

**APRIL 2015**

**Your Township Board**

Supervisor.....Roger Seely  
 Clerk.....Denise Cook  
 Treasurer.....Dave Vonk  
 Trustee.....Gary Bluschke  
 Trustee.....Chuck Garlanger  
 Trustee.....Ron Griffin  
 Trustee.....Melissa Hahn  
 Manager.....Tim Fenderbosch

**Other Township Officials**

Building Inspector.....Jerry Jones  
 Ordinance Officer.....Ken Bates  
 Assessor.....Sue Rice  
 Chief of Police.....Ross Bates

**Township Meetings**

Township Board of Trustees  
 6 p.m. 1st Monday of the month  
 (Board Workshop at 12:00 Noon)

Planning Commission  
 6:30 p.m. 2nd Tuesday Bi-Monthly

Zoning Board of Appeals  
 7 p.m. 2nd Wednesday  
 (As Requested)

**MEETINGS ARE HELD AT THE  
 TOWNSHIP HALL AND ARE  
 OPEN TO THE PUBLIC**

**Township Hours**  
**The Township Hall is open**  
**Monday-Friday**  
**8 a.m. to 5 p.m.**



"Update" is published periodically in an effort to inform residents of the many activities in St. Joseph Charter Township. Inquiries or future articles should be directed to the Manager.



We are once again asking our residents to please be on the lookout for vandalism in our parks. Every year we experience substantial expenses in removing graffiti, repairing damages to restrooms, dug-outs, picnic and playground equipment, picking up dumped trashcans, and other costly destruction. PLEASE: If you see something, hear something or know something, report it (anonymously if you prefer) to our police department. Between the hours of 8:00 a.m. and 5:00 p.m., call 429-6890. After 5:00 p.m. call 983-7141 for the Sheriff's Department Dispatch Center. **Remember:** These are YOUR parks and YOUR tax dollars. Thank you for being our eyes and ears.

**FROM THE SUPERVISOR'S DESK**

*Roger Seely, Supervisor*

**....WHERE DO MY TAX DOLLARS GO??**

That's a good question! While taxpayers *do* submit their payments to our office, we don't keep all of the money. Only a portion of it remains with us. To facilitate tax collections, and rather than have you receive tax bills from several various agencies, we act as a collecting agent for those other taxing jurisdictions, such as the schools, the State of Michigan, the airport, and Berrien County. Within ten (10) business days of the first and fifteenth of each month, we must, by law, send them their money. Here is a breakdown of what a typical home, worth \$150,000 (taxed at 50% of True Cash Value) pays to us and where it goes. (If you live in the Village of Shoreham, your Village taxes are not included as they are paid directly to the Village Treasurer and not to our office):



**True Cash Value of Home: \$150,000.00**  
**Taxable Value: \$75,000.00**

2014 Tax Liability (100% Homestead Exempt): \$2,109.71  
 2014 Tax Liability (0% Homestead Exempt\*): \$3,459.71 \*(Non-Homestead)

Berrien County			St. Joseph Charter Township		
	Millage	Taxes		Millage	Taxes
General Fund:	4.7723	\$357.92	General Fund:**	0.7589	\$56.92
County 9-1-1:	0.4500	\$33.75	Rubbish Removal:	1.5000	\$112.50
County Law Enforcement:	0.3500	\$26.25	Public Safety -		
Senior Centers:	0.3000	\$22.50	Police, Fire Ambulance:	4.3990	\$329.93
County Parks	0.1000	\$7.50	Library Contribution:	0.4499	\$33.74
		<b>\$447.92</b>	Fire Improvement -		
			New Fire Station:	0.2499	\$18.74
					<b>\$551.83</b>
Schools			Other		
(St. Joseph Schools Millage Rates Used)				Millage	Taxes
	Millage	Taxes			
SET (Pd to State of Michigan):	6.0000	\$450.00	Airport:	0.0999	\$7.49
*School Operating (Non-Homestead):	18.0000	\$1,350.00			
Local School (2006 Bldg/Site):	0.9946	\$74.59			
Local School (2001 Debt):	1.5500	\$116.25			
Local School (2010 Debt):	2.0000	\$150.00			
Lake Michigan College:	1.7854	\$133.90			
Berrien County RESA General:	0.1745	\$13.08			
Berrien County RESA Special Ed:	2.1954	\$164.65			
		<b>\$2,452.47</b>			



