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GROVELAND TOWNSHIP

Oakland County

Township of Groveland (Groveland Township) Policies & Procedures

Revised June 11, 2018

At Groveland Township, our vision is to respond to the needs of our residents promptly, efficiently and with a desire to serve those who are our customers. Customers come first. Inter-Township projects and personal activities are secondary to client service. We believe that with the right combination of people we can accomplish this vision.

Groveland Township recognizes its responsibilities to each of its constituents, and Township employees make this pledge as a statement of the Township's values and purpose as we conduct Township business.

- Groveland Township will strive to serve its Township constituents with dependable and efficient service. The highest standards and lawfully executed service will be our goal.
- Groveland Township will strive to be a place where employees are encouraged to expand their knowledge and fulfill their individual potentials. One of the Township's premier goals is to be considered an invaluable workplace by each of our employees.
- Groveland Township will strive to conduct its affairs in a socially responsible, ethical manner while maintaining a kind and courteous workplace.

This level of excellence requires a commitment on our part to help us become all that we can be. Our commitment means that we can count on each other to do the best job that we possibly can. In turn, our value to the Township will be recognized by our customers who receive exemplary service; thereby making the Township a great place to live, visit and work.

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Poverty Exemption, Board of Review – Annually file all required paperwork claiming a basis on which the exemption can be granted. At the January Township Board meeting the Board (or as soon thereafter as possible) shall pass a resolution identifying the annual income levels that qualify as “Poverty”. The exemption paperwork must be filed after January 1, but before the day prior to the last day of the Board of Review. All of the following is required: own and occupy as a principle residence the property for which the exemption is sought; produce prior years’ federal and state income tax returns (for all persons residing in the household), unless not required to file; produce valid driver’s license or state photo ID card; provide acceptable evidence of ownership of the property; utilize forms provided by Treasurer’s office; and meet the federal poverty guidelines updated annually. If a person is not required to file any tax return then they must produce the State Tax Commission Approved Affidavit Form 4988. Without the tax return(s) filed, at a minimum the Michigan Homestead Property Tax Credit Claim MI-1040 CR, the Board of Review may not be able to determine whether the person would qualify for the poverty exemption.

Michigan Social Security Number Privacy Act – It is the policy of the Township to never display more than 4 sequential digits of a person’s social security number in any manner where another person can/may view, except when required by law. Any recording of the full social security number shall be carefully protected from any access by any unauthorized person. Where it is required to obtain the full social security number, every effort will be utilized to prevent access by any unauthorized person, whether in person or electronically. Any numbers so obtained shall be maintained under strict security and when use is no longer needed, shall be totally shredded and/or destroyed. Only the Clerk or the Deputy Clerk (or Fire Chief/Assistant Fire Chief for fire personnel) shall have access to the complete social security number. Even under a Freedom of Information Act request no more than 4 sequential numbers can be given.

Public Record Protection – Proper and reasonable facilities shall be provided for any person for the inspection and examination of records or files in the office, except those records or files determined to be confidential or otherwise protected under law or court order. No books, records, files shall be removed from the office except by order of the court or pursuant to a court issued subpoena *duces tecum*.

Public Participation, Open Meetings Act - All meetings of the Township shall be open to the public, except when permitted by law. Meeting schedules shall be posted and when special meetings are called will be posted on the building and on the Township’s web site www.grovelandtownship.net . The public will be allowed to voice their comments during the meeting, at time(s) indicated on the agenda or as asked by the chair of the meeting. Rules and regulations for the meetings will be set to avoid any disruption of the meeting. Act 267 of 1976 as amended will be complied with.

Investments and depository designation – The Township has established a written Investment Policy that is annually included in the

Appropriation Act for each fiscal year. All Township funds, including the Fire Department funds, are deposited at board approved institutions, are deposited within ten business days of receipt by the treasurer's office and are deposited into the appropriately designated fund. Pursuant to law the treasurer shall appoint a deputy treasurer. Public Act 20 of 1943, as amended, will be complied with.

Credit Cards – All requirements of Public Act 266 of 1995, as amended shall be complied with. Only designated officials and/or authorized employees shall have a Township approved credit card with a maximum cap of \$2,500.00 per card. Regardless of type of card, bank, retail store or gas, use of the card is limited to goods/services required for official government use and at no time will be used for personal use. A detailed receipt shall be submitted to the Clerk's office within ten days and shall detail the goods/services purchased, the cost, date purchased, and official business for which purchased. All balances including interest are mandated to be paid within 60 days of the statement date. Misuse of the card will be subject to disciplinary action up to and including discharge. Elected officials misusing a card will have their card cancelled and will be required to reimburse the Township for unauthorized expenditures within 14 days. The combined credit limit of all credit cards shall never exceed 5% of the total budget.

