

**MARSHALL TOWNSHIP REGULAR BOARD MEETING**  
**December 18, 2023, 7 P.M.**  
**Proposed Agenda**

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

MOTION TO APPROVE AGENDA

REPORTS: 1) Permits 2) Fire Chief 3) Treasurer 4) Budget 5) Solar Project

COMMUNICATIONS: None

PUBLIC COMMENT ON LISTED AGENDA ITEMS

MOTION TO APPROVE: (A member may request a separate vote on any item.)

**OLD BUSINESS**

- 1) Minutes of November 13, 2023, Regular Meeting (attached)
- 2) Minutes of November 29, 2023, Special Meeting (attached)

**NEW BUSINESS**

- 1) Bill list with a total of \$ 290,462.54 (attached)
- 2) Appointments recommended by the Supervisor of Duane Sly and Steve Riggs (replacing Richard Lindsey and Phyllis Gresly) and reappointment of David Boshears to the Planning Commission all for terms ending 12-31-26.
- 3) Re-appointment of Trent Thompson to the Zoning Board of Appeals for a term ending 12/31/26.
- 4) Sending thank you letters to Richard Lindsey and Phyllis Gresly for their years of service on the Planning Commission.
- 5) Correction of term ending date for appointment of David VanArman to the Fire Board from 12-31-24 to 6-30-24.
- 6) Authorizing Clerk to close ELAN Credit card account and establish a credit card for the township through Southern Michigan Bank and Trust subject to the township policy on credit card authorization and use.
- 7) 2024 meeting dates (attached).
- 8) Board of Review recommended changes to property tax exemption guidelines (attached).
- 9) Any other matters that may be properly brought before the Board.

DISCUSSION OF AGENDA ITEMS BY BOARD MEMBERS AND ROLL CALL VOTE

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

ADJOURNMENT Next regular meeting scheduled for TUESDAY, January 16, 2024, 7 p.m.

All documents are available on the website: [www.marshalltownship.org](http://www.marshalltownship.org) with this proposed agenda and for inspection at the township offices.

**Building**

Permit #	Contractor	Job Address	Fee Total	Const. Value
P23B0057	BOROS JEFFERY & TRACEY	16230 OLD US 27 N	\$175.00	\$0
Work Description: 22 X 25				
P23B0058	PALCHAK JOSEPH P & CAROL	17781 G N DR	\$175.00	\$0
Work Description: 20 X 30				

**Total Permits For Type: 2**  
**Total Fees For Type: \$350.00**  
**Total Const. Value For Type: \$0**

**Electrical**

Permit #	Contractor	Job Address	Fee Total	Const. Value
P23E0058	VAVRINA BARRY	12400 16 MILE RD	\$221.00	\$0
Work Description: ADDITION TO BARN				
P23E0059	AVERY FARM LLC	13760 VERONA RD	\$100.00	\$0
Work Description: SERVICE				
P23E0060	SINCLAIR KEVIN & MICHELLE	15376 17 1/2 MILE RD	\$225.00	\$0
Work Description: INSTALL GENERATOR				

**Total Permits For Type: 3**  
**Total Fees For Type: \$546.00**  
**Total Const. Value For Type: \$0**

**Mechanical**

Permit #	Contractor	Job Address	Fee Total	Const. Value
P23M0061	HASENICK STEPHEN	15014 WALTERS DR	\$110.00	\$0
Work Description: NEW WATER HEATER				
P23M0062	WALKER PAUL & SUZANNE	15696 KATHERINE TRL	\$100.00	\$0
Work Description: GAS/OIL EQUIP				
P23M0063	BARNES JODY & CHRISTOPHE	12067 15 MILE RD	\$100.00	\$0
Work Description: GAS/OIL EQUIP				

Work Description: UPDATE FURNACE, A/C, HUMIDIFIER

**Total Permits For Type: 4**  
**Total Fees For Type: \$531.00**  
**Total Const. Value For Type: \$0**

## Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
P23P0009	KALAMAZOO RIVER COMMUN	116 MARSHALL ST	\$220.00	\$0

Work Description: RESTROOM AT BOAT/CANOE LAUNCH

**Total Permits For Type: 1**  
**Total Fees For Type: \$220.00**  
**Total Const. Value For Type: \$0**

## Report Summary

Population: All Records  
 Permit.DateIssued Between  
 11/1/2023 12:00:00 AM AND  
 11/30/2023 11:59:59 PM

**Grand Total Fees: \$1,647.00**  
**Grand Total Permits: 10**  
**Grand Total Const. Value: \$0**

**MARSHALL TOWNSHIP TREASURER'S REPORT**  
**As of November 30, 2023**

**Deposit Balances**

Southern Michigan Bank & Trust....	\$ 1,984,974.81
Marshall Community Credit Union...	69.25 (9/30/23)
KCCU.....	1,027.36 (9/30/23)
Riley Wealth Management	1,324.31
<b>Total.....</b>	<b>\$ 1,987,395.73</b>

**Certificates of Deposit**

Marshall Community Credit Union...	32,109.92 (05/05/24 – 1.45%)
Kellogg Community Credit Union....	51,461.85 (05/20/24 – 3.06%)
Kellogg Community Credit Union....	51,313.63 (01/20/24 – 4.889%)
Huntington Bank.....	57,110.30 (11/20/24 – 0.10%)
Highpoint Community Bank.....	250,000.00 (03/26/24 – 4.899%)
City National Bank.....	440,026.40 (12/21/23 – 5.350%)
<b>Total.....</b>	<b>\$ 882,022.10</b>
<b>GRAND TOTAL.....</b>	<b>\$ 2,869,417.83*</b>

<b>October 31, 2023 Ending Total.....</b>	<b>\$2,952,637.41</b>
<b>September 30, 2023 Ending Total....</b>	<b>2,920,188.57</b>
<b>August 31, 2023 Ending Total.....</b>	<b>3,018,549.40</b>
<b>July 31, 2023 Ending Total.....</b>	<b>3,045,818.75</b>
<b>June 30, 2023 Ending Total.....</b>	<b>2,973,374.45</b>
<b>May 31, 2023 Ending Total.....</b>	<b>2,562,554.71</b>
<b>April 30, 2023 Ending Total.....</b>	<b>2,585,804.04</b>
<b>March 31, 2023 Ending Total.....</b>	<b>2,606,580.06</b>
<b>February 28, 2023 Ending Total.....</b>	<b>2,489,832.20</b>
<b>January 31, 2023 Ending Total.....</b>	<b>2,428,195.67</b>
<b>December 31, 2022 Ending Total....</b>	<b>2,393,368.63</b>
<b>November 30, 2022 Ending Total....</b>	<b>2,377,178.23</b>
<b>October 31, 2022 Ending Total.....</b>	<b>2,415,493.94</b>

\*As of 3/31/23, \$1,027,694 is restricted fund balance from the fire department millage and county park millage sharing. Assigned fund balances are: \$300,838 for fire equipment and facilities; \$23,000, for township development; \$115,130 for general facility improvements and \$400,000, for subsequent year budget use (budget stabilization). Unassigned fund balance is \$460,893 including unspent ARPA funding. Total fund balance is \$2,336,226 as of 3/31/23.

