

NOVEMBER 2014

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.....Jerry Jones
 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.

FROM THE SUPERVISOR'S DESK

Roger Seely, Supervisor

TURNING ANOTHER SEASON ...

FALL: After a beautiful, but somewhat cool, **summer**, we're moving quickly into another colorful fall in southwestern Michigan. **A reminder to all residents that our yard waste collection contract runs from April 1st through November 28th.** No yard waste will be picked up after that date until April 1, 2015.

WINTER: As we move into winter, please remember that, while the Road Commission allows the temporary use of aluminum reflectors or fiberglass stakes with reflective tops to mark the road-edge for snowplows, *no permanent markers are allowed.* Markers firmly mounted in the ground damage snowplows and take vital equipment out of service just when it's needed the most. However, if any of these stakes get damaged, the Berrien County Road Commission is not responsible for replacing them. Also, this might be a good time to make certain that your mailbox is far enough back that the plows won't damage it when widening the roads during periods of heavy snowfalls.

Speaking of the Berrien County Road Commission, **they maintain 1,478 miles of public roads, more than the distance from here to Miami, Florida!** Their first responsibility is to open, *and keep open*, all **primary roads** for emergency vehicles. This is very difficult in outlying areas where the snow blows across farm fields and open lands, and requires several passes up and down those roads. **Secondary roads** (those linking primary roads) are plowed next. After these roads are cleared, they move into the subdivisions. **Also, when a snow emergency is announced, and you are requested to stay off of the roads, please do so.** If you get stuck, not only will you be in the way of the snowplows, but you may be on your own for a long time. **Plan ahead as much as possible.** When bad weather is announced, stock up on food, water, flashlights, batteries and any other items you may consider necessities so that you aren't tempted to try to go somewhere and possibly jeopardize your safety. **Please don't call 9-1-1 to check on road conditions.** They have more important calls to handle during periods of extreme weather and your call may take away time that's needed by someone else for a true emergency. Thank you for your cooperation. **Also, please understand that our staff can do nothing about road conditions or the plowing schedule.** All roads other than those in the Village of Shoreham and private roads, are maintained by either the Berrien County Road Commission or MDOT (Niles Road/Lakeshore Drive). Unfortunately, calling our office will not resolve your road issue—only time will do that.

Have a safe winter and Holiday season, AND REMEMBER: Once winter arrives, **Spring** is just around the corner



PARKS

Dick Beebe, Parks/Public Works Supervisor



Snowmobiles, when operated safely and responsibly, can be great winter fun. **They can also cause great damage to our parks and should not be ridden in them.** We need your help to protect YOUR parks. **If you either witness vandalism or believe someone is causing damage to our parks,** please call our police department immediately at 429-6890 during regular business hours, or call the **Sheriff's Department Dispatch at 983-3060 at any time.** Your help is appreciated by all who use and enjoy these lovely facilities. **Thinking of a family reunion or graduation party next summer?** Reservations for the pavilions at Eaton, Carronde and Maiden Lane parks for 2015 events may be made beginning January 5, 2015. Call the Township for information on date availability and fees (429-7703). Township residents receive a discount on reservation fees, but must show photo identification at the time that the reservation is made. **Reservations must be made in person, and the non-refundable fee must be paid at that time.** No reservations will be made by telephone. The person signing for the reservation should personally attend the function for which they are signing, as you will be signing that you are accepting responsibility for any damages incurred by your guests.

FROM THE CLERK - Elections

Denise Cook, Clerk

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, 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. (These applications MUST be completed and returned each time you receive one in order to receive an actual ballot.) If you are not on this list and would like to be, contact the Township to fill out a form or you may use the form on the township web site 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.

Frequently asked questions:



Q. Who is allowed to return an absentee ballot or an absentee ballot application?

A. Persons who may return an absentee ballot are limited to: 1) The voter; 2) A member of the voter's *immediate family who has been asked to return the ballot; 3) A person residing in the voter's household who has been asked to return the ballot; 4) A person whose job normally includes the handling of mail (but only during the course of his or her employment); and, 5) An authorized election official.

**(The Bureau of Election's definition of immediate family includes: Father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, or grandchild.)*

Q. I am the Power of Attorney for a voter. May I sign the voter's absentee ballot application and/or absentee ballot envelope?

