

Assyria Township Board Minutes

January 7, 2019

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, January 7, 2019. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

BOARD MEMBERS present: Mike Timmons, Supervisor Annette Terry, Clerk
Terry Ryder-Stephens, Treasurer James D. Miller, Trustee Eugene Waterbury, Trustee

COUNTY COMMISSIONER'S REPORT:

- Heather Wing is now the new Chairperson of the Board of Commissioners.
- Things are going well at the Animal Shelter.
- Discussions are on-going in regard to the new jail.

PREVIOUS MINUTES: Reviewed and approved as written.

BILLS: The bills were reviewed. Motion made by Terry Ryder-Stephens and supported by Annette Terry to pay the bills as read. All members voted YES.

CLERK:

- Discussions in regard to the way the Supervisor wants the budget reports. After considerable discussion it was determined the Clerk would investigate what the BS&A software might do for us.
- Funds need to be reallocated to cover the bonus agreed upon for the Assessor.

Motion made by Annette Terry, Supported by Terry Ryder-Stephens to move \$3,000.00 from account 257-704 to account 257-702. All members voted YES.

TREASURER:

- The Township received \$30,207.00 in State Revenue Sharing.
- No report is Available.

TRUSTEE: Eugene Waterbury

- Smoke/Carbon Monoxide alarms have been installed.
- The Fire Department recommends three more fire extinguishers and getting the existing extinguisher serviced.

Motion made by Eugene Waterbury, supported by Annette Terry to purchase three new extinguishers and have the existing one serviced. All members voted YES.

ASSESSOR REPORT: Roger Smith

- Has been working diligently to get the Township caught up and errors corrected.
- Address corrections have been made, as errors are found.
- It has been discovered many properties, that were new builds, were left at a 50% tax base.
- Some properties that do not qualify have been receiving residential exempt status.
- The Marshall Swift Values index required to be used by the state will affect property taxes.
- The Assessor asked for the board's approval to contact Pennfield School to have an existing transfer district removed.

Motion made by Terry Ryder-Stephens, supported by Eugene Waterbury for the Assessor to contact Pennfield School to have the transfer district removed. All members voted YES.

Motion made by Annette Terry, supported by Terry Ryder-Stephens to hire Pamela Jo Eastman as the township's IT person until June, at a rate of \$300.00 per month. All members voted YES.

SUPERVISOR REPORT:

- Road Commission annual meeting is Tuesday, January 15, 2019 at 1:00 p.m.

- Board of Review Appointments:
 - Paul Wing
 - Lola Hedges
 - Sally Sheldon
 - Nicole Ryder-Stephens (Alternate)
- Board of Review training is scheduled on February 21, 2019 in Kalamazoo, MI.
 - Paul Wing, Lola Hedges, Sally Sheldon and Mike Timmons to attend the advanced session, with only Timmons receiving a book. Nicole Ryder-Stephens to attend the basic session.
- The parking area needs to be addressed. The Supervisor is considering doing the work himself. The Clerk suggested checking with Hamilton Excavating to see what the cost would be to have them perform the work. The clerk will contact Hamilton Excavating.
- Trustee J. Miller will be purchasing and installing blinds for the new addition, he will need to be reimbursed.
- Instructed the Clerk to contact the Post Office, requesting any mail sent to 8094 Tasker Road be forwarded to the P. O. Box 211, Bellevue, MI 49021.
- Discussion as to changing the Board meeting time from 7:30 p.m. to 7:00 p.m. The time will remain at 7:30 p.m.
- The Boards Annual meeting will be Friday March 29, 2019.
- Discussion in regard to possibly having an open house some-time in April.

PUBLIC COMMENT: None

OLD BUSINESS: None

Meeting adjourned at 9:10pm.

Respectfully submitted by
Annette Terry
Assyria Township Clerk

11:45 PM

01/15/19

Assyria Township
Disbursement Register
December 1, 2018 through January 15, 2019

Date	Num	Name	Memo	Split	Amount
12/31/2018	10154	GDH & Sons LLC	276-805	Sexton - Contracted	-1,368.16
12/31/2018	10155	GDH & Sons LLC	276-962	Grounds Suport / Misc	-1,500.00
12/31/2018	10156	Eugene Waterbury	-SPLIT-		-107.20
12/31/2018	10157	James Miller	-SPLIT-		-107.20
12/31/2018	10158	Annette Terry	-SPLIT-		-645.00
12/31/2018	10159	Terry Ryder-Stephens	-SPLIT-		-748.27
12/31/2018	10160	Mike Timmons	-SPLIT-		-496.52
12/31/2018	10161	Heidi Bartha	-SPLIT-		-13.85
12/31/2018	10162	Roger Smith	-SPLIT-		-1,042.53
12/31/2018	10163	Pamela Jo Eastman	101-962	Miscellaneous Expe...	-108.68
12/31/2018	10164	Lola Hedges	247-702	Salaries & Wages	-75.00
12/31/2018	10165	Sally Sheldon	247-702	Salaries & Wages	-75.00
12/31/2018	10166	Mike Timmons	171-962	Miscellaneous Expe...	-162.02
12/31/2018	10167	Kent Oil	265-920	Utilities	-170.51
12/31/2018	10168	Consumers Energy	265-920	Utilities	-55.76
12/31/2018	10169	Barry County Telephone	265-850	Telephone	-71.55
12/31/2018	10170	Hickey Electric Inc	901-000	Capital Outlay	-6,730.00
12/31/2018	10171	The Reminder	101-900	Printing and Publishi...	-46.98
12/31/2018	10172	Eugene Waterbury	901-000	Capital Outlay	-208.82
12/31/2018	10173	Bellevue Fire control Board	-SPLIT-		-7,000.00
12/31/2018	10174	The Reminder	101-900	Printing and Publishi...	-47.68
12/31/2018	10175	Accident Fund	101-955	Insurance	-764.00
01/14/2019	10176	MTA	247-961	Training	-489.50

Assyria Township Board Minutes February 4, 2019

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, February 4, 2019. 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: Absent

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. All members vote YES.

CLERK:

-Pamela Jo Eastman will not be attending the meeting due to weather conditions.

-The Clerk and Pamela have been working diligently to get the new system set up. Pamela has gone way over and above the normal aspects of an IT person, including purchasing the new 2019 Quick Books system at a very reasonable cost.

-Motion made by M. Timmons, Supported by J. Miller to reimburse Pamela Jo Eastman \$185.26 for the purchase of the 2019 Quick Books program. All members vote YES.

TREASURER:

-Black Knight Data Solutions has sent the Township a check in the amount of \$818.25 for the purchase of the Township's Tax roll information. After some discussion a motion was made by M. Timmons, Supported by T. Ryder-Stephens to accept the offer and send Black Knight Data the requested information. Yes Vote: M. Timmons, J. Miller, T. Ryder-Stephens, and E. Waterbury. No Vote: A. Terry

The Treasurer has not had a need for a petty cash account. The bank is charging a service fee due to the account being inactive, believes it would be best to close the petty cash account and deposit the funds into the general fund account.

Motion made by T. Ryder-Stephens, Supported by A. Terry to close the petty cash account and deposit the funds in the general fund account. All members vote YES.

TRUSTEE: Jim Miller

-Inquired about Rian Carl cleaning the hall for the Board of Review meeting. Board agrees.

-Would like to have an invitation to the residents to send pictures and history of the township included in the next Treasurer's letter. Possibly include this information on our new web page.

-The Trustee has purchased blinds and other miscellaneous items for the hall and still needs to purchase a couple more items.

-Motion made by M. Timmons, Supported by A. Terry to reimburse J. Miller \$40.00 for items purchased for the hall. All members vote YES.

-Motion by M. Timmons, Supported by T. Ryder-Stephens to purchase eight office chairs for \$200.00 from the First Baptist Church of Bellevue. All members vote yes.

TRUSTEE: Gene Waterbury

-Motion made by M. Timmons, Supported by T. Ryder-Stephens to reimburse E. Waterbury for the purchase of a Durabox D700 Adjustable Through-Wall Drop Box E (mail-drop apparatus). All members vote YES.

Motion made by E. Waterbury, Supported by T. Ryder-Stephens to have the fire extinguishers maintained at a cost of up to \$100.00 per year. All members vote YES.

