

## RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on June 7<sup>th</sup>, 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:** Jeff White, Chief of Richmond/Lenox EMS, presented on the progress of EMS Station 4 that will be located at 609 Burnell, the bidding process for construction, and his concerns obtaining supplies and materials that will be needed. A county-wide mileage proposal will be on the August Primary ballot for EMS Service. Introduced Jamie Green, who is running for State Representative in the township's district.

**Citizens Wishing to Address the Board on Agenda Items:** Citizen asked for an update on Eagling Road project. Supervisor replied the county is in process of obtaining permits for the project.

**Approve REGULAR Meeting AGENDA for June 7<sup>th</sup>, 2022:** Motion to accept Regular Meeting Agenda with additions to New Business items: #9 Township phones, #10 MTA meeting made by Hagle, Seconded by Baranowski. All in favor, motion carried.

**Approve Consent Agenda:** Motion to approve Consent Agenda: May 3<sup>rd</sup>, 2022 Meeting, Treasurer Report, Monthly A/P Checks: #25037-25071, EFT: #14-15, Payroll Checks: SDZ #1001, 1024 & 9SE Payroll Vouchers: #22001-220018, Bond Refund: BP210002, BN210008, BN210009, BG220005, BA200004, Ordinance #29 Bond Forfeiture: BP190002, ARPA Compliance Report, and Communications received from Auditors Notice of Hearing for SEMCO, St Clair County Park, Richmond/Lenox EMS-Smart Bus made by Baranowski, seconded by Hagle. Roll Call: Ayes – 5, Nays – 0, motion carried.

### Township News and Announcements:

- CPR & AED Certified Training June 14<sup>th</sup> 6-8pm at Twp Hall. Open to the public – Registration requested
- Video Conference Equipment Installed at Township Hall
- Roof Replacement completed at Township Office
- Community Shred Day scheduled Saturday, August 13<sup>th</sup> 9am-Noon. Open to Riley Township residents only (must show proof of residency)
- Annual Township Audit is Scheduled for July 11<sup>th</sup> at 7am
- New MTA President is Bill Deater former Supervisor from Grant Township

## Committee & Departmental Reports

*Planning Commission:* No meeting held.

*Parks and Recreation:* Trustee reported Fall Festival is planned for September 24<sup>th</sup>, and considering more playground equipment for the park.

*Zoning Board of Appeals:* No meeting held.

*Ordinance Enforcement:* OEO absent. Supervisor reported some cases are pending with the courts.

*Building Department:* Building Inspector reported busy with new construction with several projects on hold.

*Roads:* Limestone haul is down and the county will soon start chloride applications. Permits are being finalizing for Eagling and Braidwood projects that will begin work on this summer.

## ORDER OF BUSINESS

### A. UNFINISHED BUSINESS

1. **Road Commission Projects/Work Orders:** No new projects or work orders.
2. **Blight Complaint Cases:** No new cases. No one appeared to the board at this time.

### B. NEW BUSINESS

1. **Memphis Fire Contract Renewal:** Motion to accept and approve the **Fire Protection Contract** to pay the **City of Memphis** a sum of \$55,970 for 2022/2023 and \$57,369 for 2023/2024 budget years made by Baranowski, seconded by Hagle. Discussion: The City of Memphis submitted a 2-year contract renewal with a first-year increase of 1.7%, and second-year 2.5% increase. The current annual contracted rate is \$55,034 expires on June 30, 2022. Roll Call: Ayes – 5, Nays – 0, motion carried.
2. **MTA Annual Dues & Premium Pass Webcast Subscription Renewal:** Motion to accept and approve Annual Dues Renewal to pay Michigan Township Association a sum of \$2,595.15 for July 1<sup>st</sup>, 2022 to June 30<sup>th</sup>, 2023 made by Behem, seconded by Rushing. Discussion: The current annual dues will expire on June 30, 2022. Roll Call: Ayes – 5, Nays – 0, motion carried.

Motion to accept and approve Online Learning Subscription Premium Pass to pay Michigan Township Association a sum of \$1,900.00 for July 1<sup>st</sup>, 2022 to June 30<sup>th</sup>, 2023 made by Behem, seconded by Rushing. Discussion: The current annual subscription will expire on June 30, 2022 and there is no increase in the cost for renewal. Roll Call: Ayes – 5, Nays – 0, motion carried.

3. **Request for Local Millage Distribution from SCC Parks & Recreation Commission:** Motion to approve **2022 Local Millage Distribution Request** to submit to *St. Clair County Parks and Recreation Commission* to be performed by our auditing firm made by Baranowski, seconded by Rushing. Discussion: Email was received from the county parks and recreation director for 2022 Local Mileage Distribution Request from SCC Parks & Rec Commission with instructions for

completion. Last year's request form was completed by the township auditors and recommend doing the same for this year's request. Roll Call: Ayes – 5, Nays – 0, motion carried.

