



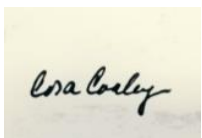
GREENWOOD TOWNSHIP REGULAR MEETING
MINUTES
08/10/20
7:00 PM



HELD BY TELECONFERENCE DUE TO COVID-19 IN PERSON ATTENDEE LIMITATIONS UNDER GOVERNOR'S ORDER

- 1) Call to Order & Roll Call:
 - a) Board Members present: Deater, Gustman, Conley, Budde & Stroven
 - b) Public present: Steve & Melissa Stroven, Jamie Holcomb, Martha Meyette
- 2) Agenda – Motion by Stroven to approve the agenda as amended. I/F 5-0
- 3) Minutes – Motion by Stroven to approve the following meeting minutes as presented: I/F 5-0
 - a) 7/7 special meeting on road work
 - b) 7/13 election commission meeting
 - c) 7/13 regular board meeting
- 4) Treasurer's report of 7/31/20 – motion by Deater to approve the report as presented. I/F 5-0
 - a) Fund Balance = \$304,509.06`
 - b) Restricted Balance = \$10,192.76
 - c) Balance Available for Township Operations = \$294,316.30
- 5) Bills & Payroll: Motion by Stroven that payroll and bill be paid as presented. I/F 5-0
- 6) Old Business:
 - a) Assessor of Record – Deater advised the Board that Ed VanderVries, with County Equalization, has been appointed our Assessor of Record. Deater will sign and submit the required contract.
 - b) Propane – Deater advised he was not successful in negotiating a lower rate with Excel due to the small amount of propane we purchase; we will continue with Excel under the price cap program.
 - c) Shelby State Bank CD: Gustman reported the CD was automatically renewed for 34 months which will expire 5/31/2023.
- 7) New Business:
 - a) Snowplowing Contract – Deater reported he signed the contract with Rick's Excavating and will submit it.
 - b) Foreclosed properties – waiver of first right of refusal: Motion by Stroven that the Township decline to acquire any of the properties. I/F 5-0
 - c) Interim Audit – Conley reported that if the Board wants to continue with H&S, they're ready to begin the interim audit which will not include compiled financial statements. The statements are not required in the interim year. H&S will review the financials, validate balances, and recommend journal entries if any are required. Motion by Deater to use H&S. I/F 4-0 (Conley abstained due to conflict of interest.)
 - d) Deputy Clerk Appointment: Gustman reported she was unable to identify in historical minutes Conley's report to the Board of her appointing Melissa Stroven as Deputy Clerk on 4/1/20. Gustman stated it is necessary to document the appointment in the minutes in order to add the Deputy to the signatory cards at the bank. Conley, therefore, restated for the record, that Melissa Stroven was appointed her Deputy Clerk effective 4/1/2020.
 - e) Vacation / Deputy Clerk training – Conley reported she is taking vacation through 8/31. She stated she spent 2 hours training Melissa Stroven (Deputy Clerk), to cover specific duties should it be necessary. Motion by Conley to pay Melissa for the 2 hours at the administrative pay rate of \$15/hr. I/F 5-0
 - f) Deputy Clerk – Conley expressed concern about the upcoming workload considering the election and the two Freedom of Information Act requests received. Motion by Conley to approve the Deputy Clerk for 10 hours of administrative support at the pay rate of \$15/hr. should it be needed. I/F 5-0.

- g) Metro Act Fund monies (MAF) – discussion held related to use of this money toward road repairs. Deater advised we would receive one more brine this summer. Motion by Gustman that all past and future MAF monies be used on brine; this usage will deplete the entire MAF annually and eliminate administrative requirements that otherwise would be necessary to track and report the fund balance. I/F 5-0
 - h) Fire Fund Bank Account – Gustman advised that we are required (as per our last audit), to separate the Fire Fund monies from the Township Operational Fund monies. Conley stated that internally we have established the accounting structure to account for and report on the fund separately. Gustman advised we must now separate the funds in the bank accounts.
 - i) Motion by Gustman to approve opening a Fire Fund Bank Account for purpose of holding the Fire Tax Fund monies. Eileen Reed (former deputy clerk) will be removed as a signatory from all bank accounts. Melissa Stroven (current deputy clerk) will be added to the Township Operations Checking Account XXXX64. I/F 5-0.
 - ii) Gustman also advised we will begin paying the Hesperia Fire Department (HFD) before our fiscal year end; not after 3/31 as requested by the HFD; this is an accounting & reporting improvement for us and in line with State requirements.
 - i) Freedom of Information Act (FOIA): Conley reported we have received, along with other townships, two extensive FOIA requests related to the 8/4/20 election from an organization by name of “True the Vote”. She reported that just a quick google search indicated a “far right” political organization – but stated she didn’t have time to further research to try to validate the org or the comments. Conley submitted the requests to the County & to the State Election Commission for perspective and guidance.
 - i) Martha Meyette offered comment that she appreciated that Conley did not validate the disparaging remarks about the org. Meyette provided her knowledge of the org’s founder, Catherine Englebrecht’s (also requester of the FOIAs received), and background on the organization and the work they are doing. She stated that members of the org lobbied in the past against over taxation and are currently working to improve voting and reduce election fraud. Meyette advised the Board of settlement of a case Englebrecht won against the IRS penalizing the IRS due to unconstitutional discrimination against the org. Conley stated she would research the case and share with the Board.
- 8) Committee Reports:
- a. Fire Board meeting minutes were presented by Stroven.
 - b. Library board meeting minutes were presented by Jamie Holcomb.
 - c. Planning Commission – there was no meeting.
- 9) Correspondence / Communication Inquiries
- a) DTE - notice of hearings scheduled for 8/19 & 8/20 reported by Gustman.
 - b) Community Shores Bank is becoming Choice One – reported by Gustman.
- 10) Board discussion/comment:
- a) Reminder: Oceana County Clean Sweep – Household Hazardous Waste Collection 8/15 from 9-1
 - b) Election – Conley reported the election inspectors did a great job on a busy day. They worked well together and finished earlier, but she experienced a backup at the County office when delivering the results. Conley also stated use of the back door exit wasn’t necessary as no lines evolved which would have created a social distancing issue in the hallway; however, in spite of trying to redirect voters to the front exit, a couple people did use the back exit. One of these individuals provided feedback stating they had some difficulty with the uneven terrain after a recent hip surgery. Conley asked the Board’s thoughts about a sidewalk around the back of the building and additional lighting if needed. Deater reported already looking into it and difficulty finding a contractor willing to do a small job. Motion by Conley to approve Deater contracting for the work – both sidewalk and lighting as needed, should he be able to source a contractor. I/F 5-0.
- 11) Public Comment: (Please limit comments to three minutes)
- a) Martha Meyette commented that she thought our election workers were prepared and friendly and she thought we had a good social distancing set up for voting.
- 12) Motion by Stroven to adjourn the meeting. I/F 5-0 at 8:15 pm.



Respectfully Submitted

8/14/20