

COUNTY COMMISSIONER: Absent

PUBLIC COMMENT: None

Motion made by M. Timmons, Supported by B. Miller to accept the general informational act budget.

Roll call vote, all members vote YES

Previous minutes reviewed and approved as written.

The bills were reviewed, it was noticed there were not any checks for the Board of Review members.

Motion by M. Timmons, Support by B. Miller to pay the bills including checks for the board of review members.

Roll call taken. All members vote YES.

CLERK:

-There have been nine resumes received showing interest in the Part-time Assessor position.

-The clerk is in need current W-4's from the board and other staff.

-Barry County has a dead deer clean-up program, if anyone sees a dead deer along the road side in Barry County, please call the Sheriff's office at 269-948-4801. They will ask for the location, nearest cross roads and/or other land marking to help the clean-up crew locate the carcass.

-The clerk inquired if the board was considering any compensation for internet/cell service. The board did not feel it was the townships responsibility at this time.

-Reviewing the budget, it appears as though there was an over sight to make a motion to increase the Assessor's wage last year.

Motion made by A. Terry, Supported by B. Miller to retro actively increase the Assessor's salary for fiscal year 2018-2019 to \$15,070.00.

Roll call taken. All members vote YES.

TREASURER:

-Financial Statements presented.

-A reminder we will want to swear in the new Treasurer on May 1, 2018.

-After review, she would recommend retaining the current financial institutions, which include:

Hastings City Bank

Eaton Federal Savings

Mercantile Bank

Commercial Bank

Chemical Bank

Eaton Federal Savings

Commercial Bank

Motion made by B. Miller, Supported by J. Miller, to retain the township's current financial institutions.

All members vote YES

Trustee:

-J. Miller

Discussion as to the size of opening for the pass through window.

-E. Waterbury

The septic is in.

ASSESSOR:

-Reminder of the Amar-Audit on April 11, 2018.

SUPERVISOR:

-Will verify insurance coverage on the new addition.

-Discussion in regard to the new addition.

Motion made by M. Timmons, Supported by A. Terry for B. Miller to purchase a new printer for the hall not to exceed the cost of \$400.00.

All vote YES

Public Comment:

There will be Planning Commission meeting in regard to Bay Point on April 9 and 10, 2018 at the Titan Building in Hastings at 7:30 p.m.

It was voiced, that the board may want to reconsider some assistance in supplementing the clerks internet/cell cost.

Motion made by M. Timmons, Supported by B. Miller to supplement the clerk \$60.00 per month towards internet/cell service until there is internet available at the township hall.
All vote YES

NEW BUSINESS: None

OLD BUSINESS:

The Board approved the FY2019 General Appropriations resolution by unanimous vote and the Supervisor declared the motion carried and the resolution duly adopted on this date March 30, 2018. .

Meeting adjourned at 9:35 pm.

Respectfully submitted

Annette Terry
Assyria Township Clerk

Assyria Township Board Minutes March 5, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, March 5, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: B. Miller, J. Miller, G. Waterbury and A. Terry
Members absent: M. Timmons

COUNTY COMMISSIONERS REPORT:

- There has been a wage commission study, most elected officials are getting a raise.
- The commission is going to reduce the number of members on several boards.
- The commission is still working on a new program to replace the TOST program.
- Bay Point has obtained land with the intent of expanding.

PUBLIC COMMENT:

-Clarissa Boggs-Blake from the Health Department spoke of some of the programs available from the Health Department.

Previous minutes reviewed, a couple of corrections to be made:
Add the words up to before the \$6,796.00 in the motion made regarding concrete and insulation.
Also, to pluralize the word Trustee in the resolution to establish township officers salary.

The bills were reviewed. Motion by J. Miller, Support by A. Terry to pay the bills.
Roll call taken. All members vote YES.

CLERK:

- The township has received six replies in regard to the advertisement seeking a new part-time Assessor.
- Inquiry made to the board to consider the possibility of reimbursement for or at least partial reimbursement for the phone and/or internet needed to adequately perform the clerk's job.
- Unfortunately, another township resident has passed away and there will be a funeral within the week.
- Due to the additional advertising needed there will be a short fall in the budget for printing and publishing.

Motion made by A. Terry, Support by B. Miller to increase the printing and publishing account by \$900.00.

Roll call taken. All members vote YES.

-Minimum wage is now above \$9.00 per hour. Currently we are paying our election workers \$9.00 per hour and the chairperson \$10.00 per hour. Therefore, the board may want to consider an increase in pay to the election workers.

Motion made by A. Terry, Support by B. Miller to increase the election workers hourly rate to \$10.00 per hour and the chairperson's rate to \$11.00 per hour.

Roll call taken. All members vote Yes.

TREASURER:

- Financial Statements presented.
- We have received our State Shared Revenue check in the amount of \$26,908.00.
- Terry Stephens is to be sworn in as Treasurer on May 1, 2018. There will be an immediate need for her to be able to sign checks. Therefore, it would be in the townships best interest to have her added to the general checking account.

Motion made by B. Miller, Support by A Terry to add Terry Stephens to the Hastings City Bank general account.

Roll call taken. All members vote YES

TRUSTEE: Jim Miller

- Discussion in regard to floor covering for the existing hall.

Motion made by J. Miller, Support by A. Terry to table the purchase of floor covering, for the existing hall, at this time.

Roll call take. All members vote YES

TRUSTEE: G. Waterbury

None

ASSESSOR:

- Questioned in lieu of the Supervisors absences, if a Secretary has been arranged for the Board of Review meetings. B. Miller (As meeting Moderator.) thought arrangements had been made.
- Also, inquired if internet service would be available in the near future at the township hall. B. Miller (As meeting Moderator) advised it was in the plan.

SUPERVISOR: (B. Miller as Meeting Moderator.)

- Continue advertising for the Assessor position.

PART-TIME ASSESSOR WANTED

Our present part-time Assessing Officer expects to retire in about one year. Assyria Township is a General Law township of 1,150 parcels consisting mostly of agricultural and residential properties (population of about 2,000) in southeast Barry County. We are looking to hire a part-time Michigan Certified Assessing Officer to replace him upon his retirement. Persons interested may send a letter of interest and resume to:

The Assyria Township Board
P.O. Box 211
Bellevue, MI 49021
Our website is: www.assyriatwp.org

Closes April 30, 2018.

