

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on February 1st, 2022 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: New Emmett Fire Chief introduced himself and the board welcomed him in his new role. County Commissioner Rushing reported working on getting the county's ARPA funds out to the townships and municipalities by budget time.

Citizens Wishing to Address the Board on Agenda Items: None presented.

Approve REGULAR Meeting AGENDA for February 1st, 2022: Added New Business item: Annual Insurance Policy Renewal.

- *Motion to approve agenda with addition made by Hagle, seconded by Baranowski. All in favor, motion carried.*

Approve Consent Agenda: Motion to approve Consent Agenda: January 4th, 2022 REGULAR Meeting MINUTES, January 28th, 2022 SPECIAL Meeting MINUTES, Monthly bills: Checks #24914-24948, EFTs #7-8, Tax checks #2983-3002, Payroll Check #1015/DDVs #10001-10019, and Communications received from township attorney regarding updated caregiver affidavit made by Hagle, seconded by Baranowski. Roll Call: Aye-5, Nay-0; Motion carried.

Township News and Announcements: Recreation Master Plan approved and submitted for grant application due Feb 1st. Township website update has begun and will take a few months to complete before publishing final website. Final Rule for ARPA fund usage was released by the Treasury Department and the Compliance report is coming due by April 30th, 2022. King & King will be able to assist the township with the reporting requirements at an estimated cost of \$750 to \$1500.

- *Motion to approve using King & King for the compliance report at a cost up to \$1500 with ARPA funds made by Baranowski, seconded by Rushing. All in favor, motion carried.*

Committee Reports:

Planning Commission: Hagle reported the Annual Summary report was reviewed, Special Use applicant is on hold until residency can be established, and no further suggestions nor recommendations on barndominium construction in our township.

Parks and Recreation: Hagle reported no meeting in January but next meeting is scheduled is February 28th, 2022.

Zoning Board of Appeals: No meeting held.

Ordinance Enforcement: OEO stated two cases have gone to the township attorney. One case that was headed to court has hired a clean-up crew and has assured they are working on the cleanup but may not be able to get to everything without a thaw.

Building Department: Annual report of 189 permits were issued in 2021. 11 permits were for new homes and 124 were Finalized.

Fire Protection: Reports received from both Memphis Fire Chief and Richmond/Lenox EMS. Memphis Fire contract expires June of 2022. Memphis recommended a two-year contract instead of a one-year renewal. Emmett Fire Contract expires March, 2023.

Public Records & Services: Annual Report received a total of 15 FOIA requests in 2021. Fifteen requests were fulfilled with a total of 9 separate requesters. Anticipate more FOIA requests will be received with the upcoming elections next year.

Roads: The Annual Road Commission meeting will be held by Zoom again this year. County Auditor requested a report for township match funds program. A citizen reported a complaint regarding trees that were cut down and left on lawn. The Road Commission stated they would go back to take care of it.

Unfinished Business

- 1) **Blight Complaint Cases:** None presented.
- 2) **Generator Estimates:** No new bids were received. Two bids received were compared in price. Ainsworth's bid included 22kw generators for both buildings while the other had a smaller unit for township hall location. Recommended using ARPA funds to cover the generator project cost.
 - *Motion to accept generator installation proposal # 2021-813 and #2021-814 from Ainsworth in the amount of \$10,100 for the Township Hall and \$9,900 for the Township Office using ARPA funds made by Baranowski, seconded by Rushing. Discussion: none further. Roll Call: Aye-5, Nay-0; Motion carried.*
- 3) **Roof Replacement Bids:** Received three bids and anticipate another to be submitted.
 - *Motion to table until all bids are received made by Behem, seconded by Hagle. All in favor, motion carried.*

New Business

- 1) **Park & Rec Bathroom Facilities Winter Closure:** Discussed recent winter conditions of maintaining the park bathroom facilities.
 - *Motion to approve Parks & Rec Bathroom Facilities Winter Closure Schedule from November 1st to March 31st made by Hagle, seconded by Titus. Discussion: none further Roll Call: Aye-5, Nay-0; Motion carried.*