**\*\* All non-restricted township expenditures come out of the General Fund, which is one of the smallest taxes that you pay: Building maintenance, roads, parks, street lights, utilities, staff to assist you with questions/problems, grounds and utility maintenance and equipment, insurance on all of these items, and generally everything that makes the Township run.**

**FROM THE CLERK - Elections**

Denise Cook, Clerk

**2015 Election Information:**

Polls open at 7 a.m. and close at 8 p.m.

**Special Election:** May 5, 2015  
(Statewide Ballot Proposal 15-1 as shown below)

**Last Day to Register:** April 6, 2015**PROPOSAL 15-1**

***A proposal to amend the State Constitution to increase the sales/use tax from 6% to 7% to replace and supplement reduced revenue to the School Aid Fund and local units of government caused by the elimination of the sales/use tax on gasoline and diesel fuel for vehicles operating on public roads, and to give effect to laws that provide additional money for roads and other transportation purposes by increasing the gas tax and vehicle registration fees.***

*The proposed constitutional amendment would:*

- *Eliminate sales / use taxes on gasoline / diesel fuel for vehicles on public roads.*
- *Increase portion of use tax dedicated to School Aid Fund (SAF).*
- *Expand use of SAF to community colleges and career / technical education, and prohibit use for 4-year colleges / universities.*
- *Give effect to laws, including those that:*
  - ◆ *Increase sales / use tax to 7%, as authorized by constitutional amendment.*
  - ◆ *Increase gasoline / diesel fuel tax and adjust annually for inflation, increase vehicle registration fees, and dedicate revenue for roads and other transportation purposes.*
  - ◆ *Expand competitive bidding and warranties for road projects.*
  - ◆ *Increase earned income tax credit.*

*Should this proposal be adopted?*

**YES**   
**NO**

**Voter Registration:** If you have not already registered to vote, you may do so in person or by mail. The mail-in form can be found on the Township web site at [www.sjct.org](http://www.sjct.org), under **Departments, Elections, and Forms**. You may also register in person at any Secretary of State branch office or at the St. Joseph Charter Township Hall, 3000 Washington Ave. If you register in person at the Township Hall you will be asked to present picture ID.

**Absentee Ballots:**

If you are on the Permanent Absentee Voter list you will automatically be sent an absentee ballot application for all elections. If you would like to be placed on this list contact the Township to fill out a form or you may use the form on the township web site [www.sjct.org](http://www.sjct.org) under **Elections**. Keep in mind that in order to receive an absentee ballot Michigan Election Law requires that you must be:

- 60 years of age or older
- Expect to be absent from the Township for the entire time the polls are open on Election Day
- Physically unable to attend the polls without the assistance of another
- Unable to attend the polls because of the tenants of your religion
- Appointed as an election precinct inspector in a precinct other than the precinct where you reside
- Confined to jail awaiting arraignment or trial.

If you are not on the permanent absentee list, and would like to request an absentee ballot, you may do so by contacting the Township to request an absentee ballot application or you may use the form printed on the website listed above under **"Elections."**

All absentee ballot requests must be processed on our computer that is linked to the State. This process includes issuing an application, receiving the application, issuing a ballot and receiving the ballot. We have a very small election staff; and the week prior to an election is extremely busy with preparations for the election. *Although, not every situation can be planned, if you know ahead of time that you will need an absentee ballot, please request and return your ballot before the week preceding an election.* Our staff will greatly appreciate your help. (Election law allows a voter to submit a request for an absentee ballot 75 days prior to an election.)

