

## RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on October 5th, 2021 at 7:00 p.m.

Located at 13016 Belle River Road, Riley, Michigan 48041

### Call to Order

- Meeting called to order by Supervisor Titus at 7:00 p.m.
- Pledge of Allegiance

### Roll Call

**Present:** Supervisor Al Titus, Clerk Dawn Behem, Trustee Duane Hagle, Trustee Mark Baranowski

**Absent:** Treasurer Mike Rushing

### Public Hearing – None Scheduled

**Guest Speakers:** None

**Citizens Wishing to Address the Board:** A citizen asked about a notice received regarding payout of their deferred compensation benefits. Behem indicated the plan contract states distributions are to be paid out upon termination or resignation of any employee. A citizen addressed concerns of road conditions in the area, Titus mentioned that topic would be addressed on the agenda under New Business item #3.

**Approve Regular Meeting AGENDA for October 5<sup>th</sup>, 2021:** Additions: New Business Item #6 Heaven's Touch Cemetery Grave Service. Motion to approve agenda with above addition made by Hagle, seconded by Baranowski. All in favor, motion carried.

**Approve Consent Agenda:** Motion to approve the Consent Agenda items of September 7<sup>th</sup>, 2021 REGULAR Meeting Minutes; Treasurer Summary; Clerk Report: Monthly bills and Payroll Checks 24767-24800, EFT60, Paystubs 312-315, DD447-466, Tax checks 2911-2940, and Bond Refunds: BA210003, BA210009, BG210002, BG210007, BP210001, BN190003, BZ21002, BC180001; Communications & Correspondence received from United Way, MTA, Attorney Stremers, made by Baranowski seconded by Hagel. Roll Call: Aye-4, Nay-0; Motion carried.

**Township News and Announcements:** ARPA update: Riley Township was one of 10 municipalities in St. Clair County who did not have any submission errors. The Township received its first installment of 50% of the total allocation. The Compliance Reporting deadline for the eligible uses was extended to April 30<sup>th</sup>, 2022. MTA recommends using a consultant or Township Auditor for completing the mandatory reporting.

### Committee Reports:

**Planning Commission:** Hagle reported a public hearing was held for Special Use Approval on Burgess Road that was approved. Ordinance Section 905 was sent to the County for approval. Another Special Use application has been withdrawn to reconfigure the electrical usage.

**Park & Recreation:** Hagle reported no meeting held.

*Zoning Board of Appeals:* Request for variance was withdrawn by the applicant the September 9<sup>th</sup> meeting.

*Ordinance Enforcement:* Titus and Hagel will review the open violation cases.

### **Unfinished Business**

- 1) **Payroll System and Policy Updates:** ADP implementation is going well and payroll has been processed to be paid on Friday October 8<sup>th</sup> due to Monday being a bank holiday. Motion to rescind Policy #1.2 made by Behem, seconded by Titus. Discussion: Office Manager Job Description is not needed at this time. Roll Call: Yea-4, Nay-0, motion carried.
- 2) **Generator Estimates:** Discussion held if ARPA funding could possibly be used and needing additional companies to contact for estimates. Could possibly use as charging station during power outages for area residents.
- 3) **Ordinance Enforcement Officer:** Motion to table till next meeting made by Hagel, Seconded by Baranowski. Discussion: none. Roll Call: Aye-4, Nay-0, motion carried.

### **New Business**

- 1) **ARPA Funds & Eligible Uses:** Motion to table till next meeting made by Titus, seconded by Hagel. All in favor, motion carried
- 2) **Roads:** Heavy rains have been causing problems on the Townships' roads. Residents can directly contact St. Clair County's Road Commission to report an immediate problem and their contact information will be placed on the Township's website to access. Discussed if ARPA funds could be considered for road repairs. The Township will continue to monitor the road conditions.
- 3) **Fence Ordinance Permit Fees:** Motion to add Fence Ordinance Permit Fees on the current Building Permit Fee Schedule in the section of Decks, Porches, 3-Sided Carports, Handicap Ramps & Miscellaneous made by Hagel, seconded by Titus. Yea-4, Nay-0. All in favor, motion carried.
- 4) **Update Electrical Code Ordinance to NFPA 70 National Electrical Code 2017 Edition:** Motion to table till next month made by Titus, seconded by Baranowski. All in favor, motion carried.
- 5) **Request(s) for Electrical Moratorium Variance:** The Township Attorney advised that the Township has the right to make exceptions on per parcel basis. A request for variance from the electrical moratorium was received from a resident for a barn which was started in 2017 with a separate meter and panel but was delayed due the Covid shutdown and the project was put on hold. Motion to approve the electrical variance request made by Titus, seconded by Hagel. All in favor, motion carried.
- 6) **Heaven's Touch Grave Services:** Hagel presented separate proposals for regular maintenance and repairs at the Lown Cemetery. Proposals included: painting the railing for \$103.00; Cut and clearing brush for \$750; And monthly cemetery grounds upkeep from April thru October at \$120/month. Motion to approve proposal for painting of railing for \$ 103.00 made by Hagel, seconded by Baranowski. Yea-4, Nay-0, motion carried. Motion to approve proposal for Cut and clearing brush in the amount of \$750.00 made by Hagel, seconded by Baranowski. Yea-4 Nay-0, motion carried. Motion to approve monthly cemetery grounds upkeep for October 2021 and April thru October of 2022 for a monthly fee of \$120 made by Hagel, seconded by Baranowski. Yea-4 Nay-0, motion carried.

**Comments from the Board of Trustee's not already address:** Titus commented some progress has been made in finding the deed for Tibbets cemetery.

**Next Regular Meeting Scheduled:** November 9<sup>th</sup>, 2021 at 7pm at Riley Township Hall

**Adjournment:** Hagle motion to adjourn at 8:18 p.m., seconded by Titus. All in favor, motion carried.

Respectfully submitted by,

Patricia Gondert, Deputy Clerk for Riley Township

Approved