

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on February 14th, 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, Building Inspector Doug Wendland, OEO Fred McCallumore

Public Hearing – None Scheduled

Guest Speakers: Christine Engel from Michigan Class presented on Investment pool information for governmental agencies that yield higher interest rates.

Citizens Wishing to Address the Board on Agenda Items: None presented

Approve Consent Agenda: Motion to approve Consent Agenda: January 10th, 2023 Meeting Minutes, Treasurer Report, Revenue/Expenditure 01-31-2023, Monthly bills: Checks #25349-25381, EFTs #34-35, Tax checks #3101-3116, Payroll Vouchers 9SE 50001-50019 & SDZ 50001-50002, Payroll Check 9SE-1036, Check Request for Building Membership, Bond Permit Refunds BG220016 & BP230001, Performance Bond Extension Request PB210002, EMS Monthly Report, and Communications from SEMCO Energy and St. Clair County Road Commission made by Baranowski, seconded by Hagle. Roll Call: Ayes – 5, Nays – 0, motion carried.

Approve REGULAR Meeting AGENDA for February 14th, 2023:

- *Motion to approve agenda made by Baranowski, seconded by Rushing. All in favor, motion carried.*

Township News and Announcements:

- Annual Budget Hearing and Meeting of Electors to be held on March 28, 2023 at 7 pm at Riley Township Hall.
- An election for Armada Schools will be held in Riley Township precinct on May 2, 2023.

Committee Reports:

Parks and Recreation: No Meeting Held, next scheduled meeting is April 24, 2023.

Planning Commission: Election of officers held: Pratt and Rushing remain as Chairman and Vice-Chairman, and Bergen as secretary. Special Use application for Harmon Oil was tabled. 2022 Annual Summary Report

was approved, and meeting dates for 2023/2024 were set. The Township Board received and reviewed four applicants to consider for open seat on the Planning Commission.

- Motion to APPROVE the 2023/2024 Schedule of Regular Meetings for the Planning Commission made by Hagle, seconded by Rushing. All in favor, motion carried.
- Motion to APPOINT Kimberly Budnick to the Planning Commission effective immediately, made by Hagle, seconded by Baranowski. Roll Call: Ayes – 5, Nays – 0, motion carried.

Zoning Board of Appeals: No meeting held.

Ordinance Enforcement: The Township Board received and reviewed four applicants to consider for Ordinance Enforcement Officer appointment. Two applicants were present at the meeting to take questions from the Board and discuss their qualifications for the position.

- Motion to APPOINT Kyle Kallek as Ordinance Enforcement Officer with a probationary period of three months at a payrate of \$1000 per month salary effective March 1st, 2023 made by Rushing, seconded by Behem. Roll Call: Ayes – 5, Nays – 0, motion carried.

Building Department: 2022 Annual Building Report

Roads: Annual Road Commission meeting will be held by Zoom again this year. Belle River Road will be closed for a week for an upcoming culvert project. Frost laws have not been set yet for this year.

Unfinished Business

1. **Purchase of Bank CDs:** Motion to establish an account with Michigan Class Investment Pool made by Rushing, seconded by Baranowski. Discussion: funds can be transferred into a fluid investment pool for a higher interest rate of return and flexibility of transfer between accounts and to school districts for tax disbursements. The Board can decide how much to transfer into the account at a later date after it is set up with the Treasurer. Roll Call: Aye-5, Nay-0; Motion carried.
2. **Firearms, Weapons and Hunting Ordinance- Draft:** A workshop will be scheduled after yearend. Motion to table made by Titus, seconded by Hagle. All in favor, motion carried.

New Business

1. **Salary Resolutions:**
 - a) **# 2023-03 Supervisor:** Motion to adopt Resolution # 2023-03 for Township Supervisor \$18,660 annual salary made by Rushing, seconded by Baranowski. Discussion: 10% increase, none further. Roll Call: Aye-5, Nay-0; Motion carried.
 - b) **# 2023-04 Treasurer:** Motion to adopt Resolution # 2023-04 for Township Treasurer \$20,910 annual salary made by Hagle, seconded by Baranowski. Discussion: 10% increase, none further. Roll Call: Aye-5, Nay-0; Motion carried.
 - c) **# 2023-05 Clerk:** Motion to adopt Resolution # 2023-05 for Township Clerk \$22,800 annual salary made by Rushing, seconded by Hagle. Discussion: 10% increase plus increase for additional elections responsibility from passage of Proposal 22-2, none further. Roll Call: Aye-5, Nay-0; Motion carried.