David VanArman, Treasurer

Calculations as of 11/30/2023

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 11/30/23
<b>ESTIMATED REVENUES</b>				
Dept 000.000				
101-000.000-336.000	FIRE MILLAGE	232,250.92	240,677.00	
101-000.000-402.000	VOTED CURRENT TAX	127,448.06	129,000.00	
101-000.000-405.000	PA 425 ST.FRM.NRFLD.STNTN.FOLK	53,624.97	53,040.00	55,205.52
101-000.000-409.000	TRAILER FEES	252.00		(44.00)
101-000.000-410.000	DELINQUENT TAX	4,955.00		22,772.97
101-000.000-415.000	METROTELE PA48	5,416.18	5,000.00	
101-000.000-445.000	ADMINISTRATION FEE SUMMER	34,796.47	37,000.00	36,855.04
101-000.000-445.002	ADMINISTRATION FEE WINTER	24,746.28	26,800.00	
101-000.000-448.000	COUNTY PARK MILLAGE SHARING	8,758.98	9,250.00	8,758.78
101-000.000-451.002	SPECIAL ASSESSMENT REVENUE	1,164.28	1,164.00	
101-000.000-452.000	BUILDING PERMITS	16,539.00	289,500.00	276,885.50
101-000.000-453.000	PLUMBING PERMITS	3,747.00	3,500.00	2,014.00
101-000.000-454.000	MECHANICAL PERMITS	11,376.00	6,000.00	7,979.00
101-000.000-455.000	ELECTRICAL PERMITS	8,265.00	83,000.00	83,466.00
101-000.000-463.000	CABLE FRANCHISE FEE	18,866.05	22,000.00	8,555.67
101-000.000-491.000	PERMITS - MISC			500.00
101-000.000-539.000	STATE REVENUE SHARING	348,601.00	335,000.00	222,740.00
101-000.000-555.000	ESSENTIAL SERVICES TAX PAYMENT	120.24	500.00	3,102.54
101-000.000-555.002	ESSENTIAL SERVICES TAX PYMNT FIRE	1,375.17	1,500.00	
101-000.000-580.000	CASINO REVENUE SHARING	133,636.66	165,000.00	176,414.05
101-000.000-628.000	STREET LIGHT	10,971.63	14,688.00	
101-000.000-628.100	MICH AVE STREET LIGHTS	2,667.08		
101-000.000-640.000	CONVIS FD CONTRACT	34,397.98	35,000.00	51,472.71
101-000.000-642.000	CHARGES FOR SERVICES	1,150.00	4,000.00	2,225.70
101-000.000-643.000	CEMETERY FEES	1,200.00		
101-000.000-655.000	ORDINANCE FINES	266.00		500.00
101-000.000-664.000	INTEREST EARNED	7,889.56	3,000.00	24,207.41
101-000.000-665.000	GRANTS	232,480.00		
101-000.000-674.000	CONTRIBUTIONS AND DONATIONS			865.00
101-000.000-684.000	REIMBURSEMENT OR REFUNDS	4,070.72	5,000.00	16,064.79
101-000.000-685.000	FIRE RUN REIMB.	5,887.70	2,000.00	
Totals for dept 000.000 -		<u>1,336,919.93</u>	<u>1,471,619.00</u>	<u>1,000,540.68</u>
TOTAL ESTIMATED REVENUES		1,336,919.93	1,471,619.00	1,000,540.68
<b>APPROPRIATIONS</b>				
Dept 000.000				
101-000.000-955.000	Miscellaneous	(4,515.96)		(350.00)
Totals for dept 000.000 -		<u>(4,515.96)</u>		<u>(350.00)</u>
Dept 101.000 - Township Brd				
101-101.000-702.000	Salaries	17,408.83	14,000.00	11,225.34

Calculations as of 11/30/2023

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 11/30/23
<b>APPROPRIATIONS</b>				
Dept 101.000 - Township Brd				
101-101.000-702.800	MISCELLANEOUS PAYROLL ITEMS	19.89		13.38
101-101.000-703.000	FICA	925.51	868.00	705.08
101-101.000-704.000	Medicare	218.52	203.00	164.57
101-101.000-705.000	Mileage	140.70	200.00	
101-101.000-706.000	Education		500.00	332.00
101-101.000-707.000	RETIREMENT		100.00	
101-101.000-708.000	Membership and Dues	7,180.00	6,500.00	6,383.72
101-101.000-726.000	Supplies	1,712.28	500.00	87.24
101-101.000-727.000	Postage	8.56	2,000.00	561.00
101-101.000-728.000	Maintenance & Repairs		500.00	
101-101.000-802.000	Legal Consultant	20,842.77	20,000.00	24,296.95
101-101.000-803.000	Accountant Consultant	22,550.00	20,000.00	20,300.00
101-101.000-804.000	Studies by Professionals		5,000.00	
101-101.000-805.000	INFORMATION TECHNOLOGY	8,688.26	7,500.00	4,144.80
101-101.000-806.000	PAYROLL SERVICE	1,657.22		3,143.13
101-101.000-851.000	Insurance	25,254.93	18,379.00	31,160.00
101-101.000-863.000	MEDICARE EXP			
101-101.000-901.000	Printing & Publishing	5,980.64	2,500.00	3,047.42
101-101.000-954.000	Emergency Funds		2,500.00	
101-101.000-955.000	Miscellaneous	47.22		966.40
101-101.000-964.000	Refunda & Rebates	100.00	500.00	
Totals for dept 101.000 - Township Brd		112,735.33	101,750.00	106,531.03
Dept 171.000 - Supervisor				
101-171.000-702.000	Salaries	21,418.47	19,524.00	12,953.83
101-171.000-702.100	Deputy	542.00	3,384.00	835.00
101-171.000-703.000	FICA	1,624.99	1,421.00	844.31
101-171.000-704.000	Medicare	319.28	571.00	197.45
101-171.000-863.000	MEDICARE EXP			
Totals for dept 171.000 - Supervisor		23,904.74	24,900.00	14,830.59
Dept 215.000 - Clerk				
101-215.000-702.000	Salaries	28,049.63	25,493.00	17,375.64
101-215.000-702.100	Deputy	3,062.00	15,337.00	3,210.25
101-215.000-703.000	FICA	3,599.20	2,650.00	2,475.89
101-215.000-704.000	Medicare	452.98	620.00	296.71
101-215.000-706.000	Education		500.00	
101-215.000-707.000	RETIREMENT	905.84		
101-215.000-708.000	Membership and Dues	121.00	150.00	
101-215.000-726.000	Supplies	99.47	250.00	83.21