ASSESSOR:

-Would like to use Lake Michigan Mailers to get his tax information out.

-Expect the Board of Review to be busy, due to the number of corrections that have been made.

SUPERVISOR:

-Discussion in-regard to having an open house in late spring.

-Friday March 29, 2019 Annual Meeting/Budget Public Hearing/Final Meeting.

-April meeting business will be conducted following the Budget Hearing wherein the FY2020 Appropriation and Budget will be addressed. There will not be a meeting in April.

-The Clerk is to put this annual meeting notice in the Reminder the 2nd and 3rd week of March.

- Will inquire of the Drain Commissioner why the historical drain charge of \$ 800 has gone up to \$ 2,705.

- The Fire Department responded to six events in Assyria Township during January.

Resolution, based on the U.S. inflation rate of 1.9%, increase Board salaries effective April 1, 2019 as follows:

Whereas, Michigan Compiled Law 41.95 authorizes township boards to determine the salaries of Board Members annually by resolution at least 30 days prior to the Township annual meeting.

LET IT THEREFORE BE RESOLVED, that as of April 1 of this year the salary of each Board Member is set as follows:
Supervisor: \$6,891.00. Motion made by M. Timmons, Supported by T. Ryder-Stephens to increase the wage. All voted yes
Clerk: \$9,626.00 Motion made by M. Timmons, Supported by E. Waterbury to increase the wage. All voted yes.
Treasurer: \$11,080.00 Motion made by M. Timmons, Supported by A. Terry to increase the wage. All voted yes.
Trustees: \$2,786.00. Motion made by M. Timmons, Supported by T. Ryder-Stephens to increase the wage. All voted yes.

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on the last working day of March of this year, at which time the electors may modify these amounts. Pursuant to MCL 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official's term of office. In the event that the electors remain silent, the officers shall be entitled to the salaries as established in this resolution.

BE IT FURTHER RESOLVED that this resolution is presented to the Assyria Township Board on February 4, 2019.

The foregoing resolution is offered by board member Mike P. Timmons, Supported by T. Ryder-Stephens.

Final vote: 5 YES 0 NO Declared this date as accepted by the Supervisor.

**ASSYRIA TOWNSHIP
2019 BOARD OF REVIEW NOTICE**

The Assyria Township Board of Review for 2019 will be held at the Assyria Township hall, 8094 Tasker Road, on the following dates:

Tuesday, March 5	6:00 pm -7:00 pm	Organizational meeting
Monday, March 11	9:00 am-12:00 pm	Receive Petitions
	2:00 pm-5:00 pm	Receive Petitions
Wednesday, March 13	6:00 pm-9:00 pm	Receive Petitions
Thursday, March 14	6:00 pm-9:00 pm	Receive Petitions

The Board of Review may meet on Friday, March 15 at 6:00 pm to finalize as necessary.

Residents are required to petition in person. The tentative ratios and the estimated multipliers for each class of real property and personal property for 2019 are as follows: The Assessor was directed to provide the multipliers to the Clerk. The Clerk was directed to put an announcement in the Reminder the last week of February and the first week of March.

PUBLIC COMMENT: None

OLD BUSINESS: None

APPROVED CHECKS:

<u>Number:</u>	<u>To:</u>	<u>Purpose:</u>	<u>Amount:</u>
10177	GDH & Sons LLC	Sexton – contracted	\$ 1,368.16
10178	Eugene Waterbury	Salary	\$ 107.20
10179	James Miller	Salary	\$ 107.20
10180	Annette Terry	Salary	\$ 645.00
10181	Terry Ryder-Stephens	Salary	\$ 748.27
10182	Mike Timmons	Salary	\$ 496.52
10183	Roger Smith	Salary	\$ 1,042.53
10184	Pamela Jo Eastman	Salary	\$ 234.30
10185	Elizabeth Miller	Reimbursement	\$ 36.94
10186	Consumers Energy	Utilities	\$ 64.85
10187	Barry County Telephone	Telephone	\$ 71.55
10188	Walker, Fluke & Sheldon	Accounting and Auditing Fees	\$ 285.00
10189	Summit Companies	Repairs and Maintenance	\$ 480.00
10190	Pamela Jo Eastman	Reimbursement	\$ 185.26
10191	James Miller	Reimbursement	\$ 40.00
10192	First Baptist Church	Chair Acquisition	\$ 200.00

Meeting adjourned at 9:25 p.m.

Respectfully submitted,
 Annette Terry, Assyria Township Clerk

Assyria Township Board Minutes March 4, 2019

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, March 4, 2019. 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 Board of Commissioners will be reappointing and interviewing individuals for various board positions.
- Power Pinkster will be advising on the plan for the new jail.

PUBLIC COMMENT:

- Kathleen Vander Roest came to introduce herself and announce her husband Jerry Vander Roest's was running for 19th MTA District Director.
- Jake from Bellevue Fire Department, came to request an additional \$4,000.00 per year for badly needed turn out gear. He also let the board know he was able to locate an architect that had designed a sub-station for another township.
- Drain Commissioner Jim Dull enlightened the board as to the increases in Drain expenses. He will be getting an estimated dollar amount for the upcoming year to the Supervisor ASAP.

Previous minutes reviewed and approved as written.

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

CLERK:

- Attended a Barry County meeting regarding recycling. It was very educational and informative. Barry County is very dedicated in expanding recycling in the county. Several townships and villages have used different methods that have been very successful in their area. There are many grants available through the state of Michigan.
- There will be an election May 7, 2019 for only the electors in the Hastings School District. Our Hastings School electors will be voting at Johnstown, for this election. A postcard informing them of that was mailed today.
- Applications to receive an absentee ballot will be sent out within the next week to two weeks.
- Even if an elector is on the permit absentee ballot list, they must return their application requesting an absentee ballot.
- The clerk needs new completed W-4 and MIW-4 forms from each township employee.

TREASURER:

- Deadline to pay taxes has past and she will be meeting with the county to balance.

TRUSTEES: No report

ASSESSOR:

- Tax assessments are out. There is a small balance to be paid the printing company.
 - Discussion regarding the board of review.
 - The Assessor has traveled 500 miles in evaluating township properties.
- Motion made by M. Timmons, Supported by A. Terry to pay the Assessor mileage for 500 miles.
All members vote YES

SUPERVISOR:

- The Township Annual Meeting will be held at 7:30 P.M. Friday 29 March followed by the Budget Public Hearing followed by the last scheduled meeting of FY2019. Next month's business will be conducted during this meeting therefore there will be no scheduled April meeting.
- Discussed and adjusted proposed budget.

INFORMATION TECHNOLOGY:

- Presented information on implementing the Quick Books 2019.

- Recommended the Treasurer sign up for on line banking.
- Explained the futures and benefits of using advanced payroll.

Motion made by A. Terry, Supported by E. Waterbury to take advantage of the one-year discounted rate for Advanced Payroll and new checks for not to exceed \$650.00 starting March 26, 2019. All members vote YES

- Recommended setting up a credit card account

Motion made by J. Miller, Supported by T. Ryder-Stephens to establish a credit card account for the township with a credit line of \$4,000.00.

-Gave a description of what has been done, worked over 254 hours. All-in-all discovered many booking keeping errors and duplication and discoordination between the Clerk and the Treasurer due mostly to the rather ancient methodology employed by the Township. Will continue efforts to smooth out the financial processes via the judicious use of IT.

PUBLIC COMMENT: None

OLD BUSINESS: None

Meeting adjourned at 1045 P. M.

