

**FREEMAN TOWNSHIP BOARD
CLARE COUNTY, MICHIGAN**

At a meeting of the Freeman Township Board of Clare County, Michigan, held at 7280 Mannsiding Road, Lake, Michigan on

Regular Meeting, Thursday, the 12th of August, 2021

Present Board Members: Supervisor Housler, Clerk Lightfoot, Treasurer Lackie, Trustees Barnett & Sable.

TIME: 7:00 p.m. Call to Order and Pledge to the Flag

Roll Call was taken with 5 members present.

A motion was made by Trustee Barnett, seconded by Trustee Sable to approve the regular board meeting minutes from July 8, 2021. Ayes 5, Nays 0.

GUEST SPEAKERS

Dale Majewski, Clare County Commissioner was absent.

TREASURERS REPORT

A motion was made by Trustee Barnett, seconded by Trustee Sable to approve Early Checks #15713-720 and regular check numbers 15721-15735. Ayes 5, Nays 0.

SUPERVISOR'S COMMENTS

Supervisor Housler discussed the resolution for the Poverty Exemption Guidelines and Asset Test. Everyone in the state was reviewed for the asset test. After that review, we need to update our policy. We have submitted a draft and it was rejected, so we need additional items. This new policy and guidelines, as required by the Federal Government, will not add any work for the Township, but will add a lot of paperwork for the individuals seeking the exemption. The State has preliminarily approved our resolution and guidelines. Motion by Treasurer Lackie, seconded by Trustee Barnett to accept the Resolution and Guidelines. Ayes 5 (Housler, Lackie, Sable, Barnett, Lightfoot), Nays 0. (See Resolution and Guidelines at the end of this month's minutes.)

Next Supervisor Housler discussed the Federal Procurement Conflict of Interest Policy. We need to accept this resolution in order to receive the Federal COVID-19 monies. Motion made by Trustee Sable, seconded by Treasurer Lackie to accept the Federal Procurement Conflict of Interest Policy. Ayes 5 (Housler, Lackie, Sable, Barnett, Lightfoot), Nays 0. (See Federal Procurement Conflict of Interest Policy at end of this month's minutes.)

Supervisor Housler spoke on the filling of the Clerk position. He noted the advertisements were made and we received applications. The Board has seen the applications. Clerk Lightfoot appointed the person as Deputy. We would like to appoint the person as the new Clerk effective October 14, 2021 (when Clerk Lightfoot is resigning); however according to the law we can't appoint the new person until 30 days or less before the official resignation of the Clerk. The

person the Board plans to appoint is Cindy LaFave. She, as Deputy Clerk, has been working with Clerk Lightfoot to learn everything she can before Clerk Lightfoot leaves.

We are still waiting for the person to come through for the Gypsy Moth. She should be here in either October or November. The egg mass count should be done by then, so she will be able to discuss what they found. At that time we'll discuss our Township issues.

There was a hearing on the Zielinski case – (operating a commercial business in a residential area). We presented photographs for proof of what was going on, however Mr. Zielinski denied everything. Judge gave him 30 days then will have another hearing, with another hearing 60 days later. He does have a warning from Judge right now. Penalty is jail time. We are not happy with the outcome and neither was the attorney. We were awarded attorney fees. (We believe the neither the fines or the attorney fees have been paid yet.-The County would receive those and pass on to us.)

Just a reminder to the Board of our special board meeting on Monday, August 16, 2021, at 12:30 p.m. to meet with our insurance agent.

CLERK'S COMMENTS

Clerk Lightfoot noted that the County Clerk is running election training again and if anyone is interested in becoming an election inspector, to contact her (Clerk Lightfoot) for the forms.

Clerk Lightfoot noted that Waste Management is having their Household Hazardous Waste Collection day at Northern Oaks Recycling and Disposal Facility (513 County Farm Road, Harrison) on Wednesday, September 15, from 10 am to 2 pm. If you have questions on what you can dispose of, please call Northern Oaks at 989-539-6111.

COMMITTEE REPORTS

Planning – Robert Eckard: Absent

Zoning & Blight – Harold Logan – Absent.

COMMENTS/CONCERNS FROM CITIZENS

None

Adjourn: Motion by Trustee Sable, seconded Treasurer Lackie to adjourn the regular meeting.
TIME: 7:20 p.m.

Alan Housler, Supervisor

Julie Lightfoot, Township Clerk

FREEMAN TOWNSHIP RESOLUTION
RESOLUTION TO ADOPT POVERTY EXEMPTION GUIDELINES
AND ASSET TEST

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act and,

WHEREAS, the Township Board is required by Section 7u of the General Property Tax Act, PA 206 of 1893 (MCL211.7u), to adopt guidelines for poverty exemptions, this resolution and adopted policy guidelines remain in effect until changed by State Law or amended by the Township Board;

The guidelines shall include, but not limited to, the specific income and asset levels of the claimant and all person residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a homestead the property for which an exemption is required.
2. File a claim with the Supervisor or Board of Review, accompanied by Federal and State income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
3. Produce a valid driver's license or other form of identification as requested.
4. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is required, if requested by the Supervisor or Board of Review.
5. Meet the Federal Poverty Income Guidelines as defined and determined annually by the United States Office of Management and Budget.
6. Meet eligibility requirements as determined by the Township Board in previous years.

BE IT RESOLVED, that the Board of Review shall follow the above stated policy and Federal Guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and Federal Guidelines and these are communicated in writing to the claimant.

A motion was made by Treasurer Lackie and supported by Trustee Barnett.

Roll call vote: Ayes 5 (Housler, Lackie, Sable, Barnett, Lightfoot), Nays 0.

The Supervisor declared the resolution adopted on August 12, 2021.

FREEMAN TOWNSHIP FEDERAL PROCUREMENT CONFLICT OF INTEREST POLICY

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Freeman Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. The employee, officer, or agent involved in the selection, award, or administration of a contract;
2. Any member of his or her immediate family;
3. His or her partner; or
4. An organization which employs or is about to employ or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Freeman Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$25.00, which fall into one of the following categories may be accepted:

1. Promotional items;
2. Honorariums for participation in meetings; or

3. Meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.