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 11/30/23
<b>APPROPRIATIONS</b>				
Dept 215.000 - Clerk				
101-215.000-805.000	INFORMATION TECHNOLOGY	986.00	1,000.00	1,064.00
101-215.000-806.000	PAYROLL SERVICE	2,869.60	4,000.00	
Totals for dept 215.000 - Clerk		40,145.72	50,000.00	24,505.70
Dept 247.000 - BOARD OF REVIEW				
101-247.000-702.248	BOARD OF REVIEW SALARIES	1,453.00	1,784.00	720.00
101-247.000-703.000	FICA	56.43	134.00	44.64
101-247.000-704.000	Medicare	13.20	32.00	10.44
101-247.000-706.000	Education		250.00	
101-247.000-901.000	Printing & Publishing	863.70	300.00	
Totals for dept 247.000 - BOARD OF REVIEW		2,386.33	2,500.00	775.08
Dept 253.000 - Treasurer				
101-253.000-702.000	Salaries	18,597.25	22,293.00	13,039.25
101-253.000-702.100	Deputy	1,644.48	2,064.00	1,135.14
101-253.000-703.000	FICA	2,016.61	1,511.00	879.81
101-253.000-704.000	Medicare	380.47	354.00	205.76
101-253.000-705.000	Mileage	40.00	100.00	
101-253.000-706.000	Education		500.00	
101-253.000-739.000	Assesss & Tax Roll	1,325.44	3,278.00	7,839.19
101-253.000-805.000	INFORMATION TECHNOLOGY	620.00	650.00	156.25
101-253.000-808.000	BANK FEES	15.00	1,000.00	
101-253.000-863.000	MEDICARE EXP			
Totals for dept 253.000 - Treasurer		24,639.25	31,750.00	23,255.40
Dept 257.000 - Assessor				
101-257.000-702.000	Salaries	22,903.53	23,976.00	10,651.00
101-257.000-702.004	LAND DIVISION		300.00	17.75
101-257.000-702.100	Deputy			4,048.00
101-257.000-703.000	FICA	882.24	1,506.00	912.47
101-257.000-704.000	Medicare	334.62	353.00	213.45
101-257.000-706.000	Education		700.00	
101-257.000-707.000	RETIREMENT	788.40	766.00	881.94
101-257.000-739.000	Assesss & Tax Roll			350.00
101-257.000-739.002	NOTICES	1,267.49	1,200.00	
101-257.000-805.000	INFORMATION TECHNOLOGY	903.00	1,199.00	767.50
101-257.000-862.000	FICA EXP	835.03		
Totals for dept 257.000 - Assessor		27,914.31	30,000.00	17,842.11
Dept 262.000 - Elections				
101-262.000-702.000	Salaries	22,204.26	21,000.00	19,521.15
101-262.000-703.000	FICA	101.88	1,302.00	
101-262.000-704.000	Medicare	308.21	305.00	282.36

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 11/30/23
<b>APPROPRIATIONS</b>				
Dept 262.000 - Elections				
101-262.000-706.000	Education			72.05
101-262.000-707.000	RETIREMENT	21.66		
101-262.000-726.000	Supplies	4,374.99	7,393.00	3,348.46
101-262.000-727.000	Postage	3,781.01	3,000.00	2,535.00
101-262.000-728.000	Maintenance & Repairs	620.00	1,500.00	389.98
101-262.000-863.000	MEDICARE EXP			
101-262.000-901.000	Printing & Publishing	1,793.53	500.00	192.15
Totals for dept 262.000 - Elections		33,205.54	35,000.00	26,341.15
Dept 265.000 - Hall				
101-265.000-702.000	Salaries	43,592.90	40,800.00	21,918.96
101-265.000-703.000	FICA	3,043.13	2,530.00	1,307.15
101-265.000-704.000	Medicare	612.74	592.00	305.71
101-265.000-707.000	RETIREMENT	355.60	1,224.00	445.89
101-265.000-726.000	Supplies	1,586.43	5,000.00	1,213.65
101-265.000-728.000	Maintenance & Repairs	12,185.49	20,000.00	15,248.01
101-265.000-850.000	Telephone	4,205.44	5,600.00	992.44
101-265.000-861.000	RETIREMENT			65.85
101-265.000-862.000	FICA EXP			49.60
101-265.000-863.000	MEDICARE EXP			11.60
101-265.000-920.000	Utilities	7,669.85	14,254.00	9,901.44
101-265.000-956.000	Snow Removal	2,934.00	3,500.00	
101-265.000-957.000	Lawn Care	7,168.00	6,500.00	1,705.00
101-265.000-971.101	CAPITAL OUTLAY GEN TWP	31,522.47	35,000.00	930.00
101-265.000-980.000	Office Equipment & Furniture	2,203.34	2,000.00	3,141.40
101-265.000-983.000	LEASED EQUIPMENT	2,906.22	2,000.00	1,636.28
Totals for dept 265.000 - Hall		119,985.61	139,000.00	58,872.98
Dept 276.000 - Cemetery				
101-276.000-726.000	Supplies	11.25		
101-276.000-728.000	Maintenance & Repairs		1,750.00	
101-276.000-957.000	Lawn Care	4,912.00	3,750.00	3,735.00
101-276.000-958.000	Open & Close Grave	1,725.00	1,000.00	
Totals for dept 276.000 - Cemetery		6,648.25	6,500.00	3,735.00
Dept 336.000 - Fire Department				
101-336.000-702.000	Salaries	84,180.84	101,615.00	60,772.33
101-336.000-702.111	FD MEDICAL RESPONSE SALARIES	6,039.00		5,575.75
101-336.000-702.120	FIRE BOARD	1,440.00	1,250.00	480.00
101-336.000-702.150	FIRE CAPTAIN	2,586.00		4,233.50
101-336.000-703.000	FICA	6,838.32	6,300.00	4,406.39
101-336.000-704.000	Medicare	1,349.73	1,287.00	1,030.50



