

## Assyria Township Board Minutes January 6, 2020

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, January 6, 2020. 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 commission is planning the next public forum in regard to the new jail.
- There may be a 911 millage request on the ballot.
- Appointments were made to the solid waste committee.
- Students have been attending the commission meetings, to experience government at work.

### PUBLIC COMMENT:

- Residents expressed concern in regard to a resident running a business out of their home, violent behaviors and fraudulent sales of property. The Supervisor referred them to Jack Ward, code compliance, Jim McManus, planning and zoning and the County Sherriff's office. He also advised them they may want to seek legal counsel, as a group.

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. All members vote yes.

### CLERK:

- BOR training reservations have been made and paid for.
- Discussion in regard to bid for lighting and ceiling repairs.

### TREASURER:

- The Township received \$32,269.00 in State Revenue Sharing.
- Discussion in regard to seeking an electrical bid.
- Has received a request from The Warren Group requesting our tax roll information.

### Resolution 202001051

Made by M. Timmons, supported by T. Ryder-Stephens, Resolve the township will charge \$1.00 per parcel to furnish tax files to any requesting entity.  
All members vote yes.

### TRUSTEE: Gene Waterbury

- Discussion in regard to presentations screens.

TRUSTEE: Jim Miller

-Discussion in regard to Mastodon bones found in Assyria Township in 1939.

SUPERVISOR:

-BOR will meet March 3, 9, 10, 12 of 2020.

-Looking for alternate BOR members.

-Instructed the Assessor persons requesting a property tax exemption shall do so in person.

-Hamilton has completed the work leveling the South/East side of the property.

-Discussion in regard to possible future projects for the property.

-Road Commission annual meeting is at 1:00 p.m. on Thursday, January 7, 2020.

-Request the board consider a response plan for a Township power outage.

-Election workers, if under \$1,800.00 no withholding and if under \$600.00 no W-2.

-Website, contact information does not allow copying e-mail address, print does.

-Assyria Township & Bellevue Township are now responsible to the Drain Commission for a part of the upkeep for the Gibson/Triskett drain. Drain Commissioner states he works closely with the Barry County Conservation District to insure good land use management.

-Request the Clerk establish and keep a Drain file.

-Discussion in regard to the new east portion of Assyria cemetery and its development.

-Needs to obtain a cost from the Sexton to start mowing the new area of the cemetery.

-Discussion in regard to the recent survey comparing the Barry County Township's pay benefits. Assyria Township's salaries appear to be significantly lower than townships of the same size or smaller.

Resolution to increase Board salaries effective April 1, 2020.

WHEREAS: MCL 41.95 authorizes the township board of Assyria Township to determine the salaries for the offices of supervisor, clerk, treasurer and trustees for fiscal year 2021 by adopting a resolution for each office at least 30 days prior to the township annual meeting of the electors; and WHEREAS, the township board deems that an adjustment in the salaries of the office of trustee, supervisor, clerk and treasurer shall be as follows:

Trustees:	\$ 1,450.00
Supervisor:	\$ 7,830.00
Clerk:	\$ 10,791.00
Treasurer	\$ 12,270.00

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 41.96(7), such modifications(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 presented and offered to the Assyria Township Board on January 6 of the year 2020 by Mike P. Timmons and Supported by G. Waterbury with a final vote of 5 for (YES) 0 Against (NO) is declared accepted by the Supervisor.

Amend Budget:

Motion made by M. Timmons, Supported by Ryder-Stephens to move \$421.00 from 276-962 to 257-705. All members vote yes.

Motion made by M. Timmons, supported by J. Miller to move \$230.00 from 101-955 to 254-703. All members vote yes.

Motion made by M. Timmons, Supported by Ryder-Stephens to move \$1,200.00 from 101-955 to 254-702. All members vote yes.

Motion made by M. Timmons, Supported by Ryder-Stephens to move \$800.00 from 257-727 to 257-704. All members vote yes.

Motion made by M. Timmons, Supported by Ryder-Stephens to move \$4,000.00 from 257-962 to 257-704. All members vote yes.

Motion made by M. Timmons, Supported by Ryder-Stephens to move \$500.00 from 253-727 to 101-962. All members vote yes.

IT: ABSENT

PUBLIC COMMENT:

-Residents thanked the board for their suggestions and time.

OLD BUSINESS: NONE

Meeting adjourned at 10:15 p. m.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/08/2019	10381	MTA	BOR training	-504.50
12/08/2019	10382	Eugene T Waterbury	Reimbursement for ladder & caution tape	-123.29
12/31/2019	10383	Kent Oil	Propane	-558.32
12/31/2019	10384	Consumers Energy	Electric 11-20-19 to 12-17-19	-58.09
12/31/2019	10385	Barry County Telephone	Telephone/internet 12-15-19 to 1-14-20	-96.04
12/31/2019	10386	The Reminder	Board of revenue notice	-54.81
12/31/2019	10387	Accident Fund	Insurance	-764.00

12/31/2019	10388	Pamela J Eastman	Treasurer's new computer	-395.00
12/31/2019	10389	Pamela J Eastman	QB Payroll	-14.84
12/31/2019	10390	Deborah A. Ringewold	Dec Treas Deputy	-58.18
12/31/2019	10391	Heidi Bartha	Dec Deputy	-45.26
12/31/2019	10392	Lola J Hedges	BOR	-60.34
12/31/2019	10393	Nicole B Ryder-Stephens	BOR	-60.34
12/31/2019	10394	Paul T Wing	BOR	-60.34
12/31/2019	10395	Sally J Sheldon	BOR	-63.53
12/31/2019	10396	Annette Terry	Dec Clerk	-657.63
12/31/2019	10397	Eugene T Waterbury	Dec Trustee	-109.28
12/31/2019	10398	James D Miller	Dec Trustee	-104.25
12/31/2019	10399	Mike P Timmons	Dec Supervisor	-505.91
12/31/2019	10400	Pamela Jo Eastman	Dec IT	-347.50
12/31/2019	10401	Roger L Smith	Dec Assessor	-947.94
12/31/2019	10402	Terry Ryder-Stephens	Dec Treasurer	-763.46
12/31/2019	10403	Terry Ryder Stephens	Mileage & Office Supplies	-431.02
12/31/2019	10404	void	Void printed on check in error.	0.00
12/31/2019	10405	Mike Timmons	Mileage & softener salt	-133.50
12/31/2019	10406	GDH & Sons LLC	December Sexton	-1,394.16
12/31/2019	10407	GDH & Sons LLC	Vaughn Miller burial	-500.00
12/31/2019	10408	Bellevue Community Fire Board	Fire/medical Jan-March 2020	-8,000.00
12/31/2019	10409	Hamilton Horticultural Landscape & Garden	Balance excavation service	-4,000.00
12/31/2019	10410	The Reminder	BOR posting	-55.63
12/31/2019	10411	Annette J. Terry	Toilet paper, towels, misc.	-92.43

## Assyria Township Board Minutes February 3, 2020

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, February 3, 2020. 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, Jim Miller, G. Waterbury and A. Terry

### COUNTY COMMISSIONERS REPORT:

- There will be two more public forums in regard to the Commission on Aging and the Jail. One will be February 13, 2020 at Johnstown Hall and the other will be February 18, 2020 at the Thornapple Kellogg High School in Middleville.
- There will be a review of the compensation pay for county electives.

### PUBLIC COMMENT:

- Allison Troyer Wiswell wanted to make the township aware of a new program in Barry County called the Blue Zones. The mission is to make Barry County a better place to live, work and play. Learn more at [bluezones.com/activate-barry-county](http://bluezones.com/activate-barry-county).

