

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on December 13th, 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

Staff Present: Building Inspector Doug Wendland, OEO Fred McCallumore, Deputy Supervisor Aaron Titus, Deputy Treasurer Dawn Sawicki-Franz

Public Hearing: None Scheduled

Guest Speaker: Memphis Fire Chief Doug Pratt presented on possible uses of dry hydrants on river bridges or culverts within the township to access river water in cases of large fires. The Township Board would like to see approximate costs and county approval before possible usage for approval.

Public Comment: Heard concerns from three citizens on the right-of-way access into Tibbets Cemetery that was cleared by the county road commission and from a citizen on solar farms.

Approve Consent Agenda: Motion to approve Consent Agenda items 11-1-22 Meeting Minutes, A/P Checks 25274-25314, EFT 30-31, Tax Checks 3082-3088, Payroll Checks SDZ 1019-1028, Payroll Vouchers 9SE 480001-440022 & SDZ 480001-480002, Treasurer Report, Revenue/Expenditure 11-30-2022, Bond Permit Refunds BD220001, BA220003, BN210011, BG220018, BG210006, BN210012, Correspondence: ARPA Funded Project Request for Reimbursement, Comcast changes, Richmond/Lenox EMS report, and MTA made by Baranowski, seconded by Hagel. Roll Call: Ayes – 5, Nays – 0, motion carried.

Approve Budget Amendments: Motion to approve Budget Amendments totaling \$12,500 among various General Fund Departmental Activities presented made by Behem, seconded by Hagel. Roll Call: Ayes – 5, Nays – 0, motion carried.

Approve REGULAR Meeting AGENDA for December 13th, 2022: Add New Business items #7 Check Request, and #8 Purchasing Bank Certificates of Deposit.

- *Motion to accept Agenda with additions made by Baranowski, seconded by Rushing. All in favor, motion carried.*

Township News and Announcements:

- **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.
- **Township Board Monthly Meetings have changed!** Reminder - Riley Township Board meetings are now held on the **SECOND TUESDAY** of each month.

Committee & Departmental Reports

Parks and Recreation: Received Park & Recreation 2022 Annual Review Summary. No November meeting held. Next meeting scheduled on April 24th, 2023.

Planning Commission: Hagle reported special use application for Harmon Oil was tabled until January meeting.

Zoning Board of Appeals: No meeting held.

Election Commission: Behem congratulated the township's voters on having the highest voter turnout percentage of 78.16% in St. Clair County! The AV Board processed 572 ballots and 1188 ballots were casted in-person at the precinct for a total of 1760 ballots casted in Riley Township. There was a technical issue with the precinct tabulator that was resolved once service for maintenance was conducted by the vendor. Any ballots that were affected throughout the day were secured per protocol then casted at the closing of the polls. Changes on conducting elections will be coming with the statewide passage of Proposal 2 that will be arranged by the state legislature in accordance to the proposal. These changes will impose a greater cost to the township and responsibility to the clerk's office.

Building Department: Building Inspector reported permits have slowed up.

Ordinance Enforcement: Letters were sent out on two complaints received. Twenty open complaints from 2022 and four from 2021. Presently, there are four judgements in place and two going to court.

Roads: Local Funding Assistance Program received from county.

ORDER OF BUSINESS

A. Unfinished Business

1. Road Commission New Projects/Work Orders:

- a. **2023 Local Road Funding Assistance Program Agreement for Riley Center-Dunn-Hill Road Approaches:** Motion to accept and approve the 2023 Local Road Funding Assistance Program Agreement for Riley Center approaches from Dunn and Hill Roads as presented at an estimated cost of \$45,000 to the Township utilizing ARPA funds to cover any of the townships cost for the named project made by Baranowski, seconded by Hagle. Discussion: The named approaches were difficult to maintain. Budget planning for this project is necessary for both the township and road commission once approved. ARPA funds can be used for this project. Roll Call: Ayes – 5, Nays – 0, motion carried.

2. Ordinance Enforcement Appearance Notice(s) (if any): None

B. NEW BUSINESS

1. **Ordinance #34-08 – Ordinance Enforcement Officer:** Motion to approve termination of the Ordinance Enforcement Officer Service Agreement effective immediately and to give 30-day written notice to Mr. Frederick McCallumore made by Behem, seconded by Rushing. Discussion: Open ordinance violations remain high and need to get them finalize. Ordinance Enforcement Officer is struggling with the scope of authority and carrying out the duties of his position. Mr. McCallumore remarked on his frustration with the position and expressed a desire to no longer remain as the township's ordinance enforcement officer with the Supervisor. Roll Call: Ayes: Titus, Behem, Rushing; Nays: Baranowski, Hagle, Motion carried.

