ST. JOSEPH CHARTER TOWNSHIP Community UPDATE

FALL 2026

Your Township Board

Supervisor.....Roger Seely
Clerk.....Patrice Rose
Treasurer.....Dave Vonk
Trustee.....Tim Drews
Trustee.....Melissa Hahn
Trustee.....Ed Meny
Trustee.....Tom Milnikel
Manager..... Denise Cook

Other Township Officials

Chief of Police.....Randy Leng
Building Inspector.....Troy Gano
Ordinance Officer.....Emily Oman
Assessor.....Shalice Northrop

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 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.



FROM THE SUPERVISOR'S DESK

Roger Seely, Supervisor

Leaf Collection: The leaves are beginning to fall. Remember, all leaves must be bagged in large brown paper yard waste bags or placed in containers clearly labeled "Yard Waste". Plastic bags are not allowed. You may either purchase your own container and label it (there are stickers available at the Township Hall) or rent a container from Best Way Disposal. (463-3232)

This year's yard waste pickup season began April 1st and will end December 10th. During the season, yard waste pickup occurs each week on your regular trash pickup day, unless your regular trash pickup day is a Best Way observed holiday. See the back page of the newsletter for a listing of Best Way holidays.

Fall landfill passes will be available for pickup at the Township Hall beginning September 8th. Passes are good for rubbish drop-off at Orchard Hill Landfill in Watervliet for the following dates: October 2-3,9-10,16-17, 23-24. A household may have one (1) pass for rubbish clean up for that property. If you have any questions on what is allowed, please call the landfill office at 463-5588.

Before we know it, cold weather will be back with us in Southwest Michigan. Here are a few helpful reminders for cold and snowy weather.

Snowplowing: SJCT (St. Joseph Charter Township) roads are plowed by the BCRD (Berrien County Road Department). MDOT (Michigan Department of Transportation) plows Niles Rd. and S. Lakeshore Drive. Village of Shoreham roads are plowed by a private contractor hired by the Village Council. The Road Department plows in the following order: 1) primary roads are opened for emergency vehicles; 2) secondary roads are opened to link primary roads; 3) subdivision roads are opened when both primary and secondary roads are stabilized.

Remember:

1. Plan ahead. When bad weather is announced, stock up on food, water, flashlights, batteries and any other necessities.
2. Prepare your vehicle by maintaining antifreeze, motor oil, battery and tires. Carry flares, blankets, coats, hats, gloves,

FROM THE SUPERVISOR'S DESK . . . continued

Roger Seely, Supervisor

boots, shovel and any other item you may need if you should get stuck for any length of time.
3. Stay off the roads if a snow emergency is announced. This will ensure your safety and also the safety of the Road Department crew.
4. Only lightweight aluminum or fiberglass markers are allowed to mark the road edge.
5. Do not run portable generators in your home or garage. Portable generators give off deadly carbon monoxide in enclosed places.

Have a safe autumn and winter and enjoy the holidays!



Pet Ordinance: If you bring your dog to any park or trail in St. Joseph Charter Township, it must be on a leash as stated in Township ordinances. Please be courteous and clean up after your pet. "Doggie" bags have been placed on the trails and in the parks for your convenience.

2025 FINANCIAL AUDIT: The 2025 financial audit was completed and presented to the Township Board for acceptance by Kruggel Lawton CPAs at the June 1st Board of Trustees meeting. Mr. Brian Hake, presented the audit, stating that it was a clean audit and overall, the Township is in excellent financial condition.

The Michigan Secretary of State's Office and the Township remind PEDESTRIANS for your safety: Where there are no sidewalks, walk or jog on the side of the road as far to the left as possible or on a paved shoulder **AGAINST** oncoming traffic.

Online Payments: The Township now accepts online payments for taxes, permit fees, invoices, and rental registrations. Online payments can be processed via our website www.sjct.org.

Tools to access Township services:

- Permit forms, assessing information forms, tax information and much more can be accessed from the Township website under *Departments* at www.sjct.org. Also, check out the main page of the website for current general information.
- You may email the Township at info@sjct.org.
- Secured, camera monitored, and frequently checked curbside drop boxes are available to drop off payments and other documents.
- You may send information via postal mail to St. Joseph Charter Township, P.O. Box 147, St. Joseph, MI 49085.
- You may phone the Township at (269) 429-7703 for information.
- TextMyGov is a smartphone texting application that allows you to text in a number to look up

FROM THE SUPERVISOR'S DESK . . . continued

Township information. You may also text in a number that will allow you to receive notifications from the Township, (**such as a water boil advisory**). See the TextMyGov section in this newsletter for more information on how to get started.

- The Township also sends information to its Facebook page, St. Joseph Charter Township .

Water Rate Increase:
The City of St. Joseph's water rates increased by 5% July 1st.