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion made by M. Timmons, Supported by A. Terry to pay the bills. All members vote YES.

### CLERK:

- There will be an election for Assyria Township on March 10, 2020. Polls are open 7:00 a.m. until 8:00 p.m.
- Anyone can request an absentee ballot by sending in an application to receive a ballot or may request the clerk send them an application.
- The township now has a drop box at the hall for the residences convenience. It is located on the side of the building between the entry door to the new addition and the entry door to the old hall.
- Public testing of the voting equipment will be at 11:00 a.m., Saturday, February 22, 2020, at the township hall.
- The clerk will contact Rian Carl about cleaning prior to the election.

### Appointment of Election Workers:

Sally Bivens Chairperson  
Nora Peake  
Marilyn Higgins  
Ed Bartha  
Susan Elkins  
Nicole Ryder Stephens  
Heidi Bartha Deputy Clerk

### TREASURER:

- The Warren Group declined obtaining our tax rolls at a rate of \$1.00 per parcel.
- The drop box has been working well for receiving taxes and information.

TRUSTEE: Gene Waterbury  
-Discussion in regard to the parking lot.

TRUSTEE: Jim Miller

Discussion in regard to the electrical work, ceiling and walls.

Motion made by Jim Miller, supported by M. Timmons to hire the electrician to install LED light fixtures and move switches at a cost not to exceed \$1,200.00, providing the work can be done by February 29, 2020.  
All members vote yes.

Motion made by Terry Ryder-Stephens, supported by J. Miller to hire Burdette Painting to finish the ceiling and walls not to exceed \$2,500.00, under the condition the work can be completed on the ceiling by February 29, 2020.  
All members vote yes.

-The Trustee's church is going to be replacing some tables and will be accepting donations from anyone interested in making good use of the existing tables.

Motion made by J. Miller, supported by A. Terry to donate \$50.00 to Bellevue Baptist Church for two 8ft long tables.  
All members vote yes.

IT: Pamela Jo Eastman has resigned.

Motion made by M. Timmons, supported by J. Miller to pay the assessor \$200.00 per month to take over the IT duties (hardware & software).  
All members vote yes.

Motion made by M. Timmons, supported by Terry Ryder-Stephens to obtain a battery back-up system not to exceed \$200.00 for the Treasurer and the Assessor.  
All members vote yes.

ASSESSOR:

-Has been addressing existing errors as they are found.  
- Is ready for the BOR in March.

SUPERVISOR:

-Signed off on the Census Bureau Boundary Validation request, no changes.

Motion made to move \$4,000.00 from account 257-962 to account 257-704 and \$800.00 from account 257-727 to account 257-704. (This action duplicates a January 6, 2020 action.)

Motion made by M. Timmons supported by A. Terry to increase the Assessor's and the Sexton's pay by .016% by \$251.00 and \$268.00 respectfully.  
All members vote yes.

-Discussion in regard to opening the hall up in the event of a power outage. The board feels there may be too much liability involved, but will contact Central Dispatch to volunteer the building in the event of an extended emergency.

**-Board of Review will meet:**

Tuesday, March 3, 2020 at 7 p.m. to receive the roll.

Monday, March 9, 2020 at 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. to receive petitions.

Thursday, March 12, 2020 at 2:00 p.m. to 5:00 p.m. and 6:00 p.m. to 9:00 p.m. to receive petitions.

Notice above to be posted in The Reminder the last two weeks of February.

**-Annual meeting:**

Assyria Township will hold its Annual meeting at the Township Hall at 7:30 p.m. on Tuesday March 31, 2020. followed by a public hearing of the proposed township budget for fiscal year 2021 (FY2021), the expected millage rate to support the budget is 0.8322%, this meeting will in turn be followed by the last annual meeting for fy2020, NOTE: There will be no regular meeting in April. Notice above to be posted in The Reminder March 14<sup>th</sup>.

**PUBLIC COMMENT:**

-A resident considered increasing the sexton's pay inappropriate.

**OLD BUSINESS:** None

Meeting adjourned at 9:25 p.m.

01/31/2020	10412	Lola J Hedges	BOR	-39.65
01/31/2020	10413	Nicole B Ryder-Stephens	BOR	-39.65
01/31/2020	10414	Roger L Smith	January Assessor	-1,047.92
01/31/2020	10415	Annette Terry	January Clerk	-657.63
01/31/2020	10416	Eugene T Waterbury	January Trustee	-109.27
01/31/2020	10417	James D Miller	January Trustee	-104.24
01/31/2020	10418	Mike P Timmons	Jan. Supervisor	-505.91
01/31/2020	10419	Pamela Jo Eastman	Jan. IT	-347.50
01/31/2020	10420	Terry Ryder-Stephens	January Treasurer	-763.45
01/31/2020	10421	Consumers Energy	Electric12-18-19 to 1-17-20	-60.54
01/31/2020	10422	Barry County Telephone	Phone & internet 1-15 to 2-14-2020	-95.12
01/31/2020	10423	The Reminder	AV ballot applications	-187.00
01/31/2020	10424	Walker, Fluke and Sheldon PLC	Year-end tax forms	-355.00
01/31/2020	10425	Barry County Treasurers Association	Treasurer's membership dues	-10.00
01/31/2020	10426	Pamela J Eastman	Reimbursement for quickbooks & website	-231.56
01/31/2020	10427	GDH & Sons LLC	January Sexton	-1,394.16
01/31/2020	10428	Annette J. Terry	Reimbursement for postage	-165.00

## Assyria Township Board Minutes March 2, 2020

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, March 2, 2020. 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 meeting to obtain information in regard to the jail project. It is speculated if the jail millage is on the August ballot and passed it would cost approximately \$35.00 per year to a resident with a property value of \$75,000.00.

-A committee of Commissioners Conner, Jackson and Gibson has been formed to research what other counties offer and how they handle their Commission of Aging programs. Research shows, Assyria Township has had 26 individuals utilize services offered by the Commission on Ageing, Maple Grove has had 21, Baltimore has had 50, Johnstown has had 35 to 40 and Hastings has had 500.

-The Drain Commission is considering Lake Level Limits.

Previous minutes reviewed and approved as written.

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

Roll call taken. All members vote YES.

### CLERK:

-The clerk has two telephone numbers listed, to make it easier for residents to contact her. The cell service does not always work well at her home.

-There will be an election March 10, 2020 the polls will be open 7:00 a.m. to 8:00 p.m.

-The Clerk will be at the hall from 9:00 a.m. to 5:00 p.m. on Saturday March 7<sup>th</sup>, for residents to obtain absentee ballots or register to vote.

Motion made by A. Terry, supported by G. Waterbury to increase the election workers pay to \$14.00 per hour and the chair-person's to \$15.00 per hour with no food allowance given. All members vote YES.

-The Township has received the engagement letter from Walker, Fluke and Sheldon to handle this year's audit.

Motion made by A. Terry, supported by T. Ryder-Stephens to hire Walker, Fluke and Sheldon to handle this year's audit and F-65 report, not to exceed \$4,430.00. All members vote YES.

Motion made by A. Terry, supported by J. Miller to move \$500.00 from account 265-962 to 101-962 and to move \$500.00 from account 265-962 to account 257-962.

Motion made by A. Terry, supported by Terry Ryder-Stephens to retain the enhanced Quickbooks program at a cost of \$477.00. All members vote YES



**TREASURER:**

- March 2, 2020 was the last day to pay taxes.
- The Township received \$29,522 in Revenue Sharing.
- The ceiling has been completed.
- A resident contacted her in regard to dumping occurring.