## THE POSTAGE COST TO RETURN COMPLETED BALLOTS FOR THE MAY 5, 2015 ELECTION WILL BE 70¢ .

### COMPREHENSIVE LAND USE PLAN:

Michigan law requires every municipality that does zoning to have a comprehensive land use plan or master plan and to review it at least every five years. Although St. Joseph Charter Township's plan has been reviewed from time to time, the last complete revision was in 1993. To address the things that have changed since then and to prepare for the future, the township engaged Wightman & Associates to assist in preparing a new master plan. Members of the Wightman staff are working with a steering committee of township residents, township employees and officers to identify current concerns and future possibilities for land use. The end result will be a new master plan that includes extensive data on land, roads & transportation, utilities, businesses, housing, employment, environmental concerns and anything else that will have an impact on future zoning decisions. The report will also include recommendations for the next five to twenty years, including zoning revisions and capital investments. The new master plan will guide future land use and development decisions throughout the township.

We are currently in the community engagement phase where input from local residents and our consultants' expertise is combined to review existing conditions and influences affecting land use. Members of the Planning Commission and the Township Board plan to attend community events this Spring and Summer in an effort to gather additional feedback from residents. The outcome will be a vision and a set of goals for township development.

The next phase will produce possible plans for specific areas within the community. We will try to answer questions like: What makes St. Joseph Charter Township a desirable place to live? Is it a good place to run a business? Do we have adequate recreational opportunities? Do we have good transportation options, including non-motorized options? Do we have the kinds of housing that new residents are looking for? What kinds of changes could be made to make the township a better place to live and work? How well are we relating to our neighbors: St. Joseph & Benton Harbor cities, Lincoln, Royalton & Benton townships & Shoreham Village?

In addition, we will be considering information gathered at a communitywide workshop in 2014 which generated other visioning themes including: natural beauty, access, identity, housing, pedestrian/bike/running and other amenities, fracture, the River and employment.

As the process moves forward, you will be able to review information through links at the township's web site:  
[www.sjct.org](http://www.sjct.org)

## ST. JOSEPH TOWNSHIP POLICE / PUBLIC SAFETY

Ross Bates, Chief of Police



The St. Joseph Township Police Department has now completed the annual statistical report for 2014. The report indicates that the total number of criminal offenses reported in 2014 was approximately 12% higher than the number reported in 2013. However, officers cleared 63% of the total reported crimes, compared to 59% clearance rate in 2013. There was over 12% increase in total number of arrests. Officers also recovered \$136,183 in stolen property during 2014.

**IMPORTANT: Recent months have seen an increase in the number of telephone and internet scams being reported to the police department. Many of the calls are coming from subjects claiming to represent the U.S. Treasury Department, Attorney General's Office, or IRS and may claim you owe the government money or that they have a warrant for your arrest. *Simply hang up, without releasing any information, and never agree to send them money or allow access to bank accounts.***

Note that legitimate branches of government will correspond with you through U.S. mail, not via email or a telephone call.

As a general rule, ***don't release personal information (social security number, date of birth, bank account or credit card information) to anyone you don't know or don't trust.***

If you have been a victim of financial loss or identity theft, contact the police department. (269-429-6890)

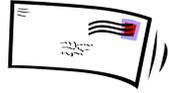
## TREASURER'S REPORT

Dave Vonk, Treasurer



The 2014 property tax cycle has now been wrapped up, and we are already moving into preparation for the 2015 tax cycle. **All property tax payments** must now be made at the Berrien County Treasurer's Office at the County Administration Building, 701 Main Street in St. Joseph. We have also turned **dog licensing** responsibilities back over to the Berrien County Treasurer's office. Dog licenses can now only be obtained through that office, or at the Berrien County Animal Control Office on Huckleberry Road in Berrien Springs. Please call 269-983-7111, ext. 8569 with questions on dog licenses, especially if you have a new pet that wasn't eligible for a license prior to the February 28th deadline.