Respectfully submitted, Annette Terry, Assyria Township Clerk

Checks Approved:

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
02/28/2019	10193	void	Mistake Hand Writing Paycheck 10193 changed to number 20212	247-961 · Training	0.00
02/28/2019	10194	Nicole B Ryder-Stephens		-SPLIT-	-44.04
02/28/2019	10195	Paul T Wing		-SPLIT-	-93.34
02/28/2019	10196	Sally J Sheldon		-SPLIT-	-44.04
02/28/2019	10197	Annette Terry		-SPLIT-	-646.50
02/28/2019	10198	Eugene T Waterbury		-SPLIT-	-102.27
02/28/2019	10199	James D Miller		-SPLIT-	-102.27
02/28/2019	10200	Mike P Timmons		-SPLIT-	-496.52
02/28/2019	10201	Pamela Jo Eastman		-SPLIT-	-234.30
02/28/2019	10202	Roger L Smith		-SPLIT-	-928.49
02/28/2019	10203	Terry Ryder-Stephens		-SPLIT-	-763.83
02/28/2019	10204	Roger L Smith	For Marana Group - Assessment Notices 2019	257-962 · Miscellaneous Expense	-668.69
02/28/2019	10205	Barry County Telephone	Monthly Internet & Telephone	265-850 · Telephone	-110.61
02/28/2019	10206	Consumers Energy	Hall Electric Bill	265-920 · Utilities	-70.00
02/28/2019	10207	Annette Terry	Printer Ink	215-727 · Office Supplies	-121.86
02/28/2019	10208	GDH & Sons LLC	Monthly Pay & Clemens Internment	-SPLIT-	-2,118.16
02/28/2019	10209	Eugene T Waterbury	Expense for Dropbox	265-962 · Miscellaneous Expense	-154.00
02/28/2019	10210	Kent Oil	Gas/Propane	265-920 · Utilities	-538.93
02/28/2019	10211	MTA	Board of Review book for Lola	247-962 · Miscellaneous Expense	-34.50
02/28/2019	10212	Lola J Hedges		-SPLIT-	-44.04
02/28/2019	10213	Rian Carl	Hall Cleaning	101-962 · Miscellaneous Expense	-20.00
03/04/2019	10214	Roger L Smith	Mileage	257-962 · Miscellaneous Expense	-290.00

ASSYRIA TOWNSHIP ANNUAL MEETING
March 29, 2019
MEETING OPENED AT 7:30 P.M.

APPROVED

Per MCL 41 Sections 8 & 95, the Assyria Township Board has by resolution on February 4, 2019 set Board annual salaries effective April 1, 2019 as follows:

Clerk salary:	\$9,625.00
Treasure salary:	\$11,080.00
Supervisor salary:	\$6891.00
Trustees:	\$1,420.00

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 7:35 p.m.

ASSYRIA TOWNSHIP FY2020 BUDGET HEARING
Assyria Township Hall
8094 Tasker Road, Bellevue, MI 49021
March 29, 2019 @ 7:35 pm

Members present: M. Timmons, E. Waterbury and T. Stephens

Absent: J. Miller, A. Terry

PUBLIC COMMENT: None

Previous minutes reviewed and approved as written.

FY2020 proposed budget discussed.

Board voted unanimously to increase drains by \$18,000.00 and to add \$30,000.00 to the Township Hall for Land Improvements. This brings the total proposed FY 2020 Budget to \$253,684.00. The proposed budget stands ready for vote at the next regular meeting.

It was noted that Assyria Township is the least taxed township in Barry County at .8446 mills while the highest is 4.8231 and the average is about 1.9 mills.

Meeting adjourned at 8:10 pm.

Assyria Township Board Minutes
March 29, 2019

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, March 29, 2019. The meeting was called to order at 8:10 p.m. and the Pledge of Allegiance was recited. (No meeting in April)

Members present: M. Timmons, E. Waterbury and T. Stephens

Absent: J. Miller, A. Terry

COUNTY COMMISSIONER: Absent

PUBLIC COMMENT: None

Motion made by T. Stephens, Support by E. Waterbury to adopt the General Appropriations Act for fiscal year 2020.

Roll call vote, all members vote YES

The Board approved the FY2020 General Appropriations Act with a resolution by unanimous vote and the Supervisor declared the motion carried and the resolution duly adopted on this date March 29, 2019.

Previous minutes reviewed and approved as written.

Motion by T. Stephens, Support by E. Waterbury to pay the bills including a check for \$300.00 for IT person, Pamela Eastman, for going above and beyond the call of duty in support of the Treasurer, Clerk and Assessor.

Roll call taken. All members vote YES

CLERK: absent

TREASURER:

-Financial Statements presented.

-Received a check from the State for State Shared Revenue in the amount of \$28,248.00.

-Will collect the 2019 drain assessments from taxpayers in 2020.

Trustee:

E. Waterbury discussed getting the township parking area graded and putting down gravel/stone.

ASSESSOR: absent

SUPERVISOR: Plan for a Twp. Hall open house on a Sunday afternoon in May.

PUBLIC COMMENT: none

NEW BUSINESS: none

OLD BUSINESS: none

Meeting adjourned at 8:57 pm.

Heidi Bartha

Assyria Township Deputy Clerk

CHECKS APPROVED

03/04/2019	10214	Roger Smith	257-962 · Miscellaneous Expense	-290.00
03/29/2019	10215	MTA	247-962 · Miscellaneous Expense	-34.50
03/29/2019	10216	BHS Insurance	101-955 · Insurance	-3,390.00
03/29/2019	10217	Hastings Reminder Barry County	-SPLIT-	-114.75
03/29/2019	10218	Telephone	265-850 · Telephone	-91.09
03/29/2019	10219	Advisor & Chronicle	262-900 · Printing & Publishing	-199.20
03/29/2019	10220	Jenee Phillips	253-703 · Deputy Treasurer Wages	-100.00
03/28/2019	10221	Annette Terry	-SPLIT-	-646.48
03/28/2019	10222	Eugene T Waterbury	-SPLIT-	-107.20
03/28/2019	10223	James D Miller	-SPLIT-	-102.27
03/28/2019	10224	Mike P Timmons	-SPLIT-	-496.52
03/28/2019	10225	Pamela Jo Eastman	-SPLIT-	-234.30
03/28/2019	10226	Roger L Smith Terry Ryder-	-SPLIT-	-1,028.49
03/28/2019	10227	Stephens	-SPLIT-	-1,007.44
03/31/2019	10228	Heidi Bartha	-SPLIT-	-101.58
03/31/2019	10229	Lola J Hedges Nicole B Ryder-	-SPLIT-	-264.30
03/31/2019	10230	Stephens	-SPLIT-	-264.30
03/31/2019	10231	Paul T Wing	-SPLIT-	-264.30
03/31/2019	10232	Sally J Sheldon Terry Ryder-	-SPLIT-	-277.05
03/31/2019	10233	Stephens	101-900 · Printing and Publishing	-41.86
03/29/2019	10234	GDH & Sons LLC	-SPLIT-	-2,368.16
03/29/2019	10235	Consumers Energy	265-920 · Utilities	-64.63
03/29/2019	10236	Pamela J Eastman	-SPLIT-	-234.30
03/29/2019	10237	Pamela J Eastman	101-962 · Miscellaneous Expense	-284.63

Checks for March 2019

12,007.35

**Assyria Township Board Minutes
May 6, 2019**

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, May 6, 2019. 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, G. Waterbury, J. Miller and A. Terry

COUNTY COMMISSIONER'S REPORT:

- The county has established a Farmland Preservation Ordinance & Open Space Ordinance.
- The Ag Preservation Board is in the process of transitioning to the Barry County Conservation Easement Board.
- The county is reviewing the feasibility of relocating some current service agencies to other existing buildings.

Public Comment:

- A resident expressed concern regarding a drainage/culvert issue on Cox Road. She was directed to the Drain Commissioner and provided contact information.

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion made by J. Miller, Supported by T. Stephens/Ryder to pay the bills. All members vote YES.

CLERK:

- The election is Tuesday, May 7, 2019. Only for the Hastings School residents. Voting will take place at Johnstown Hall. If anyone needs to register to vote, the Clerk will be at the Assyria hall from 7:00 a.m. to 8:00 p.m.
- The Clerk has contacted the accounting firm, to confirm if and when our F-65 was submitted. Waiting for a return call.
- The Clerk has not received everyone's 2019 W-4 forms.

TREASURER:

- The Township received \$26,250.00 in State Revenue Sharing.
- The Township received \$6,159.00 from Barry County for Delinquent taxes.
- The Treasurer has not been able to confirm the dollars amount owed to the county for the drain assessments. The 2019 drain assessments will be collected from the taxpayers in 2020.
- The treasurer has interviewed Debra Wringwold from Johnstown Township and is considering appointing her as her Deputy.

Motion made by T. Ryder-Stephens, supported by A. Terry to increase deputies pay from \$10.00 per hour to \$14.00 per hour.

All members vote YES

TRUSTEE: Gene Waterbury

- The parking lot is in need of gravel/stone.