TRUSTEES: No report

**ASSESSOR:**

- Tax assessments are out.
- Discussion in regard to the board of review.
- Discussed the Apex Sketching system.
- He has not obtained the Battery backup but will do that by the end of March.

**SUPERVISOR:**

- Discussion in regard to the parking lot.
- Discussion in regard to the cemetery fences.
- Prioritized tasks:
  1. enclose porch overhead
  2. add cover to steps (front porch)
  3. add cover to outside faucet area
  4. increase regular parking area
  5. attic insulation
- Reminder the board of review will meet:
  - Tuesday, March 3, 2020 at 7:00 p.m. to receive the roll.
  - Monday, March 9, 2020 at 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.
  - Thursday, March 12, 2020 at 2:00 p.m. to 5:00 p. m. and 6:00 p.m. to 9:00 p.m.
- Reminder the annual meeting will be Tues March 31, 2020, followed by a public hearing of the proposed township budget for fiscal year 2021 (FY2021), the expected millage rate to support the budget is 0.8322%. this meeting will in turn be followed by the last annual meeting for FY2020. There will be no regular April meeting.

PUBLIC COMMENT: None

OLD BUSINESS: None

Meeting adjourned at 8:40 p.m.

10429	Consumers Energy	Electric 1-18 to 2-17-2020	-63.25
10430	Kent Oil	Propane	-508.93
10431	Apex Software	Apex Sketch 7 Pro Assessor Single License	-495.00
10432	Michigan Election Resources	Absentee Vote envelopes/sleeves	-547.13
10433	Barry County Telephone	Telephone/Internet 2-15 to 3-14-2020	-95.12
10434	Annette Terry	Clerk	-657.63
10435	Eugene T Waterbury	Trustee	-109.29
10436	Heidi Bartha	Deputy Clerk	-386.84
10437	James D Miller	Trustee	-104.26
10438	Mike P Timmons	Supervisor	-505.91
10439	Roger L Smith	Assessor & IT	-1,200.14
10440	Terry Ryder-Stephens	Treasurer	-763.46
10441	GDH & Sons LLC	Sexton	-1,394.16
10442	Ryan Burdette	Plastering ceiling in old hall.	-818.79
10443	Spectrum Printers Inc.	Vote Test Decks 3-10-2020	-75.00
10444	Bellevue Baptist Church	Donation for tables	-50.00
10445	Annette J. Terry	Rem. election mis. & quickbooks fees	-546.51

## ASSYRIA TOWNSHIP ANNUAL MEETING

Monday May 18, 2020

MEETING OPENED AT 7:30 P.M.

Pursuant to MCL 41.8 & MCL 41.95 the FY 2020 Annual Meeting was held and the salaries of the Board for FY 2021 (Clerk salary: \$ 10,791.00, Treasure salary: \$ 12,270.00, Supervisor salary: \$ 7,830.00, Trustee salary: \$ 1,450.00) were presented for acceptance or rejection.

Mike Boles and Dena Miller inquired as to how the increases in salaries were determined. It was explained that based on a count survey Assyria Township Board members are considerably under-paid in comparison to townships close in size and responsibilities. The amount of the increase is still not equal to the compensation other townships are paying but does get closer to an equitable level for the work performed.

Motion made by Mike Boles not to increase the Board Member's salaries with support by Dena Miller.

Motion: Not to increase the board's salaries:

By show of hands: 3 to not increase;

4 to increase;

Motion failed.

Salaries for the Board as presented stand accepted by the Electorate.

Mike Boles objected to the manner in which the vote was conducted.

Meeting adjourned at 7:55 p. m.

## ASSYRIA TOWNSHIP FY2020 BUDGET HEARING

Assyria Township Hall

8094 Tasker Road, Bellevue, MI 49021

Monday May 18, 2020

7:56 p.m.

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

PUBLIC COMMENT: None

The Supervisor reported that Assyria Township is the least taxed township in the County at .8267 Mills while the highest is 4.8231 and the average is about 1.9 Mills.

# GENERAL APPROPRIATIONS ACT (BUDGET)

20200518-1

THE BOARD OF TRUSTEES OF ASSYRIA TOWNSHIP ORDAINS AND RESOLVES

## Section 1: Title

This resolution shall be known as the Assyria Township General Appropriations Act.

## Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties normally expected of a Chief Administrative Officer.

## Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and in addition to the duties normally expected of a Clerk, shall perform the duties of the Fiscal Officer enumerated in this act.

## Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in the Reminder newspaper more than six days prior to this public budget hearing. A public hearing on the proposed budget was held on Monday 18 May 2020.

## Section 5: Estimated Revenues

Estimated township general fund revenues for Fiscal Year 2021, including an allocated millage of 0.8267 mills (no other voter-authorized millage); and various miscellaneous revenues expected to total a minimum of \$226,500.00.

## Section 6: Millage Levy

The Assyria Township Board does cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 0.8267 mills as set forth by the Tax Allocation Board.

## Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2021 are as set forth in the attached proposed FY2021 budget.

## Section 8: Adoption of Budget by Reference

The General Fund Budget of Assyria Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

## Section 9: Transfers

No adjustments within the budget shall be made without Board approval.

Section 10: Appropriation is not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

#### Section 11: Fiscal Reports

The Fiscal Officer shall provide to the Board at each monthly meeting, a report of financial operations for the preceding month, including, but not limited to:

- (a). a detailed list of actual receipts as of the end of the previous month and any revisions necessary that may alter expected revenue estimates.
- (b). a line item summary statement showing the amount approved or amended for expenditure during FY 2021 , the obligations (by fine item) for expenditures of that line item cumulative to the end of the previous month and the amount available for obligation for expenditures during the remainder of this Fiscal Year.
- (c). a list of all payments made pursuant to Section 13.

#### Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

#### Section 13: Pre-approval Expenditure & Post Audit Policy

All monitory disbursements (checks) shall be approved by the Township Board prior to payment, except when authorized by the Supervisor to help ensure continuity. Such payments include but are not limited to the following: 1 ) Payroll (election workers, sexton wages, etc.)

2) Utility bills (phone, electric, fuel, etc.)

3) Invoices with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved for payment. These claims/payments shall be post-audited at the next board meeting following their issuance. The Supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the township.

#### Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978).

### Section 15: Board Adoption

Motion made by Mike P. Timmons (Supervisor), seconded by Eugene Waterbury to adopt the foregoing General Appropriations resolution. Upon roll call vote, the following voted aye: 5 The following voted nay: 0 The Supervisor declared the motion carried and the resolution duly adopted on the 18<sup>th</sup> day of May of the year 2020.

---

Annette Terry  
Township Clerk

The FY2021 proposed budget was presented and approved to forward to the next regular meeting for vote.

Meeting adjourned at 8:20 p. m.

## Assyria Township Board Minutes May 18, 2020

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, May 18, 2020. The meeting was called to order at 8:21 p.m.

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

### COUNTY COMMISSIONERS REPORT:

- The Board of Commissioners has been meeting via Zoom.
- The request for funding of a new jail will be on the November 3, 2020 ballot.
- Assyria Township has not had any reported cases of COVID 19. There have been reported cases in surrounding areas.
- The Board of Commissioners meeting scheduled for May 19, 2020 has been cancelled.
- The Commissioner will not be running for the Board of Commissioners, however she will be running for the position of Register of Deeds.

Previous minutes reviewed and approved as written.

Motion made by Mike Timmons, supported by Terry Ryder Stephens, to pass the FY20/21 budget. All members vote YES.

The bills were reviewed.