-A notice of the public hearing on the proposed township budget for the fiscal year 2019 and the township's regular meeting schedule needs to be placed in the Reminder in mid-March, in 11 point bold face type. The announcement should read as follows:

The Assyria Township Board will hold a public hearing on the proposed township budget for fiscal year 2019 and a copy of the budget will be available for public inspection at the Township Hall on Tasker Road at 7:30 pm on Friday, March 30. The annual meeting will follow and in turn be followed by the last meeting of the fiscal year. April's business will be conducted that night and there will be no regularly scheduled April meeting.

-Discussion whether or not to charge residents a late fee if they are late in filing a property Transfer.

Motion made be B. Miller, Support by J. Miller to accept the following resolution:

Assyria Township
Resolution 03052018-1

Waive Collection of Penalties for failure to file Property Transfer Affidavits.

Whereas the Assyria Township Board is aware the Michigan statues MCL 211.27b requires that the buyer, grantee or transferee of a property notify within 45 days the local assessing office when a transfer of ownership occurs. The state's form Property Transfer Affidavit, form 2766 should be used to fulfill this requirement.

Whereas the Township Board is aware that there are penalty fees that must be collected for failure to file the Property Transfer Affidavit. Michigan statues MCL 211.27b(5) allows that the governing body of a local tax collecting unit may waive, by resolution, the penalty levied under subsection (1) (c) or (d).

Whereas the Assyria Township Board finds that the collection of the penalties is unnecessary. Therefore, be it.

Resolved, that:

1. Assyria Township as provided under statues MCL 211.27b(5) waive, the penalty levied under subsection (1)(c) or (d).
2. Any Township resolution, resolution section, policy, or directive in conflict with this Resolution is repealed or amended to reflect and achieve the purposes stated herein.

This resolution offered by board member Beth Miller.

Seconded by board member James Miller.

Upon roll call vote, the following voted: Yes 4 No: 0

The Moderator declared the motion carried and the Resolution adopted this day of March 5, 2018.

Beth Miller, Moderator
Annette Terry, Clerk

PUBLIC COMMENT:

-In regard to the project Bay Point is requesting permits for, one of the issues is there is a large tree several years old in the way of the access road.

OLD BUSINESS: None

Meeting adjourned at 8:27 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

Assyria Township Board Minutes May 7, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, May 7, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, T. Stephens, J. Miller, G. Waterbury and A. Terry

A special thank you to Beth Miller for her years of service as the Township Treasurer. The board has been impressed with her knowledge and the service she has provided over the years. She will be greatly missed as Treasurer. The board is very grateful she is willing to stay on as Deputy Treasurer.

COUNTY COMMISSIONERS REPORT:

- There is a need for a new Jail and the condition of the Commission on Aging building needs to be addressed. The Commission will be investigating possible options.
- The new Director for the animal shelter is doing a great job.

PUBLIC COMMENT:

- There will be a special Planning Committee meeting in regard to the Bay Pointe project at the Tyden Building in Hastings, on Monday May 14th at 6:00 p.m.
- Jack Ward, the County Zoning Enforcement Officer introduced himself and took questions.

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion by J. Miller, Support by G. Waterbury to pay the bills. Roll call taken. All members vote YES.

CLERK:

- Terry Ryder Stephens was sworn in on April 30, 2018 as the new Treasurer for Assyria Township.
- Elizabeth Miller was sworn in on May 1, 2018 as the new Deputy Treasurer for Assyria Township.

Motion made by A. Terry, Supported by J. Miller to remove Elizabeth Miller from all bank accounts and add Terry Ryder-Stephens to all bank accounts. All members vote YES.

-The new voting equipment has arrived, it is currently at the Clerk's home until the construction of the new addition is complete.

-The new VATE voting machine is going to require reprogrammable cards. The Clerk recommends the Township purchase an additional 15 cards and a reprogramming scanner.

Motion made by M. Timmons, Supported by A. Terry to purchase 15 cards and a scanner not to exceed \$250.00.

All members vote YES

The existing ballot boxes are not compatible with the new tabulator. Therefore the existing boxes will need to be disposed of. Anyone interested in them should contact one of the board members.

TREASURER: No Report

TRUSTEE: Jim Miller

-Floor covering for the new addition has been ordered. He also thanked Gene Waterbury for the cleaning work he did for tonight's meeting.

TRUSTEE: G. Waterbury

-Nothing to report.

ASSESSOR:

-The BANA assessing program has made many changes. The current lap top computer probably won't be compatible with the new system, the desk top computer may be compatible.

-Addressed the probable findings of the April 11, 2018 AMAR.

SUPERVISOR:

-Discussed township roads and going on a road tour to observe their condition.

-Discussed the dust control treatment.

Motion made by M. Timmons, Supported by J. Miller to advise the county to do our normal double application treatment this year.

All members vote YES

-Discussed the Township policy manual he is working on.

-Selection of the individuals to be interviewed for the part-time Assessors position was made.

-The clerk will contact them to schedule a date and time.

-The Planning Commission did not approve the request to open a Junk Yard on M-66.

PUBLIC COMMENT:

-Discussed the Township Cemeteries.

OLD BUSINESS: None

Meeting adjourned at 9:35 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
04/30/2018	9960	void	101-962 · Miscellaneous Expense	-
04/30/2018	9961	Johnstown Township	651-900 · Contracted Services - Johnstown	9,100.00
04/30/2018	9962	The Reminder Battle Creek Shopper	101-900 · Printing and Publishing	-217.05
04/30/2018	9963	News	101-900 · Printing and Publishing	-57.88
04/30/2018	9964	County Journal	101-900 · Printing and Publishing	-56.44
04/30/2018	9965	Advisor & Chronicle	101-900 · Printing and Publishing	-38.06
04/30/2018	9966	Election Source	262-962 · Miscellaneous Expense	-251.56
04/30/2018	9967	Kent Oil	265-920 · Utilities	-772.70
04/30/2018	9968	Consumers Energy	265-920 · Utilities	-62.03
04/30/2018	9969	Barry County Telephone	265-850 · Telephone	-116.24
04/30/2018	9970	Elizabeth Miller	-SPLIT-	-218.29
04/30/2018	9971	Heidi Bartha	215-962 · Miscellaneous Expense	-55.64
04/30/2018	9972	void	101-962 · Miscellaneous Expense	0.00
04/30/2018	9973	Dennis McKelvey	-SPLIT-	-883.15
04/30/2018	9974	Mike Timmons	-SPLIT-	-472.93
04/30/2018	9975	Elizabeth Miller	-SPLIT-	-836.76
04/30/2018	9976	Annette Terry	-SPLIT-	-665.00
04/30/2018	9977	James Miller	-SPLIT-	-107.20
04/30/2018	9978	Eugene Waterbury	-SPLIT-	-107.20
04/30/2018	9979	Heidi Bartha	-SPLIT-	-60.03
04/30/2018	9980	Terry Ryder-Stephens	-SPLIT-	-64.64
04/30/2018	9981	GDH & Sons LLC	276-805 · Sexton - Contracted	-1,368.16
04/30/2018	9982	void L. J. Trumble Builders	101-962 · Miscellaneous Expense	0.00
04/30/2018	9983	LLC	901-000 · Capital Outlay	-39,380.00
Total Disbursements				-54,890.96

Assyria Township Board Minutes

June 4, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, June 4, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, T. Stephens, J. Miller, G. Waterbury and A. Terry

COUNTY COMMISSIONERS REPORT:

-Barry County Transit will provide transportation to Battle Creek for Barry County Residents.

