

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on April 5th, 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: None

Citizens Wishing to Address the Board on Agenda Items: Residents for blight case #21-23 appeared before the board. None others presented.

Approve REGULAR Meeting AGENDA for April 5th, 2022:

Changes / Additions: None. Motion to accept Regular Meeting Agenda made by Hagle, Seconded by Baranowski. All in favor, Motion carried.

Approve Consent Agenda: Motion to approve Consent Agenda: SPECIAL Meeting MINUTES March 29th, 2022, Treasurer Report, Clerk Report: Payroll Checks #1019-1021, Vouchers #140001-140025, Bond Refunds BP220001 and BN210003, and Communications received from SEMCOG & DTE made by Hagle, seconded by Baranowski. Roll Call: Ayes – 5, Nays – 0, motion carried.

Township News and Announcements: King & King are working on first compliance report due April 30, the final report will include where the money was spent in detail.

COMMITTEE REPORTS:

Planning Commission: Trustee reported Annual Mining Application was accepted and the public hearing will be held on April 18th, 7pm at the Township Hall.

Parks and Recreation: Trustee reported the Fall Festival and Car Show are being planned, and looking into getting more playground equipment for the park.

Zoning Board of Appeals: No meeting held.

Ordinance Enforcement: Monthly OEO report received, and blight cases on agenda.

Building Department: Building Inspector requested clarification if there are any restrictions pertaining to barnaminium structures and their appearance. Board discussed there is no current ordinances in place that restricts these types of structures within the township if building code and ordinance specifications are all met.

Fire Protection: Monthly EMS report for March 2022 received.

Roads: Annual Road Trip 2022 was held on March 12, 2022 with Trustee's Hagle and Baranowski. Road conditions throughout the township were inspected and mapped out areas of need for limestone, ditching and culvert improvements including asphalt patch work on Lambs Road.

ORDER OF BUSINESS

A. UNFINISHED BUSINESS

1. Road Commission Projects:

- a. **Dust Control:** Motion to approve Dust Control project work order in the amount of \$31,200.00 made by Baranowski, seconded by Hagle. Discussion: Township Agreement with St. Clair County Road Commission to apply 21% Chloride to the local roads within the township and one pass down the middle of 16 miles of dead-end roads. 57 miles @ 2000 gal/mile plus 16 miles @ 1000 gal/mile equal 130,000 gallons. Roll Call: Ayes – 5, Nays – 0, motion carried.
- b. **Limestone Hauls:** Motion to approve Limestone Haul for various township roads in the amount of \$158,077.15 made by Hagle, seconded by Baranowski. Discussion: Township Agreement with St. Clair County Road Commission to place and shape 133 loads of 22A Limestone on various roads township wide at a cost of \$158,077.15. Roll Call: Ayes – 5, Nays – 0, motion carried.

Motion to approve Limestone Haul for Dunn/Hill roads using 20/80 cost sharing Local Limestone Program Funds at a township cost of \$4,991.91 made by Baranowski, seconded by Hagle. Discussion: Township Agreement with St. Clair County Road Commission to spread 550 tons of limestone on Dunn Rd (M19 to Stapleton) and spread 605 tons of limestone on Hill Rd (M19 to Stapleton) using 20/80 cost sharing Local Limestone Program Funds total project cost of 24,959.55. Roll Call: Ayes – 5, Nays – 0, motion carried.

- c. **Eagling Road Ditching:** Motion to approve Eagling Road ditching project for \$9,000 made by Baranowski, seconded by Rushing. Discussion: Road Commission and Township Agreement to start ditching 800 ft on east side of road and replace one culvert. Roll Call: Ayes – 5, Nays – 0, motion carried.

2. Blight Complaint Cases:

- a. **#21-23 located at 11843 Lambs Road:** Property owners appeared before the board during public comments period and asked how their sign in their front yard was any different than others seen in the township selling eggs and political signs. Discussed the owners sign is a permanent sign posted into the ground at the road to advertise a home occupational business and not a temporary sign that is allowed by township ordinance for agricultural and political purposes. Supervisor recommended the owners to attend the next planning commission regular meeting to seek what options may be available to be compliant under special use.
- b. **#21-16 located at 12429 Hough Road:** Motion to send case #21-16 located at 12429 Hough Road to the township attorney made by Hagle, seconded by Baranowski. Discussion: Property owner did not appear before the board as requested in writing by the Ordinance Enforcement Officer. The OEO states no progress has been made. Board consensus to send to township attorney for further action. All in favor, Motion carried.