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<b>APPROPRIATIONS</b>				
Dept 336.000 - Fire Department				
101-336.000-706.000	Education	1,605.00	10,000.00	40.00
101-336.000-708.000	Membership and Dues	595.00	1,000.00	420.00
101-336.000-726.000	Supplies	6,179.39	5,000.00	2,277.62
101-336.000-728.000	Maintenance & Repairs	36,631.35	33,500.00	15,095.29
101-336.000-807.000	GRANT CONSULTANT		3,000.00	
101-336.000-835.000	PHYSICAL EXAMS	5,560.00	7,000.00	4,590.00
101-336.000-850.000	Telephone	2,091.56	2,000.00	483.30
101-336.000-851.000	Insurance	27,194.00	23,750.00	24,039.00
101-336.000-862.000	FICA EXP			
101-336.000-863.000	MEDICARE EXP			
101-336.000-920.000	Utilities	6,992.01	6,000.00	4,462.56
101-336.000-954.000	Emergency Funds		200.00	
101-336.000-955.000	Miscellaneous	579.00		3,036.00
101-336.000-971.336	CAPITAL OUTLAY FD	31,091.33		
101-336.000-981.000	New Equipment	296,570.74	41,840.00	1,214.99
101-336.000-982.000	MAJOR EQUIPMENT RESERVE		240,677.00	
Totals for dept 336.000 - Fire Department		517,523.27	484,419.00	132,157.23
<b>Dept 371.000 - BUILDING CODE COMPLIANCE</b>				
101-371.000-702.100	ADMIN ASST		29,058.00	3,756.02
101-371.000-702.452	Building Inspct	14,512.18	238,549.00	208,680.67
101-371.000-702.453	Plumbing Inspct	3,852.69	3,000.00	1,893.33
101-371.000-702.454	Mechanical Inspector	7,058.44	7,500.00	3,560.10
101-371.000-702.455	Electrical Inspector	6,848.76	70,140.00	11,274.08
101-371.000-703.000	FICA	2,660.94	2,182.00	9,782.61
101-371.000-704.000	Medicare	491.16	5,048.00	2,292.69
101-371.000-707.000	RETIREMENT			98.63
101-371.000-805.000	INFORMATION TECHNOLOGY		3,473.00	
101-371.000-861.000	RETIREMENT			98.63
101-371.000-862.000	FICA EXP		19,400.00	20.52
Totals for dept 371.000 - BUILDING CODE COMPLIANCE		35,424.17	378,350.00	241,457.28
<b>Dept 420.000 - PUBLIC SAFETY</b>				
101-420.000-850.500	COUNTY DISPATCH	35,386.44	35,000.00	17,342.56
101-420.000-940.112	Drains	6,541.60	7,500.00	
101-420.000-971.982	SIRENS AND ANNUAL INSPECTION	3,619.11	6,000.00	6,237.88
Totals for dept 420.000 - PUBLIC SAFETY		45,547.15	48,500.00	23,580.44
<b>Dept 446.000 - ROADS</b>				
101-446.000-940.110	ROAD PROJECTS	30,874.50	50,000.00	
Totals for dept 446.000 - ROADS		30,874.50	50,000.00	
<b>Dept 448.000 - STREET LIGHTS</b>				

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 11/30/23
<b>APPROPRIATIONS</b>				
Dept 448.000 - STREET LIGHTS				
101-448.000-920.500	STREET LIGHTS - SPECIAL ASSESS DI	18,376.15	26,000.00	11,341.56
Totals for dept 448.000 - STREET LIGHTS		<u>18,376.15</u>	<u>26,000.00</u>	<u>11,341.56</u>
Dept 722.000 - Planning & Zoning				
101-722.000-702.000	Salaries	8,102.00	5,100.00	2,040.00
101-722.000-702.100	ENFORCEMENT		9,500.00	
101-722.000-702.110	ZONING ADMINISTRATOR	10,964.63	21,000.00	27,100.00
101-722.000-702.200	ZBA	240.00	1,200.00	180.00
101-722.000-703.000	FICA	1,817.31	2,281.00	1,837.56
101-722.000-704.000	Medicare	290.30	579.00	430.04
101-722.000-705.000	Mileage	920.07	1,000.00	1,384.68
101-722.000-706.000	Education		1,000.00	
101-722.000-707.000	RETIREMENT	1,381.45	1,104.00	1,374.52
101-722.000-708.000	Membership and Dues	65.00	250.00	65.00
101-722.000-726.000	Supplies	170.74	250.00	
101-722.000-804.110	Planning & Zoning Consultant	8,290.30	7,500.00	3,538.78
101-722.000-805.000	INFORMATION TECHNOLOGY		1,436.00	1,099.00
101-722.000-861.000	RETIREMENT			264.52
101-722.000-862.000	FICA EXP			
101-722.000-901.000	Printing & Publishing	577.56	1,500.00	441.00
Totals for dept 722.000 - Planning & Zoning		<u>32,819.36</u>	<u>53,700.00</u>	<u>39,755.10</u>
Dept 751.000 - RECREATION AND CULTURE				
101-751.000-965.000	CONTINGENCY		9,250.00	
Totals for dept 751.000 - RECREATION AND CULTURE			<u>9,250.00</u>	
<b>TOTAL APPROPRIATIONS</b>		<u>1,067,613.72</u>	<u>1,471,619.00</u>	<u>724,630.65</u>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 101</b>		<u>269,306.21</u>		<u>275,910.03</u>
BEGINNING FUND BALANCE		2,061,813.75	2,332,195.96	2,332,195.96
FUND BALANCE ADJUSTMENTS		1,076.00		
ENDING FUND BALANCE		<u>2,332,195.96</u>	<u>2,332,195.96</u>	<u>2,608,105.99</u>