### • DID YOU KNOW THAT .....?

- ... **IF YOU HAVE DELINQUENT TAXES, you can call the Berrien County Treasurer and make arrangements for a payment plan** (269-983-7111, ext. 8569). PLEASE DO SO AS SOON AS POSSIBLE TO AVOID POTENTIAL FORFEITURE OF YOUR PROPERTY. They will work with you to get you caught up. Don't wait until it's too late!
- ... **All property taxes in Michigan are calendar-year taxes**, from January 1 through December 31st of each year. In other words, we provide services to our residents from January 1st until December 1st before we can begin to collect for those services. And, while school taxes are due in September, they are for services provided from January 1st through December 31st. (Schools need their money early in order to start terms in September.)
- ... **In Michigan, the "Tax Lien Dates" are always July 1st and December 1st**, so taxes are mailed just before those two dates. *We cannot take payments prior to those lien dates*, so please don't ask us to take early payments (we won't even know what the tax amount will be until the tax bills are actually run). **If you have not received your tax bill by the 10th of July or the 10th of December, CALL US (269-932-0269)**. We can provide you with a duplicate copy. Please plan ahead if you are heading out of town for the winter.
- ... **By law, you are responsible for knowing when your taxes are going to be billed and when they are due**, and you are responsible for paying, *even if* you never received a bill. Sometimes things get lost in the mail, are mis-delivered, or, more commonly, someone forgot to notify us of an address change. Please communicate changes to us that could affect your ability to receive your bill. It's easy to forget to pay if you don't have the bill in front of you.
- ... One of our big problems with tax payments is that many checks are nearly impossible to read. **PLEASE make sure that we can read the numbers and words on your checks, that your check is signed, and that the date is correct** (just as with any other bill you pay - utility, credit card, car loan, mortgage - *we cannot accept future-dated checks, or hold them for you*). **Also, please check to make sure that the words you write on Line #2 (the "Legal Line") matches the numbers you wrote in the box**. Leaving out one word ("hundred", for example) changes the value of the check, and the banks use the written line over the numbers in the box in case of a conflict between the two.
- ...The only organization that *has* to accept postmarks is the *Federal* Government. That is because the United State Post Office *is* a Federal Department. Many postmarks are smeared, too light to read, only partially printed or completely missing. For these reasons, **we** (and utility companies, credit card companies, banks, etc.) **do not accept postmarks**. **Speaking of mailing tax payments: PLEASE - Do NOT wait to mail your tax payments until a day or so of the due date**. Since all of our mail now goes to Grand Rapids and back, extra time is needed. **IF YOU MAIL YOUR PAYMENT, PLEASE ALLOW AT LEAST 7 DAYS FOR YOUR TAX PAYMENT TO REACH US!** *Late fees WILL be added to payments received after the due date*. As the due date gets closer, you can always drop off payments in the **drop box** to the left of our front door. 
- ...**We do not accept credit card payments, nor do we do ACH (Automated Clearing House) transactions** in which we would go into your bank account and take money out. This policy is to try to provide optimum protection to Township bank accounts. Public monies can be a target for hackers and it is up to us to take every precaution to protect *your* funds. For these reasons we do the best that we can to provide the highest level of security that we can for our accounts. We hope that you can understand why we, at this point, are not opting for ACH transactions or credit cards .
- ...**If your finances are a little "tight"** (and whose aren't?), you can make partial payments against your property tax balance *beginning on the day that you received your tax bill*. Call if you have any questions on this (269-932-0269).
- ...**Most of your questions regarding payments can be answered by reviewing the payment information provided on the front and back of the tax bills**. We encourage you to please read carefully all of this information! It provides important payment and address-change information, and whether or not there are outstanding property taxes for a previous cycle or year. It is very important that you familiarize yourself with the process so that you can plan your payments accordingly, **especially if you are an out-of-state property owner** where the processes are probably different.

## Treasurer (Continued)

- ... We cannot accept “estimated” amounts, “rounded-off” amounts, or amounts that were paid in a previous year. We have to deposit to our tax account amounts that will reconcile receipts exactly to the amounts billed as shown on the current tax roll. Please be careful about this as it can become an issue near the end of the tax cycles.
- ... If you bring in the *entire* bill when making payment, we will stamp the top part “Paid” and return it to you as your receipt. If you mail your payment and want a receipt, please return the entire bill, just as you received it, and provide a self-addressed, stamped envelope when you mail in your payment. The top portion of the bill will be stamped “Paid” and returned to you.

**Questions on what you paid or when?** Go online to [www.is.bsasoftware.com](http://www.is.bsasoftware.com) and set up an account for your property. Sign up and you have unlimited access to your property tax information at any time! We also have pre-printed, step-by-step instructions for online inquiries at our front counter, or we can email them to you upon request. **Online lookup is free for you to look up your own property.** BS&A charges a \$2.00 fee for online inquiries by non-owners of any property. This service may be useful to those of you who help take care of your parents’ financial affairs.