PUBLIC COMMENT:

-Jake Jackson from the Bellevue Fire Department, wants to remind the Assyria Township Residents, the Bellevue Fire Department will provide and install Smoke and Carbon Monoxide Detectors. If anyone is interested, please contact him at 269-487-5695 or the Bellevue Fire Department at 269-763-3262.

-The DNR has offered the use of extra vehicles to surrounding townships that would be willing to house them at the township. This would offer quicker response times for both fire and medical calls. It would be necessary to have a secure structure that could be heated to at least 54 degrees. This could make a difference not only being able to save lives and structures, but may also reduce the cost of home owners insurance to the residents.

-Bellevue's annual car show will be July 14, 2018.

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion by J. Miller, Support by G. Waterbury to pay the bills.
Roll call taken. All members vote YES.

CLERK:

-There will be an Election on August 7, 2018.

-The Clerk and Deputy Clerk have attended a training class on the use of the new election equipment.

-The Public Accuracy test will be July 19, 2018, at the Baltimore Township Hall, at 1:00 p.m.

-The township has enough Republican election workers, however, we could use one or two more Democrat election workers. Anyone interested in working the elections should contact the clerk ASAP at 269-968-3329 or 269-967-8032. A two hour training class, which is required to be certified to work as an election inspector is being held at the end of June.

-In order to verify and correct inaccuracies of the current cemetery records, the township will be asking the residents of Assyria to provide a copy of any type of document they may have in regard to reserving a burial plot and/or lot. Even if that is only a cancelled check. Any other information the residents are able to give would be greatly appreciated.

-The existing ballot boxes are not compatible with the new tabulator. Therefore the existing boxes will need to be disposed of. Anyone interested in them should contact one of the board members.

TREASURER:

-Tax season is upon us, the newsletter and tax bills will be going out the first part of July.

-The petty cash account is being established.

TRUSTEE: Jim Miller and G. Waterbury

-Expressed their concern that the building project was not complete.

-J. Miller will be contacting the builder.

ASSESSOR:

-The data transfer on the computer went well.

-The assessor needs to get moved into the hall ASAP.

-The assessor has a desk and chair he is willing to sell to the township.

SUPERVISOR:

-The Supervisor will be contacting Roger Smith, informing him he has been selected as the Assistant Assessor with a 45 day trial period.

-The Supervisor instructed the Clerk to send letters to the other applicants.

Resolution 06042018-1
Real Property Tax Exemptions
Assyria Township
Barry County, Michigan
Adopted and effective June 04, 2018

WHEREAS the Michigan State Tax Commission AMAR Of 2018 appears to require townships to have written procedures, including audit procedures, for determining how to grant real property exemptions or remove real property exemptions when the property no longer qualifies for exemption; and.

WHEREAS MCL211.1 thru MCL 211.156 not only addresses the granting and removal of real property exemptions, it also identifies (MCL 211.10e) what manuals are approved for Assessor use by the State Tax Commission.

The Assyria Township Board hereby resolves and directs that the Township Assessor not only abide by MCL211.1 thru MCL 211.156 and State Tax Commission Bulletins & Forms (including date stamping Form 5076 upon receipt) but also annually (as of 31 December) provide to the Township Board an acceptable accounting of Real Property Tax Exemptions granted, denied, removed and/or unresolved.

The Foregoing resolution offered by Board Member Mike P. Timmons

Second offered by Board Member James Miller.

Roll call vote:

Number voting "Aye" Five

Names of Members voting "Nay" None

The Supervisor declared the resolution adopted.

Annette Terry
06-04-2018

PUBLIC COMMENT:

-A resident questioned why the funds in the budget for dirt roads had decreased from \$10,000.00 to \$7,000.00.

OLD BUSINESS: None

Meeting adjourned at 9:20 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

Assyria Township Board Minutes July 2, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, July 2, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, T. Ryder-Stephens, J. Miller, G. Waterbury and A. Terry

PUBLIC COMMENT:

-Jim Dull from the Drain Commission and Lauren Dutcher from Clark Hill PLC discussed problems and possible solutions to a drainage problem in the township. After questions and answer from both the public and the board, it was determined it would be in the townships best interest to pass a resolution requesting maintenance and improvement of the intercounty drain.

RESOLUTION FOR PETITION FOR MAINTENANCE AND IMPROVEMENT OF AN INTERCOUNTY DRAIN ASSYRIA TOWNSHIP

GIBSON & TRISKETT INTERCOUNTY DRAIN

At a regular meeting of the Assyria Township Board, held in Barry County, State of Michigan on the 2nd day of July, 2018, at 7:30 p.m.

PRESENT: Mike Timmons, Eugene Waterbury, James Miller, Terry Ryder-Stephens and Annette Terry.

ABSENT: None

The following resolution was offered by Mike Timmons and seconded by Annette Terry.

WHEREAS, the Township requests the maintenance and improvement of an intercounty drain, located in Barry and Eaton Counties, pursuant to Chapter 8 of Public Act 40 of 1956, as amended: and

WHEREAS, the Township has determined that the maintenance and improvement of the intercounty drain is necessary for the public health in the Township; and

WHEREAS, the Township will be liable for an assessment at large against it for a percentage of the cost of the proposed maintenance and improvement.

NOW, THEREFORE BE IT RESOLVED THAT, the Township Board does authorize the filing of a petition for maintenance and improvement of the intercounty drain.

BE IT FURTHER RESOLVED THAT the Supervisor is authorized to execute the petition for maintenance and improvement of the intercounty drain.