December 11, 2023

Robert Lyng  
Trustee of Marshall Township Planning Commission  
Marshall Township Board Member

Dear Mr. Lyng,

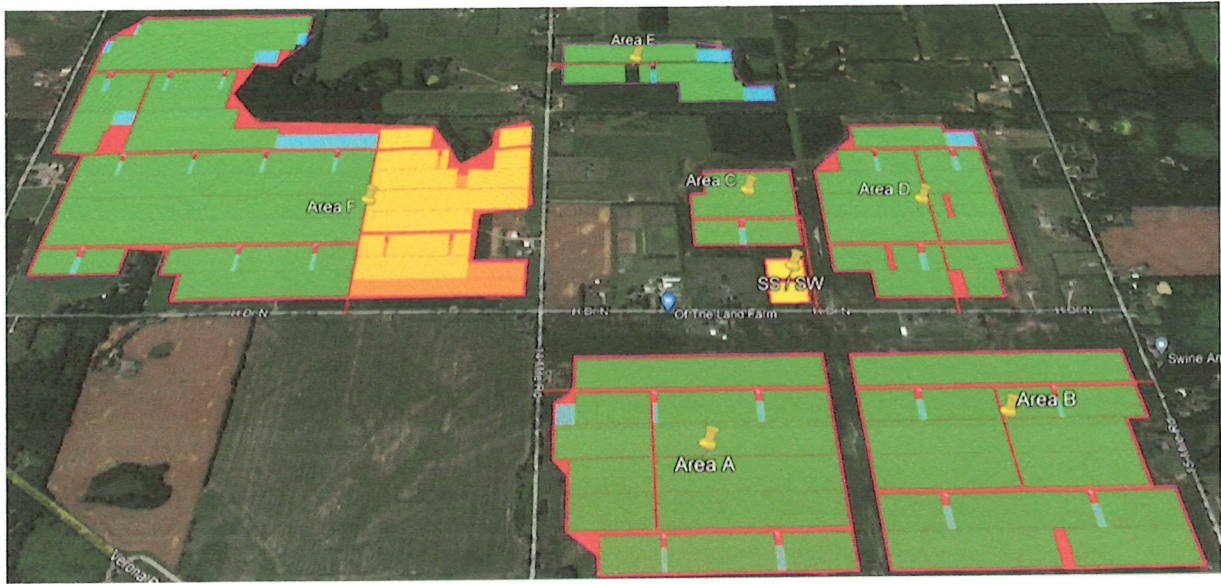
The team has been finalizing the project and anticipate a completion by 12/31/2023. We will have some continued efforts regarding vegetative screening in the planting seasons in Q1/Q2 of 2024.

**Mechanical & Electrical**

- Electrical and mechanical completion of solar facility is anticipated by 12/31/2023.
- All 27 inverters will be online and operating by 12/20/2023
- Continued testing and commissioning activities will continue until commercial operation date (COD).
- The Cereal City team will leave the retention basin along H-drive installed until the vegetation growth north of that area is completed (likely April-June 2024)
- The decommissioning of the laydown area will start this month, restoring the area
- Consumers electric will be finalizing the distribution connection to the control house in substation







Sincerely,  
Kunhal  
Parikh  
Kunhal Parikh  
Project Director

Digitally signed by  
Kunhal Parikh  
Date: 2023.12.13  
07:24:53 -05'00'

Proposed 11-14-23  
Approved \_\_\_\_\_

Marshall Township Regular Board Meeting – Marshall Township

November 13, 2023

The meeting was called to order at 7:00 p.m. by Supervisor David Bosserd. The Pledge of Allegiance was recited. Present: Albaugh, Bosserd, Lyng, VanArman and Walsh. Absent: None.

Motion by Lyng, supported by Walsh, approve the proposed meeting agenda. VOICE VOTE: CARRIED.

REPORTS: Permits issued and Treasurer reports were received and placed on file. Assistant Fire Chief Ryan Harvey provided a verbal update citing 329 incident responses so far this year.

COMMUNICATIONS: None

AUDIENCE COMMENTS ON LISTED AGENDA ITEMS: Eleven people offered comments.

PUBLIC HEARING ON SPECIAL ASSESSMENT ROLLS: The Supervisor opened the annual public hearing on the Special Assessment Rolls for the General and Michigan Avenue Street Light Districts and the Preston Drive Road Improvements. Clerk Albaugh reported that the rolls and supporting documents have been available for public inspection as per the public notice published in the Advisor. The Clerk also stated that neither the number of parcels nor the per parcel amounts are changed from the previous from the previous year. There were no public comments. The hearing was declared closed.

OLD AND NEW BUSINESS:

Motion by Walsh, supported by Lyng approve: Minutes of the October 18, 2023, regular board meeting; the bill list, total of \$ 52,787.64; Holiday closing of township offices from December 21, 2023, through January 2, 2024; A revised request for a 2024 Road Project for H Drive North (priority 1) and a request for 15 ½ Mile Road (priority 2); Appointment of David VanArman to the Fire Board to fill a vacancy with a term ending 12-31-2024; Designation of Office Manager Carl Fowler as Assistant Township FOIA Coordinator as recommended by the Clerk; A METRO Act Right-of-Way Telecommunications permit with Midwest Energy Cooperative and authorize the Supervisor to sign on behalf of the township; 2023-24 General and Michigan Avenue Street Light Districts budgets and assessment rolls; 2023 Winter tax bill special assessment #5 for Preston Drive Special Assessment District; A special board meeting to consider FOIA appeals made by Glenn Kowalske and Gerald Bosserd to be held November 29, 2023, at 2:00 p.m.; A policy on use of public address system at meetings of Township Board and Commissions. ROLL CALL VOTE: YES: Bosserd, Albaugh, VanArman, Walsh and Lyng. NO: None. CARRIED.

AUDIENCE COMMENTS: Seven people offered comments.

BOARD MEMBER COMMENTS: Supervisor Bosserd updated on water well testing. Trustee Lyng replied to several public comments.