A. No. Election law does not allow for anyone but the voter to sign his/her absentee ballot application and/or absentee ballot envelope. If the voter is physically unable to sign his/her name, he/she must record an X or other mark on the signature line as able. If the voter has been provided assistance, the person providing assistance must complete the portion of the absentee ballot envelope as required.

Q. I am on the Permanent Absentee Voter List. Why do I need to complete an Application for Absentee Ballot for each election?

A. Election law requires a written request for absentee ballot for each election you choose to vote absentee. It's the same as voting in a regular precinct; each time you vote, you fill out an application-to-vote form. The exception is in an election year that has an August Primary and a November General election. Voters on the Permanent Absentee Voter List are sent a *dual application* that covers both the Primary and the General election for that year.

Q. What is the deadline for requesting an absentee ballot application?

A. If the ballot must be issued by mail, the application must reach the Township no later than 2:00 p.m. on the Saturday prior to the election. (The Township office is open on that day from 8:00 a.m. until 2:00 p.m.)

- Absentee Ballots may be picked up by the voter *in person* anytime up to 4:00 p.m. on the day prior to the election but the ballot must be voted in the office, the voter *is not permitted to leave the office with the ballot*.
- A voter may make an "emergency" request for absentee ballot for reasons of 1) personal disablement or 2) a family death or illness which will require the voter to leave the Township for the entire time the polls are open on Election Day. The emergency must have occurred at a time which made it impossible for the voter to apply for an absentee ballot by the statutory deadline for "regular" applications.

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.***

Election Workers:

You may serve as an election worker if:



- You are 18 years old or older and a registered voter in the State of Michigan
- You are 16 – 18 years of age (Parent/ School permission required)
- You complete an application and submit it to the clerk
- You attend training (You will receive pay for training and for working on Election Day.)
- You have never been convicted of a felony or election crime

Categories of election workers include:

Co-chair – Co-chairs work with another co-chair to manage the precinct.

Epoll book workers – Epoll book workers use a computer to check voter eligibility and to record that an individual is voting. Each epoll book worker will be one of two or three assigned to a precinct.

Regular precinct workers – Regular precinct workers will: offer instruction for Application to Vote forms, direct voter flow in the precinct, check ballot numbers against Application to Vote forms, etc.

A.V. counting board workers – A.V. (“Absent Voter”) counting board workers function as a team to process absentee ballots.

Receiving board workers – Receiving board workers arrive after the polls close and use a checklist to insure that all tasks/responsibilities have been completed as required by the Bureau of Elections.

If you are interested in becoming an election worker, complete an **Election Inspector Application** at the township hall or you may obtain the form online at www.sjct.org under **Elections/Becoming an Election Worker**. Your application will be kept on file and you’ll be contacted prior to the next election.

ST. JOSEPH TOWNSHIP POLICE / PUBLIC SAFETY

Ross Bates, Chief of Police

TIPS TO PROTECT YOUR IDENTITY:

- Create different and unique passwords for each financial and personal account, and change passwords several times a year.
- Use only secure websites when using your credit card for online purchases. Secure websites are those with URL web addresses beginning with https://, not just http:// (the “s” indicates security).
- **Never provide credit card or bank account numbers or other sensitive information in response to an email or telephone call.**
- Don’t let apps and websites store your financial or personal information.
- Don’t conduct financial transactions when using public Wi-Fi networks. These are usually not password-protected and are easily hacked.
- Regularly check your bank and credit card account activity and statements.
- Protect your social security number. It should only be used when absolutely required (IRS, employers, financial institutions, state agencies that provide benefits, etc.)
- Run an annual credit report through the three consumer reporting companies (Experian, Equifax, and TransUnion).
- Consider investing in an identity protection program

HOLIDAY SHOPPING SAFETY TIPS:

- Protect purses and wallets when shopping, and keep cash out of sight.
- Be aware of your surroundings when entering and exiting buildings and in parking lots. Try to leave with a group of other people.
- Have your keys handy and ready.
- Place packages out of sight in vehicles and at home.
- Arrange to have someone pick up packages delivered to your residence in your absence.