BE IT FURTHER RESOLVED that the Clerk shall forward to the Barry County Drain Commissioner a copy of this Resolution for the petition for maintenance and improvement of the intercounty drain.

Roll call vote:

Number voting Yeas: 5
Number voting Nays: 0
Abstain: 0
Absent: 0

The Supervisor declared the resolution 07022018-1 adopted.

Annette Terry
07-02-2018

Commissioner: Absent

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion by J. Miller, Support by G. Waterbury to pay the bills.
Roll call taken. All members vote YES.

CLERK:

- There will be an Election on August 7, 2018.
- The Public Accuracy test will be July 19, 2018, at the Baltimore Township Hall, at 1:00 p.m.
- Unfortunately, Clyde Morgan, Marilyn and Mike Higgins are unable to commit to working the elections at this time. Therefore, in addition to Sally Bivens, Heidi Bartha, Edward Bartha, Joan Bair, Nora Peake and Myself; Nicole Ryder-Stephens, Susan Elkins, Victoria Mingus and Valeta Norris will be working the elections. We have all attended the election training class. Appointment for the up-coming election will be: Sally Bivens as Lead Chairperson and Heidi Bartha as 2nd Chairperson. The goal is to have everyone work at least half of the day on Election Day, for the experience. A final schedule will be announced.
- Time permitting, there will be an additional training for the Election workers and meeting to bring all of the necessary paper work up to date.
- Letters notifying the non-selected applicants for the Assessor's position were mailed June 7, 2018.
- On March 30, 2018 the Clerk made a motion in error, in regard to the Assessor's pay.

Motion made by A. Terry, Supported by J. Miller to nullify the motion made March 30, 2018, regarding the Assessors pay.
All members vote YES.

TREASURER:

- Tax notices were sent out.
- If a resident's mortgage is with Wells Fargo, they will receive two notices.

TRUSTEE: Jim Miller

- His Grand Daughter Ryan would be interested in cleaning the hall.
- Letter from EMC Status Inquiry, Timmons suggest contacting Rhonda from Trumble.
- Check into the possibility of cleaning the hall flag.
- Discussion in regard to getting internet service at the hall.

Motion made by J. Miller, Supported by M. Timmons to contact Barry County Telephone to have internet service installed at the hall.

All members vote YES

TRUSTEE: G. Waterbury

- Assyria Cemetery Fence is in need of painting.

ASSESSOR:

- Received notice from AMAR, that we are compliant.
- Introduced the new Deputy Assessor Roger Smith.

SUPERVISOR:

- The Supervisor will be purchasing storage bins to start emptying the storage cabinets into.
- Suggest holding off with furniture for the new addition.

PUBLIC COMMENT: None

NEW BUSINESS: NONE

OLD BUSINESS: None

Meeting adjourned at 9:30 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

06/30/2018	10007	Bellevue Fire control Board	336-804 · Fireboard Membership	-14,000.00
06/30/2018	10008	Barry County Telephone	265-850 · Telephone	-39.68
06/30/2018	10009	Consumers Energy	265-920 · Utilities 101-962 · Miscellaneous	-43.34
06/30/2018	10010	void	Expense	0.00
06/30/2018	10011	Sally Bivens	262-961 · Training	-43.43
06/30/2018	10012	Nora Peake	262-961 · Training	-20.00
06/30/2018	10013	Heidi Bartha	262-961 · Training	-48.34
06/30/2018	10014	Edward Bartha	262-961 · Training	-20.00
06/30/2018	10015	Nicole Ryder Stephens	262-961 Training	-42.42

06/30/2018	10016	Susan Elkins	262-961 · Training	-41.36
06/30/2018	10017	Victoria Mingus	262-961 · Training	-41.03
06/30/2018	10018	Valeta Norris	262-961 · Training	-20.00
06/30/2018	10019	Joan Bair	262-961 · Training	-38.09
06/30/2018	10020	GDH & Sons LLC	276-805 · Sexton - Contracted	-1,368.16
06/30/2018	10021	Dennis McKelvey	-SPLIT-	-1,095.50
06/30/2018	10022	Mike Timmons	-SPLIT-	-496.52
06/30/2018	10023	Terry Ryder-Stephens	-SPLIT-	-798.27
06/30/2018	10024	Annette Terry	-SPLIT-	-645.00
06/30/2018	10025	James Miller	-SPLIT-	-107.20
06/30/2018	10026	Eugene Waterbury	-SPLIT-	-107.20
06/30/2018	10027	Roger Smith	-SPLIT-	-367.09
06/30/2018	10028	Elizabeth Miller	-SPLIT-	-63.87
06/30/2018	10029	Heidi Bartha	262-961 · Training	-68.79
06/30/2018	10030	Heidi Bartha	-SPLIT-	-73.88
06/30/2018	10031	Mike Timmons	-SPLIT-	-83.02
06/30/2018	10032	GDH & Sons LLC	-SPLIT-	-1,409.20
06/30/2018	10033	Barry County	-SPLIT-	-0.08
06/30/2018	10034	Annette Terry	215-962 · Miscellaneous Expense	-60.00
06/30/2018	10035	Terry Ryder-Stephens	253-727 · Office Supplies	-272.80
			Total	7,054.67

Assyria Township Board Minutes August 6, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, August 6, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, T. Stephens, J. Miller, G. Waterbury and A. Terry

COUNTY COMMISSIONERS REPORT:

-There are several commission meetings scheduled on Tuesday August 7, 2018 that the commissioners will be attending.

PUBLIC COMMENT:

-Dar Leaf wanted the township to be aware the jail is currently over-crowded and that law enforcement has responded to over 9,000 calls in the last month. He will be here next month with more information.

-Julie Callie, State Representative reported on State action in Lansing.

-Jake from the Bellevue Fire Department, made the township aware that Eaton County Millage passed for new radios, this will allow better communication for all of the townships, with no additional expense to Assyria Township or other participating townships.

-A new Fireman has been hired and there is a possibility a couple more will be hired in upcoming weeks.

-The Fire Department is hopeful the township will be able to provide a building to house additional trucks, to better serve the township, possibly saving lives, buildings and lowering homeowner insurance rates.

-There will be a CPR class available on Saturday August 11th, 2018, 9:00 am at the Bellevue High School. Space is limited, however if there is enough interest an additional class will be taught at a later date. If interested please call Fire Chief, Mark Jordan at 517-719-0861.

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion by T. Stephens, Support by J. Miller to pay the bills. Roll call taken. All members vote YES.

CLERK:

-Thank you to Dena Miller and everyone else that has helped to get the hall in order.

