

## RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on September 7th, 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 – None Scheduled

**Guest Speakers:** None

**Citizens Wishing to Address the Board:** None

**Approve Regular Meeting AGENDA for September 7<sup>th</sup>, 2021:** Additions: New Business Item #4 Removal of fallen tree. Motion to approve agenda with above addition made by Hagle, seconded by Baranowski. All in favor, motion carried.

**Approve Consent Agenda:** Motion to approve August 3<sup>rd</sup>, 2021 REGULAR Meeting MINUTES; Treasurer Summary; Clerk Report: Monthly bills and payroll checks 24725-24761, EFT59, Paystubs 308-311, Tax checks 2893-291, and Bond Refunds: BG200018, BG210004, BG210005, BG210008, BA210006; Communications & Correspondence: Emails received for Monthly EMS Report, EMS and Transit Report, MFD Semi Annual Report, Port Huron Newspaper article, Moratorium, and Quarterly SCC MTA Meeting made by Titus, seconded by Rushing. Roll Call: Aye-5, Nay-0; Motion carried.

**Township News and Announcements:** St Clair County Gypsy Moth Program Survey Notice to all residents affected by Gypsy Moths. A link to the survey is posted on the Township website. Parks & Rec received \$16,345 from the local milage. The Township received \$61,395 in revenue sharing. New bank account established for new 3<sup>rd</sup> party payroll system that is scheduled to go live in November.

### Committee Reports:

**Planning Commission:** Hagle reported a public hearing on Section 905 is scheduled to be held on September 20<sup>th</sup>, 2021.

**Parks and Recreation:** Hagle reported seeking for another committee member and discussed possibility of resuming the coffee chats.

**Zoning Board of Appeals:** Baranowski reported a meeting is scheduled on September 9<sup>th</sup>, 2021 regarding side setback variance for an existing building on Masters Road.

*Ordinance Enforcement:* OEO reported following up on trailer complaint on Dunn Rd. Submitting Hough Road complaint to the Township Board due to repeated noncompliance. Most other complaints showing movement towards compliance.

### **Unfinished Business**

- 1) Policy Updates: PTO, Job Descriptions:** Clerk presented proposed Paid Time Off for Regular Scheduled Non-Exempt Employees Policy, updated job descriptions, and changes to committee payrates and Recording Secretary responsibilities. Consensus agreed each committee or commission secretary will be responsible for own agenda, meeting packets and communications; and Deputy Clerk will be acting as Recording Clerk for Board of Review, ZBA and Planning Commissions to record the meeting minutes and meeting and/or public hearing notices.

Motion to approve proposed Paid Time Off for Regular Scheduled Part-Time Non-Exempt Employees Policy eligible after 6 months of hire/rehire date made by Behem, seconded by Rushing. Discussion: consensus agreed for eligibility after 6 months verses 3 months. Roll Call: Yea-5, Nay-0, motion carried.

Motion to Rescind Page 1 only of Policy # 1 and to Approve New Job Description for Building Department Secretary as presented, effective immediately, made by Behem, seconded by Titus. Discussion: none. Roll Call: Aye-5, Nay-0, Motion carried.

Motion to rescind Policy # 1.1 and to Approve New Job Description for Administrative Assistant as presented, effective immediately, made by Behem, seconded by Titus. Discussion: none. Roll Call: Yea-5, Nay-0, motion carried.

Motion to Approve New Job Description for Deputy Clerk as presented and to approve exempt payrates of: \$16 per hour for performing all duties and activities of the Deputy Clerk, \$60 per meeting stipend for Recording Clerk duties, and \$300 per scheduled Election Day as acting Precinct Chairperson, effective immediately, made by Behem, seconded by Titus. Discussion: agreed to keep \$50 monthly Deputy payrate in place. Roll Call: Yea-5, Nay-0, motion carried.

Motion to reduce Planning Commission Secretary per meeting payrate from \$100 to \$60, effective immediately, made by Behem, seconded by Rushing. Discussion: none. Roll Call: Aye-5, Nay-0, motion carried.

Motion to add Parks & Rec Chairperson and Secretary payrates to a combined per meeting payrate of \$75.00, effective immediately, made by Behem, Seconded by Rushing. Discussion: none. Roll Call: Aye-5, Nay-0, motion carried.

- 2) Generator Estimates:** Baranowski reported estimates were not complete yet. Motion to table until next meeting made by Titus, seconded by Hagle. All in Favor, motion carried.
- 3) Parks & Rec Playground Equipment:** Hagle presented quotes for new playground equipment ranged from \$7000 to \$23,000. PrimeTime Swing quote includes a JennSwing chair, and an Expression Swing which allows a parent and child to swing together. Both are ADA compliant.

Motion to approve quotes to purchase both the JennSwing and Expression Swing up to \$7000 made by Hagle, Seconded by Baranowski. Discussion: none. Roll Call: Aye-5, Nay-0, motion carried.

### **New Business**

- 1) Section 924 Fence Ordinance Resolution:** Recommendation received for approval from the Township Planning Commission. Motion to approve Resolution # 2021-20 to amend and adopt Zoning Ordinance Section 924 made by Hagle, seconded by Rushing. Discussion: is a stand-alone ordinance, separate from the wall ordinance, that includes height limitations and requirement to be maintained in good condition. Roll Call: Aye-5, Nay-0, motion carried.
- 2) Ordinance Enforcement Officer 90-day evaluation:** Motion to table till next month made by Titus, seconded by Baranowski. All in favor, motion carried.
- 3) Roads:** Discussion held and agreed Eagling Road project to applied for under the Large Culvert Replacement Program, and Braidwood to be applied for the 2022 Local Road Funding Assistance Program. Titus asked for feedback on any additional roads in need of assistance and discussed Hunt, Hill and Dunn roads. Titus will complete and submit the applications that were previously approved by resolution for the Large Culvert Replacement Program and Local Road Funding Assistance Program with the county.
- 4) Tree Removal:** Discussed quote received to remove fallen willow tree located at the township office. Motion to approve the \$2500 quote for the tree removal made by Hagle, seconded by Baranowski. Discussion: Insurance will not cover cost for the tree removal due to no damage occurred to the office building. Roll Call: Aye-5, Nay-0, motion carried.

**Comments from the Board of Trustee's not already address:** Rushing commented Columbus Township have been using a Grant Writer effectively and suggested Riley Township could benefit in using one as well. Behem reported an election for YPSD Bond Proposal is scheduled on Nov 2<sup>nd</sup>, 2021 which is on the same day as a scheduled Riley Twp Board meeting. The polling location for this election will be consolidated and take place at Kenockee Township Hall, but the voter registrations will remain and take place at Riley Township Clerks office. A motion to reschedule the November 2<sup>nd</sup>, 2021 Riley Twp Board meeting to November 9<sup>th</sup> at 7:00 P.M. at the Township Hall was made by Titus, seconded by Rushing. All in Favor, motion carried. Behem reported four municipalities in St. Clair County have already been approved for their ARPA funds but Riley Twp is still pending per the last report.

**Next Regular Meeting Scheduled:** October 5<sup>th</sup>, 2021 at 7pm at Riley Township Hall

**Adjournment:** Hagle motion to adjourn at 8:21 p.m., seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by,

Patricia Gondert, Deputy Clerk for Riley Township

Dawn Behem, Riley Township Clerk  
Approved October 5th, 2021