

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 18th 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