Automatic clearing house (ACH) transactions – ACH transactions require the approval of the Treasurer's and Clerk's office after Board approval for the ability to use ACH for official transactions. ACH transactions currently authorized but not limited to, include: Oakland County treasurer; Insurer's, Medicare, Medicaid for ambulance-cost recovery runs; between approved Township financial institutions; and school districts for tax distribution purposes. After approval the Treasurer may enter additional agreements where it is beneficial to the Township for monetary transactions to be conducted electronically. The Treasurer is responsible for all ACH Agreements, payment approval, reporting, and overseeing compliance with the Township's ACH Policy. Upon approval by the Board, the Clerk's office may add vendors providing goods or services to be paid via ACH transactions. Both the Clerk's and Treasurer's offices shall monitor ACH transactions for compliance with the law and this policy. All ACH transactions shall comply with Act 738 of 2002 as amended.

Planning (or other) commission(s) conflicts of interest – A planning commission member may be removed by the Township Board upon written charges, after a public hearing for misfeasance, malfeasance, or nonfeasance. Before casting a vote on a matter that could be considered to have a conflict of interest, the member shall declare the potential conflict to the planning (or other) commission. The member is disqualified from voting on the matter if so provided in the bylaws or by a majority vote of the remaining members of the commission. Failure to disclose a potential conflict of interest is deemed to be malfeasance of office. This same policy is adopted for ANY and ALL BOARD members. This

does not change the Township's "AT WILL" employment policy contained in the Employee Policy and Procedure Manual.

MIOSHA health and safety procedures – The Michigan Occupational Safety and Health Act (Act 154 of 1974, as amended) shall be obeyed by all employees of the Township. See Employee Manual for more examples of specific safety rules and regulations.

Freedom of Information Act (FOIA) – The FOIA officer is the Township Clerk. In her/his absence the deputy clerk may act as the FOIA Official, or any official so designated by the FOIA Officer. Not available to anyone incarcerated in state or local correctional facilities. Unless exempted by law, full and complete disclosure of information regarding the affairs of the township and the official acts of public officials or employees will be provided. Where allowed, reasonable fees-costs will be charged for searches, copying or other expenses to provide the requested document(s). All FOIA requests must be in writing. Full compliance with Act 442 of 1976, as amended is required.

Ethics Policies – All staff WILL

- Take NO action for personal gain
- Be responsible stewards of public resources
- Comply with all state and federal laws
- NOT engage in political activities during working hours for the township
- Take NO action on behalf of third parties
- Disclose and recuse any potential conflict of interest
- Refuse any gift with a value in excess of \$25.00
- NOT use township resources for personal gain
- Avoid any financial relationships that could be construed as a conflict
- Be truthful
- Maintain confidentiality when permitted by law
- Be transparent in all actions
- NOT use position to create undue influence on another
- Encourage and promote public involvement
- Always be courteous and respectful of customers in any form of communication
- Take full ownership and responsibility for duties required by law or by assignment
- AVOID personal attacks
- Represent the Township in any meeting or group with professionalism and high integrity

Adopt by reference the Township's Employee Manual – All employees will fully comply with all policies and procedures established in the most currently adopted Employee Manual. These policies shall apply to all Groveland Township

full-time, part-time, and temporary employees which includes members of the Groveland Township Fire Department (GTFD). Due to the public safety mandate of their work, the GTFD will have its own set of operational rules and procedures, all of which are still subject to Township Board approval and the provisions of both the Township Policy Manual and the Employee Manual.

Office Hours – Monday, Tuesday, Thursday 9:00am – 4:00pm; Wednesday 9:00am – 7:00pm. Closed Friday and Legal Holidays.

Township Hall and Pavilion Rules/Use – As the taxpayers of Groveland have funded the facilities, the township hall and or pavilion may be reserved for groups, organizations, clubs, etc., who have a resident member of the township, on a first come, first served basis provided there isn't a township board meeting/function at the same time. Non-residents may be charged a fee for the use of the facilities. A "Building/Park Reservation Form" must be completed, including the Indemnification Agreement before the facility(ies) may be reserved. For the use of the hall, an authorized person must obtain the building key during regular office hours. The group, organization, or club, etc., using the facility shall be responsible for preparing the facility for the intended event and for restoring the same to an equal or better condition, including but not limited to cleaning and disposing of any waste in a legal manner off site. Alcohol and illegal drugs are prohibited on any portion of the premises. Smoking is prohibited in any building. As it is possible that more than one event may occur on a day, it is imperative that start and end times be honored. On any election day, campaign materials, including signs on vehicles may not be within 100 feet of an entrance to voting place. A vehicle with campaign signs may be parked on township property, within 100 feet of the entrance, only for the length of time it takes for the vehicle occupant to vote. Any campaign material placed on township property must be removed immediately after the polls close.