The Supervisor declared the meeting adjourned at approximately 8:35 p.m.

Respectfully submitted,

JEFFREY S. ALBAUGH, Marshall Township Clerk

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**Township of Marshall**  
**Minutes of a Special Township Board Meeting**  
**Held on November 29, 2023 @ 2:00 p.m.**

10 A special meeting of the Marshall Township Board of Trustees was conducted on November 29,  
11 2023, commencing at 2:00 p.m., at the Marshall Township Hall.

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**Call to Order:**

20 Supervisor Bosserd called the meeting to order at 2:00 p.m. and welcomed those in attendance.  
21 The Clerk, per Board rules, has designated Township Attorney to take and produce minutes for  
22 the meeting due to absence of the Clerk.

23  
24  
25  
26  
27  
28

**Present were:**

29 David Bosserd - Supervisor  
30 Robert Lyng - Trustee  
31 David VanArman - Treasurer  
32 Dan Walsh - Trustee

33 Also, present was Township Zoning Administrator, Paul Anderson; Township Attorney, Seth  
34 Koches; and, approximately 14 interested members of the public.

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**Absent was:**

Jeff Albaugh - Clerk

**Approval of the Agenda**

The Board members received their agenda packets prior to the Board meeting and no additions  
or revisions were made to it.

**Public Comment**

Glenn Kowalske discussed his FOIA appeal and requested access to all documents referenced in  
his FOIA request. Kowalske said that FOIA is a transparency law and asked that the Township be  
transparent with disclosing records requested through FOIA.

Jerald Bosserd discussed his FOIA request and FOIA appeal. Bosserd discussed the review process  
of the solar project and felt that it was disrespectful. Bosserd said that the public did not want  
the solar project. Bosserd objected to the solar project and the Blue Oval project.

Wayne Wright discussed the FOIA and its goal of transparency among local units of government.  
Wright discussed FOIA fees and asked whether the fees are used as a way to create barriers to  
access and review public records. Wright said that the purpose of the FOIA was transparency.



1  
2 Mick Woods discussed the FOIA appeals on the meeting agenda and said that the records should  
3 be readily available for an active, on-going project. Woods said that these records should be  
4 readily available for review and cited the Township's FOIA policy that authorized the Board to  
5 waive FOIA fees.

6  
7 Barry Adams supported Woods' public comment and discussed the FOIA. Woods cited statutes  
8 making violations of the FOIA criminal offenses.

9  
10  
11 **Consideration of FOIA Appeal of Glenn Kowalske**

12  
13 The next item on the agenda was consideration of the FOIA appeal submitted by Glenn Kowalske.  
14 Jeff Albaugh, the Township's FOIA coordinator previously designated Paul Anderson to process  
15 Kowalske's initial FOIA request, as authorized the FOIA statute. Anderson provided a staff report,  
16 which was contained in the Board members' special meeting packets, which is part of the record  
17 to be considered for Kowalske's appeal regarding the cost estimate and it is incorporated into  
18 these meeting minutes by reference. Anderson summarized his report and summarized the initial  
19 FOIA requests submitted by Kowalske. Anderson said that Kowalske submitted a FOIA request to  
20 the Township via email on 10/26/23, which states in part,

21  
22 "I would like to review all of the site plans for this solar project, as well as all  
23 communications related to the approval, correction, deviation from, the site plan.  
24 Also, I am looking for the communications to NextEra/Cereal City on all violations  
25 of zoning ordinances or site plan deviations since the site approval. This appears  
26 to be no less than 5, but could be more."

27 Kowalske's 10/26/23 email is contained in Anderson's staff report and Board packet, and is part  
28 of this record. Anderson said that his initial research into obtaining all "communications related  
29 to the approval, correction, deviation from, the site plan" regarding the solar project found he  
30 had 715 emails that he sent/received. Anderson said that wasn't aware of how many other emails  
31 may exist between Planning Commissioners, the Township Attorney, the Township Engineer, or  
32 any other communications that are public records subject to disclosure. Anderson said that he  
33 needs the Township's IT provider to search the Township archived records to pull every electronic  
34 correspondence. It was estimated that the IT company needs approximately 8-10 hours of work  
35 to search the servers for these records. Anderson said that thereafter, the Township Attorney's  
36 office needs to review the records for potential redactions that apply under the FOIA. Anderson  
37 said that he will provide the requested site plans to Kowalske via thumb drive to Kowalske.  
38 Anderson said he would include the landscaping plan.

39  
40 Anderson said that Kowalske appealed the Township's cost estimate of \$995.60. Koches said that  
41 the cost estimate is appropriate when there are additional costs associated with processing a  
42 FOIA request, which includes professional service contractors to locate the items. Anderson

1 explained how the cost estimate was calculated in the cost estimate worksheet and Koches  
2 confirmed those costs as well.

3  
4 Kowalske asked questions regarding the decommissioning plan and bond. Attorney Koches  
5 explained how the decommissioning bond was calculated and that the bond must reflect the  
6 actual cost of decommissioning, not salvage value. Koches explained that the Township's  
7 Ordinance requires the bond to be 125% of the actual cost of decommissioning and that the solar  
8 company may have over bonded the decommissioning value. Koches said that the  
9 decommissioning cost is reviewed every 5 years and will be adjusted to reflect inflation costs  
10 associated with decommissioning the solar project. Anderson confirmed that a company called  
11 Atwell prepared the decommissioning plan/costs, which was provided to the Township Engineer  
12 to confirm. Anderson said the purpose of FOIA is to provide documents but noted that the  
13 Township is not required to interpret the records that are produced.

14  
15 Kowalske and Koches discussed a resolution to this matter. Koches confirmed that the requested  
16 records are all public records, subject to any applicable exemptions specified by the FOIA, such  
17 as attorney-client privilege. Koches explained that the request asked for voluminous records,  
18 which is why the cost estimate was approximately \$995.60. Koches confirmed that the Township  
19 Board may waive these fees, as allowed for by the Township's FOIA policy. Kowalske said that he  
20 didn't want the Township to absorb any unnecessary costs and agreed to withdraw this FOIA  
21 request/appeal, and new FOIA request if the following records were produced:

- 22  
23 1. All formal complaints and previous complaints regarding the Next Era/Cereal City Solar  
24 project, including all emails and site plans;  
25 2. All records related to the notice of suspension of the special land use permit letter that  
26 was provided to Cereal City;  
27 3. All records regarding any court proceedings connected to the NextEra/Cereal City Solar  
28 Project; and,  
29 4. Site plans and updated site plans that depict how Cereal City fixed the flooding issue(s).

