

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on October 4th, 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: None

Citizens Wishing to Address the Board: Blight Complaint vacant land owner was present regarding complaint (see Unfinished Business Item #2).

Approve REGULAR Meeting AGENDA for October 4th, 2022: Motion to accept Agenda with additions: New Business Item #9: Lowne Cemetery, and Item #10: Building Permit Fee Schedule; and remove Old Business Item #3 under made by Hagle, seconded by Baranowski. All in favor, motion carried.

Approve Consent Agenda: Motion to approve Consent Agenda for 9-6-22 Meeting Minutes, Treasurer Report, Monthly A/P Checks 25191-25235, EFT 26-27, Tax Checks 3037-3069, Payroll Checks 9SE 1031-1032, Payroll Vouchers SDZ 400001-400002 & 9SE 400001-400023, Revenue/Expenditure Report PE 9-30-22, Bond Refunds BN210013, BG220003, BG220004, BG220013, Check Requests for Invoices 494150 & 494151, Communications from State of Michigan Department of Treasury-Qualifying Statement Approval, Department of Treasury IRS-941/945 payments corrected, and to St. Clair County-Request for Reimbursement made by Behem, seconded by Rushing. Roll Call: Ayes – 5, Nays – 0, motion carried.

Township News and Announcements:

- **General Election Day** on Tuesday, November 8th, 2022. Polls open from 7:00 am to 8:00 pm. Public Accuracy Test will be held on October 5th, 2022 at 1:30 pm with Election Commission holding a meeting afterwards.
- **Street Lighting LED Update is complete!** All street lights in the township have been replaced with LED.
- **Point & Pay** is here! Pay Taxes ONLINE or in-person at the office with a bank debit/credit card or E-check for a small fee. Go to RILEYTOWNSHIP.COM/TAX-ASSESSING/ and click button to be redirected to BSAONLINE.COM. There is Credit Card fee of \$2 or 3% and an E-check fee of \$3.
- **Annual Public Hearing - Special Assessment for Trash Removal** will be held at the November 1st board meeting.

Committee & Departmental Reports

Planning Commission: Two public hearings are scheduled to be held at the next meeting regarding Article XI Section 1127- and Article IX Section 924.

Parks and Recreation: Meeting held on September 26nd. Fall Festival and Car Show was a success, new playground equipment has been installed, received updated Administration Policy Manual, and discussed improvements for 2023.

Zoning Board of Appeals: No meeting held.

Election Commission – Meeting is scheduled for October 5th after Public Accuracy Testing at 1:30 p.m. to appoint Election Inspectors, received Absent Voter Ballots late from the County on 10-3-22 and are being processed now. There are over 500 ballots to be mailed out who have requested one.

Ordinance Enforcement: OEO not in attendance.

Building Department: Barndominium is being built, received several new permits this month and questions on container homes-Building Inspector will check on building codes.

Roads: Eagling Road culvert is complete, and Braidwood Road culvert should be finished soon.

ORDER OF BUSINESS

A. Unfinished Business

1. Road Commission New Projects/Work Orders:

- a. **Stinson Road Crossroad Culvert Replacement:** Motion to accept and approve St. Clair County Road Commission Township Agreement for Stinson Road Crossroad Culvert Replacement as presented at an estimated cost of \$5,000 to the Township made by Baranowski, seconded by Hagle. Roll Call: Ayes – 5, Nays – 0, motion carried.

2. Ordinance Complaint Cases to appear:

- a. **Blight Complaint #22-19 Vacant property on Tibbetts Road:** Property owner was sent certified letter from the OEO to appear before Township Board regarding the ongoing complaint. Property owner was present, denied living on property, and stated the camper and other items have been removed from the property. Property owner also provided several photos for the Board to review, expressed concerns about a neighbor's structure near the property line being used for hunting. Ordinance Enforcement Officer was not in attendance to receive questions from the board. No action taken by the Board on complaint #22-19 at this time.