Motion made by Jim Miller, Support by Terry Ryder-Stephens to pay the bills .  
Roll call taken. All members vote YES.

**CLERK:**

-The clerk has been working with Quickbooks to correct some programming issues and will need to check with Walker, Fluke and Sheldon, it appears as though some of the accounts that were recommend cannot be used as suggested.

-The Enhanced version of Quickbooks will make it easier in completing tax forms and W-2's.

-Election worker training will be in June.

-Anyone interested in being added to the permanent Absentee Voter list should contact the clerk.

-Even if a person is on the permanent Absentee Voter list, they still must complete an application for a ballot and return it to the clerk in order to receive a ballot. At this time it is not known if the state will be sending out applications.

**TREASURER:**

-The Township received \$28,676.00 in Revenue Sharing.

-The Treasurer was unable to provide the Treasurer's report due to an issue with the printer. She will provide a report as soon as possible.

Motion made by Terry Ryder-Stephens, supported by Gene Waterbury to terminate the IT function in the Township. IT issues will be addressed as they arise. All members vote YES.

**TRUSTEES:** No report

**ASSESSOR:** Absent

**SUPERVISOR.**

-Asked the Clerk to check to see if we can change building insurance policy payment dates so the payments occur during the middle of the fiscal year vice fiscal year end. -Discussion in regard to the storage lockers in the hall. Will retain and use.

-Discussion in regard to Consumers Power wanting easement rights. The Supervisor thinks the easement agreement Consumers Power wants signed is way too aggressive.

-The Township will accept unserviceable American flags from the public and also have the Sexton bring any retired flags from our cemeteries that need to be properly disposed of. Motion made by Mike Timmons, supported by Gene Waterbury to accept retired flags for proper disposal. All members vote YES.

-Discussion of the over-hang or roof over the step resulted in the following resolution:

**- RESOLUTION ESTABLISHING AUTHOIZATION TO COVER THE FRONT STEPS OF THE TOWNSHIP HALL:**  
Assyria Township, Barry County, Michigan.

WHEREAS, the existing roof does not protect the front steps or walkway, and;

WHEREAS, rain from the roof falls onto the steps and walkway can freeze and cause a fall hazard, and;

WHEREAS, heavy snow of great weight can slide off the metal roof and onto a user of the steps and walkway causing grievous bodily injury, and;

WHEREAS, the Board desires to mitigate potential injury by installing an overhang/porch cover

NOW THEREFORE BE IT RESOLVED that up to \$ 3,000.00 to be set aside to roof the steps and walkway and that said steps and walkway be roofed this summer.

Motion by Mike P. Timmons, supported by James Miller.

Ayes:

5

Nays:

0

Absent

:

RESOLUTION DECLARED ADOPTED. Day 18, May, 2020.

Annette Terry

Assyria Township Clerk

**PUBLIC COMMENT:**

-A resident questioned the funding of the Bellevue Fire Department. It was explained the each agency sharing ownership contributes \$ 32,000 a year to operate the Department. Apparatus (fire trucks) are paid for separately by the owners, one about every four years,

**OLD BUSINESS: None**

Meeting adjourned at 10:00 p.m.

05/18/2020	10478	Annette Terry	Clerk Salary	-734.24
05118/2020	10479	Eugene T Waterbury	Trustee Salary	-111.59
05118/2020	10480	James D Miller	Trustee Salary	-106.45
05/18/2020	10481	Mike P Timmons	Supervisor Salary	-574.85
05/18/2020	10482	Roger L Smith	Assessor Salary	-1215.55
05/18/2020	10483	Terry Ryder-Stephens	Treasurer Salary	-847.82
05/18/2020	10484	GDH & sons LLC	April Sexton	.1416.50
05/18/2020	10485	GDH & sons LLC	Cremation Burial Patricia Bassett	-200.00
05/18/2020	10486	Johnstown Township	First Responder calls	
05/18/2020	10487	The Reminder	Change in meeting announcement.	-31.56
05/18/2020	10488	Consumers Energy	Electric 3-19-20 to 4-19-20	-58 60

05/18/2020	10489	Barry County Telephone	Telephone/Internet 4' 13-20 to 6-14-20	-189.44
05/18/2020	10490	Kent Oil	Propane	-522.16
05/18/2020	10491	MTA	Membership dues	-1280.82
05118/2020	10492	Annette J. Terry	Reimbursement Quickbooks & copy paper	-52.98

Submitted by Annette Terry, Assyria Township Clerk



## Assyria Township Board Minutes June 1, 2020

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on June 1, 2020. 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, E. Waterbury and A. Terry  
Absent: J. Miller

COUNTY COMMISSIONER'S REPORT: Absent

Previous minutes reviewed and approved as written.

The bills were reviewed. Motion made by T. Ryder-Stephens, supported by E. Waterbury to pay the bills.

All members voted YES.

Public Comment: Resident inquired as to why there is a "no trucks" sign on Lacey Road. The Supervisor referred him to the road commission but surmised it may be based on a noise complaint.

### CLERK:

-When the Clerk went to put the FY 20-21 budget in the computer she noticed there were discrepancies in account numbers in the Chart of Accounts.

-The Clerk inquired with BHS Insurance as to the possibility of changing the Township's due date to mid-fiscal year. The only way to change the due date would be to cancel the current policy and reinstate the policy. There is not an issue if the Township just pays the bill in May.

-Anyone wishing to receive an application to vote absentee or if they would like to be added to the permanent absentee list should contact to Clerk.

-Election inspector training is in June. Jennifer Carl is going to join the Township's Election Inspector team.

-The Clerk suggest the trees and shrubs on the northwest side of the property be trimmed prior to the election on August 4<sup>th</sup>.

### TREASURER:

-Tax Notices and the Newsletter will be mailed July 1<sup>st</sup>. Let the Treasurer know if you have anything to add.

-Discussion in regard to getting pre-postage and pre-printed envelopes for the Township.

The Treasurer will research the subject and present a proposal to the Board at a future meeting,

-Pennfield Schools would like the Township to collect their summer school taxes for them. The Supervisor said that Pennfield must negotiate with the Township Board, not simply send its' desire to the Treasurer. The Treasure is going to check with other Townships to see how they handle this process and if it is possible to do on our current computer system. Any cost involved must be identified and bourn by Pennfield.

-Information is missing from the GIS property look up, property descriptions, addresses and general information.

### TRUSTEE: Gene Waterbury

-He will remove the cover from the air conditioning unit.

### ASSESSOR:

-Absent

SUPERVISOR:

The Supervisor advised the Clerk to do the research necessary to insure the Township is compliant with the Michigan Uniform Chart of Accounts. Any identifier changes that need to be made to the Budget can be done so with a budget amendment.

Motion made by M. Timmons, supported by T. Ryder Stephens for M. Timmons to proceed with getting dust control applied. All members voted YES.

Motion made by M. Timmons, supported by G. Waterbury to purchase nonspecific bronze flag holders for Veteran's graves for new burials and to replace damaged holders. All members voted YES.

-The Supervisor is going to speak with Heidi Bartha to see if she would be willing to manage the Township's website.

Public Comment; None

New Business: None

Old Business: None

Meeting adjourned at 9:00 p.m.