- 2) **Fire Run Invoice #00004238 Disputed:** Auto accident driver received a \$1200 invoice and requested in writing for the invoice to be waived since it was a deer accident and the driver stated they did not call 911 for help. Discussed it was most likely a passerby who call 911.
- *Motion to waive invoice #00004238 made by Behem, seconded by Rushing. Discussion: none further. All in favor, motion carried.*
- 3) **Township Board/Commission Applications & Appointments:**
- *Motion to appoint Danielle Bergen to the Board of Review for a two-year term made by Baranowski, seconded by Rushing. Roll Call: Aye-5, Nay-0; Motion carried.*
 - *Motion to appoint David Bergen to the Planning Commission for a three-year term made by Baranowski, seconded by Hagle. Roll Call: Aye-5, Nay-0; Motion carried.*
 - *Motion to reappoint Doug Pratt, Michelle Daly-Brown, Duane Hagle, Gerry Filion and Brad Schuster to the Planning Commission for three-year terms made by Hagle, seconded by Rushing. Roll Call: Aye-5, Nay-0; Motion carried.*
 - *Motion to reappoint Deanna Okorowski, Duane Hagle, Greg Yaek, Cassandra Strait, Cathy Filion and Jennifer Rushing to the Parks & Recreation Committees for three-year terms made by Rushing, seconded by Baranowski. Roll Call: Aye-5, Nay-0; Motion carried.*
 - *Motion to reappoint Mark Turo, Florence Sawicki, Steve Aguinaga, Jerry Filion and Mark Baranowski to the Zoning Board of Appeals made by Baranowski, seconded by Rushing. Roll Call: Aye-5, Nay-0; Motion carried.*
 - *Motion to reappoint Jeff White, John Ziats and Martin Cook to the Salary Commission Board for five-year terms made by Baranowski, seconded by Hagle. Roll Call: Aye-5, Nay-0; Motion carried.*
 - *Motion to reappoint Frank Dusetz, John Thibodeau, James Mason, Rob Baranowski and David Thibodeau to the Construction Board of Appeals made by Baranowski, seconded by Hagle. Roll Call: Aye-5, Nay-0; Motion carried.*
- 4) **Electrical Inspector:** Electrical Inspector announced his request for a leave of absence.
- *Motion to approve Leave of Absence for James Krauss effective February 1st, 2022 made by Titus, seconded by Behem. Roll Call: Aye-5, Nay-0; Motion carried.*
 - *Motion to approve Interim Electrical Inspector Patrick Kostanecki effective February 1st, 2022 made by Titus, seconded by Rushing. Roll Call: Aye-5, Nay-0; Motion carried.*
- 5) **Township Office Hours of Operation & Holiday Office Closure for 2022-2023:** Discussed possibility of having the office open later for public convenience who work later hours.
- *Motion to table made by Titus, seconded by Baranowski. All in favor. Motion carried.*
 - *Motion to approve **Riley Twp Office Closure Schedule for 2022-2023** as presented made by Titus, seconded by Rushing. All in favor. Motion carried.*
- 6) **Resolutions:**
- a. **#2022-02 Poverty Exemptions:** *Motion to adopt Resolution # 2022-02 Poverty Exemptions & Application as presented made by Hagle, seconded by Baranowski. Discussion: none. Roll Call: Aye-5, Nay-0; Motion carried.*
 - b. **#2022-03 Waive Interest & Penalty Assoc w/Not Filed PTA Form 2766:** *Motion to adopt Resolution # 2022-03 To Waive Interest and Penalties Associated with Not Filed Property Transfer Affidavits (PTA) – Form 2766 as presented made by Hagle, seconded by Baranowski. Discussion: none. Roll Call: Aye-5, Nay-0; Motion carried.*
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- c. **#2022-04 Annual Meeting Date:** *Motion to approve Resolution # 2022-04 2022 Annual Meeting Date to be held on March 29, 2022 at 7:00 pm, at Riley Township Hall made by Hagle, seconded by Baranowski. Discussion: none. Roll Call: Aye-5, Nay-0; Motion carried.*
 - d. **#2022-05 Budget Hearing Date:** *Motion to approve Resolution # 2022-05 2022 Budget Hearing date to be held on March 29, 2022 at 7:00 p.m., at the Riley Township Hall made by Hagle, seconded by Baranowski. Discussion: none. Roll Call: Aye-5, Nay-0; Motion carried.*