-The Election is Tuesday August 7, 2018, polls are open 7:00 am to 8:00 pm.

-The Sexton's contract has expired and needs to be renewed.

Motion made by M. Timmons, Supported by A. Terry to extend the Sexton's contract for an additional twenty four months as currently written.

All members vote YES.

-The tree lines in the Cemeteries need to be cleaned up. The Sexton is willing to do the work for an additional fee and will present an estimate at the next regular meeting.

-The Clerk has meant an individual involved in recycling waste. The clerk will check into the possibility of a "paper shred" day. There was some discussion of recycling waste in the future.

TREASURER:

- The township needs to consider updating or purchasing a new computer for the Assessors.
- The treasurer will check into IT possibilities.
- The township needs to get the audit underway. A. Terry to make contact with the accounting firm.

TRUSTEE: Jim Miller

- WIFI is up and running.
- Would like to be reimbursed for items he purchased for the hall. Miscellaneous cleaning items, waste baskets and towel holders.

Motion made by M. Timmons, supported by A. Terry to reimburse Jim Miller \$209.69 for the items purchased for the hall.

All members vote YES.

- The possibility of hiring Rian Carl to clean was discussed at the previous meeting, however no decision was made.

Motion made by M. Timmons, supported by A. Terry to hire Rian Carl at a rate of \$10.00 per hour to clean the hall on a as needed basis.

All members vote YES.

TRUSTEE: G. Waterbury

- Considering the condition of the water we may want to have a water conditioner installed.
- The trustee looked over the existing vacuum cleaner and he believes it can be repaired.

ASSESSOR:

- More discussion about the computers and finding an IT person.

SUPERVISOR:

- Discussion in regard to office furniture. A committee of the Deputy Assessor, Treasure and Clerk to research and select office furniture.

Motion made by M. Timmons, Supported by T. Stephens to spend up to \$5,000.00 for four work stations.

All members vote YES

-July Board of Review actions:

1. The BOR granted 100% Homestead Exemption to parcel 08-01-033-021-60 Retroactively to include both 2016 and 2017.
2. The BOR granted 100% Homestead Exemption to parcel 08-01-033-012-00 Retroactively to include both 2016 and 2017.
3. The BOR granted 100% Homestead Exemption to parcel 08-01-010-004-10 Effective 2018.
4. The BOR granted veteran's 100% tax exempt status to parcel 08-01-033-004-00 for 2018.
5. The BOR granted veteran's 100% tax exempt status to parcel 08-01-034-001-20 for 2018.

PARCEL 08-01-031-029-00 issue... Assyria Township owns the property the Township Hall is on, Ellis Cemetery, Assyria Cemetery, Bell Cemetery and Checker Cemetery. All are open to the public generally with no regulatory limitations being open or closed and no seasonal restrictions. In general, the cemeteries are open from sunup to sundown. There are no documents prohibiting accessing any parcel.

PUBLIC COMMENT:

-Discussion in regard to tax exemption.

OLD BUSINESS: None

Meeting adjourned at 9:10 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

07/31/2018	10036	Dennis McKelvey	-SPLIT-	-1,095.50
07/31/2018	10037	Mike Timmons	-SPLIT-	-496.52
07/31/2018	10038	Terry Ryder-Stephens	-SPLIT-	-798.27
07/31/2018	10039	Annette Terry	-SPLIT-	-645.00
07/31/2018	10040	James Miller	-SPLIT-	-107.20
07/31/2018	10041	Eugene Waterbury	-SPLIT-	-107.20
07/31/2018	10042	Elizabeth Miller	-SPLIT-	-27.70
07/31/2018	10043	Heidi Bartha	-SPLIT-	-207.79
07/31/2018	10044	Roger Smith	-SPLIT-	-748.22
07/31/2018	10045	Heidi Bartha	215-962 · Miscellaneous Expense	-17.44
07/31/2018	10046	Addorio Technologies	257-962 · Miscellaneous Expense	-100.00
07/31/2018	10047	GBS	262-962 · Miscellaneous Expense	-223.84
07/31/2018	10048	Barry County Telephone	265-850 · Telephone	-292.10
07/31/2018	10049	Consumers Energy	265-920 · Utilities	0.00
07/31/2018	10050	The Reminder	247-962 · Miscellaneous Expense	-46.98
07/31/2018	10051	Barry County Road Commission	446-901 · Unpaved Roads Upkeep	-14,041.00
07/31/2018	10052	GDH & Sons LLC	276-805 · Sexton - Contracted	-1,368.16
07/31/2018	10053	GDH & Sons LLC	276-930 · Internments	-300.00
07/31/2018	10054	Lola Hedges	247-702 · Salaries & Wages	-75.00
07/31/2018	10055	Sally Sheldon	247-702 · Salaries & Wages	-75.00
07/31/2018	10056	PSI	262-962 · Miscellaneous Expense	-38.25
07/31/2018	10057	BS&A Software	-SPLIT-	-1,467.00
			Total	\$22,278.17

Assyria Township Board Minutes September 4, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, September 4, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, T. Stephens, J. Miller, G. Waterbury and A. Terry

COUNTY COMMISSIONERS REPORT:

- The Sheriff received approval to transfer the federally owned Humvee to the County.
- Fall tax rolls were approved.

PUBLIC COMMENT:

- The County Planning and Zoning Board of Appeals has positions available. They meet once a month.
- Many other committees have positions available.

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion made by J. Miller, Supported by T. Ryder Stephens to pay the bills.

Roll call taken. All members vote YES.

CLERK:

- Thank you to Rian Carl, for cleaning the hall after the election.
- The Clerk and the Treasurer will be researching furniture possibilities this month.
- In regard to the possibility of having a shred day, the fee is \$300.00 for three hours or 5200 lbs. The company does not take newspaper, but takes all office paper, junk mail and brochures. Items to be shred would be mixed and securely shred as the individual is permitted to watch. The board did not feel this was a worthy investment and will plan to burn documents as needed.
- The board did not wish to discuss further recycle possibilities, at this time.
- The Sexton has stated the cost to clean the tree lines for Assyria, Ellis and Bell cemeteries would be between \$1,500.00 and \$1,800.00.

Motion made by G. Waterbury, Supported by T. Ryder Stephens, to pay the Sexton \$1,500.00 to clean the tree line at Ellis, Assyria and Bell cemeteries.

All members vote YES.

