

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on January 10th, 2023 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: Deputy Treasurer Dawn Sawicki-Franz, OEO Fred McCallumore

Public Hearing: None Scheduled

Guest Speaker: Deputy Treasurer, Dawn Sawicki-Franz, presented on an investment company used by the Imlay City for higher interest return with ease of access of funds.

Public Comment: None

Approve Consent Agenda: Motion to approve Consent Agenda items: 12-13-22 Meeting Minutes, Claim Checks 25315-25348, EFT 32-33, Tax Checks 3089-3100, Payroll Checks 9SE 1034-1035, Payroll Vouchers 9SE 10001-10018 & SDZ 10001-10002, Treasurer Report, Revenue/Expenditure 12-31-2022, Bond Permit Refund BA220005, ARPA Report 12-31-22, FOIA Annual Report, Memphis Fire Department Annual Report, Richmond/Lenox EMS Report, Correspondence: Comcast changes and Kenockee Master Plan Update meeting made by Behem, seconded by Baranowski. Roll Call: Ayes – 5, Nays – 0, motion carried.

Approve REGULAR Meeting AGENDA for January 10th, 2023:

- *Motion to accept Agenda as presented made by Baranowski, seconded by Hagle. All in favor, motion carried.*

Township News and Announcements:

→ Tentative date for Annual Township Audit will be held on July 19, 2023.

Committee & Departmental Reports

Parks and Recreation: No meeting held. Next meeting scheduled on April 24th, 2023.

Planning Commission: Next meeting scheduled to be held on January 16, 2023. Township Board received a resignation letter from Planning Commission Secretary, Michele Daly-Brown, effective February 1, 2023. Motion to approve resignation from Michele Daly-Brown made by Behem. Seconded by Hagle. Discussion: Behem will post board vacancy notice to seek out applicants. All in favor, motion carried.

Zoning Board of Appeals: No meeting held.

Building Department: Building Inspector not present.

Ordinance Enforcement: Two properties have judgements against them and Township Attorney will be moving forward on them. Applicant and person of interest for the OEO position have been received. Motion to retain current OEO, Fred McCallumore, to remain as interim through end of February until new OEO is appointed made

by Hagle, seconded by Baranowski. Discussion: Current OEO contract ends on January 13th. McCallumore agreed to remain as interim. All in favor, motion carried.

Roads: Mild winter may allow for more chloride treatments in spring.

ORDER OF BUSINESS

A. Unfinished Business

- 1. Purchase of Bank CDs:** Motion to table until further information collected made by Titus, seconded by Baranowski. All in favor, motion carried.