05/31/2020	10493	Annette Terry	Clerk Salary	-734.24
05/31/2020	10494	Eugene T Waterbury	Trustee Salary	-111.59
05/31/2020	10495	James D Miller	Trustee Salary	-106.45
05/31/2020	10496	Mike P Timmons	Supervisor Salary	-574.86
05/31/2020	10497	Roger L Smith	Assessor Salary	-1,063.35
05/31/2020	10498	Terry Ryder-Stephens	Treasurer Salary	-847.81
05/31/2020	10499	GDH & Sons LLC	Sexton Salary	-1,416.50
05/31/2020	10500	GDH & Sons LLC	Larry Carpenter	-500.00
05/31/2020	10501	Consumers Energy	Electric 4-30-20 to 5-18-20	-43.57
05/31/2020	10502	Rian Carl	Cleaning	-30.00

## Assyria Township Board Minutes July 6, 2020

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on July 6, 2020. 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: Absent

Previous minutes reviewed and approved.

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

CLERK:

- Discussed the need to cut back vision blocking tree/shrub foliage west of the Township Hall's driveway, prior to the election. Terry Ryder-Stephens volunteered to do the job.
- Discussion in regard to the hall being power washed prior to the election.
- Discussion in regard to supplies needed for the election.
- Discussed the budget and monthly financial reports. As previously noted by the Clerk, the Chart of Account numbers are not lining up well with our existing QuickBooks program. Heidi Bartha recommended contacting the person that originally set up quick books, to see if she would be willing to help set up the State's Chart of Account data as appropriate.

- Based on the number of Absentee Ballots received it may be necessary to establish an AV counting board and purchase another Tabular.

Motion made by A. Terry, supported by M. Timmons for election workers as follows:

Sally Bivens as Chairperson  
Nora Peake  
Edward Bartha  
Heidi Bartha  
Marilyn Higgins  
Jennifer Carl  
Deborah LaMere  
Susan Elkins

All members of the Election Board vote YES.

TREASURER:

- The Township received \$24,941.00 in Revenue Sharing.
- The Treasurer has received another request from The Warren Group and Black Knight. They have been notified of the \$1.00 per parcel fee.
- No admin fee was on the summer tax bill, because the Tax Program only accepts a two-digit figure.

Motion made by M. Timmons, supported by T. Ryder-Stephens to raise the admin fee from .006 to .01 to be billed on the winter taxes. All members vote YES.

TRUSTEES: G. Waterbury

- Would like to see the remodeled areas of the Township Hall that have not been completed, to be completed before he leaves office. Discussion in regard to the completion of the stairwell, soffits, insulation and roof over the outside stairwell.

ASSESSOR: Absent

SUPERVISOR:

Motion made by M. Timmons, supported by J. Miller to purchase 100 cemetery plot markers, numbered from 1 to 100. All members vote YES.

--Discussed the previously approved acquisition of bronze veteran flag holders. It was noted that such items have been stolen for their metal resale value. The Board then determined that aluminum alloy flag holders would be sufficient.

Motion made by M. Timmons, supported by T. Ryder-Stephens to purchase 20 aluminum, generic veteran flag holders. Not to exceed \$500.00. All members voted yes.

-The Board of Review will meet July 21, 2020 at 6:00 p.m., notice to be put in the Reminder.

Motion made by M. Timmons, supported by T. Ryder-Stephens to contract Heidi Bartha to manage the Township website at a rate of \$25.00 per month. All members vote YES.

PUBLIC COMMENT: None

OLD BUSINESS: None

Meeting adjourned at 9:00 p.m.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
06/30/2020	10503	Annette Terry	Clerk Salary	-734.23
06/30/2020	10504	Deborah A. Ringewold	Deputy Treasurer	-25.85
06/30/2020	10505	Eugene T Waterbury	Trustee Salary	-111.59
06/30/2020	10506	Heidi Bartha	Deputy Clerk	-213.33
06/30/2020	10507	James D Miller	Trustee Salary	-106.45
06/30/2020	10508	Mike P Timmons	Supervisor Salary	-574.85
06/30/2020	10509	Roger L Smith	Assessor Salary	-1,139.46
06/30/2020	10510	Terry Ryder-Stephens	Treasurer Salary	-847.83
06/30/2020	10511	Bellevue Community Fire Board	Fireboard membership April - Sept 2020	-16,000.00
06/30/2020	10512	GDH & Sons LLC	Sexton salary	-1,416.50
06/30/2020	10513	GDH & Sons LLC	Foundation for Larry Carpenter	-496.80
06/30/2020	10514	Barry County Telephone	Telephone/Internet 6-15 to 7-14-2020	-94.72
06/30/2020	10515	Sally Bivens	Election Training	-40.30
06/30/2020	10516	Nora Peake	Election Training	-14.00
06/30/2020	10517	Marilyn Higgins	Election Training	-37.00
06/30/2020	10518	Edward Bartha	Election Training	-14.00
06/30/2020	10519	Heidi M. Bartha	Election Training	-42.75
06/30/2020	10520	Susan Elkins	Election Training	-37.00
06/30/2020	10521	Jennifer Carl	Election Training	-32.98
06/30/2020	10522	Deborah P. LaMere	Election Training	-41.03

06/30/2020	10523	void	VOID	0.00
06/30/2020	10524	void	VOID	0.00
06/30/2020	10525	Consumers Energy	Electric 5-19 to 6-17-20	-40.18
06/30/2020	10526	Election Source	Envelopes & Scanner	-561.26
06/30/2020	10527	Terry Ryder-Stephens	Office supplies	-477.63
06/30/2020	10528	Annette J. Terry	Election postage & quickbooks	-222.72
06/30/2020	10529	Election Source	AV Primary instructions sheets	-96.91
06/30/2020	10530	The Reminder	Meeting postponement notice & AV applications/postage	-277.03

## Assyria Township Board Minutes AUGUST 3, 2020

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, August 3, 2020. 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 commission will be having their Commission and Community COW meeting.
- There will be three new businesses coming to Hastings in the previous Kmart building.
- The commission will be amending their budget.

Previous minutes reviewed and approved as posted.

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 Tuesday, August 4, 2020 the polls are open from 7:00 am to 8:00 pm.

### TREASURER:

- Black Knight has sent payment to receive the Township's Tax Roll.
- The current Deputy Treasurer is resigning.
- The current security system on the Township's computers has expired. The Treasurer will research the possibilities available.

Motion made by T. Ryder Stephens, supported by A. Terry to secure a security system for the Township computers for a fee up to \$300.00 per year.

### TRUSTEE: G. Waterbury

- Checker cemetery is looking very rough, mowing a trimming could be better and the tree lines are moving in on the cemetery stones.

### TRUSTEE: J. Miller

- Tried to remove the large cabinets from the hall to the basement, they are extremely heavy and won't fit down the staircase.

Motion made by M. Timmons, supported by J. Miller to give the cabinets to someone that would make good use of them.

All members vote YES.

- Sought out material and labor coast to complete the soffits and roof over the outside stairwell.

Motion made by J. Miller, supported by M. Timmons to complete the soffit and roof work not to exceed an amount of \$2,100.00.

All members vote YES.

ASSESSOR: Absent

SUPERVISOR:

-Presented the veteran flag holders that were purchased.

Motion made by M. Timmons, supported by T. Ryder-Stephens to hire Laurie Tamez CPA to bring the Townships bookkeeping accounts up to date and program quick books so it is showing disbursement of funds correctly for a fee of up to \$800.00.

All members vote YES.

PUBLIC COMMENT:

Heather Wing announced she was running for Barry County Register of Deeds.

A resident expressed concern of the lack of visibility trying to turn on the North Ave in the Township.

A resident inquired about no through truck signs.

A resident expressed disapproval of the Township Charging a tax collection admin fee. It was explained to the speaker that the fee is in response to "MCL 211.44 (3) ...the local property tax collecting unit shall add a property tax administration fee of not more than 1% of the total tax bill per parcel". Assyria selected to charge the minimum of .01 percent. Proceeds from the fee will support the assessing equipment and administration program.