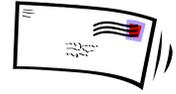
NOTIFY POLICE if you have been a victim of identity theft, credit card fraud, or if you detect something suspicious (429-6890).

TREASURER'S REPORT

Dave Vonk, Treasurer



The winter property tax bills will be mailed on November 30th. Please let us know if you haven't received yours by the second week in December. Call 269-932-0269 for information.



You can help us! It's in everyone's interest to have our records be as accurate as possible. So, if you move, please provide our office with your new mailing address.

Our tax bills are not forwarded, so undeliverable bills are returned to us by the USPS. This could cause delays with delivery and payment of your tax bill, so please help us by letting us know where you are.

IN OTHER NEWS:

- GOOD NEWS for many of you!!** To make tax payments a little easier, we are now able to accept **partial payments**. So, if your finances are a little tight right now, consider making partial payments **as soon as you receive your tax bill**. If you even THINK that you might have a problem in either September or February, don't wait! Come in and start making payments. If you *do* wait until the last minute and then have a problem, we must impose the late payment interest / penalty on the summer and winter tax bills. If spreading out your payment will help, please feel free to use this option.
- If you wish to pay taxes via online banking**, simply go to your financial institution's online bank site and schedule your payment. **Please remember that this is not a bank-to-bank transaction (ACH). Your bank's online service will actually send a check to us. NOTE: Your bank's check may not come from your local office**, so please allow sufficient time for these payments to be received and plan your scheduled delivery date accordingly.
- Plan ahead for next April 15th:** Keep your copies of tax bills for income taxes (You will need two bills: One blue, and one green). Try to find a place to keep them where you will be able to find them when you are ready to prepare your income taxes.
- Dog licenses** will be sold at the Township Hall from December 1st through February 28th. **If your dog has been previously- licensed**, you will need to bring with you the license renewal sent to you by Berrien County in November. **For new dogs and those whose shots expired in 2014**, we will need your rabies vaccination certificate along with your license renewal form. **Please note:** We do not issue three-year licenses at our office. You may obtain those licenses from Berrien County.
- If you would like a duplicate bill sent to another party**, please let us know so that we can set up our system to accommodate you. This is not necessary if you have a mortgage escrow since most escrow agents have direct access to our system. However, if you are buying/selling under a land contract, this might be an option you'd like to consider.
- Postmarks are not accepted as date-paid.** Please allow ample time for postal delivery, especially if you are paying via online banking. We recommend *at least 7 – 10 business days* for payment to be received, especially if you are not mailing your payment locally. If you are running late, **you can drop off your payment after hours in the drop box located to the left of our front door.** (NOTE: Payments left in this box will be accepted as "paid" on the following business day, so please do not put a payment in this box after 5 p.m. on the due date unless it has the late fee included.)
- Please bring in, or return with your payment by mail, the bottom part of the tax bill with the bar-code.** We use this bar code to ensure accuracy when we record your payment.
- RECEIPTS:** 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 but still 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.
- While it's convenient to round-off numbers**, this should never be done with tax payments. We can only accept, apply and deposit to our tax account exact amounts due. So, if you do either round-off numbers, or just have a case of "happy-fingers" resulting in an incorrect payment submitted, we will contact you regarding a resolution to the problem. Thank you very much for your attention to these details.



PROPERTY DESCRIPTION / MESSAGE		TAX DESCRIPTION	MILLAGE	AMOUNT
LOT 7		COUNTY GENERAL	4.7720	319.92
		STATE ED TAX	8.0000	393.20
		SCHOOL OPERATING	18.0000	EXEMPT
		SCH JONAS COSTE	9.9900	63.94
		SCH-200 DEBT	1.8500	192.81
		SCH JONAS COSTE	2.0000	132.40
		LAKE MI COLLEGE	1.7500	116.19
		RESA GENERAL	0.1160	11.06
		RESA SPECIAL ED	2.1950	149.33

*** DUE BY 5:00 PM ON MON, SEPT 15, 2014. LATE FEES ADDED AFTER THIS DATE AND TIME. POSTMARKS NOT ACCEPTED AS DATE OF PAYMENT *** AFTER SEPT 15, 2014 CALL 269-932-0269 FOR LATE FEE. PAYMENTS RECEIVED WITHOUT LATE FEES AFTER 5:00 PM. 8-15 WILL BE 4% INTEREST BY 2014 ALL PAYMENTS MUST BE MADE TO THE BERRIEN COUNTY TREASURER, 751 MAIN ST., ST. JOSEPH, MI 49881. LATE FEES AND PENALTIES APPLY BEFORE SENDING PAYMENT TO THE COUNTY TREASURER.