...and finally: **PLEASE HOLD ON TO YOUR PROPERTY TAX BILLS - BOTH THE BLUE ONE** (summer) **AND THE GREEN ONE** (winter). You *will* need these when you file your income taxes. We prefer to not provide information over the telephone as there are many cases in which there are items on a tax bill that are not deductible (delinquent water/sewer bills, mowing bills, drain assessments, water/sewer assessments, etc.) and you or your tax preparer will need to see that information. If you know that you’ve lost or misplaced your property tax bills, we will gladly provide you with copies of your receipts. It only takes a couple of minutes to print them off.

Have a GREAT spring and summer!! After this cold, dreary winter you’ve all earned it! And remember, we’re here to help you. Please don’t hesitate to call with any questions - it’s always easier to “fix” a problem *before* it happens rather than after ..... **269-932-0269.**

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## BUILDING DEPARTMENT

*Jerry Jones, Building Official*

### BUILDING:

With spring finally approaching after another long Michigan winter, construction projects will naturally increase. Please contact us for answers to any questions you may have concerning:

- 1) Work you are considering that may need a permit;
- 2) Whether or not a contractor you are thinking about hiring is licensed in the State of Michigan;
- 3) Property setbacks for sheds, fences, additions, etc.



The vast majority of construction /do-it-yourself projects require building permits. Additionally, depending upon the scope of the project, you may also need a permit for electrical, plumbing or mechanical work.

Please be aware that the State building code that we are currently under may have changed since a previous construction or home renovation project, and a prior code cycle is no longer applicable or in effect. If you take out a permit for work on your house interior, you will need to have all of your smoke detectors brought up to comply with the current code regulations. Please call our office if you have questions or require additional clarifications prior to beginning a project. We can be reached at 269-932-0263 (Jerry) or 932-0265 (Tiffeny). Also, please remember: Permits should be taken out BEFORE you begin a project, not during the construction.

Thank you, and have a safe and enjoyable spring and summer.

Jerry Jones, CBO, Building Official, St. Joseph Charter Township  
Tiffeny Buist, Building Department Administration

**PUBLIC WORKS:***Dick Beebe, Public Works***Parks:**

Parks officially open April 1<sup>st</sup> and water will be turned on by April 15<sup>th</sup>. We have had some vandalism at Eaton Park this winter. If you see or hear anything about this please let us know.

**Sewer: "No Wipes In The Pipes!"**

We want to remind residents that flushing "biodegradable" shop rags, diapers (baby *or* adult), hygienic wipes, bowl scrubbers, paper towels, etc., are plugging sewer lines and pumps. These items are getting caught in the pump impellers and causing damage to the pumping stations. While they may be "flushable", they are NOT biodegradable and are the direct cause of expensive repairs that we had to make recently. These additional operating costs increase rates to all of us. ***The only thing that should be flushed down the toilet is toilet paper.***

**Water:**

There will be volunteers painting fire hydrants again this summer, and there are a lot of hydrants to be painted. So, if anyone would like to paint fire hydrants, the Township will provide paint and supplies. Call Dick Beebe at 208-1593 for more information on this project. Please note: If there are bushes or trees growing into the fire hydrants we will be sending someone around to clear a 3-foot radius around the fire hydrant.

**Storm water/Watershed Management:**

Just a reminder that we all have to work together to prevent pollution of the surface water runoff to the rivers and streams. There are brochures located on the counter at the Township Hall showing how to prevent pollution to our storm water system.

**ORDINANCE:***Ken Bates, Ordinance Enforcement Officer*

It's spring again, and time for us to begin working outside. We have a renewed commitment to keeping the Township clean and attractive for residents and visitors. This spring we will be focusing on general property maintenance and appearance -

**PLEASE:**

- Do not park or store vehicles on lawns or the road rights-of-way
- Limit garage and rummage sales to twice per year
- Eliminate leaves and brush piles
- Keep grass mowed
- Pick up after your pets, whether on your property or the property of others



Also, please be considerate of your neighbors: Bring your dog inside if it barks - Not everyone is on the same sleep schedule. Additionally, you may not be aware of it, but unrestricted barking is a violation of our noise/nuisance ordinances and could result in a citation.