**SUPERVISOR COMMENT:**

~ **CONSUMERS POWER:** Discussed the Consumers Power request for a "Right of Way" on Township property. The Supervisor expressed concern that the wording of the agreement tendered appears to take unreasonable advantage of the Township in perpetuity. A Consumers Power (CP) representative was present and presented a CP rebuttal. The Supervisor indicated apprehension because of the legalese involved and the Township lack of legal representation. Township resident Jackie Braman spoke up and said she thought she could put the Township in touch with legal counsel to work on the Township's behalf. Ms. Braman agreed to meet with the Supervisor after the meeting to establish communication channels. The CP Rep will provide a new document, the perspective legal counsel will advise, the Board will hold a special meeting and may or may not grant the requested right-of-way, if possible, within a week.

~ **CANNABIS:** Michael DeRyder spoke on the potential constructive economic opportunity for the Township and its residents if it were to "opt in" on cannabis. He noted that Michigan's cannabis market is "maturing rapidly" and stands to become a major component of the state's economy. That an analysis by Michigan State University looked at the potential economic benefits of the state's cannabis program. Researchers found that as the market evolves over the next few years, sales will reach around \$3 billion per year and the industry will create about 13,500 jobs. Tax revenue from legal sales is estimated to hit about **\$495.7 million** on an annual basis. The Supervisor indicated that the Board might "opt in" for the financial benefit of the Township, but only if all the "organizational & administrative" infrastructure is "in place" before opting in. Guidance fully adequate for the proper controlling of such a major undertaking must be in-place prior to considering opting in.

OLD BUSINESS: None

Meeting adjourned at 9:10 p.m.

07/31/2020	10531	Annette Terry	Clerk Salary	-734.24
07/31/2020	10532	Eugene T Waterbury	Trustee Salary	-111.57
07/31/2020	10533	Heidi Bartha	Deputy Clerk Wages	-596.52
07/31/2020	10534	James D Miller	Trustee Salary	-106.43
07/31/2020	10535	Lola J Hedges	BOR	-66.07
07/31/2020	10536	Mike P Timmons	Supervisor Salary	-574.86
07/31/2020	10537	Nicole B Ryder-Stephens	BOR	-66.07
07/31/2020	10538	Paul T Wing	BOR	-66.07
07/31/2020	10539	Roger L Smith	Assessor Salary & BOR	-1,120.43
07/31/2020	10540	Sally J Sheldon	BOR	-69.26
07/31/2020	10541	Terry Ryder-Stephens	Treasurer Salary	-847.81
07/31/2020	10542	Heidi M. Bartha	Web page	-25.00
07/31/2020	10543	Rian Carl	Cleaning	-50.00
07/31/2020	10544	GDH & Sons LLC	Sexton	-1,416.50
07/31/2020	10545	Barry County Telephone	Telephone/Internet	-97.60
07/31/2020	10546	Consumers Energy Barry County Road	Electric	-53.58
07/31/2020	10547	Commission	Dust Control Assessing & Tax System	14,000.00
07/31/2020	10548	BS&A Software	annual	-1,530.00
07/31/2020	10549	Spectrum Printers Inc.	Election Test Deck	-90.00
07/31/2020	10550	void	void	0.00
07/31/2020	10551	Mike Timmons	Reimbursement /mileage	-388.26
07/31/2020	10552	Annette J. Terry	Reimburse election & Quickbooks	-385.12
07/31/2020	10553	The Reminder	BOR notice	-46.98



Assyria Township Board Minutes  
September 8, 2020

APPROVED 10/5/20

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, September 8, 2020. 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, E. Waterbury, J. Miller and A. Terry

COUNTY COMMISSIONER'S REPORT:

- The expansion of Middleville sewage system was approved.
- County employees were acknowledged for their service.
- Some essential workers will be compensated either with time off or a pay increase.

Previous minutes reviewed and approved as written.

The bills were reviewed.

Motion made by Mike Timmons, supported by E. Waterbury to pay the bills, with the exception of the check made payable to the Assessor's assistant, until a detailed account of the properties inspected is received. All members vote YES.

CLERK:

- The Clerk is still working with the CPA Lauri Tamez, some items did not transfer to the new account accurately, will be seeking advice on the best way to correct the issues.
- There are some short falls in the budget that need to be addressed and the Clerk will be seeking guidance from the CPA.
- The state has offered to help with the cost of Absentee ballot envelopes, the Clerk has ordered envelopes at the states expense.

TREASURER:

- Last day to pay taxes is Monday, September 14, 2020 the Treasurer will be at the hall from 9:00 am to 5:00 pm.

Motion made by Terry Ryder Stephens, supported by A. Terry, to hire Barry County Information Technology as the Township's IT support.

All vote YES

TRUSTEE: J. Miller

- Checked into the cost of supplies to insulate the old portion of the hall.

ASSESSOR:

- Absent

SUPERVISOR:

- It is Assyria Township's turn to provide the fifth Fireboard Member, no one expressed interest at this time.
- In regard to the Fireboard they are recommending to refurbish vs buy new equipment.
- The Township has not received a response from Consumers Power regarding the revised contract.
- Discussion in regard to opting in to the Cannabis laws. There was opposition from the board and the public on such a move. The Board decided to maintain its "opted out" status.

Motion made by M. Timmons, supported by G. Waterbury to accept the policy manual as written. All Members vote YES

Public Comment:

-A resident expressed concern over the lengthy amount of time it has taken in regard to the Consumers Power issue. Not having power has been a huge burden and expense on the local farmers. There has been an issue with power outages for too long.

New Business: None Old Business: None Meeting adjourned at 8:55 p.m.

08/17/2020	10554	Interanal Revnue Sevice	38-1948168	-1,016.88
08/31/2020	10555	Annette Terry	Clerk Salary	-734.24
08/31/2020	10556	Eugene T Waterbury	Trustee Salary	-111.59
08/31/2020	10557	Heidi Bartha	Deputy Clerk	-257.51
08/31/2020	10558	James D Miller	Trustee Salary	-106.45
08/31/2020	10559	Mike P Timmons	Supervisor Salary NOT APPROVED OR PAID	-574.84
08/31/2020	10560	Riley L Smith	Assessor Salary	-3,662.38
08/31/2020	10561	Roger L Smith	Treasurer Salary	-1,063.36
08/31/2020	10562	Terry Ryder-Stephens	August Elecetion	-847.82
08/31/2020	10563	Jennifer Carl	August Election	-66.50
08/31/2020	10564	Edward Bartha	Aug Elec & Website	-280.00
08/31/2020	10565	Heidi M. Bartha	August Election	-277.00
08/31/2020	10566	Nora Peake	August Election	-248.50
08/31/2020	10567	Susan Elkins	August Election	-248.50
08/31/2020	10568	Marilyn Higgins	August Election	-241.50
08/31/2020	10569	Sally Bivens	August Election	-240.00
08/31/2020	10570	Rian Carl	August Clean	-40.00
08/31/2020	10571	Barry County Telephone	Telephone & Internet Electric 7-20 to 8-18- 2020	-97.60
08/31/2020	10572	Consumers Energy	Propane	-52.58
08/31/2020	10573	Kent Oil Barry County Road Commission	Crushed Gravel	-251.87
08/31/2020	10574	GDH & Sons LLC	Sexton Salary	-5,000.00
08/31/2020	10575			-1,416.50

## **Assyria Township Board Minutes October 5, 2020**

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on, October 5, 2020. 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, E. Waterbury, J. Miller and A. Terry

### COUNTY COMMISSIONER'S REPORT:

- Commission meeting will be on Tuesday.
- Flyers regarding the new jail proposal are out.
- The Commission will be holding a closed door session to discuss location options for the new jail.