B. NEW BUSINESS

1. **ST. CLAIR COUNTY HAZARD MITIGATION PLAN RESOLUTION 2022-19:** Motion to accept and adopt Resolution # 2022-19 St. Clair County Hazard Mitigation Plan 2022-2027 made by Hagle, seconded by Baranowski. Discussion: Current five-year county plan has expired. Adoption by all municipalities in the county was requested to be able to apply for FEMA funds when necessary. Roll Call: Ayes – 5, Nays – 0, motion carried.
2. **MONTHLY TOWNSHIP BOARD MEETING SCHEDULE CHANGE:** Motion to approve and change the Monthly Township Board Meeting Schedule to be held on the **2nd Tuesday** of each month effective

for the **December** 2022 meeting made by Behem, seconded by Titus. Discussion: More time is needed to process end of the month financials, bank reconciliations and payroll tasks prior each board meeting and to prepare the meeting packets. Roll Call: Ayes – 5, Nays – 0, motion carried.

3. **SCHEDULE ANNUAL PUBLIC HEARING OF SPECIAL ASSESSMENT FOR FIRE AND RESCUE PROTECTION:** Motion to schedule the Annual Public Hearing Notice of Special Assessment for Fire and Rescue Protection at the Regular Board Meeting scheduled on Tuesday, March 14, 2023 made by Behem, seconded by Rushing. Discussion: Public Hearing has been held at special meeting in past but can be held at regular board meeting instead. All in Favor, motion carried.
4. **PARK AND RECREATION MEMBER APPOINTMENT:** An application was received and Supervisor made recommendation to appoint Beverly Hallback to the Park & Recreation Committee. Motion to APPOINT Beverly Hallback to the Park and Recreation Committee made by Baranowski, seconded by Hagle. Discussion: None further. Roll Call: Ayes – 5, Nays – 0, motion carried.
5. **NOTICE FOR ACCEPTING BIDS ON SNOW REMOVAL:** Motion to post and publish Notice for Accepting Bids for Snow Removal for the 2022-23 Winter Season made by Baranowski, seconded by Hagle. Discussion: None further. All in favor, motion carried.
6. **NOTICE FOR ACCEPTING BIDS FOR FARMLAND LEASE:** Motion to post and publish Notice for Accepting Bids for Farmland Lease for the 2023 Planting Season made by Hagle, seconded by Baranowski. Discussion: Supervisor has been contacted by a farmer who has expressed interest. All in favor, motion carried.
7. **BOND FORFEITURES:** Motion to APPROVE Bond Forfeitures BC200001, BG180012, BG190008, BG200001, BA180007, and BA190011 totaling \$2,750.00 made by Hagle, seconded by Baranowski. Discussion: 45-Day Notice Letters were mailed to bond holders with no response. Roll Call: Ayes – 5, Nays – 0, motion carried
8. **ORDINANCE 29 PERFORMANCE BOND:** Motion to amend Section 300 Forfeiture of Bonds #1, final paragraph to read 180 days with an option of one extension made by Titus, seconded by Rushing. Discussion: Regulatory ordinance does not require a public hearing and the board may make amendments at any time. Roll Call: Ayes – 5, Nays – 0, motion carried
9. **LOWNE CEMETERY:** Another incident of damage or vandalism has occurred. Motion to purchase signage for Lowne Cemetery not to exceed \$500 made by Behem, seconded by Baranowski. Discussion: Possible fence to prevent ATV's from entering the cemetery and post NOTICE signage along back property line and under surveillance. Roll Call: Ayes – 5, Nays – 0, motion carried.
10. **BUILDING PERMIT FEE SCHEDULE:** Motion to amend the Building Permit Fee Schedule for Zoning Permit for Detached Accessory Building: Residential District: **200 sq. ft. or less** and 10 Ft. in Height made by Rushing, seconded by Baranowski. Discussion: Measurement as defined in the State Code Book. Roll Call: Ayes – 5, Nays – 0, motion carried.

Comments from the Board of Trustee's not already addressed: Trustee Hagle expressed concern of conflict of interest in Zoning Administrator duties. Supervisor commented construction at 609 Burnell Road EMS station is hoping to start next week that will have a 115-day time frame, and the Township has obtained Quiet Title to Tibbetts Cemetery.

Next Regular Meeting Scheduled: November 1st, 2022 at 7pm at Riley Township Hall

Adjournment: Motion to adjourn at 8:26 p.m. made by Hagle, seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Recording Clerk

Approved November 1, 2022

Dawn Behem, Riley Township Clerk