Motion to post and publish the position of OEO in the local newspaper made by Behem, seconded by Rushing. All in favor, motion carried.

Motion to approve amendment of Riley Township Ordinance #34 Ordinance Enforcement Officer to correct clerical error and re-label Section 3: Duties to Authority and re-label Section 4: DEFINITIONS to DUTIES made by Behem, seconded by Rushing. Roll Call: Ayes – 5, Nays – 0, motion carried.

2. **Agreement for Emergency Medical Services – Richmond Lenox EMS:** Motion to accept and approve Agreement for Emergency Medical Services for a period of 10 years effective January 1st, 2023 to provide EMS services within the township made by Baranowski, seconded by Hagel. Discussion: Asked if this offsets any of the current agreements with Fire Departments, it does not. Asked why a period of 10 years, it is due to bank requirement. Roll Call: Ayes – 5, Nays – 0, motion carried.
3. **MISD Summer Tax Collection Approval:** Motion to approve to collect the Macomb Intermediate School District (MISD) 2023 Summer Tax Levy in the 2023 Summer tax billing cycle on behalf of the school district that is located within Riley Township made by Rushing, seconded by Baranowski. Discussion: Board approval needed for collection of any tax made within the township. Roll Call: Ayes – 5, Nays – 0, motion carried.
4. **Township Office Door Replacement:** Motion to accept and approve quote received from At Home Pro in the amount of \$1290 for cost of materials and installation to replace the employee entrance door at the township office made by Hagel, seconded by Baranowski. Discussion: The door is used by township employees and officials which is now damaged beyond repair within its frame from normal usage and needs to be replaced. Roll Call: Ayes – 5, Nays – 0, motion carried.
5. **Deputy Clerk / Recording Clerk Job Position & Wages:** Motion to seek and approve a new hire Deputy Clerk employee at a starting salary wage of \$1000 per month working an estimated 10-15 hours per week (approx. 60 hrs. per month) within the Clerk's office made by Behem, seconded by Rushing. Discussion: The position of the deputy clerk is required by law to fulfill the statutory duties of the clerk's office especially in times when the clerk may become unable to perform those duties due to accident, hospitalization, or illness. This position is intended to be as a separate salaried position to work closely with clerk on a regular basis to becoming trained and experienced on those duties which include accounts payable, bookkeeping, financial reports, payroll, public recordkeeping and elections. Compensation approval is needed by the board and the hiring of the position is at the sole discretion of the Clerk. The job position will be posted and published. Roll Call: Ayes – 5, Nays – 0, motion carried.
6. **Board Administrative Policies Chapter 8 – Personnel Administration:** Motion to adopt and approve Riley Township Board Administrative Policies Chapter 8 – Personnel Administration made by Titus, seconded by Rushing. Discussion: Current policies have been incorporated into the new policy chapter. Changes made to Paid Time Off include a separate sick time bank and jury duty. Roll Call: Ayes – 5, Nays – 0, motion carried.

Motion to rescind the following policies: #10 – Training Reimbursement & Appendix #1; #24 – Employee Reviews & Appendix # 1; #26 – Social Security Number Privacy Policy; #27 – Reimbursement of Training; #44 – Personnel and Procedure Manual; and Paid Time Off Regular Scheduled Part-Time Non-Exempt Employee adopted 9-7-21 made by Behem, seconded by Rushing. Roll Call: Ayes – 5, Nays – 0, motion carried.

7. **Check Request for Reimbursement of Training:** Motion to reimburse Electrical Inspector for cost of membership, meeting and travel at a cost of \$553.54 made by Hagel, seconded by Rushing. Discussion: Electrical Inspector attended a two-day Annual Meeting for IAEE and paid yearly membership fee and is

requesting reimbursement of expenses paid as presented. Accommodation expenses for training can be approved for inspectors with travel paid at the IRS rate of .625 per mile. Check request adjusted amount to include mileage reimbursement in place of attached gas receipt. Roll Call: Ayes – 5, Nays – 0, motion carried.

8. **Purchase of Bank CDs:** Treasurer attended a meeting that discussed acquiring government CDs to earn greater interest on township funds. General fund normally keeps a high balance and a portion of that balance could be used towards purchasing CDs. Consensus to explore more options at next meeting, item tabled.

Comments from the Board Members not already addressed: Clerk mentioned an application for the planning commission board was received but no position is available at this time. The board wished everyone a Merry Christmas!

Next Regular Meeting Scheduled: January 10th, 2023 at 7pm at Riley Township Hall

Adjournment: Motion to adjourn at 9:03 p.m. made by Hagle, seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Recording Clerk

Approved January 10th, 2023

Dawn Behem, Riley Township Clerk