HANOVER TOWNSHIP

BOARD MEETING

March 8, 2023

Held at Hanover Township Hall

Meeting called to order at 7:30 PM by Supervisor, Jeff Heath.

Board members present: Tim Evans, Jeff Heath, Rachel Heath, Steve Keller, Jason Dorian

Absent: None.

Pledge of Allegiance: Led by Supervisor Heath

Public Comment: None.

Announcements: None.

Motion by Evans, support by Keller, to forgo the reading of the minutes for the February 8, 2023 Board Meeting, the February 8, 2023 Budget Meeting, and the March 1, 2023 Budget Meeting. Ayes all. Motion passed.

Motion by Dorian, support by Keller to accept the reading of the minutes for the March 7, 2023 Fire Board Meeting as read by Supervisor Heath. Ayes all. Motion passed.

Chief Johnston gave updates on the Fire Department.

Motion by Dorian, support by Keller, to accept the Treasurer’s report. Ayes all. Motion passed.

Motion by Evans, support by Dorian to amend the Fire Department Budget as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET ACCOUNT** | **PREVIOUS BUDGET AMOUNT** | **CHANGE AMOUNT** | **AMENDED BUDGET AMOUNT** |
| Medicare Tax | $ 6,100.00 | + $1,000.00 | $ 7,100.00 |
| Training and Education | $ 10,000.00 | + $500.00 | $ 10,500.00 |
| New Equipment | $ 38,380.08 | + $2,000.00 | $ 40,380.08 |
| Repair & Maintenance - Building | $ 24,185.00 | - $3,500.00 | $ 20,685.00 |

Roll Call: Keller, yes; Dorian, yes; Evans, yes; J. Heath, yes; R. Heath, yes. Ayes all. Motion passed.

Motion by Evans, support by Keller to amend the General Fund Budget as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET ACCOUNT** | **PREVIOUS BUDGET AMOUNT** | **CHANGE AMOUNT** | **AMENDED BUDGET AMOUNT** |
| Treasurer | $ 44,000.00 | + $1,000.00 | $ 45,000.00 |
| Capital Outlay | $ 35,000.00 | - $1,000.00 | $ 34,000.00 |

Roll Call: R. Heath, yes; J. Heath, yes; Evans, yes; Dorian, yes; Keller, yes. Ayes all. Motion passed.

Motion by Keller, support by Dorian to approve the General Fund bills as presented for payment.

Roll Call: Dorian, yes; Evans, yes; J. Heath, yes; Keller, yes; R. Heath, yes. Ayes all. Motion passed.

Motion by Dorian, support by Keller to approve the Fire Department Bills as presented for payment.

Roll Call: Keller, yes; Dorian, yes; Evans, yes; J. Heath, yes; R. Heath, yes. Ayes all. Motion passed.

Motion by Dorian, support by Keller to approve the Round/Farwell bills as presented for payment.

Roll Call: Evans, yes; J. Heath, yes; Dorian, yes; Keller, yes; R. Heath, yes. Ayes all. Motion passed.

New Business:

Motion by Keller, support by Evans to reappoint Don O’Connor to the Planning Commission with a term ending March 2026.

Roll Call: J. Heath, yes; Keller, yes; R. Heath, yes; Evans, yes; Dorian, yes. Ayes all. Motion passed.

Motion by Dorian, support by Keller to recognize Hanover-Horton Football as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license.

Roll Call: R. Heath, yes; Dorian, yes; Evans, yes; J. Heath, yes; Keller, yes. Ayes all. Motion passed.

Clerk Heath will get details regarding Wreaths Across America for the Veteran Graves.

Motion by Evans, support by Dorian to approve sending a letter of support to Comcast to apply for grant funds (ROBIN) to potentially expand into Hanover Township.

Roll Call: Keller, yes; R. Heath, yes; Dorian, yes; J. Heath, yes; Evans, yes. Ayes all. Motion passed.

Motion by Keller, support by Evans to amend the Construction Code Fee Schedule (2023-05) as follows: Building, Plumbing, Mechanical, and Electrical Inspections will now be at a cost of $70/each with a $10 administrative fee. This will be an increase of $5 on the current rate.

Roll Call: Evans, yes; J. Heath, yes; Keller, yes; R. Heath, yes; Dorian, yes. Ayes all. Motion passed.

Motion by Evans, support by Keller to amend the Zoning Ordinance Fee Schedule (2023-06) as follows: Zoning Permits will now be at a rate of $70. This is a $5 increase on the current rate.