Motion made by M. Timmons, supported by T. Ryder Stephens, for Timmons to contact Hamilton's Excavating to bring in 20 yards of gravel/stone. Timmons to be reimbursed if need be.

All members vote yes.

ASSESSOR: Absent

SUPERVISOR:

- Discussed obtaining a Township charge card. The Treasure and Supervisor are going to inquire about doing so at Highpoint Bank in Bellevue.
- Discussion of an open house on Sunday, May 26, 2019 from 2:00 p.m. until 6:00 p.m. for the community to come and see the new addition and take an up close look at a fire truck. The board would like to encourage the community to bring any historical information or items they may wish to have displayed. Hot dogs will be served while they last. The clerk will put a news release in The Reminder.
- There is an Assessing Functions training for Board Members @ Fetzer Center June 18, 2019 from 4:00 p.m. to 9:00 p.m. The Supervisor would like the board members to attend.
- After considerable discussion about cemetery monument foundation installation, the Board requires that any request to deviate from the Resolution of 5 June 2006 shall be presented to the Board as a whole for determination.
- Motion made by, M. Timmons, supported by T. Ryder Stephens to purchase a desk top computer for the clerk for up to \$650.00.

All members vote YES.

- Discussion in regard to replacing the treasures desk top computer. It was decided to either clean up the Treasurer's computer or possibly exchange the Treasurer's and the Supervisor's computers.
- The Supervisor directed both the Clerk and Treasurer to identify and evaluate their respective functions to indicate what they each do and the percentage of their township time it takes to do it. That is, of 100 percent of time expended, what percentage of time goes to what function?

PUBLIC COMMENT:

Kevin Perkins, attended the meeting seeking the Township's blessing to establish a holistic hemp business. The Supervisor informed him the Township does not hold any official regard or concern in that direction at this time.

OLD BUSINESS: None

Meeting adjourned at 9:50 p.m.

Respectfully submitted, Annette Terry, Assyria Township Clerk

APPROVED FOR PAYMENT:

04/25/2019	10239	United States Treasury	258-001 · FICA & Federal Withholding Paya	-75.91
04/30/2019	10240	Annette Terry	-SPLIT-	-638.60
04/30/2019	10241	Eugene T Waterbury	-SPLIT-	-109.28
04/30/2019	10242	James D Miller	-SPLIT-	-102.27
04/30/2019	10243	Mike P Timmons	-SPLIT-	-505.90
04/30/2019	10244	Pamela Jo Eastman	-SPLIT-	-234.30
04/30/2019	10245	Roger L Smith	-SPLIT-	-928.49
04/30/2019	10246	Terry Ryder-Stephens	-SPLIT-	-763.46
04/30/2019	10247	Heidi Bartha	-SPLIT-	-101.59
04/30/2019	10248	Consumers Energy	-SPLIT-	-50.00
04/30/2019	10249	Barry County Telephone	265-850 · Telephone	-90.87
04/30/2019	10250	The Reminder Bellevue Community Fire Board	101-900 · Printing and Publishing	-213.59
04/30/2019	10251	Johnstown Township	336-804 · Fireboard Membership 651-900 · Contracted Services - Johnstown	-8,000.00 -7,350.00
04/30/2019	10253	Pamela J Eastman	101-962 · Miscellaneous Expense	-48.76
			Total	-19,213.02

Assyria Township Board Minutes June 3, 2019

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, June 3, 2019. 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, and A. Terry

Members absent: E. Waterbury

COUNTY COMMISSIONER'S REPORT:

- The board is waiting on the building use report.
- A lawsuit was filed against the Drain Commissioner, the judge dismissed the case.
- There are several Lakes having flooding issues.
- The Barry County Conservation Easement Board is looking for Elected Township Board Officials to apply for a seat on the board.
- The Charlton Park Day was a success. There will be another event Father's Day weekend.
- Budget for the county packets are going out.

Previous minutes reviewed and approved with changes, as posted to the web site.

The bills were reviewed. Motion made by J. Miller supported by T. Ryder-Stephens to pay the bills. All members vote YES.

CLERK:

- There will not be an August election.
- The clerk had a concerned citizen contact her in regard to a dead tree in Bell Cemetery. The Supervisor will survey the situation.
- The clerk's new computer is here and installed.
- The clerk confirmed, based on the approved budget, the Sexton was to receive an increase in pay.
- The clerk recommended the Township continue to use Walker, Fluke and Sheldon, PLC to handle the Township's Audit and F-65 Form.

-Motion made by A. Terry, supported by, T. Ryder-Stephens to hire Walker, Fluke and Sheldon, PLC to perform the Township's audit and file the F-65 form, as long as there is not a significant cost increase. All members vote YES.

TREASURER:

- Treasurer is getting the taxes ready.
- The Treasurer will be sending the newsletter out in July.

TRUSTEE: Jim Miller

- Would like to have an invitation to the residents to send pictures and history of the township included in the next Treasurer's newsletter. Possibly include this information on our new web page.
- The residents that attended the May open house were interested in the Township's history and the Trustee is working on a Historical Corner for residents to participate in.

ASSESSOR: Absent

SUPERVISOR:

-Appointed J. Miller as Assyria Township's Historian.

Motion made by M. Timmons, supported by T. Ryder-Stephens, To create a line item for Historian expenses, to be obtained from another line item.

All members vote YES.

-In regard to the training seminar on June 18, 2019, all board members wanting to ride together should be at the hall by 2:30 p. m.

-The Supervisor has applied for a charge card for the Township.

Motion made by M. Timmons, supported by T. Ryder-Stephens to retain Pamela Jo Eastman as the Township's IT person for \$300.00 per month,

All members vote YES.

-The Township needs to establish an ordinance in regard to Marijuana.

Motion made by M. Timmons, supported by J. Miller, to adopt the Prohibition of Recreational Marijuana Establishments Ordinance.

Roll call vote:

M. Timmons	YES
T. Ryder-Stephens	YES
J. Miller	YES
A. Terry	YES
E. Waterbury	ABSENT

TOWNSHIP OF ASSYRIA
COUNTY OF BARRY, STATE OF MICHIGAN

ORDINANCE NO. 20190306-1

ADOPTED: 03 June, 2019

EFFECTIVE: 03 July, 2019

PROHIBITION OF RECREATIONAL MARIJUANA ESTABLISHMENTS ORDINANCE

An ordinance to prohibit marijuana establishments within the boundaries of Assyria Township pursuant to Initiated Law 1 of 2018, MCL 333.27951, et seq., as may be amended; to provide penalties for violation of this ordinance; to provide for severability; to repeal all ordinances or parts of ordinances in conflict therewith; and to provide an effective date; and to otherwise protect the public health, safety and general welfare.

THE TOWNSHIP OF ASSYRIA, BARRY COUNTY, MICHIGAN

ORDAINS:

SECTION I
TITLE

This ordinance shall be known as and may be cited as the Assyria Township Prohibition of Marijuana Establishments Ordinance.

SECTION II
DEFINITIONS

Words used herein shall have the definitions as provided for in Initiated Law 1 of 2018, MCL 333.27951, *et seq.*, as may be amended.

SECTION III
NO MARIJUANA ESTABLISHMENTS

Assyria Township hereby prohibits all marijuana establishments within the boundaries of the Township pursuant to Initiated Law 1 of 2018, MCL 333.27951, *et seq.*, as may be amended.

SECTION IV
VIOLATIONS AND PENALTIES

1. Any person who disobeys, neglects, or refuses to comply with any provision of this ordinance or who causes, allows or consents to any of the same shall be deemed to be responsible for the violation of this ordinance. A violation of this ordinance is deemed to be a nuisance per se.

2. A violation of this ordinance is a municipal civil infraction for which the fines shall not be less than \$100 nor more than \$500, in the discretion of the Court. The foregoing sanctions shall be in addition to the rights of the Township to proceed at law or equity with other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the Township incurs in connection with the municipal civil infraction.

3. Each day during which any violation continues shall be deemed a separate offense.

4. In addition, the Township may seek injunctive relief against persons alleged to be in violation of this ordinance, and such other relief as may be provided by law.

5. This ordinance shall be administered and enforced by the Ordinance Enforcement Officer of the Township or by such other person(s) as designated by the Township Board from time to time.

