

# TOWNSHIP OF POWELL

P.O. BOX 39  
BIG BAY, MICHIGAN 49808  
(906) 345-9345

## POLICY

### FOR HANDLING THE INCOMING MAIL

ALL INCOMING MAIL SHALL BE PICKED UP AND DISTRIBUTED BY THE TOWNSHIP CLERK. IN CASE OF HER ABSENCE, ANOTHER TOWNSHIP OFFICIAL WILL BE DESIGNATED TO PICK UP AND DISTRIBUTE THE INCOMING MAIL.

DURING TAX TIME, IF THE CLERK DOES NOT PICK UP THE MAIL ON A DAILY BASIS, THE TOWNSHIP TREASURER MAY PICK UP HER TAX ENVELOPES AT THE POST OFFICE, IN ORDER TO KEEP HER TAX COLLECTIONS CURRENT.

EFFECTIVE 8-14-2001 DATE 8-14-2001

THE POWELL TOWNSHIP BOARD

Lucah DeSto  
SUPERVISOR

Diane J Burns  
CLERK

Carol Nalley  
TREASURER

Vincent Peris  
TRUSTEE

Linda H Hamble  
TRUSTEE