B. NEW BUSINESS

- 1. Township Email Accounts:** Received email from Township IT provider, VC3, to notify starting April 1, 2023, a cost per email account will be charged and will no longer be offered free of charge service. The current existing email platform of MailEnable will be charged \$3.50 per mailbox account or migrate to Office 365 exchange at a charge of \$4.00 per mailbox. Office 365 offers extra government security, smartphone compatibility and business applications that will require additional labor costs of approximately \$100 per mailbox to migrate current email records over to new platform. Currently, there are 16-17 active email accounts, of which three can be eliminated.
 - Motion to migrate township email accounts from MailEnable to Office 365 at a monthly rate of \$4.00 per email with an estimated migration costs of \$100 per mailbox made by Behem, seconded by Baranowski. Discussion: Migration is necessary due to emails that may be subject to FOIA requests. ARPA funds may be used in providing improved security of email accounts. Roll Call: Ayes – 5, Nays – 0, motion carried.
- 2. Resolution # 2023-01 Annual Budget Hearing Date:** Motion to ADOPT Resolution # 2023-01 Annual Budget Hearing for 2023/2024 Fiscal Year Date to be scheduled on Tuesday, March 28, 2023, at 7:00 pm made by Rushing, seconded by Hagel. Roll Call: Ayes – 5, Nays – 0, motion carried.
- 3. Resolution # 2023-02 Annual Meeting of Electors Date:** Motion to ADOPT Resolution # 2023-02 Annual Meeting of Electors Date for the 2023/2024 Fiscal Year to be held on Tuesday, March 28, 2023, at 7:00 pm made by Rushing, seconded by Hagle. Roll Call: Ayes – 5, Nays – 0, motion carried.
- 4. Wind and Solar Moratorium Ordinance:** Motion to ADOPT Ordinance # 59-2023 Wind and Solar Moratorium for a period of 18 months made by Baranowski, seconded by Rushing. Discussion: Consensus to be in place to allow for comprehensive research and development of drafting an ordinance regarding large solar arrays. The moratorium can be repealed sooner if deemed necessary. Roll Call: Ayes – 5, Nays – 0, motion carried.
- 5. Municipal Civil Infractions Ordinance:** Motion to ADOPT Ordinance # 60-2023 Municipal Civil Infractions Ordinance made by Baranowski, seconded by Hagle. Discussion: Township currently has two ordinances in place: Ordinance Enforcement Officer Ordinance to give authority in enforcement, and another establishing a Municipal Ordinance Violations Bureau to collect violation records, tickets and fines. The current township administrative policy on Municipal Civil Infractions is not considered an ordinance and that an additional township ordinance or amendment is necessary to establish Municipal Civil Infraction Procedures to be enforced at a court level. Township Attorney has provided sample ordinances already

in place and used by other municipalities to develop the draft as presented and has been reviewed by the attorney for the township to consider. Roll Call: Ayes – 5, Nays – 0, motion carried.

6. **Board Administrative Policies Chapter 9 – Ordinance Enforcement Administration:** Motion to ADOPT Riley Township Board Administrative Policies Chapter 9 – Ordinance Enforcement Administration made by Behem, seconded by Rushing. Discussion: Current policies have been incorporated into the new policy chapter. Details the administrative procedures to be followed, forms to be used, and assignment of Bureau Clerk and Deputy. Roll Call: Ayes – 5, Nays – 0, motion carried.

Motion to rescind the following policies: #28 – Municipal Civil Infractions made by Hagle, seconded by Baranowski. Roll Call: Ayes – 5, Nays – 0, motion carried.

7. **House Trailer Ordinance:** Motion to approve amendment of Riley Township Ordinance # 6-2023 House Trailer to REPEAL Section 3, Item C (1-5) made by Rushing, seconded by Baranowski. Discussion: Original ordinance was adopted in 1967 with the intent of trailers used in a licensed camp and storage outside of a trailer outside of a licensed camp. Confusion between the two ordinances relating to the intent of temporary occupancy is allowed during construction of a new home or rebuilding after a natural disaster event. Consensus agrees that Zoning Ordinance 1209 clarifies the intent of a temporary occupancy relating to a natural disaster event that is intent of the ordinance to keep in place and to repeal section of ordinance # 6 as presented. Roll Call: Ayes – 5, Nays – 0, motion carried.

8. **Firearms, Weapons and Hunting Ordinance - Draft:** The Township is considering developing an ordinance to regulate firearms and hunting within the township. Several residents have reported of holes in homes and barns due to firearm usage within the area. Townships are allowed to regulate these activities by ordinance to ensure the safety and welfare of its residents and protect neighboring properties from harm. The Township remembers the tragic accident of a stray bullet hitting a home resulting in the death of a resident. The Township Attorney provided sample ordinances in place from other municipalities to review and develop the draft ordinance. Recommended a committee be held for the development and public input on the ordinance. Motion to table made by Titus, seconded by Rushing. All in favor, motion carried.

Comments from the Board Members not already addressed: None

Next Regular Meeting Scheduled: February 14th, 2023 at 7pm at Riley Township Hall

Adjournment: Motion to adjourn at 8:27 pm made by Rushing, seconded by Hagle. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Recording Clerk

Approved February 14, 2023

Dawn Behem, Riley Township Clerk