

## RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on August 9<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, Trustee Duane Hagle, Trustee Mark Baranowski

**Excused:** Treasurer Mike Rushing

### Public Hearing – None Scheduled

**Guest Speakers:** None presented

**Citizens Wishing to Address the Board:** A member from Board of Education for Capac Schools addressed concerns of the bond proposal renewal for Capac Schools was voted down by Riley Township voters at the August election by a three to two margin even though the bond proposal passed the overall election.

A resident on Dunn Road expressed concerns that nothing is being done regarding noise complaints from off-road ATV Vehicles with modified mufflers that have been going on for quite a while.

A neighbor of the resident on Dunn Road confirmed concerns of a noise problem with ATVs running on property and blight that have not been resolved.

**Approve REGULAR Meeting AGENDA for August 9<sup>th</sup>, 2022:** Motion to accept Agenda with addition of New Business Item # 8 for Expenses for Fall Festival made by Baranowski, seconded by Hagle. All in favor, motion carried.

**Approve Consent Agenda:** Motion to approve Consent Agenda for July 5<sup>th</sup>, 2022 Meeting Minutes, Treasurer Report, Monthly A/P Checks #25112-25145, EFT #20-23, Payroll Checks SDZ #310001-310003, 1025-1026 & 9SE Payroll Vouchers #310001-310022, Bond Refunds BA220001, BA210007, BG220008, Table & Chair Deposit Refund, Check Request for Fall Festival DJ/Karaoke, Bond Forfeiture BP190002, Audited Financial Report FYE 3-31-2022, Revenue/Expenditure Report PE 7-31-22, Revenue Sharing Payments FY 2022 & FY 2023 Projections, and Communication received from EMS on Response Report made by Baranowski, seconded by Hagle. Roll Call: Ayes – 4, Nays – 0, motion carried.

### Township News and Announcements:

- **Community Shred Day** on Saturday, August 13<sup>th</sup> 9am -Noon. Open to Riley Township residents only (must show proof of residency).
- **Fall Festival & Classic Car Show** on Saturday, September 24<sup>th</sup>, 11am-3pm at Riley Twp. Park. Volunteers are needed!
- **Burn Permits** are now available at the Memphis Fire Department and can be applied for online.
- **Reminder:** Township Office will be closed on Monday, September 5<sup>th</sup> for Labor Day holiday.
- **General Election Day** on Tuesday, November 8<sup>th</sup>, 2022. Polls open from 7:00 am to 8:00 pm.

## **Committee & Departmental Reports**

*Planning Commission:* Meeting held on July 18<sup>th</sup>. Approved Special Use Application located at 10703 Sparling Road.

*Parks and Recreation:* Meeting held on July 25<sup>th</sup>. Welcomed new member, Don Green, and worked on Festival and Car Show.

*Zoning Board of Appeals:* No meeting held.

*Ordinance Enforcement:* Monthly report submitted, OEO not present.

*Building Department:* A complaint was received on the burned down house on Miller Road, notified the residents to obtain demo permit from the office. Received an inquiry about large array of solar panels. The township has an ordinance in place on solar and wind power.

*Election Commission:* The Primary Election had 937 ballots casted with a voter turnout of 38% that was the highest percentage turnout in the County. 393 Absent Voter Ballots were counted with 87.72% of issued AV Ballots returned. Township turnout revealed 73% of voters were age 50 and older. The Township website has links to the Michigan and County election results including information on voter registration and absent voter information. Reminder that only a registered voter can sign their own name or make their own mark an absent voter application or ballot envelope. A voter's signature must match the voter file system to be counted. Under Michigan election law, a power of attorney does not apply and is a felony if any signature is not that of the voter. If a voter's signature has changed due to illness or injury, a new signature can be uploaded into the voter file system at the clerk's office at any time.

*Roads:* Permits on drain work located on I-69 in the township received from EGLE and is posted on township website for review.

## **ORDER OF BUSINESS**

### **A. UNFINISHED BUSINESS**

- 1. Road Commission New Projects/Work Orders:** No new work orders received. Riley Center Road was closed on Election Day due to a Culvert failure emergency repair work. Eagling Road culvert project is in progress. Road Commission will not apply any additional Chloride applications to the township roads. Supervisor will discuss concerns further with the Road Commission.
- 2. Blight Complaint Cases:** No new cases. Township attorney is proceeding with two cases in the court system.
- 3. Administrative Policies Update:** Motion to Table Chapter 7 - Financial Administration until Treasurer is present at next meeting made by Baranowski, seconded by Titus. All in Favor, motion carried.

Motion to approve and adopt the following Riley Township Board and Administrative Policies: Chapter 4 – Public Information Officer, Chapter 5 – Records Management, and Chapter 6 – Property Management made by Baranowski, seconded by Hagle. Roll Call: Ayes – 4, Nays – 0, motion carried.