Total Tax	57.4720	1,289.04
Admin Fee		12.99
DUE		1,301.93

Return This Portion with Your Payment
 Summer Tax Notice for the Year 2014

ANY TAXPAYER
 ANY STREET
 ANY CITY USA

DATE DUE: 09/15/2014
 AMOUNT DUE: 1,301.93

Treasurer (Continued)

- **Speaking of details: PLEASE -Take one last look at your check before coming to our office or putting it in the mail.**
 - (1) **Is the date right?** Our bank will not accept post-dated (future-dated) checks, and we cannot hold onto them for you without the potential for them to be misplaced, so please don't ask us to do that.
 - (2) **Is the written line amount the same amount as the numbers you wrote in the little box?** If not, the bank will accept only what is spelled out, not the numerals, which is usually an under-payment (the words "one hundred" being left out, for example). **Line #2 is know as the "Legal Amount."**
 - (3) **Is it signed?** We would have to return the check to you for signature.
 - (4) **Is it legible?** Does a "3" look like a "3" or more like an "8"? Does an "8" look like "5"? Does a "7" look like a "1"? If so, it's possible that *you* could mis-read the amount and that could cause the numbers that you spell out on the next line to be wrong, which would result in an incorrect payment. We lose a lot of time trying to decipher handwriting, so please help us by taking a moment longer to check your work for both clarity and accuracy. Thank you all for your cooperation.

Most of your questions regarding payments can be answered by reviewing the payment information provided on the front and back of the tax bills, including how to look up your taxes online. **Questions on what you paid or when?** Go online to 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 inquires by non-owners of any property. If you have any other questions, please give us a call at 269-932-0269.



HAPPY HOLIDAYS TO ALL OF YOU AND YOUR FAMILIES!

BUILDING / ORDINANCE DEPARTMENT

Jerry Jones, Ordinance Officer, Building Official

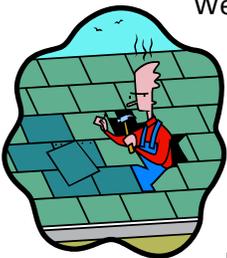
ORDINANCE:

Just a reminder: Parking on lawns is prohibited throughout our township. All vehicles, boats, trailers, etc., must be parked on an improved surface and all driveways need to be surfaced with asphalt or concrete. Thank you or your cooperation. It helps to keep our Township well-maintained and an attractive place to live.

Also, while speaking of property maintenance: **Please keep your yard waste and leaves raked and picked up** as we move into this fall season. Remember: There is no burning of brush/debris or garbage allowed in St. Joseph Charter Township. Be a good neighbor and do your part to keep your neighborhood clean and neat in appearance to visitors to our community.



BUILDING:



We have printed articles in past newsletters about homeowners applying for building permits. To protect our residents, we want to revisit our permitting process and who should apply for them. As a homeowner, you are allowed to apply for a building permit. When you, as a homeowner, take out the building permit and you are doing the work yourself, *you* are responsible to make sure that the work is safe and in compliance with all building code requirements. If you sign for a permit and have someone *else* do the work, you are still taking on the responsibility and absolving any person or contractor of any responsibility, present or future. Please be very leery of anyone who solicits to do work for you but asks *you* to take out the permit.

The State of Michigan requires a license for almost all contractors and sub-contractors doing work in our state.

Thank you, and if you have any ordinance concerns, or questions on building, mechanical or plumbing permits, please call our department at 269-932-0263 (Jerry) or 932-0265 (Tiffeny). We're here to help, and to keep you and your family safe.