- d) **# 2023-06 Trustee:** Motion to adopt Resolution # 20232-06 for Township Trustee \$2,700 annual salary, and \$100 per additional (above 1 per month) board meeting made by Rushing, seconded by Behem. Discussion: No increase, none further. Roll Call: Aye-5, Nay-0; Motion carried.

2. Annual Resolutions:

- a) **#2023-07 Compensation & Wages:** Motion to adopt Resolution # 2023-07 Compensation and Wages for Appointed Officials and Personnel as presented made by Baranowski, seconded by Rushing. Discussion: none presented. Roll Call: Aye-5, Nay-0; Motion carried.
- b) **#2023-08 Business Expense Reimbursement:** Motion to adopt Resolution # 2023-08 Business Expenses Reimbursements made by Hagle, seconded by Baranowski. Discussion: none presented. Roll Call: Aye-5, Nay-0; Motion carried.
- c) **#2023-09 Township Office Hours and Closure Dates:** Motion to adopt Resolution # 2023-09 Regular Township Office Hours and Office Closure Dates for 2023/2024 as presented made by Hagle, seconded by Rushing. Discussion: Monday after Easter Sunday and Primary Presidential Election Day closures were added. Roll Call: Aye-5, Nay-0; Motion carried.
- d) **#2023-10 Paid Holiday Non-Productive Hours:** Motion to adopt Resolution # 2023-10 Paid Holiday Non-Productive Hours made by Baranowski, seconded by Behem. Discussion: eligible for regular employees in cost-center department 271 Township Office-Clerical. Roll Call: Aye-5, Nay-0; Motion carried.
- e) **#2023-11 Retirement Benefits:** Motion to adopt Resolution # 2023-11 Retirement Benefits for Elected Officials, Appointed Officials and Regular Personnel made by Rushing, seconded by Behem. Discussion: 457 Plan is in leu of Social Security payroll withholding for eligible employees; and to exclude temporary, seasonal employee and independent contractors. Roll Call: Aye-5, Nay-0; Motion carried.
- f) **#2023-12 Established Fee Schedule:** Motion to adopt Resolution # 2023-12 Established Fee Schedule for the 2023/2024 Fiscal Year made by Rushing, seconded by Hagle. Discussion: Fee schedule effects the revenue in the annual budget and should be reviewed annually by resolution. It was researched, developed and reviewed along with the Building Department. Roll Call: Aye-5, Nay-0; Motion carried.

- 3. **Proposed Budget for 2023/2024:** Motion to accept the Proposed Budget as presented made by Baranowski, seconded by Hagle. Discussion: none presented. Roll Call: Aye-5, Nay-0; Motion carried.

- 4. **Nickel & Saph Annual Insurance Policy Renewal:** Motion to Approve Payment to Nickel & Saph, Inc. in the amount of \$17,209.00 for Commercial Insurance Policy Package Renewal made by Hagle, seconded by Baranowski. Discussion: Rate decreased due to improvement to the office building. Roll Call: Aye-5, Nay-0; Motion carried.

- 5. **Rocket Annual Flag Service Program:** Motion to accept quote #88552 and approve payment to Rocket Enterprise, Inc. in the amount of \$695.00 for Rocket Annual Flag Service Program for both the USA Flag & Township Custom Flag made by Behem, seconded by Rushing. Discussion: annual cost savings and appearance of the townships' flags. Roll Call: Aye-5, Nay-0; Motion carried.

- 6. Resolution # 2023-13 To Oppose Use of ARPA federal monies of \$14,600,000.00 to Ira Township Water Filtration Project:** Motion to adopt Resolution # 2023-13 to oppose use of ARPA monies for Ira Township Water Filtration Project made by Titus, seconded by Hagle. Discussion: Ira Township is requesting over 60% of the remaining St. Clair County ARPA funds available. Federal and State grants are available for these types of projects. Request that County ARPA funds be divided among all the townships and municipalities within the county to benefit all residents. Roll Call: Aye-5, Nay-0; Motion carried.

Comments from the Board of Trustee's not already address: Several projects and improvements were completed over the past year which should allow for a smoother year coming. Thank you to Fred for his work on Ordinance Enforcement. Next revenue sharing check will be \$58,662.

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

Adjournment: Motion to adjourn at 8:32 p.m. made by Hagle, seconded by Baranowski. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Riley Township Recording Clerk

Approved March 14th, 2023

Dawn Behem, Riley Township Clerk