

## RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on September 6<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 Speaker:** King & King presented on the Annual Audit Report for FYE March 31, 2022 and overall fund rating.

**Citizens Wishing to Address the Board:** A citizen expressed concern over ditching on Hough Road and possible water flow. A citizen complimented the board on the Eagling Road culvert replacement. A citizen questioned the bond forfeiture notice he received and requested a bond refund. A citizen questioned on a blight complaint on Tibbets Rd why it has not moved forward.

**Approve REGULAR Meeting AGENDA for September 6<sup>th</sup>, 2022:** Motion to accept Agenda with additions to New Business Item # 3 add Bond Refund PB 190003, and Item # 4 add Heaven's Touch Services proposals made by Baranowski, seconded by Hagle. All in favor, motion carried.

**Approve Consent Agenda:** Motion to approve Consent Agenda for August 9<sup>th</sup>, 2022 Meeting Minutes, Treasurer Report, Monthly A/P Checks #25146-25190, EFT #24-25, Payroll Checks SDZ #1002-1016, 9SE 1027-1030 & Payroll Vouchers SDZ #350001-350003, 9SE #350001-350018, Bond Refunds BN220002, BG220007, BG220009, BG220011, BG220010, Table/Chair Deposit Refund, MTA Regional Summit Registration, Election Equipment Purchase Orders, Revenue/Expenditure Report PE 8-31-22, Communications received from MSU St Clair County Citizen Planner Program, St Clair County Parks and Recreation Commission made by Rushing, seconded by Baranowski. Roll Call: Ayes – 5, Nays – 0, motion carried.

### Township News and Announcements:

- **Fall Festival & Classic Car Show** on Saturday, September 24<sup>th</sup>, 11am-3pm at Riley Twp. Park. Volunteers are needed!
- **General Election Day** on Tuesday, November 8<sup>th</sup>, 2022. Polls open from 7:00 am to 8:00 pm. New precinct and parking layouts are available on the website and link to request an Absentee Ballot.
- **Revenue Sharing** was received in the amount of \$61,374.

### Committee & Departmental Reports

*Planning Commission:* No meeting held

*Parks and Recreation:* Meeting held on August 22<sup>nd</sup>. Working on the Fall Festival and Car Show. New playground equipment to be installed soon.

*Zoning Board of Appeals:* No meeting held.

*Ordinance Enforcement:* Monthly report submitted. Township attorney is proceeding with two cases in the court system. The OEO, Supervisor and Attorney met regarding Masters & Braidwood Judgement.

*Building Department:* Reported 10 New home permits were submitted. A complaint was received on the burned house on Miller Road and notified the residents to obtain a demo permit from the office. Would like some clarification on a Fence ordinance amendment to refer to the Planning Commission.

*Roads:* Permits on drain work located on I-69 in the township received from EGLE and is posted on township website for public viewing. Hill and Dunn Roads received a second grading and chloride application.

## **ORDER OF BUSINESS**

### **A. UNFINISHED BUSINESS**

- 1) **Resolution #2022-17 for 2023 Local Road Assistance Funding:** Motion to approve and adopt Resolution # 2022-17 for 2023 Local Road Assistance Funding made by Baranowski, seconded by Hagle. Discussion: application deadline is due by September 30, 2022. Supervisor will complete the application for road improvements on Hill and Dunn Roads approaches both sides off Riley Center Road. Roll Call: Ayes – 5, Nays – 0, motion carried.
- 2) **Road Commission New Projects/Work Orders:** No new work orders received. Ditching projects are completed for the year. Road Commission is under new management. Supervisor will discuss any concerns with the Road Commission.
- 3) **Ordinance Complaint Cases to appear:**
  - a) **Blight Complaint #22-1 located at 12060 Hill Road:** A certified letter was mailed and delivered to the residential owner to appear before township board. The resident did not appear. Motion to turn over blight case #22-1 to the township attorney for legal action made by Titus, seconded by Rushing. Roll Call: Ayes – 5, Nays – 0, motion carried.
  - b) **Blight Complaint #22-7 located at 12637 Hill Road:** A certified letter was mailed and delivered to the residential owner to appear before township board. The resident did not appear. Motion to turn over blight case # 22-7 to the township attorney for legal action made by Hagle, seconded by Baranowski. Roll Call: Ayes – 5, Nays – 0, motion carried
- 4) **Board and Administrative Policies Manual Update:**
  - a) **Chapter 7 - Financial Administration:** Motion to adopt and approve the following Riley Township Board and Administrative Policies Manual Chapter 7 – Financial Administration made by Behem, seconded by Baranowski. Discussion: none presented. Roll Call: Ayes – 5, Nays – 0, motion carried.