PUBLIC WORKS:

Dick Beebe, Public Works Supervisor

**NO WIPES IN THE PIPES!!****Biodegradable or Disposable Wipes SHOULD NOT BE FLUSHED!**

Convenience wipes such as baby, hygienic, cleaning and disinfectant, as well as toilet bowl scrubbers and even paper towels might be labeled as “disposable or flushable”, but these items should NOT go down the drain. **Products like these may very well flush out of your home, but they do not disintegrate or break down in the sewer systems,** and are causing plugs in sewer pipes and the pumps that move sewage along, resulting in sewage backups, costly cleanups and repair to equipment, and environmental consequences that can result in rate increases for both you and St. Joseph Township.

HOW CAN YOU HELP?

- ◆ **DO NOT FLUSH objects down the toilet** such as wipes, diapers (baby or adult) feminine hygiene products or dental floss. Dispose of these items in your household or business trash receptacle.
- ◆ **IF YOU HAVE SOMEONE WHO HELPS YOU CLEAN YOUR HOUSE OR BUSINESS,** inform them of proper disposal methods for convenience products.
- ◆ **SELECT CLEANING SUPPLIES THAT CAN BE WASHED AND RE-USED.**

WHAT NOT TO FLUSH:

- Diapers - Cloth, disposable, flushable, baby OR adult
- Baby wipes, disinfectant wipes, moist wipes, etc.
- Swiffer® pads
- Dental floss
- Fats, oils and greases of any kind
- Hair
- Vitamins, medicines or other pharmaceuticals
- Plastic of any kind
- Cat Litter
- Facial tissues
- Toilet bowl scrub pads
- Napkins - Paper or cloth, paper towels
- Egg shells, nut shells and coffee grounds
- Food items containing seeds and peelings
- Sanitary napkins, condoms or any non-organic material
- Wash cloths, towels, rags (NO CLOTH - EVER!)

BOTTOM LINE: Nothing should be flushed except toilet paper and human waste!

MAKE US YOUR FIRST CALL. If your sewer line appears to be backed up, call **429-8113** (or **932-9066** after regular business hours) to report problems. Please remember to leave your name, address, and phone number when leaving a message so that an immediate response can be made. We will check the main line in the street to make sure that there is flow through the line. If the problem is not with our line, we may be able to suggest possible solutions for you.

**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

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.**

ASSESSING DEPARTMENT

Sue Rice, Assessor

"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. The State Tax Commission has set the 2015 Inflation Rate Multiplier at 1.6%. This means that most taxpayers will see their Taxable Value increase by 1.6% for the 2015 tax cycles. **WATCH FOR YOUR "NOTICE OF ASSESSMENT CHANGE" IN EARLY MARCH!** This will give you your new numbers, estimated tax changes and dates/time of our Board of Review.

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 (this year 1.6%) 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. You will receive a "Notice of Assessment Change" in early March with the dates and times of the Board of Review meetings. **There is a statement at the bottom of the notice that shows the dollar amount that your taxes are anticipated to increase or decrease.** The Board of Review also 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.
- **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 renewal date to extend your Conditional Rescission for another year is 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:** This form **must** be filed when there is a transfer of real property (even if you are not recording a deed).
- **Application for Land Combination** and **Application for Land Division**
- **Application for P.U.D and/or Subdivision**

MISCELLANEOUS INFORMATION

(Clip & Save.....)

PHONE NUMBERS

TOWNSHIP HALL429-7703
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 Bills983-6324

BEST WAY OBSERVES THE FOLLOWING HOLIDAYS

Memorial Day 4th of July

Labor Day Thanksgiving Day Christmas Day

If a holiday falls on your regularly scheduled collection day, that day and every collection day subsequent to that day will be moved back one day for the remainder of that week.

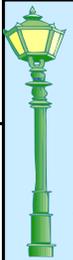
Arrangements for extra rubbish carts, yard waste carts, or recycling containers can be made by calling Best Way. Please call Tami at 269-463-3232 with any questions or concerns with your rubbish pickup.



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. This may sound silly, but it happens!

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!



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!



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

Office Closures for 2014

Friday, April 18

Thursday and Friday,
November 27 & 28 **Thanksgiving**

Thursday & Friday,
December 25 & 26 **Christmas**

Other Holidays that are Observed are:

- * New Year's Day * Memorial Day * Fourth of July
- * Labor 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.