SECTION V
SEVERABILITY

The provisions of this ordinance are hereby declared to be severable. If any clause, sentence, word, section or provision is hereafter declared void or unenforceable for any reason by a court of competent jurisdiction, it shall not affect the remainder of such ordinance which shall continue in full force and effect.

SECTION VI
REPEAL

All ordinance or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII
EFFECTIVE DATE

This Ordinance shall take effect on the date of publication pursuant to MCL 42.22; which publication shall take place within thirty days from the date of adoption and shall be in a local newspaper of general circulation. Publication of a summary of this Ordinance, as part of the published proceedings of the Township Board shall constitute publication of the Ordinance.

This Ordinance is hereby declared to be passed and adopted by the Board of Trustees of Assyria Township, Barry County, State of Michigan, at a regularly scheduled meeting thereof duly called and held on Monday 3 June 2019.

-The clerk will send a copy to the County Clerk and retain a copy for the Township.

PUBLIC COMMENT: None

OLD BUSINESS: None

Meeting adjourned at 8:25 p.m.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
		Barry County	May 15 to June 14 2019	
05/31/2019	10259	Telephone	Telephone/internet	-90.87
05/31/2019	10260	Consumers Energy	Electric 4-23 to May 22, 2019	-45.16
05/31/2019	10261	Pamela J Eastman	Monitor and Peripherals	-642.48
05/31/2019	10262	Proforma	Checks	-197.14
				-
05/31/2019	10263	MTA	MTA Dues	1,220.07
05/31/2019	10264	Rian Carl	Cleaning	-20.00
				-
05/31/2019	10265	GDH & Sons LLC	May Sexton	1,368.16
05/31/2019	10266	GDH & Sons LLC	Crushed concrete Hall parking lot	-800.00
05/31/2019	10267	Heidi M. Bartha	May election mileage	-10.90
05/31/2019	10268	Annette J. Terry	May election mileage.	-10.90
05/31/2019	10269	Heidi Bartha	May Deputy Clerk	-119.00
05/31/2019	10270	Annette Terry	May Clerk	-657.63
		Eugene T		
05/31/2019	10271	Waterbury	May Trustee	-109.27
05/31/2019	10272	James D Miller	May Trustee	-104.24
05/31/2019	10273	Mike P Timmons	May Supervisor	-505.91
		Pamela Jo		
05/31/2019	10274	Eastman	May IT	-234.30
05/31/2019	10275	Roger L Smith	May Assessor	-966.35
		Terry Ryder-		
05/31/2019	10276	Stephens	May Treasurer	-763.45
05/31/2019	10277	void	Check 10277 VOID	0.00
			Board Training, Mis. Exp. and	
05/31/2019	10278	Mike Timmons	Mileage	-448.10
				-
			Total Checks for May	8,313.93

Assyria Township Board Minutes
July 1, 2019

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, July 1, 2019. 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, E. Waterbury and A. Terry

COUNTY COMMISSIONER'S REPORT: Absent

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion made by M. Timmons supported by T. Ryder-Stephens to pay the bills.

All members vote YES.

CLERK:

-In regard to Walker, Fluke and Sheldon, PLC handling the Township's Audit and F-65 Form. In the past the limited audit has cost \$1,750.00, this year's engagement letter stated a cost of \$2,100.00. The clerk contacted Walker, Fluke and Sheldon, PLC for an explanation as to the sizeable increase. They reviewed their past records and agreed the amount should not be that substantial. The revised amount for this year's audit will be at a cost of \$1,975.00. The board agreed this would be a reasonable amount to pay.

-The Board received a letter from a Township Resident, praising our Assessor Roger Smith for going over and above the call of duty, helping her resolve an issue on a property she had sold.

Motion made by A. Terry, supported by, T. Ryder-Stephens to transfer \$500.00 from account 101-801 Accounting and Auditing to account 101-270 Historical Fund.

All members vote YES.

TREASURER:

-The Treasurer attended a Treasurer's meeting and found Assyria Township is the only Township not charging a tax administration fee. The Treasurer feels the township should impose an administration fee of 1%. The Treasurer will research how much would be collected and how other Townships are handling their fee.

- The new printer is not working properly and is saying it needs a new drum. This copier does not meet the Township's needs and the Treasurer feels it would be best to replace it than try to repair it.

Motion made by M. Timmons, supported by T. Ryder-Stephens to purchase a new printer not to exceed \$500.00.

All members vote YES

TRUSTEE: Jim Miller

-Addressed a broken post at Ellis Cemetery entrance. It was noted that there is more than one cemetery entrance that could use attention. The Sexton, Scot Higgins will evaluate the situation and will advise the Board on what should be done.

-Discussion in regard to alternative options for the fire building.

ASSESSOR:

-The Assessor is ready for the Board of Review.

SUPERVISOR:

- The Supervisor instructed the Clerk to update the existing cemetery spreadsheet.
- The Supervisor requested a job description and monthly reports from the Assessor.
- The Supervisor did not find any downed trees in Bell Cemetery as of June 14, 2019.
- Board of review is Tuesday July 16, 2019 at 6:00 p.m. to address MCL 211.7 & MCL 211.53b issues. The Clerk will put a public notice in The Reminder.
- Semco Gas wants \$2,490,361.00 increase in performance pay for 2018. A prehearing will be July 9, 2019 at 9:00 a.m., 7109 W, Saginaw Hwy. The prehearing is open to the public.
- Discussion as to preinstalling monument foundations in the cemeteries to allow for uniformity and the plot number being set in the concrete. The Sexton will research the issue and present his thoughts to the Board next month.
- Discussion in regard to extending the parking lot to include the area in front of the new addition. The area would need to be dug out, sloped away from the building and filled with crushed concrete.

Motion made by E. Waterbury, Supported by T. Ryder-Stephens to hire GDH and Sons LLC to complete the parking lot as described for the amount of \$2,400.00.
All members vote YES.

Greg Moore from Consumers Energy attended the meeting, requesting an Electric Franchise Ordinance due to the fact the current Ordinance allowing Consumers Energy to provide electricity to the Township's residents and businesses expires November 15, 2019. The Supervisor stated it is in the Township's best interest to adopt a Resolution as opposed to an Ordinance. Resolution adopted as follows:

**RESOLUTION TO RENEW THE EXISTING REVOCABLE
ELECTRIC FRANCHISE WITH THE CONSUMERS ENERGY COMPANY**

WHEREAS the Consumers Energy Franchise for Assyria Township expires on November 15, 2019.

WHEREAS dependable electric service is essential to the health and well-being of the residents.

WHEREAS the Assyria Township Board has determined it is in the best interest of Assyria's residents:

NOW THEREFORE BE IT RESOLVED that the revocable franchise with CONSUMERS ENERGY ELECTRIC COMPANY is renewed for thirty years subject to the following stipulations:

**REVOCABLE ELECTRIC FRANCHISE
TOWNSHIP OF ASSYRIA, BARRY COUNTY, MICHIGAN
RESOLUTION NO. 20190701-1**

CONSUMERS ENERGY ELECTRIC COMPANY may construct, maintain and commercially use electric lines and related facilities including but not limited to towers, masts, poles, crossarms, guys, wires, and transformers on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local electric business in the TOWNSHIP OF ASSYRIA, BARRY COUNTY, MICHIGAN, for a period of thirty years.

Assyria Township grants to Consumers Energy Company, hereinafter called "Consumers" the right and authority to install towers, masts, poles, crossarms, guys, wires, and transformers on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local electric business in the TOWNSHIP OF ASSYRIA, BARRY COUNTY, MICHIGAN, for a period of thirty years.

No public place used by Consumers shall be obstructed longer than necessary during construction or repair and shall be restored to the same order and condition as when work commenced. All of Consumers' electric lines and

related facilities shall be placed as not to unnecessarily interfere with the public's use of public places. Consumers shall have the right to trim and remove trees, if necessary in the conducting of such business.

HOLD HARMLESS. Consumers shall save the Township free and harmless from all loss, costs, and expense to which it may be subject by reason of the negligent construction and maintenance of the lines and related facilities hereby authorized. In case any action is commenced against the Township on account of the permission herein given, Consumers shall, upon notice, defend the Township and its representatives and hold them harmless from all loss, costs, and damage arising out of such negligent construction and maintenance.