Payroll Dates – Elected officials, trustees and board members are paid once per month on the second of each month. Office staff and fire personnel are paid on the second and fifteenth of each month. Where the regular pay date falls on a Saturday, Sunday or legal holiday the pay date will be the Friday before. It is the policy of the township to deposit the net pay into the employee's bank account.

Board Members and Contact Information – Unless authorized by the Board member, no personal information is to be released, except as shown below.

- Supervisor- Robert DePalma- supervisor@grovelandtownship.net ; 248-634-4152 office; 248-627-2591 home; 248-990-8715 cell
- Clerk- Pamela Mazich- clerk@grovelandtownship.net ; 248-634-4152 office; 248-634-5573 home; 248-434-5754 cell.
- Treasurer- Dave Ax- treasurer@grovelandtownship.net ; 248-634-4152 office; 810-691-5706 cell.

- Trustee- Dale Cason- trustee@grovelandtownship.net ; 248-634-4152 office
- Trustee- Jim Christopher- trustee@grovelandtownship.net ; 248-634-4152 office
- Planning Commission Chair- Jenifer Sevigny
pc@grovelandtownship.net ; –248-634-4152 office
- Planning Commission member- Lynn Schank-
pc@grovelandtownship.net ; 248-634-4152 office
- Planning Commission member- Kevin Mason-
pc@grovelandtownship.net ; 248-634-4152 office
- Planning Commission member – Jim Kelty –
pc@grovelandtownship.net ; 248-634-4152 office
- Planning Commission member – Jean Sova –
pc@grovelandtownship.net ; 248-634-4152 office
- Planning Commission member – Neil Sheridan -
pc@grovelandtownship.net ; 248-634-4152 office
- Planning Commission member/trustee- Dale Cason- 248-634-4152 office.
- Board of Zoning Appeals (BZA)- Chair-Jenifer Sevigny– 248-634-4152 office
- BZA member/trustee – Jim Christopher- 248-634-4152 office
- BZA member - Harry Branca- bza@grovelandtownship.net ; 248-634-4152 office
- BZA member – Judy Schulte- bza@grovelandtownship.net ; 248-634-4152 office
- BZA member– Chris Johnesee - bza@grovelandtownship.net ; 248-634-4152 office
- Board of Review Chair – Rod Krupka- 248-634-4152 office
- Board of Review member – Kevin Mason- 248-634-4152 office
- Board of Review member – Jim Christopher – 248-634-4152 office
- Board of Review alternate member – Neil Sheridan – 248-634-4152 office
- Cemetery Board Chair-Pam Mazich-clerk@grovelandtownship.net ; 248-634-4152 office; 248-634-5573 home; 248-434-5754 cell.
- Cemetery Board member- Dave Ax-
treasurer@grovelandtownship.net ; 248-634-4152 office; 810-691-5706 cell
- Cemetery Board member- Jim Weil-248-634-4152 office
- Cemetery Board member- Theresa Bills- 248-634-4152 office
- Cemetery Board member- Patti Back-
deputyclerk@grovelandtownship.net; 248-634-4152 office
- Cemetery Sexton and Board member- Bill McIninch- 248-634-4152

Complaints – Should a person believe an ordinance violation exists they may contact the township office to determine whether a violation exists. The

township's ordinances are also available online at www.grovelandtownship.net under the Ordinance tab on the navigation menu. A form is available at the office that must be completed should a person want the Township Ordinance Enforcement Officer to investigate. It has been found that difficulties are best worked out between neighbors but when that is not possible, a formal complaint may be filed. Township staff can assist with the completion of the form, but a person must sign the form for action to be taken. The township does not get involved with property line disputes.