30  
31 Kowalske and the Township Board discussed a resolution where Kowalske would meet with  
32 Anderson at the Township Hall on Tuesday, December 5, 2023, at 12:00, so Anderson could  
33 provide him the site plans on a thumb drive. The Township Board and Kowalske agreed that the  
34 rest of the records would be provided to Kowalske on December 15, 2023. Kowalske agreed to  
35 withdraw his FOIA appeal and new FOIA request if the Township agreed to provide these records  
36 in the timelines discussed.

37  
38 Upon motion by Lyng, supported by VanArman, the Township Board agreed to provide Kowalske  
39 the following records as Kowalske agreed to withdraw the FOIA appeal and new FOIA request, as  
40 follows:

- 41  
42 1. All formal complaints and previous complaints regarding the Next Era/Cereal City Solar  
43 project, including all emails and site plans;

1 2. All records related to the notice of suspension of the special land use permit letter that  
2 was provided to Cereal City;

3 3. All records regarding any court proceedings connected to the NextEra/Cereal City Solar  
4 Project; and,

5 4. Site plans and updated site plans that depict how Cereal City fixed the flooding issue(s).

6  
7 Kowalske agreed to meet Anderson at the Township Hall on Tuesday, December 5, 2023, at  
8 12:00, so Anderson could provide him the site plans on a thumb drive. The remaining requested  
9 records will be provided to Kowalske on December 15, 2023.

10  
11 The motion passed 4-0 by roll call vote.

12  
13 **The next item on the agenda was consideration of Jerald Bosserd's FOIA Appeal**

14  
15 Jeff Albaugh, the Township's FOIA coordinator previously designated Paul Anderson to Bosserd's  
16 FOIA request, as authorized the FOIA statute. Anderson provided a staff report, which was  
17 contained in the Board members' special meeting packets, part of the record to be considered  
18 for Bosserd's appeal and is incorporated into these meeting minutes by reference. Anderson  
19 summarized his report and summarized the FOIA requests submitted by J. Bosserd.

20  
21 Anderson said that all records requested by J. Bosserd were timely provided. Koches said that  
22 there were additional records that were generated after J. Bosserd's FOIA request was submitted  
23 to the Township and Koches brought those records to turn over to J. Bosserd. Koches explained  
24 that the Township has a continued duty to provide records as they come available or are located,  
25 and indicated that these new records will be turned over to J. Bosserd at the conclusion of the  
26 appeal hearing.

27  
28 Bosserd addressed the Board and said that the records weren't produced and that more records  
29 existed. Bosserd questioned many aspects of the solar project and mentioned a file that may exist  
30 containing additional records.

31  
32 Upon motion of Walsh, supported by D. Bosserd, and 4-0 vote, the Township Board voted to deny  
33 J. Bosserd's appeal because all Township records requested by J. Bosserd were provided to him  
34 (J. Bosserd) in compliance with the FOIA statute.

35  
36 Koches provided J. Bosserd the additional records that became available under the Township's  
37 continued duty to disclose records. Koches recommended that as a courtesy, the Township  
38 should provide all records produced to Kowalske also be turned over to J. Bosserd.

39  
40 **Public Comment**

41  
42 Kowalske discussed the Planning Commission makeup and discussed the special land use  
43 revocation process for David Brown's Auto Collision. Kowalske discussed the Planning  
44 Commission's processing special land use applications and simplifying the process.