Previous minutes reviewed and approved with revisions.

The bills were reviewed.

Motion made by J. Miller, supported by T. Ryder Stephens to pay the bills.  
All members vote YES.

### CLERK:

- The Presidential Election is November 3, 2020 the polls will be open from 7:00 a.m. to 8:00 p.m.
- The workers for the election will be as follows:

Sally Bivens, Chairperson

Nora Peake

Marilyn Higgins

Heidi Bartha

Edward Bartha

Susan Elkins

Debbie LaMere

Jeanette Tomlin

Jennifer Carl

-The Township Hall will be open from 10:00 a .m. to 6:00 p.m. on Saturday October 31, and Monday, November 2, 2020 for the Township residents to vote, register to vote and turn in their absentee ballots.

-The Township received the highest rating on the 2019 to 2020 audit.

- The CPA, Lauri Tamez, and Ross Sprague of Walker, Fluke and Sheldon have suggested the Township go back to detailed expenses in each category.

-It was also suggested the Township no longer handle the BOR as employees and no longer take taxes from their pay checks.

Motion made by Mike Timmons, supported by A Terry, effective January 1, 2020 to no longer deduct taxes from their checks.0020

All member vote YES

Motion made by A. Terry, supported by M. Timmons to move \$2,000.00 form account 676-000, Reimbursements to account 215-703, Deputy Clerk and to move \$682.05 from account 676-000, Reimbursements to account 262-702, Election Salary & Wages.

All members vote YES

TREASURER:

-Drop box is working very well.

-The Treasurer's Deputy has started working with her.

-Supervisor provided the Treasurer with information on a secure outside mail box to replace the existing P.O. Box system which, in the long run is more costly. He suggested the next Township administration ask the Post Office if it can be placed in the parking lot.

TRUSTEE: J. Miller

- The main entry ceiling work is complete and looks very nice.
- Material has been ordered to build a covering over the front steps and walkway.
- An old map of Checker cemetery was located.

ASSESSOR:

- Township Canvassing is done.
- BOR will be December 15, 2020 to correct errors of facts.

SUPERVISOR:

- Fahey, Schultz, Burzych, Rhodes did not have any representation at the meeting. It would be best to wait until after the election to invite them again.

Motion made by M. Timmons, supported by J. Miller to sign the latest Easement agreement configuration with consumers Power Company,

All members vote YES.

Public Comment:

- Hastings School Superintendent Dan Remenape, introduced himself to the Board.
- A resident expressed concern that they thought the minutes should reflect the fact that one of the reasons the Board opted out of the Cannabis laws, was a majority of the Assyria residents voted against opting in. The Supervisor said the subject will be addressed at the November meeting.
- Another resident castigated the Supervisor for explaining to the Clerk why she should vote for rather than against the Township having a policy & procedures manual addressing such things as sexual harassment, accident reporting and Financial Administration.

New Business: None

Old Business: None

Meeting adjourned at 8:55 p.m.

10577	Consumers Energy	Electric 8-19-20 to 9-20-20	-49.23
10578	Barry County Telephone	Telephone & Internet	-97.60
10579	US Postmaster	P.O. Box	-64.00
10580	Montie Morris	Installtion of new sofit	-500.00
10581	GDH & Sons LLC	Sexton Salary	-1,416.50
10582	GDH & Sons LLC	Foundations for Antia Shook & Diane Wright	-381.60
10583	Jeanette Tomlin	Election Training	-54.45
10584	James Miller	Misc. for Historian Corner	-12.68
10585	Annette J. Terry	Postage for elections	-280.00
10586	Annette Terry	Clerk Salary	-734.23
10587	Eugene T Waterbury	Trustee Salary	-111.59
10588	Heidi Bartha	Deputy Clerk	-352.31
10589	James D Miller	Trustee Salary	-106.45
10590	Mike P Timmons	Supervisor Salary	-574.86
10591	Roger L Smith	Assessor Salary	-1,063.36
10592	Terry Ryder-Stephens	Treasurers Salary	-847.82
10593	Bellevue Community Fire Board	Fire/Medical Oct-Dec 2020	-8,000.00

## Assyria Township Board Minutes November 2, 2020

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall on November 2, 2020. 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

Jim Miller gave a presentation honoring both G. Waterbury and M. Timmons.

COUNTY COMMISSIONERS REPORT: Absent

Previous minutes (12 Oct draft) reviewed and approved as published.

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

### CLERK:

- The Clerk inquired as to the agreement with the individuals farming and storing on the land the Township owns. Mr. Timmons advised the Clerk that Mr. "Dutch" Angus signed an agreement with the Township on 2 June 2014 that allows him to grow hay on the vacant field east of the Assyria cemetery. This prevents the Township from having to periodically pay to have the vacant field brush-hogged.
- The election is Tuesday, November 3, 2020 the polls are open from 7:00 am to 8:00 pm.
- The Clerk and Deputy Clerk have been extremely busy processing absentee ballots.
- Both Saturday and Monday were very busy with residents coming in to vote and/or register to vote.
- Unfortunately, three of our election workers are not going to be able to work the election due to health issues.
- There seem to be more cases of Covid in the Township and close surrounding areas. The Clerk and Deputy Clerk feel the Township may want to consider paying the cleaners extra, due to this development.

Motion made by A. Terry, supported by M. Timmons, to increase the cleaning personnel's wage to \$12.00 per hour.  
All members vote Yes

### TREASURER:

- The Township received the State Revenue Sharing check in the amount of \$34,914.00.
- The Treasurer is researching the post office requirements for installing a secure Mail-Box in the Township's parking area.
- The Treasurer and the Clerk will be meeting with the *County's* Computer Security team.
- Winter Taxes will be going out December 1, 2020.

### TRUSTEE: G. Waterbury

- To-night is his last meeting and he will turn his seat over to the new Trustee.

TRUSTEE: J. Miller

-The roof and soffit over the outside stairwell is complete and everyone agreed it looks very nice.

ASSESSOR: Absent

SUPERVISOR:

-The Supervisor gave a synopsis of things accomplished in the Township during his time in office and thanked J. Miller and G. Waterbury for their hard work and dedication to the community.

-The Supervisor cited that since Colorado legalized recreational marijuana in 2012, that emergency room visits and EMT calls for marijuana related incidents have increased by 79 percent and the suicide rate for 15 to 19 year old's has increased nearly 20 percent and that the majority of voters in Assyria Township voted against accepting Marijuana on 06 November 2018. the Assyria Township Board re-confirms its Marijuana "opt-out" status.

-The Sexton has been operating without a contract. A new contract was written and presented to the board.

Motion made by M. Timmons, supported by G. Waterbury to approve the new contract for the Sexton.

All members vote YES

PUBLIC COMMENT:

A resident made the suggestion that the old Assyria Township Sign be restored and finished to be used as a land-mark sign outside of the building.

Motion made by J. Miller, supported by T. Ryder-Stephens to have the Assyria Township Hall sign restored to be used inside or outside of the Township Hall.

All members vote YES

A resident inquired as to the status of the old Assyria store. The Supervisor said that ownership of the property has changed but there is no word on potential future use.

Tom Wing, the incoming Supervisor, presented the Board with copies of the Annual Road Commission report that the Township received in January at its Annual Meeting with the Road Commission. Mr. Timmons noted that the Township has spent several thousands of dollars assisting the County carry out the County's responsibility to maintain the roads in Assyria Township.