 - e. **#2022-06 Special Assessment for Fire Protection Public Hearing Date:** *Motion to approve Resolution # 2022-06 Special Assessment Roll for Fire and Rescue Protection Public Hearing scheduled at a special meeting held on Tuesday, March 29th, 2022 at 7:00 p.m., at Riley Township Hall made by Hagle, seconded by Baranowski. Discussion: Estimated cost is approximately \$101,141, and total assessed amount of \$39,129 at millage rate 0.3 (no change from prior year). Roll Call: Aye-5, Nay-0; Motion carried.*
 - f. **#2022-07 thru #2022-10 Elected Official Salaries: Supervisor – Clerk – Treasurer – Trustee:**
 - *Motion to approve Resolution # 2022-07 Salary of Township Supervisor for \$16,967 annual salary made by Hagle, seconded by Baranowski. Discussion: 5% increase. Salary has remained the same past 3 years. Roll Call: Aye-5, Nay-0; Motion carried.*
 - *Motion to approve Resolution # 2022-08 Salary of Township Clerk for \$19,012 annual salary made by Hagle, seconded by Baranowski. Discussion: 5% increase. Salary has remained the same past 3 years. Roll Call: Aye-5, Nay-0; Motion carried.*
 - *Motion to approve Resolution # 2022-09 Salary of Township Treasurer for \$19,012 annual salary made by Hagle, seconded by Baranowski. Discussion: 5% increase. Salary has remained the same past 3 years. Roll Call: Aye-5, Nay-0; Motion carried.*
 - *Motion to approve Resolution # 2022-10 Salary of Township Trustees for \$2,700 annual salary, and \$100 per additional (above 1 per month) board of trustees meeting made by Titus, seconded by Rushing. Discussion: Per Diem compensation is not paid in the same manner as a Per Meeting rate. Recommended annual salary rate with additional Per Meeting rate above 1 board meeting per month. Roll Call: Aye-5, Nay-0; Motion carried.*
 - g. **#2022-11 Employee & Non-Employee Compensation:** *Motion to approve Resolution # 2022-11 Employee and Non-Employee compensation as presented made by Titus, seconded by Rushing. Discussion: Positions marked with an asterisk (*) noted as Non-Employee Compensation. Clerk requested compensation for non-statutory duties in Accounting, Accounts Payable, Website & IT, Human Resources & Retirement Benefits and FOIA Coordinator, Roll Call: Aye-5, Nay-0; Motion carried.*
 - h. **#2022-12 Paid Holiday & Other Non-Productive Hours:** *Motion to approve the 2022/2023 Paid Holiday & Other Non-Productive Hours as presented made by Titus, seconded by Rushing. Discussion: Changes in holiday schedule to remain open for public convenience. Roll Call: Aye-5, Nay-0; Motion carried.*
 - i. **#2022-13 Business Expense Reimbursements:** *Motion to approve the Business Expense Reimbursements of township officials and personnel as presented made by Hagle, seconded by Baranowski. Discussion: Annual resolution for ease of access in locating approved amounts at time of annual audit. Cell phone reimbursement: addition of Supervisor and removal of OEO. Roll Call: Aye-5, Nay-0; Motion carried.*
- 7) **Charter Township Eligibility Certification Resolution #2022-14:** Discussion on merits of becoming a Charter Township.
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- *Motion to table till next meeting made by Titus, seconded by Rushing. All in favor, motion carried.*
- 8) **Projected 2022-2023 Budget for General Fund and other various funds:** Preliminary projected budget distributed to the board.
- 9) **Property & Casualty Insurance Renewal:** Annual premium increased by 6.61% to \$15,830. Elective optional coverages offered for Terrorism \$357 and Cyber Attach \$1888 at additional annual costs.
 - *Motion to approve and renew annual insurance premium for \$15,830 made by Titus, seconded by Baranowski. Discussion: none further. Roll Call: Aye-5, Nay-0; Motion carried*

Comments from the Board of Trustee's not already address: None

Next Regular Meeting Scheduled: March 1st,2022 at 7pm at Riley Township Hall

Adjournment: Motion to adjourn at 8:52 p.m. made by Baranowski, seconded by Hagle. All in favor, motion carried.

Respectfully submitted by,

Patricia Gondert, Riley Township Deputy Clerk

Dawn Behem, Township Clerk
Approved March 1st, 2022