Consumers shall construct and extend its electric distribution system within said Township and shall furnish electric service to applicants residing therein in accordance with applicable laws, rules, and regulations.

FRANCHISE NOT EXCLUSIVE. The rights, power, and authority herein granted, are not exclusive.

RATES AND CONDITIONS. Consumers shall be entitled to provide electric service to the inhabitants of the Assyria Township at the rates approved by the Michigan Public Service Commission.

REVOCATION. The franchise granted by this resolution is subject to revocation at will.

MICHIGAN PUBLIC SERVICE COMMISSION JURISDICTION. Consumers remains subject to the rules and regulations of the Michigan Public Service Commission applicable to electric service in the Township.

Motion by Mike Timmons , seconded by Eugene Waterbury

RESOLUTION DECLARED ADOPTED 01 July 2019.

Ayes:	<u> 5 </u>
Nays:	<u> 0 </u>
Absent:	<u> 0 </u>

, Assyria Township Clerk

PUBLIC COMMENT: None

OLD BUSINESS: None

Meeting adjourned at 9:15 p.m.

06/30/2019	10279	Barry County Drain Commission	2018 Assessment	-17,784.04
06/30/2019	10280	Kent Oil	Propane	-406.63
06/30/2019	10281	The Reminder	Hall open house announcement.	-76.50
06/30/2019	10282	Barry County Telephone	Telephone/Internet Bill	-90.87
06/30/2019	10283	Pamela J Eastman	Reimbursement for QuickBooks service.	-16.96
06/30/2019	10284	Terry Ryder Stephens	Reimbursement for postage, paper and envelopes.	-1,015.04
06/30/2019	10285	Consumers Energy	Electric June Sexton, additional April & May cost of living increase.	-40.50
06/30/2019	10286	GDH & Sons LLC		-1,446.16
06/30/2019	10287	GDH & Sons LLC	Foundation for David Shepard	-388.84
06/30/2019	10288	Annette Terry	June Payroll	-657.72
06/30/2019	10289	Eugene T Waterbury	June Payroll	-109.29
06/30/2019	10290	James D Miller	June Payroll	-104.26
06/30/2019	10291	Mike P Timmons	June Payroll	-505.92
06/30/2019	10292	Pamela Jo Eastman	June Payroll	-234.30
06/30/2019	10293	Roger L Smith	June Payroll	-947.93
06/30/2019	10294	Terry Ryder-Stephens	June Payroll	-763.46
06/30/2019	10295	Heidi Bartha	June Payroll	-81.40
			Total Checks	-24,669.82

**ASSYRIA TOWNSHIP BOARD MINUTES
AUGUST 05, 2019**

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, August 5, 2019. 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, G. Waterbury, J. Miller and A. Terry

COUNTY COMMISSIONER'S REPORT:

-The Board of Commissioners has been discussing the Commission on Aging, the New Jail project and the Farmland Preservation Ordinance & Open Space Ordinance.

Public Comment: None

Previous minutes reviewed and approved as written.

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

CLERK:

-Pamela Jo Eastman will not be able to attend tonight's meeting, other townships are holding elections and she is assisting them.

-MTA dues were increased; therefore, the township will need to reallocate funds to cover the overage.

Motion made by A. Terry, supported by J. Miller to move \$300.00 from account 101-801 Accounting and Auditing Fees to account 101-960 Dues and Memberships Fees.

All members vote YES

TREASURER:

-The Township received \$26,746.00 in State Revenue Sharing.

-The Treasurer received an e-mail from the Warren Group, requesting a copy of our tax records.

Motion made by M. Timmons, supported by T. Ryder-Stephens, to electronically provide summer and/or winter tax roll information at a cost of \$1.00 per parcel, for a total cost of \$1,148.00.

All members vote YES

- Pursuant to Public Act 503 of 1982 (MCL 211-44 and effective 1 January 2020, the Board passed Resolution 20190805-1 to set the property tax administration fee at .006 percent to offset the cost of assessing, reporting, collecting and record keeping functions.

TRUSTEE: Gene Waterbury

-The work performed on the parking lot by GDH Lawn Care looks very nice.

-E. Waterbury will bring the new Drop Box to the hall, so it can be inspected for installation requirements. J. Miller will contact an individual he knows to see if he would be willing to install the drop box.

TRUSTEE: J. Miller

-Discussion regarding the Historical Corner, he would like to put an announcement in the paper inviting anyone with interest or information they would like to share to meet at the hall to exchange pictures, information, etc. He has purchased notebooks and selves for this purpose.

ASSESSOR:

- BOR went well, his paperwork is complete.
- Have had some tax bills returned for bad address, trying to locate current addresses.
- Introduced his son Riley, he will be helping with the re-evaluation (identification) of property features.

SUPERVISOR:

- Discussion regarding cemeteries and forms used to reserved lots.

PUBLIC COMMENT:

Ilene Thompson, from the Health Department, wanted everyone to be sure and stay safe this summer. Be sure to keep track of the length of time your meats and vegetables have been out. Also, be ready for emergencies for information on how to prepare, go to: Ready.gov. You can contact Ilene at 269-838-7602.

OLD BUSINESS: NONE

Meeting adjourned at 8:30 p.m.

CHECKS APPROVED FOR PAYMENT

07/31/2019	10296	Lola J Hedges	BOR salary	-75.00
07/31/2019	10297	Nicole B Ryder-Stephens	BOR salary	-75.00
07/31/2019	10298	Paul T Wing	BOR salary	-75.00
07/31/2019	10299	Sally J Sheldon	BOR salary	-75.00
07/28/2019	10300	Annette Terry	July Clerk	-657.63
07/28/2019	10301	Eugene T Waterbury	July Trustee	-109.27
07/28/2019	10302	James D Miller	July Trustee	-104.24
07/28/2019	10303	Mike P Timmons	July Supervisor	-505.90
07/28/2019	10304	Pamela Jo Eastman	July IT	-234.30
07/28/2019	10305	Roger L Smith	July Assessor	-947.93
07/28/2019	10306	Terry Ryder-Stephens	July Treasurer	-763.45
07/31/2019	10307	Barry County Road Commission	Dust Control	-14,000.00
07/31/2019	10308	Consumers Energy	Electric 6-24-19 to 7-23-19	-43.83
07/31/2019	10309	Barry County Telephone	Telephone/Internet 7-15 to 8-14-2019	-91.87
07/31/2019	10310	The Reminder	BOR Notice	-46.98
07/31/2019	10311	Pamela J Eastman	Reimbursement for Quickbooks P1-51156187	-33.92
07/31/2019	10312	GDH & Sons LLC	July Sexton	-1,394.16
07/31/2019	10313	GDH & Sons LLC	Cremation Burial P. Brady and David Shepard	-500.00
07/31/2019	10314	GDH & Sons LLC	Crushed concrete to extend parking lot.	-2,100.00
07/31/2019	10315	Bellevue Community Fire Board	Fire/Medical Operations July-Sept 2019	-8,000.00

APPROVED

Assyria Township Board Minutes
September 3, 2019

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, September 3, 2019. 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, G. Waterbury, J. Miller and A. Terry

COUNTY COMMISSIONER'S REPORT: ABSENT

Public Comment: None

Previous minutes reviewed and approved as written.

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

CLERK:

- The township has not received an official notice, however at this point in time it appears as through Assyria Township will not be holding an election in November.
- Established an account for the BS&A Software Fees to go to, account 101-804.
- The account will need to be funded in order to pay the bill.

Motion made by A. Terry, supported by T. Ryder-Stephens to move \$1,502.00 from account 101-801 Accounting and Auditing Fees to account 101-804 BS&A Software Fees. .
All members vote YES

In regard to training on the computer, the clerk feels it would be more beneficial to be trained by Pam Eastman, the IT person, rather than taking a class at KCC or some other standard training. Pam understands what the Clerk needs to know in order to be more efficient with the normal monthly task and election duties.

- Motion made by M. Timmons, supported by A. Terry to hire Pam Eastman to train the clerk, possibly the treasurer and Deputy clerk at a rate of \$50.00 per hour, not to exceed the amount of \$300.00.

All members vote YES

TREASURER:

- September 16 is the last day to pay taxes.
- The treasurer would like to take the BS&A Training when an opening becomes available.