Board meeting “rules of engagement” – In general the following are basic rules for all meetings;

- Cell phones off, turned to “airplane mode”, or set to vibrate
- Only one meeting at a time- no side conversations
- All viewpoints are valid
- Three-minute time limit per person with board members speaking first
- No war stories, keep to item agenda topic
- Meeting chair to maintain control

Board Commitment to Values- Each township board (PC, BZA, Board of Review, Cemetery, Fire or Township Board) member will:

- Act on behalf of residents providing progressive and visionary leadership consistent with community values, expectations and to promote the Mission Statement,
- Conduct its business open to the public and fairly consider differing viewpoints in developing policy,
- Respect diverse opinions and encourage open debate among its members; attempting to reach a consensus,
- Remember that one vocal resident doesn't represent the silent majority but still gets a chance to express their opinion with respect from the board,
- Fully disclose any potential conflicts of interest,
- Refrain from using the board for personal gain,
- Take no action that will compromise the Board or the township staff and respect the confidentiality of information that is privileged under applicable law,

Public Participation- Persons wishing to address the Board at the appropriate place in the meeting agenda shall be subject to the following:

1. Any person shall have the right to tape record, video tape or broadcast the proceedings of the Township Board in a non-disruptive manner, but they shall not utilize the electrical outlets of the Township without the prior permission of the Chair. Furthermore, any tape recorder, video camera, or other camera utilized by any such person shall be kept at

- least 10 feet away from all members of the Township Board and shall not be placed behind them.
2. Members of the public may comment only during the public comment portions of the meeting.
 3. No person shall disrupt a meeting of the Township Board. No person shall commit a breach of the peace at any Township Board meeting. Any person who disrupts a meeting of the Township Board or commits a breach of the peace at a Township Board meeting may be ejected from the meeting. Refusal by a member of the public to stop speaking when the Chair has interpreted that such person's time has expired or if such person speaks when they have no right to do so, such actions shall be deemed a disruption of the Township Board meeting and a breach of the peace.
 4. Members of the public shall not talk among themselves during a meeting of the Township Board in a volume greater than a whisper, and upon being asked by the Chair to quiet down, shall do so.
 5. No person shall utilize any profane or obscene speech or gesture.
 6. Each person shall be allowed to speak on an agenda item when the issue is taken up by the Board, and non-agenda issues under Brief community comments, for up to three minutes. An extension of time may be granted by the chairman if the extension will not interfere with conduct of board business or with other persons who also wish to address the board. Persons may address the board with a three (3) minute time limitation at the conclusion of all business items on the agenda.
 7. Each person wishing to address the Board shall identify themselves by name and address. Persons representing an organization or group shall indicate whether their comments represent the official view of the organization or group.
 8. If a delegation wishes to address the Board, the delegation may select up to five representatives to speak on its behalf, for a total time of not more than 20 minutes.
 9. No citizen can "transfer," reserve or delegate any public comment time to any other person.
 10. The Board shall be provided by the Clerk or by the speaker with copies of all written comments submitted.
 11. If a member of the public undertakes a personal attack on a Township official or employee regarding non-Township matters or on a private matter not related to Township business or activities, the Chair has the discretion to terminate the remaining allowable public comment time for any such person.
 12. Persons addressing the Board shall observe rules of common courtesy. All public comments shall be directed to and through the Chair – no member of the public shall directly address any other member of the public or any other Township official. Complaints should first be considered through proper channels before being considered by the Board. Personal attacks against a Board member or township employee unrelated to the Board member's or employee's performance of duties shall not be permitted. Board members or employees may request a closed hearing to hear complaints related to the performance of their official duties.
 13. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Supervisor/Chair for investigation, study, and recommendation or designated as a future agenda item.

14. The Township Clerk shall be responsible for timing the length of public comments and informing the Chair when a citizen has 30 seconds remaining and when time has expired.

Petty Cash- The Township office will maintain a petty cash box for needed expenses and making change during tax collection times. The amount to be maintained will be set by the Township Board annually and is presently \$500 for the Township office (Office \$100.00 Tax \$400.00). The fire department will maintain a petty cash box for needed expenses with the amount set annually by the Township Board and presently set at \$500. It is the policy of the Township including Fire dept. to obtain receipts for all purchases, not pay sales tax as we are a government operation and that on at least a 60-day frequency the Treasurer's office shall reconcile the petty cash boxes and reimburse from the appropriate fund where needed.

Social Media

1. PURPOSE

To prohibit the inappropriate use of electronic communication systems, media imaging systems, networks, devices, and equipment and dissemination of inappropriate information, images, recordings, photographs or other materials by township personnel. This includes the use of social media. Social media is broadly defined as internet-based communications technology that provides immediacy, interactivity and the sharing of information across multiple platforms.

The township allows the use of social media, where appropriate, to further the goals and missions of the township. However, the township has an overriding interest and expectation in deciding what is "spoken" on behalf of the township through social media. This policy establishes guidelines for the use of social media by township Employees.

