

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on May 3rd, 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: Citizen addressed concerns of ongoing blight and road conditions on Hough Road.

Approve REGULAR Meeting AGENDA for April 5th, 2022:

Motion to accept Regular Meeting Agenda with additions to New Business items: #5 Richmond/Lenox EMS, #6 KCI Tax Bill Publication Proposal, #7 Summer Help, and #8 BS&A Online Payment Service made by Baranowski, Seconded by Hagle. All in favor, motion carried.

Approve Consent Agenda: Motion to approve Consent Agenda: April 5th, 2022 Meeting, Treasurer Report, Monthly A/P Checks: #24998-25036, EFT: #14-15, Payroll Checks: SDZ #999-1000 & 9SE #1022-1023, Payroll Vouchers: #18001-180023, Bond Refund: BN220002, Ordinance #29 Bond Forfeiture: BN200001, Permit Cancellation & Bond Refunds: PB210051 & PE210039, ARPA Compliance Report, and Communications received from MPSC Pre-hearing Notice for DTE made by Baranowski, seconded by Rushing. Roll Call: Ayes – 5, Nays – 0, motion carried.

Township News and Announcements: Public Invitation to help celebrate Doug Wendland's 50-year anniversary serving as the Township Building Inspector on May 12th, 2022 from 4-7pm at Belle River Golf Course. Receive revenue sharing of \$52,744. Township website update is still a work in progress and getting closer to being published making township information more organized and accessible. A history of Riley Township page will be added including the originating document from 1838 in be included. Both generators were installed at the hall and office locations and were completed and in operation on April 15th. They test run periodically and batteries are included within the generator case. The ARPA Compliance Report that was due by April 30th has been filed by King & King without any issues.

COMMITTEE REPORTS:

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

Parks and Recreation: Trustee reported Fall Festival is planned for September 18th, public hearing was held and approved annual mining permit application, and considered more playground equipment for the park.

Zoning Board of Appeals: No meeting held.

Ordinance Enforcement: Monthly OEO report received and reviewed.

Building Department: Building Inspector reported on receiving numerous inquiries.

Fire Protection: No report received.

Roads: Riley Township is first on the county's list to begin limestone haul.

ORDER OF BUSINESS

A. UNFINISHED BUSINESS

1. Road Commission Projects/Work Orders:

- a. Limestone Hauls:** Motion to approve Change in Work Order #21080 for 2022 Limestone Haul for an additional amount of \$6,217.75 made by Baranowski, seconded by Hagle. Discussion: Received communication from St. Clair County Road Commission on April 6th of a fuel surcharge will be added to all previously approved county bids due to rising fuel costs. Roll Call: Ayes – 5, Nays – 0, motion carried.

Motion to approve Change in Work Order #811796 for the 80/20 cost sharing Limestone Haul for Dunn/Hill roads at an adjusted township cost of \$4,941.20 made by Baranowski, seconded by Rushing. Discussion: Cost is slightly reduced to the township. Roll Call: Ayes – 5, Nays – 0, motion carried.

2. Blight Complaint Cases: None requested to appear today - Tabled

- 3. Lawn Care Bids:** Motion to accept and approve bid received from Cottingham's Lawn Care Service for 2022 lawn care services made by Rushing, seconded by Hagle. Discussion: Received two bids for the board to review and consider: one bid was \$50 less per cutting than the other bid, and both were local businesses. Roll Call: Ayes – 5, Nays – 0, motion carried.

- 4. Board and Administrative Policies Manual Chapters 1-3:** Motion to adopt and approve Riley Township Board and Administrative Policies Manual Chapters: 1 – Introduction, 2 – Township Board Policies, and 3 – Ethics & Code of Conduct made by Hagle, seconded by Behem. Discussion: Removed section 2.33 Municipal Civil Infractions from Chapter 2 to keep current policy #28 in place for the time being. Updated Policy manual will eliminate current policy redundancies and will categorize the township's policies into chapters for Financial Administration, Personnel Administration, Records Management, Property Management and Building Department. Each chapter can be approved individually in the future as current policies are incorporated into the updated Policies Manual when ready. Roll Call: Ayes – 5, Nays – 0, motion carried.

Motion to rescind policies: #9 Construction Board of Appeals, #11 Planning Commission, #15 Appeals of Land Division Denials, #20 Rules for Public Input, #32 Board of Review Procedures, #33 Parks & Recreation Committee, #34 Zoning Board of Appeals, #37 Township Board of Conduct, and #38 Ethics made by Behem, seconded by Rushing. Discussion: All named rescinded policies are incorporated in the Board and Administrative Policies Manual Chapters 1 thru 3. Roll Call: Ayes – 5, Nays – 0, motion carried.

