

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on August 3rd, 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

Public Hearing - Special Assessment District No. 03-01 Solid Waste Collection and Disposal: Motion to open the public hearing made by Baranowski, seconded by Hagle. All in favor, motion carried. Titus presented the purpose of the Annual Public Hearing for the Special Assessment Roll Review covered properties within District No. 03-01 benefited by the Township Wide Solid Waste Collection and Disposal project in the total amount of approximately \$214,905.60 with a proposed Special Assessment not to exceed in the amount of \$172.20 per household. Titus asked for comments or questions from the public who were in attendance. None presented. Motion to close the public hearing made by Hagle, seconded by Baranowski. All in favor, motion carried.

Guest Speakers: King and King Audit Presentation: Wesley Messing, CPA, presented on findings from the annual Audit that was performed on July 21st, 2021. Fund balance has accumulated approximately \$520,000 in reserves that is currently available from prior years. State revenue sharing decreased by 1% due to the covid pandemic. Expenses have remained consistent from year to year. Debt service costs were paid off from the 2002 bond this year with only debt remaining for the county drains. The General Fund is in sound position and other funds are doing well. Recommended separate account be set up and used for ARPA funds.

Citizens Wishing to Address the Board: Daniel Grabowski received a letter for blight and was directed to speak to the ordinance enforcement officer. Michelle O'Neil was in an accident on Masters Road and had received a bill for the accident but she was not the owner of the vehicle. Directed to bring vehicle owner's contact information and denial of insurance claim to the next board meeting to review. Deborah Kreuger questioned if emails sent in July were received by the board. Kreuger stated she was owed sick time, holiday pay, payout of paid time off and recording secretary pay. Titus acknowledged emails were received, reviewed and that wages have been paid in full.

Approve Regular Meeting AGENDA for August 3rd, 2021: Additions to New Business: Baranowski added item #8 Generator, and Rushing added items # 9 Millage Distribution and #10 Address Assignment Fee increase. Motion to approve the agenda with the above additions made by Hagle, seconded by Baranowski. All in favor, motion carried.

Consent Agenda: Motion to approve July 6th, 2021 REGULAR Meeting MINUTES; July 2021 Treasurer Summary; Monthly bills check #'s 24619-24724, EFT's 57-58, Paystubs 303-307, Tax checks 2882-2892;

Journal Entry Adjustments # 11646-11647; Bond refund # BN210001 \$1250; King & King Invoice # 14611 \$5875; Communications: Emails received from Deborah Kreuger July 23, 2021, July 27, 2021, and July 28, 2021; Correspondence: sent to Deborah Kreuger July 26, 2021, received from SCC Homeland Security/Emergency Management July 20, 2021, from King and King July 21, 2021, and interoffice memo from Clerk July 22, 2021 made by Dawn Behem, seconded by Mike Rushing. Discussion held regarding future meeting minutes will give a synopsis of public comments heard. Roll Call: Baranowski – Yes, Hagle – Yes, Rushing – Yes, Behem – Yes, Titus – Yes. Motion carried.

Township News and Announcements: Application was successfully submitted for the Township to receive \$342,000 in funding from the American Rescue Plan Act. Funds received will be used towards eligible uses that are not yet determined. Internet service provider at the Township offices have installed an upgraded tower to improve service and is working good now. Public records access for property and tax information will soon be available online thru the BS&A's Municipal Directory at no cost to the township.

Committee Reports:

Planning Commission: Hagle reported completed work on Section 924 Fence Ordinance; Public hearing scheduled for Section 905 to add storage containers as accessory buildings; and looking for a new planning commission member to fill open seat.

Parks and Recreation: Hagle reported no meeting held.

Zoning Board of Appeals: Baranowski reported no meeting held.

Ordinance Enforcement: OEO reported receiving a few new complaints regarding noise and will be talking over the complaints with the township attorney.

Unfinished Business

- 1) **Electrical Inspector:** Two candidates were interviewed for the open position. Recommendation for candidate who lives within the township and holds an inspector license with 30 years of experience. Motion to hire James Krause as Electrical Inspector made by Titus, seconded by Hagle. Discussion: none presented. Roll call: Titus – Yes, Baranowski – Yes, Hagle – Yes, Behem – Yes, Rushing – Yes. Motion carried.
- 2) **Building Permit Fee Schedule:** Reviewed proposed fee schedule as presented. Motion to approve the proposed Building Permit Fee Schedule made by Hagle, seconded by Rushing. Discussion held with consensus proposed increases were reasonable. Roll call: Baranowski – Yes, Rushing – Yes, Titus – Yes, Hagle – Yes, Behem – Yes. Motion carried.

New Business

- 1) **Audit Contract:** Reviewed submitted 5-year contract bid renewal dated July 21, 2021 from King and King CPA's LLC. Motion to accept 5-year contract bid renewal with King and King CPA's LLC as presented made by Behem, seconded by Baranowski. Discussion: none presented. Roll call: Behem – Yes, Rushing – Yes, Titus – Yes, Hagle – Yes, Baranowski – Yes. Motion carried.