The Township collects a 50% surcharge, which is incorporated into water rates listed on your City water bill. The surcharge funds water operations and capital expenditures in the Township. In July, the Township Board of Trustees voted to continue the surcharge on the City's new rates. These rate increases began on the water bill you received in August.

Based on the average units used (18) and a 5/8" tap, the approximate quarterly increase for a residential water bill would be approximately $6.44.

The new rates are as follows:

Meter Size	Local Surcharge	Ready-to-Serve Rates
5/8 inch	$16.04	$32.05
3/4 inch	$17.63	$35.25
1 inch	$22.44	$44.88
1 & ½ inch	$28.86	$57.70
2 inch	$46.48	$92.95
3 inch	$176.28	$352.54
4 inch	$224.36	$448.69
6 inch	$336.52	$673.03

Local Surcharge per unit rate: $1.51 Rate per unit: $3.09

Quarterly East Side Customers Only – $23.92 charge for 2012 Fairplain water system construction needed to change water provider from the City of Benton Harbor to the City of St. Joseph remains the same.

Sample west side of the Township water/sewer bill

DESCRIPTION	CURR READ	PREV READ	TYPE	USAGE	AMOUNT
Previous Balance					$0.00
Water-Domestic	1928	1917	A	11	$126.94
Water-Sprinkler	5539	5320	A	219	$721.59
Sewer	1928	1917	A	11	$112.62
Hickory Creek					$13.69
Local Surcharge 1	1928	1917	A	11	$63.09
Local Surcharge 2	5539	A	A	219	$353.13

FROM THE SUPERVISOR'S DESK . . . continued

Roger Seely, Supervisor

To calculate water fees: – For this sample, the **Water-Domestic** meter is for a 2" line and **Water Sprinkler** meter is for a 1" line. (Most homes possess either a ¾" or 1" domestic water line and a 1" sprinkler line.)

Follow across to the right of **Water-Domestic** and you will see **CURR READ** and **PREV READ** column headings. You will also see a **USAGE** column heading. The Number listed under **USAGE** equals the number listed under **CURR READ** less the number listed under **PREV READ**. The **USAGE** number is multiplied by the per unit charge which is currently $3.09/unit to get the total unit usage fee. Each water meter size (unfortunately, the water bill does not tell you what your meter size is) has a Ready-To-Serve Rate which is added to the total unit usage fee. This is listed under **AMOUNT**.
11 x $3.09 = $33.99 + $92.95 = $126.94

You may also have a **Water-Sprinkler** line item which is also a combination of the Ready-To-Serve rate for the meter size and the usage fee.
219 x $3.09 = $676.71+ $44.88 = $721.59

Local Surcharge 1 is the **USAGE** number multiplied by the local surcharge per unit fee which is currently $1.51/unit to get the total local surcharge unit usage fee. Each water meter size also has a local surcharge fee which is added to the total local surcharge usage fee. This sum will be listed under **AMOUNT**.
11 x $1.51 = $16.61 + $46.48 = $63.09

If you have a **Water-Sprinkler** line item you will have a **Local Surcharge 2** which is calculated the same way as the **Local Surcharge 1** amount.
219 x $1.51 = $330.69 + $22.44 = $353.13

If you live on the east side of the Township (Fairplain) you will also have an additional flat fee of $23.92 listed as **FAIRPLAIN** added to your bill. This fee began in 2012 when the Township constructed a new system changing the water provider from the City of Benton Harbor to the City of St. Joseph. This fee has not changed.

Sewer Rate Increase: On March 20, 2026, the Township was notified of an increase in the bulk treatment service rate from the Benton Harbor–St. Joseph Joint Wastewater Treatment Plant. Effective July 1, 2026, the rate to treat sanitary sewage increased from $1,427 to $1,463 per million gallons, representing a 2.5% increase.

The Township Board approved a sewer rate increase of 2.5% to begin August 1st.

An average user will pay approximately $2.81 more per quarter for sewer services.

Current Sewer Rates:

Meter Size	Ready-to-Serve Rates
5/8 inch	$30.12
3/4 inch	$33.14
1 inch	$42.18
1 & ½ inch	$54.22
2 inch	$87.36

FROM THE SUPERVISOR'S DESK . . . continued

3 inch	$165.69
4 inch	$241.00
6 inch	$323.09
8 inch	$331.47

Commodity Rate: $2.55 Quarterly Flat Rate: $ 99.88

Quarterly West Side Customers only - Hickory Creek Sewer Lining Bond Payment rate of $13.69 per customer remains the same.