Motion made by T. Ryder-Stephens, supported by J. Miller to approve the Treasurer to attend BS&A training when there is an opening available, not to exceed \$300.00.
All members vote YES

TRUSTEE: Gene Waterbury

-Would like the board to consider putting money in the budget to redo the inside of the old part of the building.

TRUSTEE: J. Miller

-Discussion in regard to putting insulation in the old part of the building. The board gave their approval for him to look into what would be required.

-Discussion in regard to the Historical Corner. The Board consensus was that the Northwest corner be the "History Corner".

-Would like to be reimbursed \$137.05 for the items he purchased for the Historical corner.

- There was discussion with regard to projects on the outside of the building that were not included at the time the new addition was done.

-Discussion in regard to the installation of the drop box.

Motion made by J. Miller, supported by T. Ryder-Stephens to install the drop box not to exceed \$350.00.

All members vote YES

ASSESSOR: ABSENT

SUPERVISOR:

-Discussion in regard to leveling the ground on the south east side of the hall. The board gave their approval for him to seek estimates from Hamilton excavation.

-Discussion in regard to the Historical open house, Saturday, September 28 at 6:00 pm. Ad to run in the Reminder Saturday the 7th and Saturday the 14th. The public is encouraged to attend and bring any township information they would like to share.

PUBLIC COMMENT: NONE

OLD BUSINESS: NONE

Meeting adjourned at 8:40 p.m.

Respectfully submitted,
Annette Terry
Assyria Township Clerk

08/29/2019	10316	Pamela J Eastman	QuickBooks payroll	-23.32
08/31/2019	10317	Barry County Telephone	Tele/internet 8-15 to 8-14-2019	-91.77
08/31/2019	10318	BS&A Software	BSA annual support for tax and assessing.	-1,502.00
08/31/2019	10319	Barry County Road Commission	Gravel for unpaved roads.	-
08/31/2019	10320	Annette Terry	August Clerk	10,000.00
08/31/2019	10321	Eugene T Waterbury	August Trustee	-657.63
08/31/2019	10322	James D Miller	August Trustee	-109.27
08/31/2019	10323	Mike P Timmons	August Supervisor	-104.25
08/31/2019	10324	Pamela Jo Eastman	August IT	-505.91
08/31/2019	10325	Roger L Smith	August Assessor	-234.30
08/31/2019	10326	Terry Ryder-Stephens	August Treasurer	-947.93
08/31/2019	10327	Heidi Bartha	August Deputy Clerk	-763.45
08/31/2019	10328	Consumers Energy	Elec 7-24 to 8-21-2019	-45.25
08/31/2019	10329	Terry Ryder Stephens	Reimbursement for Toner	-40.54
08/31/2019	10330	GDH & Sons LLC	August Sexton	-52.97
				-1,394.16

Assyria Township Board Minutes
October 7, 2019

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, October 7, 2019. 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, G. Waterbury, J. Miller and A. Terry

COUNTY COMMISSIONER'S REPORT:

- Mosquito spraying did take place in some areas of Barry County last week. The areas that were sprayed were determined by the results of testing for the Triple E virus and the amount of swamp area.
- Maple Grove has taken action Prohibiting marijuana.
- The county is looking for support from residents of Barry County for a new jail.
- The county is going to be working with a consultant to advise them on the new jail.
- The county is in the final stages of the County budget.
- The commissioner is now teaching at Barry County Christian School in addition to retaining her seat on the Board of Commissioners.

Public Comment: None

Previous minutes reviewed and approved as written.

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

CLERK:

- There is not a November election for Assyria Township residents.
- The clerk reminded the board in order to have accurate reports for the board meetings, it is necessary any request for reimbursement or other expenditures should be received by the clerk by Thursday prior to the board meetings. Request should not be sent on the day of the board meeting.

TREASURER:

- The treasurer is very happy the drop box has been installed.

TRUSTEE: Gene Waterbury

- Discussed the gate situations at the Cemeteries.
- Discussion in regard to the old section of the hall.
- Would like the agenda to be available prior to the township meetings.

APPROVED

TRUSTEE: J. Miller

- Discussion in regard to the insulation and soffit of the old building.
- Discussion in regard to the Historical open house. It went well and there is an interest.
- Discussion if the board should consider charging for copies of Historical information. At this time there will not be a charge for copies. Charges may be considered if there is a sizeable demand.
- The drop box installation went well and was completed under budget.

IT SUPPORT:

- Discussion in regard to bulk mail rates.
- Discussion in regard to possibly considering an electronic Historical file.
- Discussion in regard to additional election expenditures and the need to up-date the e-poll book to windows 10.

ASSESSOR:

- Discussion in regard to hiring an Assistant to the Assessor, at a rate of \$20.00 per property visited for Assessment services under the Assessor supervision. The Assessor will hire and/or fire for the position, the township will pay the Assistant Assessor.

Motion made by M. Timmons, supported by T. Ryder-Stephens to allow the Assessor to hire an Assistant Assessor to review township properties for assessment purposes at a rate of \$20.00 per property reviewed.

All members vote YES

SUPERVISOR:

- Discussion in regard the work Pamela Jo Eastman has been doing and what an asset she has been to the township.

Motion made by M. Timmons, supported by T. Ryder-Stephens to increase Pamela Jo Eastman's wage from \$300.00 per month to \$500.00 per month.

All members vote YES

- Discussion in regard to leveling the ground on the south east side of the hall. Hamilton Horticultural Landscape & Gardening services bid was \$10,000.00.

Motion made by M. Timmons, supported by G. Waterbury to hire Hamilton Horticultural Landscape & Gardening services to level the south east portion of the property for the amount of \$10,000.00.

All members vote YES

- Discussion in regard to property complaints of the old store on the corner of M-66 and Tasker road. The property has been sold and the new owners have been given until January of 2020 to take action on the property.

PUBLIC COMMENT:

Gerald Miller requested information in regard to lots at Ellis cemetery.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

Meeting adjourned at 9:50 p.m.

APPROVED

09/30/2019	10331	Annette Terry	Sept Clerk	-657.63
09/30/2019	10332	Eugene T Waterbury	Sept Trustee	-109.29
09/30/2019	10333	James D Miller	Sept Trustee	-104.25
09/30/2019	10334	Mike P Timmons	Sept Supervisor	-505.92
09/30/2019	10335	Pamela Jo Eastman	Sept IT	-234.30
09/30/2019	10336	Roger L Smith	Sept Assessor	-947.93
09/30/2019	10337	Terry Ryder-Stephens	Sept Treasurer	-763.46
09/30/2019	10338	Deborah A. Ringewold	Sept Deputy Treasurer	-64.64
09/30/2019	10339	Heidi Bartha	Sept Deputy Clerk	-38.78
09/30/2019	10340	Consumers Energy	Electric 8-22 to 9-22-2019	-14.60
09/30/2019	10341	The Reminder	Historical committee notice.	-122.40
09/30/2019	10342	Walker, Fluke and Sheldon PLC	Audit and F-65 year end March 31, 2019	-1,975.00
09/30/2019	10343	US Postmaster	P. O. Box fee	-64.00
09/30/2019	10344	Bellevue Community Fire Board	Fire & Medical Oct-Dec 2019	-8,000.00
09/30/2019	10345	Pamela J Eastman	QuickBooks Payroll fee reimbursement	-16.96
09/30/2019	10346	Rian Carl	Cleaning	-20.00
09/30/2019	10347	Montie Morris	Installation of the drop box	-250.00
09/30/2019	10348	James Miller	Reimbursement for Historical supplies.	-137.05
09/30/2019	10349	Barry County Telephone	Telephone/Internet Sept 15-Oct 14-2019	-91.82
09/30/2019	10350	GDH & Sons LLC	Sept Sexton	-1,394.16
09/30/2019	10351	Terry Ryder Stephens	Mileage	-110.20

Respectfully Submitted by Annette Terry, Township Clerk

Assyria Township Board Minutes November 4, 2019

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, November 4, 2019. 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, G. Waterbury, J. Miller and A. Terry

COUNTY COMMISSIONER'S REPORT: Absent

Public Comment:

Jack Ward, from code compliance spoke of the area's complaints. Fifteen out of twenty complaints in Assyria Township have been closed. The code compliance officer is not aware of what the new owner of the property on the corner of M-66 and Tasker road is planning to do with the property.