B. NEW BUSINESS

1. **Trash Removal Annual Public Hearing:** Motion to schedule Special Assessment Trash Removal Annual Public Hearing to be held on Tuesday, November 1st, 2022 at 7pm at the Township Hall made by Behem, seconded by Rushing. Discussion: Need to schedule public hearing to prepare notice to be delivered and included with the Summer Tax bill mailing. Per the current trash collection contract, 2023 rates will slightly increase to \$173.16 per residential unit. Roll Call: Ayes – 5, Nays – 0, motion carried.
2. **Office Phones Update:** Motion to accept and approve quote received from Wired-Right Technologies LLC to update the township phone system at a one-time cost of \$5,826.62 using ARPA funds made by Hagle, seconded by Baranowski. Discussion: Current phone system is an outdated 3-line analog land-line system. Incoming callers have had difficulty reaching the office with busy signal or routed to the fax line. Additional two lines added will reduce the per line cost by half under governmental plan with phone provider but current phone system only capable for 3-line terminals. Other quotes were sought but only offered voice-over-internet provider (VOIP) service in which the township's internet speed cannot support at this time. Equipment listed will convert the analog signal to a digital signal with updated desk phone units at each current location. Roll Call: Ayes – 5, Nays – 0, motion carried.
3. **Community Shred Day:** Motion to schedule a 2022 Community Shred Day event and approve quote received from Extreme Shreds Community Shred Agreement at an estimated cost of \$1,000 using ARPA funds made by Rushing, seconded by Baranowski. Discussion: Boxes of township records become ready to be destroyed after each fiscal year and the township currently has 22 boxes to be shredded. Contacted neighboring townships if interested in joining in a community shred event together to share cost and would be open to township residents as a public service held in Riley Township's parking lot. Wales Township expressed interest in joining in the event. Proof of residency will be required. Behem will organize the event and will contact the shred company to schedule the event sometime in August after the Primary Election. Roll Call: Ayes – 5, Nays – 0, motion carried.
4. **Video Conference Equipment:** Motion to approve quote received from American Video Transfer Inc to purchase and install video conference equipment at the township hall at a cost of \$3,584.00 using ARPA funds made by Baranowski, seconded by Hagle. Discussion: A request was submitted by a planning commission member to look into purchasing equipment for video training purposes. IT Right was contacted for recommendations and referred to American Video Transfer who submitted a quote for equipment and installation costs. Discussed the size needed of the video monitor versus projector equipment in the township hall for all in attendance to clearly view the screen. Roll Call: Ayes – 5, Nays – 0, motion carried.
5. **Richmond Lenox/EMS:** Motion to schedule CPR & AED Training Event open to the public made by Hagle, seconded by Rushing. Discussion: Hagle will organize the CPR event with EMS Chief to be held tentatively on June 14th from 6-8pm at the township hall that will be open to the public at no cost. Behem will create a flyer to be posted on the township website and office will collect registration names. All in favor, motion carried.
6. **KCI Tax Bill Publication Proposal:** Motion to approve KCI proposal 216943 for 2022 Summer Tax Bill and newsletter publication mailing with postage at an estimated project cost of

\$1,737.55 made by Titus, seconded by Rushing. Discussion: Three proposals were presented from KCI in which consensus was for colored printing. KCI is used by the Assessing Department and referred using them for the tax bills. Roll Call: Ayes – 5, Nays – 0, motion carried.

7. **Summer Help:** Motion to approve summer help from college student for 6-12 hours per week plus during vacation periods at an hourly rate of \$15 made by Behem, seconded by Rushing. Discussion: Much work is needed in the office to help with reorganization, filing and updating office forms and website documents. Roll Call: Ayes – 5, Nays – 0, motion carried.
8. **BS&A Online Payment Service:** Motion to approve setup of BS&A’s online payment services by either e-check or credit card for tax payments and permits made by Behem, seconded by Rushing. Discussion: No cost to the township for payment service set up. Fees, if any apply, are added to the payment and collected from the user and not from the township. This service should be offered to residents for more options and flexibility in submitting payments to the township. Roll Call: Ayes – 5, Nays – 0, motion carried.

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

Next Regular Meeting Scheduled: June 7th, 2022 at 7pm at Riley Township Hall

Adjournment: Motion to adjourn at 8:29 p.m. made by Hagle, seconded by Baranowski. All in favor, Motion carried.

Respectfully submitted by,

Dawn Behem, Riley Township Clerk

Approved June 7th, 2022

Dawn Behem, Riley Township Clerk