Sample west side of the Township water/sewer bill

DESCRIPTION	CURR READ	PREV READ	TYPE	USAGE	AMOUNT
Previous Balance					$0.00
Water-Domestic	1928	1917	A	11	$126.94
Water-Sprinkler	5539	5320	A	219	$721.59
Sewer	1928	1917	A	11	$115.41
Hickory Creek					$ 13.69
Local Surcharge 1	1928	1917	A	11	$ 63.09
Local Surcharge 2	5539	A	A	219	$353.13

To calculate sewer fees – For this sample, the **Water Domestic** meter is a for a 2" line. If you don't possess a water meter, your bill will be a flat fee of $99.88. If you have a water meter, you will pay the number listed under **USAGE** multiplied by the Commodity Rate of $2.55 plus the sewer Ready-To-Serve fee based on the size of your water line meter. Sewer is not charged for **Water-Sprinkler** use.
11 x $2.55 = $28.05 + $87.36 = $115.41.

Parks and Trails Millage: In December 2018, the Township began collecting taxes for the ten-year parks and trails millage that the voters approved at the August 2018 election. Please see the Parks Department section of this newsletter for more information on park projects.

Thank you to all Township residents who supported the ballot proposal for a new Parks and Recreation millage to begin in 2028. The new millage replaces the current millage that expires in 2027.

The passage of the new millage represents a significant investment by our Township residents—one that the Township Board and staff do not take lightly. We are committed to being responsible stewards of these public funds and will work diligently to ensure every dollar is invested wisely. Our goal is to provide and maintain high-quality recreation facilities and programs that enhance quality of life, promote health and wellness, and help foster a strong, vibrant, and connected community for generations to come.

FROM THE SUPERVISOR'S DESK . . . continued

Roger Seely, Supervisor

Road Millage: In December 2020, the Township began collecting taxes for the ten-year road millage approved by voters in the November 2020 election. The Township's share of the cost in 2026 (estimated at $592,106.) was used for maintenance on approximately 3.28 miles of roads, including HMA to: the Vineland Heights Subdivision (Maple Ln., June Trace, Charles Trl., Easy St.), Hickory Creek Manor (N. Cambridge, Oxford, Cranbrook, Middlebrook, Lasein, Valleyview, N. Valleyview, Acorn, E. Valleyview, W. Valleyview, Briarclliff, Grandview, Ravine), Blackhawk and Moccasin.

Berrien County Road Department Right-of-Way –
The Road-Right-of-Way (ROW) is the grassy area on the side of the road, typically 66 feet across the whole road or 33 feet from the center of the road, that provides adequate space for storm drainage and a safe recovery area for vehicles that leave the road surface.

The Road Department has complete jurisdiction over the permanent road easement in the ROW. The ROW allows the Road Department to perform maintenance such as grading and leveling, guardrail replacement, mowing, tree and vegetation trimming and removal, debris pickup, sign and signal repair, and clearing of ditches.

Telephone, electric, cable, broadband, and fiber companies share poles that have been installed in the ROW, and mailboxes are also located in the ROW.

Landowner ROW responsibilities are listed in the Berrien County Road Department's policies and procedures at https://www.berriencounty.org/DocumentCenter/View/4669/OP-14-Right-of-Way-PDF?bidId=



Halloween Trick-or-Treat hours have been tentatively set for

6:00 p.m. -7:30 p.m. on October 31st.

Residents wishing to participate are asked to turn on porch lights as a welcome signal to trick-or-treaters.



TREASURER'S REPORT

Dave Vonk, Treasurer

IMPORTANT TAX DATES:



- **Summer Tax Bills** are mailed **July 1st** and due by 5:00 p.m. on **September 14, 2026**.
- **Winter Tax Bills** are mailed **December 1st** and due by 5:00 p.m. on **February 16, 2027**.
- After **March 1, 2027**, all delinquent payments for 2026 taxes are due to the Berrien County Treasurer 269-983-7111 ext. 8569.

PAYMENTS:

- Taxes can be paid with cash, checks, or credit/debit cards. Online payments can be processed via the link on our website **sjct.org**. There is a 2.80% + .50 fee per transaction.
- We can accept partial payments starting the day you receive your tax bill.
- Please call 269-429-7703 for current balance due if you did not pay by the due date.
- Tax payments can be made online, in person, mailed, or left in our DROP BOX. **Please allow 14 days for your payment to reach us by mail**. If you would like a receipt for a mailed or drop box payment, please include a self-addressed, stamped envelope.

FREQUENTLY ASKED QUESTIONS:



- Tax Bill **Name and Address Changes**: call our Assessor 269-587-0208.
- **County Drain Assessments**: call the Drain Commissioner 269-983-7111 ext. 8267.
- Your **taxable value** is based on the value of your property on December 31st of the preceding year.
- Valuable **income tax information** can be found on your tax bills. Please save them.

FROM THE CLERK'S OFFICE

Christin Rice, Deputy Clerk / Election Coordinator

2026 November 3rd General Mid-term Election



Permanent Absent Ballot Voters – Important Information

Voters on the **Permanent Absent Voter Ballot List** will have their ballot mailed for the upcoming election **on or shortly after September 25, 2026**.