- 2) **Farmers Market Waiver:** Township attorney worked on waiver form for vendors and consulted with insurance agency. Debbie Drew is the event organizer to be held on August 14th, 2021 at the Township parking lot next to the park. Motion to approve the Farmers Market event as presented made by Titus, seconded by Baranowski. All in favor, motion carried.
- 3) **Electrical Permit Moratorium:** Prepared by Attorney Stremmers to address electrical hazards occurring within the township primarily in residential areas and to develop new ordinance restrictions on allowable electrical transforming amperage in all zoning areas. Recommend sending direction to the planning commission to develop ordinance amendment recommendation to the board. Motion to adopt resolution establishing a moratorium on the installation of over 50 KVA total electrical transforming capacity per site and a moratorium on issuance of any permits or approvals as they relate to any existing site containing over 50 KVA of total electrical transforming capacity within the township pending review and adoption of ordinances adopting procedures for such electrical capacity to provide for the health and safety of township residents as presented effective immediately made by Hagle, seconded by Rushing. Roll call: Baranowski – Yes, Behem – Yes, Titus – Yes, Hagle – Yes, Rushing – Yes. Motion carried.
- 4) **Roads:** Received two separate program applications from St. Clair County Road Commission (1) Large Culvert Replacement Program application, deadline is October 19, 2021, for 50/50 cost share projects with a maximum of \$150,000 per project; and (2) 2022 Local Road Funding Assistance Program application, deadline September 30, 2021. Areas identified in need of improvements are Hunt, Braidwood and Eagling roads for both applications. Motion to adopt Large Culvert Replacement Program Resolution # 2021-18 made by Hagle, seconded Baranowski. Discussion: none further. Roll call: Titus – Yes, Baranowski – Yes, Behem – Yes, Rushing – Yes, Hagle – Yes. Motion carried. Motion to adopt 2022 Local Road Funding Assistance Program Resolution # 2021-17 made by Hagle, seconded by Baranowski. Discussion: none further. Roll call: Behem – Yes, Rushing – Yes, Baranowski – Yes, Titus – Yes, Hagle – Yes. Motion carried.
- 5) **Front Office Staff:** Temporary staff have been working throughout the month of July fulfilling the tasks of the front office, and recommend hiring staff into permanent regular scheduled positions. Motion to hire Heather Panches-Miller in the position of Building Department Secretary as a non-exempt, at-will, part-time, 20 hours per week employee at a payrate of \$16.00 per hour made by Behem, seconded by Titus. Discussion: none presented. Roll call: Hagle – Yes, Baranowski – Yes, Rushing – Yes, Titus – Yes, Behem – Yes. Motion carried. Motion to hire Patricia Gondert in the position Administrative Assistant as a non-exempt, at-will, part-time, 26 hours per week employee at a payrate of \$16.00 per hour made by Behem, seconded by Titus. Discussion: none presented. Roll call: Behem – Yes, Titus – Yes, Rushing – Yes, Baranowski – Yes, Hagle – Yes. Motion carried.
- 6) **Policy Updates:** Motion to rescind Paid Time Off for Regularly Scheduled Front Office Employees within Policy # 44 effective today, and to table proposed paid time off policy for review at the next regular meeting made by Titus, seconded Rushing. Discussion: none presented. Roll call: Rushing – Yes, Hagle – Yes, Baranowski – Yes, Titus – Yes, Behem – Yes. Motion carried. Motion to table proposed job descriptions to next regular meeting made by Behem, seconded by Titus. All in favor, motion carried.

- 7) **Payroll:** Reviewed proposal # 21-361419 2 from ADP to implement and include 3rd party payroll processing, deduction remittance and disbursements, Federal and State tax filings, new hire and unemployment reporting services. Implementation costs were reduced by \$4700 to \$235. Cost for service is based on flat rate per employee, per pay period with an estimated annual service cost up to \$5000. MTA strongly recommends 3rd party payroll processing in safeguarding internal controls. Maintains compliance reporting with Federal and State agencies, and allows for a smooth, consistent transition for a deputy to step in when deemed necessary or for future clerk without payroll background or first-hand knowledge. Motion to approve and implement ADP proposal # 21-361419 2 as presented made by Titus, seconded by Behem. Discussion: Titus recommends trying the new system for 1 year. Baranowski and Hagle opposed the proposal due to the annual cost. Rushing in favor of proposal. And Behem supports the proposal to maintain internal controls, proper classifications and compliance with Fair Labor Laws with less risk for human errors taking place. Roll call: Titus – Yes, Behem – Yes, Rushing – Yes, Hagle – No, Baranowski – No. Motion carried.
- 8) **Generator:** Due to frequent power outages including lost power at last month's meeting, Baranowski presented cost estimates on stand-by generators. The township would need two units, one for the township office and one for the hall location. Generators are currently out of stock due to backlog of approximately 6 to 9 months. Estimated overall cost, including installation, approximately \$10,000 per unit. Covid funds could possibly be used to for this expense. Motion to pursue bids for generator costs and installations made by Titus, seconded by Hagle. All in favor, motion carried.
- 9) **Millage Distribution:** 2021 Request for Local Millage Distribution of approximately \$16,000 to be received for approval and submitted to the St. Clair County Parks and Recreation Commission. Motion to approve 2021 Request for Local Millage Distribution as presented and submit to the St. Clair County Parks and Recreation Commission made by Hagle, seconded by Titus. Roll call: Rushing – Yes, Titus – Yes, Hagle – Yes, Baranowski – Yes, Behem – Yes. Motion carried.
- 10) **Address Assignment Fee:** Board approved in April 2021 but not recorded in minutes. Motion to increase the Address Assignment Fee to \$75 made by Titus, seconded by Hagle. Discussion: All in favor, motion carried.

Comments from the Board of Trustee's not already address: Titus stated Dawn Behem is the fourth clerk he has worked with, is off to a great start and appreciate all her hard work and extra time.

Next Regular Meeting Scheduled: September 7th, 2021 at 7:00 P.M. at the Township Hall

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

Respectfully submitted by,



Dawn Behem, Riley Township Clerk
Approved September 7th, 2021