TREASURER:

- The vacuum is at the sweeper repair shop, no word as of yet if it is repairable.
- The Treasurer would recommend using Dr. Chuck at the Matrix in Hastings as our IT person.

Motion made by T. Ryder Stephens, supported by A. Terry to use Arris Matrix Inc. as the townships IT specialist.

All members vote YES.

-There is a training seminar in Grand Rapids September 20, 2018, the Treasurer would like to attend.

Motion made by T, Ryder Stephens, supported by M. Timmons to approve \$145.00 for the training seminar.

All members vote YES.

TRUSTEE: Jim Miller

-Thanked Trumble Inc. for the work on the new addition.

-Would like the hall to have a quality flag pole.

-We need to double check the heat/air conditioning temperature, before leaving the building.

-The water should be shut off prior to leaving.

-Need to have an electrician install a new mercury vapor light outside.

TRUSTEE: Gene Waterbury

-Besco tested the water and it would be in the best interest of the township to invest in a water conditioning system.

Motion Made by G. Waterbury, supported by A. Terry to install a water conditioning system at a cost of up to \$2,000.00.

All members vote YES.

ASSESSOR:

-Tax rolls will have a 2% increase.

SUPERVISOR:

-Discussion in regard to the FOIA request. The Supervisor will be sending a letter advising of the estimated cost involved and requesting a 50% deposit.

-Tax Tribunal pre-hearing for parcel 01-031-020-00 is tomorrow in Lansing.

-Weeds in Checkered Cemetery by East fence are taking over, the clerk to contact the Sexton.

-Revisited purchasing a generator for the hall.

Motion made by M. Timmons, supported by G. Waterbury, to purchase a higher quality generator with a better life expectancy.

All members vote YES.

PUBLIC COMMENT:

-Ilene Thompson from the Health department introduced herself. Also, advised there have been eight cases of the West Nile virus and as of late there have not been any cases of the Zika virus, however the breed of mosquito that can cause the virus has been found.

OLD BUSINESS: None

Meeting adjourned at 9:10 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

08/31/2018	10058	James Miller	-SPLIT-	-209.69
08/31/2018	10059	GDH & Sons LLC	276-805 · Sexton - Contracted	-1,368.16
08/31/2018	10060	Eugene Waterbury	-SPLIT-	-107.20
08/31/2018	10061	James Miller	-SPLIT-	-107.20
08/31/2018	10062	Annette Terry	-SPLIT-	-645.00
08/31/2018	10063	Terry Ryder-Stephens	-SPLIT-	-798.27
08/31/2018	10064	Dennis McKelvey	-SPLIT-	-1,095.50
08/31/2018	10065	Mike Timmons	-SPLIT-	-496.52
08/31/2018	10066	void	101-962 · Miscellaneous Expense	0.00
08/31/2018	10067	Roger Smith	-SPLIT-	-748.22
08/31/2018	10068	Heidi Bartha	-SPLIT-	-96.97
08/31/2018	10069	Heidi Bartha	262-702 · Salary & Wages	-132.00
08/31/2018	10070	Edward Bartha	262-702 · Salary & Wages	-182.00
08/31/2018	10071	Joan Bair	262-702 · Salary & Wages	-182.00
08/31/2018	10072	Valeta Norris	262-702 · Salary & Wages	-112.00
08/31/2018	10073	Victoria Mingus	262-702 · Salary & Wages	-92.00
08/31/2018	10074	Susan Elkins	262-702 · Salary & Wages	-182.00
08/31/2018	10075	Nora Peake	262-702 · Salary & Wages	-182.00
08/31/2018	10076	Sally Bivens	262-702 · Salary & Wages	-198.00
08/31/2018	10077	Consumers Energy	265-920 · Utilities	-48.45
08/31/2018	10078	Rian Carl	171-962 · Miscellaneous Expense	-15.00
08/31/2018	10079	GBS	262-962 · Miscellaneous Expense	-49.96
08/31/2018	10080	Barry County Telephone West Michigan Business	265-850 · Telephone	-383.50
08/31/2018	10081	Forms	101-900 · Printing and Publishing	-205.40
08/31/2018	10082	Cyber Mind	101-962 · Miscellaneous Expense	-95.80
08/31/2018	10083	GDH & Sons LLC	-SPLIT-	-1,437.40
08/31/2018	10084	L. J. Trumble Builders LLC	901-000 · Capital Outlay	-116,054.93
08/31/2018	10085	Annette Terry	262-962 · Miscellaneous Expense	-44.27
08/31/2018	10086	Elizabeth Miller	-SPLIT-	-9.23
08/31/2018	10087	GBS	262-962 · Miscellaneous Expense	-600.00
				-
			Total	125,878.67

Assyria Township Board Minutes October 1, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, October 1, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, T. Stephens, J. Miller, G. Waterbury and A. Terry

COUNTY COMMISSIONERS REPORT:

- Last week interviews regarding the Jail/Commission On Aging Building were held.
- Budget work shop to be held on Tuesday October 2nd.
- Drainage options are being discussed regarding the drainage issues south of the Wing farm.

PUBLIC COMMENT:

- Jack Ward from Code Enforcement, discussed issues being addressed in Assyria Township. One of which was the property on the corner of M-66 and Tasker Road, a letter was sent July 27, 2018 as of late no response has been received.
- Assyria Township ranks 3rd in Barry County for the number of complaints.

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion made by T. Ryder-Stephens, Supported by J. Miller to pay the bills.

Roll call taken. All members vote YES.

CLERK:

- Last day to register to vote and be eligible to vote is October 9, 2018.
- Last day to request and absentee ballot is Saturday, November 3, 2018 by 2:00 p.m.
- Public Accuracy Test will be October 18, 2018 at Baltimore Township Hall, at 1:30 p.m.
- The election is November 6, 2018. Polls are open 7:00 a.m. to 8:00 p.m.
- Election workers are:
 - Sally Bivens, Chairperson
 - Heidi Bartha, Co-Chairperson
 - Ed Bartha
 - Nora Peake
 - Joan Bair
 - Susan Elkins a.m.
 - Nicole Ryder-Stephens p.m.
- Nashville Township is short workers for this election Valeta Norris, Victoria Mingus and Marilyn Higgins have agreed to work for Castleton Township.
- There has been a delay in receiving ballots and the test decks for this election. The test decks were received just before this meeting, Ballots will be going out next week.
- Reminder Barry County offers Dead Deer Road Clean Up. If you see a dead deer along the side of the road please call 269-948-4801.
- Bellevue School is collecting bottle caps and lids to make friendship benches. Please save your clean medicine bottle, milk jug, detergent, hair spray, toothpaste, deodorant, drink bottle, flip top bottle tops and container lids less than 8" in diameter and any marked 2, 4 or 5 recycle. The school is going to be putting up a collection container. If you would be willing to save and donate to the cause, but are unable to get them to the school, you may contact the clerk at 269-968-3329.