1 **Board Member Comments**

2

3 Lyng provided an update regarding relocation of and new building for fire station 1.

4

5

6 **Adjournment**

7

8 The meeting was adjourned at 4:20 p.m.

9

10

s/ T. Seth Koches

11

Seth Koches, Township Attorney

12

13

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank SMB SOUTHERN MICHIGAN BANK					
11/09/2023	SMB	1101	CONSUMERS ENERGY CO.	Utilities	268.74
				Utilities	268.73
					<u>537.47</u>
11/10/2023	SMB	31524	HIGHPOINT COMMUNITY BANK	SOUTHERN MICHIGAN BANK	250,000.00
11/13/2023	SMB	31525	ADVISOR	OCTOBER NOTICES	240.00
11/13/2023	SMB	31526	BAUCKHAM, THALL, SEEBER, KAUFMAN	OCTOBER SERVICES	3,698.33
11/13/2023	SMB	31527	CITY OF MARSHALL	OCTOBER STREET LIGHTS	135.00
11/13/2023	SMB	31528	CLEAN SWEEP MAINTENANCE	OCTOBER CLEANING SERVICES	535.00
11/13/2023	SMB	31529	COLLEEN KLINE	MILEAGE BOE SEMINAR 110 MILES	72.05
11/13/2023	SMB	31530	EGL	2024 WATER SUPPLY FEE	171.92
11/13/2023	SMB	31531	ELAN FINANCIAL SERVICES	ZOOM AND AT&T SERVICES - OCTOBER	270.53
11/13/2023	SMB	31532	FIRST CLASS LAWN CARE	LAWN CARE OCTOBER	1,278.00
11/13/2023	SMB	31533	MICHIGAN STATE FIREMANS ASSC	2024 ASSOCIATION MEMBERSHIP	75.00
11/13/2023	SMB	31534	MICK IDEN	OCTOBER SOLAR INSPECTIONS	10,140.00
11/13/2023	SMB	31535	OFFICE 360	WALL ACTIVITY CALENDAR	38.85
11/13/2023	SMB	31536	REPUBLIC SERVICES	NOVEMBER PICKUP SERVICES	95.71
11/13/2023	SMB	31537	VRIESMAN & KORHORN	SOLAR CONSTRUCTION REVIEW	2,038.78
11/13/2023	SMB	31538	WEST SHORE SERVICES INC	WARNING SIREN REPAIR	1,335.00
11/16/2023	SMB	31539	COMCAST BUSINESS	11-10 - 12-09 VOICE 7 INTERNET SERVICE	490.23
11/16/2023	SMB	31540	DAN SLONE	2024 ASSESSOR CERTIFICATION RENEWAL FEE	175.00
11/16/2023	SMB	31541	MARANA GROUP	WINTER TAX BILL MAILING SERVICE	1,461.49
11/16/2023	SMB	31542	STATE OF MICHIGAN	ASSESSOR CERTIFICATION RENEWAL FEE	175.00
11/16/2023	SMB	31543	CONSUMERS ENERGY CO.	STREET LIGHTS	36.60
11/16/2023	SMB	1102	CONSUMERS ENERGY CO.	Utilities	152.17
11/16/2023	SMB	1103	CONSUMERS ENERGY CO.	STREET LIGHTS	583.90
11/16/2023	SMB	1104	CONSUMERS ENERGY CO.	STREET LIGHTS	807.30
11/16/2023	SMB	1105	CONSUMERS ENERGY CO.	REIMBURSEMENT FOR CONTINUING EDUCATION/S	175.00
11/16/2023	SMB	31544	DAN SLONE		129.18
11/16/2023	SMB	31545	MACQUEEN EQUIPMENT/EMERGENCY		148.32
11/16/2023	SMB	31546	US BANK		326.92
11/16/2023	SMB	1106	WALTERS DIMMICK PETROLEUM		39.60
11/16/2023	SMB	1107	CONSUMERS ENERGY CO.	SIRENS	40.01
11/16/2023	SMB	1108	CONSUMERS ENERGY CO.	SIRENS	40.14
11/16/2023	SMB	1109	CONSUMERS ENERGY CO.	SIRENS	40.14
11/16/2023	SMB	1110	CONSUMERS ENERGY CO.	SIRENS	40.29
11/16/2023	SMB	1111	CONSUMERS ENERGY CO.	SIRENS	40.42
11/16/2023	SMB	1112	CONSUMERS ENERGY CO.	Utilities	167.94
11/16/2023	SMB	31547	CLEAN SWEEP MAINTENANCE		470.00
11/16/2023	SMB	31548	CALHOUN COUNTY CLERKS ASSC.	MEMBERSHIP DUES FOR 2024	50.00
11/16/2023	SMB	31549	DAVID CHAPMAN AGENCY	2024-2025 CYBER INSURANCE	2,629.00
11/16/2023	SMB	31550	FIRST CLASS LAWN CARE		384.00
11/16/2023	SMB	31551	MICK IDEN	SOLLAR BUILDING INSPECTIONS OCTOBER '23	4,895.00
11/16/2023	SMB	31552	MICHIGAN LABOR LAW POSTER SERVICE	LABOR LAW POSTERS KEYCODE A13600969745	84.27
11/16/2023	SMB	31553	PETTY CASH	PETTY CASH	97.66
11/16/2023	SMB	31554	PLANTE & MORAN	FORM F-65	1,550.00
11/16/2023	SMB	31555	REPUBLIC SERVICES		95.32
12/11/2023	SMB	31556	WEST SHORE SERVICES INC	ANNUAL INSPECTION/PREVENTATIVE MAINTENAN NEW ANTENNAS/WARNING SIRENS1230	2,576.00
					2,075.00
					<u>4,651.00</u>

SMB TOTALS:  
 Total of 45 Checks: 290,637.54

CHECK REGISTER FOR MARSHALL TOWNSHIP  
CHECK DATE FROM 11/05/2023 - 12/14/2023

12/14/2023 05:13 PM  
User: JEFF  
DB: Marshall

Check Date	Bank	Check	Vendor Name	Description	Amount
Less 1 Void Checks:					175.00
Total of 44 Disbursements:					<u>290,462.54</u>

Resolution 11-2015  
Credit Card Use Policy

Whereas, Pubic Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

Whereas, the Marshall Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit care as described in the Act, now

Therefore be it resolved, that the following policy shall govern the use of township credit cards:

- a) The Township Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.
- b) Township credit cards may be used only by the Clerk, Treasurer or Deputy Treasurer and Fire Chief for the purchase of goods or services for the official business of the township.
- c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.
- d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- e) An officer of employee issued a credit card shall return the card to the Clerk upon termination of his or her employment or service with the township.
- f) The Clerk shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicated agreement that the credit

card has been issued, and that the employee has received and read a copy of this policy.

The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

- g) The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.
- h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.
- i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board:
  - Verbal counseling
  - Written reprimand
  - Suspension
  - Termination
  - Reimbursement to the township for unauthorized expenditures.
- j) At no time shall the outstanding, unpaid balance exceed \$4,000.00
- k) No individual charge may exceed \$1000.00 without the advance, written approval of the Supervisor with the exception of a yearly purchase from the United States Postal Service for a one year supply of stamped envelopes with the township's return address and not exceed \$4000.00.
- l) All other policies concerning credit cards are null and void on approval of this resolution.

Upon a roll call vote the following voted at the regular meeting August 17, 2015:

AYE: *Tyng, Quinn, Bossard, Sink*

NAY: *Buro Excused; Albaugh*

ABSENT:

I, Cynthia Sink, the duly elected and acting Clerk of Marshall Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on 8-17-2015, at which meeting a quorum was present, by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

*Cynthia Sink*



2024 MARSHALL TOWNSHIP BOARD MEETING DATES

Township Board meetings are held on the 3rd Monday of each month at 7 p.m. unless a federal or state holidays when the meeting shall be on the following Tuesday (\*) per Board Rules.

January 16, 2024*	May 20, 2024	September 16, 2024
February 20, 2024*	June 17, 2024	October 21, 2024
March 18, 2024	July 15, 2024	November 18, 2024
April 15, 2024	August 19, 2024	December 16, 2024

ALL MEETINGS, UNLESS OTHERWISE NOTICED, ARE AT THE  
MARSHALL TOWNSHIP HALL, 13551 MYRON AVERY DRIVE, MARSHALL, MI 49068  
BY ORDER OF THE TOWNSHIP BOARD.

Jeffrey S. Albaugh,  
Marshall Township Clerk

2024 Property Tax Gross Income Guidelines

(recommended by December 2023 Board of Review)

SIZE OF FAMILY UNIT	POVERTY GUIDELINE
1	\$ 19,720
2	24,680
3	30,000
4	35,140
5	40,280
6	45,420
7	50,560

For each person in family unit in excess of 7 add \$5,140 for each such person