4. **GameTime Quote for playground equipment from Park/Rec Committee:** Motion to accept and approve Quote # 102930-01-03 to pay GameTime a sum of \$25,424.55 for playground equipment, materials and installation listed made by Baranowski, seconded by Rushing. Discussion: All the new playground equipment is to be installed behind the hall. The township had previously approved new playground equipment to be purchased using money received from the Community Foundation grant prior to the pandemic but the previous quote could not be shipped and had expired. The current quote includes all equipment, mulch, relocation and installation costs. Roll Call: Ayes – 5, Nays – 0, motion carried.
5. **Point & Pay E-Payment Services Agreement:** Motion to accept and approve E-Payment Services Agreement for 3 years to pay Point & Pay, LLC a sum of \$2,000 for setup/implementation fee made by Behem, seconded by Hagle. Discussion: Property owners will be able to make property tax payments either on-line anytime or in-person during office hours using a credit/debit card or e-check for a fee. This E-Payment service will interface with the township's BS&A system and deposits are made to the tax bank account in real-time. The township will save money if the three-year contract is paid upfront instead of billed monthly. Service agreement includes card readers and technical support. Roll Call: Ayes – 5, Nays – 0, motion carried.
6. **Voter ID Card Mailing Quotes for Redistricting:** Motion to accept and approve Quote received from PSI for 2650 Custom Voter ID Cards for \$605.16 plus First-Class Postage (est. .306 cents each) made by Behem, seconded by Baranowski. Discussion: All voters in Riley Township have been affected by redistricting that requires every voter to be reissued a new voter ID card. Quotes were sought from KCI and PSI. Bulk mail rates from either publisher will save money in postage. Will check with auditors if ARPA funds can be used for this expense. Roll Call: Ayes – 5, Nays – 0, motion carried.
7. **Elections Source Equipment Lease Agreement:** Motion to approve Tabulator Equipment Lease Agreement to pay ElectionSource a sum of \$1,500 per election for 2022 Primary and General Elections made by Behem, seconded by Rushing. Discussion: A separate tabulator is needed to be used by the sequestered AV Counting Board but is not currently available to be purchase in time for August election. ElectionSource stated tabulator models are being updated next year and offers leasing is available as an option. ARPA funds may be used to purchase new election equipment in the future. Roll Call: Ayes – 5, Nays – 0, motion carried.
8. **Established Fee Schedule:** Motion to increase amounts across to the board to the Established Fee Schedule by 25% made by Baranowski, seconded by Rushing. Discussion: Fee schedule has not been updated since 2010. With the chart of accounts conversion, the Planning Commission and ZBA departments are now transferred into the building department fund from the general fund, as confirmed with the township auditors and will better assess if the fees will cover the costs of those departments. Discussed options to either set flat amount or percentage to increase all fee amounts. Roll Call: Ayes – 5, Nays – 0, motion carried.

Motion to establish Medical Marijuana Home Occupation Special Use fees a separate line-item fee to be the same amounts listed as commercial fees made by Rushing, seconded by Behem. Discussion: Recommended Medical Marijuana fees be increased to be the same as commercial fees due to complexity and extended time necessary to process these applications. Roll Call: Ayes – 5, Nays – 0, motion carried.

9. **Township Phones:** Motion to accept quote to purchase refurbished Panasonic telephone system to pay \$4950.86 to Complete Interactive Technologies for total cost of equipment and installation including a monthly support fee of \$60 made by Baranowski, seconded by Rushing. Discussion: Previously approved bid from Wired-Right was canceled by the vendor due to ending partnership with equipment company. Referred other vendors for township to consider who are capable in updating the township's analog phone system. A new quote was received from Complete Interactive Technology using refurbished phones that can be installed. Panasonic is no longer manufacturing new telephone equipment but certified refurbish Panasonic digital phone terminals are available and included in the quote to be either purchased or leased with an equipment/technical support option. Roll Call: Ayes – 5, Nays – 0, motion carried.
  
10. **MTA:** Motion to cover MTA Quarterly Meeting meal costs not to exceed \$300 for the made by Baranowski, seconded by Rushing. Discussion: The quarterly MTA Meeting will be held at Belle River Golf Course on Thursday, June 16<sup>th</sup>. Roll Call: Ayes – 5, Nays – 0, motion carried.

**Comments from the Board of Trustee's not already addressed:** We would like to invite Ms. Windsor of SCC Parks & Recreation Commission as a guest speaker to attend a future meeting.

**Next Regular Meeting Scheduled:** July 5<sup>th</sup>, 2022 at 7pm at Riley Township Hall

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

Respectfully submitted by Patricia Gondert, Recording Clerk

Approved July 5<sup>th</sup>, 2022

Dawn Behem, Riley Township Clerk