-Issues in the current budget need to be addressed.

Motion made by A. Terry, supported by T. Ryder Stephens, to move a total of \$2,200.00 from account 446-901 to account 262-702 a sum of \$800.00 and to account 262-962 a sum of \$1,400.00.

All members vote YES.

Motion made by A. Terry, supported by T. Ryder Stephens, to move a total of \$4,800.00 from account 446-901 to be evenly distributed between accounts 265-850, 265-920 and 265-962.

All members vote YES.

TREASURER:

-The township has received a shared revenue check in the amount of \$28,827.00

-The vacuum is not repairable the township will need to purchase a new one.

-Discussion about computers.

Motion made by T. Ryder Stephens, supported by E. Waterbury to purchase a desk top computer for the Assessor and a laptop for the treasurer not to exceed \$1,000.00.

All members vote YES.

-Discussion in regard to Dennis McKelvey's retirement and he would not be signing our next Assessment roll.

Motion made by T. Ryder-Stephens, supported by G. Waterbury that as of 10-01-18 Roger Smith be recognized as the Assessor for Assyria Township and as of 10-01-18 Dennis McKelvey be recognized as being retired from Assyria Township.

All members vote YES.

TRUSTEE: Jim Miller

-A Generator has been ordered for the hall at a cost of \$6,700.00.

-There are still some electrical issues that need to be addressed.

-Discussion in regard to flag poles.

TRUSTEE: Gene Waterbury

-Besco has installed the water conditioning system.

-Requested reimbursement for an air conditioning cover.

Motion Made by G. Waterbury, supported by Terry Ryder-Stephens to reimburse Eugene Waterbury \$99.09 for the air conditioning cover.

All members vote YES.

ASSESSOR:

-Roger Smith has been performing as an Assessor for over 30 years and will begin the task of bringing the records up to date.

SUPERVISOR:

-Will be investigating the possibility of office chairs from the State and Federal Surplus in Lansing.

-Ed Brown Sheriff's Axillary will be using the Township hall on Saturday October 20 from 8:00 a.m. to 11:00 a.m.

-Tri-County Electric wants to go "fiber optic". There are three copies of the agreement, two of which to be sent to the addresses indicated and one to be retained at the township.

-Discussion into the Metcalf Lake property.

RESOLUTION: # 10012018-1

Date: 10/01/2018

PROPERTY TAX EXEMPTION

WHEREAS PARCEL 08-01-031-020-00 (Metcalf Lake 160 acres) was deeded to the City of Battle Creek in 1999: and

WHEREAS said parcel laid fallow and tax exempt until 2017 without clear justification: and

WHEREAS Battle Creek is granted a full Tax Tribunal on 26 Oct 2018 in contest to the tax Exemption being removed; and

WHEREAS the cost/benefit ratio in continued pursuit of the issue would not be judicious Use of the Township's limited revenue and acting in the best interest of the Township.

THEREFORE the tax exemption withdrawn for 2017 is hereby restored.

Motion made by M. Timmons, seconded by James Miller, to adopt the foregoing tax exemption resolution. Upon roll call vote, the following number of members voted aye: 5. The following voted nay: 0. The Supervisor declared the motion carried and the resolution duly adopted on the first day of October 2018.

Township Clerk, Annette Terry

PUBLIC COMMENT:

-Bill Waterbury, introduced himself and announced he is running for Bellevue School Board, he would like to put common sense back in the school.

OLD BUSINESS: None

Meeting adjourned at 9:43 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

Assyria Township Board Minutes November 5, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, November 5, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, T. Ryder-Stephens, J. Miller, G. Waterbury and A. Terry

COUNTY COMMISSIONERS REPORT: None

Pete Dunn, Johnstown's Fire Chief, introduced himself.

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion made by J. Miller, Supported by T. Ryder-Stephens to pay the bills.

Roll call taken. All members vote YES.

CLERK:

-The election is November 6, 2018. Polls are open 7:00 a.m. to 8:00 p.m.

-In regard to the request of the Supervisor to change the format of the budget report, it is not possible to do so at this time.

-The auditor stated he was happy with the way the Clerk and Treasurer were performing their duties, that everything was neat clean.

-It will be necessary to up-date the clerk's computer system to windows 10 in the near future.

TREASURER:

-Will research vacuum cleaners, once the taxes are out.

-The county needs to be reimbursed \$559.84, for the tax exempt status of the Metcalf Lake property Parcel 08-01-031-020-00 being reinstated.

Motion made by T. Ryder-Stephens, supported by J. Miller to reimburse Barry County the sum of \$559.84, for the Metcalf Lake property Parcel 08-01-031-020-00 tax exempt status being reinstated.

All members vote YES.

-Discussion about computers and the possibility of hiring Pamela Eastman as our IT person, rather than Dr. Chuck at The Matrix in Hastings. More information pending.

-There is a training class in Okemos on November 13th the treasurer would like to attend.

Motion made by T. Ryder-Stephens, supported by M. Timmons to pay \$133.00 for the treasurer to attend training on November 13, 2018.

All members vote YES.

TRUSTEE: Jim Miller

-The exterior light has been installed, however we did not receive a quote as to the dollar amount in doing so.

Motion made by J. Miller, supported by, T. Ryder Stephens to revise the expense of having the generator and light installed from \$6,700.00 to \$7,000.00.

All members vote YES.

-There will need to be some additional work done to have the propane run to the generator.

Motion made by J. Miller, supported by, T. Ryder-Stephens to pay up to \$700.00 to have the plumbing ran to the new generator.

All members vote YES.

-Dar Leaf will be attending our next meeting.

TRUSTEE: Gene Waterbury

-The air conditioning cover has been installed.

-The individual interested in helping with the miscellaneous items and upgrades that need to be completed on the building, will try to have figures to us as soon as possible.

-Will inquire with the fire chief about inspecting the building for fire safety and the building's fire extinguishers.

ASSESSOR:

-Recommends we hire Pam Eastland at a rate of \$300.00 per month to be our IT person.

-The computers are hooked up.

-Described the outdated condition of our property records and the need to bring the assessing database up to date, which will require considerable extra hours of labor.

