

GREENWOOD TOWN BOARD POLICIES Adopted May 10, 2016

Amended 3/23/2017, 5/14/2019, 5/12/2020, 5/11/2021

KEYS / PASSCODES	Keys may not be shared or duplicated. Passcodes may not shared.
SPENDING AUTHORITY	Fire chief-\$1000.00/month Maintenance-\$1000.00/month Clerk-\$1000.00/month
TOWN BOARD MEETING POLICIES	<p>Generally, the agenda will be available the Thursday prior to the Town Meeting. Agenda items received after the Tuesday prior to the meeting, will be put on the next month's agenda.</p> <p>Supervisors who have requests or motions will need to have them placed under Old Business or New Business. The Supervisor "Reports" section will be for reporting on various projects and meetings or requests to attend training meetings.</p> <p>Supervisors, Clerk, Treasurer, and Fire Chief can request items be placed on agenda. Citizens may request any of the Supervisors, Clerk, Treasurer, or Fire Chief, to place items on the agenda on their behalf.</p> <p>Person speaking shall be treated with courtesy and respect. Speaker shall not be interrupted.</p> <p>Contract employees may submit written reports to be presented at Board meetings.</p>
TAPE RECORDING	<p>All regular and special meetings of the Town Board will be recorded and maintained indefinitely. All closed meetings will be recorded and preserved for 3 years.</p> <p>Public hearings will be recorded and maintained indefinitely.</p> <p>Connection will be made from the township computers to a cloud server for permanent retention, including all recorded meetings.</p>
E-MAIL / COURTESY / RESPECT	<p>Representatives and employees of Greenwood Township shall not distribute disparaging, harassing, or threatening e-mail about fellow representatives, employees or citizens of Greenwood township.</p> <p>Representatives, employees or citizens of Greenwood township shall be respectful and courteous to other representatives, employees and citizens of Greenwood Township.</p>

INFORMATION REQUEST

After first 15 minutes a charge of Clerk wage/Hour, \$.25/page over 25 pages, plus mailing/etc.
\$25.00 per audio thumb drive copy or \$5.00 per copy to personal thumb drive
(Estimate to be paid in advance, additional cost balance due upon receipt)

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