During the August Primary Election, we had several voters report that they did not receive the absent voter ballot they had requested. Our office makes every effort to process and mail ballots as quickly as possible so that voters have ample time to return them by mail, place them in a secure drop box, or return them in person.

If you **have not received your ballot by mid-October**, please contact our office. We will be happy to verify the status of your ballot and, if appropriate, issue a replacement ballot.

We understand there is a great deal of information circulating regarding elections and voting by mail. Please be assured that our office is committed to ensuring every eligible voter who requests an absent voter ballot has the opportunity to receive and cast it.

No Longer Wish to Receive an Absent Voter Ballot?

If you are currently on the **Permanent Absent Voter Ballot List** and no longer wish to automatically receive an absent voter ballot, you must notify our office.

Michigan law requires that this request be made by:

- submitting a written request, or
- completing the appropriate form in our office.

We cannot remove you from the Permanent Absent Voter Ballot List without your authorization.

Our office is open **Monday through Friday, 8:00 a.m. to 5:00 p.m.**

If you have any questions or need assistance, please do not hesitate to contact us.

Snow Birds:

Additionally, as mentioned in the Absent Ballot Voter section above, we sincerely appreciate our residents who spend the winter months in the South ("snowbirds") letting us know your forwarding address before you leave this fall. This ensures your ballot reaches you in a timely manner.

FROM THE CLERK'S OFFICE … continued Christin Rice, Deputy Clerk / Election Coordinator

The United States Postal Service **does not forward** election or voter registration mail—including ballots.

If you're not already on the list, you can sign up to automatically receive a ballot by mail before each election. Here's how:

1. Visit our website
2. Under the **Departments** tab, select **Elections**
3. Locate and print the **"Permanent Absent Ballot Form"**

Return the completed form to us:

- In person
- By mail
- By email
- Or by placing it in our **Elections Drop Box**

ALERT – PRECINCT #2 VOTERS

YOUR POLLING LOCATION IS CHANGING

A change in polling location for Precinct #2 has been approved by the Township and Berrien County for the:

NOVEMBER 3, 2026 STATE GENERAL ELECTION

Voters who previously voted at the **St. Joseph Seventh-day Adventist Church** would now vote at:

MAIDEN LANE PARK PAVILION
1051 Maiden Lane
St. Joseph, MI 49085

Maiden Lane Park is located just a few hundred feet from the previous church polling location, so we hope the change will cause minimal inconvenience for our voters.

WATCH YOUR MAIL Each registered voter in Precinct #2 will receive:

- Formal notification of the polling location change, and
- A new **Voter Information Card** showing the updated polling location.

FROM THE CLERK'S OFFICE ... continued

Christin Rice, Deputy Clerk / Coordinator

Township Jurisdiction Codes

For your information. Below is the listing of our codes and our elected representatives:



Bill Huizenga
US Congress Code:04



Joey Andrews
State House Code:038



Aric Nesbitt
Senate Code:20



Rayonte D. Bell
County Commissioner:05
Township Precincts 1 & 2
Village of Shoreham Precinct 2



Julie Wuefel
County Commissioner:06
Township Precincts 3 & 4

Become an election inspector

There is a new link under departments, on our election's web page "Becoming an Election Inspector". The link is a short survey asking a few contact questions and some regarding your interest and or experience. The Township is looking for persons who are able to handle the long hours on election day and are willing to go through training sessions. Election workers are paid for working elections and for training. The inspector application can also be requested at the counter in the Township Hall during regular office hours.

New Legislation changes

Elections are ever changing, stay tuned to our website for future updates to your rules and rights as a Michigan State voter.



POLICE DEPARTMENT & NEIGHBORHOOD WATCH

Randy Leng, Chief of Police

Lock It - Don't Leave It

The St. Joseph Township Police Department, along with surrounding agencies, have seen an uptick in larcenies from motor vehicles. Please remember to lock your vehicles when unattended, and don't leave valuables in plain sight. Most of the time the criminals are looking for easy targets, so don't make yourself one.

If you see someone suspicious, or notice something on your outdoor security cameras, let us know! Berrien County Central Dispatch (983-3060) can send an officer out 24/7 to check the area. Remember - no call is too small.

School Bus Safety Tips

TIPS FOR ALL MOTORISTS

- Slow down and obey all traffic laws and speed limits.

- Red overhead flashing lights, possibly accompanied by an extended stop arm, tell you the school bus is stopped to load or unload children. State law requires you to stop at least 20 feet from the front or rear of a school bus when red lights are flashing and not proceed until the school bus resumes motion or until signaled by the school bus driver to proceed.