Previous minutes reviewed and approved as written.

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

CLERK:

- The Clerk will provide a lighting plan to the Board that best supports future lighting for elections.
- There is not a November election for Assyria Township residents.
- The telephone number to call to report dead deer along the side of the road in Barry County is: 269-948-4801.
- Training is going well.
- There is not any grant funding available to up-grade the e-poll book to windows 10.
- Programming for the 2020 elections should be \$450.00 to \$500.00 for each election. However, there will be additional expenses for test decks, all new mailing supplies and additional staff that have not been needed in the past.
- An Assyria resident's out-going mail was stolen from their mailbox. The checks were washed and rewritten to the Ionia Meijer for over \$600.00 each.
- Budget format will be ready for December meeting.
- The townships Marijuana Opt out has been registered with the county and the state.
- Anyone interested in being put on the permit absentee ballot list should send a written request to the clerk.

Assyria Clerk
P. O. Box 211
Bellevue, MI 49021
269-968-3329 home
269-967-8032 cell

TREASURER:

- Tax statements will be going out December 1st.
- Board members need to make her aware of anything they would like to have added to the newsletter.
- The treasurer will advise the date she will be in the office to collect taxes, for a notice to be put in The Reminder.

TRUSTEE: Gene Waterbury

-Noticed water is collecting on the exterior steps, feels for safety the board should consider blocking them off from use until some type of cover may be installed.

TRUSTEE: J. Miller

-Discussion in regard to the insulation and soffit of the old building. Estimate for material will be around \$700.00 and the labor will be around \$500.00.

IT SUPPORT: ABSENT

ASSESSOR:

-Discussion in regard to adding Apex 7 Sketching system to the Assessor's computer.

Motion made by M. Timmons, supported by T. Ryder-Stephens to allow the Assessor to have the Apex 7 Sketching system added to his computer, at a cost of \$485.00.

All members vote YES

SUPERVISOR:

-Board of Review will be Tuesday December 10th at 6:00 p.m. to correct errors and otherwise address MCL 211.7 & MCL 211.53b issues. The clerk will need to post this, along with the date the Treasurer will be in the office to collect property taxes, in The Reminder the last week of November and the first week of December.

-There will be a Drain Commission meeting at the township hall for Gibson & Triskett Hearing of Necessity at 6:00 p.m. on Wednesday December 18th.

-Hamilton Horticultural Landscape & Gardening services will begin work on Thursday Nov 7th. Township residents interested in the wood being removed should contact the Supervisor.

-Discussion in regard to issues with the cemeteries. The supervisor presented a revised Cemetery Policy.

Motion made by M. Timmons, supported by T. Ryder Stephens to implement the new cemetery policy.

All members vote YES

PUBLIC COMMENT:

-Dena Miller gave her input on some of the issues with the cemeteries. One of her suggestions was to start over with new plot maps.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

Meeting adjourned at 9:15 p.m.

10354	Johnstown Township	First responder calls for 4-1-19 to 9-30-19	-4,725.00
10355	Consumers Energy	Electric	-46.82
10356	Barry County Telephone	Telephone & internet	-96.04
10357	Hamilton Horticultural Landscape & Garden	Down payment for level southeast portion of the property.	-6,000.00
10358	Pamela J Eastman	Reimbursement QB payroll	-14.84
10359	Riley L Smith	Reviewing properties	-4,328.25
10360	Annette Terry	Oct Clerk	-657.63
10361	Eugene T Waterbury	Oct Trustee	-109.27
10362	James D Miller	Oct Trustee	-104.25
10363	Mike P Timmons	Oct Supervisor	-505.90
10364	Pamela Jo Eastman	Oct IT	-347.50
10365	Roger L Smith	Oct Assessor	-947.93
10366	Terry Ryder-Stephens	Oct Treasurer	-763.46
10367	GDH & Sons LLC	October Sexton	-1,394.16
10368	GDH & Sons LLC	Foundation for Dale & Cynthia Miller in Bell Cemetery	-540.00

Respectfully Submitted by Annette Terry, Township Clerk

Assyria Township Board Minutes December 2, 2019

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, December 2, 2019. 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, G. Waterbury, and A. Terry
Members absent: J. Miller

COUNTY COMMISSIONER'S REPORT:

- A meeting has been held and another will be held in January to get the communities input and answer questions in regard to jail project.
- At this point in time it has not been decided whether or not the jail project will or will not be on the ballot in 2020.
- Larry Carpenter's Farm has been approved for Farmland Preservation.

Public Comment:

Dar Leaf, Barry County sheriff presented a presentation of the current situation of the county versus the past history.

Jim Dull, Drain Commissioner gave a reminder that there will be a meeting at the township hall for Gibson & Triskett Hearing of Necessity at 6:00 p.m. December 18, 2019.

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion made by T. Stephens-Ryder, supported by A. Terry to pay the bills. All members vote YES

CLERK:

- The Clerk needs advice from a licensed electrician as to the possibilities in regard to new lighting in the old section of the hall. The board recommend she contact Morgan Electric.
- Training is going well.
- Budget format was presented, which includes an itemized back down for cemetery monies.

TREASURER:

- Tax statements were mailed December 1st.
- The Township received \$30,919.00 in revenue sharing.

TRUSTEE: Gene Waterbury

- Put up caution tape where water has been collecting on the steps, until something can be done to resolve the situation of water collecting.
- Requested reimbursement for the purchase of the caution tape and a ladder purchased for the Township Hall.

Motion made by M. Timmons, supported by T. Ryder-Stephens to reimburse Gene Waterbury \$123.29.

All members vote YES

IT SUPPORT: ABSENT

ASSESSOR:

- Discussion in regard to some Township residences to be followed up on.
- The Assessor and the Treasurer are balanced.

SUPERVISOR:

-Board of Review will be Tuesday December 10th, 5:15 p.m. to correct errors and otherwise address MCL 211.7 & MCL 211.53b issues. The notice was in The Reminder last week and will run again this week. The Supervisor noted the "5:15" is a late entry change and thanked the Clerk for being able to get that information published.

- The Treasurer will be in the office to collect property taxes, Friday, December 27, 2019 from 9:00 a.m. to 5:00 p.m.

-There will be a Drain Commission meeting at the township hall for Gibson & Triskett Hearing of Necessity at 6:00 p.m. on Wednesday, December 18 2019.

-Regulations for State and Local government web sites will be changing in the future to require accessibility for individuals with disabilities.

-The annual Road Commission meeting for Assyria Township will be Tuesday, January 7, 2020 at 1:00 p.m.

-Directed that a file be set-up to maintain copies of the F-65 Report.

-Stated the Board needs to have a policy in place for providing assistance to the community during extended periods of power outages. Requested everyone to "brain Storm" the concept and present ideas at the January meeting.

-BOR training will be Tuesday, January 28, 2020, Nicole Ryder-Stephens, Paul Wing, Lola Hedges, Sally Sheldon and Mike Timmons will attend. There is a discount for early registration.

Motion made by M. Timmons, supported by T. Ryder Stephens to register all five individuals to attend before January 14, 2020, plus ONE book at a rate of \$504.50.

All members vote YES

PUBLIC COMMENT: NONE

NEW BUSINESS: NONE

OLD BUSINESS: NONE

Meeting adjourned at 9:35 p.m.

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/27/2019	10369	Barry County Telephone	Telephone and internet 11-15 to 12-14-19	-96.04
11/30/2019	10370	Consumers Energy	Electric 10-22 to 11-19-19	-54.50
11/30/2019	10371	Pamela J Eastman	Reimbursement for QuickBooks	-21.20
11/30/2019	10372	Terry Ryder Stephens	Reimbursement for Winter tax expenses	-892.46
11/30/2019	10373	GDH & Sons LLC	November Sexton	-1,394.16
11/30/2019	10374	Annette Terry	November Clerk	-657.63
11/30/2019	10375	Eugene T Waterbury	November Trustee	-109.28
11/30/2019	10376	James D Miller	November Trustee	-104.24
11/30/2019	10377	Mike P Timmons	November Supervisor	-505.91
11/30/2019	10378	Pamela Jo Eastman	November IT	-347.50
11/30/2019	10379	Roger L Smith	November Assessor	-947.92
11/30/2019	10380	Terry Ryder-Stephens	November Treasurer	-763.45