

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on July 6th, 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, Treasurer Mike Rushing, Trustee Duane Hagle, Trustee Mark Baranowski

Citizens Wishing to Address the Board: Titus asked for comments from the citizens in attendance. The Board heard all comments, questions and concerns from all citizens who presented.

Guest Speakers: County Commissioner Rushing reported Memphis School District will be contracting with the Macomb County Sherriff Department to place a full-time sheriff in the school district.

Communications & Correspondence: Email received regarding floor plans for EMS station at 609 Burnell.

Approve REGULAR Meeting AGENDA for JULY 6th, 2021: Changes / Additions: Titus added Zoning Administrator to Unfinished Business as Item #2. Motion to approve the agenda with addition made by Mark Baranowski, seconded by Mike Rushing. All in favor, motion carried.

Approve REGULAR Meeting MINUTES from JUNE 1st, 2021: Corrections: None. Motion to approve the Regular Meeting Minutes made by Duane Hagle, seconded by Mark Baranowski. All in favor, motion carried.

Approve SPECIAL Meeting MINUTES from JUNE 15th, 2021: Corrections: None. Motion to approve the Special Meeting Minutes made by Duane Hagle, seconded by Mark Baranowski. All in favor, motion carried.

Approve SPECIAL Meeting MINUTES from JUNE 25th, 2021: Corrections: None. Motion to approve the Special Meeting Minutes made by Duane Hagle, seconded by Mark Baranowski. All in favor, motion carried.

Treasurer Report: Motion to approve Treasurer Report as presented made by Mark Baranowski, seconded by Al Titus. Roll Call: Baranowski-yes; Hagle-yes; Rushing-yes; Titus-yes; Behem-yes; Motion carried.

Clerk Report: 1) *Expense/Invoice Report:* Behem reported due to multiple power outages and technological issues, no report is available at this time. Rushing motioned to approve May 15th, 2021 MTA Invoice amount of \$4,421.71 for annual dues and online learning subscription, seconded by Titus. Roll call: Hagle-yes; Titus-yes; Baranowski-yes; Rushing-yes; Behem-yes. Motion carried. 2) *Bond Refund:* Titus motioned to approve Bond Refund # BN200006 for amount of \$1,000.00, seconded by Hagle. Roll call:

Behem-yes; Baranowski-yes; Hagle-yes; Rushing-yes; Titus-yes. Motion carried. 3) *Remittance Checks written, ACH, and EFT transactions*: Behem reported unable to process Direct Deposit for payroll this month due to the constraints of the transition. Hagle motioned to approve 6/30/2021 Payroll check #'s 24633-24655 total amount of \$13,987.26, Paystub #'s 303-307 total amount of \$1,130.00, and Remittance check #'s 24657-24661 total amount \$4,054.64. Roll call: Rushing-yes; Titus-yes; Baranowski-yes; Hagle-yes; Behem-yes. Motion carried.

Township News and Announcements: Waiting on audit completion before sending the Parks and Recreation Millage Form to the County due by the end of the year. Township looking into receiving COVID fund allocation from the County. Internet provider will be installing an upgraded transmitter to improve our service at the Township office.

Committee Reports:

Planning Commission: Hagle reported working on Section 924 Fence Ordinance; Amending Section 905 to add storage containers; And considering to amend Fireworks Ordinance to include local fire department standby at a \$250 charge for commercial displays.

Parks and Recreation: Hagle reported working on bids on different types of fencing at the park property line and asked the Board's fence type preference; And discussed using a rubber mulch in place of wooden mulch to be used at the park. Baranowski motioned to approve the bid and install the 4x8 Veranda vinyl picket fencing from Mid Michigan Family Builders totaling \$5,425 to be placed at the Township Park property line, seconded by Rushing. Roll call: Rushing-yes; Titus-yes; Hagle-yes; Baranowski-yes; Behem-yes. Motion carried. Dunn Road Culvert project.

Zoning Board of Appeals: Baranowski reported no meeting held.