- Be Alert and ready to stop. Prepare to stop for a school bus when overhead yellow lights are flashing. Drive with caution if you see the yellow hazard warning lights flashing on a moving or stopped bus. Watch for children walking in the street, especially where there are no sidewalks. Watch for children playing and gathering near bus stops. Watch for children arriving late for the bus, who may dart into the street without looking for traffic. When backing out of a driveway or leaving a garage, watch for children walking or biking to school.

TIPS FOR PARENTS

- If your child rides a bus, have them at the bus stop five minutes prior to the bus's arrival.

- Help your children learn and practice the safety rules for walking, bicycling, or riding in a car or bus. Be a good role model, especially when you are with your children. Always buckle up in your car, always wear a helmet when biking and always follow pedestrian rules.

- Supervise young children walking or biking to school or as they wait at the school bus stop.

TIPS FOR STUDENTS

- If you ride a school bus, learn and practice the safety rules for waiting at the bus stop, getting on and off the bus, and riding the bus. If you walk to school, learn and practice the safety rules for pedestrians. Always cross at crosswalks or corner to corner. Obey all traffic lights or crossing guard instructions.

- Buckle up when you're riding in a car and ride in the back seat. It's the safest place for young people. Be a good role model for your younger brothers, sisters and friends and help them learn and practice safety rules.

Receive Township Alerts



St. Joseph Charter Township

Sign up to receive township notifications via text message.
Opt-in to the following program:

- ✓ Township Notifications keyword: **SJCTOWNSHIP**

Get Started:

Text in the above keyword to: ***91896***

What to Expect:

- After the initial keyword is sent, you will receive a confirmation message asking you to reply YES to verify opt-in.
- You will receive up to 4 text messages a month with a notification for each alert category selection.
- Message and data rates may apply. Check with your carrier for more details.

How to Opt-Out:

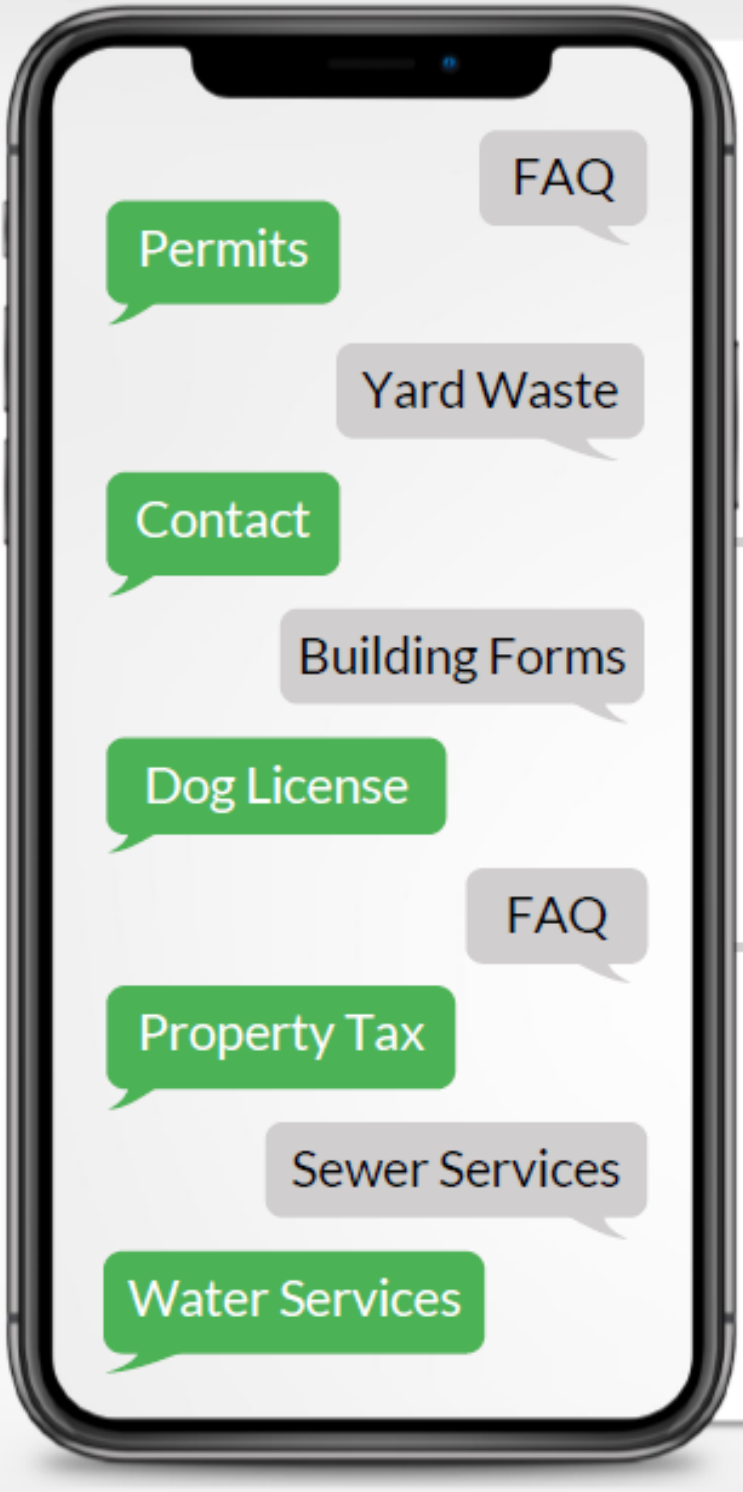
Text STOP at any time to remove yourself from the notification list.