This year, in cooperation with Berrien County 9-1-1, we will be enforcing our ordinance that states that **ALL houses MUST display house numbers on both the house and the mailbox.** This will enable emergency first-responders to provide quick and more effective emergency services. In an emergency, every moment matters!

Feel free to contact us with any questions regarding ordinances .... 269-429-7703, ext. 1264.

**ST. JOSEPH TOWNSHIP NEIGHBORHOOD WATCH**

Functions of the Neighborhood Watch Program are to educate citizens in crime prevention, heighten crime/drug prevention awareness, generate support and participation in local anti-crime efforts, and strengthen neighborhood spirit and police-community relations. Call us for more information on how to become involved.



**Website:** [http://www.sjct.org/neighborhood\\_watch.htm](http://www.sjct.org/neighborhood_watch.htm)

**Facebook:** <http://www.facebook.com/SJTwpPD> - **EVEN IF YOU DON'T HAVE A FACEBOOK ACCOUNT, you can still go to this page to view alerts and events, or call 269-429-2079 for more information.**

## ASSESSING DEPARTMENT

*Sue Rice, Assessor*

The Assessing Department is responsible for establishing assessments on all taxable property in the Township for the equitable distribution of the property tax burden in accordance with Michigan's General Property Tax Act. The Assessing Department's responsibilities include creating the annual assessment roll, maintaining property cards, ownership records, property descriptions and parcel maps, processing Personal Property Statements, and inspecting existing property and new construction.

The following forms are available on our website – [www.sjct.org](http://www.sjct.org) – under Departments click on Assessing and scroll down.

### Principal Residence Exemption (PRE) Affidavit

A Principal Residence Exemption (PRE) may exempt a resident from a portion of your local school operating taxes. To qualify a person must be a Michigan resident who owns and occupies the property as a principal residence. The PRE is a separate program from the *Homestead Property Tax Credit*, which is filed annually with your Michigan Individual Income Tax Return.

### Conditional Rescission of a Principal Residence Exemption

This form enables a person who has established a new principal residence to retain a PRE on property he previously occupied but still owns. An owner may receive the PRE on the previous principal residence for up to three (3) years if that property is not occupied, is for sale, is not leased and is not used for any business or commercial purpose. The deadline for **new** Conditional Rescissions is June 1, 2015.

The renewal date to **extend** an existing Conditional Rescission for another year was December 31, 2014. There is no legal authority to allow late applications.

### Request to Rescind Principal Resident Exemption

You are required to rescind a principal residence exemption when you no longer own and occupy the property as your principle residence. The exemption will be removed December 31 of the year you rescind the exemption.

### Principal Residence Exemption (PRE) Active Duty Military Affidavit

This form allows for an owner to retain a PRE while on active duty in the United States Armed Forces if all or any portion of the dwelling is rented or leased, so long as the dwelling otherwise would qualify as the owner's principal residence.

### State Tax Commission Affidavit for Disabled Veterans Exemption

This form is to be used by a disabled veteran who was discharged from the Armed Forces of the United States under honorable conditions. This form can also be filed by his or her un-remarried surviving spouse. Certification from the US Department of Veterans Affairs is required.

### Property Transfer Affidavit

It is the responsibility of the new owner to file this form with the Assessor within 45 days of the transfer even if you are not recording a deed.

### Application for Land Combination

### Application for P.U.D and/or Subdivision

### Application for Land Division

**"Tax Day"** in Michigan is December 31st of each year. Your assessed and taxable values are figured for the next year on the condition of your property as of December 31st. New construction is added based upon the completion status -whatever percentage of the job is complete as of that date is what is added to the tax rolls. If you have not added new construction and/or demolition, then your taxable value is only affected by the IRM (Inflation Rate Multiplier) which is determined by the Michigan State Tax Commission. This IRM is applied to every parcel of property in the State of Michigan, regardless of class (Agricultural, Residential, Industrial, Commercial). The local Assessor has no control over this as it is mandated by the State