2. APPLICABILITY

This policy applies to all township Employees (including fire) and approved volunteers, consultants, service providers and contractors performing business on behalf of township ("Employees"). Where Township is referred to herein it also applies to Fire.

3. POLICY

It is the policy of the township that all individuals identified in paragraph 2 abide by the policy set forth herein when using township information systems, which are defined as: computers and the services of both internal and external databases and information exchange networks, the internet, email, voice mail, mobile data terminals, facsimile machines, mobile telephones, lap top computers and social media (“Information Systems”).

Communications sent by email may be subject to disclosure under the Freedom of Information Act or in litigation. No Employee shall have any expectation of privacy regarding any information transmitted or stored on the township’s Information Systems.

4. PROCEDURE

- A. Transmission of electronic messages and information on communications media provided for Employees of the township shall be treated with the same degree of propriety, professionalism and confidentiality as official written correspondence or public records.
- B. The township encourages authorized and trained personnel with access to township Information Systems to utilize these devices whenever necessary. However, all Information Systems are the property of the township and use of any of these Information Systems is a privilege that is subject to revocation. Information Systems are intended for use in conducting official township business with limited exceptions noted in this policy
- C. Employees are advised that they do not maintain any right to privacy or ownership in Information Systems equipment or its contents or to include or install personally owned software.
- D. The township’s administration reserves the right to access any of the records within the Information Systems at any time and to retain or dispose of those records as it deems necessary and appropriate, and may require employees to provide passwords to files that have been encrypted or password protected.
- E. The township reserves the right to access, for quality control purposes and/or for violations of this policy, date, electronic and voice transmissions of Employees conducting business in the township.
- F. Personal and/or private use of township Information Systems to access social media sites is prohibited, except accessing the Township or Fire web sites is allowed.
- G. Accessing or transmitting materials from township Information Systems that involve the use of

obscene language, images, jokes, sexually explicit materials, or messages that disparage or threaten the township, any person, group, or classification of individuals is prohibited regardless of whether the recipient has consented to or requested such materials.

- H. Confidential, proprietary or sensitive information may be disseminated or made available through shared directories or networked systems only to individuals with a need and a right to know and when there is sufficient assurance that appropriate security of such information will be maintained. The dissemination of confidential, proprietary or sensitive information, including photographs, on social media sites or personal web pages is prohibited.
- I. Employees shall not post photographs of their co-workers or any member of the general public on their personal social media sites. (With permission of the Chief/Assistant Chief, pictures may be posted on the fire department's social media site however written permission must first be obtained for any general public person seen in a photograph. No pictures of minors to be posted.)
- J. No Employee shall access or allow others to access any file or database of the township unless that person has a need and a right to such information. Personal identification and access codes shall not be revealed to any unauthorized source.
- K. Employees are **NOT** to open email messages unless they are certain of the trustworthiness of the source.
- L. Employees may not utilize email messages as a secure and confidential means of communication since subsequent direction of the message cannot be controlled.
- M. Employees may not knowingly accept messages with inappropriate content as described in the policy and will immediately report it to their supervisor and then completely delete any such message inadvertently received when directed to do so.
- N. Creating a web site or social media page that has any appearance of officially representing the township is prohibited without the express written approval of the Township Board or designee. Any information added to the official township web page(s) or site(s) must have the approval of the Township Board or designee prior to being accessible by the general public. (Currently the township's cable manager has permission to update the township's web site at the direction of the supervisor, clerk or treasurer.)
- O. Using images of any official township logo, patch, badge or sign on personal web pages is prohibited without the express written approval of the Township Board or designee.
- P. Employees shall not utilize Information Systems to spoof, masquerade or assume any identity or credentials of another individual.
- Q. The use of social media shall conform to all township policies prohibiting discrimination, retaliation and harassment of co-workers.

- R. Employees shall not identify themselves or any co-worker specifically, or otherwise infer in any way that they are an employee of the township or any personal social media site, unless explicitly granted permission by the Township Board or designee.

5. DISCIPLINE

Any violation of this policy may result in disciplinary action up to and including termination.

Spending Limits

Whether township or fire, no employee shall expend township or fire funds without approval from a supervisor. Expenditures greater than \$1,000.00 require township board approval, except as stated in the Appropriations Act for the current budget year: "Township Officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each Activity/Department/Cost Centers." For Emergency situations such as but not limited to well, septic, blown engine, the Township Officials (Supervisor, Clerk and Treasurer) must unanimously approve an emergency repair/replacement prior to expenditure and then at the next board meeting discuss and get board approval. In every case the treasurer must be notified with sufficient time so that the required funds will be available to write a check.