View terms and privacy policy info at: textmygov.com/opt-in-terms-conditions Msg & Data rates apply. Msg frequency varies. Text HELP for contact info.

Powered by TextMyGov

St Joseph Charter Township

Report Issues & Find Answers



Connect Via Text

Introducing a new way to skip a phone call and use your mobile phone's text messaging service to quickly report issues and find information on the go.

24/7 Assistance

Smart texting technology searches keywords to provide assistance anytime, day or night.

Get Started

Text Hi or any of the other featured keywords to:

(269)421-4001

View terms and privacy policy info at: textmygov.com/opt-in-terms-conditions
Msg & Data rates apply. Msg frequency varies. Text STOP at any time to opt-out.
Text HELP for contact info.

Powered by TextMyGov

PARKS / PUBLIC WORKS

Dave Rindfield, Director

Township Parks Seasonal Closure

Parks Update

St. Joseph Charter Township parks will be **officially closed beginning November 1st** for the winter season. Residents are welcome to continue enjoying the parks safely even after the closure date; however, **all park bathrooms will be closed** for the season starting November 1st.

Seasonal maintenance and winter preparations will begin shortly after the parks close to ensure facilities and grounds are ready for a smooth and enjoyable **spring reopening**.

Parks & Trails Millage Fund Renewal

Thank You, St. Joseph Charter Township Residents

Your support for the **Parks and Trails Millage Fund Renewal** helps ensure that our parks, trails, and outdoor recreation areas remain safe, well-maintained, and accessible for everyone. This renewed funding allows the Township to continue **improving facilities**, **expanding trail connections**, and **enhancing community spaces** enjoyed by families, visitors, and future generations.

We sincerely appreciate your commitment to preserving and strengthening the natural and recreational assets that make our community special.

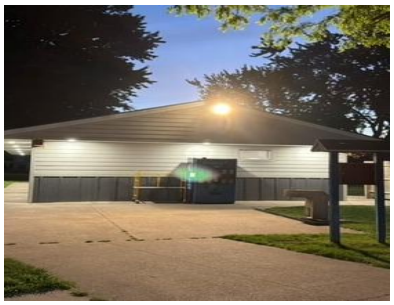
St. Joseph Charter Township is reminding all residents and visitors to please pick up after their pets when using the local parks. This friendly reminder helps maintain the cleanliness and usability of public spaces for everyone.

2026 Parks Improvement Projects:

Here are a few pictures of some park improvements that were completed in 2026.

Eaton Park Bathroom Remodel







PARKS / PUBLIC WORKS... continued

Dave Rindfield, Director

Sandra Terrace Park Improvements







Eaton Park Sidewalk Addition







Fun Fact: Dog Waste Bag Usage

As of **August 1st, 2026**, St. Joseph Charter Township residents have used approximately **16,000 dog waste bags** this year. These bags are an important—and appreciated—budget item that help keep our parks clean, enjoyable, and free of unpleasant surprises for everyone.

Thank you to all the responsible pet owners who help maintain our community spaces.

Grant Project Update: Eaton Park Improvements

St. Joseph Township has been awarded a grant to construct **new family-friendly restroom facilities** at Eaton Park. Design work for these facilities is currently underway, and the project is scheduled to be **bid in the fall of 2026**, with construction beginning as soon as the selected contractor is able to start.

The new restrooms will be located **next to Field A** and will help eliminate the need for porta-potties during large events, providing a cleaner, more convenient experience for all park visitors.

Sewer

Reminder to All Residents: Prohibited Discharges to the Sanitary Sewer

Please remember that the **sanitary sewer system is designed only for wastewater from homes and businesses**.

