

Assyria Township Board Minutes
June 6, 2022

A regular meeting of the Assyria Township Board was held at the Assyria Township Hall, on June 6, 2022. The meeting was called to order at 7:30 p.m. and the Pledge of Allegiance was recited.

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

Motion made by T. Wing to approve the agenda, supported by T. Ryder-Stephens.

Public Comment:

Sandy Schilz introduced herself and announced she is running for Assyria Township Precinct Delegate.

County Commissioner:

Map change request A-2-2022 to create a zoning map for the Village of Woodland was approved. This is connected to their request to have their zoning become part of Barry County's codes.

Approval of the grant of an easement for gas facilities across county owned real property. This is to benefit the Harvest Point project at Thornapple Manor.

The Commission heard a presentation from General Capital Group. It was for a housing project called "Tyden Lofts". This would be on the block west of the Circuit court house. The project included a request to purchase the recently vacated Friend of the Court building. It did come as a surprise to the commissioners. The City owns most of the property on that block. A special work shop meeting was held last Tuesday to discuss the request to sell. The consensus was not to sell. However, a final vote hasn't taken place. A special work shop meeting was held last Tuesday to discuss the request to sell. Public input would be appreciated.

Clerk:

Motion made by A. Terry supported by T. Ryder-Stephens to approve the minutes.
All members voted yes.

Allison Wiswell requested the use of the parking lot to distribute food boxes once a month from July to October. There was discussion of including brochures informing the residents of the programs offered by the commission on aging along with the notice about the food boxes, however only a post card is sent out. The Treasurer will be sending the taxes out on July 1st, the clerk expressed this would be a good time to include the information with the taxes, to save expense.

Motion made by T. Wing supported by A. Terry to allow Blue Zone to use the Township parking lot to distribute food boxes.

During election training we were advised the security of the election ballots and equipment will be included in the audits. It will be necessary to purchase some type of secure locking cabinet for the election bags and ballots. There will be information coming in regard to grant money to be used for election security.

There have been a few times that the Township would have liked to have a projection screen, the clerk found a projection white screen at a garage sale, if the township would like to purchase it for \$25.00.

The township has received the engagement letter from Walker, Fluke and Sheldon, PLC to retain them to complete the township audit.

Motion made by A. Terry supported by T. Ryder-Stephens to hire Walker, Fluke and Sheldon, PLC to complete the township audit, not to exceed \$4,550.00 and \$325.00 for the preparation of the State of Michigan form F-65.

All members voted yes.

The Sexton does not turn checks for burials, foundations, or cemetery plots in to the township in a timely manner. Some checks are being held for several months at a time. This is creating several issues with the bookkeeping including, but not limited to the possible over payment to the Sexton. The clerk contacted the auditors to confirm the correct procedure is "money in money out". The auditor did agree and said it would be very poor practice for this to occur and the checks should be turned into the township within 7 days of receipt. He also stated if the check was not received by the township within 7 days there should be some type of consequence. The Sexton is angry that since the start of this fiscal year the clerk has not been paying him for work performed that the township has not receive the funds or paper work for. The sexton turned the checks in at the meeting wanting payment. However, there also was a check that was several months old within those checks, he was expecting payment for that he had already been paid for in October of last year.

Treasurer:

Motion made by T. Wing supported by T. Ryder-Stephens to pay the bills.

All members voted yes.

Discussion regarding increasing the Property Tax Administration Fee and that the funds need to be in a separate account from the General Fund. The board members didn't feel it was necessary to increase the fee.

Trustee: J. Miller: None

Trustee: Z. Haralson: None

Supervisor:

Has been looking into an announcement/notice case for the outside of the building, trustee J. Miller will do some more research.

Discussion regarding the possibly of obtaining a charge card for the township.

No information is available from the road commission as to when the dust control will be applied.

Discussion regarding the township web site.

Assessor:

Gave the board recommendations of policies and procedures to be considered prior to the State Audit.

Adjournment 8:42 pm.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
05/31/2022	10958	Barry County Telephone	Telephone/Internet	-165.94
05/31/2022	10959	Consumers Energy	Electric	-66.57
05/31/2022	10960	void	void	0.00
05/31/2022	10961	Sally Bivens	Election	-232.50
05/31/2022	10962	Heidi M. Bartha	Election	-217.00
05/31/2022	10963	Marilyn Higgins	Election	-217.00
05/31/2022	10964	Susan Elkins	Election	-217.00
05/31/2022	10965	GDH & Sons LLC	Salary	-1,550.00
05/31/2022	10966	Election Source	Ballot Bags	-372.62
05/31/2022	10967	Glenda Acker	Election	-278.00
05/31/2022	10968	Annette Terry	Salary	-746.78
05/31/2022	10969	James D Miller	Salary	-107.85
05/31/2022	10970	Riley L Smith	Assessing	-3,667.62
05/31/2022	10971	Roger L Smith	Salary	-1,082.55
05/31/2022	10972	Terry Ryder-Stephens	Salary	-862.57
05/31/2022	10973	Thomas J Wing	Salary	-582.35
05/31/2022	10974	Zachary Haralson	Salary	-107.85
05/31/2022	10975	Annette J. Terry	Reimbursement	-913.79