Motion to rescind the following current policies: #8 First Responder/Fire Account Management Procedure, #14 Public Information and Freedom of Information Release, #14.1 Public Summary of FOIA Procedures and Guidelines, #14.2 Freedom of Information Act Request Detailed Cost Itemization, #16 Fieldsheet/Facsimile Transmission Policy, #39 Guidelines for Public Inspection of Riley Township Records, #17 Table/Chair Rental Policies and #17 Appendices 1 & 2, #30 Smoking Policy, #31 Cell Phones, #36 AYSO Soccer made by Behem, seconded by Baranowski. Roll Call: Ayes – 4, Nays – 0, motion carried.

**B. NEW BUSINESS**

- 1. Resolution #2022-17 for 2023 Local Road System Funding to SCC Road Commission:** Motion to table Resolution #2022-17 until recommended projects are identified made by Baranowski, seconded by Hagle. All in favor, motion carried.
- 2. Request for 2022 Local Millage Distribution to SCC Parks & Recreation Commission:** Motion to approve and submit Request for 2022 Local Millage Distribution as presented to St. Clair County Parks & Recreation Commission with intended use of funds for Township Park playground equipment, wood chip mulching and fencing made by Hagle, seconded by Baranowski. Discussion: none. Roll Call: Ayes – 4, Nays – 0, motion carried.
- 3. Request for DNR Michigan Spark Grant Pre-Application:** Motion to approve and submit Grant Funding PRE-APPLICATION with required documentation to DNR Michigan Spark Grants for funding Township Park projects as presented made by Behem, seconded by Baranowski. Discussion: none. Roll Call: Ayes – 4, Nays – 0, motion carried.
- 4. Park & Rec Resignation Letter:** Motion to accept resignation letter received and dated on July 11, 2022 from Deanna Okorowski from the Parks & Recreation Committee made by Hagle, seconded by Baranowski. Discussion: Thanked Deanna for her service. Roll Call: Ayes – 4, Nays – 0, motion carried.
- 5. Application Received for Parks & Rec Committee:** Titus made a recommendation of Renae Dusett-Rodzios to join the Parks & Recreation Committee. Motion to accept the Committee Application received and to appoint Renae Dusett-Rodzios to the Parks & Recreation Committee made by Baranowski, seconded by Hagle. All in favor, motion carried.
- 6. Receiving Board Stipend Pay:** Motion to approve a \$25 Stipend per election to Receiving Board members appointed by the Election Commission made by Titus, seconded by Baranowski. Discussion: Receiving Board members stay additional time after closing the polls to verify results, run reports and properly seal ballot and election records from the AV Counting Board and the in-person precinct prior to delivering results to the county. Roll Call: Ayes – 4, Nays – 0, motion carried.
- 7. Tree Removal Bids:** Motion to accept and approve quote received as presented from Clay’s Tree Removal in the amount of \$750 for removal of dead tree from township park made by Hagle, seconded by Baranowski. Discussion: Two bids were received and scheduled from the lowest

quote obtained. The dead tree has been removed from the park and stump grinding will cost an additional \$200. Roll Call: Ayes – 4, Nays – 0, motion carried.

8. **Fall Festival Expenses:** Park & Rec member submitted a list of Fall Festival and Car Show expenses for the board to consider. Motion to approve additional expenses for the Fall Festival and Car Show for \$1260 as presented made by Hagle, seconded by Baranowski. Discussion: Estimated \$800 for food and supplies, \$200 for DJ/Music and \$260 for additional bounce house with attendant totaling \$1260 in additional expenses. Roll Call: Ayes – 4, Nays – 0, motion carried.

**Comments from the Board of Trustee’s not already addressed:** Hagle reported the Memphis Fire Chief had commented the township’s Planning Commission and Zoning is one of the most capable he has delt with.

Titus reported EMS Director is actively pursuing estimates and bids for EMS Station 4 and Baranowski offered fill for the driveway in the back.

Titus congratulated the Clerk on a successful election with many positive remarks received about the precinct changes made. Behem reported the election precinct layout was changed to accommodate a separate voter entrance and exit that is necessary to separate voters as space allows and improve flow of voter traffic within the poll. And the parking layout was changed to improve voter safety and accommodate handicapped or disabled voters allowing wheelchair access to use the front entrance ramp.

Baranowski would like to revisit the Township Hall front porch reconfiguration for easier access and consider using ARPA funds.

**Next Regular Meeting Scheduled:** September 6<sup>th</sup>, 2022 at 7pm at Riley Township Hall

**Adjournment:** Motion to adjourn at 8:22 p.m. made by Hagle, seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Recording Clerk

Approved September 6, 2022

Dawn Behem, Riley Township Clerk