PARKS / PUBLIC WORKS... continued

Dave Rindfield, Director

To protect the system and prevent backups, **do not discharge** any of the following into the sanitary sewer:

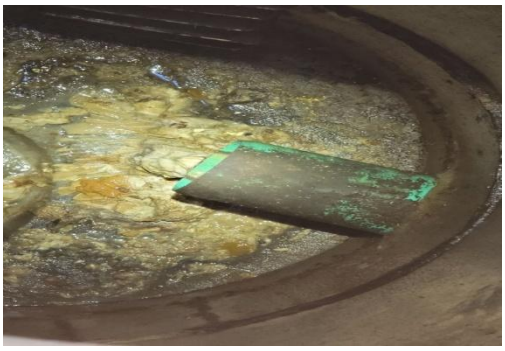
- **storm water**
- **surface water**
- **ground water**
- **roof runoff**
- **subsurface drainage**
- **cooling water**
- **unpolluted industrial process water**

These materials overload the sanitary system, increase treatment costs, and can cause backups that affect the entire community.

🚫 **Do Not Flush "Flushable" Wipes** Disposable wipes labeled as *flushable* should **never** be flushed. These products do not break down like toilet paper and can create major blockages in lift stations, the treatment plant, and even the sewer main running down your street. A clog may not impact your home directly, but it can cause backups in the main line that affect nearby residents.

Contractor Sewer Line Cleaning If you hire a contractor to clean your sewer line, please notify the Township Hall once the work is completed. This allows our staff to clean the township's main line as well, helping prevent backups and ensuring the system continues to run smoothly.

Contact Information For questions or to report contractor work, please reach out to the Township Hall 269-429-7703.





BEST WAY DISPOSAL

Best Way Disposal is committed to the conservation of natural resources and minimizing the strain on the planet. The Curbside Recycling Program provides for the collection of recyclable materials at the curbside. The **SINGLE-STREAM RECYCLING PROGRAM** allows residents to **mix all acceptable recyclables in one cart—no sorting!** Keep this brochure handy for easy reference when preparing materials. Improperly prepared materials leads to contamination and increased recycling costs!

Accepted Items & Preparation Instructions



◆ Newspapers, including inserts, comics and advertisements.	Place papers directly into the recycling cart— no need to bag papers separately.
◆ Magazines, catalogs, books, phone books, office paper, unwanted mail, paper bags, etc.	Food boxes must be clean and free of food. Remove hard covers from books before recycling.
◆ Paperboard, such as cereal boxes, cracker boxes, Paper towel rolls, etc.	Corrugated cardboard must be flattened and/or cut down to a size that will fit in the recycling cart
◆ Corrugated cardboard.	Shredded papers can be placed in a brown paper bag and placed in the cart.
◆ Glass jars and bottles of any color.	Placing material in plastic bags is not acceptable.
◆ Aluminum cans, foil pie tins, etc.	Place materials directly into the recycling cart No need to separate recyclable materials.
◆ Tin or steel food cans and lids.	Labels are OK. Remove caps from bottles.
◆ Plastics such as milk jugs, food tubs detergent bottles, personal care products, etc...	Rinse containers well—all materials must be clean and free of food, liquid or original contents.

Only RIGID plastics marked with symbols 1 - 7

Recycling Tips

PLASTICS



WISH-CYCLING

Many items we purchase are made of recyclable materials, but unfortunately not all are recyclable. When in doubt leave it out!

Instructions Also Located On Lid



Not Acceptable Items

- Aerosol cans
- Batteries
- Hazardous liquids or materials
- Light bulbs
- Microwave food containers
- Motor oil / motor oil containers
- Paint / paint cans
- Pizza boxes
- Plastic bags or plastic wrap
- Scrap metal
- Soiled food containers
- Styrofoam of any kind
- Wax-coated cardboard
- Window glass
- Yard waste

BUILDING DEPARTMENT

Troy Gano, Building Official

Reminder & Updates

As we head into the fall season, it's a great time to complete outdoor projects before winter weather arrives. If you're planning renovations, additions, fences, sheds, or other improvements, please check with the Building Department to see if a permit is required. If you're hiring a contractor, be sure they are properly licensed before work begins. We're here to help make your project safe and successful!

We have recently added the ability to accept payments online. With that you will still need to complete the permit applications and then either drop off or email for processing. We will then provide a link to pay once they have been reviewed.

Email Address:

Building Official: tgano@sjct.org
Department Admin: tbuist@sjct.org

ORDINANCE DEPARTMENT

Emily Oman, Ordinance Officer

A few reminders:



- **There is no burning of yard waste allowed in St. Joseph Charter Township**. All leaves must be bagged in the large brown paper bags or placed in containers clearly labeled “Yard Waste” (we have these stickers available for free in our office). You may either purchase your own container and label it or rent one from Best Way Disposal (463-3232).

- **Permissible Fires**—It is permissible to burn clean dry fire wood or sticks contained within a non-combustible ring no larger than 4 feet in diameter, constantly attended, and at least 25 feet from any building or structure. (Excessive smoke in all cases will be required to be put out)

- **Junk & Debris**— If you have large items such as furniture or appliances that you would like to dispose of, please note that Best Way will NOT pick these items up without a special pickup call and additional fee. If you have extra debris/items please store it out of sight until you can haul it away or until you are able to schedule a special pickup.