Motion to rescind the following current township policies: #25 Expense Form, #29 Credit Card and Riley Township Expenditures, #40 and #40 Appendix # 1 Check Request, #41 Investments, #43 Bid Policy, #45 ACH Policy made by Behem, seconded by Rushing.

Discussion: current policies have been incorporated into the new policy Chapter 7. Roll Call: Ayes – 5, Nays – 0, motion carried.

## **B. NEW BUSINESS**

- 1. Resolution #2022-18 DNR Michigan Spark Grant Application:** Motion to approve and adopt Resolution #2022-18 for DNR SPARKS GRANT APPLICATION as presented made by Rushing, seconded by Baranowski. Discussion: resolution is needed to be included with application. Roll Call: Ayes – 5, Nays – 0, motion carried.
- 2. Zoning Ordinance Section 1127:** Motion to send Zoning Ordinance Section 1127 to the Planning Commission to review for amendment recommendation made by Baranowski, seconded by Hagle. Discussion: State implemented new regulations that conflict with the ordinance. Roll Call: Ayes – 5, Nays – 0, motion carried.
- 3. Bond Refund Requests:**
  - A) **PB 200001:** Motion to approve Bond Refund Request for PB200001 in the amount of \$1000 made by Titus, seconded by Rushing. Discussion: none. Roll Call: Ayes – 5, Nays – 0, motion carried.
  - B) **PB 190003:** Motion to approve Bond Refund Request for PB190003 in the amount of \$425 made by Titus, seconded by Baranowski. Discussion: applicants were not aware of any permit expiration date. Roll Call: Ayes – 5, Nays – 0, motion carried.
- 4. Lowne Cemetery:**
  - A) **Trail Camera Purchase:** Motion to approve purchase of Trail Cameras to be installed at Lowne Cemetery at a cost not to exceed \$600 made by Baranowski, seconded by Rushing. Discussion: Recent vandalism occurred at the cemetery, trail cameras could help deter or identify culprits. Camera's hold an SD card for photo capture. A monthly no-contract charge for cellular service monitoring. Requested who will be monitoring the cameras and Rushing offered to do so. Roll Call: Ayes – 5, Nays – 0, motion carried.
  - B) **Repair & Maintenance Proposals:** Motion to approve invoice and maintenance proposals from Heaven's Touch in the amount of \$2409.00 made by Hagle, seconded by Baranowski. Discussion: Removal and disposal of fence for \$160.00, repair five large headstones for \$649.00, and clearing of dead trees and overgrowth in SE corner for \$1600.00. Roll Call: Ayes – 5, Nays – 0, motion carried.
- 5. Additional 200 Amp Service Request for 2321 Reeves Road:** Resident requests an extra 200 amps service for attached garage for canning of food and to run four commercial size refrigerators and five freezers. The board advised residents to contact DTE Service Planner with concerns over safety and to contact the Electrical Inspector do a preliminary onsite inspection. Motion to table until after review of Service Planner and Inspector made by Behem, seconded by Hagle. Discussion: none. Roll Call: Ayes – 5, Nays – 0, motion carried.

**Comments from the Board of Trustee's not already addressed:** Reminder of Fall Festival and Car Show!

**Next Regular Meeting Scheduled:** October 4<sup>th</sup>, 2022 at 7pm at Riley Township Hall

**Adjournment:** Motion to adjourn at 8:25 p.m. made by Hagle, seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Recording Clerk

Approved October 4, 2022

Dawn Behem, Riley Township Clerk