### **Remember:**

- Your taxes are based on your Taxable Value (TV)
- Your Assessed Value represents approximately half of what we believe your property to be worth.
- Your Taxable Value can never exceed your Assessed Value.
- Your Taxable Value can only increase at the rate of inflation ) or 5%, which is lower, UNLESS there is a physical change to your property (ex: An addition) or there is a transfer of property.
- The Assessor *cannot* use the purchase price of a home to determine that home's True Cash Value.
- MOST home maintenance projects (re-roof, gutters, soffits/fascia, paint, *most* replacement windows/doors) do NOT add value. (Call if you are unsure if a project is "maintenance" or "improvement.")
- **You only have two days of the year to contest your property's valuation**, and that is in March. The Board of Review cannot use the purchase price to establish a property's Assessed Value, so if you intend to discuss your property's value with the BOR, please come prepared with supporting documentation for your claim, such as an independent appraisal. You may also discuss concerns with this office at any time.

**MISCELLANEOUS INFORMATION  
(Clip & Save.....)**



3000 Washington Avenue  
P.O. Box 147  
St. Joseph MI 49085

**PHONE NUMBERS**

**TOWNSHIP HALL** ..... **429-7703**  
**Fax**.....**429-2079**  
(Monday-Friday, 8 a.m. - 5 p.m.)

**POLICE AND PUBLIC SAFETY**

**Emergency Only**.....**9-1-1**  
**Police Administration**.....**429-6890**  
(Monday-Friday, 8 a.m. - 5 p.m.)  
**Non-Emergency**.....**983-3060**  
(Dispatch – 24 hr.)

**FIRE:**

**Emergency**.....**9-1-1**  
Station #1 - 3000 Washington Ave.....**429-4100**  
Station #2 - 1750 Colfax Ave.....**429-4100**

**AMBULANCE**.....**9-1-1**

**Public Works - Sewer/Water Problems**.....**429-8113**  
**Water/Sewer Bills** .....**983-6324**

**BEST WAY DISPOSAL OBSERVES THE  
FOLLOWING HOLIDAYS**

**Memorial Day**      **4th of July**  
**Labor Day**      **Thanksgiving Day**      **Christmas Day**

Usually, if a holiday falls on your regularly scheduled collection day, that day and every collection day after that day will be moved back one day for the remainder of that week. **Please call Best Way directly (463-3232) with any questions on holiday pickup or recycling schedules.**

**Arrangements for extra rubbish carts, yard waste carts, or recycling containers can be made by calling Best Way.** Please call Tami at 269-463-3232 with any questions or concerns on our rubbish/yard waste/recycling programs.

**STREET LIGHTS:** If you notice a street light that is not working, you can report it through the Police Department at 429-6890. Please note the nearest cross street or street address. **The Pole Number** is a key factor when reporting it. The number is on a metal tag about eye level on the street light pole. I & M will be contacted and it will take approximately 1 -2 weeks for repair. Thank you!



**FIRE HYDRANTS** are a vital part of our overall community public safety. **Please do not paint the hydrants to match your landscaping, or hide them in the middle of a bush.**

Seconds can make a difference between saving and losing someone's home - or life. Please help us keep them readily visible for emergency personnel. Our fire fighters thank you for your help!

**LANDFILL PASSES WILL BE AVAILABLE FOR PICKUP IN THE MIDDLE OF APRIL.**  
They may be used on April 17th & 18th, April 24th and 25th  
May 8th and 9th and May 15th and 16th

**Office Closures for 2015**  
Friday, April 3  
Thursday and Friday,  
November 26 & 27 **Thanksgiving**  
Thursday & Friday,  
December 24 & 25 **Christmas**  
Other Holidays Observed: Memorial Day Fourth of July  
Labor Day New Year's Day  
Please plan visits to our office accordingly.



**IMPORTANT NOTICE: Your water service may be turned off if your bill remains unpaid 45 days after the date of the bill.** There will be a fee to turn the water back on, so please call 983-6324 with any questions or problems before this occurs.

**Unpaid bills are added to December property tax bills,** and these additional fees, which raise the amount that mortgage companies with escrow accounts pay, COULD affect your monthly mortgage payment, so please keep your account current. Call 983-6324 if you need to make payment arrangements.