- **Parking**—There is no parking on the lawn or road right-of-way at any time. All off-street parking must be on an improved surface such as crushed stone, crushed concrete, paving bricks or other similar material.

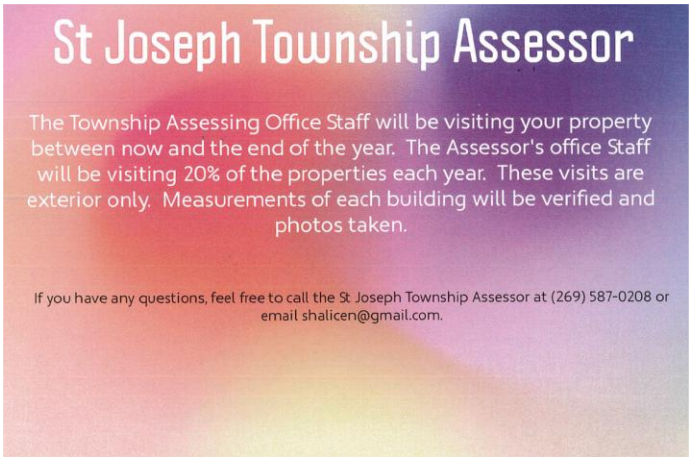
- **Dog barking** continuously is deemed a nuisance and prohibited. Dogs will bark when they see a dog or people near their property and a reasonable amount is allowed.

- **Rental Property**—Dwellings are permitted to be rented as single-family long-term (30 days or more) only if legally registered and inspected by the township.

ASSESSING DEPARTMENT

Shalice Northrop, Assessor

Assessment change notices come out to you the end of February. This notice is letting you know what the assessed and taxable values will be for the year. It is also stated the estimated change of taxes. This line is highlighted. Please review this notice to be sure that all of the information, such as your mailing and physical address and any exemptions that you may qualify for. The exemptions that the State of Michigan offers are the Principal Residence Exemption, the 100% Disabled Veterans Exemption and the Poverty Exemption. If you qualify for any of these exemptions and they are not noted on the assessment notice, please reach out to the Assessor's office to get this information updated. This notice is notifying you of the upcoming summer and winter bills changes. Please read this notice in its entirety before calling the Assessor's office. More than likely your question will be answered when reading the notice. The Assessor's office is reviewing 20% of the properties within the township. Post cards have been sent out to those that we will be visiting this year. The Assessor's office reviews up to 20% of the properties every year. This visit is to be sure our records are up to date. Prior to the visit, a postcard will be sent letting you know that your property has been chosen for a visit. If you would like, you can set up an appointment for the visit. These visits are exterior only. Employees of Northrop Assessing Inc. will be wearing credentials stating who they are and that they work for Northop Assessing Inc. For questions, you can reach me at either (269) 429-7703 or (269) 587-0208.



"Like" our Facebook page: **St. Joseph Charter Township** to keep up to date on Township happenings. Or go to our website **SJCT.org**! Please see the following Facebook pages for Police and Fire Department information:

St. Joseph Township Police Department
St. Joseph Charter Township Fire Department Station #1
St. Joseph Charter Township Fire Department Station #2

Find us on: facebook

UPDATE - October 2026

ST. JOSEPH CHARTER TOWNSHIP
3000 Washington Ave
P.O. Box 147
St. Joseph MI 49085

Presort Standard US Postage
PAID
Kalamazoo, MI Permit No. 1366

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, 7 a.m. - 5 p.m.)

Non-Emergency……..…….....**983-3060**
(Dispatch – 24 hr.)

FIRE: Emergency……...…….....**9-1-1**
Fire Administration
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

Berrien County Road Department…….925-1196
Berrien County Animal Control ……927-5648
I&M Electric ……....800-311-6424
Michigan Gas ……...800-401-6451

YARD WASTE PICKUP RUNS FROM APRIL THROUGH THE SECOND THURSDAY OF DECEMBER ON YOUR NORMAL TRASH DAY

Office Closures for 2026

Thursday and Friday, November 26th & 27th - **Thanksgiving**

Thursday and Friday, December 24th & 25th - **Christmas**

Friday, January 1st, 2027 - **New Years Day**

Other Holidays Observed: Easter, Memorial Day, Fourth of July, and Labor Day

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 to make payment arrangements.

BEST WAY DISPOSAL OBSERVES THE FOLLOWING HOLIDAYS

Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day, and New Years 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, report it to Indiana Michigan Power on their website: https://www.indianamichiganpower.com/ You will be asked for the pole number and the nearest street address or cross street. The pole number is located on a metal tag about eye level on the street light pole. If you do not have internet access, you may contact the Police Department at 429-6890 to have them enter your request into I&M's website.