

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