Ordinance Enforcement: Titus asked for update on blight judgments on Riley Center Road, and OEO to send 30-day notice for compliance. Notices sent out on Hough Road property.

Unfinished Business

- 1) **Roads:** Hagle reported ditching work completed on Masters Road east of Calvin Road; Dunn Road culvert replacement total project cost at \$16,500 with Township cost at \$8,250 but could use \$8,200 in matching funds; Eagling Road replacement culvert is estimated project cost at \$142,000 with a Township cost at \$71,000. Titus motioned to table Eagling Road project to seek out additional funding towards the project, seconded by Baranowski All in favor, motion carried. Hagle motioned table Dunn Road culvert project and to continue on Masters Road ditching project, seconded by Baranowski. Discussion: Hagle asked for confirmation on Masters Road prior approval. Hagle rescinded motion to table Dunn Road project. Hagle motioned to replace the Dunn Road culvert project west of Riley Center Road at a total cost of \$16,500, seconded by Baranowski. Roll call: Titus-yes; Rushing-yes; Hagle-yes; Baranowski-yes; Behem-yes. Motion carried.
- 2) **Zoning Administrator:** Titus recommended increasing the Zoning Administrator's monthly pay rate due to the increased activity in handling medical marihuana. Titus motioned to increase the

pay rate to \$600.00 per month of the Zoning Administrator, seconded by Rushing. Discussion: none further. Roll call: Baranowski-yes; Rushing-yes; Behem-yes; Titus-yes; Hagle-no. Motion carried.

New Business

- 1) **Electrical Inspector:** Titus received two resumes in filling the open Electrical Inspector position. Hagle motioned to set up interviews with the candidates, seconded by Rushing. All in favor, motion carried.
- 2) **Resignation Letter:** Titus received a resignation letter from Dawn Behem from her Planning Commission Recording Secretary position. Titus motioned to accept Behem's resignation from the Planning Commission, seconded by Hagle. All in favor, motion carried.
- 3) **Front Office:** Titus motioned to post for responses for Administrative Assistant / Building Secretary positions for the front office, seconded by Rushing. Roll call: Hagle-yes; Baranowski-yes; Rushing-yes; Behem-yes; Titus-yes. Motion carried. Rushing motioned to hire temporary front office help on an interim basis paying \$15.00 per hour, seconded by Titus. Roll Call: Baranowski-yes; Hagle-yes; Rushing-yes; Titus-yes; Behem-yes. Motion carried.
- 4) **Policy Changes and Updates:** Behem motioned to rescind COVID-19 Response Policy # 46, seconded by Titus. All in favor, motion carried. Behem motioned to rescind the Zoom Host Compensation of \$50 meeting, seconded by Titus. All in favor, motion carried.
- 5) **Payroll:** Behem motioned to set Township's pay period ending date at the last day of each month and the pay date to be made 10 days following the pay period ending date, seconded by Rushing. Roll Call: Behem-yes; Baranowski-yes; Titus-yes; Rushing-yes; Hagle-yes. Motion carried. Behem discussed the benefits of implementing a third-party payroll provider and will bring more information to the next board meeting. Behem discussed rescinding the current paid time off policy to replace it with a more comprehensive policy at the next board meeting.
- 6) **Audit:** Behem reported the Auditors have all the requested reports and the audit is scheduled for July 19th, 2021 at 7:00 a.m.
- 7) **Building Permit Fee Schedule:** Titus motioned to be table for next meeting, seconded by Hagle. All in favor, motion carried.

Comments from the Board of Trustee's not already address: Titus announced there is a public hearing scheduled at the next Board meeting on August 3rd for the Special Assessment on Trash pickup.

Next Regular Meeting Scheduled: August 3rd, 2021 at 7:00 P.M. at the Township Hall

Adjournment

Hagle motion to adjourn at 8:35 p.m., seconded by Rushing. All in favor, motion carried.

Respectfully submitted by,



Dawn Behem, Riley Township Clerk
Approved August 3rd, 2021