Roll Call: J. Heath, yes; Dorian, yes; Evans, yes; R. Heath, yes; Keller, yes. Ayes all. Motion passed.

Motion by Dorian, support by Keller to approve the following resolution:

**RESOLUTION #2023-07**

**HANOVER TOWNSHIP, JACKSON COUNTY**

**ESTABLISHING GUIDELINES FOR GRANTING OF POVERTY EXEMPTIONS FROM PROPERTY TAXES**

**WHERE AS**, the adoption of guidelines for poverty exemptions is required of the Township Board; and

**WHERE AS**, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

**WHERE AS**, pursuant to P.A. 390 of 1994, the Township of Hanover, Jackson County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

**THEREFORE, BE IT RESOLVED THAT** to be eligible, a person shall do all of the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services shown in Attachment A.
3. File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons residing in the principal residence. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, Poverty Exemption Affidavit may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year.
4. File a claim reporting that the combined assets of all persons do not exceed the current guidelines shown in Attachment B. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
5. Produce a valid driver’s license or other form of identification if requested.
6. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

**BE IT FURTHER RESOLVED THAT** that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

**ATTACHMENT A**

|  |  |
| --- | --- |
| **POVERTY LEVEL GUIDELINE FOR 2022 TAX YEAR** | |
| **Size of Family Unit** | **Household Income** |
| 1 | $14,580 |
| 2 | $19,720 |
| 3 | $24,860 |
| 4 | $30,000 |
| 5 | $35,140 |
| 6 | $40,280 |
| 7 | $45,420 |
| 8 | $50,560 |
| For each additional person | $5,140 |

**ATTACHMENT B**

**Asset Test**

The Township of Hanover’s cumulative value of assets allowed for a Poverty Exemption shall be $10,000. The purpose of an asset test is to determine the resources available: cash, fixed assets or other property that could be converted to cash and used to pay property taxes in the year the poverty exemption is filed. A list of "assets" includes, but is not limited to:

* A second home, land, vehicles.
* Recreational vehicles such as campers, motor-homes, boats, and ATV's.
* Buildings other than the residence.
* Jewelry, antiques, artwork.
* Equipment, other personal property of value.
* Bank accounts (over $1,000), stocks.
* Money received from the sale of property, such as stocks, bonds, a house or car (unless a person is in the specific business of selling such property).
* Withdrawals from bank deposits and borrowed money (including reverse mortgage's).
* Gifts, loans, lump-sum inheritances and one-time insurance payments.
* Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
* Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.

“Assets” do not include the value of the principal residence and do not include the homestead property tax credit as it is not to be considered income for poverty exemptions purposes. Assets exempt from consideration are the homesteaded property with furnishings, bank accounts up to $1,000, and one motor vehicle. That motor vehicle shall be valued no greater than $10,000.

Roll Call: R. Heath, yes; Evans, yes; J. Heath, yes; Dorian, yes; Keller, yes. Ayes all. Motion passed.

Motion by R. Heath, support by Dorian to approve signing a three year contract with PLM on behalf of the Pinehill Lake Special Assessment District.

Roll Call: Keller, yes; Dorian, yes; Evans, yes; J. Heath, yes; R. Heath, yes. Ayes all. Motion passed.

Motion by Keller, support by Evans to approve the quote from Excell Paving Plus for the Hanover and Horton Cemeteries, at a cost of $41,405.

Roll Call: Evans, yes; Dorian, yes; Keller, yes; J. Heath, yes; R. Heath, yes. Ayes all. Motion passed.

Motion by Evans, support by Dorian, to move into a closed session to consider legal advice presented in a written legal opinion of the Township Attorney in connection with the transfer of burial spaces in Horton Cemetery.

Roll Call: Keller, yes; Dorian, yes; Evans, yes; J. Heath, yes; R. Heath, yes. Ayes all. Motion passed.

Motion by Evans, support by Dorian to deed Lot 157 Space 5 and Lot 160 Space 1 in the Horton Cemetery to Mr. Sturgill at no cost once a written agreement is drafted by the attorneys and signed.

Roll Call: Keller, yes; Dorian, yes; Evans, yes; J. Heath, yes; R. Heath, yes. Ayes all. Motion passed.

Old Business: None.

Public Comment: Mr. Scott inquired about increases in permit fees.

Evans moved the meeting to be adjourned at 8:44 PM.

Submitted by:

Rachel L. Heath, Clerk