Motion made by M. Timmons, supported by, T. Ryder-Stephens to pay Roger Smith a bonus of \$3,000.00 to bring Assyria Township's assessing responsibilities in line.

All members vote YES.

SUPERVISOR:

-Supported combining the Murry & Roberts intercounty drains in the Barry/Eaton County Drainage District, which feeds the Kalamazoo Water Shed.

-Annual Road's meeting is Tuesday January 15, 2019, at 1:00 p. m.

-An ad needs to be run in the Reminder November 26th and December 3, 2018:

Board of Review: December 11, Tuesday 6-7 p.m. to correct clerical errors and mutual mistakes of fact, Review Principle Residence changes and receive requests for property tax exemption.

-Instructed the Clerk to contact the Fire Chief in regard to the third quarter fire payment.

PUBLIC COMMENT:

OLD BUSINESS: None

Meeting adjourned at 9:10 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
10/01/2018	10105	Eugene Waterbury	101-962 · Miscellaneous Expense	-99.09
10/31/2018	10106	US Postmaster	101-962 · Miscellaneous Expense	-62.00
10/31/2018	10107	Pamela J. Eastman	257-962 · Miscellaneous Expense	-1,534.28
10/31/2018	10108	Progressive Graphics	262-900 · Printing & Publishing	-59.75
10/31/2018	10109	Barry County Drain Commission	445-001 · Drains 651-900 · Contracted Services - Johnstown	-2,705.00
10/31/2018	10110	Johnstown Township		-5,250.00
10/31/2018	10111	Cyber Mind	101-962 · Miscellaneous Expense	-32.95
10/31/2018	10112	Consumers Energy	265-920 · Utilities	-35.94
10/31/2018	10113	GDH & Sons LLC	276-805 · Sexton - Contracted	-1,368.16
10/31/2018	10114	Eugene Waterbury	-SPLIT-	-107.20
10/31/2018	10115	James Miller	-SPLIT-	-107.20
10/31/2018	10116	Annette Terry	-SPLIT-	-645.00
10/31/2018	10117	Mike Timmons	-SPLIT-	-496.52
10/31/2018	10118	Terry Ryder-Stephens	-SPLIT-	-798.27
10/31/2018	10119	Roger Smith	-SPLIT-	-1,142.53
10/31/2018	10120	Marilyn Higgins	262-961 · Training	-36.42
10/31/2018	10121	Heidi Bartha	-SPLIT-	-181.56
10/31/2018	10122	void	101-962 · Miscellaneous Expense	0.00
10/31/2018	10123	Printing Systems, Inc.	262-962 · Miscellaneous Expense	-107.26
10/31/2018	10124	Terry Ryder-Stephens	253-962 · Miscellaneous Expense	-82.84
10/31/2018	10125	US Postmaster	253-727 · Office Supplies	-550.00
10/31/2018	10126	Annette Terry	262-962 · Miscellaneous Expense	-386.39
10/31/2018	10127	Rian Carl	101-962 · Miscellaneous Expense	-55.00
			Total	-15,843.36

Assyria Township Board Minutes December 3, 2018

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, December 3, 2018. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

Members present: M. Timmons, T. Ryder-Stephens, J. Miller, G. Waterbury and A. Terry

COUNTY COMMISSIONERS REPORT:

- Thank you, to those that voted for her.
- The county has appointed a board to review the County Health Department, to assure money is being well spent.
- The Board of Commissioners delayed signing the contract for the new jail, to review the contract and take everything into consideration including the size of the building.

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion made by T. Ryder-Stephens, Supported by J. Miller to pay the bills.

Roll call taken. All members vote YES.

CLERK:

- The November 6, 2018 election went okay, there were a couple of issues, one of which was the VAT not printing ballots in the late hours of the election. It would have been very helpful to have been able to contact Pamela Eastman the night of the election for advice. Also, phone service does not work in the hall area, making it impossible to receive advice and perform task at the same time.
- More discussion in regard to up-dating the clerk's computer system to windows 10. The last two elections the township used the Deputy Clerk's personal computer that is equipped with windows 10.
- Once again the Supervisor has requested the format of the budget report be in a different format than it has been presented in for the last several years, from the current system the township has supplied the Clerk with. The Clerk once again informed the Supervisor at this point in time she did not have the ability to do so. The Supervisor stated he was able to do so on a spread sheet.
- Ross Sprague from Walker, Fluke and Sheldon is here to present the findings of the audit.

TREASURER:

- Will research vacuum cleaners.

Motion made by M. Timmons, Supported by J. Miller to spend up to \$200.00 for a new vacuum for the hall.

All members vote YES.

- The Treasurer would like to see window blinds installed in the new addition.
- Due to illness the Treasurer was not able to attend the training approved in November and would like to be able to attend training December 13, 2018.

Motion made by T. Ryder-Stephens, Supported by M. Timmons to authorize the \$133.00 for training previously approved in November to be applied to training on December 13, 2018. All members vote YES.

- The Treasurer is still researching the amounts paid in the past to the Drain Commission.
- Discussion in regard to Deputy Treasurer.

TRUSTEE: Jim Miller

- There is a mouse issue he will be addressing.
- The board may want to consider gravel for the parking lot.
- Is researching the total cost of blown-in insulation, for the old section of the hall.
- Kent Oil will be checking the propane usage more often and the board may want to consider getting a larger holding tank.
- There may be a possibility of getting chairs donated for the new addition.

TRUSTEE: Gene Waterbury

- Will be meeting with Jake from the Fire Department to check the fire extinguishers and the building for safety.

ASSESSOR:

- The computers are working well.
- There are some errors that will need to be addressed at the board of review.
- If it would be possible to obtain the information from the Veterans Administration in advance, the Assessor would be able to have thing prepared ahead.

SUPERVISOR:

- Road Commission annual meeting is Tuesday, January 15, 2018 at 1:00 p.m.
- Board of Review: December 11, Tuesday 6-7 p.m. to correct clerical errors and mutual mistakes of fact, Review Principle Residence changes and receive requests for property tax exemption.
- The township is still in need of one or two more alternate Board of Review Representatives.
- The Supervisor will purchase additional surge protectors for the hall.

In regard to Marihuana: Because of the cost of inspecting, policing and other cost involved in administering the licensing of marihuana related establishments, Assyria Township has chosen not to authorize such establishments in the township.

Ross Sprague from Walker, Fluke and Sheldon presented the township's audit report.

PUBLIC COMMENT:

OLD BUSINESS: None

Meeting adjourned at 8:55 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