The Supervisor will discuss with township attorney if levying fines would be helpful in resolving ordinance enforcement cases.

3. **Lawn Care Bids:** No bids received for the board to consider. Supervisor will reach out to last year's Lawn Service for bid.
4. **Generators:** Electrical inspector indicated several items that were not included in the contract that may be necessary. The bid contract has already been approved by the board and signed but will review any items indicated by the electrical inspector that may become necessary. The Supervisor stated he will be available during the installation that is scheduled to take place on April 11th and 12th.

B. NEW BUSINESS

1. Refund Requests:

- a. **Permit Cancellation:** Motion to approve refund for permit PE210051, less fees per policy, for amount of \$141.70 made by Baranowski, seconded by Rushing. Discussion: Received refund request for canceled building and electrical permits. Roll Call: Ayes – 5, Nays – 0, motion carried.
- b. **Special Meeting Refund:** Motion to approve \$750 special meeting fee refund paid by Richmond/Lenox EMS for Commercial Site Plan Revision held on March 2, 2022 made by Titus, seconded by Rushing. Discussion: Supervisor recommended a special meeting was needed to be held to move the site revision process forward and not cause any further delays of the progress being made to set up the EMS property site. Discussed concerns of future refund requests for this site, and that the building fund is self-funded by its fees collected and not by taxpayer monies. Roll Call: Ayes - 4, Nays – 1: Hagle, motion carried.

2. **Resolution # 2022-02-A Guideline for Poverty Exemptions:** Motion to adopt and approve Resolution # 2022-02-A Poverty Exemption made by Hagle, seconded by Baranowski. Discussion: An amended resolution was updated and requested by the Assessor. Roll Call: Ayes – 5, Nays – 0, motion carried.

3. **Absent Voter Counting Board:** Motion to approve purchase of AVCB Equipment as presented up to \$1200 made by Hagle, seconded by Baranowski. Discussion: The Election Commission evaluated the Absent Voter ballots from the last 3 years' General Elections. In November 2020, nearly 1000 AV ballots were issued (an increase of 65%) with 98% returned and counted for. The AV ballot return rate has remained consistent over the past 3 election years at 98-99%. The Election Commission established an Absentee Voting Counting Board for the 2022 scheduled elections in which separate voting equipment, ballot containers and supplies are required. Elections are considered critical infrastructure that ARPA money may be used for. Roll Call: Ayes – 5, Nays – 0, motion carried.

4. **Annuity Plan:** Motion to approve the three-year Governmental 401 (a) Reinstatement Plan with updated individual Trustees as Supervisor Al Titus and Clerk Dawn Behem made by Baranowski, seconded by Rushing. Discussion: Received required amended Annuity 3-year Restatement Plan to be adopted by the township. Clerk has verified no changes were made from the initial signed document and updated the named annuity plan trustees to be both the Supervisor and Clerk. Roll Call: Ayes – 5, Nays – 0, motion carried.

Motion to increase township Annuity contribution from 4% to 5% for Township Board elected officials effective April 1st, 2022 made by Behem, seconded by Rushing. Discussion: Current annuity contribution is at 4% for township elected officials and is seeking to increase the contribution to 5%. Supervisor stated in 2012 there was a 24% annuity contribution in place and this is for a 1% increase to 5%. Roll Call: Ayes – 4, Nays – 1: Baranowski, motion carried.

5. **Board and Administrative Policies Manual Chapters 1-3:** Current township administrative policies are needed to be reorganizing into a more logical format. There will be subsequent chapters (4-8) that will be completed until all current policies are covered. Motion to table to review chapters 1-3 made by Hagle, seconded by Rushing. All in favor, Motion carried.

Comments from the Board of Trustee’s not already addressed: None

Next Regular Meeting Scheduled: May 3rd, 2022 at 7pm at Riley Township Hall

Adjournment: Motion to adjourn at 8:17 p.m. made by Hagle, seconded by Rushing. All in favor, Motion carried.

Respectfully submitted by,

Patricia Gondert, Recording Clerk

Approved May 3rd, 2022

Dawn Behem, Riley Township Clerk