

RILEY TOWNSHIP BOARD - REGULAR MEETING

Held on March 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: Building Inspector Doug Wendland, Ordinance Enforcement Officer Kyle Kallek

Public Hearing – None Scheduled

Guest Speakers: Doug Baranowski commented on the proposed firearm ordinance and presented information on the state and local requirements for shooting by residents.

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

Public Hearing: Annual Special Assessment Roll for Fire and Rescue Protection

- *Motion to open public hearing made by Hagel, seconded by Baranowski at 7:01 p.m. All in favor, motion approved.*

Fire Protection and Rescue Special Assessment District previously created at a millage rate of .03 mills. Written Comments/Objections: None received. Request for public comments was made by the Supervisor. Citizen asked what services are provided to residents and board responded township residents are not billed for services provided by fire departments, but non-residents are billed for services provided within the township. The current millage covers less than 50% of the total contracted cost to the township and may need to increase the millage in the future to balance the increase in costs to the township.

- *Motion to close public hearing made by Baranowski, seconded by Rushing at 7:09 p.m. All in favor, motion approved.*
- *Motion to Confirm annual Roll for Fire Protection and Rescue Special Assessment District and adopt Resolution # 2023-14 made by Hagle, seconded by Baranowski. Roll Call: Ayes – 5, Nays – 0, motion carried.*

Approve Consent Agenda: Motion to approve Consent Agenda: 2-23-2023 Meeting Minutes, 2-28-2023 Treasurer Report, Revenue/Expenditure 02-28-2023, Monthly Bills/Claims: Checks #25382-25408, EFTs #36-38, Tax Checks #3117-3147, Payroll Vouchers 9SE #90001-90019 & SDZ #90001-90002, and Payroll Check 9SE #1037, Bond Permit Refund BC220002, EMS Monthly Report, and Communications from DTE

Energy, St. Clair County Homeland Security & Management, Comcast and MSP/EMHSD made by Baranowski, seconded by Hagle. Roll Call: Ayes – 5, Nays – 0, motion carried.

Budget Amendments: Performance Bond Fund Budget Amendments totaling \$45,000 to transfer current Budget appropriations into the correct department cost center.

- Motion to approve Budget Amendments as presented made by Behem, seconded by Rushing. Discussion: None. Roll Call: Ayes – 5, Nays – 0, motion carried.

Approve REGULAR Meeting AGENDA for March 14th, 2023: Add to New Business: Bond Reconciliation

- *Motion to approve agenda with addition made by Hagle seconded by Baranowski. 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 School District 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: Approved sign applications for EMS , accepted the Mining Application, requested a Zoning map for the township hall, Harmon Oil is submitting a new site plan with access off of M-19. Checking with Metro Planning on submitted amendments.

Zoning Board of Appeals: No meeting held.

Building Department: EMS Building permit has been finalized. Some violation letters have been sent out.

Ordinance Enforcement: Out of the seven current judgements, two have complied. Updating current outstanding complaints and recording documentation and photos in the BS&A system. Clerk reported a refurbished desktop computer has been purchased as recommended by IT service to enable the OEO to access enforcement system from home.

- *Motion to approve OEO computer setup for \$500 made by Behem seconded by Rushing. Discussion: none further. Roll Call: Ayes – 5, Nays – 0, motion carried.*

Ordinance Enforcement Officer submitted a list of contractors for approval to be use for blight cleanups with current court judgements. Cost of services incurred from blight cleanup may be recouped from the resident, through billing or lien on the property.

- *Motion to approve blight contractors as presented made by Baranowski seconded by Hagle. Discussion: Contractors from the approved list used to be at the OEO's discretion with the lowest cost to be sought out first upon availability. Roll Call: Ayes – 5, Nays – 0, motion carried.*

Roads: Supervisor and Trustee Baranowski attended the Annual Road Commission meeting. Riley has the most gravel roads in St Clair County. 2023 Local Limestone program is a 70/30 split for 25.20 loads at a

cost of \$13,543 to the Township. The Annual Township Road trip will be held in April that will determine which roads will receive limestone loads. Bridge and large culvert replacement projects identified and will seek out grants to cover these costs. DEQ had a dispute with chloride applications, and will not apply within 100 feet of water if using the petroleum-based chloride.

Unfinished Business

1. **Firearms, Weapons and Hunting Ordinance- Draft:** A workshop will be scheduled after fiscal year end to discuss safety concerns for residents. Motion to table made by Titus, seconded by Baranowski. All in favor, motion carried.

New Business

1. **Lawn Care Services for 2023 Season:** Motion to Publish and Post notice to request for bids for Lawn Care Services for 2023 Season made by Baranowski, seconded by Rushing. Discussion: None. All in favor; Motion carried.
2. **Lawn Cemetery Maintenance for 2023 Proposals:** Motion to accept proposals received from Heaven's Touch Grave Care Services for Lawn Cemetery Maintenance Services for the 2023 Season in the amount of \$ 180.00 per month; and to clear out small trees and low hanging branches in the amount of \$1,200.00 made by Behem, seconded by Hagle. Discussion: Heaven's Touch provided repairs and maintenance last season. More light in the cemetery helps to maintain the headstones. Roll Call: Aye-5, Nay-0; Motion carried.
3. **Annual Resolution Amendments:**
 - a. **#2023-08A Business Expense Reimbursement:** Motion to adopt Resolution # 2023-08A Business Expense Reimbursement made by Hagle, seconded by Rushing. Discussion: Amending to remove OEO phone reimbursement. A township cell phone will be provided in place of the reimbursement. Roll Call: Aye-5, Nay-0; Motion carried.
 - b. **#2023-12A Established Fee Schedule:** Motion to adopt Resolution # 2023-12A Established Fee Schedule made by Rushing, seconded by Baranowski. Discussion: Amending to add missed extension fees. Roll Call: Aye-5, Nay-0; Motion carried.
4. **Election Equipment Request:** Motion to ACCEPT quote #541 received from ElectionSource to purchase two (2) ImageCast Precinct SE (Security Enhanced) Tabulators, one for in-person precinct & one for AVC, as presented at a total cost of \$11,298.40 using remaining ARPA funds available made by Behem, seconded by Baranowski. Discussion: Enhanced security tabulators are now available from the provider and recommend purchase to update security features. Roll Call: Aye-5, Nay-0; Motion carried.
5. **Bond Reconciliation:** Motion to forfeit unknown Performance Bond of \$250 to the General Fund as unreconcilable by Behem, seconded by Rushing. Discussion: Clerk reported a performance bond reconciliation has been completed and is out of balance to the bank account by \$250 which is equal to a single unknown permit prior to 2021. Recommend forfeiting this amount to bring the account into balance. Roll Call: Aye-5, Nay-0; Motion carried.

Comments from the Board of Trustee's not already address: None presented.

Next Regular Meeting Scheduled: April 11th, 2023 at 7pm at Riley Township Hall

Adjournment: Motion to adjourn at 8:15 p.m. made by Rushing, seconded by Hagle. All in favor, motion carried.

Respectfully submitted by Patricia Gondert, Riley Township Recording Clerk

Approved March 28th, 2023

Dawn Behem, Riley Township Clerk