NEW BUSINESS: None



OLD BUSINESS: None

Meeting adjourned at 9:00 p.m.

10/12/2020	10594	Riley L Smith	Assessor's Assistant	-3,657.97
10/31/2020	10595	Barry County Telephone	Telephone	-97.75
10/31/2020	10596	void	void	
10/31/2020	10597	void	void	
10/31/2020	10598	Consumers Energy	Electric	-52.04
10/31/2020	10599	Election Source	Plastic security sleeves	-167.65
10/31/2020	10600	Montie Morris	Construction work on roof	-300.00
10/31/2020	10601	James Miller	Building supplies & mileage	-1,129.84
10/31/2020	10602	Terry Ryder Stephens	Mileage	-414.00
10/31/2020	10603	Annette Terry	Clerk	-734.25
10/31/2020	10604	Eugene T Waterbury	Trustee	-111.59
10/31/2020	10605	James D Miller	Trustee	-106.45
10/31/2020	10606	Mike P Timmons	Supervisor	-574.85
10/31/2020	10607	Terry Ryder-Stephens	Treasurer	-847.82
10/19/2020	10608	GBS	Misc. election supplies	-83.26
10/31/2020	10609	void	void	
10/31/2020	10610	void	void	
10/31/2020	10611	void Walker, Fluke and Sheldon	void	
10/31/2020	10612	PLC	Audit & Accounting Services	-4,590.00
10/31/2020	10613	Heidi M. Bartha	Reimbursements & Web Page	-210.40
10/31/2020	10614	Roger L Smith	Assessor	-1,063.35
10/30/2020	10615	Heidi Bartha	Deputy Clerk	-456.74
10/30/2020	10616	Stacy L Green	Deputy Treasurer	-92.51

APPROVED

## Assyria Township Board Minutes December 7, 2020

A regular/zoom meeting of the Assyria Township Board was held at the Assyria Township Hall on, December 7, 2020. The meeting was called to order at 7:39p.m. and the Pledge of Allegiance was recited.

Members present: Tom Wing, T. Ryder-Stephens, J. Miller, Z. Haralson and A. Terry

Pastor Aaron Summers from Heritage Hills Church opened the meeting with prayer and blessings.

### COUNTY COMMISSIONERS REPORT:

- The commission will be having their last Commissioner's meeting of 2020 on Tuesday via Zoom.
- Dar Leaf has been in the news again.

Previous minutes reviewed and approved.

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

### CLERK:

- There is an issue with the Assyria cemetery drive that needs to be addressed. Will have the Sexton look at the situation and advise.
- Laurie Tamez of Delton CPA has been very helpful advising the best accounting practices and chart of accounts for the Township and would like the board to consider using her to assist in setting up the up-coming budget and other accounting issues.

Motion made by A. Terry supported by T. Wing to use Laurie Tamez as the Township's financial advisor.  
All members vote YES.

### TREASURER:

- The counties IT team is still working remotely and has not been able to come to the hall.
- Is still checking into the requirements for a Township mail box.
- The Treasurer will be at the hall Monday, December 28, 2020 from 9:00 a.m. to 5:00 p.m. to receive tax payments.
- The Treasurer will be at the hall Monday, March 1, 2020 from 9:00 a.m. to 5:00 p.m. to receive tax payments.

### TRUSTEE: Z. Haralson

- Stated he personally uses Laurie Tamez as his CPA and has been very happy and feels her rates are reasonable.

### TRUSTEE: J. Miller

- Expressed his concern in regard to the Dominion voting equipment.

ASSESSOR:

- BOR will be Tuesday, December 15, 2020 at 5:00 p.m. at the Township Hall to correct errors and otherwise address MCL 21 1.7 and MCL 21 1.53B issues. This is not a time for homeowners to come in to question or dispute issues.
- The Board needs to consider a Resolution in regard to the poverty laws.
- The Board needs to consider a Resolution requiring an Asset Test to be considered for a poverty exemption.

Resolution made by T. Ryder-Stephens supported by J. Miller to follow the poverty guide lines set by the State of Michigan in regard to a poverty tax exemption.

All members vote YES

Resolution made by T. Ryder-Stephens supported by A. Terry requiring an Asset Test in order for a poverty exemption to be considered.

All members vote YES

SUPERVISOR:

- Acknowledged his wife Heather Wing and thanked her for her service as County Commissioner and all of the things she has accomplished for the county.
- Appointed himself and Z. Haralson to the Bellevue Fire Board.
- Requested information from the road commission in regard to the increased traffic in Assyria Township during the closer of M-66. Traffic increased significantly on the township's dirt roads, causing numerous issues.
- Discussed the PA 116 request from Steven Webb and Jodi Poyer.

Motion made by T. Wing supported by A. Terry to except the request.

Motion made by J. Miller supported by T. Ryder-Stephens to continue with the current website for a two year period.

PUBLIC COMMENT:

Dena Miller wanted to acknowledge the great election workers Assyria Township has, the Clerk agreed. The Township is blessed with a great team of election workers.

OLD BUSINESS: None

Meeting adjourned at 8:34 p.m.

Respectfully submitted by  
Annette Terry  
Assyria Township Clerk

11/30/2020	10622	Terry Ryder Stephens	Reimbursement Tax supplies	-697.97
11/30/2020	10623	Consumers Energy	Electric	-64.53
11/30/2020	10624	Spectrum Printers Inc. Laurie Tamez CPA	Election Test Decks Invoice #65058	-380.00
11/30/2020	10625	PLC Barry County	Accounting/Budget invoice #5470	-1,040.00
11/30/2020	10626	Telephone	Telephone & Internet	-97.75
11/30/2020	10627	Staples	Election Supplies	-47.51
11/30/2020	10628	GDH & Sons LLC	Sexton	-1,416.50
11/30/2020	10629	GDH & Sons LLC	Burials	-1,100.00
11/30/2020	10630	Annette Terry	Clerk salary	-734.24
11/30/2020	10631	Eugene T Waterbury	Trustee Salary	-74.46
11/30/2020	10632	Heidi Bartha	Deputy Clerk	-174.54
11/30/2020	10633	James D Miller	Trustee Salary	-106.45
11/30/2020	10634	Mike P Timmons	Supervisor Salary	-383.23
11/30/2020	10635	Roger L Smith	Assessor Salary	-1,063.36
11/30/2020	10636	Stacy L Green	Deputy Treasurer	-49.34
11/30/2020	10637	Terry Ryder-Stephens	Treasurer Salary	-847.82
11/30/2020	10638	Thomas J Wing	Supervisor Salary	-191.62
11/30/2020	10639	Zachary Haralson	Trustee Salary	-35.42
11/30/2020	10640	Dena Miller	Election Cleaning	-177.00
11/30/2020	10641	Rian Carl	Cleaning	-165.49
11/30/2020	10642	Heidi M. Bartha	Election 11-3-2020	-290.50
11/30/2020	10643	Edward Bartha	Election 11-3-2020	-318.50
11/30/2020	10644	Susan Elkins	Election 11-3-2020	-325.50
11/30/2020	10645	Jennifer Carl	Election 11-3-2020	-157.50
11/30/2020	10646	Nora Peake	Election 11-3-2020	-437.50
11/30/2020	10647	Sally Bivens	Election 11-2-2020	-556.37
11/30/2020	10648	Marilyn Higgins	11-3-2020 Election	-35.00
11/30/2020	10649	Nicole Ryder Stephens	Election Training	-50.42
11/30/2020	10650	Annette J. Terry	Reimbursement	-129.71